

REGULAR TERM:

State of West Virginia, County of Jefferson, to-wit:

At a Regular Term of the County Commission of said County and State continued and held at the Old Charles Town Library meeting room thereof on Thursday May 14, 2009 beginning at 9:30 o'clock a.m.

PRESENT: Dale Manuel; President;
James Surkamp, Patsy Noland,
Frances B. Morgan; Commissioners

Commissioners Widmyer was absent until 11:30 a.m.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Noland conducted the Pledge of Allegiance.

IN RE: APPROVAL OF MINUTES

Motion by Noland, second by Manuel to dispense with the reading of the Minutes for the meeting held on Thursday, May 7, 2009 and to approve the Minutes as presented. Motion carried.

IN RE: APPROVAL OF PURCHASE ORDERS

Motion by Noland, second by Morgan to approve the following Purchase Orders for the week of May 14, 2009 totaling \$122,747.79: 46125, 46959, 46695, 47062, 46894, 46896, 46986, 46987 46988, 46989, 47086, 46938, 46742, 46744, 46897, 46899, 46900, 46994, 46995, 46915, 46456, 46459, 46460, 46461, 46464, 47202, 46997 and 47009. Motion carried.

IN RE: APPROVAL OF ACCOUNTS PAYABLE

Motion by Morgan, second by Surkamp to approve the list of Accounts Payable for May 14, 2009 totaling \$177,840.47. Motion carried.

CK#	DEPT	VENDOR	PO#	PO Amt	Amt wo PO	CK Amt
058645	413	ALLEGHENY POWER		\$0.00	\$123.21	\$123.21
058646	GRANT	AFRICAN AMERICAN COMM		\$0.00	\$1,072.68	\$1,072.68
058647	425	COMCAST		\$0.00	\$55.94	\$55.94
058648	424	AT&T/NJ		\$0.00	\$0.30	\$0.30
058649	424	USA MOBILITY WIRELESS,IN		\$0.00	\$88.98	\$88.98
058649	700	USA MOBILITY WIRELESS,IN		\$0.00	\$187.95	\$187.95
058649	712	USA MOBILITY WIRELESS,IN		\$0.00	\$420.24	\$420.24
058650	ALLOC	A.H.A		\$0.00	\$3,107.56	\$3,107.56
058651	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
058652	424	B-K OFFICE SUPPLY INC	46886	\$1,200.90	\$0.00	\$1,200.90
058652	440	B-K OFFICE SUPPLY INC	46425	\$1,524.50	\$0.00	\$1,524.50
058652	440	B-K OFFICE SUPPLY INC	46978	\$1,323.45	\$0.00	\$1,323.45
058653	424	BOLAND SERVICES	46365	\$166.00	\$0.00	\$166.00
058653	425	BOLAND SERVICES	45163	\$385.00	\$0.00	\$385.00
058653	425	BOLAND SERVICES	46365	\$427.00	\$0.00	\$427.00

058653	425	BOLAND SERVICES	46889	\$2,955.00	\$0.00	\$2,955.00
058654	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$49.85	\$49.85
058655	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$212.31	\$212.31
058656	GRANT	BLUE RIDGE ACRES		\$0.00	\$8,000.00	\$8,000.00
058657	700	COUNTRY ROADS TIRE & AUT	46892	\$438.07	\$0.00	\$438.07
058658	700	*CREAMERS AUTO SERVICE	46891	\$34.95	\$0.00	\$34.95
058659	712	VERIZON CABS		\$0.00	\$380.00	\$380.00
058660	440	CAREER TRACK	46977	\$288.00	\$0.00	\$288.00
058661	711	CHANNING BETE CO.	46740	\$88.65	\$0.00	\$88.65
058662	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$27.69	\$27.69
058663	700	C.A.R.S	46890	\$671.54	\$0.00	\$671.54
058664	405	CHARLESTON PSYCHIATRIC	46913	\$1,500.00	\$0.00	\$1,500.00
058665	405	KONICA MINOLTA	46914	\$583.76	\$0.00	\$583.76
058666	424	DAYCON	46887	\$415.01	\$0.00	\$415.01
058667	PAYROLL	EQUITABLE THE EQUIVEST		\$0.00	\$15.00	\$15.00
058668	424	J.C.EHRLICH		\$0.00	\$30.00	\$30.00
058668	425	J.C.EHRLICH		\$0.00	\$391.00	\$391.00
058669	412	FRONTIER		\$0.00	\$421.23	\$421.23
058669	415	FRONTIER		\$0.00	\$331.23	\$331.23
058669	424	FRONTIER		\$0.00	\$15,456.88	\$15,456.88
058669	712	FRONTIER		\$0.00	\$1,164.40	\$1,164.40
058670	424	GRAINGER, INC	46888	\$756.48	\$0.00	\$756.48
058671	989	GREAT AMERICA LEASING	46936	\$2,979.23	\$0.00	\$2,979.23
058672	451	HAGERSTOWN COMM COLL	46993	\$297.00	\$0.00	\$297.00
058673	PAYROLL	ING NATIONAL TRUST		\$0.00	\$610.00	\$610.00
058674	428	IBM CORPORATION		\$0.00	\$1,073.00	\$1,073.00
058675	401	JEFFERSON PUBLISH CO INC		\$0.00	\$46.08	\$46.08
058676	413	JEFFERSON UTILITIES INC		\$0.00	\$20.12	\$20.12
058677	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,694.00	\$4,694.00
058678	712	LANGUAGE LINE SERVICES		\$0.00	\$175.52	\$175.52
058679	PAYROLL	COMPTRROLLER OF MARYLAND		\$0.00	\$563.18	\$563.18
058680	424	VERIZON BUSINESS		\$0.00	\$1,110.96	\$1,110.96
058681	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
058682	711	TERRI MEHLING		\$0.00	\$5.25	\$5.25
058682	711	TERRI MEHLING		\$0.00	\$6.35	\$6.35
058683	PAYROLL	MD CHILD SUPPORT ACCOUNT		\$0.00	\$18.46	\$18.46
058684	406	N.A.D.A. APPRAISAL GUIDE	46722	\$75.00	\$0.00	\$75.00
058685	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$735.21	\$735.21
058686	ALLOC	JEFF CO PARKS &		\$0.00	\$15,500.60	\$15,500.60
058687	425	RCS SECURITY	46885	\$505.00	\$0.00	\$505.00
058688	401	ROBERT R. RODECKER		\$0.00	\$7,685.97	\$7,685.97

058689	401	SOFTWARE SYSTEMS, INC		\$0.00	\$316.50	\$316.50
058689	402	SOFTWARE SYSTEMS, INC		\$0.00	\$627.50	\$627.50
058689	403	SOFTWARE SYSTEMS, INC		\$0.00	\$528.00	\$528.00
058689	404	SOFTWARE SYSTEMS, INC		\$0.00	\$759.00	\$759.00
058689	700	SOFTWARE SYSTEMS, INC		\$0.00	\$1,062.15	\$1,062.15
058690	405	SPECIALTY BUS SUPPLIES	46912	\$415.25	\$0.00	\$415.25
058691	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$37.20	\$37.20
058691	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8.70	\$8.70
058691	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$33,861.94	\$33,861.94
058691	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$23.26	\$23.26
058691	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$5.44	\$5.44
058691	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$7,919.36	\$7,919.36
058692	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$26,177.14	\$26,177.14
058693	700	SHEETZ FLEET FUELING		\$0.00	\$130.07	\$130.07
058694	425	SPECTRUM FIRE PROTECTION	46893	\$200.00	\$0.00	\$200.00
058695	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
058696	425	HAGEMEYER	46848	\$2,011.66	\$0.00	\$2,011.66
058697	PAYROLL	US DEPT OF EDUCATION		\$0.00	\$124.70	\$124.70
058698	402	UNITED SYS & SOFTWARE		\$0.00	\$195.00	\$195.00
058698	403	UNITED SYS & SOFTWARE		\$0.00	\$167.00	\$167.00
058699	ALLOC	JEFFERSON CO CONVENTION		\$0.00	\$18,608.16	\$18,608.16
058700	712	VERIZON		\$0.00	\$3,872.94	\$3,872.94
058701	424	WILLIAMS MOTOR PARTS, IN	45478	\$20.30	\$0.00	\$20.30
TOTALS				\$19,261.75	\$158,578.72	\$177,840.47

IN RE: PUBLIC COMMENT

Patience Wait appeared before the Commission to provide an update on PATH applications being submitted and to report on the Tri-State PATH Opposition Demonstration on Sunday, May 31, 2009 along Route 340.

Commissioner Surkamp commented on the Commission's efforts to intervene with PATH.

Commissioner Morgan requested converting this matter into an agenda item next week for further discussion. The Commission agreed by consensus to place "PATH deliberations" on next week's agenda.

Mike Austin appeared before the Commission on behalf of the Shepherdstown Men's Club to provide clarification of the Shepherdstown Men's Club's previous budget request.

IN RE: LEGISLATIVE ISSUES

Commissioner Noland reported on the Senate Bill 528 veto.

Commissioner Manuel reported on the status of Senate Bill 715 and Senate Bill 256.

Commissioner Surkamp reported on Senate Bill 404.

IN RE: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

Commissioner Surkamp requested the Commission schedule a referendum in August or September on the Zoning Ordinance.

The Commission agreed by consensus to place this matter on next week's agenda for further consideration.

IN RE: BONDING AND ACTIVITY REPORT

There was no bonding.

Kirk Davis, Capital Project Manager and acting Planning Director appeared before the Commission to provide the activity report and an update on ongoing county construction projects.

Mr. Davis provided a status report on the Judicial Center, Courtroom Chamber renovations and the Mason Building renovations.

Mr. Davis reported on the ceiling repairs needed in the Moffett Building and requested the Commission approve authorization to acquire bids. Motion by Morgan, second by Surkamp to authorize Kirk Davis to acquire bids for ceiling repairs in the Moffett Building as requested. Motion carried.

Commissioner Noland requested clarification on which county buildings are ADA compliant. Mr. Davis reported on county buildings which are ADA compliant.

Commissioner Manuel inquired as to the Planning Commission's acquisition of legal counsel for the Faraway Farms case. Mr. Davis reported that this matter was discussed during Executive Session by the Planning Commission.

Motion by Manuel, second by Morgan to hold over obtaining information regarding the Planning Commission's acquisition of legal counsel until a date has been established for a joint meeting between the County Commission and the Planning Commission.

Amended motion by Surkamp to determine the date today for a joint County Commission and Planning Commission meeting. Motion died due to lack of a second.

Original motion by Manuel, second by Morgan to hold over obtaining information regarding the Planning Commission's acquisition of legal counsel until a date has been established for a joint meeting between the County Commission and the Planning Commission. Motion carried.

Mr. Davis reported on his attempts to find adequate office space for County Surveyor John Kusner.

Mr. Davis reported on his meeting with Sheriff Shirley to provide adequate space for the Sheriff within the St. Margaret's Building.

Mr. Davis reported on the bids received and budgetary constraints to cover the cost of window renovation and replacement in the Reineger Building. The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to research appropriate resources to ensure adequate funding for the window renovations and replacement in the Reineger Building.

IN RE: CORRESPONDENCE FROM SHERIFF SHIRLEY - SPACE REQUEST IN ST. MARGARET'S BUILDING

This matter was discussed under agenda item: "Bonding and Activity Report".

The Commission took a 5-minute break at 10:15 a.m.

IN RE: PEGGY MCKOWEN - CONTEMPORARY AMERICAN THEATER FESTIVAL PRESENTATION

Peggy McKowen, Associate Producing Director from the Contemporary American Theater Festival appeared before the Commission for a presentation and report of a recent study conducted to enhance tourism in the Eastern Panhandle and Jefferson County.

Ed Herenden, Founder and Producing Director of the Contemporary American Theater Festival provided a Power Point presentation and report detailing CATF objectives and goals. Mr. Herenden reported on private contributions received, business partnerships, and support provided by Shepherd University.

Mr. Herenden requested \$30,000.00 from the Commission in support of the Contemporary American Theater Festival.

The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to

send a letter of support on behalf of the Contemporary American Theater Festival to the Arts and Humanities Alliance and the Jefferson County Convention and Visitors Bureau.

IN RE: DEVELOPMENT AUTHORITY - HIRING OF EXECUTIVE DIRECTOR

Mark Dyck, Development Authority Vice President appeared before the Commission to request approval of employment for Thomas Bayuzik, Jr. as Executive Director of the Jefferson County Development Authority.

Motion by Noland, second by Surkamp to approve the employment of Thomas Bayuzik, Jr. as Executive Director of the Jefferson County Development Authority. Motion carried.

IN RE: APPROVAL OF EMPLOYMENT - THOMAS BAYUZIK, JR. - EXECUTIVE DIRECTOR OF THE JEFFERSON COUNTY DEVELOPMENT AUTHORITY

This matter was discussed under agenda item: "Development Authority – Hiring of Executive Director".

IN RE: DISCUSSION, REPORT OF FEDERAL STIMULUS FUNDS TO BE AVAILABLE TO JEFFERSON COUNTY

Leslie D. Smith, County Administrator reported on the status of Federal Stimulus funding research and availability for Jefferson County.

Commissioner Manuel reported on research he has conducted for Federal Stimulus fund availability.

Commissioner Morgan discussed policy initiatives for stimulus grants.

IN RE: APPOINTMENT TO THE WATER ADVISORY COMMITTEE

Motion by Surkamp, second by Noland to appoint Ruth McQuade to the Water Advisory Committee for one unexpired term ending January 31, 2010. Motion carried by a 3-1 vote; Commissioner Morgan voted no.

IN RE: STAFF BRIEFING - ACTION: 2007 STATE AUDITOR FINDINGS ON COUNTY COMMISSION

Commissioner Surkamp requested additional clarification of the 2007 State Auditor's findings.

The Commission agreed by consensus that Leslie D. Smith, County Administrator draft a report detailing Departmental deficiencies and recommendations for Commission review and consideration.

IN RE: APPOINTMENT TO THE PLANNING COMMISSION

No new information was provided.

IN RE: CORRESPONDENCE RECEIVED FROM PROSECUTING ATTORNEY RALPH LORENZETTI CONCERNING AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2007

Leslie D. Smith, County Administrator reported on statute requirements and Mr. Lorenzetti's findings and recommendations for the Audit Report for Fiscal Year ending June 30, 2007.

Motion by Manuel, second by Noland authorizing the County Administrator to draft a letter to Mr. Lorenzetti clarifying deficiencies and Commission recommendations of findings by the State Auditor. Motion was defeated by a 2-2 vote; Commissioners Morgan and Surkamp voted no.

The Commission agreed by consensus to hold this matter over until all Commissioners are present.

IN RE: REQUEST FOR APPROVAL OF AMENDMENT TO PLANNING COMMISSION BYLAWS.

James Casimiro, Assistant Prosecuting Attorney appeared before the Commission to request approval of Planning Commission Bylaws Amendments.

Mr. Casimiro read aloud the Planning Commission Bylaws Amendments as recommended by the Planning Commission.

Motion by Morgan, second by Surkamp to approve the Amendment to Planning Commission Bylaws to include amendments as determined by the County Commission. Motion carried.

IN RE: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT

- PROBATE MATTER - PETITION TO PROBATE WRITING IN SOLEMN FORM - ESTATE OF PHYLLIS MARIE DAVIS

No County Clerk's report was provided.

Michael L. Scales, Esquire appeared before the Commission to request approval of a Petition to Probate Writing in Solemn Form for the Estate of Phyllis Marie Davis.

James Casimiro, Assistant Prosecuting Attorney was present and reported on his review and recommendation of the Petition.

Motion by Morgan, second by Noland to approve the Petition to Probate Writing in Solemn Form for the Estate of Phyllis Marie Davis. Motion carried.

IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

Stephanie Grove, Assistant Prosecuting Attorney appeared before the Commission for the legal update and report.

Ms. Grove provided the Commission with the weekly to do list and reported on the Kanawha County case involving the State Tax Commission and the Kanawha County Assessor.

Ms. Grove provided a status report of PATH deliberations and reported on intervention strategies and recommended the Commission draft a letter to other counties and municipalities affected by PATH requesting implementation of a Memorandum of Understanding to share in legal expenses incurred as a result of PATH legal intervention.

Commissioner Widmyer arrived at 11:30 a.m.

Ms. Grove reported on a new Freedom of Information request received.

Commissioner Widmyer reported on the Public Service District meeting she attended and approval of the Memorandum of Understanding between Jefferson Utilities and the Public Service District for the Mountain Water System.

James Casimiro, Assistant Prosecuting Attorney was present and provided the Commission a summary of the Aubrey Henry vs. Planning Commission case.

Mr. Casimiro reported on the Citizen's of the Blue Ridge Act Committee meeting he attended and discussed the citizen's concerns with the Memorandum of Understanding between the Public Service District and Jefferson Utilities.

Mr. Casimiro provided a status update on the Jefferson Utilities rate case.

IN RE: REQUEST STAFF TO PROVIDE AMENDMENT FOR AMENDING CURRENT ZONING ORDINANCE AND MAP TO INCLUDE URBAN GROWTH BOUNDARIES DEFINED IN SB 256

Leslie D. Smith, County Administrator reported on the amended townscape maps defining Urban Growth Boundaries that are available in the Jefferson County Addressing/GIS office.

Motion by Morgan, second by Surkamp to send a copy of the amended townscape maps defining Urban Growth Boundaries to the Planning Commission, area municipalities and legal counsel for review and consideration. Motion carried.

IN RE: PROPOSED EMPLOYEE EVALUATION SYSTEM POLICY

Commissioner Widmyer requested the proposed employee evaluation system policy be sent to all Elected Officials and Department heads for review.

The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to forward copies of the Proposed Employee Evaluation System Policy to all Elected Officials and Departments heads for their review and recommendations.

IN RE: STAFF BRIEFING - ACTION: 2007 STATE AUDITOR FINDINGS ON COUNTY COMMISSION – CONTINUED

Leslie D. Smith, County Administrator and Commissioner Surkamp reported on previous discussion and action taken up on this matter earlier in the agenda during Commissioner Widmyer's absence.

Commissioner Widmyer requested recommendations outlined by the Auditor's Office be implemented by the County Commission.

Motion by Widmyer, second by Morgan that a written policy be implemented detailing corrective procedures for all deficiencies outlined in the Auditor's report that relate to the County Commission and to provide a policy with suggestions for alleviating future deficiencies for review and approval by the Commission prior to being sent to the Prosecuting Attorney's Office. Motion carried.

IN RE: BUDGET ISSUES - CONSIDERATION OF FUNDING FOR NON-PROFIT ENTITIES

The Commission agreed to table this matter for one week.

IN RE: TELAMON CORPORATION - REQUEST FOR WAIVER OF BUILDING PERMIT FEES

The Commission requested clarification on the request for waiver of building permit fees and agreed to table this matter for two weeks.

IN RE: APPROVAL OF EMPLOYMENT OF LABORER POSITION FOR THE MAINTENANCE DEPARTMENT

Motion by Noland, second by Surkamp to approve the employment of Tony Gainey as General Laborer for the Maintenance Department. Motion carried.

IN RE: TOPIC TO BE INCLUDED IN WORK SESSION ON STRUCTURE OF COUNTY GOVERNMENT

- A. RESPONSIBILITY FOR COUNTY WEB PAGE STRUCTURE, MAINTENANCE AND CONTENT**
- B. CLARIFICATION AS TO ROLE OF COUNTY PERSONNEL MANAGER**
- C. REVIEW OF ROLES/FUNCTIONS OF COUNTY COMMISSION STAFF**

The Commission agreed that responsibility for County web page structure, maintenance and content; clarification as to role of County Personnel Manager and review of roles/functions of County Commission staff would be included during the work session scheduled on May 28, 2009.

IN RE: COUNTY ADMINISTRATOR REPORTS

Leslie D. Smith, County Administrator provided the Commission the weekly expenditure and revenue reports.

Ms. Smith reported on the specifications of the new agenda policy adopted by the County Commission.

IN RE: COUNTY COMMISSION REPORTS

Commissioner Morgan reported on the Regional Jail Summit she attended.

Commissioner Morgan reported on the Workforce Investment Board meeting she attended.

Commissioner Morgan reported on the correspondence she received from the Historic Landmarks Commission with regard to the John Brown Sesquicentennial event.

Commissioner Morgan discussed the upcoming Bridge Day event and requested a Commissioner from Jefferson County attend.

Commissioner Surkamp reported on the Hilltop House Presentation he attended.

Commissioner Widmyer reported on the Public Service District meeting she attended.

Commissioner Widmyer reported on the upcoming Regional Transportation Board meeting she will be attending.

Commissioner Widmyer reported on the John Brown Sesquicentennial Committee meeting she attended.

Commissioner Manuel reported on the Contemporary American Theater Festival presentation he attended.

IN RE: COUNTY COMMISSION WORKSHOP - JEFFERSON COUNTY CONVENTION AND VISITORS BUREAU BOARD OF DIRECTORS

The County Commission conducted a workshop with members from the Jefferson County Convention and Visitors Bureau Board of Directors. Those present were: Paulette Sprinkle, Executive Director; Ron Marcus, Nina Vogle, Annette Gaven, Tish Appignani, Jack Snyder, Louis Turbo, Karen Townsend and Carol Asam; Jefferson County Convention and Visitors Bureau Board of Directors.

Discussion included plans for the John Brown Sesquicentennial. Mr. Marcus and Ms. Sprinkle provided the Commission literature and reported on events and strategies being coordinated for the event.

Mr. Marcus provided copies of the Jefferson County Convention and Visitors Bureau's marketing report, annual financial report and Articles of Incorporation and discussed strategies and goals to increase tourism in Jefferson County.

The Commission received the following information:

Adopted Policies - Adopted May 5, 2009 - Agenda, Daybook, Appointments to Boards, Authorities, Agencies and Commissions, Rental Vehicle Policy, Vehicle Reduction Idling Policy, Inclement Weather Policy, Photocopies, Faxes Policy, Electronic Recording Policy, Meeting Sessions Policies and Appropriate Interface with County Commissioners, County Employees and Volunteers Policy.

Correspondence received from Loudoun County thanking Barbara Miller for her help with alleviating a problem that occurred for Loudoun County units when they were assisting Jefferson County during an incident.

Correspondence received from Governor Joe Manchin concerning correspondence received from the Commission.

Correspondence received from the West Virginia Division of Culture and History concerning the John Brown Sesquicentennial.

Correspondence received from the Charles Town Kiwanis Club concerning Santa's Toy Shop.

Copy of West Virginia Economic Development Finance Mechanisms: Utilizing Sales Tax Credits or Special Excise Tax received from Robert S. Kiss.

Press release received concerning West Virginia PBS available in high definition from Comcast.

Copy of portion of November 20, 2008 County Commission meeting minutes received from the County Clerk.

Copy of correspondence sent to The Honorable Earl Ray Tomblin from Governor Joe Manchin received concerning Senate Bill 715.

Correspondence received from the Division of Highways concerning the Shepherdstown Battlefield Acquisition Transportation Enhancement Project.

Correspondence received from Governor Joe Manchin concerning Bridge Day.

Copy of newspaper article received from the Association of Counties concerning tax break for computer servers.

Community Bulletin received from the Harpers Ferry National Historical Park.

Copy of the Jefferson County Public Service District budget received for the 2009-2010 fiscal year.

Meeting minutes received from the Jefferson County Public Service District.

Weekly settlement report for the Charles Town Races received from the West Virginia Lottery.

Upon rising the Commission recessed until Thursday morning next beginning at 9:30 o'clock a.m.

DALE MANUEL, COMMISSION PRESIDENT