

**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, June 18, 2009 beginning at 9:30 o'clock a.m.

**PRESENT:** Dale Manuel; President;  
James Surkamp, Lyn Widmyer  
Frances B. Morgan; Commissioners

Commissioner Noland was absent.

**IN RE: PLEDGE OF ALLEGIANCE**

Commissioner Surkamp conducted the Pledge of Allegiance.

**IN RE: APPROVAL OF MINUTES**

Motion by Morgan, second by Widmyer to dispense with the reading of the Minutes for the meeting held on Thursday, June 11, 2009 and to approve the Minutes as presented. Motion carried.

**IN RE: APPROVAL OF PURCHASE ORDERS**

Motion by Morgan, second by Manuel to approve the following Purchase Orders for the week of June 18, 2009 totaling \$25,589.59: 47073, 47304, 47066, 47253, 47124, 47093, 47249, 47092, 46920, 46921, 46924, 46925, 46477, 46478, 47010, 47011, 47012, 47252, 47251 and 47008. Motion carried.

**IN RE: APPROVAL OF ACCOUNTS PAYABLE**

Motion by Morgan, second by Widmyer to approve the list of Accounts Payable for June 11, 2009 totaling \$320,177.70. Motion carried.

<b>CK#</b>	<b>Dept</b>	<b>Vendor</b>	<b>PO#</b>	<b>PO Amt</b>	<b>Amt wo PO</b>	<b>CK Amt</b>
058935	413	ALLEGHENY POWER		\$0.00	\$96.07	\$96.07
058936	GRANT	AFRICAN AMERICAN COMM		\$0.00	\$354.18	\$354.18
058937	405	ACCURATE SYSTEMS INC	46923	\$36.00	\$0.00	\$36.00
058938	425	COMCAST		\$0.00	\$55.94	\$55.94
058939	424	AT&T/NJ		\$0.00	\$0.19	\$0.19

058940	424	USA MOBILITY WIRELESS,IN		\$0.00	\$88.98	\$88.98
058940	700	USA MOBILITY WIRELESS,IN		\$0.00	\$187.95	\$187.95
058940	712	USA MOBILITY WIRELESS,IN		\$0.00	\$380.24	\$380.24
058941	425	ABH SERVICES, INC.		\$0.00	\$1,072.00	\$1,072.00
058942	440	AUBURN UNIVERSITY	47088	\$1,277.50	\$0.00	\$1,277.50
058943	406	BERKELEY PRINTING/DESIGN	47069	\$489.00	\$0.00	\$489.00
058944	424	BIEDLERS ELEC MOTOR REP	47227	\$332.04	\$0.00	\$332.04
058945	425	BRIGGS WELD & RAD REPAIR	46849	\$13,750.00	\$0.00	\$13,750.00
058946	406	B-K OFFICE SUPPLY INC	47072	\$154.50	\$0.00	\$154.50
058946	424	B-K OFFICE SUPPLY INC	47225	\$365.00	\$0.00	\$365.00
058946	425	B-K OFFICE SUPPLY INC	47246	\$5,256.50	\$0.00	\$5,256.50
058946	439	B-K OFFICE SUPPLY INC	46994	\$0.30	\$0.00	\$0.30
058946	440	B-K OFFICE SUPPLY INC	46420	\$433.00	\$0.00	\$433.00
058946	440	B-K OFFICE SUPPLY INC	46983	\$638.00	\$0.00	\$638.00
058946	440	B-K OFFICE SUPPLY INC	46990	\$1,403.54	\$0.00	\$1,403.54
058946	440	B-K OFFICE SUPPLY INC	47086	\$140.20	\$0.00	\$140.20
058946	712	B-K OFFICE SUPPLY INC	46595	\$104.00	\$0.00	\$104.00
058946	712	B-K OFFICE SUPPLY INC	47136	\$403.50	\$0.00	\$403.50
058947	424	BOLAND SERVICES	46365	\$166.00	\$0.00	\$166.00
058947	425	BOLAND SERVICES	46365	\$427.00	\$0.00	\$427.00
058947	425	BOLAND SERVICES	47224	\$525.00	\$0.00	\$525.00
058947	425	BOLAND SERVICES		\$0.00	\$385.00	\$385.00
058948	425	CITY OF CHARLES TOWN		\$0.00	\$6,800.00	\$6,800.00
058949	402	WVA-CO CLERK	47302	\$325.00	\$0.00	\$325.00
058950	440	COUNTRY ROADS TIRE	47233	\$2,451.68	\$0.00	\$2,451.68
058950	700	COUNTRY ROADS TIRE	47216	\$451.52	\$0.00	\$451.52
058951	424	CREAMERS AUTO SERVICE	47244	\$35.75	\$0.00	\$35.75
058951	440	CREAMERS AUTO SERVICE	47231	\$1,091.77	\$0.00	\$1,091.77
058951	440	CREAMERS AUTO SERVICE	47244	\$67.65	\$0.00	\$67.65
058951	700	CREAMERS AUTO SERVICE	47231	\$12.00	\$0.00	\$12.00
058951	716	CREAMERS AUTO SERVICE	47244	\$2,447.22	\$0.00	\$2,447.22
058952	424	CARLYLE & ANDERSON	47234	\$162.99	\$0.00	\$162.99
058953	712	CPI COMPUTR PROJECT F/IL	46615	\$1,560.00	\$0.00	\$1,560.00
058954	700	C.A.R.S	47229	\$156.74	\$0.00	\$156.74
058954	700	C.A.R.S	47243	\$245.76	\$0.00	\$245.76
058955	405	CHARLESTON PSYCHIATRIC	46918	\$720.00	\$0.00	\$720.00
058956	439	CHOICE STAFFING, INC.		\$0.00	\$829.94	\$829.94
058957	425	DODSON'S SEPTIC	47237	\$250.00	\$0.00	\$250.00
058958	424	DAYCON	47228	\$792.84	\$0.00	\$792.84
058958	424	DAYCON	47240	\$5,379.72	\$0.00	\$5,379.72
058959	401	DOI-USGS		\$0.00	\$31,997.05	\$31,997.05
058960	401	D I JACOBS CONSULTING		\$0.00	\$1,000.00	\$1,000.00
058961	424	J.C.EHRLICH		\$0.00	\$31.00	\$31.00
058961	425	J.C.EHRLICH		\$0.00	\$397.00	\$397.00
058962	401	FEDEX		\$0.00	\$33.45	\$33.45
058962	700	FEDEX		\$0.00	\$74.50	\$74.50
058963	425	FIRE SAFETY EQUIP	47238	\$105.00	\$0.00	\$105.00
058964	424	FARM PLAN/SOUTH STATE	46530	\$451.85	\$0.00	\$451.85
058964	424	FARM PLAN/SOUTH STATE	46530	\$1,197.27	\$0.00	\$1,197.27
058965	412	FRONTIER		\$0.00	\$421.23	\$421.23
058965	415	FRONTIER		\$0.00	\$331.23	\$331.23
058965	424	FRONTIER		\$0.00	\$17,058.14	\$17,058.14
058965	712	FRONTIER		\$0.00	\$1,201.11	\$1,201.11
058966	402	FRANK PARSONS INC.	46700	\$654.34	\$0.00	\$654.34
058967	415	GENERAL COUNTY FUND		\$0.00	\$9,593.36	\$9,593.36

058968	404	J & S BUSINESS FORMS LLC	46663	\$1,659.43	\$0.00	\$1,659.43
058969	424	GRAINGER, INC	47239	\$1,376.04	\$0.00	\$1,376.04
058969	451	GRAINGER, INC	47006	\$1,882.48	\$0.00	\$1,882.48
058970	440	ROGER GOODWIN		\$0.00	\$59.03	\$59.03
058971	700	INTERNATIONAL POLY	46471	\$1,000.00	\$0.00	\$1,000.00
058972	433	IKON OFFICE SOLUTIONS	46761	\$135.83	\$0.00	\$135.83
058972	439	IKON OFFICE SOLUTIONS	47004	\$177.56	\$0.00	\$177.56
058973	413	JEFF CO PUBLIC SER DEPT		\$0.00	\$27.62	\$27.62
058973	425	JEFF CO PUBLIC SER DEPT		\$0.00	\$55.34	\$55.34
058974	402	JEFFERSON PUBLISH CO INC	46699	\$431.32	\$0.00	\$431.32
058974	439	JEFFERSON PUBLISH CO INC	47002	\$104.64	\$0.00	\$104.64
058974	439	JEFFERSON PUBLISH CO INC	47007	\$25.00	\$0.00	\$25.00
058974	451	JEFFERSON PUBLISH CO INC	47001	\$203.36	\$0.00	\$203.36
058975	424	JIM'S CIRCLE TRANSMISSIO	47242	\$279.00	\$0.00	\$279.00
058976	401	THE JOURNAL		\$0.00	\$45.02	\$45.02
058977	425	JEFFERSON COUNTY SOLID	47236	\$37.13	\$0.00	\$37.13
058977	425	JEFFERSON COUNTY SOLID	47245	\$135.95	\$0.00	\$135.95
058978	413	JEFFERSON UTILITIES INC		\$0.00	\$20.12	\$20.12
058978	425	JEFFERSON UTILITIES INC		\$0.00	\$261.61	\$261.61
058979	405	DANIEL M. JAMES		\$0.00	\$76.54	\$76.54
058980	716	DONALD LONGERBEAM		\$0.00	\$38.16	\$38.16
058981	712	LANGUAGE LINE SERVICES		\$0.00	\$282.79	\$282.79
058982	439	LORMAN EDUCATION SERV	46998	\$226.95	\$0.00	\$226.95
058983	700	DEBBIE LOWE		\$0.00	\$34.22	\$34.22
058984	402	MATTHEW BENDER & CO	47306	\$90.20	\$0.00	\$90.20
058984	401	MATTHEW BENDER & CO		\$0.00	\$90.20	\$90.20
058985	712	PRIORITY DISPATCH	47158	\$375.00	\$0.00	\$375.00
058986	406	HOME DEPOT CREDIT SERVIC		\$0.00	\$79.99	\$79.99
058986	425	HOME DEPOT CREDIT SERVIC		\$0.00	\$175.88	\$175.88
058986	700	HOME DEPOT CREDIT SERVIC		\$0.00	\$404.10	\$404.10
058987	700	MCKINNEY'S AUTO REPAIR	47230	\$393.09	\$0.00	\$393.09
058987	700	MCKINNEY'S AUTO REPAIR	47241	\$47.45	\$0.00	\$47.45
058988	424	VERIZON BUSINESS		\$0.00	\$1,110.96	\$1,110.96
058989	716	MED-VET INTERNATIONAL	46126	\$1,065.00	\$0.00	\$1,065.00
058990	440	MICHAEL MONAGHAN		\$0.00	\$158.60	\$158.60
058991	439	NATIONAL BUSINESS INST	47005	\$335.00	\$0.00	\$335.00
058992	712	NAT'L ACDMY O/EMERGENC	46263	\$300.00	\$0.00	\$300.00
058992	712	NAT'L ACDMY O/EMERGENC	47157	\$50.00	\$0.00	\$50.00
058993	425	NOLAND CO.	45444	\$3,160.00	\$0.00	\$3,160.00
058994	716	NORTON EMBROIDERY INC	46125	\$1,367.90	\$0.00	\$1,367.90
058995	402	PIFER OFFICE SUPPLY, INC	46697	\$257.92	\$0.00	\$257.92
058995	402	PIFER OFFICE SUPPLY, INC	47305	\$26.48	\$0.00	\$26.48
058995	977	PIFER OFFICE SUPPLY, INC	46725	\$433.75	\$0.00	\$433.75
058996	402	POSTMASTER	47301	\$70.00	\$0.00	\$70.00
058996	439	POSTMASTER	47003	\$70.00	\$0.00	\$70.00
058996	700	POSTMASTER	46475	\$70.00	\$0.00	\$70.00
058997	440	PRINT-O-STAT	46985	\$773.94	\$0.00	\$773.94
058997	440	PRINT-O-STAT	47089	\$747.00	\$0.00	\$747.00
058997	440	PRINT-O-STAT	47090	\$1,903.00	\$0.00	\$1,903.00
058998	425	PENWELL'S CONCRETE	47235	\$5,500.00	\$0.00	\$5,500.00
058999	439	SHANNON PHILLIPS		\$0.00	\$103.28	\$103.28
059000	700	ROMULO QUESADA		\$0.00	\$8.32	\$8.32
059001	425	ROY'S GLASS SERVICE	46780	\$7,009.58	\$0.00	\$7,009.58
059002	700	MARK RENNER	46476	\$30.73	\$0.00	\$30.73
059003	700	ROCIC	46473	\$300.00	\$0.00	\$300.00

059004	425	RCS SECURITY	47221	\$272.00	\$0.00	\$272.00
059005	401	ROBERT R. RODECKER		\$0.00	\$405.25	\$405.25
059006	401	SHEP-TOWN CHRONICLE		\$0.00	\$39.82	\$39.82
059007	433	SOFTWARE SYSTEMS, INC	46760	\$1,865.38	\$0.00	\$1,865.38
059007	401	SOFTWARE SYSTEMS, INC		\$0.00	\$4,629.97	\$4,629.97
059007	402	SOFTWARE SYSTEMS, INC		\$0.00	\$505.50	\$505.50
059007	403	SOFTWARE SYSTEMS, INC		\$0.00	\$863.50	\$863.50
059007	404	SOFTWARE SYSTEMS, INC		\$0.00	\$759.00	\$759.00
059007	700	SOFTWARE SYSTEMS, INC		\$0.00	\$122.00	\$122.00
059008	402	SPECIALTY BUS SUPPLIES	46698	\$55.96	\$0.00	\$55.96
059009	405	STAPLES CREDIT PLAN	46922	\$61.56	\$0.00	\$61.56
059010	704	WV REGIONAL JAIL	47063	\$903.07	\$0.00	\$903.07
059010	704	WV REGIONAL JAIL	47064	\$47.53	\$0.00	\$47.53
059010	704	WV REGIONAL JAIL	47065	\$97,436.50	\$0.00	\$97,436.50
059011	401	JOHN STEVENS		\$0.00	\$190.10	\$190.10
059012	711	SOFTWARE COMPUTER	46280	\$150.00	\$0.00	\$150.00
059013	433	SHANNON-BAUM SIGNS	46758	\$869.00	\$0.00	\$869.00
059014	425	SHEN VALLEY WATER		\$0.00	\$630.30	\$630.30
059015	711	SSI SAFETY SERVICES INC	46742	\$193.90	\$0.00	\$193.90
059016	GRANT	STANTEC CONSULTNG SERV		\$0.00	\$3,000.00	\$3,000.00
059016	711	STANTEC CONSULTNG SERV		\$0.00	\$12,344.00	\$12,344.00
059017	424	SHELLY'S TRUCK CAPS, INC	47203	\$1,114.00	\$0.00	\$1,114.00
059018	424	HAGEMEYER	46883	\$1,722.08	\$0.00	\$1,722.08
059019	700	TASER INTERNATIONAL	46474	\$800.00	\$0.00	\$800.00
059020	402	UNITED SYS & SOFT		\$0.00	\$195.00	\$195.00
059020	403	UNITED SYS & SOFT		\$0.00	\$264.50	\$264.50
059021	440	UNIV OF MD T2 CENT	46989	\$175.00	\$0.00	\$175.00
059022	712	VALLEY TWO-WAY, INC	46616	\$8,163.57	\$0.00	\$8,163.57
059023	GRANT	VOLUNTEER FREDERICK, INC		\$0.00	\$1,500.00	\$1,500.00
059024	405	WEST PAYMENT CENTER	46919	\$1,204.25	\$0.00	\$1,204.25
059025	401	WV ASSOCIATION/COUNTIES		\$0.00	\$6,500.00	\$6,500.00
059026	401	WV PROS ATTORNEYS INST		\$0.00	\$4,800.00	\$4,800.00
059027	415	WV STATE AUDITOR		\$0.00	\$14,930.00	\$14,930.00
059028	700	WV PROS.ATTYS ASSOC	46472	\$400.00	\$0.00	\$400.00
059029	412	WORD PROCESSING SERV	46939	\$720.45	\$0.00	\$720.45
059030	GRANT	WV COUNCIL OF CHURCHES		\$0.00	\$402.08	\$402.08
059031	700	JOE WELLMAN		\$0.00	\$11.18	\$11.18
<b>TOTALS</b>				<b>\$192,665.16</b>	<b>\$127,512.54</b>	<b>\$320,177.70</b>

**IN RE: EXONERATION**

Upon recommendation from the Assessor, motion by Widmyer, second by Morgan to approve the following Exoneration because of erroneous assessment for the year 2008. Motion carried.

NAME	DISTRICT	TYPE	AMOUNT	TICKET NO
PINE, Donald & Pamela	Charles Town	Real Estate	\$654.84	5525

**IN RE: DEVELOPMENT AUTHORITY – REQUEST FOR EXECUTIVE DIRECTOR MOVING EXPENSES**

This agenda item was withdrawn.

**IN RE: BONDING AND ACTIVITY REPORT**

No new information was provided.

**IN RE: REQUEST FROM THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT FOR A LETTER OF SUPPORT FOR THE PUBLIC SERVICE DISTRICT’S FLOWING SPRINGS SEWER PROJECT**

Sue Lawton, Public Service District General Manager appeared before the Commission to request approval of a letter of support for the Public Service District’s Flowing Springs Sewer Project.

Ms. Lawton presented the Commission with copies of the proposed amendments made by Commissioner Widmyer and Mr. Kelsh, Esquire; legal counsel for the Public Service District. Ms. Lawton reported on the revisions and provided her recommendations.

Motion by Morgan, second by Surkamp to approve the letter of support for the Public Service District's Flowing Springs Sewer Project to include amendments made by Commissioner Widmyer. Motion carried.

**IN RE: PUBLIC COMMENT**

Jennilee Hartman appeared before the Commission to express her concerns with county health insurance coverage. Ms. Hartman provided the Commission copies of her written comments.

**IN RE: LEGISLATIVE ISSUES**

Commissioner Manuel reported on citizen concerns he has received regarding the Jefferson County noise ordinance and his discussion with Sheriff Shirley regarding enforcement of the ordinance.

The Commission agreed by consensus to schedule a meeting with Sheriff Shirley and Stephanie Grove, Assistant Prosecuting Attorney to discuss enforcement of the noise ordinance.

**IN RE: HARPERS FERRY FOUNDATION – REQUEST FOR FUNDING FOR JOHN BROWN CELEBRATION**

James Addy, Mayor of Harpers Ferry appeared before the Commission to request funding in support of the upcoming John Brown Celebration.

Mr. Addy reported on events being coordinated for the 2009 Sesquicentennial Commemoration and provided a Power Point demonstration detailing the events.

Bob DuBouse was present and reported on various events being coordinated in Harpers Ferry, Charles Town, Harpers Ferry National Park and Shepherdstown. Mr. DuBouse reported on the invitation sent to President Obama.

Commissioner Surkamp requested copies of the letter that was sent to President Obama for his review.

Leslie D. Smith, County Administrator reported on potential funds available in the county's 2.5% rainy day fund.

Motion by Morgan, second by Surkamp to allocate \$2,000.00 from the county's 2.5% rainy day fund account to Harpers Ferry Foundation in support of the events being coordinated for the John Brown sesquicentennial celebration. Motion carried.

**IN RE: LETTER TO PRESIDENT OBAMA INVITING HIM TO SPEAK HERE DURING OBSERVANCE OF JOHN BROWN RAID 150 YEARS AGO**

Commissioner Surkamp agreed to table this matter.

**IN RE: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION**

Leslie D. Smith, County Administrator reminded the Commission of the Joint Planning Commission and County Commission meeting scheduled on July 6, 2009 at 7:00 p.m.

**IN RE: DISCUSSION, REPORT OF FEDERAL STIMULUS FUNDS**

Leslie D. Smith, County Administrator reported on the specifications of the Energy Efficiency Conservation Block Grant and provided the Commission with copies of the grant application.

Motion by Manuel, second by Surkamp to earmark \$37,000.00 in County funds in support of the Energy Efficiency Conservation Block grant application for Charles Town. Motion carried.

The Commission authorized Ms. Smith to send a letter to the City of Charles Town for their participation with the Energy Efficiency Conservation Block grant application process.

Motion by Surkamp, second by Morgan to approve the Resolution of Support for the Energy Efficiency Conservation Block Grant contingent upon approval from all participants. Motion carried.

Leslie D. Smith, County Administrator reported on the availability of a \$15,000.00 grant from the Department of Justice in support of law enforcement equipment.

Motion by Morgan, second by Manuel to approve and authorize the grant application with the Department of Justice in the amount of \$15,000.00 for Sheriff Shirley. Motion carried.

Commissioner Widmyer reported on the notice received from the County Commissioner's Association regarding grant availability.

**IN RE: ENERGY EFFICIENCY CONSERVATION BLOCK GRANT**

This matter was discussed under agenda item: "Discussion, Report of Federal Stimulus Funds".

**IN RE: ORGANIZATIONAL PLANNING**

No new information was provided.

**The Commission took a 10-minute break at 10:35 a.m.**

**IN RE: COUNTY HEALTH/DENTAL/VISION DECISION**

Leslie D. Smith, County Administrator provided the Commission with copies of additional comments received from county employees and reported on the meeting between Mr. Ed Slonaker and county employees on Tuesday, June 16, 2009.

Commissioner Widmyer expressed her concerns with insurance premiums and previous Commission action.

Commissioner Surkamp reported on the meeting he attended between Mr. Slonaker and county employees.

Commissioner Manuel expressed his concerns with specifications of Mountain State Blue Cross/Blue Shield coverage.

Commissioner Morgan expressed her concerns with current health care costs.

Leslie D. Smith, County Administrator discussed specifications of the current health care plan.

Sally Gran, Payroll Officer was present and reported on current health care coverage expenditures.

Motion by Surkamp, second by Widmyer to maintain current health care premium deductions for family coverage through July 2009. Motion carried by a 3-1 vote, Commissioner Morgan voted no.

Kellie Boles, Agricultural Development Officer and Ralph Lorenzetti, Prosecuting Attorney appeared before the Commission to express their concerns with the proposed changes to the County's health care plan.

The Commission agreed to table this matter for two weeks and to leave the record open to allow for additional comments.

**IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT**

James Casimiro, Assistant Prosecuting Attorney appeared before the Commission for the legal update and report.

Mr. Casimiro provided a status update on the Public Service Commission PATH intervention case and requested Commission direction with regard to meeting with Board of Education officials and Fire Department officials regarding intervention strategies.

The Commission agreed by consensus to authorize Mr. Casimiro to meet with the Board of Education and local Fire Department officials to discuss PATH intervention strategies.

Mr. Casimiro reported on the upcoming annual Prosecuting Attorney's conference and advised the Commission there will be no legal representation for the week of June 25, 2009.

Mr. Casimiro provided the Commission with copies of an Administrative Memorandum detailing administrative changes within the Prosecuting Attorney's office.

Ralph Lorenzetti, Prosecuting Attorney was present and reported on the specifications of administrative changes made within the Prosecuting Attorney's office.

Mr. Casimiro reported on the status of pending Board of Zoning Appeals cases and the Mountain Water System rate increase case.

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

**- APPROVAL OF DEPOSITORY BONDS**

No County Clerk's report was provided.

Sally Gran, Payroll Officer appeared before the Commission to request approval of Depository Bonds.

Motion by Widmyer, second by Morgan to acknowledge and approve the following Depository Bonds as presented. Motion carried.

<b>Bank Name</b>	<b>Depository Bond Amount</b>
Bank of Charles Town	\$12,000,000.00
United Bank, Incorporated	\$2,500,000.00
Branch Banking and Trust Company (BB &T)	\$1,000,000.00

**IN RE: APPROVAL OF UNDERSTANDING OF SERVICES - AUDIT FOR FISCAL YEAR ENDED JUNE 30, 2008**

Motion by Morgan, second by Manuel to approve and authorize the President's signature upon the Audit for Fiscal Year ended June 30, 2008 Understanding of Services agreement. Motion carried.

**IN RE: APPROVAL OF BANK SECURITIES/BONDING - COUNTY BANK ACCOUNTS**

Motion by Morgan, second by Manuel to approve the Securities and Bonding for county accounts as outlined and to implement a written policy for county Bond's and Securities in accordance with previously written policies and procedures. Motion carried.

<b>Bank Name</b>	<b>Account</b>
Bank of Charles Town	Account Balance of \$12,470,775.68 as of 4/30/09 ( <b>\$14,000,000.00 in pledged securities.</b> )
Jefferson Security Bank	Account Balance of \$167,758.21 as of 4/30/09 ( <b>\$750,000.00 in pledged securities.</b> )

United National Bank

Account Balance of \$3,553,444.90 as of 4/30/09 (**\$2,500,000.00 in pledged securities, all other accounts are covered by FDIC and an unlimited FDIC Temporary Liquidity Guarantee Program until December 2009.**)

BB & T Bank

Account Balance of \$661,131.14 as of 4/30/09 (**\$9,173,051.00 in pledged securities.**)

**IN RE: APPROVAL OF LETTER OF AGREEMENT ON HOME PROGRAM - PROPERTY MAINTENANCE CODE INSPECTIONS FOR THE JEFFERSON COUNTY HOME BUYER ASSISTANCE PROGRAM**

Leslie D. Smith, County Administrator reported on Stephanie Grove's review and recommendations of the Letter of Agreement for the HOME Program.

Motion by Widmyer, second by Morgan to approve the letter of agreement for the HOME Program property maintenance code inspections for the Jefferson County Home Buyer Assistance Program. Motion carried.

**IN RE: DETAILED WRITTEN EXPLANATION OF CAUSES OF DEFICIENCIES IN COUNTY PROCEDURES REGARDS RECENT STATE AUDIT REPORT AND SPECIFIC STEPS TAKEN TO CORRECT**

Leslie D. Smith, County Administrator reported she is currently drafting a written explanation of causes of deficiencies in county procedures with regard to the recent state audit report.

The Commission agreed to table this matter.

**IN RE: TASK GIS SPECIALIST TO CREATE DATA LAYER SHOWING FOUR ESTABLISHED CYCLING ROUTES IN JEFFERSON COUNTY**

Commissioner Surkamp reported on various recreational trail programs and area bike trails.

The Commission agreed by consensus to task Todd Fagan, GIS Coordinator to draft a proposed trail map outlining county bike trails for Commission review.

**IN RE: REQUEST FROM MEMBERS OF BIZ MARKET TO USE THE COUNTY PARKING LOT ON SATURDAYS FROM 9:00 A.M. - 12:00 P.M.**

Leslie D. Smith, County Administrator distributed copies of the email received from members of Biz Market detailing the request for use of the County parking lot.

Kellie Boles, Agricultural Development Officer appeared before the Commission to request that the Commission deny the use of the County parking lot by members of Biz Market with consideration to the Farmer's Market that is held on Saturday mornings.

Motion by Widmyer, second by Morgan authorizing Leslie D. Smith, County Administrator and Kellie Boles, Agricultural Development Officer to draft a letter to members of Biz Market conveying support for their services and products but declining use of the parking lot as requested due to the proximity and time of the Farmer's Market. Motion carried by a 3-1 vote, Commissioner Surkamp voted no.

**IN RE: COUNTY ADMINISTRATOR REPORTS**

Leslie D. Smith, County Administrator reminded the Commission of upcoming appointments.

Leslie D. Smith, County Administrator reported on the recruitment of members to the newly formed Census Complete Count Committee.

Leslie D. Smith, County Administrator provided information regarding Jefferson County's presence at Bridge Day.

Commissioner Widmyer requested that Ms. Smith forward information item #32 to the Water Advisory Committee members for their review.

The Commission requested Ms. Smith send a letter of acknowledgement to Mr. & Mrs. Kalb concerning feral cats with regard to correspondence item # 41.

**IN RE: COUNTY COMMISSION REPORTS**

Commissioner Widmyer reported on the HEPMPO meeting she attended.

Commissioner Widmyer reported on her discussion with Berkeley County Commissioner Ron Collins regarding health insurance.

Commissioner Manuel reported on the Parks and Recreation Commission meeting he attended.

Commissioner Manuel reported on the DNR sub-committee meeting he attended.

Commissioner Manuel reported on the Council on Aging meeting he attended.

Commissioner Manuel reported on the Emergency Services Board meeting he attended.

Commissioner Manuel reported on the Development Authority meeting he attended.

Commissioner Surkamp reported on the E911 Advisory Committee meeting he attended.

Commissioner Morgan reported on the upcoming Free Dental Clinic at Hedgesville High School on June 26 and 27, 2009.

Commissioner Morgan reported on the Historic Landmarks Commission meeting she attended. Commissioner Morgan expressed her concerns with various county issues to include: The NACO prescription discount program, county financing, policy and procedure implementation and maintenance issues.

Commissioner Manuel reported on Farm Day events scheduled for Saturday, June 20, 2009.

**The Commission took a lunch break at 12:40 p.m. The Commission reconvened at 1:30 p.m. Commissioner Widmyer was absent for the afternoon session.**

**IN RE: COUNTY COMMISSION WORKSHOP – COUNTY BUILDING SECURITY**

Commission members conducted a workshop in order to discuss county building security with Bill Polk, Maintenance Director and Leslie D. Smith, County Administrator.

Motion by Surkamp, second by Morgan to enter into Executive Session with Bill Polk, Maintenance Director and Leslie D. Smith, County Administrator to discuss county building security. Motion carried.

Motion by Surkamp, second by Morgan to return to Regular Session. Motion carried. No action was taken during Executive Session.

**The Commission received the following information:**

The County Commission meeting will be held in the Old Charles Town Library meeting room for the June 18, 2009 meeting.

Reminder that the Courthouse will be closed on Friday, June 19, 2009 in observance of West Virginia Day.

Appointment to be made to the Board of Zoning Appeals on June 25, 2009.

Appointments to be made to the following on July 2, 2009:

- Parks & Recreation Commission
- Board of Health
- Summit Point Library Committee
- Potomac Headwaters RC&D Council
- Eastern Panhandle Regional Planning & Development Council

Animal Control Activity Report received for May 2009.

Invitation received from the Board of Education to attend the groundbreaking ceremony for the new elementary school at Breckenridge North on June 20, 2009, at 10:30 a.m.

Notice received of AFLAC open enrollment dates.

Copy of correspondence sent to the Public Service District from Joseph A. Hankins concerning support for Rocky Marsh Run stream gauge.

Correspondence received from Comcast concerning the NFL Network.

Correspondence received from Comcast concerning channel lineup changes.

Invitation received from the Charles Town Horsemen's Benevolent and Protective Association, Inc. to attend a "Night at the Races" on July 2, 2009, at 6:00 p.m.

Copy of correspondence sent to the Public Service Commission from Senator Snyder, Senator Doyle, Delegate Lawrence and Delegate Tabb received concerning PATH.

Public hearing schedule received from the Association of Counties for the Retiree Health Benefits Trust and PEIA Finance Board.

Motion to deny continuance received from Shenandoah Sales & Services, Inc.

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

**The Commission received the following Correspondence:**

Correspondence received from Deborah and Kevin Kalb concerning feral cats.

Postcards received from the following concerning public library funding:

Joan E. Hogbin

Larry Parker

Susan L. Yost

Lynn Truslow  
Andrea Diggs  
Nancy Rempe  
Geoffrey Koch  
Jeffrey C. Bannon  
Chadsey Conant  
Marcy M. Walker  
Rebecca Clark  
Laura Robertson  
Peter Vila  
Brenda Burlin  
Joan Schell  
Lisa Shears  
Kathy Theisen Knight  
Carol Dyer  
Diana E. Eldridge

Linda Butler  
Camio Perez-Mejia  
Terry Thorson  
Victoria Klejnowski  
Wendy K. Williams  
Eric White  
Marcy Groom  
Michael Lippe  
Jacob Vila  
Isaac Vila  
Jane A. Shipley  
Leah Graham  
Gail C. Elseroad  
Richard Shipley  
David Barlow

Paul D. James  
Zane Overly  
Linia Overly  
Mary Sue Eldridge  
David G Eldridge  
Bonnie J. Knott  
Walter B. Knott  
Barbara Byers  
Jeanne Dillard  
Frances E. Brolle  
Barbara A. Meidhot  
George E. Meidhot  
Steve Lietz  
Tracie Welch  
Billy A. Butt

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

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DALE MANUEL, COMMISSION PRESIDENT