

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, July 9, 2009 beginning at 9:30 o'clock a.m.

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

IN RE: PLEDGE OF ALLEGIANCE
Commissioner Morgan conducted the Pledge of Allegiance.

IN RE: APPROVAL OF MINUTES
Motion by Noland, second by Morgan to dispense with the reading of the Minutes for the meeting held on Thursday, July 2, 2009 and to approve the Minutes as amended. Motion carried.

IN RE: APPROVAL OF ACCOUNTS PAYABLE
Motion by Morgan, second by Noland to approve the list of Accounts Payable for July 9, 2009 totaling \$575,889.29. Motion carried.

CK#	DEPT	VENDOR	PO#	PO Amt	Amt wo PO	CK Amt
059154	ALLOC	BOLIVAR/HARPERS FERRY		\$0.00	\$10,000.00	\$10,000.00
059155	700	BATTERY MART	47262	\$145.90	\$0.00	\$145.90
059156	PAYROLL	CHILD SUPPORT BUREAU		\$0.00	\$72.00	\$72.00
059157	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$49.85	\$49.85
059158	PAYROLL	BRICKSTREET MUTUAL INS		\$0.00	\$21,701.50	\$21,701.50
059159	PAYROLL	BUREAU F/CHILD SPprt ENF		\$0.00	\$212.31	\$212.31
059160	424	CHARLES TOWN WATER		\$0.00	\$106.28	\$106.28
059160	425	CHARLES TOWN WATER		\$0.00	\$1,767.44	\$1,767.44
059161	425	CARLYLE & ANDERSON	47268	\$8,600.00	\$0.00	\$8,600.00
059162	712	CDW-GOVERNMENT INC	46618	\$338.19	\$0.00	\$338.19
059163	424	CREAMERS WRECKER SVC	47265	\$65.00	\$0.00	\$65.00
059163	716	CREAMERS WRECKER SVC	47265	\$50.00	\$0.00	\$50.00
059164	ALLOC	CHARLES TOWN LIBRARY		\$0.00	\$10,000.00	\$10,000.00
059165	PAYROLL	CHILD SUPPORT ENFORCE		\$0.00	\$27.69	\$27.69
059166	439	CHOICE STAFFING, INC.		\$0.00	\$428.75	\$428.75
059167	425	DEHAVEN SEVEN-UP CORP		\$0.00	\$92.00	\$92.00
059168	425	ECOWATER	47264	\$125.00	\$0.00	\$125.00
059169	PAYROLL	ING NATIONAL TRUST		\$0.00	\$610.00	\$610.00
059170	ALLOC	JEFFERSON CO BD OF HEALT		\$0.00	\$46,534.25	\$46,534.25
059170	ALLOC	JEFFERSON CO BD OF HEALT		\$0.00	\$1,797.35	\$1,797.35
059171	ALLOC	JEFFERSON CO EMERGENCY		\$0.00	\$300,000.00	\$300,000.00
059172	711	JEFFERSON CO FAIR ASSOC	46749	\$250.00	\$0.00	\$250.00

059173	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,654.00	\$4,654.00
059174	PAYROLL	COMPROLLER OF MD		\$0.00	\$384.53	\$384.53
059175	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
059176	PAYROLL	MD CHILD SUPPORT		\$0.00	\$18.46	\$18.46
059177	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$735.21	\$735.21
059178	711	NAT'L EMERGENCY MGMT	46748	\$200.00	\$0.00	\$200.00
059179	PAYROLL	NATIONWIDE MUTUAL INS		\$0.00	\$194.68	\$194.68
059180	ALLOC	JEFF CO PARKS & REC		\$0.00	\$32,333.50	\$32,333.50
059181	406	PIFER OFFICE SUPPLY, INC	47076	\$43.57	\$0.00	\$43.57
059182	403	LAURA RATTENNI	46965	\$150.00	\$0.00	\$150.00
059183	PAYROLL	RETIREE HLTH BENEFIT TRS		\$0.00	\$7,723.00	\$7,723.00
059184	ALLOC	SHEPHERDSTOWN PUB LIB		\$0.00	\$10,000.00	\$10,000.00
059185	ALLOC	SOUTH JEFFERSON PUBLIC		\$0.00	\$10,000.00	\$10,000.00
059186	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$33,951.20	\$33,951.20
059186	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$7,940.18	\$7,940.18
059186	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$8.70	\$8.70
059186	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$37.20	\$37.20
059187	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$25,892.41	\$25,892.41
059188	983	WV SECRETARY OF STATE	47313	\$23,470.10	\$0.00	\$23,470.10
059189	425	SHEN VALLEY WATER		\$0.00	\$573.10	\$573.10
059190	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
059191	425	HAGEMEYER	47220	\$1,980.46	\$0.00	\$1,980.46
059192	PAYROLL	US DEPT OF EDUCATION		\$0.00	\$123.68	\$123.68
059193	402	UNITED SYSTEMS & SOFT		\$0.00	\$206.00	\$206.00
059193	403	UNITED SYSTEMS & SOFT		\$0.00	\$1,017.00	\$1,017.00
059194	712	UPS		\$0.00	\$29.92	\$29.92
059195	403	VITAL SIGNS	46966	\$250.00	\$0.00	\$250.00
059196	716	VALLEY PET CEMETERY		\$0.00	\$466.20	\$466.20
059197	712	VERIZON		\$0.00	\$3,241.00	\$3,241.00
059198	425	WM OF WEST VIRGINIA, INC		\$0.00	\$647.80	\$647.80
059198	716	WM OF WEST VIRGINIA, INC		\$0.00	\$92.37	\$92.37
059199	GRANT	PAM HOLSTEIN-WALLACE		\$0.00	\$6,250.00	\$6,250.00
TOTALS				\$35,668.22	\$540,221.07	\$575,889.29

IN RE: PUBLIC COMMENT

No public comment was provided.

IN RE: EXONERATION

Upon recommendation from the Assessor, motion by Morgan, second by Noland to approve the following Exoneration because of erroneous assessment for the year 2009. Motion carried.

NAME	DISTRICT	TYPE	AMOUNT	TICKET NO
Justin Barrett & Whitney Burch	Kabletown	Real Estate	\$463.10	15879

Angela Banks, Assessor reported on property surveys conducted from July 2008-April 2009.

IN RE: BONDING AND ACTIVITY REPORT

Roger Goodwin, Chief County Engineer appeared before the Commission to report on the 2009 requirements for residential sprinklers as adopted in the WV Building Code and presented the Commission with a memorandum detailing the recommendations and requirements.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Morgan, second by Noland to approve the partial release of an Irrevocable Letter of Credit in the amount of \$255,089.00 for THZ Enterprises, LLC – Maddex Farm Subdivision, Phase III with the County to retain \$145,573.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Noland, second by Surkamp to approve the partial release of an Irrevocable Letter of Credit in the amount of \$63,642.22 for Bakerton Fire Department, Incorporated with the County to retain \$22,136.00. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Widmyer, second by Surkamp to approve the complete release of a construction bond in the amount of \$60,115.00 for The Tetra Group One, LLC. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Morgan, second by Noland to approve the complete release of a construction bond in the amount of \$65,000.00 for Penn National Gaming, Inc. – The Inn at Charles Town. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Noland, second by Manuel to approve the complete release of a construction bond in the amount of \$15,000.00 for RAI Group 43B, LLC – Harrison Building Lot 43B. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Noland, second by Manuel to approve the complete release of a construction bond in the amount of \$19,835.00 for Sol C. Trotter – Charles Town Self Storage, LLC. Motion carried.

Upon recommendation from Chief County Engineer Roger Goodwin, motion by Morgan, second by Noland to approve the complete release of a construction bond in the amount of \$60,000.00 for William H. Scott Inter Vivos Trust – Summit Point Tactical Training Center. Motion carried.

Mr. Goodwin provided a status report on the Summit Point Tactical Training Center construction. Rebecca Burns, Bonding Administrator and Norma Kuroski, Land Development Coordinator were present for comments.

Commissioner Widmyer requested an overview of construction from William Scott, owner of the Summit Point Tactical Training Center. Leslie D. Smith, County Administrator agreed to coordinate a meeting with Mr. Scott to further discuss construction at the Summit Point Tactical Training Center.

Rebecca Burns, Bonding Administrator appeared before the Commission to request an extension on Letter of Credit for Smith Mountain View Subdivision Lots 1-10. Norma Kuroski, Land Development Coordinator was present and reported on the site inspection she completed at Smith Mountain View Subdivision Lots 1-10 and provided a status report of construction.

Motion by Morgan, second by Manuel to authorize Ms. Burns to take necessary action to call the Irrevocable Letter of Credit for Smith Mountain View Subdivision if required action is not taken by the bank by close of business on Monday, July 13, 2009. Motion carried.

Jennifer Brockman, Director of Planning appeared before the Commission for the weekly Planning Department activity report.

Ms. Brockman reported on the Joint Planning Commission and County Commission meeting held on July 6, 2009.

Ms. Brockman reported on job descriptions and equity within the Department of Planning and discussed the upcoming meeting scheduled with departmental employees and Kirk Davis.

IN RE: TERRY MARCUS - JEFFERSON COUNTY DEVELOPMENT AUTHORITY - REQUEST FOR REIMBURSEMENT OF MOVING EXPENSES FOR THE NEW EXECUTIVE DIRECTOR

Terry Marcus, Development Authority President appeared before the Commission to request reimbursement of moving expenses for Thomas Bayuzik, Jr., Development Authority Director.

Mr. Marcus expressed his concerns with Subdivision building codes and regulations previously reported on by Roger Goodwin, Chief County Engineer.

Motion by Surkamp, second by Noland to authorize reimbursement of moving expenses in the amount of \$3,039.00 for Rockwell's Moving and Storage for the new Development Authority Director as requested. Motion carried.

Commissioner Surkamp reported on Mr. Bayuzik's interest in pursuing membership with Leadership Jefferson and requested that new Planning Director Jennifer Brockman consider becoming affiliated with Leadership Jefferson.

Leslie D. Smith, County Administrator and Jennifer Brockman, Planning Director agreed to coordinate a meeting with Andrew Skinner to further discuss involvement with Leadership Jefferson. Lynne Deming, Planning Commission member was present and reported on the availability of Leadership Jefferson membership applications online at the Jefferson County Chamber of Commerce web site.

IN RE: PARKS AND RECREATION COMMISSION INTERVIEWS

The Commission conducted interviews for interested applicants to the Jefferson County Parks and Recreation Commission. Those present for interviews were Toni Milbourne and George Nichols.

Leslie D. Smith, County Administrator reported on interested applicants to the Jefferson County Parks and Recreation Commission who were unable to appear for an interview.

IN RE: APPOINTMENTS TO THE PARKS AND RECREATION COMMISSION

Nomination by Morgan to appoint Lou Tiano to the Jefferson County Parks and Recreation Commission.

Nomination by Widmyer to reappoint all incumbents to the Jefferson County Parks and Recreation Commission.

Nomination by Manuel to reappoint all incumbents to the Jefferson County Parks and Recreation Commission.

Nomination by Surkamp to reappoint all incumbents to the Jefferson County Parks and Recreation Commission.

Nomination by Noland to appoint Duke Pierson to the Jefferson County Parks and Recreation Commission.

	Noland	Widmyer	Manuel	Surkamp	Morgan
George F. Nichols	✓	✓	✓	✓	✓
Lou Tiano		✓	✓	✓	✓
Toni Milbourne	✓	✓	✓	✓	✓
Bobby Shirley	✓	✓	✓	✓	✓
Duke Pierson	✓				

George Nichols was reappointed to the Jefferson County Parks and Recreation Commission for one three-year term ending June 30, 2012.

Toni Milbourne was reappointed to the Jefferson County Parks and Recreation Commission for one three-year term ending June 30, 2012.

Bobby Shirley was reappointed to the Jefferson County Parks and Recreation Commission for one three-year term ending June 30, 2012.

Lou Tiano was reappointed to the Jefferson County Parks and Recreation Commission for one three-year term ending June 30, 2012.

IN RE: HEALTH DEPARTMENT INTERVIEWS

No applicants were present for Board of Health interviews.

IN RE: APPOINTMENT TO THE BOARD OF HEALTH

Motion by Surkamp, second by Noland to reappoint Rosamond Rutledge-Burns to the Jefferson County Board of Health for one five-year term ending June 30, 2014. Motion carried.

IN RE: LEGISLATIVE ISSUES

Leslie D. Smith, County Administrator provided the Commission with a written update and report from the West Virginia Legislature detailing the status of pending bills.

IN RE: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

No new information was provided.

IN RE: REPORT OF FEDERAL STIMULUS FUNDS

Leslie D. Smith, County Administrator provided the Commission with a written table detailing the status of current grant applications and reported on Broadband grant availability.

Ms. Smith reported on additional research conducted to establish the eligibility requirements and availability of additional grants for Jefferson County.

Commissioner Surkamp expressed an interest in expanding Broadband for farmers and requested Ms. Smith contact Kellie Boles, Agricultural Development Officer to discuss available options.

IN RE: ORGANIZATIONAL PLANNING

No new information was provided.

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

Leslie D. Smith, County Administrator reported on draft policies previously submitted to the Commission on July 2, 2009 and her discussions with WV Tax Office officials.

The Commission discussed the proposed amendments to the draft policy previously submitted.

The Commission agreed to hold this matter over for 4-6 weeks in order for Leslie D. Smith, County Administrator and Stephanie Grove, Assistant Prosecuting Attorney to work together to implement amendments to the proposed policies previously submitted to include a leave and absence record keeping policy for County employees.

Commissioner Surkamp was not satisfied with the information provided and wanted additional information.

The Commission took a 10-minute break at 10:55 a.m.

IN RE: APPROVAL OF PURCHASE ORDERS

Motion by Noland, second by Morgan to approve the following Purchase Orders for the week of July 9, 2009 totaling \$18,607.43: 47321, 46963, 46967, 47314, 46762, 46764, 46765, 47170, 47276, 47277, 47278, 46928, 46929, 46930, 47280 and 47279. Motion carried.

IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT

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

Commissioner Manuel requested Ms. Grove clarify the rights and responsibilities of County Boards and Commissions. Ms. Grove reported on state code requirements and regulations with regard to a Board's and a Commission's authority to executive contracts and other rights and responsibilities. The

Commission agreed to discuss this matter further next week.

Ms. Grove provided the Commission with copies of the weekly to do list and reported on PATH motions filed and provided an intervention status update.

Commissioner Morgan reported on the PATH meeting held in Summit Point on July 8, 2009 that she attended.

Commissioner Widmyer requested clarification of the Commission's responsibilities as Fiduciary Officers. Ms. Grove agreed to research this matter.

Ms. Grove reported on the Ethics Commission opinion received with regard to the DeHaven and Cannerella Board of Health cases.

James Casimiro, Assistant Prosecuting Attorney was present and reported on the Public Service Commission's settlement agreement with Jefferson Utilities and COBRA regarding the Mountain Water System Rate Increase. Commission members expressed concerns with the settlement agreement.

John Maxey was present and reported on specifications of the settlement agreement and the private/public entity Memorandum of Understanding.

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

Nikki Painter, Voter Registration Clerk appeared before the Commission on behalf of Jennifer S. Maghan, County Clerk.

Ms. Painter read aloud a letter from Ms. Maghan regarding election procedures, duties and the time line for the 2009 election. Ms. Painter provided the Commission with copies of the letter for their review.

The Commission recessed at 11:45 a.m.

IN RE: RIBBON CUTTING AT LEETOWN PARK

The Commission recessed at 11:45 a.m. in order to attend the Jefferson County Parks and Recreation Ribbon Cutting Ceremony for the new playground equipment at Leetown Park.

The Commission reconvened at 1:30 p.m.

IN RE: COUNTY COMMISSION WORKSHOP - REPRESENTATIVE FROM BLUE CROSS/BLUE SHIELD - COUNTY HEALTH INSURANCE PROPOSAL DISCUSSION

Ed Slonaker, Morgan Financial Representative appeared before the Commission to introduce Keith Parks, Blue Cross/Blue Shield Representative.

Mr. Parks appeared before the Commission to report on services provided by Mountain State Blue Cross/Blue Shield. Mr. Parks provided a PowerPoint demonstration summarizing the proposed Mountain State Plan for Jefferson County.

Mr. Parks addressed questions from several county employees including: Jennilee Hartman, Nancy Kirpowicz, Mary Thompson, Teresa Hendricks, Leslie D. Smith, Roger Goodwin and Sally Gran.

Mr. Slonaker provided a detailed report of the Spending/Saving HRA account available through Mountain State Blue Cross/Blue Shield.

The Commission agreed by consensus to schedule a workshop on Tuesday, July 14, 2009 at 9:30 a.m. to discuss Health/Dental/Vision insurance proposals.

IN RE: STEPHANIE GROVE - LEGAL UPDATE AND REPORT – CONTINUED

Motion by Morgan, second by Surkamp to enter into Executive Session to discuss various legal issues. Motion carried.

Motion by Morgan, Second by Surkamp to return to Regular Session. Motion carried.

IN RE: REQUEST FOR APPROVAL OF AGREEMENT - PUBLIC SERVICE COMMISSION CASE 06-0817 COBRA V. JUI (MOUNTAIN WATER COMPLAINT) - DISCUSSION/ACTION

Motion by Widmyer, second by Manuel to approve and authorize the appropriate signature upon the Public Service Commission settlement agreement as presented. Motion carried.

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

This agenda item was tabled for one week.

IN RE: APPOINTMENT TO THE SUMMIT POINT LIBRARY COMMITTEE

Motion by Morgan, second by Surkamp to reappoint Carol Del Colle to the Summit Point Library Committee for one five-year term ending June 30, 2014. Motion carried.

IN RE: APPOINTMENT TO THE POTOMAC HEADWATERS RC&D

No new information was provided.

IN RE: APPOINTMENT TO THE EASTERN PANHANDLE REGIONAL PLANNING & DEVELOPMENT COUNCIL

Motion by Widmyer, second by Surkamp to reappoint Neil D. Carpenter to the Eastern Panhandle Regional Planning and Development Council for one one-year term ending June 30, 2010. Motion carried.

IN RE: REVISION OF FUND 001 - GENERAL FUND, AND FUND 002 - COAL SEVERANCE FUND FOR FY 2010

Mark Schiavone, Capital Planning and Management Director appeared before the Commission to request approval of a budget revision.

Mr. Schiavone provided the Commission with copies of a budget analysis and proposed revisions for their review.

The Commission agreed to schedule a workshop on Tuesday, July 14, 2009 in order to discuss this matter further.

Mr. Schiavone reported on statutory requirements for the Coal Severance fund and requested approval of the Coal Severance Fund Revision for Fiscal Year 2010.

Motion by Morgan, second by Manuel to accept and approve the Coal Severance Fund Budget Revision for Fiscal Year 2010 as presented. Motion carried.

Motion by Morgan, second by Noland to approve the Coal Severance Fund Budget Revision. Motion carried.

RESOLUTION

At a regular session of the Jefferson County Commission, held 9th July, 2009, the following order was made and entered:

SUBJECT: The revision of the Coal Severance (Fund 002) Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 001, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Frances Morgan, and duly seconded by Patricia Noland, the vote thereon was as follows:

Frances Morgan	<u>Yes</u>
Patsy Noland	<u>Yes</u>
Lyn Widmyer	<u>Yes</u>

Dale Manuel
Jim Surkamp

Yes
Yes

WHEREUPON, Dale Manuel, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the F. Mark Schiavone is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

/S/
Dale Manuel, Commission President

Mr. Schiavone reported on open purchase orders for Fiscal Year 2009 and provided his recommendations for payment. The Commission agreed to discuss this matter further during the budget workshop on Tuesday, July 14, 2009.

IN RE: REQUEST TO MODIFY FY 2009 CIP FOR THE JOINT EMERGENCY SERVICES AGENCY - INCREASE APPROVED FUNDING AMOUNT FOR LINE ITEM #2 - PURCHASE OF NEW AMBULANCE, FROM ORIGINAL APPROVED AMOUNT OF \$135,000.00 TO \$137,105.22

Mark Schiavone, Capital Planning and Management Director appeared before the Commission to request a modification to the Fiscal Year 2009 CIP for the Joint Emergency Services Agency for the purchase of a new ambulance in the amount of \$137,105.22.

Motion by Surkamp, second by Manuel to approve the modification of \$2,105.22 modification to the Fiscal Year 2009 Joint Emergency Services Agency CIP for the purchase of a new ambulance as requested. Motion carried.

IN RE: PROCEDURAL MOTION

Motion by Noland, second by Manuel to adjourn the meeting at 4:04 p.m. and table all agenda items that were not discussed for one week. Motion carried.

IN RE: OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT - REQUEST FOR FUNDING FOR THE RAPID NOTIFICATION SYSTEM

This agenda item was tabled for one week.

IN RE: APPROVAL OF AMENDED CLASSIFICATION PLAN TO INCLUDE ASSESSOR'S OFFICE - DISCUSSION/ACTION

This agenda item was tabled for one week.

IN RE: APPROVAL OF ASSESSOR'S OFFICE JOB DESCRIPTIONS - DISCUSSION/ACTION

This agenda item was tabled for one week.

IN RE: JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN - DISCUSSION/ACTION

This agenda item was tabled for one week.

IN RE: JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN - DISCUSSION/ACTION

This agenda item was tabled for one week.

IN RE: APPROVAL OF CONTRACT DOCUMENTS FOR THE VICTIMS OF CRIME ACT ASSISTANCE GRANT

This agenda item was tabled for one week.

IN RE: SCHEDULE ANNUAL PERFORMANCE EVALUATIONS FOR THOSE DEPARTMENT HEADS REVIEWED BY COUNTY COMMISSION

This agenda item was tabled for one week.

IN RE: CONFIRM PREVIOUS DIRECTION FROM COUNTY COMMISSION TO INCLUDE BACKGROUND REPORTS/STAFF ANALYSIS AS PART OF THE AGENDA PACKET FOR ALL ITEMS REQUIRING ACTION

This agenda item was tabled for one week.

IN RE: REVIEW/APPROVE JOB DESCRIPTIONS FOR COUNTY ADMINISTRATOR STAFF: ADMINISTRATIVE ASSISTANT, EXECUTIVE ASSISTANT, RECEPTIONIST/OPERATOR

This agenda item was tabled for one week.

IN RE: COUNTY ADMINISTRATOR REPORTS

No new information was provided.

IN RE: COUNTY COMMISSION REPORTS

No new information was provided.

The Commission received the following information:

Appointments of Alternate Members to be made to the Board of Zoning Appeals on July 23, 2009.

Appointment to be made to the Building Commission on July 30, 2009.

Information received from Jeffrey Polczynski concerning the appointment of Todd Fagan to the board for the West Virginia Association of Geospatial Professionals.

Memorandum received from the County Clerk concerning the annual financial statement.

Memorandum received from Jeffrey Polczynski concerning health insurance benefits.

Memorandum received from Pamela A. Dudash concerning health insurance benefits.

Memorandum received from William Schweitzer concerning health insurance benefits.

Memorandum received from Staci Hovermale concerning health insurance benefits.

Correspondence received from Todd Fagan concerning health insurance benefits.

Copy of correspondence sent to the West Virginia Human Rights Commission received from Kimberly A. Saladini concerning Middleway Volunteer Fire Company.

Correspondence received from Magistrate Court concerning the salary of the Worthless Check Deputy Clerk.

Correspondence received from the Public Service Commission concerning receipt of the letter of support for Case No. 09-0347-PSD-PC-CN.

Correspondence received from Region 9 concerning reappointing Neal Carpenter.

Information received from NACo concerning usage of the prescription drug discount card program in Jefferson County.

Homeland Security Newsletter received from the County Commissioners' Association.

Harpers Ferry National Historical Park Community Bulletin received.

Information received on a Supervisor's Boot Camp class.

E-911 fees received from the Public Service District, AT&T, ACN Communications, and Comtel Telcom Assets LP.

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

The Commission received the following Correspondence:

Postcards received from the following concerning public library funding:

Alice Reynolds	Betty Ann Shipley	Snowdon Byron
Kelly L. Edwards	Josh Edwards	Kathy Lynn Johnson
Robert Masson	RK Hedrick	Marianne Howard
Rita Rudolf	Haydon Rudolf	Gail Kohlhorst
Brett Brennely	Matthew Tisler	Shirley A. Smith
Tammy Rowe	Kathleen M. Sibrell	Shari Reuschel
Susan Fischer	Lisa K. McCoy	Vanessa White
Christy Huddle	Denise Keith	

Correspondence received concerning the library funding postcards from Gil N. Garcia.

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

DALE MANUEL, COMMISSION PRESIDENT