

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 Courthouse thereof on Thursday, August 6, 2009, beginning at 9:30 o'clock a.m.

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

In re: PLEDGE OF ALLEGIANCE

Commissioner Noland conducted the Pledge of Allegiance.

In re: DISPENSE WITH READING OF MINUTES

Motion by Noland, second by Widmyer to dispense with the reading of the Minutes for the meeting held on Thursday, July 31, 2009, and to approve the Minutes as prepared. Motion carried.

In re: APPROVAL OF PURCHASE ORDERS

Motion by Manuel, second by Morgan to approve the following Purchase Orders for the Week of August 3, 2009, totaling \$10,541.25: 47080, 47082, 47601, 47274, 47514, 47516, 47131, 47515, 47517, 47356, 47408, 47519, and 47354. Motion carried.

In re: APPROVAL OF ACCOUNTS PAYABLE

Motion by Morgan, second by Noland to approve the list of Accounts Payable totaling \$372,305.65 dated August 6, 2009 as presented by the County Clerk and reviewed by the County Commission. Motion carried.

CK#	DEPT	VENDOR	PO#	PO Amt	Amt wo PO	Ck Amt
059361	GRANT	AFRICAN AMERICAN COMMUNI		\$0.00	\$460.00	\$460.00
059362	428	ACS GOVERNMENT SYSTEMS		\$0.00	\$11,689.91	\$11,689.91
059363	712	AT&T/KY		\$0.00	\$81.46	\$81.46
059364	425	ABH SERVICES, INC.		\$0.00	\$9,387.00	\$9,387.00
059365	412	BARDANE PUBLIC HEALTH CT		\$0.00	\$383.00	\$383.00
059365	431	BARDANE PUBLIC HEALTH CT		\$0.00	\$308.33	\$308.33
059366	PAYROLL	BUREAU FOR CHILD SUPPORT		\$0.00	\$72.00	\$72.00
059367	425	B-K OFFICE SUPPLY INC	47298	\$70.00	\$0.00	\$70.00
059368	PAYROLL	BUREAU F/CHILD SUPPORT		\$0.00	\$49.85	\$49.85
059369	712	BIDDLE CONSULTING GROUP	47126	\$599.00	\$0.00	\$599.00
059370	PAYROLL	BUREAU F/CHILD SPRT ENF		\$0.00	\$212.31	\$212.31
059371	440	*CREAMERS AUTO SERVICE	47505	\$12.00	\$0.00	\$12.00
059371	711	*CREAMERS AUTO SERVICE	47505	\$633.69	\$0.00	\$633.69

059371	716	*CREAMERS AUTO SERVICE	47505	\$35.95	\$0.00	\$35.95
059372	424	CHARLES TOWN WATER DEPT		\$0.00	\$141.19	\$141.19
059372	425	CHARLES TOWN WATER DEPT		\$0.00	\$804.55	\$804.55
059373	712	CDW-GOVERNMENT INC	47128	\$123.88	\$0.00	\$123.88
059374	700	CREAMERS WRECKER SVC	47504	\$50.00	\$0.00	\$50.00
059374	711	CREAMERS WRECKER SVC	47504	\$55.00	\$0.00	\$55.00
059375	401	LOUIS R CRADDOCK & ASSOC		\$0.00	\$111.68	\$111.68
059376	425	OLD CHARLES TOWN LIBRARY		\$0.00	\$1,500.00	\$1,500.00
059377	PAYROLL	CHILD SUPPORT ENFORCE AG		\$0.00	\$27.69	\$27.69
059378	700	CARS/COMPLETE AUTO REPAI	47506	\$87.78	\$0.00	\$87.78
059379	403	COAST TO COAST COMPUTER	46971	\$290.04	\$0.00	\$290.04
059379	403	COAST TO COAST COMPUTER	46974	\$173.00	\$0.00	\$173.00
059380	439	CHOICE STAFFING, INC.		\$0.00	\$171.50	\$171.50
059381	424	J.C.EHRLICH		\$0.00	\$31.00	\$31.00
059381	425	J.C.EHRLICH		\$0.00	\$397.00	\$397.00
059382	GRANT	FIFTH THIRD BANK	47168	\$523.40	\$0.00	\$523.40
059382	402	FIFTH THIRD BANK		\$0.00	\$118.59	\$118.59
059382	402	FIFTH THIRD BANK		\$0.00	\$29.95	\$29.95
059382	403	FIFTH THIRD BANK		\$0.00	\$68.89	\$68.89
059382	405	FIFTH THIRD BANK		\$0.00	\$460.00	\$460.00
059382	422	FIFTH THIRD BANK		\$0.00	\$106.51	\$106.51
059382	433	FIFTH THIRD BANK		\$0.00	\$8.97	\$8.97
059382	439	FIFTH THIRD BANK		\$0.00	\$150.00	\$150.00
059382	440	FIFTH THIRD BANK		\$0.00	\$225.00	\$225.00
059382	451	FIFTH THIRD BANK		\$0.00	\$150.00	\$150.00
059382	700	FIFTH THIRD BANK		\$0.00	\$51.89	\$51.89
059382	700	FIFTH THIRD BANK		\$0.00	\$27.31	\$27.31
059382	700	FIFTH THIRD BANK		\$0.00	\$25.42	\$25.42
059382	700	FIFTH THIRD BANK		\$0.00	\$270.83	\$270.83
059382	700	FIFTH THIRD BANK		\$0.00	\$63.07	\$63.07
059382	711	FIFTH THIRD BANK		\$0.00	\$155.04	\$155.04
059382	711	FIFTH THIRD BANK		\$0.00	\$391.35	\$391.35
CK#	Dept	VENDOR	PO#	PO Amt	Amt wo PO	CK Amt
059382	712	FIFTH THIRD BANK		\$0.00	\$43.41	\$43.41
059382	712	FIFTH THIRD BANK		\$0.00	\$19.99	\$19.99
059382	716	FIFTH THIRD BANK		\$0.00	\$37.99	\$37.99
059383	PAYROLL	GUARDIAN		\$0.00	\$1,586.50	\$1,586.50
059383	PAYROLL	GUARDIAN		\$0.00	\$6,598.12	\$6,598.12
059383	PAYROLL	GUARDIAN		\$0.00	\$149,440.75	\$149,440.75
059383	PAYROLL	GUARDIAN		\$0.00	\$0.08	\$0.08
059384	425	GRAINGER, INC	47502	\$124.44	\$0.00	\$124.44
059385	401	IKON OFFICE SOLUTIONS		\$0.00	\$299.48	\$299.48
059386	PAYROLL	ING NATIONAL TRUST		\$0.00	\$660.00	\$660.00
059387	ALLOC	JEFF CO DEVELOPMENT AUTH		\$0.00	\$30,000.00	\$30,000.00
059388	ALLOC	JEFFERSON COUNTY SOLID		\$0.00	\$35,000.00	\$35,000.00
059389	PAYROLL	JEFFERSON SECURITY BANK		\$0.00	\$4,654.00	\$4,654.00
059390	PAYROLL	COMPROLLER OF MARYLAND		\$0.00	\$401.81	\$401.81
059391	424	MICROMAIN CORPORATION	47503	\$595.00	\$0.00	\$595.00
059392	PAYROLL	MD Child Support Account		\$0.00	\$140.00	\$140.00
059393	PAYROLL	MD CHILD SUPPORT ACCOUNT		\$0.00	\$18.46	\$18.46
059394	PAYROLL	NATIONWIDE RETIREMENT		\$0.00	\$735.21	\$735.21
059395	712	**NAT'L ACDMY O/EMERGENC	47159	\$100.00	\$0.00	\$100.00
059396	PAYROLL	NATIONWIDE MUTUAL INS CO		\$0.00	\$194.68	\$194.68
059397	405	OGLEBAY	47405	\$4,446.30	\$0.00	\$4,446.30

059398	403	PIFER OFFICE SUPPLY, INC	46972	\$255.66	\$0.00	\$255.66
059398	403	PIFER OFFICE SUPPLY, INC	47472	\$81.64	\$0.00	\$81.64
059399	413	RAI GROUP 43, LLC		\$0.00	\$1,699.00	\$1,699.00
059400	425	RCS SECURITY	47501	\$372.71	\$0.00	\$372.71
059400	425	RCS SECURITY	47501	\$949.00	\$0.00	\$949.00
059401	402	RECORD MANAGEMENT SOLUTN	47314	\$35.00	\$0.00	\$35.00
059402	PAYROLL	RETIREE HLTH BENEFIT TRS		\$0.00	\$7,856.00	\$7,856.00
059403	404	SOFTWARE SYSTEMS, INC	46667	\$2,709.09	\$0.00	\$2,709.09
059404	405	SPECIALTY BUS SUPPLIES	47406	\$286.58	\$0.00	\$286.58
059405	GRANT	SOUTH JEFFERSON PUBLIC		\$0.00	\$9,064.13	\$9,064.13
059406	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$12.18	\$12.18
059406	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$7,913.34	\$7,913.34
059406	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$33,836.02	\$33,836.02
059406	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$52.08	\$52.08
059407	PAYROLL	SHERIFF OF JEFFERSON CO		\$0.00	\$25,761.48	\$25,761.48
059408	GRANT	STAPLES CREDIT PLAN	46750	\$597.62	\$0.00	\$597.62
059408	401	STAPLES CREDIT PLAN		\$0.00	\$93.04	\$93.04
059408	406	STAPLES CREDIT PLAN		\$0.00	\$222.93	\$222.93
059408	412	STAPLES CREDIT PLAN		\$0.00	\$261.15	\$261.15
059408	424	STAPLES CREDIT PLAN		\$0.00	\$99.98	\$99.98
059408	439	STAPLES CREDIT PLAN		\$0.00	\$127.05	\$127.05
059408	712	STAPLES CREDIT PLAN		\$0.00	\$344.34	\$344.34
059408	716	STAPLES CREDIT PLAN		\$0.00	\$168.92	\$168.92
059409	424	SPECTRUM FIRE PROTECTION	47297	\$437.00	\$0.00	\$437.00
059410	712	SEN COMMUNICATIONS	47130	\$75.00	\$0.00	\$75.00
059411	424	*SHANNON BUSINESS SYSTEM	47293	\$1,883.63	\$0.00	\$1,883.63
059412	975	SUMMIT COMMUNITY BANK		\$0.00	\$2,441.41	\$2,441.41
059413	PAYROLL	TREASURER OF VIRGINIA		\$0.00	\$161.51	\$161.51
059414	PAYROLL	TIME INSURANCE CO		\$0.00	\$166.36	\$166.36
059415	PAYROLL	US DEPT OF EDUCATION		\$0.00	\$123.68	\$123.68
059416	712	UPS		\$0.00	\$37.92	\$37.92
059417	425	UNITED RENTAL	47507	\$192.92	\$0.00	\$192.92
059418	712	VERIZON		\$0.00	\$3,890.71	\$3,890.71
059419	405	WEST PAYMENT CENTER	47407	\$3,218.05	\$0.00	\$3,218.05
059420	425	WM OF WEST VIRGINIA, INC		\$0.00	\$647.80	\$647.80
059420	716	WM OF WEST VIRGINIA, INC		\$0.00	\$92.37	\$92.37
059421	716	WV BOARD OF PHARMACY	47322	\$25.00	\$0.00	\$25.00
059422	412	CRAIG W YOHN		\$0.00	\$232.10	\$232.10
TOTALS				\$19,038.38	\$353,267.27	\$372,305.65

DEPT	NAME	DEPT AMTS
401/COM	CO. COMMISSION	\$504.20
402/CCLK	CO. CLERK	\$183.54
403/CIR CLK	CIRCUIT CLERK	\$869.23
404/TAX	TAX OFFICE	\$2,709.09
405/PA	PROS ATTY	\$8,410.93
406/ASSR	ASSESSORS	\$222.93
408/GOV	ST.COMPNET CHG BO GOV UNIT	
412/AG	AG AGT	\$876.25
413/ELE	ELECTION	\$1,699.00
415/MAG CT	MAGISTRATE COURT	
415/	GENERAL SCHOOL/CO TRANSFER	
422/CP&M	CAPITAL PLANNING & MNGMNT	\$106.51
424/CTHS	COURT HOUSE	\$3,187.80
425/OB	OTHER BUILDING	\$14,445.42

428/DATAP	DATA PROCESSING	\$11,689.91
431/ECON DEV	ECON DEV	\$308.33
433/GIS	GIS/ADDRESSING	\$8.97
439/PZ	PLANNING ZONING	\$448.55
440/ENG.	DEPT OF ENGINEERING	\$237.00
451/ZONING	ZONING DEPT	\$150.00
700/SHRF	SHERIFF DEPT	\$576.30
701/SHRF	SHERIFF DEPT	
704/WV JAIL	ST/WV REGIONAL JAIL	
711/OES	EMERG SVC	\$1,235.08
712/911	911 COMMUNICATION	\$5,315.71
716/A/C	ANIMAL CONTROL	\$360.23
801/MTL HLTH	MENTAL HEALTH TRANS TO ENTITIE	
808GOV UNIT	SWA CONTRIB OTHER GOV UNIT	
975/CAP OTL	CO. CLERK / CAPITAL OUTLAY	\$2,441.41
976/CAP/CIR	CIRCUIT CLERK/CAPITAL OUTLAY	
978/CAP/PA	PROS ATTY/CAPITAL OUTLAY	
979/CAP/TAX	TAX OFFICE/CAPITAL OUTLAY	
980/CAP/SRF	SHERIFF DEPT/CAPITAL OUTLAY	
983/CLK ELEC	CO CLERK ELECTION/CAP OUTLAY	
986/CAP/COMM	CO. COMMISSION/CAPITAL OUTLAY	
988/CAP/OB	OTHER BUILDING/CAPITAL OUTLAY	
989/CAP/AGT	AG AGT/CAPITAL OUTLAY	
992/CAP/911	911 COMMUNICATION/CAP OUTLAY	
ALLOC	ALLOCATIONS	\$65,000.00
GRANTS	GRANTS	\$10,645.15
PAYROLL	PAYROLL	\$240,674.11
TOTALS		\$372,305.65

In re: DECISION ON COUNTY EMPLOYEE INSURANCE OPTIONS - DISCUSSION/ACTION

The Commission agreed to discuss this agenda item at 11:15 a.m. and to request Ed Slonaker, Morgan Financial and Sally Gran, Finance Clerk be available for questions and discussion.

In re: EXONERATIONS

Upon recommendation from the Assessor, motion by Morgan, second by Noland to approve the following exoneration due to erroneous assessment. Motion carried.

Name	District	Type	Amount	Ticket #
Robert E. Baker, Jr.	Harpers Ferry	Real	\$214.40	10237

Upon recommendation from the Assessor, motion by Widmyer, second by Morgan to approve the following exoneration due to erroneous assessment. Motion carried.

Name	District	Type	Amount	Ticket #
Danny L. Preville	Harpers Ferry	Personal	\$96.48	308192

In re: NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES

Upon presentation by the Assessor, motion by Morgan, second by Noland to approve the Notice of Apportionment of Jointly Owned Motor Vehicles filed by a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty eight of the West Virginia Code, in the amount of \$598.38 for the following: Motion carried.

NAME	HUSBAND/WIFE	ASSESSED VALUE	TAXES DUE
Suzane Bradley	Wife	\$20,000	\$504.96
Samuel Bradley	Husband	\$3,700	\$93.42

Angie Banks, Assessor appeared before the Commission and gave an update on the Jefferson County Assessor's Office Website. <http://jefferson.wvassessor.com>

Commissioner Morgan acknowledged the presence of Delegate Tiffany Lawrence in the audience.

Mark Schiavone, Director of Capital Planning and Management introduced the newly hired IT Support Specialist Charlotte Hernandez-Velez to the Commission.

In re: PUBLIC COMMENT

Daniel Hayes appeared before the Commission regarding the appointment to the Jefferson County Building Commission.

Mr. Hayes informed the Commission that he would not be available on Thursday, August 13, 2009 for Building Commission interviews. The Commission agreed to interview Mr. Hayes during public comment.

In re: BUDGET REVISION

Mark Schiavone, Director of Capital Planning and Management appeared before the Commission to request approval of Budget Revision #3 due to technical problems with Budget Revision #1.

Motion by Morgan, second by Surkamp to approve General Fund Budget Revision #3 and to authorize the President of the Commission to affix his signature to the appropriate documents as submitted by Mark Schiavone and to enter the following Resolution. Motion carried.

RESOLUTION

At a regular session of the Jefferson County Commission, held 6th August, 2009, the following order was made and entered:

SUBJECT: The revision of the General Fund (Fund 001) 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 003, 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 Jim Surkamp, the vote thereon was as follows:

Dale Manuel	Yes
Patricia Noland	Yes
Lyn Widmyer	Yes
Frances Morgan	Yes
Jim Surkamp	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 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.

In re: BONDING AND ACTIVITY REPORT

Upon recommendation from Rebecca Burns, Bonding Administrator, motion by Morgan, second by Widmyer to approve the partial release of a Cash in Escrow Agreement in the amount of \$77,560.00 for William H. Scott Inter Vivos Trust - Summit Point Tactical Training Center, with the County to retain \$60,000.00. Motion carried.

Jennifer Brockman, Planning Director appeared before the Commission to report on the following:

- Date set for the Planning and County Commission joint meeting to discuss Faraway Farms on Monday, August 17, 2009 at 7:00 p.m.
- Resignation received from Shannon Phillips. The position will be advertised.

Commissioner Widmyer requested that Ms. Brockman send out a public notice regarding the joint meeting.

In re: BARBARA MILLER

- PRESENTATION OF SPONTANEOUS VOLUNTEER MANAGEMENT PLAN AND DONATIONS MANAGEMENT PLAN
- REQUEST APPROVAL OF EMERGENCY MANAGEMENT PLANNING GRANT APPLICATION

Barbara Miller, Director of the Office of Homeland Security and Emergency Management appeared before the Commission to give a presentation of the Spontaneous Volunteer Management Plan and Donations Management Plan.

Motion by Manuel, second by Noland to approve the Spontaneous Volunteer Management Plan as presented. Motion carried.

Motion by Noland, second by Morgan to approve the Donation Management Plan. Motion carried.

Motion by Surkamp, second by Noland to approve the Emergency Management Planning Grant application and to authorize the President of the Commission to affix his signature to the appropriate documents. Motion carried.

In re: DR. JOHN HOUGH - APUS - BROADBAND GRANT - DISCUSSION/POSSIBLE ACTION

Dr. John Hough, APUS appeared before the Commission to give an update on the Broadband Grant opportunity.

Motion by Morgan, second by Surkamp to approve the modified letter of support for the Broadband Grant application.

In re: AL BRITTON - CHARLES TOWN RACES & SLOTS UPDATE

Al Britton, Charles Town Races and Slots General Manager appeared before the Commission to give an update about a vote on table games. Mr. Britton said that Charles Town Races & Slots intends to file the necessary documents in September to hold the election. The vote is anticipated for December 5, 2009.

The Commission took a 10 minute break at 10:45 a.m.

In re: LEGISLATIVE ISSUES

The Commission discussed the PATH status hearings. Commissioner Manuel informed the Commission that there will be a status hearing held in Jefferson County. Ralph Lorenzetti, Prosecuting Attorney informed the Commission that James Casimiro, Assistant Prosecuting Attorney will be in Charleston, WV on August 10th, 2009 for the PATH hearing. Commissioner Morgan informed the Commission that she will be attending the hearing in Charleston, WV on August 10th, 2009.

In re: JENNIFER S. MAGHAN - COUNTY CLERK'S REPORT

Jennifer S. Maghan, County Clerk appeared before the Commission to give the County Clerk's Report. Ms. Maghan reported on the following:

- Early voting
- County Clerk website <http://jeffersoncountyclerkwv.com>

In re: LEGAL UPDATE AND REPORT

Ralph Lorenzetti, Prosecuting Attorney appeared before the Commission to give the legal update and report. Mr. Lorenzetti reported on the Case Management software and that he would request funding in the near future.

In re: ZONING AND SUBDIVISION ORDINANCE AMENDMENTS DISCUSSION

Motion by Widmyer, second by Surkamp to strike this item from the agenda. The Commission discussed keeping this on the agenda but to add this as a reminder of the upcoming Zoning Ordinance Referendum on November 7, 2009. With further discussion, the Commission agreed to place this item on the agenda under information as a reminder of the upcoming Zoning Ordinance Referendum on November 7, 2009.

Commissioner Widmyer withdrew her motion.

In re: REPORT OF FEDERAL STIMULUS FUNDS - DISCUSSION

No new information was provided.

In re: ORGANIZATIONAL PLANNING - DISCUSSION

This agenda item will be discussed during the County Commission Workshop - "Review/Approve Job Descriptions for County Administrator Staff: Administrative Assistant, Executive Assistant, Receptionist/Operator".

In re: JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN - DISCUSSION/ACTION

This agenda item was discussed under "PRESENTATION OF SPONTANEOUS VOLUNTEER MANAGEMENT PLAN AND DONATIONS MANAGEMENT PLAN".

In re: JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN - DISCUSSION/ACTION

This agenda item was discussed under "PRESENTATION OF SPONTANEOUS VOLUNTEER MANAGEMENT PLAN AND DONATIONS MANAGEMENT PLAN".

In re: RECOMMENDATION OF ACTUARIAL FIRM TO PERFORM ACTUARIAL VALUATION OF OPEB - DISCUSSION/ACTION

Leslie D. Smith, County Administrator gave an update on the bids for the actuarial firm to perform actuarial valuation of OPEB.

In re: DECISION ON COUNTY EMPLOYEE INSURANCE OPTIONS - DISCUSSION/ACTION

Ed Slonaker, Morgan Financial appeared before the Commission to discuss the County Employee Insurance options for benefit plans for 2009-2010 Plan Year. Motion by Widmyer, second by Noland to approve the employee insurance options for benefit plans as presented including \$1,000 for the Health Reimbursement Account with a \$3,000 cap. Motion carried. For the record, Sally Gran, Finance Clerk was present for the discussion.

In re: BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE - HARASSMENT TRAINING PROPOSAL - DISCUSSION/ACTION

Motion by Noland, second by Manuel to accept and approve the Harassment Training proposed by Blue Ridge Community and Technical College as outlined for Jefferson County. Motion carried.

Motion by Widmyer, second by Noland to request legal counsel prepare a policy for Jefferson County that is reviewed in the context of this presentation and bring back this policy to the Commission on October 1, 2009. Motion carried.

In re: RURAL HOUSING PRESERVATION ASSOCIATES, LLC - REQUEST FOR LETTERS OF UNQUALIFIED SUPPORT - PROPOSED LOW-INCOME HOUSING TAX CREDIT PROGRAM PROPERTIES

Motion by Morgan, second by Manuel to have legal counsel review the letter of unqualified support for the Rural Housing Preservation Associates, LLC and request information from the Affordable Housing Committee and the affected Municipalities for review and comment. Motion carried.

Motion by Morgan, second by Surkamp to adjourn for lunch until 1:30 p.m.

In re: PROPOSAL FOR COUNTY BOUNDARY LINE SURVEY AND REQUEST FOR SURVEY MATERIALS RECEIVED FROM JOHN STROUD KUSNER

The Commission agreed to have legal counsel review the Resolution for a proposal for County Boundary Line Survey with Berkeley County.

In re: APUS/BOE/COUNTY/BROADBAND GRANT - DISCUSSION (JS)

This agenda item was discussed under "DR. JOHN HOUGH - APUS - BROADBAND GRANT - DISCUSSION/POSSIBLE ACTION".

In re: DISCUSSION AND MOTION TO INCLUDE AS ADDED DUTIES OF THE COUNTY ADMINISTRATOR OVERSIGHT OF THE PLANNING DIRECTOR, ENGINEER AND THE CAPITAL PLANNING AND MANAGEMENT DIRECTOR (PN)

Commissioner Noland discussed added duties of the County Administrator oversight of the Planning Director, Engineer and the Capital Planning and Management Director. Commissioner Widmyer requested a policy be drafted for a Comprehensive Policy on how annual, sick and compensatory leave is handled.

The Commission agreed to hold over this agenda item.

In re: SALARY EQUITY MOTION AND RESTORATION OF THE COUNTY CLERK'S SALARY LINE ITEM: I MOVE THAT THE 500,000 DOLLARS PLACED IN THE SALARY AND BENEFIT ACCOUNT BE UTILIZED TO FUND THE SALARY EQUITY ISSUE AND FURTHER THAT THE 48,000 DOLLARS EARLIER REMOVED FROM THE COUNTY CLERK'S SALARY LINE IN HER BUDGET BE RESTORED. THE NECESSARY ADDITIONAL MONIES TO FACILITATE THE MOTION (APPROXIMATELY 75,000 DOLLARS) SHALL BE ALLOCATED FROM THE EXCESS IN THIS YEAR'S EMPLOYEE HEALTH INSURANCE ACCOUNT. (DM & PN)

Motion by Manuel, second by Noland that the 500,000 dollars placed in the salary and benefit account be utilized to fund the salary equity issue and further that the 48,000 dollars earlier removed from the county clerk's salary line in her budget be restored. The necessary additional monies to facilitate the motion (approximately 75,000 dollars) shall be allocated from the excess in this year's employee health insurance account.

Commissioner Morgan asked if the motion could be severable. Commissioner Manuel agreed that it could be severable.

Motion by Manuel, second by Noland to reinstate the entire Jacob's Study.

Motion by Manuel, second by Widmyer to postpone this agenda item until next week. Motion carried.

Commissioner Widmyer requested that Leslie Smith, County Administrator provide a cover memo and the current Jacob's Study with recommendations for next week's agenda.

Commissioner Surkamp requested that the County Clerk provide minutes of the full-time approved employees in the County Clerk's office.

In re: COUNTY COMMISSION WORKSHOP - REVIEW/APPROVE JOB DESCRIPTIONS FOR COUNTY ADMINISTRATOR STAFF: ADMINISTRATIVE ASSISTANT, EXECUTIVE ASSISTANT, RECEPTIONIST/OPERATOR

The Commission held a workshop to discuss job descriptions for the County Administrator staff. After discussion, by unanimous consent, the Commission requested a proposal be provided in two weeks for the restructure of the County Commission staff and job duties.

The Commission requested a proposal for regarding grants for outside agencies and extra duties for County Commission staff.

In re: DEPARTMENT HEAD EMPLOYEE EVALUATION

Jennifer Brockman, Planning Director, appeared before the Commission for her evaluation.

Motion by Morgan, second by Surkamp to enter into Executive Session with Jennifer Brockman in order to conduct an evaluation. Motion carried.

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

In re: COUNTY ADMINISTRATOR REPORTS

No new information was provided.

In re: COUNTY COMMISSION REPORTS

Commissioner Morgan informed the Commission that she would like to attend a Seminar in Washington, DC on September 30, 2009 sponsored by The Energy Daily regarding Transmission Siting Policy Summit.

The Commission received the following information:

Appointment to be made to the Enhanced 911 Board on September 3, 2009.

Memorandum received from Mark Schiavone concerning VLT funding for community non-profit organizations.

Notice received from the Offices of the Insurance Commissioner concerning flood insurance.

Correspondence received from the Eastern Panhandle Free Clinic concerning their budget allocation.

Invitation received from the Jefferson County Farm Bureau to attend the Chamber of Commerce/Farm Bureau Picnic and the Annual JCFB Dinner/Meeting.

Summaries of Legislation 2009 received from the Association of Counties.

Acknowledgment received from Governor Manchin concerning receipt of correspondence received from the County Commission and that the correspondence has been forwarded to the appropriate division in his office.

Correspondence received from James L. Pitrolo, Jr. concerning legislation enabling Recovery Zone Bonds.

Correspondence received from Shepherdstown Fire Department concerning a full scale operations based exercise on active shooter.

Oath of Office received from John T. Quynn.

Oath of Office received from Lou Tiano.

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

CORRESPONDENCE:

Postcards received from Evie Lotze and Sarah Barz concerning public library funding.

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

PRESIDENT