

**DATE: FEBRUARY 7, 2012
MINUTES OF JANUARY 31, 2012 TO BE APPROVED**

A letter from the West Virginia Development Office requesting a Project Self-Inspection Report be completed for Brooke Hills Park since they receive money through the Land & Water Conservation Fund.

A letter from the DEP letting us know that they can only release \$8,400 for the REAP Grant for the Recycling with the remaining \$1,400 released during the last quarter.

A letter from the Property Tax Division letting us know that if the Commission wishes to sit as a Board of Equalization and Review on the last day it will be February 29th since this is leap year.

A copy of the Washington Pike PSD minutes of their January 24, 2012 meeting was received.

A letter from Scott Fluharty resigning his full-time position as an EMT due to other employment but requesting to be placed on part-time status with the Brooke County EMS was received.

A letter from the Brooke County Economic Development Authority letting us know they support the three way tie-in for Beech Bottom, Wellsburg Water and Hammond PSD and commending the commission for their efforts.

te A letter from the State Auditor's Office letting us know that each County Commission must submit an estate of revenues and expenditures for approval by March 28th. Forms are available on their website.

A copy of the minutes of the Hammond PSD for December 15, 2011 was received.

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