

## Minutes

### Jefferson County Commission

Thursday, September 18, 2014

---

A meeting of the Jefferson County Commission was held on Thursday, August 28, 2014 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Patsy Noland, Walt Pellish, Jane Tabb, and Lyn Widmyer. Commissioner Dale Manuel was absent with prior notice. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, September 18, 2014 meeting is available through the Jefferson County Commission Office.)

#### PLEDGE OF ALLEGIANCE

Commissioner Widmyer led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Ms. Noland to approve the minutes for the August 28, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.**

**Motion by Ms. Tabb to approve the minutes for the September 4, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.**

#### PAYROLL APPROVAL

**Motion by Ms. Widmyer to approve the Payroll for September 11, 2014 in the amount of \$240,178.45. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072917	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,000.00	\$ 4,000.00
072918	424	ALLIANCE ELECTRIC LLC		\$ -	\$ 1,170.00	\$ 1,170.00
072919	406	ANGELA L BANKS		\$ -	\$ 75.80	\$ 75.80

072920	425	B-K OFFICE SUPPLY INC		\$ -	\$ 1,771.34	\$ 1,771.34
072921	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
072922	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
072923	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
072924	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
072925	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
072926	413	CASTO & HARRIS INC		\$ -	\$ 802.12	\$ 802.12
072927	424	CHARLES TOWN UTILITIES		\$ -	\$ 52.60	\$ 52.60
072927	425	CHARLES TOWN UTILITIES		\$ -	\$ 928.14	\$ 928.14
072928	428	CDW-GOVERNMENT LLC		\$ -	\$ 217.64	\$ 217.64
072929	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
072930	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
072931	425	DAYCON		\$ -	\$ 1,501.17	\$ 1,501.17
072932	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
072933	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
072933	425	J.C.EHRLICH		\$ -	\$ 585.49	\$ 585.49
072934	ALLOC	FRIENDSHIP FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
072935	717	GUY'S BUICK-GMC TRUCK IN		\$ -	\$ 125.00	\$ 125.00
072936	402	SALLY GRAN		\$ -	\$ 15.00	\$ 15.00
072937	ALLOC	INDEPENDENT FIRE COMPANY		\$ -	\$ 10,000.00	\$ 10,000.00
072938	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
072938	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
072938	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072938	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
072938	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072938	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072938	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072938	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072938	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
072938	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
072939	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
072940	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
072941	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,348.00	\$ 5,348.00
072942	440	HAINES KIMBLE		\$ -	\$ 97.00	\$ 97.00
072943	401	LEWIS CO CIRCUIT CLERK		\$ -	\$ 46.21	\$ 46.21
072944	433	LYLE SIGNS, INC.	51386	\$ 984.00	\$ -	\$ 984.00
072944	433	LYLE SIGNS, INC.		\$ -	\$ 336.00	\$ 336.00
072944	433	LYLE SIGNS, INC.		\$ -	\$ 22.01	\$ 22.01
072945	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
072946	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00

072947	712	NAEMD/IAEMD		\$ -	\$ 80.00	\$ 80.00
072948	406	THE OBSERVER		\$ -	\$ 130.00	\$ 130.00
072949	424	PATRIOT FIRE AND SECURIT		\$ -	\$ 170.00	\$ 170.00
072949	425	PATRIOT FIRE AND SECURIT		\$ -	\$ 170.00	\$ 170.00
072950	424	POTOMAC EDISON/OH		\$ -	\$ 2,400.15	\$ 2,400.15
072950	425	POTOMAC EDISON/OH		\$ -	\$ 12,273.99	\$ 12,273.99
072950	425	POTOMAC EDISON/OH		\$ -	\$ 3,045.66	\$ 3,045.66
072951	402	RECORD MANAGEMENT SOLUTN	52467	\$ 35.00	\$ -	\$ 35.00
072951	403	RECORD MANAGEMENT SOLUTN	51476	\$ 30.00	\$ -	\$ 30.00
072952	ALLOC	SHEPHERDSTOWN FIRE CO		\$ -	\$ 10,000.00	\$ 10,000.00
072953	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 771.10	\$ 771.10
072953	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 673.00	\$ 673.00
072953	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 122.00	\$ 122.00
072953	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 963.84	\$ 963.84
072954	405	SPECIALTY BUS SUPPLIES	52683	\$ 993.18	\$ -	\$ 993.18
072955	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,377.26	\$ 10,377.26
072955	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,371.86	\$ 44,371.86
072955	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 43,088.13	\$ 43,088.13
072956	401	STAPLES CREDIT PLAN		\$ -	\$ 274.26	\$ 274.26
072956	712	STAPLES CREDIT PLAN		\$ -	\$ 6.35	\$ 6.35
072957	425	SHERWIN-WILLIAMS		\$ -	\$ 45.15	\$ 45.15
072958	405	BRANDON C.H. SIMS		\$ -	\$ 556.98	\$ 556.98
072959	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,165.99	\$ 10,165.99
072959	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1,465.50	\$ 1,465.50
072960	717	THOMASSEN AUTO GROUP		\$ -	\$ 123.63	\$ 123.63
072960	717	THOMASSEN AUTO GROUP		\$ -	\$ 137.73	\$ 137.73
072961	424	CAPITAL TRISTATE		\$ -	\$ 368.05	\$ 368.05
072961	425	CAPITAL TRISTATE		\$ -	\$ 907.78	\$ 907.78
072962	PAYROLL	UNICARE EAP		\$ -	\$ 322.20	\$ 322.20
072963	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
072964	PAYROLL	WVCORP		\$ -	\$ 32,606.50	\$ 32,606.50
072965	402	XEROX CORPORATION	52468	\$ 1,356.31	\$ -	\$ 1,356.31
072965	439	XEROX CORPORATION	52329	\$ 604.69	\$ -	\$ 604.69
<b>TOTAL</b>						<b>\$ 230,356.66</b>
<b>TOTAL</b>				<b>\$ 4,003.18</b>	<b>\$ 226,353.48</b>	<b>\$ 230,356.66</b>

**Motion by Ms. Noland to approve the Accounts Payable for September 11, 2014 in the amount of \$230,356.66. Motion seconded and passes on a vote of 3-1 with Ms. Widmyer opposing.**

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
072967	424	AT&T/IL		\$ -	\$ 0.53	\$ 0.53
072968	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,051.00	\$ 1,051.00
072969	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
072969	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00
072970	403	COAST TO COAST COMPUTER		\$ -	\$ 464.00	\$ 464.00
072971	425	DEHAVEN BERKELEY SPRINGS		\$ -	\$ 18.85	\$ 18.85
072972	405	FEDEX		\$ -	\$ 38.76	\$ 38.76
072973	717	FISHER AUTO PARTS		\$ -	\$ 412.72	\$ 412.72
072974	401	GLOBAL SCIENCE & TECH		\$ -	\$ 5,000.00	\$ 5,000.00
072975	404	TERESA HENDRICKS		\$ -	\$ 36.01	\$ 36.01
072976	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 205.12	\$ 205.12
072977	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,556.27	\$ 1,556.27
072978	717	J & K PRECISION AUTO CAR		\$ -	\$ 88.00	\$ 88.00
072979	405	MATTHEW BENDER & CO		\$ -	\$ 267.19	\$ 267.19
072980	406	N.A.D.A. APPRAISAL GUIDE		\$ -	\$ 80.00	\$ 80.00
072981	ALLOC	JEFF CO PARKS &		\$ -	\$ 23,667.78	\$ 23,667.78
072982	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 161.46	\$ 161.46
072982	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 278.93	\$ 278.93
072983	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
072983	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
072983	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072983	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
072983	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
072983	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
072983	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072983	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
072983	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
072983	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
072984	401	SOFTWARE SYSTEMS, INC		\$ -	\$ 468.50	\$ 468.50
072984	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
072984	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 732.00	\$ 732.00
072984	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
072985	425	SHENANDOAH VALLEY WATER		\$ -	\$ 590.10	\$ 590.10
072986	215	SHERIFF OF JEFFERSON CO		\$ -	\$ 3,077.14	\$ 3,077.14
072986	215	SHERIFF OF JEFFERSON CO		\$ -	\$ 19,227.45	\$ 19,227.45

072986	401	SHERIFF OF JEFFERSON CO		\$ -	\$ 0.06	\$ 0.06
072988	GRANT	UNITED BANKCARD CENTER	52023	\$ 7,784.61	\$ -	\$ 7,784.61
072988	GRANT	UNITED BANKCARD CENTER	52024	\$ 8,780.00	\$ -	\$ 8,780.00
072988	401	UNITED BANKCARD CENTER		\$ -	\$ 285.00	\$ 285.00
072988	401	UNITED BANKCARD CENTER		\$ -	\$ 164.00	\$ 164.00
072988	401	UNITED BANKCARD CENTER		\$ -	\$ 240.49	\$ 240.49
072988	401	UNITED BANKCARD CENTER		\$ -	\$ 95.70	\$ 95.70
072988	401	UNITED BANKCARD CENTER		\$ -	\$ 50.46	\$ 50.46
072988	401	UNITED BANKCARD CENTER		\$ -	\$ 75.00	\$ 75.00
072988	401	UNITED BANKCARD CENTER		\$ -	\$ 5.60	\$ 5.60
072988	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
072988	403	UNITED BANKCARD CENTER		\$ -	\$ 70.00	\$ 70.00
072988	405	UNITED BANKCARD CENTER		\$ -	\$ 92.00	\$ 92.00
072988	405	UNITED BANKCARD CENTER		\$ -	\$ 483.91	\$ 483.91
072988	413	UNITED BANKCARD CENTER		\$ -	\$ 271.03	\$ 271.03
072988	415	UNITED BANKCARD CENTER		\$ -	\$ 82.19	\$ 82.19
072988	424	UNITED BANKCARD CENTER		\$ -	\$ 1,640.73	\$ 1,640.73
072988	424	UNITED BANKCARD CENTER		\$ -	\$ 538.74	\$ 538.74
072988	424	UNITED BANKCARD CENTER		\$ -	\$ 19.20	\$ 19.20
072988	425	UNITED BANKCARD CENTER		\$ -	\$ 454.32	\$ 454.32
072988	425	UNITED BANKCARD CENTER		\$ -	\$ 7,891.42	\$ 7,891.42
072988	425	UNITED BANKCARD CENTER		\$ -	\$ 59.97	\$ 59.97
072988	425	UNITED BANKCARD CENTER		\$ -	\$ 3,881.80	\$ 3,881.80
072988	425	UNITED BANKCARD CENTER		\$ -	\$ 100.27	\$ 100.27
072988	428	UNITED BANKCARD CENTER		\$ -	\$ 588.26	\$ 588.26
072988	439	UNITED BANKCARD CENTER		\$ -	\$ 27.20	\$ 27.20
072988	439	UNITED BANKCARD CENTER		\$ -	\$ 12.71	\$ 12.71
072988	439	UNITED BANKCARD CENTER		\$ -	\$ 33.26	\$ 33.26
072988	440	UNITED BANKCARD CENTER		\$ -	\$ 235.00	\$ 235.00
072988	440	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
072988	440	UNITED BANKCARD CENTER		\$ -	\$ 193.75	\$ 193.75
072988	GRANT	UNITED BANKCARD CENTER		\$ -	\$ 5,209.98	\$ 5,209.98
072988	GRANT	UNITED BANKCARD CENTER		\$ -	\$ 243,766.20	\$ 243,766.20
072988	451	UNITED BANKCARD CENTER		\$ -	\$ 86.62	\$ 86.62
072988	700	UNITED BANKCARD CENTER		\$ -	\$ 48.74	\$ 48.74
072988	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
072988	700	UNITED BANKCARD CENTER		\$ -	\$ 203.98	\$ 203.98
072988	700	UNITED BANKCARD CENTER		\$ -	\$ 1,275.00	\$ 1,275.00
072988	700	UNITED BANKCARD CENTER		\$ -	\$ 74.70	\$ 74.70
072988	700	UNITED BANKCARD CENTER		\$ -	\$ 382.69	\$ 382.69

072988	711	UNITED BANKCARD CENTER		\$ -	\$ 418.38	\$ 418.38
072988	711	UNITED BANKCARD CENTER		\$ -	\$ 75.00	\$ 75.00
072988	711	UNITED BANKCARD CENTER		\$ -	\$ 31.98	\$ 31.98
072988	711	UNITED BANKCARD CENTER		\$ -	\$ 16.99	\$ 16.99
072988	711	UNITED BANKCARD CENTER		\$ -	\$ 101.76	\$ 101.76
072988	712	UNITED BANKCARD CENTER		\$ -	\$ 7,729.42	\$ 7,729.42
072988	712	UNITED BANKCARD CENTER		\$ -	\$ 75.27	\$ 75.27
072988	716	UNITED BANKCARD CENTER		\$ -	\$ 149.62	\$ 149.62
072988	716	UNITED BANKCARD CENTER		\$ -	\$ 1,258.28	\$ 1,258.28
072988	717	UNITED BANKCARD CENTER		\$ -	\$ 264.26	\$ 264.26
072989	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 26,275.05	\$ 26,275.05
<b>TOTAL</b>						<b>\$ 383,199.25</b>
<b>TOTAL</b>				<b>\$ 18,159.61</b>	<b>\$ 365,039.64</b>	<b>\$ 383,199.25</b>

**Motion by Ms. Tabb to approve the Accounts Payable for September 18, 2014 in the amount of \$383,199.25 . Motion seconded and unanimously approved.**

**PUBLIC COMMENT:**

Martin Burke, resident – spoke regarding his concerns on the excessive noise at Summit Point, particularly concerning the gunfire and bomb explosions from BSR, Inc.

David Tabb, resident – provided the Commission with an update on his case against the Prosecuting Attorney, and spoke about his feelings on The Spirit of Jefferson, the Ambulance Service Fee, and the Hotel/Motel tax.

Susan Rissler Sheely, resident – spoke about her concerns on the proposed tolling extension of the Thorn Hill Subdivision and urged the Commission to deny the extension.

**PRESENTATIONS**

1. Angie Banks, Assessor – requested the approval of the following Exonerations and Split Tickets:

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Britt Ericson	Harpers Ferry	Personal Property	307180	39.98
Gerald Keller				159.88

- **Motion by Ms. Noland to approve the Split Ticket as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
------	----------	------	----------	--------

Donald Taylor	Charles Town Corp.	Personal Property	306422	30.66
---------------	--------------------	-------------------	--------	-------

- **Motion by Ms. Tabb to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Barry White Book	Charles Town Dist.	Real Estate	6947	420.75

- **Motion by Ms. Widmyer to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Earnest Yates	Kabletown	Real Estate	19877	420.75

- **Motion by Ms. Noland to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
Thomas Hite	Charles Town Dist.	Real Estate	6947	420.75

- **Motion by Ms. Widmyer to approve the Exoneration as presented by the Assessor. Motion seconded and unanimously approved.**

2. Presentation of Resolution and retirement gift to David Holmes, dispatcher for the E-911 center, in recognition of his 32 years of service to Jefferson County.
3. Interviews and Appointments to the Jefferson County Farmland Protection Board for two four-year terms ending September 7, 2018 with one position representing farm/soil conservation and the other position representing the non-farmer.
  - Ms. Noland offered her nomination for Nick Kercheval as the farm/soil conservation representative and for Liz McDonald as the non-farmer representative.

After receiving unanimous votes, Nick Kercheval was appointed to the Jefferson County Farmland Protection Board as the farm/soil conservation representative and Liz McDonald was appointed as the non-farmer representative each for one four-year term ending September 7, 2018.

4. Roger Goodwin, Chief County Engineer
  - a. Requested the approval of the extension of the tolling of bonding agreement for the Thorn Hill Subdivision (JCPC File No. 02-17).
    - o It was the consensus of the Commission to postpone their decision on this item until the October 2, 2014 Regular Meeting to allow legal to conduct further research on the issue and also provide the Commission with clarification on the time limit for the possible extension.
  - b. Requested the approval for staff to proceed with advertising for bids to complete the work necessary to remediate the property associated with Property Safety Enforcement Agency Case 12-001 (Bierer) located at 169 Daisy Lane, Lot 12, Walnut Grove Subdivision.
- **Motion by Ms. Noland to allow Engineering staff to advertise for bids to carry out the work required for Property Safety Case 12-001 (Bierer), as outlined in the Circuit Court Order. Motion seconded and unanimously approved.**
  - c. Requested the approval for staff to proceed with advertising for bids to complete the work necessary to remediate the property associated with Property Safety Enforcement Agency Case 12-002 (Williams) located at 111 Fairway Drive, Lot 16, Sleepy Hollow Estates Subdivision.
- **Motion by Ms. Widmyer to allow Engineering staff to advertise for bids to carry out the work required for Property Safety Case 12-002 (Williams), as outlined in the Circuit Court Order. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.  
The Commission reconvened at 11:00 am.
6. Barb Miller, Director of Homeland Security and Emergency Management and Debbie Keyser, County Administrator – provided the Commission with a discussion of the potential purchase of used generator as a back-up power source for the County IT department.
  - **Motion by M.s Tabb to proceed with the purchase of a used generator from the Freshwater Institute in the amount of \$500. Motion seconded and unanimously approved.**
  - **Motion by Ms. Noland to approve the generator grant for \$60,000, with no matching funds needed. Motion seconded and unanimously approved.**

7. Barb Miller, Director of Homeland Security and Emergency Management – requested the approval of the Memoranda of Understanding between the Jefferson County Board of Education and the Jefferson County Department of Homeland Security and Emergency Management.
  - **Motion by Ms. Noland to approve the MOUs between the Jefferson County Board of Education and Jefferson County Homeland Security and Emergency Management. Motion seconded and unanimously approved.**
8. Troy Truax, AICP – Michael Baker, Jr. Inc. – Eastern Panhandle Transportation Authority Strategic Plan SWOT – Mr. Truax provided the Commission with a discussion of the public transportation facilities within the County, and each Commissioner provided input on ways the facilities could be improved, including transportation for senior citizens, shuttle services for tourists, bus trips to Loudoun County and possibly Washington, DC. Mr. Truax also discussed funding issues and possibilities to hopefully increase funding at a local and state level.

### **COUNTY ADMINISTRATOR REPORTS**

- Salary Increase for Jamie S. Wolfe, Deputy Clerk in the Circuit Clerk’s Office – Ms. Keyser notified the Commission of the step increase for an employee in the Circuit Clerk’s Office and stated the increase is within the Circuit Clerk’s budget.
- COOP Plan – Ms. Keyser stated all departments have been working on the COOP Plan and she has included IT in this year’s plan.
- Movie Productions within the County – Ms. Keyser stated multiple production companies have shown interest in using the County buildings as filming locations for various television shows and movies. Ms. Keyser stated she would be working on a policy regarding the use of County buildings in film productions.
- Website Update – Ms. Keyser stated the website survey was finished and once some photographs have been submitted, Vision would be providing sample homepages for review within a few weeks.
- IT RFP Update – Ms. Keyser stated she received two responses to the IT RFP, and the RFPs would be reviewed by the IT Team in order to make a recommendation to the Commission at a later date.
- Ambulance Fee Deadline Extension – Ms. Keyser stated the Commission office has posted approximately \$112,000 dollars of ambulance fee money to date. She also stated everyone in the Commission office has been working together to get the monies processed in a timely manner.

- **Motion by Ms. Noland to ratify the vote made during the September 4, 2014 Regular Meeting to extend the ambulance fee due date from September 30, 2014 to October 31, 2014. Motion seconded and unanimously approved.**

## **COUNTY COMMISSIONERS' REPORTS**

### Jane Tabb

- Attended the 9/11 Memorial Ceremony.
- Attended a JCESA meeting with the newly formed board.
- Attended the Special Session on the Proposed Bonding Ordinance.
- Attended a PSD meeting.
- Attended an Agricultural Education meeting.
- Currently participating in the Stink Bug Count.

### Walt Pellish

- Attended the United Way dinner for the Day of Caring at Hospice.
- Attended the Hospice Fundraiser at the Bavarian Inn.
- Attended the Special Session on the Proposed Bonding Ordinance.
- Attended a Development Authority meeting.

### Patsy Noland

- Attended the 9/11 Memorial Ceremony.
- Attended a CVB meeting.
- Attended a Region 9 meeting.
- Attended a Council on Aging meeting.
- Attended a NACO summit.
- Attended the Special Session on the Proposed Bonding Ordinance.

### Lyn Widmyer

- Attended the National Park Service meeting on the Shepherdstown Battlefield.
- Attended a Telemon board meeting.
- Attended the Special Session on the Proposed Bonding Ordinance.
- Attended a training session at the Bolivar-Harpers Ferry Library on how to access the library's online catalog via Kindle and iPad.

9. The Commission meeting was adjourned at 12:02 pm.

---

WALT PELLISH, PRESIDENT

Respectfully submitted  
 Jessica D. Carroll  
 Administrative Assistant