

Minutes

Jefferson County Commission

Thursday, December 18, 2014

A meeting of the Jefferson County Commission was held on Thursday, December 18, 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 Dale Manuel, Patsy Noland, Walt Pellish, Jane Tabb, and Lyn Widmyer. Also present were Debbie Keyser, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jimmy Eddy, Bailiff. (An audio file of the Thursday, December 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. Tabb to approve the Minutes from the December 2, 2014 Jefferson County Legislative Summit as presented. Motion seconded and unanimously approved.

Motion by Mr. Manuel to approve the Minutes from the December 4, 2014 Regular Meeting as presented. Motion seconded and unanimously approved.

PAYROLL APPROVAL

Motion by Ms. Noland to approve the Payroll for December 4, 2014 in the amount of \$234,357.90. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073484	405	ACCURATE SYSTEMS INC		\$ -	\$ 240.00	\$ 240.00
073485	ALLOC	AHA/ART&HUMANITIES ALLNC		\$ -	\$ 1,095.45	\$ 1,095.45
073486	425	B-K OFFICE SUPPLY INC		\$ -	\$ 650.00	\$ 650.00
073487	424	BOLAND SERVICES	52629	\$ 270.00	\$ -	\$ 270.00
073487	425	BOLAND SERVICES	52367	\$ 1,325.00	\$ -	\$ 1,325.00

073488	424	CHARLES TOWN UTILITIES		\$ -	\$ 226.75	\$ 226.75
073488	425	CHARLES TOWN UTILITIES		\$ -	\$ 875.23	\$ 875.23
073489	425	COVENANT BUILDING MAINT		\$ -	\$ 6,478.58	\$ 6,478.58
073490	700	RONALD DANTZIC		\$ -	\$ 31.79	\$ 31.79
073491	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
073491	425	J.C.EHRLICH		\$ -	\$ 571.82	\$ 571.82
073492	712	FEDEX		\$ -	\$ 68.72	\$ 68.72
073493	717	FISHER AUTO PARTS		\$ -	\$ 234.77	\$ 234.77
073494	425	JEFF CO PUBLIC SER DEPT		\$ -	\$ 191.41	\$ 191.41
073495	ALLOC	JEFFERSON COUNTY HISTORI		\$ -	\$ 1,622.09	\$ 1,622.09
073496	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 66.54	\$ 66.54
073497	424	THE JOURNAL		\$ -	\$ 72.24	\$ 72.24
073498	GRANT	JEFFERSON DAY REPORT CNT		\$ -	\$ 32,627.22	\$ 32,627.22
073499	425	JEFFERSON UTILITIES INC		\$ -	\$ 559.76	\$ 559.76
073500	424	NFPA		\$ -	\$ 165.00	\$ 165.00
073501	ALLOC	JEFF CO PARKS &		\$ -	\$ 24,668.81	\$ 24,668.81
073502	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 524.90	\$ 524.90
073502	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 74.33	\$ 74.33
073503	424	POTOMAC EDISON/OH		\$ -	\$ 1,411.78	\$ 1,411.78
073503	425	POTOMAC EDISON/OH		\$ -	\$ 13,432.53	\$ 13,432.53
073503	425	POTOMAC EDISON/OH		\$ -	\$ 1,729.02	\$ 1,729.02
073504	403	LAURA STORM		\$ -	\$ 401.95	\$ 401.95
073505	424	ROACH OIL COMPANY		\$ -	\$ 2,053.35	\$ 2,053.35
073505	425	ROACH OIL COMPANY		\$ -	\$ 1,193.79	\$ 1,193.79
073506	404	SHERIFF OF JEFFERSON CO		\$ -	\$ 114.70	\$ 114.70
073507	403	SOFTWARE SYSTEMS, INC		\$ -	\$ 1,161.08	\$ 1,161.08
073507	424	SOFTWARE SYSTEMS, INC		\$ -	\$ 689.92	\$ 689.92
073508	405	SPECIALTY BUS SUPPLIES	52683	\$ 1,186.19	\$ -	\$ 1,186.19
073509	704	ST/WV REGIONAL JAIL &		\$ -	\$ 112,036.50	\$ 112,036.50
073510	424	SHERWIN-WILLIAMS		\$ -	\$ 25.89	\$ 25.89
073511	425	SHENANDOAH VALLEY WATER		\$ -	\$ 562.35	\$ 562.35
073512	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,081.90	\$ 10,081.90
073512	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 6,848.77	\$ 6,848.77
073513	700	SHERIFF OF JEFFERSON CO		\$ -	\$ 11,936.20	\$ 11,936.20
073514	717	THOMASSEN AUTO GROUP		\$ -	\$ 74.38	\$ 74.38
073514	717	THOMASSEN AUTO GROUP		\$ -	\$ 47.97	\$ 47.97
073515	425	CAPITAL TRISTATE		\$ -	\$ 382.20	\$ 382.20
073516	403	UNITED SYSTEMS & SOFTWAR		\$ -	\$ 227.00	\$ 227.00
073517	ALLOC	JEFFERSON CO CONVENTION		\$ -	\$ 27,386.36	\$ 27,386.36
073518	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 672.01	\$ 672.01
073519	439	XEROX CORPORATION	52329	\$ 564.57	\$ -	\$ 564.57

TOTAL						\$ 266,890.82
TOTAL				\$ 3,345.76	\$ 263,545.06	\$ 266,890.82

Motion by Ms. Noland to approve the Accounts Payable for December 11, 2014 in the amount of \$266,890.82. Motion seconded and unanimously approved.

CHKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
073522	428	ACCURATE SYSTEMS INC		\$ -	\$ 8,000.00	\$ 8,000.00
073523	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
073524	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
073525	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
073526	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
073527	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
073528	406	CASTO & HARRIS INC		\$ -	\$ 1,095.00	\$ 1,095.00
073529	405	MARCIA LYNN CHANDLER		\$ -	\$ 24.00	\$ 24.00
073530	402	CLERK OF CO. COMMISSION		\$ -	\$ 85.65	\$ 85.65
073531	PAYROLL	CHILD SUPPORT ENFORCE AG		\$ -	\$ 27.69	\$ 27.69
073532	405	KIMBERLEY CROCKETT		\$ -	\$ 243.60	\$ 243.60
073533	PAYROLL	DIVERSIFIED COLLECTION		\$ -	\$ 154.83	\$ 154.83
073534	401	FEDEX		\$ -	\$ 68.47	\$ 68.47
073534	405	FEDEX		\$ -	\$ 36.34	\$ 36.34
073535	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 13,210.45	\$ 13,210.45
073536	405	STEPHEN V GROH		\$ -	\$ 234.08	\$ 234.08
073537	405	STEPHANIE GROVE		\$ -	\$ 430.08	\$ 430.08
073538	717	GUTTMAN OIL CO		\$ -	\$ 9,961.34	\$ 9,961.34
073539	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,040.00	\$ 3,040.00
073540	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
073541	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,870.00	\$ 5,870.00
073542	405	RALPH A LORENZETTI JR		\$ -	\$ 246.40	\$ 246.40
073543	712	LANGUAGE LINE SERVICES		\$ -	\$ 5.51	\$ 5.51
073544	405	LYNDSEY W. MATSCHAT		\$ -	\$ 255.92	\$ 255.92
073545	405	MATTHEW BENDER & CO		\$ -	\$ 370.31	\$ 370.31
073546	406	MONROE SYS FOR BUSINESS		\$ -	\$ 209.91	\$ 209.91
073547	ALLOC	MIDDLEWAY FIRE CO		\$ -	\$ 43,375.00	\$ 43,375.00
073548	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
073549	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
073550	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 31.81	\$ 31.81
073550	404	PIFER OFFICE SUPPLY, INC		\$ -	\$ 70.10	\$ 70.10
073550	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 79.99	\$ 79.99
073551	405	HASSAN RASHEED		\$ -	\$ 473.92	\$ 473.92
073552	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73

073552	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
073552	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
073552	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
073552	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
073552	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
073552	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
073552	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
073552	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
073552	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
073553	402	SOFTWARE SYSTEMS, INC		\$ -	\$ 27.00	\$ 27.00
073553	404	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,564.78	\$ 2,564.78
073553	406	SOFTWARE SYSTEMS, INC		\$ -	\$ 56.00	\$ 56.00
073553	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 377.00	\$ 377.00
073554	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4.46	\$ 4.46
073554	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 9,994.28	\$ 9,994.28
073554	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,734.26	\$ 42,734.26
073554	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 1.04	\$ 1.04
073554	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 3.19	\$ 3.19
073554	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 40,111.89	\$ 40,111.89
073555	405	KATE A. SLAYDEN		\$ -	\$ 36.00	\$ 36.00
073556	405	BRANDON C.H. SIMS		\$ -	\$ 326.08	\$ 326.08
073557	405	STATE OF WEST VIRGINIA		\$ -	\$ 200.00	\$ 200.00
073558	712	TELTRONIC		\$ -	\$ 458.00	\$ 458.00
073560	401	UNITED BANKCARD CENTER		\$ -	\$ 209.14	\$ 209.14
073560	401	UNITED BANKCARD CENTER		\$ -	\$ 90.12	\$ 90.12
073560	402	UNITED BANKCARD CENTER		\$ -	\$ 34.95	\$ 34.95
073560	403	UNITED BANKCARD CENTER		\$ -	\$ 54.77	\$ 54.77
073560	403	UNITED BANKCARD CENTER		\$ -	\$ 154.77	\$ 154.77
073560	403	UNITED BANKCARD CENTER		\$ -	\$ 192.00	\$ 192.00
073560	413	UNITED BANKCARD CENTER		\$ -	\$ 1,528.49	\$ 1,528.49
073560	415	UNITED BANKCARD CENTER		\$ -	\$ 83.82	\$ 83.82
073560	424	UNITED BANKCARD CENTER		\$ -	\$ 108.42	\$ 108.42
073560	424	UNITED BANKCARD CENTER		\$ -	\$ 3.97	\$ 3.97
073560	424	UNITED BANKCARD CENTER		\$ -	\$ 37.19	\$ 37.19
073560	424	UNITED BANKCARD CENTER		\$ -	\$ 886.47	\$ 886.47
073560	424	UNITED BANKCARD CENTER		\$ -	\$ 11,326.92	\$ 11,326.92
073560	425	UNITED BANKCARD CENTER		\$ -	\$ 156.03	\$ 156.03
073560	425	UNITED BANKCARD CENTER		\$ -	\$ 519.43	\$ 519.43
073560	425	UNITED BANKCARD CENTER		\$ -	\$ 49.95	\$ 49.95
073560	425	UNITED BANKCARD CENTER		\$ -	\$ 22.93	\$ 22.93
073560	428	UNITED BANKCARD CENTER		\$ -	\$ 109.54	\$ 109.54

073560	433	UNITED BANKCARD CENTER		\$ -	\$ 54.77	\$ 54.77
073560	433	UNITED BANKCARD CENTER		\$ -	\$ 40.60	\$ 40.60
073560	439	UNITED BANKCARD CENTER		\$ -	\$ 54.77	\$ 54.77
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 16.29	\$ 16.29
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 107.84	\$ 107.84
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 297.50	\$ 297.50
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 60.00	\$ 60.00
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 163.62	\$ 163.62
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 60.00	\$ 60.00
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 98.09	\$ 98.09
073560	440	UNITED BANKCARD CENTER		\$ -	\$ 34.27	\$ 34.27
073560	GRANT	UNITED BANKCARD CENTER		\$ -	\$ 541.61	\$ 541.61
073560	451	UNITED BANKCARD CENTER		\$ -	\$ 150.00	\$ 150.00
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 1,220.28	\$ 1,220.28
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 305.39	\$ 305.39
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 63.00	\$ 63.00
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 160.00	\$ 160.00
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 39.54	\$ 39.54
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 175.00	\$ 175.00
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 764.39	\$ 764.39
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 95.98	\$ 95.98
073560	700	UNITED BANKCARD CENTER		\$ -	\$ 953.47	\$ 953.47
073560	711	UNITED BANKCARD CENTER		\$ -	\$ 130.00	\$ 130.00
073560	711	UNITED BANKCARD CENTER		\$ -	\$ 83.00	\$ 83.00
073560	711	UNITED BANKCARD CENTER		\$ -	\$ 18.08	\$ 18.08
073560	711	UNITED BANKCARD CENTER		\$ -	\$ 186.70	\$ 186.70
073560	712	UNITED BANKCARD CENTER		\$ -	\$ 200.00	\$ 200.00
073560	712	UNITED BANKCARD CENTER		\$ -	\$ 40.71	\$ 40.71
073560	712	UNITED BANKCARD CENTER		\$ -	\$ 5,250.67	\$ 5,250.67
073560	716	UNITED BANKCARD CENTER		\$ -	\$ 31.75	\$ 31.75
073560	716	UNITED BANKCARD CENTER		\$ -	\$ 113.59	\$ 113.59
073560	900	UNITED BANKCARD CENTER		\$ -	\$ 123.55	\$ 123.55
073561	405	NEIL ZAHRADNIK		\$ -	\$ 239.68	\$ 239.68
TOTAL						\$ 217,524.33

Motion by Mr. Manuel to approve the Accounts Payable for December 18, 2014 in the amount of \$217,524.33. Motion seconded and passes on a vote of 4-1 with Ms. Widmyer opposing.

PUBLIC COMMENT:

David Tabb, resident – provided the Commission with an update on his activities and stated there would be “many tasks” to come before the Commission in the New Year.

Walt Pellish, Commission President – provided the Commission and the audience with an update on his health.

PRESENTATIONS

1. Recognition of Lyn Widmyer’s service to the Jefferson County Commission and its citizens.
2. Angie Banks, Assessor – Exonerations

NAME	DISTRICT	TYPE	TICKET #	AMOUNT
William Shiflett	Ranson	Real Estate	25225	\$285.12

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

3. Roger Goodwin, Chief County Engineer

- a. Requested the Commission’s approval to allow Engineering staff to call on any Letter of Credits that have not been renewed by Tuesday, January 6, 2015.

- **Motion by Ms. Tabb to authorize Engineering staff to call any Letter of Credits that are due that have not been renewed by the close of business on Tuesday, January 6, 2015. Motion seconded and unanimously approved.**

- b. Thorn Hill Subdivision – request for time extension on Tolling of Bonding Agreement.

- **Motion by Ms. Widmyer to deny the request for the time extension on the Tolling of Bonding Agreement with Thorn Hill Subdivision. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.**
- **Motion by Ms. Noland to extend the Tolling of Bonding Agreement with Thorn Hill Subdivision for three years with the condition the developers must adhere to current Stormwater Management Ordinance guidelines. Motion seconded and passes on a vote of 3-2 with Mr. Manuel and Ms. Widmyer opposing.**
- **Motion by Mr. Manuel to amend Ms. Noland’s prior motion to include the stipulation that developers must adhere to any and all**

new ordinances passed by the Jefferson County Commission during the three year extension of the Tolling of Bonding Agreement. Motion seconded but fails on a vote of 2-3 with Ms. Noland, Mr. Pellish, and Ms. Tabb opposing.

- **Motion by Ms. Widmyer to direct the Engineering Office to notify adjacent property owners via regular and certified mail at time of redline. Motion seconded and unanimously approved.**
4. Barb Miller, Director of Homeland Security and Emergency Management – requested the reappointment of expired members of the Jefferson County Homeland Security and Emergency Management Steering Committee.
- **Motion by Ms. Tabb to reappoint the following people to serve for a period of two years on the Jefferson County Homeland Security and Emergency Management Steering Committee: Lawrence “Jeff” Jeffries, WVU Healthcare-Jefferson Medical Center, representing health; Pete Dougherty, Sheriff of Jefferson County, representing Law Enforcement; Kelly Parsons, Nichols, DeHaven and Associates, representing the private sector; John Reisenweber, Jefferson County Development Authority, representing business; Holly Morgan Frye, Shepherd University, representing education; and Mason Carter, representing the Jefferson County Engineering Department. Motion seconded and unanimously approved.**
5. Stephanie Grove Assistant Prosecuting Attorney – Jefferson County Emergency Services mortgage kickback clause – Ms. Grove stated the Jefferson County Commission has no legal claim to the JCESA building, therefore, a kickback clause would not be relevant in the instance.
6. The Commission recessed for lunch at 12:15 pm.
The Commission reconvened at 1:30 pm.

NEW BUSINESS

7. Ratification of the decision made on December 4, 2014 regarding an offer of donated property from Wells Fargo and to transfer the property at 756 Wiltshire Road to the Habitat for Humanity since the Jefferson County Commission is not interested in the property.
- **Motion by Mr. Manuel to ratify the motion made by the Jefferson County Commission on December 4, 2014 to not accept the donated property from Wells Fargo located at 756 Wiltshire Road, Kearneysville, WV and request them to transfer the property to the local Habitat for Humanity. Motion seconded and unanimously approved.**

8. Set date and time for a Public Hearing to approve a Resolution renewing its participation in the Eastern Panhandle HOME Consortium.
 - **Motion by Mr. Manuel to set January 15, 2014 at 11:00 am as the date and time for the Public Hearing to approve a Resolution renewing its participation in the Eastern Panhandle HOME Consortium. Motion seconded and unanimously approved.**
9. Approval of the 2015 Board of Review and Equalization Notice
 - **Motion by Ms. Widmyer to approve the 2015 Board of Review and Equalization Notice. Motion seconded and unanimously approved.**
10. Comprehensive Plan Review Update – Ms. Keyser reminded the Commission of two upcoming Comprehensive Plan Workshops scheduled for Tuesday, January 6 and Friday, January 9 at 9:30 am. Ms. Keyser also reminded the Commission the Comprehensive Plan decision deadline is January 14, 2015.
11. Legislative Updates – Mr. Manuel stated the legislature has enacted on some bills that have come out of the interim committees and stated he'd be keeping a close eye on the issues of purse funds and the Public Service District's regulation under the WV Public Service Commission.
12. Paul Rosa, citizen – requested the approval of a resolution encouraging AT&T Wireless to improve its cellular coverage in Charles Town, WV
 - **Motion by Ms. Noland to approve Mr. Rosa's resolution encouraging AT&T Wireless and other providers to improve its cellular coverage in Charles Town, WV. Motion seconded and unanimously approved.**
13. Tim Stanton, Finance Director
 - Approve Budget Revision
 - **Motion by Mr. Manuel to approve Budget Revision #8 as presented. Motion seconded and unanimously approved.**
 - Discussion and determination of FY16 Budget Instructions from Commission to Department – Mr. Stanton stated the FY16 Budget would need to be reduced by \$800,000. In order to make these reductions, the Commission will be examining the following: overtime, compensated absences/holiday pay, a hiring freeze, and zero based budgeting for all departments and contingency agencies.

COUNTY ADMINISTRATOR REPORTS

- Horse Summit – Ms. Keyser stated she was working on a draft agenda for the Jefferson County Horse Racing Summit to be held at 7:00 p.m. on Thursday, January 8, 2015. Ms. Keyser also stated she had contacted legislators and other key attendees to save the date.
- Worker’s Compensation Policy – Ms. Keyser stated she included a copy of the County’s Worker’s Compensation Policy in the agenda packet as instruction to the various department heads and contingency agencies to follow in the event an employee or citizen gets hurt while on County property.
- Holiday Schedule – Ms. Keyser reminded the Commission that County offices would be closed at noon on Wednesday, December 24 and all day on Thursday, December 25 for the Christmas holiday. Ms. Keyser also stated County offices would be closed at noon on Wednesday, December 31 and all day Thursday, January 1 for the New Year holiday. Stephanie Grove, Assistant Prosecuting Attorney, stated the Commission would not be able to close the County offices on Friday, December 26 because President Obama’s executive order declaring Friday, December 26, 2014 as a holiday was only applicable to federal employees.
- County Administrator Resignation – Ms. Keyser stated she had tendered her resignation, effective Friday, January 16, 2015 and thanked the Commission and staff for two productive years serving Jefferson County. Ms. Keyser also received the Commission’s consensus to advertise for the County Administrator position within the local papers.

14. The Commission adjourned at 3:17 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

WALT PELLISH, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant