

**Morgan County Commission Meeting  
October 15, 2015**

**Members present:**

President Bradley Close  
Commissioner Robert Ford  
Commissioner Joel Tuttle

**Also Present:**

Jody McClintock, County Administrator; Ginger Johnson, Commission Secretary; Lori Kiley; Holly Trainum; Ron Martin; Craig Chambers; Nancy Strine, City of Martinsburg; Sara Green; Richard Holzsager; Carol York; Stephanie Rebant; Jeanne Mozier; Laura Smith; Debbie Ditto; Pete Moss, Susan Webster; Matt Omps and Deb Peck

**Administration Items**

**Approval of meeting minutes**

On a Bob Ford/Joel Tuttle motion, the County Commission approved the meeting minutes from the October 1, 2015 meeting, President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

**Court order for appointments to the EDA (Economic Development Authority) Board  
-Carol York and Kris Domich**

On a Joel Tuttle/Bob Ford motion, the County Commission appoints Kris Domich to represent the Morgan County Commission to the EDA Board for a three year term. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

On a Joel Tuttle/Bob Ford motion, the County Commission appoints Carol York to represent the Morgan County Commission to the EDA Board for a three year term. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

**Court order for Dog Wardens- Laci Daly & Devon Gageby**

On a Bob Ford/Joel Tuttle motion, the County Commission appoints Laci Daly and Devon Gageby as Dog Wardens until otherwise designated by the County Commission. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

**Court order for appointment of Betsy Heath, EDA Director to Region 9 Planning & Development Council**

On a Bob Ford/Joel Tuttle motion, the County Commission appoints Betsy Heath, to represent the Morgan County EDA on the Region 9 Planning and Development Council for a two year term. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

**Morgan County Commission Meeting  
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### **Resolution for Records Management Grant**

On a Bob Ford/Joel Tuttle motion, the County Commission authorizes Bradley Close, President as the official representative for the Commission in the administration of the WV Records Management and Preservation Board Grant Program. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

### **County Commission sign financial statement**

On a Joel Tuttle/Bob Ford motion, the County Commission approves the financial statement for June 30, 2015 and forwards to the State Auditor. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

### **Reports**

#### **Laura Smith, Jeanne Mozier & Stephanie Rebant- Annual Report for Travel Berkeley Springs**

Laura Smith & Stephanie Rebant approached the Commission for the annual report for Travel Berkeley Springs. Ms. Smith presented a summary for the budget to the Commission for their review. The Commission thanked them for their time and annual report.

#### **Nancy Strine- Update and Resolution for Participation in the HOME Consortium program**

Nancy Strine, Community Development Director, approached the Commission to give an update and explained that the Home Consortium program is for first time homebuyers but the program also helps provide funding for families to rent a residence. Ms. Strine requested the Commission approve a resolution authorizing participation in the program. On a Joel Tuttle/Bob Ford motion, the County Commission approves the resolution and authorizes its President, Bradley J. Close to enter into a Cooperation Agreement for the period July 1, 2016 to June 30, 2018 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

### **Action Items**

#### **Amendment/Adoption of the Morgan County Commission Retiree Health Care Policy**

On a Joel Tuttle/Bob Ford motion, the County Commission tabled the Retiree Health Care Policy until the next meeting allowing more time for research. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

#### **Approval to sign lease agreement with Verizon**

On a Bob Ford/Joel Tuttle motion, the County Commission approved and signed the lease agreement with Verizon. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

President Close recused himself from the meeting and leaves the room.

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### **Decision on RFP for Banking Services relating to the Pines Renovation Project**

The Commission discussed the loan options for the Pines renovation project. On a Bob Ford/Joel Tuttle motion, the County Commission agreed to move forward with obtaining a loan from CNB Bank with a fixed interest rate of 3.65% for a 30 year term. Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

President Close returned to the meeting.

### **County lease negotiations (Executive Session)**

On a Joel Tuttle/Bob Ford motion, the County Commission went into executive session to discuss the county lease negotiations. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

On a Bob Ford/Joel Tuttle motion, the County Commission came out of executive session and reconvened into regular session. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

On a Joel Tuttle/Bob Ford motion, the County Commission authorizes its President, Bradley J. Close to negotiate the lease terms with Blue Ridge Community and Technical College in response to the 4% budget cut from the Governor. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

### **Workshop Session**

#### **Hotel/Motel Tax Ordinance & other property assessments**

The County Commission held a work session with representatives from the Assessor's Office, County Clerk's Office, Deb Peck, representing the Town of Bath, Susan Webster, Matt Omps and Jeanne Mozier regarding the hotel/motel tax ordinance and property assessments. The group discussed options to make sure individuals complete the form correctly and are paying the correct class of taxes. The group reviewed a revised form that may be used in the future to help ensure accuracy. The Commission agreed to send the new form to the local vacation home rental companies to get their input. The Commission will follow up at a future meeting.

### **Estate Case**

#### **Estate of Betty Young**

Attorney Eric Black, representing Petitioner, Dennis Young, approached the Commission for the estate of Betty Young. Mr. Black explained that certified letters regarding the estate have been sent and no one has signed for them or responded. The Commission approved sending a certified letter from the county, if there is no response, steps will be taken to remove the Administrator of the estate.

### **Consent Agenda**

On a Joel Tuttle/Bob Ford motion, the County Commission made a motion to approve the consent agenda. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.

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**Recess**

On a Joel Tuttle/Bob Ford motion, the County Commission made a motion to recess the meeting. President Close voted yea, Commissioner Ford voted yea and Commissioner Tuttle voted yea. Motion carried.



Morgan County Commission  
77 Fairfax Street, Room 101  
Berkeley Springs, WV 25411  
304-258-8540

- COMMISSIONERS-

Bradley J. Close  
380 Dry Run Rd  
Berkeley Springs  
WV 25411  
304-258-3795

Robert L. Ford  
9 Barbecue Drive  
Berkeley Springs  
WV 25411  
304-258-4178

Joel R. Tuttle  
134 Ridgewood Trail  
Berkeley Springs  
WV 25411  
304-258-7958

October 15, 2015

**COURT ORDER**

The Morgan County Commission hereby appoints **Betsy Heath**, to represent the Morgan County EDA on the **REGION 9 PLANNING AND DEVELOPMENT COUNCIL** for a two year term.

This appointment is effective immediately and will expire June 30, 2017.

Bradley J. Close, President  
Morgan County Commission

Robert L. Ford  
Morgan County Commission

Joel R. Tuttle  
Morgan County Commission

ATTEST:

Debra Kesecker  
Clerk of the County Commission



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WV 25411  
304-258-7958

October 15, 2015

**COURT ORDER**

The Morgan County Commission hereby appoints **Laci Daly** to serve as **Dog Warden** until otherwise designated by the County Commission.

This appointment is effective immediately.

  
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Bradley J. Close, President  
Morgan County Commission

  
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Robert L. Ford  
Morgan County Commission

  
\_\_\_\_\_  
Joel R. Tuttle  
Morgan County Commission

ATTEST:   
\_\_\_\_\_  
Debra Kesecker  
Clerk of the County Commission



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Berkeley Springs  
WV 25411  
304-258-7958

October 15, 2015

**COURT ORDER**

The Morgan County Commission hereby appoints **Devon Gageby** to serve as **Dog Warden** until otherwise designated by the County Commission.

This appointment is effective immediately.

Bradley J. Close, President  
Morgan County Commission

Robert L. Ford  
Morgan County Commission

Joel R. Tuttle  
Morgan County Commission

ATTEST:

Debra Kesecker  
Clerk of the County Commission



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304-258-4178

Joel R. Tuttle  
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Berkeley Springs  
WV 25411  
304-258-7958

October 15, 2015

**COURT ORDER**

The Morgan County Commission hereby appoints **Kris Domich** to the MORGAN COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD OF DIRECTORS to serve a three year term.

This appointment is effective immediately and will expire December 31, 2018 .

Bradley J. Close, President  
Morgan County Commission

Robert L. Ford  
Morgan County Commission

Joel R. Tuttle  
Morgan County Commission

ATTEST:   
Debra Kesecker  
Clerk of the County Commission



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October 15, 2015

**COURT ORDER**

The Morgan County Commission hereby appoints **Carol York** to the MORGAN COUNTY ECONOMIC DEVELOPMENT AUTHORITY BOARD OF DIRECTORS to serve a three year term.

This appointment is effective immediately and will expire December 31, 2018 .

Bradley J. Close, President  
Morgan County Commission

Robert L. Ford  
Morgan County Commission

Joel R. Tuttle  
Morgan County Commission

ATTEST:

Debra Kesecker  
Clerk of the County Commission

## RESOLUTION

**A RESOLUTION OF THE COUNTY COMMISSION OF MORGAN COUNTY, WEST VIRGINIA AUTHORIZING PARTICIPATION IN THE EASTERN PANHANDLE HOME CONSORTIUM OF WEST VIRGINIA FOR THE PERIOD OF JULY 1, 2016 TO JUNE 30, 2018.**

**WHEREAS**, TITLE II of the National Affordable Housing Act of 1990 provides for the creation of the HOME Investment Partnership Program (hereinafter referred to as "HOME"); and

**WHEREAS**, the HOME regulations promulgated by the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 92 authorizes units of general local government to enter into Housing Consortium Cooperation Agreements; and

**WHEREAS**, there is a need throughout the Eastern Panhandle of West Virginia to provide affordable housing for the low and moderate income residents; and

**WHEREAS**, the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson, City of Shepherdstown, County of Morgan, Town of Bath, Town of Paw Paw, West Virginia, have formed a Consortium that has been designated as a Participating Jurisdiction under the HOME Program, thereby entitling the Consortium to seek annual funding; and

**WHEREAS**, the Eastern Panhandle HOME Consortium is required to seek designation as a HOME Consortium Agreement for the period FY 2016, FY 2017, and FY 2018 in order to seek annual funding; and

**WHEREAS**, the County Commission of Morgan County entered into a three (3) year Housing Consortium Cooperation Agreement; and

**WHEREAS**, the County Commission of Morgan County recognizes the need to obtain funding for affordable housing and has identified the HOME Program as a source of funds to meet this need.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION of MORGAN, WEST VIRGINIA THAT:**

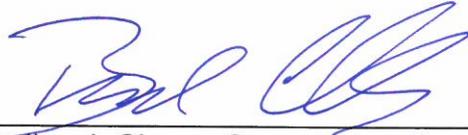
1. The County Commission of Morgan County will cooperate with the City of Martinsburg, County of Berkeley, Town of Hedgesville, County of Jefferson, Town of Bolivar, City of Charles Town, Town of Harpers Ferry, City of Ranson,

City of Shepherdstown, County of Morgan, Town of Bath, Town of Paw Paw, West Virginia, in a Consortium for participation in the HOME Program; and

2. The **President** of the **County Commission of Morgan County** is hereby authorized to enter into a Cooperation Agreement for the period of July 1, 2016 to June 30, 2018 with the other members which form the Eastern Panhandle HOME Consortium of West Virginia; and
3. A copy of this resolution is to be submitted in the request to US. Department of Housing and Urban Development to approve funding of the Eastern Panhandle HOME Consortium of West Virginia for the above Fiscal Year 2016 HOME Investment Partnership Program.

Adopted this 15<sup>th</sup> day of Oct., 2015.

BY:



Bradley J. Close, Commission President

ATTEST:



Debra A. Kesecker, County Clerk

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this 15th day of Oct., 2015

MORGAN COUNTY COMMISSION  
for and on behalf of Morgan County, a political  
subdivision of the State of West Virginia

  
\_\_\_\_\_  
Signature

President  
\_\_\_\_\_  
Title

Attest: 

Including the incorporated areas of the Town of Bath and the Town of Paw Paw,  
Morgan County, West Virginia.

# Morgan County Commission

## MEETING SIGN-IN SHEET

DATE: <u>October 15, 2015</u>				Sheet: _____	Of: _____
NO.	NAME	REPRESENTING	PHONE #	E-MAIL ADDRESS	
1	LORI KILBY	CITIZEN			
2	Holly Tramm	Morgan Messenger			
3	RON MARTIN	Self			
4	Craig Chambers	Self			
5	Nancy Strine	City of Martinsburg			
6	Sara Green	Self			nstrine@cityofmartinsburg.org
7	Richard Holzinger	self			<del>Sara</del> richardSara@rcn
8	Carol York	-			holzinger@rcn.com
9	Stephanie Beard	TBS			cmeyork@cityofmartinsburg.com
10	Xuan-Ming	TBS			
11	Chauca Smith	TBS			
12	Laure Braden	Wage & Review Sp			tbs@berkeley-springs.com
13	Debbie Ditto				
14					
15	Pete Mon				
16	Susan Webster				
17	Matt Omps				
18	Deb Peck	Town			
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