

AGENDA
MORGAN COUNTY COMMISSION
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411

October 4, 2012 - 9:30 AM Open Meeting

9:15 AM- Ronnie McIntire, Assessor- Discussion regarding Assessor's Exonerations

9:30 AM- Administrative & Approve Minutes

Representatives from United Way coming to courthouse to meet with public

AGENDA ITEMS

10:00 AM- Richard Romano- Interview for Criminal Community Corrections Board

10:15 AM- Jeanne Mozier- Funds request for Morgan Arts Council from hotel/motel funds

10:30 AM- Decision regarding donated property at Fisher's Bridge

10:45 AM- Donald Lambert, Jr. - Interview for Criminal Community Corrections Board

11:00 AM- Michael Hagstad- Interview for Criminal Community Corrections Board

11:15 AM- Morgan County Partnership- Powerpoint of Morgan County Partnership Activities
- Proclamation on Substance Abuse Prevention Month-October

11:30 AM- Kevin Sites- Questions regarding County Commission appointed Committee Boards & Ethics

11:45 AM- Decision on 3 members for the Criminal Community Corrections Board

-Chris Domich

- Dale McConnell

- Keith DeBlasio

- Donald Lambert Jr.

- Richard Romano

- Michael Hagstad

12:00 NOON- Transfer of 522 property for EPA grant qualification

ADMINISTRATOR'S ITEMS

Approval to continue a preventative maintenance contract on mechanical systems with REMCO

Approval to pay REMCO invoice 116588

MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 8/27/12

NAME: Richard Romano

ADDRESS: 263 Tall Pines Ln.
Berkeley Springs, WV 25411

HOME PHONE: 304-258-6889

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 10/04/2012

TOPIC (S) OF DISCUSSION:
Interview for Criminal Community Corrections Board

SPECIAL EQUIPMENT NEEDS (i.e. Powerpoint, etc.)

* Please include any handouts or material that will be discussed or presented to the County Commission. Thank you !

Morgan County
Boards, Authorities & Commissions
INTERESTED VOLUNTEER APPLICATION

DATE: 8-27-12
NAME: RICHARD ROMANO
ADDRESS: 263 TALL PINES LN.
BERKELEY SPRINGS, WV 25411
TELEPHONE: 304-258-6889 CELL: _____

BOARD, AUTHORITY OR COMMISSION (interested in serving on)
CRIMINAL COMMUNITY CORRECTIONS BOARD

REASON: I HAVE 26 yrs. experience in corrections
AND I believe I CAN be an ASSET to community by serving
ON this BOARD.
BRIEF SUMMARY OF LIFE EXPERIENCE (if resume available, please attach)

SEE RESUME

Are you available now? YES, if not, when? _____

Please return the form to: **MORGAN COUNTY COMMISSION**
77 FAIRFAX ST., RM. 101
BERKELEY SPRINGS, WV 25411

Or Fax the Form To: **304-258-7305**

OBJECTIVE:

I am looking to serve on the Criminal Community Corrections Board for Morgan County, WV.

EDUCATION:

- 9/61 to 6/65 Riverside High School, Milwaukee, WI Diploma
- 1/66 to 6/68 Milwaukee Area Technical College, Milwaukee, WI AA Degree
- 6/68 to 1/71 UW-Whitewater, Whitewater, WI BS Degree in Education
- 1/84 to 5/87 University of Baltimore, Baltimore, MD BS in Criminal Justice

WORK EXPERIENCE:

7/09 to Present Retired.

2/07 to 7/09 Captain, Maryland Division of Corrections, MCI-Hagerstown

I Supervised a 35 man Transportation Unit. I made sure inmates got to their court and medical appointments on time. I had to interact with all the institutions in the state to coordinate transfers to Western Maryland prisons. I was also the institutional Fleet Manager, and made sure the 50 plus vehicles were maintained in a timely manner. I also purchased replacement vehicles for MCI-H.

11/01 to 1/07 Captain, Maryland Division of Correction, MCI-Hagerstown

Assistant Shift Commander on the 4-12 Shift. Assisted with personnel issues, staffing, prepare SIR and Use of Force reports, oversee completion of all PEP Evaluations, and served on the Risk Management Committee. I also am a certified Trainer with the DOC and taught in the Training Academy and In-Service programs. I was also the institutional Field Training Coordinator.

5/91 to 11/01 Lieutenant, Maryland Division of Corrections, MCI-Hagerstown

I was the Duty Assignment Lt. I scheduled officers for daily assignments, trips, holidays, vacations, personal leave, and in-service training. I also managed overtime and prepared PEP Evaluations. I also taught in the Training Academy and In-service program.

5/89 to 5/91 Sergeant, Maryland Division of Corrections, MCI-Hagerstown

I worked as a housing unit Sgt., supervising 4-8 officers and 200 inmates. I was also assigned to the Control Center where I was responsible for all institutional keys and security equipment. I served on the institutions Audit Team, where I was responsible for the section dealing with Toxic and Hazardous materials.

5/83 to 5/89 Officer, Maryland Division of Corrections, MCI-Hagerstown.

I provided for the care, custody, and control of inmates assigned to my tier. I also transported inmates to their court appearances and medical appointments, and worked a variety of other security posts.

SPECIAL TRAINING:

Fire Safety Inspector

Training for Trainers Course

Completed Field Training Course

Certified Blood Borne/Air Bourne Instructor

Completed 1st Line Supervisors School

Headquarters Transportation Work Group

Completed Leadership Training

Training Academy Instructor

Security Audit training

I also wrote Policies and Procedures for MCI-Hagerstown, the Western Regional Transportation Unit, and participated in Security Audits. I have served on several promotional boards, committees, conducted Use of Force Investigations and Serious Incidents Investigations, and prepared reports for DOC Headquarters. I was asked to start the Western Regional Transportation Unit in Hagerstown, and I had to secure personnel, supplies, security equipment, vehicles, and office equipment, before this unit was operational. I had to interact with Headquarters personnel (Commissioners, Assistant Commissioners, and transfer coordinators). I also interacted with the Wardens, Assistant Wardens, and Chief of Securities at all the institutions in the Western Maryland Region on a daily basis, and reported directly to the Regional Assistant Commissioner.

REFERENCES:

Richard Dovey, Assistant Warden, MCI-Hagerstown 240-420-1000

Paul Ridenour, Major, MCI-Hagerstown 240-420-1352

John P. Morgan, Warden, MCTC 301-791-7200

REQUEST FOR ADDITIONAL 2012 FUNDING -- \$5000

For: Morgan Arts Council Summer Concerts in the Park
From: Hotel/motel tax revenue

Total county hotel tax allocated to MAC for 2012: \$10,000
MAC request in 2012: \$15,000

Tourism related MAC activities included in original request:
Summer Concerts in the Park, Ice House concerts, gallery shows, community theater productions.

Basic info about summer concert series.

A comprehensive community assessment was performed in the spring of 2012 to solicit input from various MAC constituencies about programming direction and general feedback. Over 140 people participated in the assessment process through online and paper surveys plus formal focus groups of both MAC members and the membership of Travel Berkeley Springs.

The key findings of the assessment were:

1. The most popular activities and events are
 - Summer Concerts • 72%
 - Gallery Shows • 64%
2. All the tourism business owners recognized that MAC played a vital role in attracting visitors to Berkeley Springs, especially through the concerts and Gallery.

Facts about 2012 summer concert series

8 concerts – July and August

Total attendance: 2205

Total cost: bands, sound techs, concert organizer -- \$16,000

Total income: \$6179

- Pass-the-hat -- \$2814
- Sponsorships and ads -- \$2350
- Direct grants -- \$750
- Product sales & CD commissions -- \$265

Approximately \$10,000 shortfall.

MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 9/21/12

NAME: Donald Lambert Jr.

ADDRESS: 281 Candlewood Ln
Great Cacapon, WV 25422

HOME PHONE: 304-947-7999

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 10/04/2012

TOPIC (S) OF DISCUSSION:
Interview for Criminal Community Corrections Board

SPECIAL EQUIPMENT NEEDS (i.e. Powerpoint, etc.)

* Please include any handouts or material that will be discussed or presented to the County Commission. Thank you !

Morgan County Boards, Authorities & Commissions

INTERESTED VOLUNTEER APPLICATION

DATE: 9/21/12

NAME: E. DONALD LAMBERT, JR.

ADDRESS: 281 CANDLEWOOD LANE
GREAT CACAPON, WV 25422

TELEPHONE: 304-947-5999 CELL: 304-676-6975

BOARD, AUTHORITY OR COMMISSION (interested in serving on)

CRIMINAL JUSTICE BOARD

REASON: COMMUNITY SERVICE, OPPORTUNITY TO SERVE THE
COMMUNITY

BRIEF SUMMARY OF LIFE EXPERIENCE (if resume available, please attach)

PROFESSIONAL LAND SURVEYOR, HAVE WORKED IN THIS
PROFESSION FOR THIRTY YEARS

Are you available now? YES, if not, when? _____

Please return the form to: **MORGAN COUNTY COMMISSION**
77 FAIRFAX ST., RM. 101
BERKELEY SPRINGS, WV 25411

Or Fax the Form To: **304-258-7305**

MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 8/27/12

NAME: Michael Hagstad

ADDRESS: PO Box 21
Great Cacapon, WV 25422

HOME PHONE: 304-258-7775

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 10/04/2012

TOPIC (S) OF DISCUSSION:
Interview for Criminal Community Corrections Board

SPECIAL EQUIPMENT NEEDS (i.e. Powerpoint, etc.)

* Please include any handouts or material that will be discussed or presented to the County Commission. Thank you !

Morgan County
Boards, Authorities & Commissions
INTERESTED VOLUNTEER APPLICATION

DATE: 9/23/12

NAME: Michael A. Hagstad

ADDRESS: P.O. Box 21 (530 Center Ridge Rd)
Great Cacapon, WV 25422

TELEPHONE: 304-258-7775 CELL: none

BOARD, AUTHORITY OR COMMISSION (interested in serving on)

Morgan County Community Criminal
Justice Board

REASON: serve my community, save some
taxpayer dollars, make Morgan County safer

BRIEF SUMMARY OF LIFE EXPERIENCE (if resume available, please attach)

Are you available now? Yes, if not, when? _____

Please return the form to: **MORGAN COUNTY COMMISSION**
77 FAIRFAX ST., RM. 101
BERKELEY SPRINGS, WV 25411

Or Fax the Form To: **304-258-7305**

Michael A. Hagstad

P.O. Box 21
530 Center Ridge Rd
Great Cacapon, WV 25422
(304) 258-7775
mphagstad@earthlink.net

RESUME

EDUCATION:

University of Maryland	BA - 1972; Criminology (Magna Cum Laude, Phi Beta Kappa)
American University	MS - 1976; Administration of Justice (Magna Cum Laude)
USDA Graduate School	Statistics, Operation Research, Financial Management - 1976 - 1979
National Institute of Corrections	Mid-Level Correctional Management (120 hours) - 1978
National Institute of Corrections	Advanced Correctional Management (80 hours) - 1984

CAREER HISTORY:

Adjunct Lecturer Shepherd Community College	Fall '98 -00_ Teaching criminal justice courses at Shepherd College: Community Technical College, inc Intro to Correctional Systems and Intro Criminal Justice.
Research Director, The FOCUS Coalition Charles Town, WV	<u>1995 - 1997</u> ; Served as Principal Investigator for NIJ Grant on community policing in small towns and rural areas . Wrote successful initial and continuation grants. Devised questionnaire, and sampling method for survey of 300 Jefferson County households. Analyzed results of survey on fear of crime, and assessments of police performance. Wrote final report on pre and post surveys. Prepared interim and final progress reports on COPS implementation

evaluation, and on the

development of a community-based police research agenda.. Second grant involved survey questionnaire of all W.V. State Police uniformed staff, five focus groups of officers at locations around the state, and 20 key informant interviews of judges, prosecutors and legislators from all sections of West Virginia.

Evaluation & Management Officer/
Senior Special Assistant to the
Director; D.C. Dept of Corrections

1992 - 1996; Responsibilities included major managerial audits, Department-level planning, court compliance monitoring, and accreditation. Functioned as member of executive staff. Represented the Department on various District-wide inter-agency initiatives. Retired Sept. 3, 1996.

Violence Reduction Program
Director

1991 - 1992; Designed, developed and implemented a multi-front approach to reducing prison violence and violence by ex-offenders after release. This included a volunteer component as well as long-term intensive treatment for violent offenders, staff training in non-violent interpersonal skills, conflict resolution, and community outreach. Secured \$452,000 in grant funds for this Corrections' program.

Substance Abuse Services
Administrator

1987 - 1991; administered programs in control and treatment of substance abuse. Nearly tripled program participation levels (+178%) with no increase in funding.

Increased drug testing by 24%, while reducing staff and material costs by approximately 20%. Initiated and implemented the multi-agency Lorton Drug Interdiction Task Force (involving FBI, MPD, USM, USAO, and DCDC).

As a result of
these actions, positive drug tests results in

institutions were cut from 10% in 1987 to 2.4% in 1990. Secured and administered \$1,150,000 in grant funds for this project (Supervised 45 government and 33 contract employees.).

Program Analysis Officer

1978 - 1987; Managed central analytical unit for a corrections' agency, including data processing, budgeting, planning and research. (Supervised 30 employees).

Supervisory Program Analyst

1977 - 1978; Supervision of five staff responsible for program monitoring and evaluation, policy analysis and planning for a corrections' agency.

Research Analyst

1974 - 1977; Designed and conducted program evaluation, population projections and criminal justice trends analysis. Developed new program plans, wrote position papers and speeches.

Classification and Parole Officer

1972 - 1974; Encouraged, monitored and evaluated progress of 150 inmates in a 400-man maximum security facility.

Correctional Officer

1972; Provided perimeter and internal security in a 200-bed "young adult" (ages 18-30) facility.

U.S. Army

1966-1970; Vietnamese interpreter/translator with military intelligence and the National Security Agency. Served w/ 101st Airborne

Div. in Vietnam (1968). Achieved rank of staff sergeant (E-6). Possessed "top secret - crypto" clearance.

TEACHING EXPERIENCE:

- * Alternatives to Violence (facilitated over 25 24-hr weekend workshops in Washington D.C. Maryland, and West Virginia)

- * Intro to the Criminal Justice System (24-hr course, DCDC Training Academy - '92-'96)
- * History of Corrections (16-hr course, DCDC Training Acad. -'88, '90, '94)
- * Deviant Behavior (40-hr course, DCDC Training Academy - '91-95)
- * Corrections Organization and Management (40-hr course, DCDC TA -'92 -'94)
- * Introduction to Correctional Systems (3 credit course - CJST 260, Shepherd Community and Technical College - '98)

Volunteer Activities:

Community rep Morgan County	Drug Abuse Prevention Planning Project (SPF- SIG)	2006 -08
CASA volunteer	Court Appointed Special Advocates For Children (CASA) of the Panhandle	2004 -08
Committee member	Morgan County Youth Summit	2005
Advisory Board	Starting Points (Morgan County)	2005 - 09
group facilitator	Domestic Violence Prevention Program Community Alternatives to Violence Men's Project	1998- 2001 & 2006 - 08
member	Jefferson County Law Enforcement Advisory Council	1997-2000
mediator and member, Board of Directors	Community Alternative Mediation Project (Frederick, MD)	1997-1999
community rep.	Shepherdstown Underage Drinking Project	1998

group facilitator

Alternatives to Violence Project
(three day prison workshops)

1997-2006

MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 9/21/12

NAME: Morgan County Partnership

ADDRESS: 26 Chapman Street
Berkeley Springs, WV 25411

HOME PHONE: 304-258-7807

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 10/04/2012

TOPIC (S) OF DISCUSSION:
Powerpoint of Partnership activities
Proclamation on Substance Abuse Prevention month - October

SPECIAL EQUIPMENT NEEDS (i.e. Powerpoint, etc.)

Proclamation

A Resolution Proclaiming that the month of October 2012 as National Substance Abuse Prevention Month in Morgan County, WV

Whereas, National Substance Abuse Prevention Month is a month-long observance to highlight the role substance abuse prevention plays in promoting safe and healthy communities. In addition, the month provides an important opportunity to pay tribute to the tragic losses attributed to substance abuse; and

Whereas, substance use, including underage drinking and the non-medical use of prescription and over-the-counter medications, significantly affects the health and well-being of our Nation's youth and young adults. Stopping use before it begins can increase a person's chances of living a longer, healthier, and more productive life; and

Whereas, the County Commission of Morgan County recognize that alcohol and drug misuse and abuse continues to be a serious problem for many individuals and families in Morgan County; and

Whereas, recent research has shown that each dollar invested in an evidence-based prevention program, such as the programs implemented by the Morgan County Partnership, can reduce costs related to substance abuse use disorders by an average of \$18; and

Whereas, through effective prevention programs we can improve student achievement, enhance workforce readiness, decrease emergency room visits, and lower rates of chronic disease; and

Whereas, for the past several years the Morgan County Partnership, in collaboration with community partners, has organized and/or sponsored Red Ribbon Week Activities, Above the Influence Campaign, April's Alcohol Awareness Month, Fatal Vision Goggles, Project Sticker Shock, Prescription Drug Take Back Events, Too Good For Drugs Curriculum, The Parent Child Academy, Morgan County Teen Court, Kids in Community Job Shadow/Mentor Program, Communities Mobilizing for Change on Alcohol, The Community Candlelight Vigil, SADD Club, Anti-Bully Clubs and various other positive youth activities; and

Now Therefore Be It Resolved that the County Commission of Morgan County, WV hereby proclaim October as National Substance Abuse Prevention Month.

Be It Further Resolved that the County Commission of Morgan County encourages all citizens to recognize that we must all continue to support the efforts of parents and guardians, our children's teachers and role models, whose positive influence is the most effective deterrent to alcohol and other drug use and the strongest influence for making healthy choices.

MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 10/01/12

NAME: Kevin Sites

ADDRESS: 30 Wester St
Berkeley Springs, WV 25411

HOME PHONE: 304-270-0516

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 10/04/2012

TOPIC (S) OF DISCUSSION:
Questions regarding County Commission appointed Committee Boards
and Ethics

SPECIAL EQUIPMENT NEEDS (i.e. Powerpoint, etc.)

Interviews for Criminal Corrections Community Board

- Chris Domich
- Dale McConnell
- Keith DeBlasio
- Donald Lambert Jr.
- Richard Romano
- Michael Hagstad



HUSSMANN

An Employee Owned Company

Refrigeration • Electrical • Mechanical Contractors • Food Service • HVAC • Plumbing

Invoice

REMCO Mechanicsburg

Date: 8/31/2012
Invoice No.: 116588

195 Hempt Road
Mechanicsburg, PA 17050
PH: (717) 697-0389 FAX: (717) 697-4154

Bill to: MORGAN COUNTY COMMISSION
77 FAIRFAX STREET
BERKELEY SPRINGS, WV 25411

Service at: MORGAN COUNTY COMMISSION
77 FAIRFAX STREET
BERKELEY SPRINGS, WV 25411

Customer ID: MOR110

Reference: Work Order 138270

Description: Work Order 138270 HVAC Mburg
Problem:

PO Number:

JODY-HP16,HP8 & HP11 AND OR HP12, EVAL PROBLEMS WITH THESE UNITS

Description of Work:

Checked out unit #11 for water leak. None found. Sealed ductwork where small air leak was found. Checked out unit #8. Unit #8 has bad control board. Will order new board. Bad one working intermittently. Checked unit #16. Found #16 with a bad ecm blower motor. Will order new blower motor for unit 16.

Table with 5 columns: Item, Description, Quantity, Unit Price, Amount. Includes sections for Labor and Miscellaneous items with handwritten adjustments.

Credit \$1,423.50

Credit Terms are NET 30
If notified of a dispute within the first 30 days, it will be resolved within 15 days.

Invoice # 116588

Summary table with 2 columns: Category, Amount. Rows: Subtotal, Sales Tax, Total Due.

2,475.24

PREVENTIVE MAINTENANCE AGREEMENT
FOR
COMMERCIAL HVAC EQUIPMENT

The agreement is made this 1st day of September 2012 by and between, Remco, Inc. and Morgan County Courthouse located at 77 Fairfax Street Berkeley Springs, WV 25411 herein after referred to as the customer.

It is the intent of Remco and so understood by the customer that the purpose of this agreement is to give the customer a guaranteed cost of upkeep on their present HVAC equipment as specified herein. It is the intent of Remco to fulfill this agreement in a manner, which shall minimize any "downtime" and any other inconveniences associated with servicing said equipment.

Remco Agrees:

1. To perform (2) maintenance inspections and cleanings on HVAC equipment in the spring and fall. See schedule "A" attached for breakdown of equipment maintenance.
2. To render service calls promptly with regard to the degree of priority.
3. Provide fully qualified, EPA certified HVAC technicians for service and preventive maintenance.

The Customer Agrees:

1. To pay extra for the replacement of any components deemed un repairable by Remco, Inc. upon inspection. Repair of any additional equipment beyond the scope of this contract.
2. Crane, lifting equipment and freight are **not** included in this agreement.

MAINTENANCE SCHEDULE "A"

Boilers/Water Heaters

- 1) Clean and inspect burner and flue passageways in boilers as needed. (Fall)
- 2) Check and clean flue piping directly attached to the equipment. (Fall)
- 4) Lubricate all motors as needed. (Fall)
- 5) Check and adjust all temperature controls as needed. (Spring & Fall)
- 6) Service and lubricate hydronic pumps for boiler system. (Fall)
- 7) Perform combustion efficiency tests and provide results to customer. (Fall)

HVAC Units

- 1) Replace all air filters. (Customer Supplied) (See options listed above) (Spring & Fall)
- 2) Inspect V-Belts and adjust as required. (Spring & Fall)
- 3) Inspect contactors, relays and wiring connections, repair as needed. (Spring & Fall)
- 4) Start up AC units and check refrigerant charges. (Spring)
- 5) Take voltage & amperage readings from all motors and compressors. (Spring & Fall)
- 8) Clean condensate pans and drains and add algaecide tablets. (Spring & Fall)
- 9) Lubricate and adjust all motor and air handler bearings. (Spring & Fall)
- 10) Test and adjust temperature control systems. (Spring & Fall)
- 11) Check for refrigerant leaks. (Spring)
- 12) Visual inspection of all equipment. (Spring & Fall)
- 13) Start up heating units, check operation, and adjust equipment as needed. (Fall)
- 14) Inspect and adjust all motor sheaves, pulleys and shafts. (Spring & Fall)
- 15) Provide customer with list (if any) of repairs outside scope of work. (Spring & Fall)
- 16) Complete Remco start-up forms and provide copy to customer. (Fall & Spring)

Fluid Cooling Towers

- 1) Inspect V-Belts and adjust as required. (Spring & Fall)
- 2) Take voltage & amperage readings from all motors and compressors. (Spring & Fall)
- 3) Lubricate and adjust all motor and air handler bearings. (Spring & Fall)
- 4) Visual inspection of all equipment. (Spring & Fall)
- 5) Inspect and adjust all motor sheaves, pulleys and shafts. (Spring & Fall)
- 6) Provide customer with list (if any) of repairs outside scope of work. (Spring & Fall)
- 7) Complete Remco start-up forms and provide copy to customer. (Fall & Spring)