

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

April 18, 2013 - 9:30 AM

9:30 AM Call to Order – The Honorable Debra Kesecker, Morgan County Clerk

9:35 **Administrative Items**

Consent Agenda

- Purchase/Check Logs
- Approval of Minutes
- Budget Revisions

- ACH Mortgage Payment – Authorizing Chief Deputy (Tax Office) to Transfer funds for purposes of making monthly Courthouse loan payment

Reports

10:00 Reuben Darby
- Discussion on Morgan County Animal Control and public/private partnership

10:15 Phil Kesecker
- Discussion regarding ATV ordinance for Kesecker Knoll Sub-Division

Action Items

10:30 Vince Shambaugh, Sheriff
- Budget Revisions

10:45 Drug Screening Policy

11:00 Approval of invoice from Roy Smith, CPA for consulting and reviewing work

11:15 Mike Jenkins, Fire & Rescue Association
- Request funds for Fire & Rescue Infection Control Policy

11:30 Rick Dunn
- Request of Exoneration for Personal Property Assessment

Jody McClintock, County Administrator
Administrator Report

-Transmission for animal control truck

Items from the Public/Miscellaneous Discussion

Work Session

Dave Barton, Shenandoah Group - Health Insurance Options

MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 3/21/13

NAME: Reuben Darby

ADDRESS: _____

HOME PHONE: 304-258-4771

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 4/18/13

TOPIC (S) OF DISCUSSION:
Discussion on Morgan County Animal Control and public/private partnership

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 !

Apr 18

DOG PAC – Preventing Animal Cruelty

P.O. Box 229
Hedgesville, WV 25427

304-258-4771

Members of the Morgan County Commission
77 Fairfax St Rm 101
Berkeley Springs, WV 25411

3-25-13

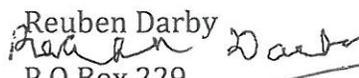
Dear Commissioners:

I am requesting time on your agenda at 10:00 AM on April 18, 2013 to explore alternatives to the existing animal control facility at Spohrs Crossroads. As mentioned in my preliminary letter to Commissioner Close, the existing facility has several intractable drawbacks:

- The size and layout of the current holding building do not readily lend themselves to animal adoption, increasing the euthanasia for unclaimed strays.
- The lot size pretty much nullifies expansion, meaning possible future overcrowding and euthanasia.
- The current location is in the middle of a residential area and just across Rt. 9 from a church, creating potential problems with noise and odor.
- The location and entrance of the current facility create a traffic hazard for animal control personnel, volunteers, and the public in general.

At my presentation I will furnish a preliminary plan, a cost breakdown (both enclosed), a list of pledgers and total amounts, the cost to Morgan County with the pledges and sale of existing facility subtracted, and the monthly payment contingent on county donated land and on securing a low interest USDA loan available to counties with a population under 20,000. As a licensed contractor with 35 years experience, I feel my cost estimate is fairly close.

DOG PAC will agree that all future pledges/donations will go directly to pay down remaining principal. Two members of DOG PAC will guarantee one monthly payment per year each until the loan is retired.

Reuben Darby

P.O.Box 229
Hedgesville, WV 25427

MORGAN COUNTY ANIMAL CONTROL FACILITY PRICING ESTIMATE
 (Note: Breakdown includes labor and material unless otherwise noted)

Water and sewer	\$30,000
Excavation	\$10,000
Footers – P152 x 2 cu.ft. = 304 = 12 yd x \$200	\$2,400
Total Block – 4cs subgrade + 4ft above grade=cs X 304 x .75 = 2550 x \$7.00	\$18,000
Framing – (ext + int) – 304 x \$12.00	\$3,800
Ext OSB – 24 x \$30	\$1,000
Trusses – (Materials Del) 22=2	\$2,000
Trusses – (Labor)	\$1,000
Facia and Overhang framing	\$600
Roof OSB – 68 pcs x \$30	\$2,200
Shingles, Paper, Ice Block – 16 sq. x \$150	\$2,400
Concrete Slab Prep – stone and grade	\$3,000
Concrete Slab Int – 46x30=1380 x .5=690/27=26 yds. 26 yds. X \$200	\$5,200
Concrete Slab Ext (OPTIONAL) 46x10=460x.5=230 <u>230/27=.9yd@\$200</u>	\$1,800
Chain Link Fence 180 ft. x 6 ft. high	\$4,000
Gates – 20 x \$200	\$2,000
Exterior windows - 4 @ \$300	\$1,200
Exterior doors – 14 @ \$300	\$4,200
Facia/Soffit – 160 ft. x \$10	\$1,600
Vinyl siding – 10 sq. x \$200	\$2,000
Rough Plumbing and drains	\$5,000

Rough Electric and service	\$5,000
Drywall – 76 pc. @ \$40 (mold res)	\$3,000
Insulation – wall 1200 sq. ft., ceiling 1400 sq. ft.	\$3,000
HVAC	\$6,000
Interior Doors – 7 @ \$200	\$1,400
Interior trim	\$2,000
Painting	\$3,000
Grade and Seed	\$4,000
Final plumbing w/ADA fixtures -	\$3,000
Final electric and fixtures	\$2,000
Driveway and Parking (allowance)	<u>\$10,000</u>
	\$145,800
20% incidentals	\$29,160
Grand Total	<u>\$174,960</u>

Subscription Forms

County to get new animal shelter

by Martha Sparks
Society Editor

3 months ago | 6820 views | 25 | 9 | 12 | 6



Attending the announcement was, from left, Jerry Browning, county humane officer, Danny Godby, Logan County Commission president, Willie Akers, Commissioner, Summer Wyatt, W.Va. Humane Society director, Rocky Adkins, Logan County administrator, and Chris Browning, shelter employee.

The Logan County Commission took a big step forward Tuesday with the announcement Tuesday that rescued animals in Logan County will soon be housed in a new shelter.

The new shelter will be built at Three Mile Curve and will be a 30 foot by 50 foot facility with 5 foot by 40 foot sheds that will allow for exterior dog runs.

The County Commissioners have worked with the W.V. Humane Society for some time in planning this project.

Summer Wyatt, state director of The Humane Society, attended the announcement and said she is proud of the steps Logan County is taking to improve the conditions of the animals housed in the shelter.

"This is such a spectacular step forward and I hope other counties see this and are

inspired to do the same," said Wyatt. "I know the commissioners are going above and beyond the call of duty and going the extra step is not always the easiest. I hope people appreciate what they are doing. I am so happy and thrilled at this announcement."

Logan County Commission President Danny Godby said the commission has made every effort to take care of the animals and give them the best facility possible.

"We want to have a better situation than what we have had before," said Godby. "Safety is a concern and we want to make access to the shelter easier for people who want to come in to adopt the animals. We want to see these animals thrive and we want a good environment for them. We want to have an animal shelter that people can be proud of."

Godby said the facility will have a heating and cooling system to keep the animals comfortable. He said the county will also be hiring a secretary to handle day-to-day business while the shelter officials are out in the county.

"We want this to be a plus for Logan County," Godby said.

Commissioners Willie Akers and Danny Ellis said the project has their full support.

"This is great for the county," said Akers.

"It is easy to support things that are good for Logan County," said Ellis.

County Humane Officer Jerry Browning said people have recently been coming from as far away as Rhode Island, New Jersey, New York and Florida to adopt animals from the current shelter and he hopes the improved conditions and accessibility will increase the number of animals placed in good homes.

"I'm thankful to get a better facility for the animals," Browning said. "This is not only about the animals; this is also about the people, too. We recently had 30 dogs adopted in one week and we have 18 dogs ready to go out to a place in Kentucky. We want these animals to find a good home."

Weather

Sponsored By

Logan, West Virginia
Scattered clouds - Cool
52 Degrees F
Humidity: 80% - Wind: . * mph
[Click for Detailed Forecast](#)

State Farm
1 AGENT TO HELP YOU SAVE
Kasey Jeffrey Agent
Follow
Get online

Lottery

Sponsored By

West Virginia Lottery Jackpots

Game	Jackpot	Draw Date
Powerball	\$95.00 Million	6&2 01/12
MEGA Millions	\$95.00 Million	6&2 01/11
Hot Lotto	\$9.45 Million	6&2 01/12



New Rule for West Virginia Drivers

(Jan 2013) Inwood - If you drive in West Virginia you better READ this [Learn More >](#)

Insource Computers.org

Stocks

Sponsored By

Indices	Last	Change	Chg %
NASDAQ	3105.81	+ 14.00	0.45%



Our Mission

The current animal control facility in Morgan County has been the subject of much debate over the past year. The facility is located on a quarter acre of land in the middle of a residential area with neighbors in close proximity on all sides including a community center, church and cemetery. The location alone has been a source of distress to the people who reside next to the facility. The associated noise and smell would be enough, but there have also been issues with sewage runoff, trespass by AC equipment onto adjacent property, and the degraded appearance of the property itself which has been caused by the negligence of staff, lack of funding by the County, and overcrowding (there are only six usable interior kennels along with a few makeshift outside kennels with inadequate shelter.) Unfortunately, the testimonials of veterinarians, animal control officers from adjacent counties, knowledgeable local dog owners, the local, State and National Humane Societies have been met with resistance by the Morgan County Commission. In an effort to provide full disclosure, the Commission has made some improvements to the current facility--installation of a new drainage system, hiring of a part-time kennel cleaner, and purchase of some needed vaccines and equipment. While any improvement is welcomed, the basic issues still remain—an inadequate facility located in the wrong place.

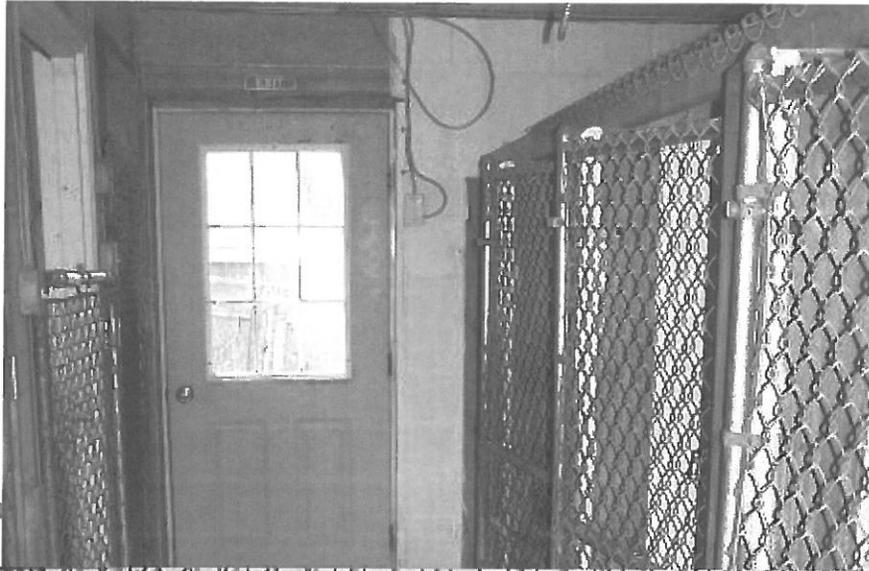
A dedicated group of citizens is determined to continue their push for a new facility in a better location. They are currently making phone calls to individuals and businesses in their effort to obtain \$25,000 in pledges to make a new presentation to the Commission. They have currently raised \$15,750. As soon as they reach their goal, they will go in front of the Commission to request that the commissioners consider obtaining a USDA loan for a new facility with the \$25,000 serving as an escrow account for the mortgage payments. This group will also be offering to form a non-profit that will be dedicated to continuing fundraisers to offset the costs of the new facility. New kennel plans have been created and a price quote from a local builder has been received. The contractor has agreed to offer his services free of charge to oversee the project. In the near future, an appraisal will be done on the current animal control facility to see what it would bring when sold. Since this property was purchased through HUD by the county for one dollar, the stipulation is that the proceeds from the property, if ever sold, would have to be put back into a community project. This would cut the cost of new construction by about 50%.

Morgan County Dog PAC

Current Animal Control Kennel

[Our Mission](#) [Current Kennel](#) [Proposed Kennel](#) [Contact Us](#) [Pledges](#)







MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 3/21/13

NAME: Phil Kesecker

ADDRESS: _____

HOME PHONE: 304-258-1492

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 4/18/13

TOPIC (S) OF DISCUSSION:
Discussion regarding ATV ordinance for Kesecker Knoll Sub-Division

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 COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 3/21/13

NAME: Vince Shambaugh, Sheriff

ADDRESS: _____

HOME PHONE: _____
304-258-1067

BUSINESS PHONE: _____

DATE OF MEETING REQUESTED: 4/18/13

TOPIC (S) OF DISCUSSION:
Budget Revisions

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 COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 3/21/13

NAME: _____

ADDRESS: _____

HOME PHONE: _____

BUSINESS PHONE: _____

DATE OF MEETING REQUESTED: 4/18/13

TOPIC (S) OF DISCUSSION:
Drug Screening Policy

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 COMMISSION
AGENDA REQUEST

DATE OF REQUEST: tabled from 3/21/13 meeting

NAME: _____

ADDRESS: _____

HOME PHONE: _____

BUSINESS PHONE: _____

DATE OF MEETING REQUESTED: 4/18/13

TOPIC (S) OF DISCUSSION:

Approval of invoice from Roy Smith, CPA for consulting and reviewing work

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 !

Apr 18

Roy A. Smith, CPA
3311 Staunton Avenue, S.E.
Charleston, West Virginia 25304
Phone 304-543-5859

March 26, 2013

Morgan County Commission
Attention: Cathy Payne
77 Fairfax Street, Room 102
Berkeley Springs, West Virginia 25411

Thank you for your request to perform consulting work for the Morgan County Commission "Commission". You have requested that I perform the following:

Quarterly

Review the bank reconciliations of the following departments; Sheriff's department; County Clerk; Circuit Clerk; Delinquent Land; and Dog Fund;

Review for Capital additions and update the Capital asset listing maintained by Commission personnel;

Help Commission personnel to set up files for federal awards received during the year;

Help Commission personnel to set up files for capital lease and long-term debt information that is required to be included in the year-end government-wide financial statements;

Annually

Set up procedures for Commission personnel to maintain data that is needed to perform the GASB 34 conversion at year end;

Review the Commissions financial statements completed by Commission accounting personnel during August so the financial statements may be filed by September 30th.

Morgan County Commission's
March 26, 2013
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Estimated Fees

The estimated fees for the quarterly work will be as follows:

The September, December and March quarterly visits will be billed at \$60 per hour and will not exceed 16 hours per quarterly visit. (Maximum cost would be \$960 plus \$250 for out-of-pocket expenses or \$1,210.)

The annual visit in August may take longer than 16 hours but not more than 24 hours. (Maximum cost would be \$1,440, plus \$410 out-of-pocket expenses or \$1,850) The August visit would not be scheduled until Commission personnel have completed the annual financial statements.

Since the September, December and March quarterly visits have not been made I can perform the review with one visit that can be made in April 2013. The estimated cost for the consulting work for the fiscal year ending June 30, 2013 is as follows:

<u>Quarters Ending</u>	<u>Maximum Fee</u>	<u>Out-of-Pocket Costs</u>	<u>Total</u>
September 2011 , December 2011 and March 2013	\$ 1,440	\$ 410	\$ 1,850
Annual			
August visit	\$ 1,440	\$ 410	<u>\$ 1,850</u>
		Estimated maximum fees	<u>\$ 3,700</u>

If you agree with the terms of this engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,

Roy A. Smith, CPA

Roy A. Smith, CPA

Morgan County Commission's
March 26, 2013
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RESPONSE:

This letter correctly sets forth the understanding of the Morgan County Commission.

Signature: _____

Title: _____

Date: _____

MORGAN COUNTY COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 4/12/13

NAME: Mike Jenkins

ADDRESS: _____

HOME PHONE: _____

BUSINESS PHONE:

DATE OF MEETING REQUESTED: 4/18/13

TOPIC (S) OF DISCUSSION:
Funds request for fire & rescue infection control policy

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 COMMISSION
AGENDA REQUEST

DATE OF REQUEST: 4/12/13

NAME: Rick Dunn

ADDRESS: _____

HOME PHONE: _____

BUSINESS PHONE:
304-258-1424

DATE OF MEETING REQUESTED: 4/18/13

TOPIC (S) OF DISCUSSION:

Request of Exoneration for Personal Property Assessment

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 !

APPLICATION FOR CORRECTION OF ERRONEOUS ASSESSMENT

MORGAN COUNTY, WEST VIRGINIA

TAXPAYER:

Richard K. Dunn

YEAR:

2011-2012

ADDRESS:

134 Spotted Fawn Ln

Great Cacapon, WV 25422

PERSONAL PROPERTY ACCOUNT #: 00000000

DISTRICT: 04 Cacapon

TICKET #: 2012

PAGE #: 400002105

2010 Holiday Rambler (Camper)

I, the undersigned applicant, pursuant to Chapter 11, Article 3, Section 27, of the Code of West Virginia, hereby make application to the Morgan County Commission for correction of the above described assessment, and that I am aggrieved by the erroneous assessment for the following reasons:

I did not change vehicles and permanent residency until 5/12
The camper was tagged, titled, insured in Maryland until then
I think the confusion was the camper was here at times,
but my residency was Baltimore.
Richard K. Dunn 4/10/2013

Applicant's Signature/Date

PROOF OF CORRECTION MUST BE ATTACHED

VEHICLE OR OTHER PP	<u>Camper</u>	FROM	<u>2011</u>	TO	<u>2012</u>	EXONERATED
YEAR	<u>2010</u>					
MAKE	<u>Holiday Rambler</u>					
MODEL						
TOTAL ASSESSED	<u>\$ 225.00</u>					

AN INVESTIGATION OF THIS APPLICATION WAS MADE AND WE;

DO NOT OBJECT _____

OBJECT _____ TO THIS REQUEST

NOTICE RECEIVED AND APPLICATION REVIEWED AND APPROVED TO FORM BY

COUNTY COMMISSION / DATE

TICKET SEARCH

LIVE

1--2

Personal Property

LIVE Ticket: 2012 400000210 S

Acct: 00000000

Taxpayer:

04 CACAPON

DUNN RICHARD K

Supplemental: Y Business:

Business Code: 70

Hold:

184 SPOTTED FAWN LN

GREAT CACAPON

WV 25422

Class 1, 2, 3 Assessed/Tax

Property:

Back Tax: Y

Gross

Net

Tax

Back Tax 2011

0

0

.00

00 HOLI RAMB

0

0

.00

8064

8064

.00

ADDED PER FIELD REVIEW

Half Yr Tax:

85.30

Exon: N

Exemption: -

Back Tax--Total Due:\$225.03

Enter=Continue

F4=More Info

F9=Notes

F12=Previous

"S"-5=Display

F10=Toggle Addr/Desc

F12=Return