

**Morgan County Commission**  
**Meeting Minutes**  
**November 05, 2009**

Members Present: Thomas Swaim, Brenda Hutchinson and Stacy Dugan

The meeting was opened by Cathy Payne, Chief Deputy County Clerk at 9:35 a.m.

ADMINISTRATION ITEMS:

Approval of Minutes

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the minutes from the October 22, 2009 County Commission meeting. This motion carried.

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the minutes from the October 29, 2009 Animal Cruelty Workshop meeting. This motion carried.

Bids for the New Roof for the Pavilion at Precinct 21

At the October 22, 2009 County Commission meeting, County Clerk, Debra Kesecker approached the Commission regarding the construction of a roof to be attached to the main building at the Morgan Field which is used as the Precinct 21 voting location. This roof would be used to keep the citizens out of the rain and bad weather on election days. Ms. Kesecker explained that she has spoken to representatives in Charleston, WV and there is the possibility that grant money is available to be used for the construction of a roof.

In order for the Commission to apply for the grant, two bids had to be presented for the cost of the roof. The Commission received two bids for the construction of a roof. The Commission explained one of the bids is from Sleepy Creek Builders, Inc. for the amount of \$8000.00 and the other bid was submitted by CNK Building, Inc. for the amount of \$6800.00. The Commission will go forward with applying for the grant.

CBIZ- Benefits & Insurance Services

The Morgan County Commission received a letter stating that the Governmental Accounting Standards Board (GASB) requires employers who offer their employees health care benefits in retirement to determine the liability associated with the offering of post-retirement health care benefits and report those liabilities in their annual financial statements. CBIZ Benefits & Insurance Services is going to do an actuarial study for the Morgan County Commission with a comprehensive report (the GASB 45 report) detailing the post retirement medical plan's liabilities and expenses in a format suitable for the employer's financial statements. The President of the Commission, Brenda J. Hutchinson, signed the acceptance letter permitting CBIZ to move forward with the actuarial study.

Special Budget Meeting

The Commission will have a special budget meeting to discuss the budget and funding requests. The meeting is set for December 11, 2009 @ 10:00 a.m.

### Emergency 911 Dispatcher

The County Commission approved the hiring of Glynn Kathleen Trombetta for the full time 911 dispatcher position at the Emergency 911 Center. Her employment will begin on November 13, 2009.

### List of Expenditures

There was discussion concerning a check written to Trump & Trump in the amount of \$1147.50 for attorney fees for the Circuit Clerk with regards to a recent hire. Commissioner Dugan questioned the check and whether the Commission should pay. The Chief Deputy County Clerk along with the Circuit Clerk stated to the Commission that the bill will be paid out of the Circuit Clerks' account and not out of the County Commissions' account. The Commission agreed to discuss the matter at a later time. The Commission received a refund of \$866.53 from the purchasing card program for the months of July-September. Please see attached expenditures.

### Volunteer Boards

Commissioner Dugan explained to the Commission that she would like to see a member from each Commission appointed volunteer board come before the Commission and give an update report including completed goals and future goals. Commissioner Swaim stated that he did not think that was necessary and that one of the Commissioners sits on most of the boards so they can update the Commission. Commissioner Dugan stated that there are a few boards that the Commission does not sit on. Commissioner Dugan agreed to prepare a policy regarding Commission appointed volunteer boards and submit it to the Commission for review.

### AGENDA ITEMS:

#### Decision on Sheriff's Tax Office Computer System

The Commission received two bids regarding the Computer System for the Sheriff's Tax Office. The first bid was from Software Systems, Inc. for the amount of \$42,987.70. The second bid was from Global Science and Technology, Inc. for the amount of \$18,871.00. The Commission agreed to review the bids. Commissioner Hutchinson explained that a decision cannot be made today, and the bids need to be reviewed. The Commission will need to consider the maintenance costs of each system. The Commission agreed to review the bids and make a decision at the next County Commission meeting on November 12, 2009.

#### Selection of the members for the Zoning Citizen Advisory Committee

Commissioner Hutchinson explained that the Commission agreed to create a citizen advisory committee to do a zoning study, and each Commissioner will select two citizens to sit on the board. Commissioner Dugan stated that her choices were Barbara Tutor and Michael Pearce. Commissioner Dugan explained that she selected these two individuals because she believes that Ms. Tutor is very knowledgeable about land issues and Mr. Pearce is in the real estate field and is very knowledgeable.

Commissioner Hutchinson explained that her two selections were Helena Moser and Rebecca MacLeod. Commissioner Hutchinson explained that Ms. Moser used to be the

Mayor of Paw Paw and is very knowledgeable about zoning and explained that she would like to have someone on the board from that part of the county. Commissioner Hutchinson also explained that she chose Ms. MacLeod because she feels that she is very knowledgeable on the issues that will be discussed.

Commissioner Swaim explained that his two choices are Bob Margraff and Rubin Darby. Commissioner Swaim explained that Mr. Margraff is easy to work with and he has worked all around different places where there has been zoning and where there has not been zoning. Commissioner Swaim stated that he chose Mr. Darby because he is a fair person and will be a fair board member. Commissioner Hutchinson explained that she thinks the Commission has selected good board members for the citizen advisory board. Commissioner Hutchinson explained that some of her focus points on zoning are housing density, industrial commercial growth and billboards. Commissioner Hutchinson stated that the first citizen advisory committee workshop meeting is November 10, 2009 @ 7:00 p.m. in the County Commission Meeting Room.

#### Decision on individuals to be interviewed for the Planning Commission vacancy

The County Commission reviewed the applications for the Morgan County Planning Commission. The Commission decided to select two individuals to be interviewed. Commissioner Hutchinson explained that her selections are Jim Hoyt and Mike Pearce. Commissioner Dugan stated that her selections are Jim Hoyt and Mike Pearce also. Commissioner Swaim explained that his selections are Roger Michael and Mike Pearce. Commissioner Hutchinson discussed the applicants and explained that Mr. Pearce has already been selected for the citizen advisory board. The Commission agreed to interview Jim Hoyt and Roger Michael for the vacant seat on the Planning Commission Board.

#### Mark Church- DEP- Land Fill Closure Assistance Program

Mark Church, Project Manager for the West Virginia Department of Environmental Protection approached the Commission and explained that the State of West Virginia has started a Land Fill Closure Assistance Program and Morgan County has been included in the program. Mr. Church explained that the old landfill on Detour Road is scheduled to be permanently closed. Mr. Church explained that the process for covering the landfill area would be placing a synthetic cover on the area and installing drain vents that direct any water towards the sewer system. Mr. Church explained that eventually grass will be planted on the site. Mr. Church explained that the construction will start in the spring of 2010. The Commission thanked Mr. Church for his time and for explaining the procedure to them.

#### John Aves- Skate Park Equipment & Grant Information

Jeremy Cupp, a skateboard specialist, representing the American Ramp Company approached the Commission. Mr. Cupp explained that the American Ramp Company can build any skate park in the industry. Bruce Beadenkopf, representing the Parks and Recreation Board approached the Commission and explained to Mr. Cupp that the current skate park design was designed by Nate Wessel. Mr. Beadenkopf explained that the Parks and Recreation Board received a grant through the Tony Hawk Foundation. Mr. Cupp explained that the American Ramp Company will match any grant from the Tony Hawk Foundation by 100 percent. Mr. Cupp explained the kinds of ramps that the American

Ramp Company produces and explained that they do free customizing and have a discount program of 5-25% off the purchase price. Mr. Cupp further explained there is also a free helmet program. Mr. Beadenkopf showed Mr. Cupp the plans for the skate park. Mr. Cupp agreed to study the plans and get back to Mr. Beadenkopf and the Commission. Commissioner Hutchinson stated that she is very interested in the program and thinks it is something worth looking into. The Commission thanked Mr. Cupp for his time.

Alma Gorse- Commercial Improvement Location Permit Ordinance proposed changes  
Ms. Gorse approached the Commission and presented a draft copy of the proposed changes to the Commercial Improvement Location Permit Ordinance. Ms. Gorse informed the Commission that the Planning Commission had a public hearing to hear citizens concerns. Ms. Gorse requested the Commission hold a public hearing and consider legal review of the ordinance before it is passed. On a Stacy Dugan/Thomas Swaim motion, the County Commission agreed to move forward with a legal review of the Commercial Improvement Location Permit Ordinance with a cap of \$2500.00 and a deadline of December 4, 2009. This motion carried.

#### Adjournment

On a Stacy Dugan/Brenda Hutchinson motion, the County Commission adjourned the meeting at 12:15 p.m. This motion carried.