

Morgan County Commission
Meeting Minutes
November 12, 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 Thomas Swaim/Stacy Dugan motion, the County Commission approved the minutes from the November 5, 2009 County Commission meeting. This motion carried.

Health Department Board

The Commission received an application for the Health Department Board.

The Commission reviewed the application and agreed to interview Patti Miller for the Health Department Board.

Wage & Review Board

Commissioner Hutchinson explained that the wage and review board was created with a motion at a County Commission meeting, therefore, the Commission can dissolve the wage and review board with a motion. The Commission placed the item on the agenda for December 3, 2009.

Building Assistant & Webmaster position available ad

Commissioner Swaim explained that the advertisement in the Morgan Messenger newspaper for the position of Building Assistant & Webmaster did not include the salary. Commissioner Swaim explained that he did not understand why the ad did not include the salary. Commissioner Hutchinson explained that in the past, there have been help wanted ads that did not state the amount of pay. Commissioner Dugan stated that the salary can be discussed during the interview with the individuals. Commissioner Swaim explained that he feels that it is a waste of time for people to apply for a job if they do not even know what it pays. Commissioner Hutchinson stated that the amount of pay can be placed on the website.

Emergency 911 Dispatcher

The County Commission approved the hiring of Stephanie Ann Beddow for the full time 911 dispatcher position at the Emergency 911 Center. Her employment will begin on December 1, 2009.

Hotel Occupancy Tax Arrears Letters

The County Commission mailed out hotel occupancy tax arrears letters.

Monthly/Quarterly Board updates

Commissioner Dugan presented a policy for the Commission to review regarding the County Commission appointed volunteer boards. Commissioner Swaim stated that he

thought having someone from each board come before the Commission and give an update every three months was asking too much. Commissioner Swaim explained that the board members are volunteers, and the Commission should not ask them to miss work or work around their personal schedule to come before the Commission every three months. Commissioner Dugan explained that she did not think it was asking too much for the president of the board to give an update to the Commission. Commissioner Hutchinson stated that there could be a compromise and possibly change the policy to semi-annually. On a Stacy Dugan/Brenda Hutchinson motion, the County Commission agreed to pass the policy changing from quarterly to semi-annual updates. Commissioner Swaim opposed. The policy will become effective on January 1, 2010. This motion carried.

Job Description for Economic Development Authority Director/ County Administrator

The Commission reviewed the job description for the Economic Development Authority Director and the County Administrator. Commissioner Swaim questioned the qualifications for the County Administrator position and he stated that the job description should include a college degree and/ or two years or more experience in governmental functions. The Commission made a motion. On a Stacy Dugan/Thomas Swaim motion, the County Commission accepts the job description with the change of two years experience in governmental experience. This motion carried.

Check to Trump & Trump

The County Commission signed the check to Trump & Trump for the amount of \$1147.50 for attorney fees for the Circuit Clerk with regards to a recent hire. Commissioner Hutchinson stated that the money is in the Circuit Clerks budget and she can transfer the money to pay the expense, but the auditor will have to decide if it was an appropriate expenditure. Commissioner Swaim explained that the Circuit Clerk made a mistake and was asked by his fellow Commissioners to appear before the Commission, and if she felt like she needed legal counsel, that was her choice. Commissioner Swaim stated that he had no problem signing the check. Commissioner Dugan opposed and stated that she felt it was an unnecessary expense and she refused to sign.

AGENDA ITEMS:

Audrey Morris- Upcoming Empty Bowls- for the homeless & hungry

Audrey Morris and Lexa Kirk, representing Starting Points approached the Commission and thanked the Commission for their support. Ms. Kirk explained that the week of November 15-21, 2009 is National Hunger and Homelessness Week. Ms. Kirk explained that the empty bowls event will take place at the Berkeley Springs High School on Friday, November 20, 2009 from 4:00 p.m. to 7:00 p.m. Ms. Kirk explained that the event will serve soup and rolls with a handmade bowl to take home. Ms. Kirk also stated that at 7:30 p.m., there will be a movie, Homeless to Harvard, the Liz Murray Story. Ms. Morris approached the Commission and requested that the County Commission support the National Hunger and Homelessness Awareness Week for Morgan County during the week of November 15-21, 2009. On a Thomas Swaim/Stacy Dugan motion, the County Commission hereby proclaim November 15-21, 2009 as National Hunger and Homelessness Awareness Week. This motion carried.

Maxie Maggio- Courthouse Change Order

Buildings Assistant, Maxie Maggio, approached the Commission and presented change order directive #008 in the amount of \$24,377.10. On a Thomas Swaim/Stacy Dugan motion, the Commission authorized its president, Brenda J. Hutchinson, to sign the change order directive #8. This motion carried.

Bill Clark- Courthouse Costs & Logistics Community Service Proposal

Mr. Clark approached the Commission and presented a list of courthouse costs to the Commission. Mr. Clark reviewed the costs with the Commission. The Commission decided to have a workshop meeting with Mr. Clark to discuss the costs and logistics. The workshop meeting is set for November 19, 2009 at 2:30 p.m.

Decision on Bids for the Sheriff Tax Office Computer System

The Commission reviewed the bids for the Sheriff Tax Office Computer System. Kim Michael, representing the Sheriff's Tax Office, approached the Commission and explained that she had contacted Global Science Technology and left a message about a question she had and she had never received a call back. Ms. Michael explained to the Commission that she has had the same computer system for 21 years with Software Systems and is very happy with the program. Ms. Michael further explained that the only computer system program the Circuit Clerk's office can use is the system provided by Software Systems. The County Commission reviewed the bids extensively and had many questions for the representatives from Software Systems and Global Science Technology. Commissioner Hutchinson explained that she has contacted counties in West Virginia that have the computer program from Global Science, and the counties seem to be happy with the program. The Commission compared the bids and made a decision. On a Thomas Swaim/Stacy Dugan motion, the County Commission agreed to continue service with Software Systems. Commissioner Swaim explained that the Sheriff's Tax Office has used the Software Systems program for 21 years and is very familiar with the program and with the move to the new courthouse, our employees do not need the stress of trying to work with a new system. The Commission agreed. This motion carried.

Roger Michael- Interview for Planning Commission

Commissioner Hutchinson explained that Richard Harvey has resigned from the Planning Commission board and there is a vacancy. Roger Michael approached the Commission and stated that he hoped the decision for the position has not already been made and he explained that he is interested in the vacancy. Mr. Michael explained that he is a local citizen and a farmer. Mr. Michael explained that he had served on the land use committee. Mr. Michael explained that one of his concerns is the property rights of property owners. Commissioner Dugan asked Mr. Michael if he could attend meetings and if he was currently serving on a board. Mr. Michael explained that he could attend meetings and he is not serving on any County Commission appointed board, but he is a member of the farm bureau organizational board.

Jim Hoyt- Interview for Planning Commission

Jim Hoyt approached the Commission and explained that he was interested in serving on

the Planning Commission board. Commissioner Swaim explained that he does not really know Mr. Hoyt and asked Mr. Hoyt to give a brief background of himself. Mr. Hoyt explained that he grew up in Ohio in a community the same size as Morgan County. Mr. Hoyt explained that he served on the land use committee. Mr. Hoyt stated that he used to be the president of the Morgan Arts Council, and he knows how to work with people and build a team. Commissioner Dugan asked him if he could attend meetings and if he was currently on any other boards. Mr. Hoyt stated that he could attend meetings, and he is not currently serving on any boards. The Commission thanked him for his time. The Commission decided to make a decision and take a vote for the vacant seat on the Planning Commission Board. Commissioner Swaim stated that he supports Roger Michael. Commissioner Dugan stated she has selected Jim Hoyt and believes he will be an asset to the board. Commissioner Hutchinson stated that she liked what both applicants had to say, and she thinks that Mr. Michael would be good on the Planning Commission board; but she chose Mr. Hoyt. Commissioner Hutchinson explained that she thinks Mr. Hoyt will be an asset to the board. Commissioner Hutchinson stated that Jim Hoyt is selected to serve on the Planning Commission board.

Select Individuals to be interviewed for the Economic Development Authority (EDA) Board

The Commission reviewed the applicants for the Economic Development Authority Board. The Commission decided to interview three applicants for the board. The Commission will interview Paul Mock, Jerry Berman and Ron Martin for the vacant seat on the Economic Development Authority Board.

Executive Session- Personnel Matter

On a Stacy Dugan/Brenda Hutchinson motion, the County Commission entered into Executive Session at 7:05 p.m. to discuss a personnel matter.

On a Stacy Dugan/Brenda Hutchinson motion, the County Commission reconvened into regular session and adjourned the meeting at 7:34 p.m. No decision was made.