

**Morgan County Commission
Meeting Minutes
November 19, 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 November 12, 2009 County Commission meeting. This motion carried.

Payroll

County Clerk, Debra Kesecker, and Deputy County Clerk, Heather Tyler approached the Commission to discuss the payroll situation. Ms. Kesecker and Ms. Tyler explained that there are usually 26 pay periods in a year but this year there will be 27 pay periods which may create bookkeeping problems. Ms. Kesecker and Ms. Tyler explained options with the Commission to resolve the problem. Ms. Tyler explained one option could be submitting payroll checks on the 15th and 30th of each month starting in January 2010. The Commission reviewed the options and agreed to make a decision at the December 3, 2009 County Commission meeting.

Consumer Complaints

Commissioner Hutchinson presented business cards to the Commission. The cards were for Argina Layne, a field representative for the office of the Attorney General. Commissioner Hutchinson explained that Ms. Layne handles consumer complaints. Commissioner Hutchinson stated that she will distribute the cards at the Morgan County Senior Center and explained that the next time Ms. Layne visits Morgan County, she will advertise her visit so she can meet with residents.

Susan Caperton- Resolution for a DCJS Juvenile Justice Title V Delinquency Prevention Grant

Susan Caperton, representing Morgan County Partnership approached the Commission and explained that the Morgan County Partnership is applying for the Juvenile Justice and Delinquency Prevention Title V Community Prevention Grant and needs the County Commission's support. On a Thomas Swaim/Stacy Dugan motion, the County Commission will move forward and accept the conditions of the contract and authorizes Brenda Hutchinson, its President, as the official representative for the Morgan County Commission in the administration of the Juvenile Justice and Delinquency Prevention Title V Community Prevention Grant. This motion carried.

Kim Nickles- Estate of Clarence Chapman, Sr.

On November 19, 2009, the estate of Clarence Otis Chapman, Sr. was addressed at the County Commission meeting. Clarence Chapman approached the Commission and explained that the estate of his late father has not been taken care off. Mr. Chapman

explained that the property taxes were not paid for 2008 and 2009, and the property was set to go to auction so he and his half brother paid the delinquent taxes and the fire fees. Steve King approached the Commission and explained that the homeowner's association fees were delinquent, and he paid those fees. Kelley King approached the Commission and explained that she is the beneficiary of the estate and that she was not aware the taxes for 2008 were not paid, and she did not know that the taxes for 2009 were due. Ms. King also explained that the grass was not mowed because the mower on the property was stolen. Commissioner Hutchinson explained that according to the will, Ms. King had one year to purchase the house and that timeframe has now passed, so the property belongs to the three of them. Commissioner Hutchinson asked Ms. King if she can settle the estate in a timely matter and Ms. King stated yes she could. The County Commission gives the parties thirty days to settle the estate and move forward with selling the property. The County Commission set December 18, 2009, as the deadline for the estate to be settled. Deputy County Clerk, Kim Nickles, explained that once the estate is settled, Kelley King is no longer in charge, and the three heirs will own the property together and have to agree with the decisions that are made. Ms. Nickles will follow up with the Commission when the estate is settled.

Kate Lehman- Watershed Assessment

Ms. Lehman approached the Commission and presented a power point presentation on the Warm Springs Run Watershed Assessment. Ms. Lehman explained that the Warm Springs Run is eleven miles long and starts at Ridersville Cycle on US Rt. 522 South. Ms. Lehman explained that Kevin Wurster will be performing a watershed assessment. Ms. Lehman also explained that Mr. Wurster will start the assessment in January 2010, and she wanted to inform the Commission and update them on the assessment and the comprehensive plan to preserve the watershed. The Commission thanked Ms. Lehman for her time and presentation.

Discuss Applicants for the Building Assistant & Webmaster position

The Commission reviewed the applications and resumes for the building assistant and webmaster position. The Commission agreed to interview three applicants for the position. The interviews will be scheduled for December 2 and December 3, 2009.

Maxie Maggio- Courthouse Project Summary

Courthouse Construction Drawdown

Courthouse Project Summary

Buildings Assistant, Maxie Maggio approached the Commission and presented a courthouse project summary and reviewed it with the Commission. Ms. Maggio explained the projects included in the courthouse construction. Ms. Maggio answered questions concerning the courthouse construction project from the Commission.

Maxie Maggio- Courthouse Construction Drawdown

Buildings Assistant, Maxie Maggio, approached the Commission and presented a courthouse construction drawdown in the amount of \$735,127.80 to the Commission for review. On a Thomas Swaim/Stacy Dugan motion, the County Commission hereby

authorizes and directs the payment of \$735,127.80 to Milestone Construction Services, Inc. This motion carried.

On a Stacy Dugan/Brenda Hutchinson motion, the County Commission adjourned for lunch at 12:25 p.m. This motion carried.

The County Commission reconvened after lunch at 2:30 p.m. for a workshop meeting.

County Administrator, Bill Clark- Workshop Meeting concerning the courthouse costs
County Administrator, Bill Clark approached the Commission and presented a list of courthouse costs and projects to review and explain to the Commission. Mr. Clark reviewed the list with the Commission. Commissioner Hutchinson suggested to the Commission and Mr. Clark that they create an action list specifying which individual will cover each task. The list is as follows:

Water- Bill Clark explained that because of the size of the new line to the new courthouse building, the charge will increase to the highest rate. The sprinkler system required the larger pipe.

Action- Bill Clark and Brenda Hutchinson will check the water rate for the 6 inch line when not in use.

Commissioner Hutchinson will also check and review the Morgan County Library's water bills.

Telephone System- Bill Clark explained the current phone system to the Commission. Mr. Clark explained that the new courthouse will need to have an upgrade to its phone system and explained that John Bowman has been working on the current system with Avaya for years and is very knowledgeable. Mr. Clark suggested that he meet with Mr. Bowman regarding the new system and have Mr. Bowman create a system to be put out for bid. Mr. Clark will follow up with Mr. Bowman.

Computer System- Bill Clark explained that Global Services of Hagerstown has offered a proposal to review our current computer system and be our network consultant. The Commission and Bill Clark will follow up with the computer system.

Action- Commissioner Dugan will speak to Milestone Construction Supervisor, Marty Rinehart, regarding the wire feeds to the equipment room and the internet feed to the Commission office.

Electricity- Bill Clark explained that the new courthouse will double in square footage and the electric bill could increase. The Commission and Mr. Clark discussed the number of electric meters that will be needed for the new courthouse. Commissioner Hutchinson also asked about the electrical wiring and floor outlets.

Action- Bill Clark agreed to email Tom Potts, Architect from Siling Associates to consult about the floor outlets.

Action- Commissioner Hutchinson will find out if fencing will be around the generator.

Custodial- The Commission and Bill Clark discussed the possibility of another full time employee for the custodial services. The Commission discussed the possibility of maintenance combining custodial services with the maintenance department.

Maintenance- Bill Clark and the Commission agreed to have maintenance personnel trained on the new courthouse systems. Mr. Clark explained that in case of any problems, the maintenance personnel will be familiar with the systems in the new building. Mr. Clark explained to the Commission that the new courthouse plans do not include a workshop for the maintenance crew. The Commission agreed to follow up with plans for possibly obtaining a building for the maintenance workshop.

Action- Commissioner Swaim agreed to consult about the sale of the building next to the courthouse, currently Joe's Radio Shop. The Commission and Bill Clark discussed the possibility of purchasing the building to be used for a maintenance shop.

Security- Bill Clark explained to the Commission that the security station will be on the first floor prior to access to the elevator in the new courthouse. Mr. Clark discussed the possibility of the court system adding more security personnel.

Portable Units- Bill Clark and the Commission discussed the portable units the courthouse complex is using for offices. Once the courthouse construction is complete, the portable units will need to be moved. The Commission and Mr. Clark have received requests from different organizations and volunteer boards regarding the portable units. The Commission agreed to organize a bidding system and sell the units.

Action- Bill Clark will check with Allied Trailers and Containers to obtain a price quote for resale of the units. Mr. Clark will consult with Allied before December 15, 2009.

Action- Commissioner Swaim and Bill Clark agreed to consult about the bonded trailers at the recreation area and the contents inside the trailers.

Inspection- Bill Clark and the Commission agreed to have the maintenance department observe the construction and installation of the systems for the new courthouse. Mr. Clark explained that the observation of the installation of the systems will help the maintenance department understand the systems.

The Commission and Bill Clark decided that since the courthouse project is almost complete, there is no longer a need for a clerk of the works. Mr. Clark explained that maintenance personnel will be included in the observation of the construction.

Action- Mr. Clark will submit a letter to the clerk of the works employee explaining the position will not be needed after December 31, 2009.

Flags- Bill Clark informed the Commission that the plans for the new courthouse have three flags. Mr. Clark suggested the possibility of having a Morgan County flag. The Commission agreed to have a contest for citizens to submit their drawings for a Morgan County flag. The winner will be honored at the open house for the new courthouse and the winning flag will be displayed on the flag pole.

Action- there will be an advertisement in January in the Morgan Messenger explaining the Morgan County flag contest.

Open House- Bill Clark and the Commission discussed possible sponsors for the open house for the new courthouse.

Action- Bill Clark will check on the cost of water bottles with a picture of the new courthouse to hand out to guests at the open house.

Stimulus- Bill Clark explained to the Commission that there are government bonds available for purchasing property for government uses, parking garage and other capital or infrastructure improvements. Mr. Clark presented a list of possible projects to the Commission for review.

Pest Control- Bill Clark explained that pest control for the new courthouse will be bid out.

The workshop meeting ended at 5:05 p.m.