

Morgan County Commission

Meeting Minutes

May 6, 2010

Members Present: Thomas Swaim, Brenda Hutchinson and Stacy Dugan

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

ADMINISTRATION ITEMS:

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the meeting minutes from the April 22, 2010 County Commission meeting. This motion carried.

Commissioner Swaim stated that he did not think it was necessary to include the Open Governmental Proceedings Act in the Morgan County Rescue Service revised agreement. Commissioner Dugan stated that she thought it was necessary. Commissioner Swaim stated that he does not believe the rescue service has secret meetings.

Commissioners meeting with Steve Canterbury, Administration Director for WV Supreme Court

Commissioners Hutchinson and Dugan along with County Administrator, Jody McClintock, went to Charleston, WV to meet with Steve Canterbury, Administrator Director for WV Supreme Court, to discuss funding and security for the courthouse on Tuesday, May 4, 2010. Commissioner Hutchinson explained that the meeting with Mr. Canterbury went very well. Commissioner Hutchinson stated that Tom Potts, architect for the courthouse, met them in Charleston, WV for their meeting with Mr. Canterbury. Commissioner Hutchinson stated that Mr. Canterbury explained in the meeting that the second and third floors have to be secure, but the first floor's security is the decision of the County Commission. Commissioner Hutchinson stated that the County Commission will receive the funding for the security in the courthouse, and the security on the first floor will not affect any funding they receive. Commissioner Hutchinson stated that Mr. Arthur Angus, WV Supreme Court Security, also attended the meeting and agreed that the security of the first floor is the County Commission's decision. Commissioner Hutchinson stated that she was very pleased with the meeting.

Dave Michael, 911 Director- RFP's for equipment building

Mr. Michael approached the Commission and explained that the construction on a tower located at War Memorial Hospital will start in June. Mr. Michael explained the need to have the Commission approve a RFP (request for proposals) process to receive proposals for an equipment building for the new tower site. The County Commission approved the request.

AGENDA ITEMS:

Bruce Beadenkopf, Parks and Recreation- Funds request for skate park

Bruce Beadenkopf, Director of Morgan County Parks and Recreation approached the Commission and explained that Parks and Recreation has moved forward with the construction on the rain garden at the skate park. Mr. Beadenkopf explained that they did receive \$5000.00 from a grant to construct the garden. Mr. Beadenkopf stated that there is additional funding needed for the mulch and plants for the rain garden. Mr. Beadenkopf

requested funds in the amount of \$2400.00 to purchase the mulch and plants. On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the funds request in the amount of \$2400.00 for the purchase of mulch and plants for the rain garden. The funds will be distributed out of the general funds account. Mr. Beadenkopf also stated that the asphalt will be completed tomorrow, and the rain garden should hopefully be completed next week.

Alma Gorse- DEP (Department of Environmental Protection)

Alma Gorse, County Planner, approached the Commission and presented three proposals for an environmental study for the soccer field. Ms. Gorse explained that the quotes were for samplings, field work and for a phase 1 environmental study. Ms. Gorse reviewed the quotes with the Commission. Listed below are the quotes:

Potesta Engineers and Environmental Consultants- Phase 1 study- \$4800.00

Thrasher Engineering- Phase 1- \$2500.00

Phase 2- environmental study- \$6000.00-\$14,000.00

Miller Environmental Inc.- Field Study- \$660.00

Ms. Gorse explained that Miller Environmental suggested conducting the field and soil test first to see if there are any chemicals before completing the complete phase 1 study. Commissioner Hutchinson stated that she agreed, and she would like to know if there is something in the soil before an extensive research is completed. Commissioner Swaim stated that he agreed. Commissioner Hutchinson requested Ms. Gorse get a quote from each company on conducting field work and soil sampling. Ms. Gorse agreed to contact the companies regarding the tests. Commissioner Dugan asked Ms. Gorse if the water has been tested at the sight. Ms. Gorse stated that she will contact the Morgan County Health Department about the water tests. Commissioner Dugan asked Commissioner Swaim if he walked the property before it was originally purchased. Commissioner Swaim stated yes he did walk the property. Commissioner Swaim explained that when the property was originally purchased, it was purchased to be used for a parking lot. Commissioner Dugan stated that there is a history with the property and it should have been tested before purchasing it. Commissioner Swaim stated that at the time, the Commission did not see the need for a soil sample, and it's easy to look back and say what should have been. Commissioner Hutchinson stated that maybe a policy should be in place requiring soil samples to be done before purchasing property in the future. Commissioner Swaim stated a neighbor of the property called him and stated that there was never a salvage yard at the property. The Commission agreed to go forward with getting quotes for a field test and soil sample.

Jody McClintock- Opening bids for temporary trailers

Jody McClintock, County Administrator, approached the Commission to open the bids for the temporary trailers. Ms. McClintock stated that there were 6 bids total, 4 bids for the trailers and 2 bids for the decking. Commissioner Hutchinson opened the sealed bids.

The bids were as follows:

Mountain View Solar & Wind- Unit 2, doublewide County Commission trailer- \$5199.00

If they do not get this trailer, they would like to bid \$3600.00 for Unit 1, doublewide Circuit Clerk office

Melissa Hendrickson- \$500.00 for a 5 room trailer

Faith Christian Academy- \$12,500.00 for the Circuit Clerk or County Commission double wide trailers, Units 1 or 2

Andrew Gosselin/ AJG Holdings- \$4375.00 for doublewide Circuit Clerk trailer or the Doublewide County Commission trailer

Theresa Ricks- \$100.00 for the decking

Nancy West- \$500.00 for the decking

The County Commission will decide on the winning bids at the next County Commission meeting on May 13, 2010 at 5:15 p.m.

Jody McClintock- Review applications for Custodial position

Jody McClintock, County Administrator, presented the Commission with the applications received for the janitor position for the new courthouse. Ms. McClintock stated that there was approximately 80 applications received. The County Commission agreed to review the applications and each Commissioner and Ms. McClintock will select 2 applicants to be interviewed. The Commission will announce their selections at the next County Commission meeting on May 13, 2010 at 6:00 p.m. The Commission will go into executive session to discuss the applicants and make their selections for interviews.

Jody McClintock- Cintas Cleaning Supply Company

Irena Bowser representing Cintas Cleaning Supply Company approached the Commission to discuss providing facility services in the new courthouse. Ms. Bowser explained that Cintas Cleaning Supplies provides the bathroom toiletries, soap, dispensers and cleaning supplies. Ms. Bowser also explained that Cintas Cleaning Supply Company will supply rugs or mats. Ms. Bowser explained that Cintas Cleaning Supply will come and fill the dispensers and pick up the rugs and mats and replace with new. Ms. Bowser presented handouts to the Commission. Jody McClintock, County Administrator, approached the Commission and explained that if the Commission chooses to go with Cintas Cleaning Supply, there is a three year contract to be signed. Ms. McClintock stated that currently the County Commission is spending approximately \$125.00/ week on paper products according to the receipts received from the maintenance department. Ms. McClintock stated that this amount does not include the cleaning products. The Commission will review the information.

Discussion on Legislative Wrap-Up

The County Commission reviewed the County Commissioners' Association of West Virginia Wrap Up. The wrap up is a summary of bills that passed during the 2010 session. The Commission reviewed the summary and will submit any questions when they attend the County Commission Association meeting later this summer.

Aaron Robertson- Courthouse Change Order #16

Quotes on Network Switches for Courthouse

Aaron Robertson, Buildings Assistant approached the Commission with a courthouse change order. Mr. Robertson explained that the change order includes additional cost for card readers, additional cost for revised recast attachment at Portico, additional cost of revised reveal color in architectural panel work, additional cost for modification to brick pavers at stairs and a time extension due to bad weather. Mr. Robertson stated that the total cost of the change order is in the amount of \$1,742.00. On a Stacy Dugan/Thomas Swaim motion, the County Commission authorizes its president, Brenda J. Hutchinson to sign the courthouse change order #16 in the amount of \$1,742.00. This motion carried.

Quotes on Network Switches for Courthouse

Aaron Robertson, Buildings Assistant and Webmaster, approached the Commission and presented quotes for the network switches for the courthouse. The quotes were from New Frontiers Solutions, PC Mall Gov and Florida Micro. Commissioner Hutchinson asked Mr. Robertson which company and service he recommended. Mr. Robertson recommended to go with Florida Micro with the switches and check on the price of cables with Florida Micro. On a Stacy Dugan/Thomas Swaim motion, the County Commission agreed to go with

Florida Micro for the switches and go with Florida Micro for the cables if the cables are cheaper than they are through PC Mall Gov. This motion carried.

Adjournment

On a Stacy Dugan/Thomas Swaim motion, the County Commission adjourned the meeting at 12:55 p.m. This motion carried.

Gross Payroll

\$75,192.73