

Morgan County Commission
Meeting Minutes
August 19, 2010

Members Present: Thomas Swaim, Brenda Hutchinson and Stacy Dugan

The meeting was opened by Cathy Payne, County Clerk at 3:32 p.m.

ADMINISTRATION ITEMS:

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the meeting minutes from the August 5, 2010 County Commission meeting. This motion carried.

On a Thomas Swaim/Brenda Hutchinson motion, the County Commission approved the meeting minutes from the August 12, 2010 County Commission meeting. This motion carried.

Audit Committee Board

Cathy Payne, Deputy County Clerk, approached the Commission and stated that she has the paperwork for the audit committee board. Ms. Payne stated that the audit committee board consists of 5 people including a licensed CPA and a County Commissioner.

The Commission approved the following individuals to be on the committee:

Brenda Hutchinson- Commissioner

Matt Close- CPA

Cathy Payne- Deputy County Clerk

Debra Kesecker- County Clerk

Jody McClintock- County Administrator

Morgan County Emergency Medical Services Board, Inc. Article of Incorporation & By-Laws

Commissioner Hutchinson stated that the Commission had received the Morgan County Emergency Medical Services Board, Inc. Articles of Incorporation & By-Laws.

Commissioner Hutchinson stated that the percentage has not been changed in the by-laws and the Commission cannot sign it today.

Carol York- Resolution for Cacapon State Park Foundation

Carol York, Grants Assistant, approached the Commission and presented a resolution for funding for the Governor's Community Participation Grant Program for Cacapon State Park Foundation to install a heating and cooling system in the historic lodge at Cacapon State Park. On a Stacy Dugan/Thomas Swaim motion, the Morgan County Commission accepts the conditions of the contract and authorizes Brenda J. Hutchinson, President, as the official representative for the Commission in the administration of the Governor's Community Participation Program for the Cacapon State Park Foundation grant. This motion carried.

Jody McClintock- Administrator's Report

Jody McClintock, County Administrator, approached the Commission and stated that she had mailed out letters regarding selling the façade and cupola from the old courthouse.

Ms. McClintock stated that she has not had any responses regarding the letters.

AGENDA ITEMS:

Carol York- Application for payment to Milestone Construction

Carol York, Grants Assistant, approached the Commission and presented an application for payment to Milestone Construction Services, Inc. On a Stacy Dugan/Thomas Swaim motion, the Commission authorized its president, Brenda J. Hutchinson, to sign the adopted resolution and authorized the directed payment to Milestone Construction Services, Inc. in the amount of \$46,075.00 for the construction of the courthouse. This motion carried.

Alana Hartman- WV DEP- update on progress for writing a watershed implementation plan for the Chesapeake Bay total maximum daily load

Alana Hartman, representing the West Virginia Department of Environmental Protection, approached the Commission to give an update on the West Virginia Department of Environmental Protection watershed implementation plan for the Chesapeake Bay. Ms. Hartman stated that a draft written plan is due September 1, 2010. Ms. Hartman stated that the EPA will be having public meetings to hear public comments in November. Ms. Hartman explained that she will come back and meet with the Commission and review the draft plan once it is completed. The County Commission thanked her for her time.

Kim Jackson, Circuit Clerk- Discussion regarding temporary part-time help

Kim Jackson, Circuit Clerk, approached the Commission and presented a letter requesting part time help. Ms. Jackson explained that she has an employee out of the office on sick leave. Ms. Jackson stated that this is a very busy time for her office and explained that there are 3500 juror questionnaires that must be sent out and returned and processed by December 1, 2010. Ms. Jackson requested approval for part time help during this time until the employee returns from sick leave. Ms. Jackson requested approval for Patricia Munson to be hired as the part time employee. Ms. Jackson stated that Patricia Munson worked as her intern last year and is familiar with the job and trained for this type of work. The Commission approved the hiring of Patricia Munson for the temporary position until the employee's time is exhausted, or the employee returns back from sick leave. The Commission will re-visit the issue in mid November.

John Berry- Global Data Technologies consulting contract

John Berry, representing Global Data Technologies, approached the Commission and presented a proposal for managed services to the County Commission. Mr. Berry explained that the proposal is for professional services for upgrades to Morgan County's computer infrastructure allowing their users to be more productive and provide room for growth. Mr. Berry reviewed the proposal with the Commission. The Commission stated that a decision cannot be made at this time. The Commission thanked Mr. Berry for his time.

Bill Clark- Consultant Selection Committee for communication towers

Bill Clark, Economic Development Authority Director, approached the Commission and explained that he has received a tower grant and will have funding to build a tower. Mr. Clark stated that he must have an environmental study on the site performed. Mr. Clark explained that he needs a consultant selection committee to perform the study before the funds are granted. Mr. Clark requested the approval of Dave Michael, Carol York and Rodney Hovermale for the consultant selection committee for communication towers. On a Thomas Swaim/Stacy Dugan motion, the County Commission approved the individuals for the consultant selection committee. This motion carried.

Decision for Sheriff's Tax Office employee becoming full-time

Kim Michael, Sheriff Tax Office Deputy Clerk, approached the Commission and presented a letter requesting Tammi Hummell become full-time. Ms. Michael stated that this is a busy time for the tax office, and she has needed to work Ms. Hummell extra hours; and she has accumulated comp time. Ms. Michael stated that making Ms. Hummell full-time will cut down on the accumulation of comp time. On a Thomas Swaim/Stacy Dugan motion, the County Commission approved the request to make Tammi Hummell full time. This motion carried.

Kate Lehman- planting on the Fema floodplain property

Kate Lehman approached the Commission and presented a handout. Ms. Lehman explained that the Warm Springs Watershed Association has received a \$5000.00 grant to improve the riparian buffer on Morgan County's "Daisy Abbott" property, on Route 522. Ms. Lehman explained that there are a number of native trees, shrubs and wildflowers growing on the stream bank, and the bank appeared to be protected from erosion. Ms. Lehman explained to the Commission that the plan is to purchase and plant a 30 foot buffer of native shrubs on both sides of the stream, gather seeds from meadow wildflowers and broadcast them over the grass this fall, hoping that some will grow and

bloom next year, and stop regular mowing and mow once a year with a brush hog. Ms. Lehman stated that educational signs will be placed by the highway to inform the public that the plot is a natural, no-mow area intended to help protect the watershed and reduce the risk of flooding. The Commission thanked Ms. Lehman for her hard work and for keeping them updated on the project.

Courthouse Grand Opening Ceremony- agenda

- post cards and invitations

- menu

- funding

The Commission discussed plans for the grand opening ceremony for the courthouse. Commissioner Hutchinson and Swaim agreed to try to keep the ceremony around 30 minutes long.

Agenda

Commissioner Dugan presented a draft agenda for the ceremony. The Commission reviewed and discussed the agenda. The Commission agreed to delete and change items on the agenda.

Invitations & postcards

Commissioner Dugan presented a sample invitation with pictures of the old courthouses and the new courthouse. Commissioner Dugan stated that Jeanne Mozier provided the pictures of the old courthouse and Robert Peak, local photographer, provided the picture of the new courthouse. The Commission decided that sending invitation post cards to the county residents is too expensive. The Commission selected the pictures to be used on the invitations. The Commission will continue to work on the invitation list.

Menu

Commissioner Hutchinson stated that letters were mailed to the local restaurants asking them if they would like to participate in the grand opening by providing hors d'oeuvres. Commissioner Hutchinson stated that she received too few responses from the restaurants stating that they were interested in participating. The Commission discussed different options regarding the food and decided to go with local caterer, Bob Ford, at Bob's Big Beef. The Commission agreed on a menu consisting of hot dogs, potato chips and lemonade or iced tea.

Commissioner Hutchinson also stated that Bill Clark, Economic Development Authority Director, is checking into purchasing water bottles with a picture of the courthouse to be handed out at the ceremony. Mr. Clark will follow up with the Commission.

Funding

Commissioner Dugan stated that the Commission has received a check from CNB for \$2500 to go towards the grand opening ceremony. Commissioner Dugan stated that Milestone Construction Services, Inc. and Silling Associates, Inc. are also donating \$2000 each.

Adjournment

On a Stacy Dugan/Thomas Swaim motion, the County Commission adjourned the meeting at 7:35 p.m. This motion carried.