

Morgan County Commission  
Meeting Minutes  
November 4, 2010

Members Present: Thomas Swaim, Brenda Hutchinson and Stacy Dugan

The meeting was opened by Cathy Payne, Chief Deputy County Clerk at 9:30 a.m.

ADMINISTRATION ITEMS:

Meeting Minutes

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the meeting minutes from the October 28, 2010 County Commission meeting. This motion carried.

Legislative Summit Meeting

Commissioner Dugan presented and read a list of topics she had prepared for the Legislative Summit Meeting held at the Woods Resort, Hedgesville, WV on November 30, 2010.

Carol York, Grant Administrator – Resolution

Juvenile Justice Community Prevention Title V Grant

Carol York, Grant Administrator, approached the Commission with a resolution for approval. Ms. York stated that the Morgan County Partnership has applied for a renewal grant. On a Stacy Dugan/Thomas Swaim motion, the County Commission authorizes Brenda J. Hutchinson, President of the Morgan County Commission, to act on its behalf to enter into a contractual agreement with the Division of Criminal Justice Services to receive and administer grant funds pursuant to the provisions of the Juvenile Justice Community Prevention Title V Fund. This motion carried.

Parking Lot Behind Courthouse

Commissioner Swaim stated to the Commission that he has consulted with Debbie Dhayer, owner of the parking lot behind the courthouse, regarding the possibility of using the lot for courthouse employee parking. Commissioner Swaim stated that Ms. Dhayer agreed to rent the parking lot to the county for \$800/month with a 3 year contract. Commissioner Swaim stated that the taxes on the lot are \$200/month and would be paid by Ms. Dhayer. Commissioner Swaim stated that Ms. Dhayer requested a sign be placed on the property stating that the parking lot is for the use of county employees only. The Commission agreed and Commissioner Hutchinson asked Commissioner Swaim to have Trump & Trump draw up a contract to be signed.

AGENDA ITEMS:

Jody McClintock, County Administrator, approached the Commission to open the bids for the Safe Routes to School project. Ms. McClintock stated that there were five bids. Ms. McClintock opened each bid. The bids were as follows:

1. W-L Construction & Paving Incorporated

Base bid- \$88,463.00

Alternate- \$75,052.00

2. Jefferson Asphalt Product Co.

Base bid- \$77,491.00

Alternate- \$85,598.00

3. Manor Concrete Enterprises

Base bid- \$90,034.90

Alternate- \$79,233.50

4. Concrete Central LLC

Base bid- \$48,110.00

Alternate- \$56,254.00

5. Vista Contracting

Base bid- \$131,816.92

Alternate- \$107,714.58

The Commissioners discussed the bids. Jody McClintock, County Administrator agreed to send the bids to Richard Parks, Engineer, for his recommendation.

County Commission appointed two members to the Court Security & Emergency Preparedness Committee

Sheriff Vince Shambaugh approached the Commission. The Commission discussed the handout they had received requesting two members be appointed to the Court Security and Emergency Preparedness Committee. Commissioner Hutchinson stated there was a suggestion to have Dave Michael, OES Director and Tony Link, Sheriff Deputy serve on the committee. On a Thomas Swaim/Stacy Dugan motion, the County Commission designates Dave Michael and Tony Link to serve on the Court Security & Emergency Preparedness Committee. This motion carried.

Danielle Hofe, Senior Probation Officer- office supplies

Danielle Hofe, Senior Probation Officer, approached the Commission and presented a handout. Ms. Hofe explained that the probation office is required to administer drug tests to adult criminal defendants and juvenile offenders who are currently on probation supervision. Ms. Hofe requested that the County Commission consider purchasing an additional bathroom mirror for the Probation Department so the observation of these tests can be done efficiently, safely and accurately. Ms. Hofe presented a handout showing an example of the type of mirror needed. Ms. Hofe stated that the tilting mirror costs

\$71.63, and the brackets to hang the mirror cost \$56.83. On a Thomas Swaim/Stacy Dugan motion, the County Commission approved the request for the mirror and the mirror brackets. Jody McClintock, County Administrator, will order the mirror and brackets. This motion carried.

Justin Gaull, WV Tourism- History of Civil War

Justin Gaull, representing WV Tourism, approached the Commission and presented a handout. Mr. Gaull explained that he is helping locate and mark the civil war trails in West Virginia. Mr. Gaull stated that there are 1100 sites currently in the program. Mr. Gaull stated that there are sites in Morgan County and asked the County Commission for sponsorship. Mr. Gaull explained that the sponsorship includes a marker or sign at the site, and the location displayed in the state map and brochure. Mr. Gaull explained that the signs would be paid for by the State and the cost of maintaining the signs would be the responsibility of the sponsor at \$200 per sign. Commissioner Hutchinson suggested that Mr. Gaull talk to the local Economic Development Authority board to see if they would be interested in sponsoring. The Commission also suggested that Mr. Gaull visit the Chamber of Commerce to find local organizations that may be interested in sponsoring. Commissioner Hutchinson stated that she thinks it is a great idea but she is not sure if the Commission is ready to commit to paying \$200 for each sign for an indefinite number of years. The Commission declined to sponsor at this time and thanked Mr. Gaull for his time.

Kim Michael- Sheriff Tax Office Deputy Clerk- Possible Executive Session  
Discuss Security Issue within the Sheriff Tax Office

Kim Michael, Sheriff Tax Office Deputy Clerk, approached the Commission to discuss a security issue within the Sheriff Tax Office. On a Stacy Dugan/Thomas Swaim motion, the County Commission went into executive session at 11:23 a.m. to discuss a security issue regarding personnel devices. This motion carried. On a Thomas Swaim/Brenda Hutchinson motion, the County Commission came out of executive session and reconvened into regular session at 11:42 a.m. This motion carried. On a Thomas Swaim/Stacy Dugan motion, the County Commission agrees to use \$400 out of the General Fund account and \$400 out of the Tax Office Capital account for a total amount of \$800 to be used to purchase a safe for the Sheriff Tax Office. This amount also includes shipping and handling. This motion carried.

Adjournment

On a Stacy Dugan/Brenda Hutchinson motion, the County Commission adjourned the meeting at 11:45 a.m. This motion carried.