

Morgan County Commission  
Meeting Minutes  
November 18, 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 November 4, 2010 County Commission meeting. This motion carried.

Eastern Panhandle Potomac Highlands Employee

On a Stacy Dugan/Thomas Swaim motion, the Commission approved the hiring of a part-time employee through the Eastern Panhandle Potomac Highlands grant program. The individual will work 20 hours a week in the County Commission office performing general office duties. The program is a state funded program for individuals who are 55 years of age or older and meet income criteria. The county donates \$500/year to the program.

State Purchasing Card

Commissioner Hutchinson stated that the Commission has received a rebate in the amount of \$4,987.25 from the state purchasing card.

Employee Christmas Party

The Courthouse will close at 12:00 noon on December 22, 2010 for the courthouse employee Christmas party. The employees have decided to have individual office parties this year. Awards for years of dedicated service will be presented at the County Commission meeting on December 23, 2010.

Payment of Expenses for the Transcript needed for the Prosecuting Attorney's office

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the payment of \$608.30 to go towards the expenses by the Prosecuting Attorney's office for a transcript that was necessary for the office to obtain. This motion carried.

Payment of re-imbusement to Sheriff Vince Shambaugh for hay fed to seized horses

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the payment of \$447.00 for the re-imbusement of hay to Sheriff Vince Shambaugh for

feeding and taking care of four seized horses until they were adopted. Sheriff Shambaugh kept the horses on his personal property. This motion carried.

Pictures from old Courthouse

On a Thomas Swaim/Stacy Dugan motion, the County Commission authorizes Jody McClintock, County Administrator, to go to the Hudson House in Hagerstown, MD and pick up the restored pictures that were saved from the courthouse fire. This motion carried.

AGENDA ITEMS:

Connie Perry, Morgan County Public Library- update on Library parking lot

Connie Perry, representing the Morgan County Public Library, approached the Commission to discuss the construction and repair of the retaining wall next to the Warm Springs Run behind the library parking lot. Ms. Perry presented a copy of the approved application for a building permit to the Commission. Ms. Perry stated that the retaining wall next to the library parking lot has and created a hazard and a safety issue. Ms. Perry stated that the total cost for the repair project is \$29,000.00. Ms. Perry stated that the library has raised \$12,000.00, but additional funds are needed to complete the project. Ms. Perry requested funds in the amount of \$15,000.00 to complete the project. On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the funds request of \$15,000.00 to complete the project of repairing the retaining wall for the Morgan County Library. The funds will be taken out of the balance remaining from the funds used to pave the back parking lot behind the courthouse. This motion carried.

Jody McClintock, County Administrator- Decision on bids for the Safe Routes to School project

Jody McClintock, County Administrator, approached the Commission and presented a letter of recommendation from Richard Parks, Engineer at Arro Engineering & Environmental Consultants for the decision on the bids submitted for the safe routes to school project. Ms. McClintock explained that the letter of recommendation states that after consideration of the bid prices and considerations of the bidders, the recommendation is for the lowest responsive and responsible bidder, Concrete Central, LLC. The alternate bid was in the amount of \$56,254.00. On a Thomas Swaim/Stacy Dugan motion, the County Commission agrees to go forward with the lowest bid and move forward on the safe routes to school project. This motion carried.

Audrey Morris, Starting Points- Hunger and Homelessness Awareness Week

Audrey Morris and Lexa VanDorenkirk, representing Starting Points approached the County Commission with a proclamation for national hunger and homelessness awareness week. Ms. VanDorenkirk presented a packet of information to the Commission. Ms. VanDorenkirk stated that Friday, November 19, 2010 is the 4<sup>th</sup> annual empty bowls event being held at Berkeley Springs High School. Ms. VanDorenkirk stated that the money raised though the empty bowls event helps with the community

meals served at the Starting Points Center. Ms. VanDorenkirk stated that the meal time community kitchen volunteers serve meals on Mondays, Tuesdays and Fridays from 3 pm- 6 pm and have served 13,001 meals from January 2010 to October 2010. The Commission thanked Ms. Morris and Ms. VanDorenkirk for the hard work they contribute through the starting points program. The Commission signed the resolution proclaiming November 14-20, 2010 as National Hunger and Homelessness Awareness Week in Morgan County, WV.

Michael Jenkins- Interview for Warm Springs Public Service District Board

Michael Jenkins approached the Commission for an interview to serve on the Warm Springs Public Service District Board. Mr. Jenkins stated that as a customer and as a contractor installing sewer taps after the recent sewer extension, he has worked with the WSPSD and believes he has knowledge and ideas on improving overall operations. Commissioner Dugan asked Mr. Jenkins if he could attend meetings and he stated yes he could. Commissioner Hutchinson stated that she is not ready to make a decision yet and requested the Commission make a decision at the next County Commission meeting. Andy Jurick, representing the Warm Springs Public Service District, approached the Commission and stated that applicants that have been interviewed seem to have a problem or conflict with the Warm Springs Public Service District. Mr. Jurick requested that the Commission appoint an individual that will bring positive ideas and help the citizens instead of having a grudge towards the board.

Cathy Spielman, County Clerks Office- Estate of Margaret Stout

Neither party appeared before the Commission for the petition for review of administration of estate or guardianship for the estate of Margaret Stout. Attorney George McVey was in attendance and requested a public hearing be set for the petition. The Commission set a public hearing for the estate of Margaret Stout for Thursday, December 9, 2010 at 4:00 p.m.

Cathy Spielman, County Clerks Office- Estate of Gloria Kerns

Cathy Spielman, Chief Deputy Clerk, approached the Commission regarding the estate of Gloria Kerns. Rebecca Percy approached the Commission regarding the petition of administration of estate or guardianship. Ms. Percy requested to have her sister, Sandra Clark removed as the executrix. Sandra Clark approached the Commission and presented bank account statements to the Commission. After listening to both sides of the estate case, the Commission agreed to send the case to a Fiduciary Commissioner to be resolved.

Bruce Beadenkopf, Parks & Recreation- Update of soccer field

Bruce Beadenkopf, representing Parks & Recreation, approached the Commission to give an update on the soccer field. Mr. Beadenkopf explained that the soccer field has been treated by TruGreen, and he presented a service summary to the Commission. Mr. Beadenkopf stated that the field has been aerated and seeded and future plans include

going over the field with metal detectors. Mr. Beadenkopf stated that he will give another update at the beginning of the year. The Commission thanked Mr. Beadenkopf for his time and update.

Commission sign contract for parking lot behind courthouse

The Commission did not receive the contract to be signed.

Reappointment of Louis Herrell to NEREMS (North Eastern Regional Emergency Services)

On a Thomas Swaim/Stacy Dugan motion, the County Commission appoints Louis Herrell to the North Eastern Regional Emergency Services, Inc. (NEREMS) to serve a two year term. This motion carried.

Commission signing off on the titles to the Paw Paw Fire Dept. vehicles

The Paw Paw Fire Department is taking their vehicles off of the County's insurance and putting them on their own policy. The County Commission needed to sign the vehicle titles over to the Paw Paw Fire Department. On a Stacy Dugan/Thomas Swaim motion, the County Commission authorizes its president, Brenda J. Hutchinson, to sign the titles. This motion carried.

Adjournment

On a Thomas Swaim/Stacy Dugan motion, the County Commission adjourned the meeting at 6:03 p.m. This motion carried.