

Morgan County Commission
Meeting Minutes
December 23, 2010

Members Present: Thomas Swaim, Brenda Hutchinson and Stacy Dugan

The meeting was opened by Cathy Payne, Chief Deputy County Clerk at 3:30 p.m.

ADMINISTRATION ITEMS:

Meeting Minutes

On a Stacy Dugan/Thomas Swaim motion, the County Commission approved the meeting minutes from the December 16, 2010 County Commission meeting. This motion carried.

Carol York, Grants Administrator- Resolutions

WV DOT Safe Routes to School Program Resolution

Carol York, Grants Administrator, approached the Commission and presented a resolution for the WV DOT Safe Routes to School Program. Ms. York explained that the resolution is for the Safe Routes to School project and has been revised to change the original scope of work from John Street to Widmyer Elementary to John Street to the intersection of Myers and Concord Streets. Ms. York stated that the WV Division of Highways has approved the change of scope work. On a Thomas Swaim/Stacy Dugan motion, the County Commission authorizes Brenda J. Hutchinson, President of the Morgan County Commission, to act on its behalf as the official representative for the Commission in the administration of the West Virginia Department of Transportation Safe Routes to School Program. This motion carried.

Juvenile Justice Community Prevention Title V Grant

Carol York, Grants Administrator, approached the Commission and presented a resolution for the Juvenile Justice Community Prevention Title V Grant. Ms. York stated that the grant is in the amount of \$45,942.00. On a Thomas Swaim/Stacy Dugan 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 provisions of the Juvenile Justice Community Prevention Title V Fund. This motion carried.

Student Representative for the County Commission

The Commission received a letter from Kate Stotler, a teacher at Berkeley Springs High School, recommending a student representative for the County Commission. The individual will attend Commission meetings and learn how county government is performed. The Commission approved the recommendation and will accept the student representative.

Meeting with the Commissioners

On January 5, 2011 at 9:00 a.m. the County Commissioners will meet with Tom Potts, Architect, Silling & Associates and Milestone Construction Inc. to discuss any possible repairs needed to complete the courthouse.

AGENDA ITEMS:

Jody McClintock, County Administrator- discussion on possible status change for Animal Control individual

Jody McClintock, County Administrator, approached the Commission to discuss the possible status change for Jason Pearce, Animal Control temporary part-time officer. Ms. McClintock requested Mr. Pearce become a permanent part-time officer. Ms. McClintock stated that when the other animal control officers are off or sick, Mr. Pearce can work or perform animal control calls. Ms. McClintock stated that there will be no benefits package or pay increase involved. The Commission approved Ms. McClintock's recommendation.

Awards for recognition and years of service for courthouse employees

The County Commission presented plaques to the employees for years of service.

Please see the following list of employees and years of service:

5 Year Award

Cathy Spielman
Nichole McCarty
James Steiner

10 Year Award

Melanie D. Shambaugh

15 Year Award

Miriam A. Rider
Wayne E. Spielman

20 Year Award

Deborah A. Weaver

25 Year Award

William R. Clark

35 Year Award

Perry L. Gloyd

The Commission presented a recognition plaque to Commissioner Thomas Swaim for 17 years of service. Commissioner Swaim will retire at the end of this year.

Cathy Spielman, County Clerks Office- Estate of Karel Hruda

Cathy Spielman, County Clerks Office, approached the Commission with the Estate of Karel Hruda. Svetlana Hruda, Petitioner of the Karel Hruda Estate, approached the

Commission. Ms. Hruda explained that the executor of the estate has not settled the estate. Ms. Hruda stated that the charitable checks have not been processed, reimbursements for the funeral have not been disbursed and funds have not been distributed from the house that was sold. Ms. Hruda stated that she has not heard from the executor of the estate since 2009. Cathy Spielman, County Clerks Office approached the Commission and stated that two letters were sent to the Executor of the estate stating that the estate must be settled. Ms. Spielman stated that the Executor did not respond to either letter. The Commission suggested that Ms. Hruda take the estate case before a Fiduciary Commissioner to get it settled. The Commission suggested Ms. Hruda get a letter from Trump & Trump, attorney for the estate case requesting the executor settle the estate. The Commission also stated that if the executor does not respond to the letter, then the Commission could assign the estate to a Fiduciary Commissioner. On a Stacy Dugan/Thomas Swaim motion, the County Commission approved Ms. Hruda to go forward with obtaining a letter from Trump and Trump and follow up with assignment to a Fiduciary Commissioner if necessary to get the estate settled. This motion carried.

Grant Accounting- Change Procedure for setting up grant accounts

Carol York, Grants Assistant, and Cathy Payne, Chief Deputy County Clerk, approached the Commission to discuss the procedure for setting up grant accounts. Ms. York asked if it was possible for each new grant to have its own account. Ms. Payne stated that state accounts have their own numbers. Ms. Payne stated that she has discussed changing the procedure with Debra Kesecker, County Clerk, and Ms. Kesecker has declined the procedural change. Ms. York stated that she is doing double accounting and it would make the process easier if there were separate accounts for each grant. Commissioner Hutchinson stated that this is something that can be discussed at a later time. The Commission agreed to discuss the grant accounting procedures in the new year.

Adjournment

On a Stacy Dugan/Thomas Swaim motion, the County Commission adjourned the meeting at 5:05 p.m. This motion carried.