

Morgan County Commission  
Meeting Minutes  
January 20, 2011

Present: President Stacy Dugan, Commissioner Brenda Hutchinson, and Commissioner Brad Close

Also Present: Jody McClintock, County Administrator, Ginger Johnson, Commission Secretary, Andy Swaim, Dave Abner, Tricia Strader, Laura Breeden, Assessor Ronnie McIntire, Larry Lower, Kate Lehman, Vernon Brinegar from Smith Nadenboush Insurance, Bruce Beadenkopf and Trish Rudder

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

ADMINISTRATION ITEMS:

Meeting Minutes

On a Brad Close/Brenda Hutchinson motion, the County Commission approved the meeting minutes from the January 6, 2011 County Commission meeting. This motion carried.

On a Brenda Hutchinson/Brad Close motion, the County Commission approved the meeting minutes as amended from the January 13, 2011 County Commission meeting. This motion carried.

Delinquent Land

Cathy Payne, Chief Deputy County Clerk, approached the Commission and explained that there was a problem with title searches regarding 2 delinquent land sales. Ms. Payne stated that Kirk Beddow purchased 2 parcels of delinquent land that should not have been sold at the tax sale and paid \$300 each for 2 title searches. Ms. Payne requested the Commission reimburse Mr. Beddow \$600 for the title searches. On a Brad Close/Brenda Hutchinson motion, the County Commission agreed to pay Kirk Beddow \$600 for the title searches. This motion carried.

Carol York, Grants Administrator- Resolution

Carol York, Grants Administrator, approached the Commission and presented a resolution to enter into a contractual agreement with the Courthouse Facilities Improvement Fund. On a Brenda Hutchinson/Brad Close motion, the Morgan County Commission authorizes Stacy A. Dugan, President of the Morgan County Commission, to act on its behalf to enter into a contractual agreement with the Courthouse Facilities Improvement Authority to receive and administer funds pursuant to the provisions of the 8<sup>th</sup> Cycle Courthouse Facilities Improvement Fund program. This motion carried.

### Proclamation for Eastern Panhandle Recreational Trail

The County Commission received a proclamation for the Eastern Panhandle Recreational Trail. On a Brad Close/Brenda Hutchinson motion, the County Commission hereby proclaims that Groundhog Day, February 2, 2011 shall be celebrated as the first anniversary of the Eastern Panhandle Trailblazers and the birthday of the Eastern Panhandle Recreational Trail. This motion carried.

### BOE (Board of Equalization) schedule

The Commission reviewed and finalized the BOE schedule for the month of February. Here is the finalized schedule:

Tuesday, February 1st at 10:00 am- 12:00 pm

Thursday, February 3rd at 5:00 pm- 7:00 pm

Wednesday, February 9th at 10:00 am- 12:00 pm

Friday, February 11th at 10:00 am-12:00 pm

Wednesday, February 16<sup>th</sup> at 3:00 pm – 5:00 pm- BOE in Paw Paw, WV

Saturday, February 19<sup>th</sup> at 2:00 pm – 4:00 pm

### Commission Calendar for February

The Commission reviewed the calendar for February. The calendar displays the meetings each Commissioner attends.

### 2011 Spirit of the Panhandle Program

The Commission decided to pursue nominations for the 2011 Spirit of the Panhandle Program individually.

### Review the Commission goals & discuss setting new goals

The Commission reviewed the goals that were set in 2010 and are pleased with the number of goals that have been accomplished. The Commission will continue to make a list of future goals. The goals can be viewed on the County Commission website.

### Discussion on follow- up letter to Governor, etc.

Jody McClintock, County Administrator, will draft a follow-up letter to be sent to the Governor requesting a meeting to discuss forgiveness of all or part of the courthouse debt.

### Administrator's Report

#### Letter from Berkeley Gardens Unit Owners Association, Inc.

Jody McClintock, County Administrator, approached the Commission and stated that she will send a letter to the Berkeley Gardens Unit Owners Association, Inc. requesting that a representative come before the Commission and discuss the maintenance agreement for Gayle Drive.

#### Fire alarm tie in proposal from LDH electrical (fire marshal mandated project)

Jody McClintock, County Administrator presented a letter to the Commission from LDH Electrical Contractors, Inc. The letter is in reference to providing interface between the

new Fire Alarm system in the Courthouse and the new system in the Magistrate Building. Ms. McClintock explained that the sprinkler system was extended from the new building into the Magistrate building but was not separately zoned. It currently alarms the new system, but the existing system is not notified. Ms. McClintock stated that there are modifications to the old building's fire alarm system and programming changes in the new fire alarm panel. Ms. McClintock stated that the modifications will cost \$8958.00. Commissioner Hutchinson stated that she is upset that the Commission was not informed of this earlier and stated that the Commission should have been told that there would be an additional cost for the modifications in the beginning of this process. On a Brad Close/Brenda Hutchinson motion, the County Commission approves the proposal from LDH Electrical Contractors, Inc. This motion carried.

Proposal for FM 200 System in "old" vaults. Project for next records management grant  
Jody McClintock, County Administrator, stated that the proposal for FM 200 System will be submitted for a Records Management Grant in 2012.

Memo for request for Volunteer Boards to discuss goals and accomplishments  
Jody McClintock, County Administrator, presented a memo for the Commission to review regarding requesting a member of the Morgan County Volunteer Boards to come before the Commission on an annual basis to give an update and review. The Commission approved the memo.

Discussion about class regarding open meeting ethics by Ethics Commission  
Jody McClintock, County Administrator, agreed to schedule an open meeting class by the Ethics Commission and will invite the public to attend.

Donating left over funds from the Courthouse Grand Opening money  
Jody McClintock, County Administrator, stated that she sent out letters to the organizations that donated money for the Courthouse Grand Opening asking for their approval to donate the left over funds to the Morgan County Starting Points. Ms. McClintock stated that she received a few letters back stating their approval. The Commission approved and agreed to donate the left over funds to the Morgan County Starting Points. The amount to be donated is \$522.55.

#### AGENDA ITEMS:

##### Laura Breeden- Wage & Review Board- update and review of the Wage & Review Board

Debra McLaughlin, Prosecuting Attorney, approached the Commission to give an update and review of the Wage & Review Board. Ms. McLaughlin reviewed the handbook and stated possible language changes to the Commission. Ms. McLaughlin stated that job descriptions were completed and a format to have annual performance reviews was approved by the board. Ms. McLaughlin presented a draft performance review to the Commission. Ms. McLaughlin stated to the Commission that the Wage & Review Board recommends eliminating the current pay scale and creating a pay scale with merit raises. Commissioner Hutchinson stated that she thinks eliminating the current pay scale and

switching to merit raises could cause problems and that more discussion is needed to review possible problems. The Commission agreed to continue to discuss the pay scale. Commissioner Hutchinson stated that the Commission needs to be notified of potential problems with employees. The Commission agreed to further discuss the changes to the handbook and the pay scale.

#### Re-appointments to the Economic Development Authority Board

Commissioner Hutchinson stated that she has reviewed the attendance record from last year's EDA meetings, and John Peterson has not been able to attend 50% of the meetings. Commissioner Hutchinson stated that she does not believe his schedule has allowed him to attend the meetings. Commissioner Hutchinson stated that she sits on this board, and she believes that Mr. Peterson is a good person, and if he had time to attend the EDA meetings, he would be a good contributor. The Commission decided not to re-appoint Mr. Peterson to the EDA Board. The Commission re-appointed the remaining 4 members. On a Brad Close/Brenda Hutchinson motion, the County Commission appointed Susan Webster, Jeanne Mozier, Betsy Heath and Jerry McGraw to the EDA board for a term of three years. Their terms become effective immediately and will expire on December 31, 2013. This motion carried. The Commission agreed to set up interviews for Jerry Berman and Frank Subasic to fill the empty seat on the board.

#### Vernon Brinegar, Blue Cross Blue Shield- Provisions to Health Insurance

Vernon Brinegar, representing Blue Cross Blue Shield insurance, approached the Commission to give an update on health care coverage. Mr. Brinegar stated that Mountain State Blue Cross Blue Shield announced that the company will change its name to Highmark Blue Cross Blue Shield West Virginia to reflect the 11 year affiliation the company has had with Pennsylvania based Highmark, Inc. Mr. Brinegar presented and reviewed a handout of information with the Commission. Mr. Brinegar stated that the renewal date is May 1, 2011 and offered to have a workshop meeting with the Commission to explain the benefits and options. The Commission agreed. The Commission scheduled a meeting with Mr. Brinegar for February 23, 2011 at 12 noon. The Commission thanked Mr. Brinegar for his time.

#### Kate Lehman & Larry Lower, Warm Springs Watershed Assoc.- riparian & buffer planting between courthouse employee parking lot and Warm Springs Run

Kate Lehman and Larry Lower approached the Commission to discuss the possibility of creating a riparian buffer between the county parking lot behind the courthouse and the retaining wall on Warm Springs Run next to the lot. Mr. Lower, representing the Town Streetscape Committee, stated that the committee wants to build a path for the public to walk along the stream through the town. Kate Lehman, representing the Warm Springs Watershed Association, stated that a riparian buffer of trees, grass and shrubs would prevent some of the runoff from the lot entering the stream and affecting aquatic life. Ms. Lehman stated that this idea has been discussed with the owner of the lot, and she supports the project. Ms. Lehman stated that the only problem could be the pipes for the geothermal system for the courthouse. Ms. Lehman and Mr. Lower agreed to wait until

the geothermal system is complete before moving forward with the project. The Commission thanked them for their time and approved of the project.

#### Nominations for Patriot Award

The Patriot Award is an award given to a citizen that volunteers their time and help to citizens in the community. Each Commissioner had a nomination for the Patriot Award. Commissioner Close nominated Kim Mason and stated that she is in charge of the Toys for Tots program and also volunteers her time with the Apple Butter Festival. Commissioner Hutchinson nominated Audrey Morris and stated that she works at Starting Points and also does a lot of work to help the citizens throughout Morgan County. Commissioner Dugan nominated Ruthie Cain and stated that she is very active in the Maynes Chapel Methodist Church and also volunteers her time at the Morgan County Rescue Mission Auxiliary Thrift Store. Each nominee will receive a certificate and pin and their name will be engraved on a plaque hung in the courthouse lobby.

#### Decision on 457 Plan with ING

The Commission discussed whether or not to select the 457 Plan with ING. Commissioner Close suggested holding off on making a decision at this time and consulting with other companies to get quotes. Commissioner Close will check with other companies regarding a similar plan and see if they will come before the Commission to explain the plan. Mr. Close will present an update at the next Commission meeting on February 3, 2011.

#### Adjournment

On a Brad Close/Brenda Hutchinson motion, the County Commission adjourned the meeting at 11:56 a.m. This motion carried.