

Morgan County Commission  
Meeting Minutes  
April 7, 2011

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

Also Present: Jody McClintock, County Administrator, Ginger Johnson, Commission Secretary, Andy Swaim, Tricia Strader, Kate Shunney, Bruce Beadenkopf, Teresa Warnick, Joy Buck, Steve Rawlings, Larry Schultz, Tom Conlan, Marti Sikes, R. Raynor, Robert Dugan, Jeanne Mozier, Brock Vanorsdale, Stephanie Rebant, Laura Breeden, Dan Hott, Kim Jackson, Morgan County Circuit Clerk, Mark Tennant, Raynette Mock, Paul Mock, Dave McDonald, Rose Jackson, Audrey Morris and Lisa Davis

The meeting was opened by Debra Kesecker, 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 March 2, 11, 16, 18, 24 and 30, 2011 County Commission meetings. This motion carried.

Carol York, Grant Administrator- Resolution for support of the West Virginia Division of Culture and History Records Management and Preservation Grant Program.

Carol York, Grant Administrator, approached the Commission and presented a resolution in support of the West Virginia Division of Culture and History Records Management and Preservation Grant Program. Ms. York stated that the Morgan County Commission has been awarded \$9000 for the fiscal year July 1, 2011 through June 30, 2012 to repair and rebind the earliest Chancery Order Books in the Circuit Clerk's office. On a Brenda Hutchinson/Brad Close motion, the County Commission authorizes Stacy A. Dugan, President of the Morgan County Commission as the official representative for the Commission in the administration of the West Virginia Division of Culture and History Records Management and Preservation Grant Program contract. This motion carried.

Calendar for April

The County Commission reviewed and updated the calendar for April.

Report from Eastern Panhandle Transportation Authority- Transportation Priorities

Commissioner Hutchinson stated that the Eastern Panhandle Transportation Authority received \$60,000 in funding last year. Commissioner Hutchinson stated that \$15,000 of the funds went to Morgan County. Commissioner Hutchinson stated that the funds cannot be used for the signs and lights for the crosswalks. Commissioner Hutchinson stated that the Eastern Panhandle Transportation Authority is in the process of re-

organizing priorities. Commissioner Hutchinson explained that a top priority is a connector road between US Rt 522 and Fairview Drive. Susan Webster, Mayor of Town of Bath, approached the Commission and stated that the project of the connector road was brought up at the Town of Bath council meeting and the board members support the project. Commissioner Hutchinson stated that she thinks the Town of Bath, Economic Development Authority Board and the County Commission should submit support letters regarding the project to the State Highway Department. The County Commission agreed.

#### Eagle Scout Support Letter & Recognition

The County Commission signed the support letter and certificate of recognition for the eagle scout award.

#### Road Change Letter

The County Commission recently received a request from Melissa Bartley to correct the spelling of Theo Hovermale Road (named after her grandfather- in -law) to Theo Hawvermale Road. After researching, the Commission agrees with Ms. Bartley and agreed to submit a letter to the WV State Department of Highways requesting changing the name of the road.

#### Letter to transfer funds to Fire Recovery account

The County Commission approved and signed a transfer of funds letter stating that the Commission requests transferring the funds from the Courthouse Loan Repayment Account to the Fire Recovery Funds Account.

#### Letter to Rural Water Committee Members

The Rural Water Committee has achieved all of its goals and the members have decided to relinquish the board. The County Commission sent letters to the members of the Rural Water Committee thanking them for their contribution while serving on the Morgan County Rural Water Committee and explained that the County Commission would like to move forward with establishing a committee with new goals and objectives. The County Commission asked the members that are interested in serving on the new board to please contact the County Commission.

#### Letter regarding budget revisions

The County Commission sent letters to the Elected Officials asking the elected officials to closely monitor their budget and reduce spending whenever possible. The Commission thanked the elected officials for their participation and cooperation in finishing the budget for Fiscal Year 2011-2012.

#### Animal Control Kennel

Commissioner Hutchinson stated that she and Jody McClintock, County Administrator, inspected the Animal Control Kennel and house. Commissioner Hutchinson encouraged the other two Commissioners to go inspect the kennel. Commissioner Hutchinson stated that she feels the kennel is inadequate.

AGENDA ITEMS:

Jody McClintock, County Administrator- opening bids for EECBG (Energy Efficiency and Conservation Block Grant Program solar panel project

Jody McClintock, County Administrator, stated that the County Commission has received one bid for the EECBG solar panel project. Ms. McClintock stated that the bid was submitted by Mountain View Solar & Wind in Berkeley Springs, WV. Ms. McClintock opened the bid and stated that the bid was in the amount of \$181,800. Ms. McClintock stated that the committee will meet to score the bid and bring comments back to the County Commission at the next meeting on April 21, 2011.

Teresa Warnick, & Joy Buck, - Improvement of Health & Health Related Issues

Teresa Warnick and Joy Buck, representing West Virginia University East Health Sciences Center Family Resource Network, approached the County Commission to give a power point presentation. Ms. Warnick stated that the presentation explains what to do to make your county a healthy place to live, work and play. Ms. Warnick presented the power point presentation. Ms. Buck explained that Mobilizing for Action through Planning and Partnerships (MAPP) is a strategic approach to community health improvement. Ms. Buck stated that this approach helps communities improve health and quality of life through community-wide strategic planning. Using MAPP, communities seek to achieve optimal health by identifying and using their resources wisely, taking into account their unique circumstances and needs, and forming effective partnerships for strategic action. The Commission thanked Ms. Warnick and Ms. Buck for their time and presentation.

Steve Rawlings, WV Risk Pool

Steve Rawlings, representing the WV Risk Pool, approached the Commission to give an update and review on the Risk Pool insurance program. Mr. Rawlings presented a handout showing the West Virginia Counties Risk Pool Participants. Mr. Rawlings stated that last year the loss ration was 46% and so far this year the loss ration is 19%. Mr. Rawlings stated that the percentage was higher last year due to storms and snow damage. Mr. Rawlings stated that the risk pool will hopefully start providing workers compensation insurance. Mr. Rawlings stated that when this is approved, he will revisit the County Commission to see if they are interested in joining the workers compensation pool program. President Dugan stated that when the Commission switched to the risk pool insurance, it saved the county \$60,000 a year. Commissioner Hutchinson stated that the insurance company has been great to work with and anytime there is a problem, they are just a phone call away. The County Commission thanked Mr. Rawlings for his time and update.

Decision on Hotel/Motel Tax Increase & Amendment to Ordinance

The Commission previously held a public hearing to receive public comments regarding increasing the hotel/motel tax from 3% to 4%. The Commission received positive comments regarding the increase at the meeting. Susan Webster, Mayor, Town of Bath, approached the Commission and thanked the Commission for helping with the public hearing. Ms. Webster explained that the town council's procedure is to approve two

readings before the final approval of the increase. Ms. Webster stated that the first reading has already been approved and the second reading should get approved at the town council meeting in April. Commissioner Close stated that as a conservative, it is hard for him to raise taxes, but if the businesses are in support of the increase, he moves to accept and approve increasing the hotel/motel taxes from 3% to 4%. Commissioner Hutchinson agreed. On a Brad Close/Brenda Hutchinson motion, the County Commission agrees and approves increasing the hotel/motel taxes from 3% to 4%. This motion carried. The tax increase will become effective on May 1, 2011.

Debra McLaughlin, Morgan County Soccer Field- Discuss & possible decision regarding the soccer field

Debra McLaughlin, President, Morgan County Soccer League, approached the Commission and explained that coaches of the soccer teams, members of the Parks and Recreation Board and Commissioners Hutchinson and Close walked the soccer field looking for pieces of metal or glass. Ms. McLaughlin stated that the members of the soccer league asked her to come before the Commission to ask for permission to open the soccer field. Ms. McLaughlin stated that the soccer league has 250 plus kids ranging from ages 4 ½ to 14 years of age. Ms. McLaughlin stated that the soccer league would like to use the field as an overflow practice area. Ms. McLaughlin stated that there are currently four fields in use. President Dugan asked if anyone found anything on the field when they walked it. Ms. McLaughlin stated that she found some tempered glass. Ms. McLaughlin stated that she walked the field and she does not have any safety concerns for her own personal children that play soccer. Brock Vanorsdale, Soccer Parent, approached the Commission and stated that he supports soccer, he is a referee and has two children that play soccer. Mr. Vanorsdale stated that he walked the field on Tuesday, April 5, 2011 and found pieces of metal. Mr. Vanorsdale presented an envelope with the metal pieces to the Commission. Mr. Vanorsdale stated that he does not feel that the field is safe and he does not want to risk the safety of his children. Mr. Vanorsdale stated that he will not allow his children to practice or play on that field until it is fixed correctly. Commissioner Hutchinson asked Mr. Vanorsdale if he had any suggestion on how to fix it correctly. Mr. Vanorsdale stated that he would remove the top soil completely, replace it with new and plant new grass. Larry Schultz, Soccer Parent and Attorney, approached the Commission and stated that he is here as a parent, not as an attorney. Mr. Schultz stated that the field is not going to be safe. Mr. Schultz stated that if a child is injured playing on that field, money will not be able to fix that child. Mr. Schultz stated that the field used to be a salvage yard and presented the WV code on salvage yards. Mr. Schultz presented pictures of the soccer field. Paul Mock, Soccer Parent, approached the Commission and stated that the other soccer fields are not in perfect condition. Mr. Mock stated that risks are involved everywhere. Ms. McLaughlin stated that the soccer league needs an answer whether the field is going to be opened or not. President Dugan suggested the Commission take a vote on whether or not to open the soccer field. President Dugan stated that she still is against opening the field. Commissioner Hutchinson stated that she thinks of the safety of the children first. Commissioner Hutchinson stated that she walked the field, her husband walked the field. Commissioner Hutchinson stated that if they are not going to use the field then they need to move on and

possibly see about putting a soccer field across the road by the baseball fields. Commissioner Hutchinson stated that she does not see how she can vote to open the field when there is an attorney present in the room. Commissioner Close stated that he has been a Commissioner for 3 months and this is the hardest decision he has had to make because it involves children. Commissioner Close stated that he has walked the field and he has walked the other soccer fields and they are 10 times worse than the field on 522. Mr. Close stated that he is not afraid of lawsuits, there can always be a lawsuit but he feels that he cannot approve the field to be opened. President Dugan stated that she has always been against opening the soccer field and she has not changed her mind. President Dugan stated that the County Commission agrees that the children will not be playing soccer on the field.

#### Kim Jackson, Circuit Clerk & Mark Tennant- Proposal from Software Systems

Kim Jackson, Circuit Clerk & Mark Tennant, representative for Software Systems, Inc. approached the Commission to give a proposal to implement the Case File Tracking System for the Morgan County Circuit Clerk's office. Ms. Jackson stated that at the time she had put this on the agenda the budget was not approved. Ms. Jackson asked the Commission to please listen to the presentation for future purposes. Mark Tennant, representing Software Systems presented a packet of information to the Commission. Ms. Jackson stated that the system provides a tracking system for their files that is very beneficial to the office. Mr. Tennant presented the proposal in the amount of \$3,145.30. Mr. Tennant stated that the system provides users with the capability to track the checking in and out of Circuit Case files. Ms. Jackson asked the Commission if they would be willing to match a grant if she found one to help fund this system. The Commission stated yes. The Commission thanked Ms. Jackson and Mr. Tennant for their time.

#### Audrey Morris, Morgan County Starting Points- Child Abuse & Neglect Prevention Month

Audrey Morris, Morgan County Starting Points, approached the Commission with a proclamation announcing April as Child Abuse Prevention Month. Ms. Morris presented a packet of information to the Commission. The County Commission signed the proclamation proclaiming April 2011 as Child Abuse Prevention month. The County Commission also hung a child abuse prevention flag outside of the courthouse.

#### Dave McDonald, IT Master- Presentation of Animal Control Website

Dave McDonald, IT Master, approached the Commission with a power point presentation regarding a website for Morgan County Animal Control. Mr. McDonald stated that the website will feature dogs that were picked up as well as dogs that are available for adoption. Mr. McDonald stated that the website features the WV laws regarding the rabies vaccination, spaying, taxes and tags. Mr. McDonald explained that there is a direct link to the Morgan County Humane Society and the Morgan County Courthouse websites. The website for the Morgan County Animal Control is [AnimalControl.MorganCountyWV.Gov](http://AnimalControl.MorganCountyWV.Gov). The County Commission thanked Mr. McDonald for his presentation.

Jody McClintock, County Administrator- Executive Session- Personnel Issue

On a Brad Close/Brenda Hutchinson motion, the County Commission entered into Executive Session at 12:30 p.m. to discuss a personnel matter.

On a Brad Close/Brenda Hutchinson motion, the County Commission came out of Executive Session and reconvened into regular session at 12:58 p.m. This motion carried. On a Brad Close/Brenda Hutchinson motion, the County Commission moved to transition the full time animal control officer from working four ten hour days to work five eight hour days. This motion carried.

Administrator's Report

Savings on supplies

Jody McClintock, County Administrator, stated that we will start purchasing ink cartridges from Ron Smith from Docuwise. Ms. McClintock stated that we can save over 50% on ink cartridges.

Grant Workshop for volunteer organizations

Jody McClintock, County Administrator, stated that Carol York, Grants Administrator, will do a presentation on grants and how they work for the local volunteer organizations and the general public. The presentation will include the requirements, processes, mechanics, and the resources needed for the grant process. At this time, a date has not been scheduled date for the presentation.

Bill from Southern Air for War Memorial Hospital

Jody McClintock, County Administrator, presented a bill from Southern Air for War Memorial Hospital. Ms. McClintock stated that the bill is for the repair and restart of the chiller. The amount of the bill is \$1104.88. The Commission asked Ms. McClintock to find out more specific details regarding the repairs.

Berkeley/Jefferson County Day Report Center

Jody McClintock, County Administrator, stated that the Berkeley/Jefferson Day Report Center is ready to go and up and running.

Adjournment

On a Brad Close/Brenda Hutchinson motion, the County Commission adjourned the meeting at 1:12 p.m. This motion carried.