

Morgan County Commission
Meeting Minutes
April 21, 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, Kin Sayre, Attorney, Kevin Duckwall, Tammi McWilliams, Trump & Trump, Robert Dugan, Dan Duckwall, Victor Drumheller, Ruth Drumheller, Phillip Spriggs, James Michael, Jim Hoyt, Linda Kjeldgaard, James Steiner, Fire Chief and Bennett Lentzner

The meeting was opened by Debra Kesecker, County Clerk at 9:30 a.m.

ADMINISTRATION ITEMS:

Meeting Minutes

On a Brenda Hutchinson/Brad Close motion, the County Commission approved the meeting minutes from the March 17, April 8 and April 19, 2011 County Commission meetings. This motion carried.

Carol York, Grants Administrator- Community Participation Program Grant Resolutions

Carol York, Grants Administrator, approached the Commission and explained that the Morgan County Commission has been notified that the following projects will be considered for funding through the West Virginia Development Office Community Participation Grant Program for Fiscal Year 2011. Ms. York stated that the organizations being considered for funding include the Morgan County Parks & Recreation, Morgan County Humane Society, Morgan County Fair Association, Morgan County Emergency Medical Services, Paw Paw Volunteer Fire Company and the Great Cacapon Volunteer Fire Company. On a Brenda Hutchinson/Brad Close motion, the County Commission authorizes Stacy Dugan, President, as the official representative for the Commission in the administration of the WV Development Office Community Participation Grant Program applications for the community grants. This motion carried.

Discussion on Employee Handbook

Commission Close explained that the Wage and Review Board has been reviewing and updating the employee handbook. The County Commission will review the changes at the County Commission meeting on May 5, 2011.

Recommendation/Decision for solar panel scoring on bid

Jody McClintock, County Administrator, approached the Commission and presented the meeting minutes from the Courthouse Solar Project meeting. Ms. McClintock stated that the County Commission received one request for proposal for the solar project for the courthouse. Ms. McClintock stated that the project will include installing solar panels on

the roof of the courthouse. Ms. McClintock explained that the project will be paid for by a federal grant in the amount of \$196,000.00. Ms. McClintock stated that there will be \$14,755.00 left in remaining funds that can be used for solar equipment and connectivity to the water heating system. The system is already wired for a solar system hook up. On a Brad Close/Brenda Hutchinson motion, the County Commission accepts the bid from Mountain View Wind & Solar for the courthouse solar project. This motion carried.

Discussion on Marcellus Shale Resolution

Commissioner Hutchinson stated that citizens have approached her regarding drilling for Marcellus shale in Morgan County. Commissioner Hutchinson presented a resolution from Hampshire County, WV establishing the Hampshire County Marcellus Shale Natural Gas Advisory Committee. Commissioner Hutchinson asked the Commission to read the resolution. Commissioner Hutchinson stated that the Commission does not need to sign a resolution today but asked the Commission to think about drafting a resolution for Morgan County.

Discussion on Rescue Squad Board meeting

Commissioner Dugan stated that she attended the Rescue Squad Board meeting that was held on April 19, 2011. Kevin Duckwall, representing the Morgan County Rescue Squad, approached the Commission to give an update on the meeting. Mr. Duckwall stated that there have been discussions regarding the rescue squad's policy on transporting. Mr. Duckwall stated that the rescue squad does not perform transports at this time and stated that offering this service may require raising the ambulance fee for county residents. Mr. Duckwall also stated that there are repairs needed at the rescue squad building and explained that the roof needs repaired. Mr. Duckwall stated that the budget is low and they may have to cut crews. The Commission agreed to have a budget workshop meeting with the rescue squad members to discuss and review the budget. President Dugan suggested inviting representatives from War Memorial Hospital, Valley Health Systems, Valley Medical Transport and West Virginia Medical Command to attend the meeting. The meeting is set for May 5, 2011 at 1:30 p.m. in the County Commission meeting room.

AGENDA ITEMS:

Estate of Betty Nelson- update on progress of estate

Kin Sayer, Attorney approached the Commission to give an update on the progress of the Betty Nelson estate. Mr. Sayer approached the Commission and explained that Ruth Drumheller will step down as Executrix of the estate and D. Frank Hill III, Attorney, Shepherdstown, WV will become the Executor. Mr. Sayer stated that a person who is not a family member can possibly get the estate resolved. The County Commission agreed and thanked Mr. Sayer. Trump & Trump will prepare the order.

Jim Michael, Cacapon State Park Foundation- Review and Funds Request- \$5000

Jim Michael approached the Commission to give a funds request for the Cacapon State Park Foundation. Mr. Michael explained the programs that the park offers to the community. Mr. Michael explained the lodging options that the park offers. Mr. Michael stated that the Old Inn is in need of upgrading and improvement. Mr. Michael requested

funds in the amount of \$5000 and stated that the funds will be used for the restoration of the Old Inn. President Dugan stated that the Commission will consider the request at the budget meeting in June. The Commission thanked Mr. Michael for his time.

JJ Steiner, Berkeley Springs Volunteer Fire Company, Inc.- Discuss fire plan for courthouse

JJ Steiner, Fire Chief, approached the Commission to discuss an emergency evacuation plan for the courthouse. Mr. Steiner presented a list of fire safety items to the Commission for their review. Mr. Steiner stated that he has spoken to Chief Deputy Tony Link, regarding an evacuation plan for the courthouse. Jody McClintock, County Administrator, stated that she has spoken to Chief Deputy Tony Link, who is the chairman of the court security and emergency preparedness committee. Ms. McClintock stated that Mr. Link is creating a committee and hopes to have it up and running within the next several months. Mr. Steiner reviewed the list of safety items with the Commission and made suggestions. Some of the suggestions included diagrams at every door showing the nearest exit in case of a fire and practicing quarterly fire drills. President Dugan stated that the County Commission should form a committee that would educate the employees of the evacuation plans and the procedures in case of a fire. Mr. Steiner stated that he would be willing to help with the Committee. President Dugan stated that she is willing to sit on the committee. President Dugan stated that she thinks the committee members should include Tony Link, Chief Deputy, Jody McClintock, County Administrator, JJ Steiner, Fire Chief and Kevin Duckwall, Morgan County Emergency Medical Services. President Dugan will follow up with forming the Committee and set a date for the first meeting. The Commission thanked Mr. Steiner for his time.

Debra McLaughlin, Prosecuting Attorney- Community Correction Committee

Debra McLaughlin, Prosecuting Attorney, approached the Commission to discuss a community correction committee. President Dugan stated that she has been talking to Ms. McLaughlin about creating a committee regarding the day report center and community services. President Dugan stated that possible committee members could include the Magistrate, a representative from the Sheriff's Department, Prosecuting Attorney, a County Commissioner and Probation Officer. On a Brad Close/Brenda Hutchinson motion, the County Commission moves to proceed with creating the community justice committee. This motion carried. President Dugan stated that she is willing to sit on the community justice committee.

Debra McLaughlin, Prosecuting Attorney- Legal Advice regarding courthouse maintenance issues

Debra McLaughlin, Prosecuting Attorney, approached the Commission to discuss legal advice regarding the courthouse maintenance issues. On a Brenda Hutchinson/Brad Close motion, the County Commission went into executive session at 11:50 a.m. This motion carried.

On a Brad Close/Brenda Hutchinson motion, the County Commission came out of executive session and reconvened into regular session at 12:16 p.m. This motion carried. No decision was made.

Ellen Smith, Morgan County Solid Waste Authority- Review and Funds Request- \$20,000

Bennett Lentzner, representing the Morgan County Solid Waste Authority approached the Commission to give an annual review and funds request. Mr. Lentzner presented a fiscal year 2012 budget summary to the Commission. Mr. Lentzner reviewed the budget summary with the Commission. Mr. Lentzner requested funds in the amount of \$20,000 and explained that the funds will be partial support for the recycling program operating costs. President Dugan stated that the Commission will consider the request at the budget meeting in June. The Commission thanked Mr. Lentzner for his time and presentation.

Morgan County Animal Control Kennel- Discussion regarding kennel

Commissioner Hutchinson stated that she and Jody McClintock, County Administrator had previously inspected the animal control kennel on Martinsburg Rd. Ms. Hutchinson stated that she thinks the kennel is inadequate. Ms. McClintock explained that the kennels do not have access to individual outside runs and that the dogs share a fenced yard. Ms. McClintock stated that she will begin looking into the possibility of selling the kennel property. Ms. Hutchinson stated that she would like to explore the possibility of building a new kennel on county owned property. Commissioner Hutchinson stated that the Commission has set aside funds for an addition to the existing kennel but the funds could be used for the new kennel. The Commission agreed to further discuss the possibility of building a new kennel. Commissioner Hutchinson stated that a possible location could be the soccer field property on US Route 522.

Jody McClintock, County Administrator- Executive Session- Personnel Matter regarding Maintenance for Parks & Recreation properties

On a Brenda Hutchinson motion, the County Commission went into executive session at 12:45 p.m. to discuss a personnel matter regarding the maintenance for the parks and recreation properties and a salary issue.

On a Brad Close/Brenda Hutchinson motion, the County Commission came out of executive session and reconvened into regular session at 1:14 p.m. This motion carried. No decisions were made.

Administrator's Report

911 Addressing Update

Jody McClintock, County Administrator, explained that she had a meeting with Peggy Oakes, Addressing Coordinator, Dave Michael, Director, Office of Emergency Services and Ginger Johnson, Commission Secretary regarding the 911 addressing procedures. Ms. McClintock stated that Ms. Johnson will be cross trained on the 911 addressing procedures so she can fill in for Ms. Oakes when she is out sick or on vacation.

Approval to pay Application 27 to Milestone Construction

Ms. McClintock presented Application for payment #27 to the Commission for review. The application for payment is in the amount of \$130,968.20. The Commission postponed the payment until the next County Commission meeting set for May 5, 2011.

Bailiff Notification System

Ms. McClintock stated that the Commission had received an estimate for installing the bailiff notification system. The County Commission agreed to check the original contract before going forward and paying the bill.

Removal of old courthouse façade from US Silica property

Jody McClintock, County Administrator, explained that the façade from the old courthouse has been stored on the US Silica property. Ms. McClintock stated that she has received an email from US Silica asking when the façade can be removed from the property. The County Commission discussed possible locations to place the façade. The Commission also discussed possible ways to move the façade. President Dugan stated that she will talk to US Silica and see if they would be willing to move the façade to county owned property.

Department of Highways Support Letter

The County Commission submitted a support letter to Paul A. Mattox, Jr., Cabinet Secretary, WV Department of Transportation. The letter supports the construction of a connector road between US Route 522 and Fairview Drive. The connector road will enhance the community's access to their new hospital complex and reduce traffic flow on Fairview Drive.

Adjournment

On a Brad Close/Brenda Hutchinson motion, the County Commission meeting adjourned at 1:15 p.m. This motion carried.