

Morgan County Commission
Meeting Minutes
August 18, 2011

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

Also Present: Jody McClintock, County Administrator, Ginger Johnson, Commission Secretary, Kate Shunney, Tricia Strader, Laura Breeden, Phil Spriggs, Debra McLaughlin, Prosecuting Attorney, Dan Duckwall, Bob Dugan, Kevin Duckwall, Renea Stansbury, Todd Songer, Sylvia Thomas, Neil McLaughlin, Dawn White, Richard Hamilton, Kevin Young, David McDonald, IT Webmaster, Jane McCloud, Brock Vanorsdale, John Rowland, Mary Lou Trump, Bill Clark, EDA Director, Jeanne Mozier, Ron Martin, Gary Slaughter and Tim Stapleton, Morgan County Sheriff's Department

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

ADMINISTRATION ITEMS:

On a Brad Close/Brenda Hutchinson motion, the County Commission approves the amended minutes from the August 4, 2011 County Commission meeting. This motion carried.

Carol York, Grant Administrator- HUD EDI- Special Project (Senior Life Services) Contract Resolution

Carol York, Grant Administrator, approached the Commission and presented a resolution for HUD(Housing and Urban Development) EDI- special project grant agreement. On a Brad Close/Brenda Hutchinson motion, the 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 US Department of Housing and Urban Development to receive and administer funds pursuant to the provisions of the FY2009 HUD EDI- Special Project No. B-09-SP-WV-03329 grant project. This motion carried.

Courthouse Facilities Improvement Authority Fund- Application Resolution

Carol York, Grant Administrator, approached the Commission and presented a resolution for the Courthouse Facilities Improvement Authority. On a Brad Close/Brenda Hutchinson motion, the 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 9th Cycle Courthouse Facilities Improvement Fund program. This motion carried.

Courthouse Bell

President Dugan explained that she has checked into the possibility of refurbishing the bell from the old courthouse. President Dugan stated that she has consulted with Larry Wilson, the gentleman that refurbished the desk from the County Clerk's Office, and he estimated that the cost to clean and paint the bell will be approximately \$2000. President Dugan stated that she would like the bell displayed in the courthouse. Commissioner Close stated that he does not want to spend money at this time and asked if the bell can be displayed "as is". Commissioner Hutchinson asked what physical shape the bell is in. The Commission agreed to look at the bell to see if it could be displayed "as is" instead of cleaning and painting it. The Commission will make a decision after they see the bell.

Tri State Community Health Board Member

President Dugan explained that Tri State Community Health Center is in need of a board member. President Dugan stated that they would prefer a citizen from Morgan County. Commissioner Hutchinson stated that in the past she has sent Tri State numerous names of individuals that were willing to sit on the board and has not gotten any response. President Dugan asked the Commission to please let her know if they know of any individual that would be interested in sitting on the board.

Guidance to Wage and Review Board

Commissioner Close explained that the Commission had asked the wage and review board to review the employee handbook to update it and make suggestions. Commissioner Close explained that the wage and review board has reviewed the handbook and has made suggestions to the Commission. Commissioner Close reviewed the suggestions with the Commission. Commissioner Close explained that some of the suggestions include letters that are mailed to employees while on FMLA leave and possibly changing the courthouse operating hours. Commissioner Close stated that the wage and review board will get input from the courthouse employees regarding changing the operating hours and continue revising the employee handbook to bring forward to the Commission for review and approval.

Lease Space in Paw Paw, WV

Commissioner Hutchinson explained that she has spoken to Vince Shambaugh, Sheriff, regarding leased office space in a building in Paw Paw, WV for use by the Morgan County Sheriff's Department. Commissioner Hutchinson explained that the county pays \$400/month for the leased space. Commissioner Hutchinson explained that she has spoken to the Sheriff, and the Sheriff's Department has not used the space for some time. The locks on the doors have been changed, and the space is full of items belonging to the town of Paw Paw. President Dugan stated that if the locks have been changed, the county cannot even get into the building. The County Commission asked Jody McClintock, County Administrator, to find out if the county has an agreement for the leased space before making another payment. Ms. McClintock will follow up with the Commission.

AGENDA ITEMS:

Morgan County Rescue Squad- Transport meeting- Reviewing cost associated with Class 3 Training

Chris Rucker, representing Valley Health Medical Transports, approached the Commission to discuss Class 3 training and transports. Mr. Rucker explained that Valley Health Medical Transports has been trying to meet the needs of the people. Mr. Rucker stated that the goal is to perform the transport within 60 minutes. Mr. Rucker stated that there are ambulances stationed in Morgan County approximately 40- 50 hours each week waiting for transports or traveling from a transport. Commissioner Close stated that it seems that things have improved. Mr. Rucker and the County Commission agreed. Neil McLaughlin, President, War Memorial Hospital stated that there is better communication and coordination with the transports. President Dugan asked if 911 emergency transports were taking patients to facilities of their choice if they sign a waiver form. Renea Stansbury, representing Morgan County Rescue Squad stated yes but they are not getting payment from some of the patients that have requested to go to another facility. Commissioner Close asked the percentage of un-collectables. Ms. Stansbury stated 30-35%. President Dugan asked how the budget issues were working out. Ms. Stansbury stated that she is still consulting with banks regarding the lowest interest rates. Ms. Stansbury stated that insurance premium rates have lowered due to hiring younger staff. The Commission thanked Mr. Rucker, Mr. McLaughlin and members of the Morgan County Rescue Service for their time. The Commission agreed to follow up with the Morgan County Rescue Squad at the December 15, 2011 County Commission meeting to review the transport timing and services.

Debra Kesecker, County Clerk- Redistricting Magisterial Census Map

Debra Kesecker, County Clerk, approached the Commission to discuss the magisterial census map. Ms. Kesecker explained that there has to be a polling place in each magisterial district. Ms. Kesecker stated that the maps have to be done by January 2012. The County Commission will have a workshop meeting on September 15, 2011 to further discuss the magisterial districts.

Richard Hamilton, Mathias-Baker Rescue Service

Richard Hamilton, Director of the Mathias-Baker Rescue Service, approached the Commission and explained that he works with the Mathias-Baker Rescue Squad, and they have stations in Mathias, Baker, Petersburg and Mt. Storm. Mr. Hamilton explained that they provide 911 services in Hardy County, Grant County and have customers in Morgan County. Mr. Hamilton stated that they also perform transports. Mr. Hamilton stated that they transport patients to the facility of their choice. President Dugan asked if they follow the open meeting laws. Mr. Hamilton stated yes, and the meetings are held the 2nd Wednesday of each month at 7 pm. Mr. Hamilton explained that they also take residents to their doctor appointments. Commissioner Close asked if the Mathias -Baker Rescue Service is under any investigation with Medicare reimbursements. Mr. Hamilton stated yes and there is an open Medicare audit investigation pending. Mr. Hamilton explained that they are

being audited by Blue Cross/Blue Shield. Mr. Hamilton stated that the audit was caused because a patient walked to an ambulance instead of being placed on a cot. Commissioner Close asked the average number of emergency calls for Grant and Hardy counties. Mr. Hamilton stated approximately 5500-6000 total calls per year including transports. Kevin Duckwall, representing Morgan County Rescue Service stated that there were 1588 calls for Morgan County last year. The Commission thanked Mr. Hamilton for his time.

Discussion and possible decision on leased property on Gayle Drive

President Dugan recused herself due to the fact that she is an employee of Valley Health Systems. Commissioner Close stated that he has spoken to Neil McLaughlin, President, War Memorial Hospital. Commissioner Close stated that the lease for the property on Gayle Drive is a 3 year annually renewable lease. Commissioner Close stated that the lease was not renewed and is currently on a month to month basis. Commissioner Hutchinson stated that she would like to discuss the amount for the square footage of the building and whether or not to lease the entire property. The Commission agreed to further check into the square footage pricing of the building and the lease options on the property. On a Brenda Hutchinson/Brad Close motion, the County Commission agrees to continue the lease "as is" on a month to month basis until they get more details and come to a conclusion regarding the 3 year lease. This motion carried.

County Commission selects members for the Comcast Committee

President Dugan explained that she had approached the Commission regarding a Comcast committee to review the franchise agreement. President Dugan suggested that each Commissioner submit names of two individuals to serve on the committee. President Dugan stated that she will oversee the committee. Commissioner Close stated that he selects Ron Martin to serve on the committee. Commissioner Close stated that he will have another individual soon. Commissioner Hutchinson stated that she selects Jody McClintock and Lynn Creel. Commissioner Hutchinson stated that Jody is the County Administrator and Lynn is a Comcast customer. President Dugan stated that she selects Bill Carey and Jerry Berman. President Dugan will contact the individuals to set a date for the first meeting.

Kevin Young, NTELos- update on courthouse phone issues

Kevin Young, representing NTELos, approached the Commission to discuss the phone issues with the courthouse. Mr. Young explained that he has been getting phone calls regarding dropped calls and telephone issues within the courthouse. Mr. Young presented a handout of information including copies of trouble tickets. Mr. Young reviewed the trouble tickets with the Commission. Dave McDonald, Information Technology Director, explained that there was an issue not associated with NTELos. Mr. McDonald stated that a service worker found 3000 ft. of telephone line running down US Rt. 522. Mr. McDonald stated that the worker cut that line off and the problems have seemed to slow down. Mr. Young stated that there was a weak spot on the data communication in Charleston, WV, and this problem has been

resolved also. Mr. Young stated that he is confident that the problems have been resolved. Commissioner Close stated that the courthouse is currently on a month to month basis and asked what contract Mr. Young will be presenting. Mr. Young stated that he is working on a package that includes compensation for the lost service that the courthouse has experienced. Mr. Young stated that he will follow up with the Commission with a contract. The County Commission thanked Mr. Young for his time.

Jane McCloud- Interview for Board of Health

Jane McCloud approached the Commission for an interview to sit on the Board of Health. Ms. McCloud stated that she is interested in public health and maximizing benefits for the citizens and environmental protections. Ms. McCloud stated that she is retired from the School Health Administration. Ms. McCloud stated that she is currently serving as a board member for the Morgan Arts Council and is a chairperson for the open access committee for Americans with Disability Compliance. President Dugan asked if Ms. McCloud will be available to attend the meetings. Ms. McCloud stated yes. The County Commission thanked Ms. McCloud for her time.

Cathy Payne, Chief Deputy County Clerk- 2010-2011 Audit

Cathy Payne, Chief Deputy County Clerk, approached the Commission and explained that there is an opening on the audit committee. Ms. Payne explained that the requirement is a County Commissioner or a citizen of government knowledgeable in the fields of accounting and auditing. On a Brenda Hutchinson/Stacy Dugan motion, the County Commission appoints Brad Close to the Audit Committee Board to serve a two year term. This appointment is effective immediately and will expire August 13, 2013. This motion carried.

The County Commission took a break for lunch and reconvened at 1:15 p.m.

Brock Vanorsdale- Interview for Parks and Recreation Board

Brock Vanorsdale approached the Commission for an interview to serve on the Parks and Recreation Board. Mr. Vanorsdale stated that he has two children active in sports and he is interested in the operation of the board and assisting the general public. Mr. Vanorsdale also stated that he initially became interested in Parks and Recreation due to the soccer field issue. President Dugan asked Mr. Vanorsdale if he will be able to attend the meetings. Mr. Vanorsdale stated yes. The County Commission thanked him for his time.

John Rowland- Interview for Parks and Recreation Board

John Rowland approached the Commission for an interview for the Parks and Recreation Board. Mr. Rowland explained that he is interested in helping to expand opportunities and facilities to encourage healthy activities for children. Mr. Rowland stated that he has worked for the Morgan County Board of Education for 37 years and has been coaching for 20+ years. Mr. Rowland stated that he has been

a life long competitive athlete and a 4 -H leader. Commissioner Close stated that Mr. Rowland has influenced thousands of children. Commissioner Hutchinson thanked Mr. Rowland for his interest in serving on the board and for stating that he wants to serve without a hidden agenda.

Bill Clark & Jeanne Mozier- update on old hospital

Bill Clark, Jeanne Mozier and Mary Lou Trump, representing the EDA Task Force, approached the Commission to discuss the old hospital. Ms. Mozier stated that the hospital will be moving to its new building in the spring of 2012. Ms. Mozier asked what can we do with the building. Ms. Mozier presented a handout of information to the Commission for their review. Ms. Mozier explained that a subcommittee of EDA (Economic Development Authority) was established under the direction of the Creative Economy Task Force. Ms. Mozier explained that the purpose of the committee is to collect data needed to assist the County Commission in decision making regarding the existing hospital structure. Bill Clark, EDA Director, explained that a walk through of the building was conducted with engineer, John McCracken. Mr. Clark explained that the walk through was helpful in figuring out possible uses for the building. Mr. Clark stated that Mr. McCracken stated the general evaluation of the physical condition of the building is ok. Ms. Mozier stated that the committee is not sure what can be done with the building at this time. Commissioner Hutchinson stated that there is potential for the building and she does not want to see it torn down. The Commission agreed to have an email box set up to receive public comments and ideas for the use of the hospital building.

Gary Slaght- Interview for Parks & Recreation Board

Gary Slaght approached the Commission for an interview for the Parks and Recreation Board. Mr. Slaght stated that he would like to volunteer in the community. Mr. Slaght stated that he just recently retired from the US Treasury Department. President Dugan asked if Mr. Slaght will be able to attend the monthly meetings. Mr. Slaght stated yes. The County Commission thanked him for his time.

PRO (Prevention Resource Officer) Agreement

Carol York, Grant Administrator, approached the Commission with an agreement for the Prevention Resource Officer. Ms. York explained that the agreement is between the Morgan County Board of Education, the Morgan County Commission and the Morgan County Sheriff's Department. Ms. York explained that she had taken the formal agreement from last year and made changes. Ms. York presented the agreement for the County Commission to approve. Ms. York stated that the next step is getting the Board of Education and Morgan County Sheriff's Department to sign the agreement. The County Commission agreed to send the draft document to the Board of Education for their approval. Ms. York will follow up with the Commission.

Morgan County Sheriff's Department- Discussion regarding Police Cruisers & Deputy Reserve vehicles

Tim Stapleton, representing the Morgan County Sheriff's Department, approached the Commission to discuss the police cruisers and deputy reserve vehicles. The County Commission stated that none of the counties responding to a statewide list serve question allow the Deputy Reserves to take the vehicles home. Commissioner Hutchinson stated that she disagrees with taking the vehicles home. Commissioner Hutchinson asked how many Deputy Reserve vehicles are in use. Mr. Stapleton stated six. Commissioner Hutchinson suggested cutting back on the number of vehicles being used and parking the vehicles in a central location. Commissioner Close stated that in all fairness the County Commission needs to talk to Vince Shambaugh, Sheriff of Morgan County, regarding the use of the vehicles. The County Commission postponed the discussion and will revisit it at the next County Commission meeting on September 1, 2011 at 10:15 a.m.

Dave Michael, Office of Emergency Services- Radio/Scanner

Dave Michael, representing the Office of Emergency Services, approached the Commission to discuss the prices to purchase a radio/scanner. President Dugan stated that she does not have a scanner. President Dugan stated that she is the only Commissioner that does not have one. Commissioner Hutchinson received hers from former Commissioner Robert Ford, and Commissioner Close received his from former Commissioner Thomas Swaim. Former Commissioner Glen Stotler gave his to the Town of Paw Paw Police Department. President Dugan stated that it is unfair that she does not have a scanner. President Dugan stated that she needs to hear what's going on in the county. President Dugan asked Dave Michael what is the cost to purchase a scanner. Mr. Michael stated between \$400-\$600. President Dugan requested the Commission purchase a portable scanner for her to use, and she will give it to the next Commissioner when she leaves. Commissioner Close stated that he was not going to approve spending money on a scanner after the Commission cut the budget for equipment in all of the other courthouse offices. President Dugan made a motion to spend \$400-\$600 to purchase a scanner. Motion died due to lack of a second.

Administrator's Report
Software Systems, Inc.

The County Commission received a letter from Kim Jackson, Circuit Clerk. The letter explained that due to recent changes in statistical reports to the Supreme Court, and additional fees added that must be changed, the current data base system that the Circuit Clerk's office is using can not handle the changes without an update. The cost for the update is \$1950.00. Ms. Jackson requested the County Commission approve the quote for the upgrade. The Supreme Court will not pay for the upgrade. On a Brad Close/Brenda Hutchinson motion, the County Commission approves the request to spend \$1950 for the upgrade in accordance with the Supreme Court's new requirements. President Dugan opposed and stated that she thinks Ms. Jackson should pay for the upgrade out of her office budget. This motion carried.

Meeting with Silling & Associates, Inc.

Jody McClintock, County Administrator, will try to set up a meeting with the Commission and Silling & Associates, Inc., Architect for the new courthouse to discuss construction issues with the courthouse.

Gayle Drive

Jody McClintock will follow up with the road paving project on Gayle Drive between Rite Aid and McDonald's. Ms. McClintock will find out why the project has not been started and what the hold up is.

Animal Control

Commissioner Hutchinson stated that the Animal Control office is open Monday-Friday 9:00 a.m. – 5:00 p.m. It is not open 24 hours a day and the full time officer is not on call after 5:00 p.m. There is a part time officer that works the weekends. Commissioner Hutchinson stated that after hour calls go to the Morgan County Sheriff's Department.

Shared Information

Commissioner Hutchinson requested that in the future, the County Commission share information among each other. Commissioner Hutchinson referred to a meeting that Commissioner Dugan attended with Joe Michael and Jim Michael in Charleston, WV to discuss the Cacapon State Park expansion project. Commissioner Hutchinson stated that she was not aware of the meeting. Commissioner Hutchinson stated that she is glad that Commissioner Dugan attended but in the future, she would like to be included or notified of any meetings. Commissioner Close agreed.

Adjournment

On a Brad Close/Brenda Hutchinson motion, the County Commission adjourned the meeting at 3:10 p.m. This motion carried.