

Morgan County Commission
Meeting Minutes
November 17, 2011

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

Also Present: Jody McClintock, County Administrator, Ginger Johnson, Commission Secretary, Ashley Tomlinson, Student Representative, Kate Shunney, Morgan Messenger, Bill Clark, EDA Director, Bob Margraff, Jerry Berman, Kevin Duckwall, Kathleen Erickson and Tricia Strader, Martinsburg Journal

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

ADMINISTRATION ITEMS:

On a Brad Close/Brenda Hutchinson motion, the County Commission approves the minutes from the November 10, 2011 County Commission meeting. This motion carried.

Hospice of the Panhandle Resolution

Hospice of the Panhandle has engaged in a building project for the region called "Building the Dream", which will offer the next level of care to its patients and families through the construction of a 14 bed hospice house and main offices. The project will create approximately 128 temporary construction jobs and 30 full-time permanent jobs. On a Brad Close/Brenda Hutchinson motion, the County Commission recognizes the importance of the Panhandle's efforts to obtain funding from the Governor's office and respectfully requests that the Governor of the State of WV allocate \$200,000 for "Building the Dream" from the Governor's Contingency Fund. This motion carried.

Bill from the Assessor's Office

The County Commission received a bill from the Assessor's Office for a new computer. Commissioner Close explained that he has spoken to the Assessor and requested that the Assessor's office pay ½ the bill for the new computer. The Assessor explained to Commissioner Close that the Assessor's office needed two computers, and they have purchased one computer and requested that the Commission pay for the second computer. On a Brad Close/Brenda Hutchinson motion, the County Commission agrees to pay for the computer in the amount of \$1401.99. This motion carried. The Commission requests in the future, if any of the county courthouse offices need computers or equipment to please see Dave McDonald, IT Webmaster, before ordering to see if he can find the needed item at a lower price.

Proclamation for National Hunger and Homelessness Awareness Week- Nov. 13-19, 2011

On a Brad Close/Brenda Hutchinson motion, the County Commission recognizes that hunger and homelessness continues to be a serious problem for many individuals and families in the Eastern Panhandle and proclaim November 13-19, 2011 as National Hunger and Homelessness Awareness Week. This motion carried.

Re-appointment of Kate Lehman to Potomac Headwater Resource Conservation & Development Authority

On a Brenda Hutchinson/Brad Close motion, the County Commission re-appoints Katherine Lehman to represent Morgan County on the Potomac Headwater Resource Conservation & Development Authority to serve a two year term. This appointment is effective immediately and will expire October 8, 2013. This motion carried.

Agreement between Hampshire County Sheriff's Department & The Town of Paw Paw Police Department

The County Commission did not sign the agreement at this time.

Auxiliary Awards Ceremony

President Dugan stated that the Auxiliary Awards ceremony is being held at the American Legion on January 9, 2012 at 5:30 p.m.

Transportation Conference

Commissioner Hutchinson stated that she and Bill Clark, EDA Director, went to the Transportation conference in Morgantown, WV on Monday, November 14, 2011. Commissioner Hutchinson stated that she had the chance to speak to several of the WV Legislators.

Marcellus Shale Meeting

Commissioner Hutchinson stated that there is a Marcellus Shale meeting scheduled for today, Thursday, Nov. 17 @ 6 p.m. in the County Commission meeting room.

Animal Control

Commissioner Hutchinson asked Ms. McClintock if she has contacted the individual that had a complaint. Ms. McClintock stated that she has called and spoken to the individual, who is still a little upset. Ms. McClintock stated that she is working with Animal Control and the Sheriff's Department to get better communication between the two entities. Commissioner Hutchinson stated that the animal control officer is paid to work from 8:00 am to 4:00 pm Monday through Friday and 9:00 am-3:30 pm Saturday and Sunday. Commissioner Hutchinson stated that we are not paying for someone to work 24/7 so we cannot expect them to go out on calls after hours. President Dugan stated that the Animal Control Officer is a public servant and that requires them to work after hours. President Dugan also stated that there are arrangements that can be made such as time off the next work day for such emergency situations. Commissioner Close

stated that the voice messaging machine situation needs addressed so when people call they can leave a message and a return call be made in a timely manner.

AGENDA ITEMS:

Bill Clark, EDA Director & Jerry Berman, Board Member- Update on Economic Development Authority Board

Bill Clark, Jerry Berman and Bob Margraff approached the Commission to give an update on the Economic Development Authority Board. Mr. Clark presented a power point presentation and stated that future goals for the EDA include the expansion project at Cacapon State Park, agriculture, business & manufacturing and higher education in Morgan County. Jerry Berman, Board Member, explained that Telecommunications Advances is another goal and they are advocating for carrier expansion and public/private partnerships to get high speed internet and cell service improvements countywide. Bob Margraff, Small Business Coach, explained that the West Virginia Small Business Development Center's new "Business Coaching Program" is a program to assist 1st stage companies providing in-depth support for business expansion, restructuring and capital investment. Mr. Clark and Mr. Margraff have been visiting local businesses in Morgan County. Commissioner Hutchinson stated that she would like to thank all of the citizens that have donated space for the cell towers in the county. The Commission thanked Mr. Clark, Mr. Berman and Mr. Margraff for the presentation and their hard work with economic development in Morgan County.

Dave Michael, OES (Office of Emergency Services) Director- Discussion on Line of Succession for the Continuity of Operations Plan

Dave Michael, OES Director, approached the Commission and presented a draft Line of Succession for the Continuity of Operations Plan. Mr. Michael stated that he is in the process of updating the Emergency Line of Succession. Mr. Michael explained that in the event of a catastrophic emergency, the Line of Succession is used. Mr. Michael requested the Commission review the Line of Succession. The County Commission reviewed the Line of Succession and made some changes/recommendations. On a Brad Close/Brenda Hutchinson motion, the County Commission approves and adopts the Line of Succession with amended changes. This motion carried.

Approval of the revised Employee Handbook

The County Commission reviewed the revised Employee Handbook. Commissioners Hutchinson and Dugan will present proposed changes to Commissioner Close. Commissioner Close will take the proposed changes back to the Wage and Review Board. Commissioner Close will follow up with the Commission.

Items to be presented at the Legislative Summit for the Eastern Panhandle Counties

Each County Commissioner presented a list of items to be presented at the Legislative Summit meeting. Each Commissioner will give their list with changes/amendments to Jody McClintock, County Administrator. Ms. McClintock will combine the lists to one

master list to be presented at the Legislative Summit meeting scheduled for November 29, 2011.

ADMINISTRATOR'S REPORT

Update on Opal Heare plaque

Jody McClintock, County Administrator, explained that she will proceed forward and order the plaque. The plaque will be hung on the outside of the courthouse. There will be a dedication during a future Commission meeting to honor Ms. Opal Heare.

Update on Courthouse Bell

Jody McClintock, County Administrator, explained that the first coat of paint has been applied to the bell. Ms. McClintock suggested displaying the bell inside the courthouse as opposed to outside. Ms. McClintock stated that she believes the bell would rust if it was exposed to the outside elements.

Inclusion in the WV Redevelopment Collaborative for development of 16 acre parcel

Jody McClintock, County Administrator, explained that Morgan County has been invited to participate in the WV Redevelopment Collaborative conference in Morgantown, WV on December 2, 2011. Ms. McClintock stated that there is a chance to win \$5000 to go towards the construction of the 16 acre parcel located by the soccer field on US 522. Commissioner Close and Hutchinson plan to attend the conference.

Adjournment

On a Brad Close/Brenda Hutchinson motion, the County Commission adjourned the meeting at 12:02 p.m. This motion carried.