

Morgan County Commission  
Meeting Minutes  
January 12, 2012

Members Present: Stacy Dugan, Brenda Hutchinson and Bradley Close

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

Also Present: Laura Breeden, Kim Michael, Sheriff's Tax Office, Kate Shunney, Morgan Messenger, David Clark, Town of Paw Paw and Dawn White

ADMINISTRATION ITEMS:

Meeting Minutes

On a Brad Close/Brenda Hutchinson motion, the County Commission approves the meeting minutes from the December 15, 2011 and January 3, 2012 County Commission meetings. This motion carried.

Kim Michael, Sheriff's Tax Office- Open Position in Sheriff Tax Office

Kim Michael and Laura Breeden, Sheriff Tax Office, approached the Commission to discuss the open position available. Ms. Michael explained that Laura Breeden is taking over the ambulance fee position that was held by Miriam Rider, who has passed away. Ms. Michael stated that she has spoken to Sheriff Vince Shambaugh, and the office has decided to wait for a few months before hiring. Ms. Michael stated that she cannot fill Ms. Rider's position at this time. Ms. Michael explained that the position will be filled before tax season, but the office just needs time to grieve. The Commission totally supports that decision and thanked Ms. Michael for coming in to explain.

Resolution for WV Physical Activity Plan

The Association of Counties of West Virginia has been participating, along with many other groups and organizations, in the effort to create a WV Physical Activity Plan, to encourage folks to "be wild, be wonderful & be active!" The official release of this state-wide plan will be at the WV Capitol on January 19, 2012. The Association of Counties has requested that the County Commission pass the resolution. On a Brad Close/Brenda Hutchinson motion, the County Commission supports the announcement and subsequent implementation of Active WV 2015: WV Physical Activity Plan. This motion carried.

Revised Commission Board Appointments

Commissioner Hutchinson explained that she has added 2 more boards to the list of Board Appointments that she currently sits on. Commissioner Hutchinson stated that she sits on the Morgan County Board of Health and the Morgan County Teen Court.

President Dugan asked if Commissioner Hutchinson would like President Dugan or Commissioner Close to take on any of the boards so Commissioner Hutchinson doesn't have so many. Commissioner Hutchinson stated that she doesn't want to give up any boards, and she doesn't mind sitting on them or attending meetings. The County Commission approved the revised 2012 County Commission Committee Appointments.

#### Update on Cacapon State Park Expansion Project

President Dugan explained that she had went to Charleston, WV to go before the Parks, Recreation and Natural Resources Subcommittee to request support for funding for the Cacapon State Park renovation project. President Dugan stated that she felt the meeting went well and the subcommittee unanimously agreed to send a support letter to the Governor. Commissioner Hutchinson explained that she also attended the meeting and drove down to Charleston, WV with Joe Michael and Jim Michael on Sunday. Commissioner Hutchinson stated that Joe Michael gave an excellent presentation as did Jim Michael. Commissioner Hutchinson stated that Senator Herb Snyder has agreed to take on this project. Commissioner Hutchinson stated that Senator Snyder is very positive, and she is excited that he has agreed to take this on. President Dugan stated that she would like to thank Senator John Unger for getting the Commission on the agenda.

#### Follow up letters to members of the Parks Recreation & Natural Resources Sub-Committee members

Commissioner Hutchinson suggested that the Commission send thank you letters to the members of the Parks, Recreation & Natural Resources Sub-Committee members for taking the time to listen to their presentation. The County Commission agreed. Commissioner Hutchinson also asked if President Dugan could get a copy of the support letter that is going to be sent to the Governor. President Dugan stated yes.

#### Sign CNB line of credit documents

On a Brad Close/Brenda Hutchinson motion, the County Commission authorizes Stacy Dugan, President, Morgan County Commission, to sign the CNB line of credit documents. This motion carried.

#### Blue Ridge College

Commissioner Close stated that he has spoken with representatives from Blue Ridge College and they would like to meet with the County Commission and give the Commission a tour of their facility in Martinsburg, WV. Commissioner Close will schedule a date for the Commission to meet with them and tour the facility.

#### Regional Resource Training

Commissioner Hutchinson stated that she had attended the Regional Resource Connection meeting. Commissioner Hutchinson explained that the Regional Resource Connection will be conducting training and workshops to try to recognize the number of

homelessness in Morgan County. Commissioner Hutchinson explained that this study is conducted once a year to assess the numbers of homeless people to see if a shelter is needed and if it can be established. The study is scheduled for January 23 & 24, 2012. There will be meals provided for the homeless at this time. Commissioner Hutchinson stated that Morgan County Starting Points served 19,052 meals in 2011.

#### Relay for Life Kick-Off

Commissioner Hutchinson stated that she attended the Relay for Life Kick Off meeting. Commissioner Hutchinson stated that the goal for the Morgan County Cruisers team is \$1500. Commissioner Hutchinson is in the process of getting team members and ideas for fundraisers. The Relay for Life event is scheduled for June 8, 2012 and the admission fee is \$10.

#### AGENDA ITEMS

##### Review of 2011 Commission Goals/Discussion of 2012 Goals

The County Commission reviewed the goals for 2011. The Commission agreed to give their individual list of 2012 goals to Ginger Johnson, Commission Secretary, and review the list at the next Commission meeting scheduled for January 26, 2012.

##### Nominations for Patriot Award

The Commission announced their nominations for the Morgan County Patriot Award for 2012. Commissioner Close stated that his nomination is for Don Davisson. Mr. Close stated that Mr. Davisson passed away in early December. Mr. Close stated that Mr. Davisson served in the service and later coached at Berkeley Springs High School. Mr. Close stated that Mr. Davisson also was a very active member in the Lions Club. Mr. Close stated that he would like to honor Mr. Davisson with the Patriot Award.

Commissioner Hutchinson stated that her nomination is Richard Voohaar.

Commissioner Hutchinson explained that Mr. Voohaar is a lay minister at Great Cacapon Calvary United Methodist Church. Commissioner Hutchinson stated that he is boundless in his desire to help people, and he has a huge heart. President Dugan stated that she would like to honor Jimmy Breeden. President Dugan stated that he has been a fire fighter since 1974 and works two jobs. President Dugan stated that he teaches children fire prevention and does whatever he can to help the community. Each nominee will be presented with a certificate and a pin at the next Commission meeting.

##### Procedures for Funds Request

The County Commission has decided to create a new funds request procedure. The new procedure asks the organizations for more in depth financial information. The new procedure is similar to the Community Participation Grant process. The application asks for organizations to provide a recent estimate or quote for equipment, prior year income statement, current year income statement, prior year balance sheet, current year balance sheet and current year budget. The County Commission agrees this will help to be more accountable about where taxpayer money is being spent. On a Brad

Close/Brenda Hutchinson motion, the County Commission accepts the new funds request procedures effective January 12, 2012. This motion carried. The County Commission asks the organizations that have already submitted requests to resubmit using the new forms and procedures. The County Commission will review the remaining 2011 funds requests at the end of February. Funds requests will be determined in January and June of each year. All documentation must be received by May 1<sup>st</sup> for June consideration and by December 1<sup>st</sup> for January consideration.

#### Decision to List Hospital Property

Commissioner Close suggested listing the War Memorial hospital building property for sale to see if there are any interested parties. Commissioner Close suggested listing the lot where the hospital currently sits. Commissioner Close stated that he is comfortable with interviewing potential commercial realtors. Commissioner Hutchinson agreed. The County Commission asked Jody McClintock, County Administrator, to find out the procedure for listing commercial properties and talk to local potential commercial realtors. On a Brenda Hutchinson/Brad Close motion, the County Commission approves finding out the procedure for interviewing realtors and then scheduling interviews. This motion carried.

#### Dave Michael, Office of Emergency Services- 911 Budget

Dave Michael, Office of Emergency Services, approached the Commission to discuss the 911 budget. Mr. Michael explained that in the process of getting the hospital cell tower equipment completed, a cash flow problem has occurred. Mr. Michael explained that he spent his cash reserves quickly to get the project completed so he wouldn't lose the chance of getting free communications installed. Mr. Michael stated that he has approached Commissioner Close with the problem. Commissioner Close sits on the 911 Board. President Dugan asked why she has not been informed of the problem. Commissioner Close stated that she can blame him if she wants but there was no decision for the Commission to make because the 911 board had already addressed the problem. Mr. Michael explained that they have frozen all expenditures except normal operating expenses which include utilities and payroll. Mr. Michael stated that he should be receiving funds through a grant in January. Mr. Michael and Commissioner Close stated that the 911 office is still operating within the budget, but it is just short on cash. President Dugan stated that she would like to learn from this so it doesn't happen again. Mr. Michael stated that this is the first time this has happened. Commissioner Close explained that the 911 center has a current loan for the 911 equipment and suggested that the County Commission review and restructure the loan to pay it off out of the fire recovery account and the revolving infrastructure and the 911 center will pay back the county monies over a 36 month amortization schedule with interest starting July 2012. President Dugan stated that if the County Commission pays off the loan, she would also like to pay off the loan for the Sheriff's Department building. The County Commission decided to make a decision at the next meeting. Debra Kesecker, County Clerk, approached the Commission and requested that anytime the County Commission

needs one of the employees in the County Clerk's office to make a payment or perform any task to please have it in writing with all three Commissioners signatures. Ms. Kesecker stated that way there will be written documentation. Ms. Kesecker stated that she is just protecting the employees in her office.

#### Administrator's Report

##### Equipment purchase memo

Jody McClintock, County Administrator, presented a memo to the Commission for approval. The Commission reviewed the memo and on a Brenda Hutchinson/Brad Close motion, the Commission approved the memo being sent to all elected officials and employees stating that it is requested if a specific equipment item is needed, please print the specifications and submit the request to the County Administrator for approval before ordering. This motion carried.

##### \$5000 FOCUS award

Jody McClintock, County Administrator, explained that the County Commission has received \$5000 in funding through the FOCUS WV Brownsfield program to help with the remediation work on the soccer field. Ms. McClintock stated that a representative will be coming to discuss the plans and visit the site on February 2, 2012 in the afternoon.

##### Request from Opal Heare's family for a Saturday "unveiling "of the plaque

Jody McClintock, County Administrator, explained that the family of Opal Heare has requested the plaque unveiling ceremony be held on a Saturday so family members can attend. The Commission agreed and asked Ms. McClintock to check with the family to see if January 28, 2012 or February 4, 2012 will work.

#### Adjournment

On a Brad Close/Brenda Hutchinson motion, the County Commission adjourned the meeting at 11:46 a.m. This motion carried.