

Morgan County Commission
Meeting Minutes
April 5, 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: Jody McClintock, County Administrator, Ginger Johnson, Commission Secretary, Joshua Clark, Morgan Messenger, Andy Swaim, Barb Wolfe, Kris Willard, Hedy Kuemmel, Barbi Ginck, Pam Farnham, Kate Lehman, Paul Murtha, Amy Lane, Laurie Fisher, George Farnham, Rose Jackson, Audrey Morris, Hannah Stewart, Jerry Berman, Kevin Sites, Tricia Strader, Journal, Gene Dagenhart, Glorious Sagle and Carey Fosso

ADMINISTRATION ITEMS:

Meeting Minutes

On a Brad Close/ Brenda Hutchinson motion, the County Commission approves the meeting minutes from the March 15, March 16 and March 22, 2012 County Commission meetings. This motion carried.

Exonerations

Ronnie McIntire, Assessor, approached the Commission and presented twelve exonerations. Mr. McIntire explained that the exonerations were for clerical errors. On a Brenda Hutchinson/ Brad Close motion, the County Commission approved the exonerations. This motion carried.

Carol York- Justice Assistance Grant Application Resolution for Sheriff's Dept.

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 submit an application to the WV DJCS FY2012 JAG grant program. This motion carried.

Justice Assistance Grant Application Resolution for Partnership

On a Brad Close/Brenda Hutchinson motion, the County Commission authorizes Stacy A. Dugan, Commission President, as the official representative for the Commission in the administration of the West Virginia DJCS JAG grant program. This motion carried.

Budget Letters to Elected Officials

The County Commission is going to send a letter to the Elected Officials thanking them for participating in setting the budget for fiscal year 2012-2013.

HOME Consortium Resolution

Jody McClintock, County Administrator, presented the resolution for the HOME Consortium program. On a Brenda Hutchinson/Brad Close motion, the County Commission authorizes the President of the County Commission to enter into a one year Cooperation Agreement for the period of July 1, 2012-June 30, 2013 with other members which form the Eastern Panhandle HOME Consortium of West Virginia. This motion carried.

Solid Waste Authority Funds-Funds request

The Solid Waste Authority has requested funds in the amount of \$20,000. After reviewing the budget at the budget meeting, and on a Brad Close/Brenda Hutchinson motion, the County Commission approved funds in the amount of \$10,000 to the Morgan County Solid Waste Authority. This motion carried. The funds will come out of the Contribution to Government Entities account.

April Calendar

The Commission reviewed the meeting calendar for April.

Gayle Drive Letter

The Commission will send a letter to Archland Property LLC and Rite Aid Corporation asking for assistance to repair Gayle Drive. The entities are part owners of Gayle Drive.

President Dugan stated that Governor Tomblin is coming to Cacapon State Park on Monday, April 9, 2012 @3:30 pm to sign the bill to give funding for the expansion project at Cacapon State Park.

Commissioner Hutchinson stated that there will be a fundraiser for the Courthouse Cruisers Relay for Life team. There will be a bake sale & silent auction on Thursday, April 19, 2012 from 10 am – 5 pm in the County Commission Meeting Room hallway.

Commissioner Hutchinson explained that she had attended the Starting Points Child Abuse & Neglect Prevention Breakfast and had received a plaque in recognition of her ongoing support and dedication to the families in the community.

Commissioner Hutchinson announced the 2nd Annual Walk/5K Run Bike-A-Thon to end Child Abuse to be held in Hancock, MD on April 28th.

Commissioner Hutchinson wanted to remind the community that we still have Prescription Discount Cards for discount prescriptions and the cards are available in the Commission office.

Commissioner Hutchinson shared her experience with doing job interviews at Berkeley Springs High School and how much she enjoyed meeting with the students.

AGENDA ITEMS:

Brenda Hutchinson- Animal Control Power Point

Commissioner Hutchinson explained that she has traveled to Animal Control facilities in Berkeley, Jefferson and Hampshire counties. Commissioner Hutchinson had taken pictures and spoken to the Animal Control Officers to learn the procedures neighboring counties are using. Commissioner Hutchinson explained that she is using information gathered from the animal control facilities in an effort to help Morgan County Commissioners identify ways and opportunities to improve and provide humane care to dogs that are confined in the county kennels. Commissioner Hutchinson presented a power point presentation showing pictures of the neighboring county facilities. Commissioner Hutchinson explained the procedures and facility each county uses. The Commission thanked her for her time.

Kate Lehman, Warm Springs Watershed Association- Board Appointment

Kate Lehman, representing the Watershed Association, approached the Commission and explained that within the next three months, a comprehensive watershed management plan will have been completed for the Warm Springs Watershed Association. The plan will include projects that need to be undertaken in order to restore, protect and preserve Warm Springs Run. Ms. Lehman explained that some of the projects to be undertaken may be on county owned land or may impact the county in specific ways. Ms. Lehman explained that because of this, the Board of Directors of the Warm Springs Watershed Association wants to be in very close communication with the county and requested that the Commission approve Commission President Stacy Dugan serve on the Board of Directors. Ms. Lehman stated that Commissioner Dugan lives in the Warm Springs watershed and this way the county has knowledge as soon as information becomes available that will inform the eventual decision making process. On a Brenda Hutchinson/Brad Close motion, the County Commission approves the appointment of Stacy Dugan to the Warm Springs Watershed Board of Directors. This motion carried. The Commission thanked Ms. Lehman for her time and hard work with this project.

Irv Miller- Approval of Basic Emergency Procedures & Guidelines for Courthouse Complex

Irv Miller approached the Commission for the approval of the Basic Emergency Procedures & Guidelines for the Courthouse Complex. On a Brad Close/Brenda Hutchinson motion, the County Commission approved the Basic Emergency Procedures & Guidelines for the Courthouse Complex. This motion carried. Commissioner Hutchinson asked if there would be fire drills in the near future and was told that it is in the works. Each Elected Official has a copy of the procedures and guidelines to review with their employees in case of an emergency.

Steve Rawlings, WV Risk Pool- Risk Pool Update

Steve Rawlings, WV Risk Pool, approached the Commission to give an update on the Risk Pool. Mr. Rawlings presented information to the Commission. Mr. Rawlings reviewed the information with the Commission. Mr. Rawlings reviewed the Morgan

County Property and Casualty Loss Ratios with the Commission. The County Commission thanked Mr. Rawlings for his time and update. Commissioner Hutchinson asked about coverage for a yard sale in the county's leased parking lot. Mr. Rawlings gave several recommendations and stated that the County Commission is covered.

Audrey Morris, Starting Points- Proclamation for Child Abuse & Neglect Prevention Month

Audrey Morris, representing Starting Points, approached the Commission with a proclamation for child abuse & neglect prevention month. On a Brad Close/Brenda Hutchinson motion, the County Commission proclaims April 2012 as Child Abuse Prevention Month and urge all residents to engage in activities whose purpose is to strengthen families and communities to provide the optimal environment for healthy child development. This motion carried.

Decision on Full Time Animal Control Officer

Jody McClintock, County Administrator, approached the Commission and stated that she recommends the hiring of Jason Pearce as the full time Animal Control Officer. Ms. McClintock explained that Mr. Pearce has been the part time Animal Control officer for the past couple years and has stepped up and acted as the full time officer. Ms. McClintock stated that Mr. Pearce has done a very good job. Commissioner Close stated that he had received a phone call on Sunday regarding an animal control call and the citizen praised Mr. Pearce for his performance. On a Brad Close/Brenda Hutchinson motion, the County Commission hires Jason Pearce as the full time Animal Control Officer effective immediately. This motion carried.

Jerry Berman- Report on Franchise Agreement for Comcast

Jerry Berman, Chairman, Comcast Committee, approached the Commission to report on the Franchise Agreement for Comcast. Mr. Berman requested a special County Commission meeting to go into executive session to review the franchise agreement for Comcast. The Commission agreed. The special executive session County Commission meeting is scheduled for Tuesday, April 10, 2012 at 3:00 p.m.

Kim Jackson, Circuit Clerk- Jury Supplies

Kim Jackson, Circuit Clerk, approached the Commission to discuss jury supplies. Ms. Jackson explained that she has had a long jury trial and has run out of jury supplies. Ms. Jackson requested that the Commission give permission for her to buy supplies if needed. Ms. Jackson asked for funds in the amount of \$100. On a Brad Close/Brenda Hutchinson motion, the County Commission approves the request and will transfer \$100 to the Circuit Clerk's account. This motion carried.

Stacy Dugan- Dog Runs, Crates and Tub for Rt. 9 Animal Control Facility

President Dugan played recorded messages of individuals barking into her and Commissioner Close's answering machines regarding the Bark at your Commissioners campaign. President Dugan stated that little this stunt that Brenda

is involved in is decreasing productivity, decreasing morale and strains working relations with employees and fellow Commissioners. Commissioner Hutchinson responded that sometimes it's necessary to do things to affect change. She also stated that she was not taking the credit or the blame for any ideas that Bark at the Commission came up with but she applauds their efforts. President Dugan explained that she has worked with Jason Pearce, Animal Control Officer to get community donations to help with improvements at the current facility. President Dugan presented a list of items and pricing for repairs at the current facility. President Dugan explained that there has been fencing and poles donated with a large pen that is already placed at the facility. President Dugan explained that now that the house is unoccupied it can be used as an office and quarantine space and the kitchen can be remodeled to be used as a bathing area. Commissioner Hutchinson asked where the dog runs will be placed at the facility since there are septic and drain fields on the property. Commissioner Hutchinson also asked where the dogs would be kept while the kennels are sealed and painted. President Dugan stated that Joe Farris, Maintenance Supervisor and Jason Pearce are working on that. Commissioner Dugan stated Animal Control is in need of improved management, supervision and policies. Commissioner Hutchinson responded that Jody McClintock and Carol have worked many hours on Animal Control policies and procedures and that Jody has done the best that she could supervising the program under the current circumstances. Commissioner Close stated that he is for the improvements and has even been contacted by individuals willing to commit funds to help with the improvements. Commissioner Close stated that he encourages Jason Pearce, Animal Control Officer and Jody McClintock, County Administrator to put policies in place. Commissioner Hutchinson stated that she is still in favor of shutting down the Animal Control Facility and moving the dogs to a better location, but she has been out voted. Commissioner Hutchinson stated that she is willing to do anything that will improve the lives of the dogs in the current facility and she is in 100% support of any changes to improve the welfare of the animals in the community. Commissioner Hutchinson also stated that she is not just in favor of helping animals, as has been stated, but she also puts in countless hours helping children and families in the community as well. On a Brad Close/Stacy Dugan motion, the County Commission approves the proposed changes to the current Animal Control Facility. This motion carried.

ADMINISTRATOR'S REPORT

Opening of proposals for mowing services

Jody McClintock, County Administrator, approached the Commission to open the proposals for mowing services.

Ms. McClintock opened the following proposals:

1. First Place Lawn Service- \$1125 each mowing
2. WJ Wills- \$36,900 for the season
3. Emerick's Lawn Care- \$650 each mowing
4. Fairview Lawn Care- \$1091 each mowing
5. Payne-Less Lawn Care- \$10,000 for the season including 20-22 mows

On a Brad Close/Brenda Hutchinson motion, the County Commission accepts the proposal from Payne-Less Lawn Care contingent on the price of the mowing if it exceeds 22 mows and the company providing a business license and proof of insurance. This motion carried.

Proposal from Simplex Grinnel for fire alarm test & inspect at hospital properties

The County Commission tabled this discussion until the next Commission meeting scheduled for April 19, 2012.

Commission meeting recordings at the library

Jody McClintock, County Administrator, asked the Commission for approval to start providing the Morgan County Library with CD's of the recorded Commission meetings so the public may go there and listen if they want to. Ms. McClintock explained that there is no private place in the Commission office for a citizen to go to listen to a recorded meeting. Ms. McClintock stated that if an individual wants to purchase a recording of the meeting, the cost is \$10 for the CD. The Commission agreed to start supplying the library with copies of the recorded Commission meeting minutes.

Revised Animal Control Officer job description

Jody McClintock, County Administrator, presented a revised Animal Control Officer job description for the Commission's review. Commissioner Hutchinson had some revisions regarding the placement, foster rescues, adoptions and education component. Ms. McClintock will make the revisions and follow up with the Commission. Commissioner Hutchinson stated that only individuals can give their own pets vaccinations. Commissioner Dugan stated that she wants to go forward with Animal Control giving vaccinations until someone says we can't.

Part Time Maintenance

Jody McClintock, County Administrator, suggested the hiring of Daniel O'Dea for the part time maintenance position. The County Commission agreed.

Adjournment

On a Brenda Hutchinson/Brad Close motion, the County Commission adjourned the meeting at 1:13 p.m. This motion carried.