

**Morgan County Commission Meeting
August 15, 2018**

Members present:

Commissioner Joel Tuttle, President
Commissioner Robert Ford
Commissioner Ken Reed

Staff present: Ginger Johnson, County Commission Secretary

The meeting was opened by Kimberly Nickles, Honorable County Clerk, at 9:30 a.m.

Administration Items

Assessor's Exonerations

Clerical Error

Commissioner Ford made a motion to approve the exonerations due to clerical error. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Taxpayer Error- WV Code 11-3-2A, Notice for increased assessment required

There were six exonerations presented by a taxpayer that had just recently purchased the property and had not received the increase letter, the Assessor denied the request for exoneration. After reviewing the exonerations, Commissioner Ford made a motion to approve the exonerations. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Taxpayer Error

The Commission reviewed two more exonerations due to taxpayer error. President Tuttle made a motion to approve the exonerations. President Tuttle voted nay, Commissioner Ford voted nay and Commissioner Reed voted nay. Motion denied.

Approval of Emergency Absentee Voting Policy

Commissioner Reed made a motion to approve the Emergency Absentee Voting Policy whereas WV Code 3-3-5c authorizes County Commissions in WV to adopt a policy extending emergency absentee voting procedures in their county for a person who is in a hospital or other duly licensed health care facility within a County adjacent to Morgan County or within thirty five (35) miles of the County Seat of Morgan County, for medical treatment, or in a nursing home within the county or adjacent to Morgan County and is unable to vote in person on election day, may vote an emergency absentee voter's ballot under procedures set forth in WV Code 3-3-5c. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Authorization for Circuit Clerks office to purchase postage for Juror Questionnaires

Commissioner Ford made a motion to approve the request for the Circuit Clerks office to purchase 3500 stamps at the cost of \$1750 to mail out juror questionnaires. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Approval / Appointment of employee representative to the Wage & Review Board

President Tuttle explained that he had sent out a mass email to courthouse employees to get volunteers and/or referrals for an employee representative for the Wage and Review Board. President Tuttle stated that he had five individuals interested in serving on the board. President Tuttle made a motion to appoint Laura Breeden to the Wage and Review Board as the employee representative. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. President Tuttle stated that Ms. Breeden had been on the board previously.

Re-appointment to the Farmland Protection Board- Lin Dunham

Commissioner Reed made a motion to re-appoint Lin Dunham to the Morgan County Farmland Protection Board as a representative for the Eastern Panhandle Conservation District. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. This appointment is effective immediately and will expire August 1, 2022.

Appointment to the Emergency Medical Services Board

Commissioner Ford explained that there are currently three seats available on this board and he suggested bringing in the applicants to meet with the board members to discuss the responsibilities of becoming a member. The Commission agreed. Laura Breeden, Board Administrator will contact the applicants to set up the appointments.

Agenda Items

Susan Walter, Tri State Community Health Center- Proclamation for National Community Health Center Week August 12-18, 2018

Susan Walter, Chief Executive Officer, Tri State Community Health Center, Tracy Salvagno and Judy Price approached the Commission to present the proclamation for National Community Health Center week. Commissioner Ford made a motion to approve the proclamation proclaiming the week of August 12-18, 2018 as National Community Health Center week. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Kimberly Nickles, County Clerk- Discussion regarding HAVA grant resolution and purchase of new voting machines vs. continuing with current unsupported machines

Kimberly Nickles, County Clerk, Daryl Shull, WV Secretary of State Office and

Cam Wilson, Election Systems and Software approached the Commission to discuss the HAVA (Help America Vote Act) grant program and the purchase of new voting machines. Mr. Wilson presented a handout of information with pricing to the Commission for review. The Commission reviewed the purchase proposal quote in the amount of \$343,672.67. Commissioner Reed made a motion to approve and authorize Commission President, Joel Tuttle to sign the resolution in support of the grant program and the Morgan County Commission commitment to providing the 50% of matching funds for new voting machines and a 15% of matching funds for new Electronic Pollbooks, a requirement for the HAVA 2018-19 grant application. President Tuttle voted yea, Commissioner Ford voted nay and Commissioner Reed voted nay. Motion denied with a two to one vote against.

Continuation of the Estate of Clarence Rankin

Barbara Gregory, Executor of the Estate and Brenda Sample, daughter of the late Clarence Rankin approached the Commission. Ms. Gregory presented the requested bank statements to the Commission for review. The Commission reviewed the bank statements and agreed there does not appear to be any suspicious activity with the accounting. The Commission thanked Ms. Gregory and Ms. Sample for their time.

County Policy for ADA (Americans with Disabilities Act) Service Dogs in Courthouse

Sheriff KC Bohrer approached the Commission regarding a county policy for service dogs in the courthouse. Sheriff Bohrer presented an ADA (Americans with Disabilities Act) policy for the Commission to review and adopt. Commissioner Reed made a motion to approve and adopt the county policy excluding all pets in the Morgan County Courthouse with the exception of the ADA requirements which is defined as dogs that are individually trained to do work or perform tasks for people with disabilities. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. Policy is in effect immediately.

In addition to the provisions about service dogs, the US Department of Justice revised ADA regulations have a new, separate provision allowing miniature horses that have been individually trained to do work or perform tasks for people with disabilities.

Day Report Center Update & Discussion

Stefanie Allemong, Interim County Administrator, approached the Commission and explained that the County has received \$60,000 in grant funding for the Day Report Center. The Day Report Center is going to be located on the first floor at the Pines Opportunity Center. The maintenance department is already constructing office space there. Commissioner Reed made a motion to approve the hiring of a Case Manager/Project Manager for the Day Report Center to get the Report Center started up and operating. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Heating & Air Conditioning for Day Report Center

Stefanie Allemong, Interim County Administrator and Aaron Mechem, Facilities Supervisor, approached the Commission to discuss the heating and air conditioning

unit for the Day Report Center area. Mr. Mechem explained that he has obtained three quotes for the Air Conditioning unit for the center. Mr. Mechem presented the quotes as follows:

Rizzo Heating and Air- \$6700

Bob Madison- \$7880

Timber Ridge Heating and Air- \$7650

Mr. Mechem requests the Commission approve the quote from Rizzo Heating and Air. Mr. Mechem stated that Rizzo Heating and Air has already performed work at the Pines Opportunity and are familiar with the building. Commissioner Reed made a motion to approve the quote from Rizzo Heating and Air in the amount of \$6700 for the heating/air conditioning unit for the Day Report Center located in the Pines Opportunity Center. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Discussion /Possible Adoption of the Morgan County Unsafe Structure and Property Enforcement Ordinance

President Tuttle explained that the Commission has held two public hearings to receive public comment regarding the Morgan County Unsafe Structure and Property Enforcement Ordinance. Commissioner Reed asked if there were any comments or questions from the public regarding the proposed ordinance.

Barb Wolfe asked who is going to enforce the ordinance? Commissioner Reed stated that once the ordinance is adopted, there will be a code enforcement agency created (explained on page 4 in the ordinance). There were no further questions from the public. Commissioner Reed made a motion for the Commission to approve and adopt the Morgan County Unsafe Structure and Property Enforcement Ordinance effective immediately. President Tuttle voted yea, Commissioner Ford voted nay and Commissioner Reed voted yea. Motion carried with a 2 to 1 vote in favor. The Ordinance is effective immediately and copies can be found on our website at www.morgancountywv.gov and/or in the Commission office in the Courthouse.

Administrator's Items

Discussion/Decision regarding payments for water coolers & purchasing supplies for county offices

Stefanie Allemong, Interim County Administrator approached the Commission and explained that she has been contacted regarding a county office purchasing a water cooler and water and paying for it with the county credit card. Ms. Allemong requested the Commission clarify if this was allowed or not. Heather Tyler, Deputy County Clerk, stated that she has discussed this with the Secretary of State's office and the IRS office and it is not allowed. The Commission agreed. President Tuttle authorized Stefanie Allemong to send out a mass email to all county offices explaining that "commercial water coolers and water" are not to be purchased with taxpayer money.

Office Supplies

Stefanie Allemong, Interim County Administrator explained that she has spoken to the County Clerks office regarding the purchase of office supplies. Ms. Allemong

explained that in the past, office supplies would be ordered from one company but it has gotten pricey and the County Clerk's office suggested to start price checking with other companies. The Commission agreed. Ms. Allemong will send out a mass email to the county offices requesting they price check before ordering supplies to try to cut cost.

Consent Agenda

Meeting Minutes

Commissioner Ford made a motion to approve the Commission meeting minutes from the August 1, 2018 Commission meetings. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Commissioner Ford made a motion to approve the consent agenda. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Discussion/ Possible Decision about filing the County Administrator position- Possible Executive Decision

Commissioner Ford made a motion to go into executive session to discuss the county administrator position. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Commissioner Reed made a motion to come out of executive session and reconvene into regular session. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Commissioner Ford made a motion authorizing Interim County Administrator, Stefanie Allemong to run an ad in the Morgan Messenger and accept applications for the hiring of a Full Time County Administrator. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. The ad will also be placed on the county website www.morgancountywv.gov and on the countys facebook page.

Facilities Supervisor

Commissioner Ford made a motion authorizing Interim County Administrator, Stefanie Allemong to promote Aaron Mechem from Temporary Facilities Supervisor to Permanent Facilities Supervisor with the salary of \$32,000. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Recess

President Tuttle made a motion to recess the meeting. President Tuttle voted yea, Commissioner Ford voted yea, and Commissioner Reed voted yea. Motion carried.

**Morgan County Commission Meeting
Sign In Sheet**

Date: August 15, 2018

Name	Representing	Phone #	E-Mail Address
Luzi Kiley			
Thomas Kiley			
Cam Wilson	ES&S		
Irish Strader	media		
K. Shunney	Morgan Messenger		
Susan Walker	Tri-State Community Health		
Tracy Salvagno	Tri-State Community Health		
Julief Price	Tri-State		
BARB WOLFE	SELF		
Barb Gregory	SELF		
K.C. BOHREN	SHERIFF		
Bunch Sells			
Rose Jackson	SAL		
Aunt Bern			



The County of Morgan

Office of the County Clerk

KIMBERLY NICKLES

77 FAIRFAX STREET, ROOM 102
BERKELEY SPRINGS, WV 25411
(304) 258-8547 FAX: (304) 258-8545



EMERGENCY ABSENTEE VOTING POLICY

WHEREAS, West Virginia Code 3-3-5c a authorizes County Commissions in West Virginia to adopt a policy extending emergency absentee voting procedures in their county; and

WHEREAS, it is the opinion of this Commission that the adoption of such a policy would benefit the citizens of Morgan County:

THE FOLLOWING POLICY IS HEREBY ADOPTED BY THIS COMMISSION:

A person qualified to vote an absentee voter's ballot, as defined by the West Virginia Code 3-3-1, who is:

- (1) in a hospital or other duly licensed health care facility within a County adjacent to Morgan County or within thirty-five (35) miles of the County Seat of Morgan County, for medical treatment, or
- (2) in a nursing home within the County, or adjacent to Morgan County

and is unable to vote in person election day, may vote an emergency absentee voter's ballot under the procedures set forth in West Virginia Code 3-3-5c.

Adopted at a regular scheduled meeting on the 15th day of August, 2018.

Joel Tuttle,
President
Morgan County Commission

Attest:

Kimberly Nickles,
Clerk of Morgan County Commission



Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411
304-258-8540

- COMMISSIONERS-

Joel Tuttle
134 Ridgewood Trail
Berkeley Springs
WV 25411
304-258-7958

Robert Ford
9 Barbecue Drive
Berkeley Springs
WV 25411
304-258-4178

Ken Reed
11348 Martinsburg Rd
Hedgesville
WV 25427
304-258-8540

National Health Center Week, August 12 – 18, 2018
Celebrating the legacy of America’s Health Centers and their vital role in
shaping the past, present, and future of America’s health care system

Whereas: For over 50 years, America’s Community Health Centers have provided high-quality, affordable, comprehensive primary and preventive health care in our nation’s underserved communities, delivering value to, and having a significant impact on America’s health care system.

Whereas: As the country’s largest primary care network, Health Centers are the health care home for 27 million Americans in over 10,400 communities across the nation. One in every twelve people in the United States gets their care in a community health center.

Whereas: Health Centers are a critical element of the health system, serving both rural and urban populations, and often providing the only accessible and dependable source of primary care in their communities. Nationwide, Health Centers serve one in every six residents of rural areas.

Whereas: Every day, Health Centers develop new approaches to integrating a wide range of services beyond primary care, including care management, telehealth, oral health, vision, behavioral health, and pharmacy services to meet the needs and challenges of their patients and communities.


Whereas: Health Centers are governed by patient-majority boards, ensuring that the patients of each Health Center are engaged in their own health care decisions and are responsive to the needs of the community.

Whereas: Health Centers are locally owned and operated non-profit small businesses that serve as critical economic engines, helping to power local economies by generating \$45.6 billion in economic impact in some of the country’s most economically deprived communities.

Whereas: The Health Center model treats the whole person and continues to prove a quality and effective means of overcoming barriers to healthcare access, insurance status, and managing patients’ chronic conditions which improve health outcomes, keeps patients out of costlier health care settings, like hospital emergency rooms, and saves the health care system \$24 billion annually.

Whereas: National Health Center Week offers the opportunity to recognize America's nearly 1,400 health center organizations with over 10,400 service delivery sites, their dedicated staff, board members, patients and all those responsible for their continued success and growth.

NOW, THEREFORE, THE MORGAN COUNTY COMMISSION do hereby proclaim August 12-18, 2018, as National Health Center Week. I encourage all Americans to take part in this week by visiting their local Health Center and celebrating the important partnership between America's Health Centers and the communities they serve.



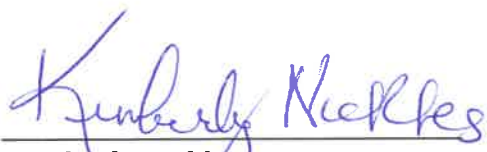
Joel Tuttle, President
Morgan County Commission



Robert Ford
Morgan County Commission



Ken Reed
Morgan County Commission

Attest: 

Kimberly Nickles
Clerk of the County Commission