

AGENDA
MORGAN COUNTY COMMISSION
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411

August 1, 2018

9:30 AM - Call to Order – The Honorable Kimberly Nickles, Morgan County Clerk

Administration Items

Assessors Exonerations & Consolidations

Approval of Morgan County Broadband Plan Small Cities Block Grant request for Payment #1

Approval of hire letter for Circuit Clerk office

Approval of hire letter for Sheriff Tax office

Approval of employee representative to the Wage & Review Board

Resolution in support of the Help America Vote Act (HAVA) for the County Clerk's office

Re-appointment of Jack Veara to the Morgan County Fire Board

9:50 am- Sheriff KC Bohrer- Present award to Officer

Approval of funds for Community Service Officer uniform

Request to purchase vehicle

Agenda Items

10:00- Estate of Clarence Rankin

10:15- Solid Waste Authority- Annual Report & Funds Request

10:30- Approval of Lease for lots along Fairfax Street & Mercer Street for courthouse customer parking

10:40- Approval of extra hours for Assessor's Office employees for Saturday tax collection

10:50- Dick Myers, OES Director- Approval of invoice for payment to Miller Environmental for services regarding the Hazardous Materials Cleanup for the Structure Fire located at 422 S. Washington St. on March 5

11:00- ~~Stephanie Nichols, Animal Control Discussion/Approval regarding purchase of vehicle for Animal Control~~

Consent Agenda

- Meeting Minutes

- Purchase/ Check Logs / Budget Revisions

Items from the Public/Miscellaneous Discussion
Recess

*Times are approximate

**Morgan County Commission Meeting
August 1, 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

There was one exoneration due to taxpayer error, the Assessor approved the exoneration and waved the fee. Commissioner Ford made a motion to approve the exoneration due to taxpayer error. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Assessor's Consolidations

Commissioner Ford made a motion to approve the consolidations presented from the Assessor's Office. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Approval of Morgan County Broadband Plan Small Cities Block Grant request for payment #1

Commissioner Ford made a motion to approve payment #1 in the amount of \$4940.00 to Design Nine for the Morgan County Broadband study. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. The broadband study included the residential and business surveys, the prepared county base map, completed FCC-registered tower layer added to the base map and mapped County and K-12 school facilities. The grant will provide the funding for payment.

Approval of hire letter for Circuit Clerk office

Commissioner Ford made a motion to approve the hiring of Kristy Farris Somers for the Deputy Clerk position in the Circuit Clerks office. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Approval of hire letter for Sheriff Tax Office

Commissioner Reed made a motion to approve the hiring of Bonnie Crozen as a full time employee in the Sheriff Tax Office to replace the vacancy of JoAnn King. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Approval of employee representative to the Wage & Review Board

President Tuttle suggested the Commission postpone the appointment of an employee representative to the Wage and Review Board to the August 15 Commission meeting. In the meantime, President Tuttle will send out a mass email to the Courthouse employees seeking recommendations and/or interested parties.

Resolution in support of the Help America Vote Act (HAVA) for the County Clerk's office

Kimberly Nickles, County Clerk explained that the County Clerk's office is interested in applying for a grant through the Help America Vote Act program to help provide funding to purchase new voting machines and electronic pollbooks. Ms. Nickles explained that the grant is a cash match grant and requested the Commission approve the resolution in support of the grant application. President Tuttle voiced his concerns regarding the matching funds and the financial cost for new machines. The Commission agreed to postpone signing the resolution until the next Commission meeting on August 15, 2018. In the meantime, the Commission requested Ms. Nickles contact other counties in WV to see if they have any machines for sale and how they are going to be able to get the funding for new machines. Ms. Nickles stated that the deadline for the grant application is August 23, 2018.

Re-appointment of Jack Veara to the Fire Board

Commissioner Ford made a motion to re-appoint Jack Veara to the Fire Board to represent the citizens of Morgan County. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. This appointment is effective immediately and will expire June 30, 2021.

Sheriff KC Bohrer- Present Award to Officer, Approval of funds for Community Service Officer uniform, Request to purchase vehicle

Present Award to Officer

Sheriff KC Bohrer approached the Commission to present the lifesaving award to Lt. Seth Place. Sheriff Bohrer explained that Lt. Place saved a choking child in the Berkeley Springs State Park back in June. Sheriff Bohrer presented the award and pin to Lt. Place. The Commission thanked Lt. Place for his service.

Approval of funds for Community Service Officer Uniform

Sheriff Bohrer explained that he has the price estimate to outfit the Community Service Officer with a uniform and stated that the price is \$880.00 Commissioner Ford made a motion to approve the funds in the amount of \$880 for the Community Service Officer uniforms. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. Funds will come out of the

Uniform Fund line item in the Sheriff's account and can be reimbursed later if needed.

Request to purchase vehicle

Sheriff Bohrer presented a handout to the Commission and explained that the Sheriff Department is in need of another cruiser. Sheriff Bohrer explained that he has the funds to purchase the vehicle using the coal severance fund. Commissioner Ford made a motion to approve the purchase of a 2018 Ford Police Utility (Explorer) all wheel drive vehicle with the emergency equipment at the cost of up to \$37,989.00 using funds from the coal severance account. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. Sheriff Bohrer thanked the Commission for their support.

Agenda Items

Estate of Clarence Rankin

Brenda Sample, Daughter of the late Clarence Rankin, approached the Commission and explained that she has filed a petition to see the bank statements regarding the estate showing how the money has been spent. Ms. Sample requests to see if there was actually \$17,000 and how and why there is only \$9,000 now. Barbara Gregory, Executor of the Estate, approached the Commission and explained that when she took over as the Executor, there was only \$9,000 left in the estate. President Tuttle suggested Ms. Gregory contact the bank to get all the bank statements from January 3 to January 27 showing the withdrawals and also the bank statements from November, December and January to show what withdrawals were made and follow up at the next Commission meeting on August 15, 2018. Ms. Gregory agreed and was placed on the next meeting agenda for August 15, 2018 @ 10:30 am.

Solid Waste Authority- Annual Report & Funds request

Pete Gordon approached the Commission to give an annual report and update regarding the recycling center. Mr. Gordon presented a budget report to the Commission. Mr. Gordon reviewed the budget report and expenditures with the Commission. Mr. Gordon requested support from the County Commission. President Tuttle made a motion to grant funds in the amount of \$5,000 for last year and \$10,000 for this year totaling \$15,000 for the Solid Waste Authority. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. President Tuttle stated that the funds will come out of the carryover account.

Approval of Lease for lots along Fairfax Street & Mercer Street for courthouse customer parking

The County Commission reviewed the renewal lease agreement for another term of one year, commencing on August 1, 2018 and ending on July 31, 2019. The lease is for total rent for one year at the cost of \$1999.72, the amount of the taxes due for the lot. Commissioner Ford made a motion to approve and authorizes Commission President, Joel Tuttle to sign the lease agreement for the use of the lots along Fairfax Street and Mercer Street for courthouse parking for the cost of \$1999.72. President

Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried.

Approval of extra hours for Assessor's Office employees for Saturday tax collection

Ronnie McIntire, Assessor, approached the County Commission and stated that the Sheriff Tax Office will be open during the morning hours on Saturday, August 29 and Saturday, September 29 for tax collection purposes. Mr. McIntire explained that to better serve the public, the Assessor's office would like to be open those days as well. Mr. McIntire stated that customers may need to pay for their dog tags, or get a copy of their property assessment form. Mr. McIntire requested funds in the amount \$246.52 to cover the salaries needed to have two employees work on those Saturday mornings. Commissioner Reed made a motion to approve the request to have the Assessor's Office open and provide staff for those two Saturday mornings. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. Funds will be taken out of the salary line in the Assessor's budget.

Dick Myers, OES Director- Approval of invoice for payment to Miller Environmental for services regarding the Hazardous Materials Cleanup for the Structure fire located at 422 S. Washington St. on March 5

Dick Myers, OES Director, approached the Commission and requested approval for the invoice from Miller Environmental for the hazardous materials cleanup for the structure fire located at 422 S. Washington Street on March 5, 2018. Commissioner Reed made a motion to approve the payment of the invoice in the amount of \$6744.13. President Tuttle voted yea, Commissioner Ford voted yea and Commissioner Reed voted yea. Motion carried. Funds will be taken out of the carryover account.

Consent Agenda

Meeting Minutes

Commissioner Reed made a motion to approve the Commission meeting minutes from the July 5 and July 10, 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.

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

- COMMISSIONERS-

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Robert Ford
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Ken Reed
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August 1, 2018

COURT ORDER

The Morgan County Commission hereby re-appoints **Jack Veara** to the **Morgan County Fire Board** to represent the citizens of Morgan County.

This appointment is effective immediately and will expire June 30, 2021.

Joel Tuttle, President
Morgan County Commission

Robert Ford
Morgan County Commission

Ken Reed
Morgan County Commission

ATTEST:

Kimberly Nickles
Clerk of the County Commission

