

BARBOUR COUNTY COMMISSION MEETING

September 11, 2017

5:00 pm

**TIM MCDANIEL COMMISSION PRESIDENT, PHIL HART COMMISSIONER, SUSIE CVECHKO
COMMISSIONER, BEN PROPST COORDINATOR, SHANA FREY ADMINISTRATOR**

Mark Miloko, Luciana Shasta, Marija Ilic, RG Thomas, Ron Skidmore, Linda Menear, Phil Bowers

Tim McDaniel called the meeting to order and led the pledge.

A revision was noted for the minutes. The vacancy for the Civil Service board was reported incorrectly as Bucky Burner and it should have been Bucky Gainer. On a motion by Phil Hart and seconded by Susie Cvechko, the meeting minutes from August 14, 2017 were approved with the correction.

John Cutright presented exonerations.

On a motion by Tim McDaniel and seconded by Susie Cvechko, exoneration limits will remain at a two-year limit, as it has been in the past.

Connie Kaufman presented seven (7) final settlements. On a motion by Phil Hart and seconded by Susie Cvechko, the final settlements were approved.

Luciana Shasta was present to express her interest in naming her driveway Blacksmith Forge to honor her late husband. She is to meet with Ron Skidmore to fill out the application for this change.

The Community Correction roof was discussed and tabled until another quote is received.

The Philippi Christmas Committee discussed plans for the Christmas season. Many events are planned including a Christmas tree lighting ceremony following the parade, choir show on December 9 and a Christmas play on December 16. The committee requested a \$3,000 contribution. The commission will review plans and discuss contribution possibilities.

Philippi Beautification requested permission to place mums on the courthouse steps. On a motion by Tim McDaniel and seconded by Phil Hart, permission was granted. Susie Cvechko added that she has heard many positive comments regarding the flower pot placement around the city.

WYK submitted the invitation for bid on the handicap side walk improvement project and has been approved. The ad will run in newspapers and a mandatory pre-bid meeting will be held on September 20, 2017 at 11:00 am. Bid opening will take place on October 2, 2017 at 11:00am.

Interconnection of water lines was discussed. Thrasher Engineering was unable to attend tonight's meeting; however, Phil Hart is to meet with them later in the week to discuss the possibilities of interconnecting water lines in-county and to surrounding counties. Thrasher Engineering can look at cost analysis and also assist with seeking funding for the project. Phil Hart also plans to discuss possibilities for a multi-purpose building at the fairgrounds.

Discussions were held regarding voting machines. Current machines are several years old and are requiring maintenance and near their life cycle. At a conference in January, the commissioners and county clerk looked at voting machines that were available. A quote was requested from ESS&S for the Express Vote machines. Through negotiations, the county will save \$48,000.00 in discounts and trade-in

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value of the old machines. The machines will be financed over a five-year period and includes a free year of maintenance. Post warranty maintenance agreements will be available.

Tim McDaniel pointed out these machines will no longer have the lengthy and complicated calibration requirements and are user friendly. They will be much better for the poll workers as well. Several counties are already utilizing these machines and have all positive comments.

The quote for 53 Express Vote Terminals and 19 Model DS 200 Precinct Scanners with all hardware and software required totals to \$275,000.00. On a motion by Susie Cvechko and second by Phil Hart, the agreement with ES&S to purchase new Voting machines was approved and the cost is to be financed over 5 years.

Bids were received for the Records Management Grant to scan the Assessor copies of landbooks. One bid was submitted totaling \$18,139.20 that covers the remaining books to be scanned. The grant funds available is \$9,691.00. The commission and Assessor discussed splitting the remaining cost in order to get the project finished. On a motion by Susie Cvechko and seconded by Phil Hart, the bid from Precision Service, Inc was accepted to get the landbook scanning project completed and the balance after grant funds will be split between the Assessor's Budget and the County Commission budget.

A resolution to enter into an agreement with the Division of Justice was presented for the Court Security grant along with Conditions and Assurances. This grant will fund new Duress alarms in the courthouse. On a motion by Phil Hart and seconded by Susie Cvechko, the resolution was passed.

Shana Frey presented the EEO Utilization report, which is a requirement in order to comply with the Justice Departments reporting for federal grants. A survey was conducted to gather demographic data for the workforce. The EEO Short Form addresses any underutilization and outlines plans to correct the deficiency. The EEO Short Form is on file in the County Administrators' office and will be made available on the county's website. On a motion by Phil Hart and seconded by Susie Cvechko, the EEO Utilization Report was approved.

Discussions were held regarding sick and vacation leave tracking software. The current 3rd party company no longer is making this service available due to legal issues between them and the software provider. Illume Media Group was contacted upon this notification and they delivered a solution that's very similar to what was being utilized and at a cost savings. On a motion by Tim McDaniel and seconded by Susie Cvechko, Illume Media group's quote for \$350.00 per month for the HRM Portal was approved. The new portal will be implemented by mid- September.

Tim McDaniel provided the Community Correction's report in Tammy Narog's absence. He reported the county saved \$84,196.00 in jail costs. The commissioners commented about the good job community correction participates did during the fair and fall bash events. Derek Kyle was hired to fill the Case Aid position. He began employment September on 5.

Tim McDaniel reported on the Animal Shelter. Both the shelter and Animal Friends have placed several dogs in homes this month. Two additional kennels were purchased to allow for more space.

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Ron Skidmore provided updates on staff, grants and the CAD system. The Radio Room cooling issue has been repaired. The road sign project is progressing nicely.

Two quotes were reviewed again for a new police cruiser. The lowest bid was Belington Town and Country. On a motion Phil Hart and seconded by Tim McDaniel, the quote from Town in Country in the amount of \$29,883.00 was approved.

An update was given on the distribution of generators to community centers. Most have been delivered and are getting hooked up. Phil Hart recommended that if any of them need assistance for the hook-up to let the commission know.

A letter was sent to various government officials concerning the Carrollton Covered Bridge. Several responses were received including Governor Justice, Senator Manchin, Congressman McKinley, and the Department of Highways. Shana will look into getting another tab created on our website for updates.

The next regular commission meeting will be held on October 2 at 5:00 pm.

On a motion by Phil Hart and seconded by Susie Cvechko, Executive session was entered at 7:47 pm.

On a motion by Tim McDaniel and seconded by Phil Hart, regular session was resumed at 8:17 pm.

The following final settlements were approved on a motion by Phil Hart and Susie Cvechko:

ELSIE WILLADEAN AUVIL, ROBERT LEE CASTO, BETTY (GOLDEN) HOWELL, WILBERT DALE MARSH, DAVID ALLEN DAVIS, LISA KAY MAYLE, ROGER LEE MAYLE, SR.

On a motion by Phil Hart and seconded by Tim McDaniel, the meeting was adjourned at 8:22 pm.

Timothy McDaniel