

**Morgan County Commission Meeting  
August 6, 2025**



**Members present:**

President Bill Clark  
Commissioner Joel Tuttle via phone  
Commissioner Sean Forney

**Staff Present:**

Kim Nickles, County Clerk  
Charity Sullivan, Clerk  
Misty Clingerman, County Administrator

Todd Peer, Bailiff  
Scott Bier, IT Director

**Call to Order**

Kim Nickles called the meeting to order at 9:30 am.

**Review and Approval of Agenda**

Commissioner Tuttle made a motion to approve the agenda with the addition of adding Financial Discussion under Administration Items. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Items from the public**

None.

**Administration Items**

**Approval of meeting minutes**

Commissioner Forney made a motion to approve the meeting minutes from 7/16/2025. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Assessor's Exonerations**

Commissioner Tuttle made a motion to approve the exonerations for tax payers Unger, Cook, Krippner, and Cacapon South Property Owners Association for the clerical errors and non-objectives as presented by the Assessor's Office. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

Commissioner Tuttle made a motion to approve the exonerations for tax payers Fox and Dagnostino. President Clark voted nae. Commissioner Tuttle voted nae. Commissioner Forney voted nae. Motion failed.

**Letter Of Support to the 911 Advisory Board**

Commissioner Forney made a motion to authorize the Commission President to sign the Letter of Support to the Advisory Board in favor of running background checks to anyone who has access to the 911 Center. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Retirement Acknowledgement for Gary Masser**

The Commissioners recognized Gary Maser on his retirement and thanked him for his 10 years of service to the County.

**Financial Discussion**

Charity from the Clerk's Office explained to the Commission that there is always a difference between the Clerk's and Tax Office end-of-year financial balances. The State Auditor suggested doing a journal entry to begin fresh so both offices start the new fiscal year with the same amount. Commissioner Forney made a motion to authorize a letter to the Clerk's Office to make a journal entry for \$26,968.15. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Agenda Items****IT Policies**

Scott Bier approached the Commission with an update on the IT Department. He said that there will be a smooth transition for all computers to be on Windows 11 by the October deadline. Multi-Factor Authorization will be required once everyone is on Windows 11. Besides the Sheriff's Department, there are only three computers that will need to be replaced. Scott presented 20 new policies for the Commission to review and approve.

**Request for New Road Names**

Commissioner Forney made a motion to approve the road name of E.T. Andrews Way. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

Commissioner Tuttle made a motion to approve the road names of Pinnacle Drive, Peake Court, and Bluff Court. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Back to School Bash**

Commissioner Tuttle made a motion to give Parks and Rec \$2,000 for the Back to School Bash being held on August 8<sup>th</sup> to be paid from Fund 401-568. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Catch and Release Fishing Program**

Commissioner Forney made a motion to authorize the Commission President to sign a Letter of Support in favor Parks and Rec to use the Industrial Park ponds for a Catch and Release Fishing Program. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Fire Department's Hose and Ladder Testing**

Commissioner Forney made a motion to authorize the Commission President to sign in the amount of \$14,463 to be paid from the Opioid Fund. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Hotel/Motel Budget**

The FY25/26 Hotel-Motel budget was approved for \$425,000. The Commissioners awarded these organizations with the following funds:

Morgan County Parks and Rec	\$40,000	South Morgan VFD (Fireworks)	\$4,500
League Rent	\$11,575	Paw Paw Festival Committee	\$4,900
Museum of Berkeley Springs	\$4,950	MC HGS (Town of Bath Brochure)	\$3,404
Morgan County Arts Council	\$30,000	Bath Civic Trust	\$3,000
Apple Butter Festival	\$10,000	Morgan County Wellness Center	\$26,750
Travel Berkeley Springs (Fireworks)	\$6,000	Morgan County Saddle Club	\$12,800
TOB Streetscape Committee	\$14,000	Berkeley Springs Castle	\$10,000
Civil War Trails	\$800	Morgan County Observatory	\$12,500
Foxglove Garden Club (Cemetery)	\$10,000	Greenwood Community Center	\$4,000
Foxglove Garden Club (Gardening)	\$5,000	On Trac	\$5,000
Maintenance Mowing Salary	\$48,526	Town of Bath Façade Improvements	\$4,325
Bath Christmas Project	\$10,000	Trail Head CDS Match	90,000
Phase 1 of 16 acre property	\$40,000	Reserve	\$12,970

Commissioner Tuttle made a motion to approve the FY25/26 Hotel/Motel Budget as presented in the amount of \$425,000. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

**Administrator's Report**

Commissioner Tuttle made a motion to authorize the Commission President to sign the 25/26 Community Corrections Grant Agreement for the Day Report Center. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

Commissioner Forney made a motion to authorize the Commission President to sign the new lease agreement with the Conrad and Kirsten Trump for the use of their parking lots. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

Commissioner Tuttle made a motion to authorize the Commission President to sign the Sleepy Creek Watershed Grant in the amount of \$973,772.00. President Clark voted yea. Commissioner Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

The Wellness Center has asked if they can change the age of hiring from 18 to 17 to help fulfill some of their evening and weekend shifts and the Commission agreed. No motion needed.

**Consent Agenda**

Commissioner Forney made a motion to approve the consent agenda. President Clark voted yea. Motion carried.

**Adjourn**

President Clark adjourned the meeting at 11:36 am.

Minutes submitted by M. Clingerman