

**Morgan County Commission Meeting
January 7, 2026**

APPROVED

JAN 28 2026

PRESIDENT COUNTY COMMISSION

Joel Tuttle

Members present:

President Bill Clark- via phone
Commissioner Joel Tuttle
Commissioner Sean Forney

Staff Present:

Kim Nickles, County Clerk
Misty Clingerman, County Administrator
Johnnie Walter, Sheriff
Myra Stotler, Dispatcher
James Steiner, Fire
Ivory Brown, Animal Control
Mariah Puffenburger, Animal Control
Felicia Darlington, Grants Administrator/Commission Secretary

Marshall Younker, 911 Director
Sarah Henry, Assistant 911 Director
Eric Widmyer, Deputy Sheriff
Robert Fry, Dispatcher
Laura Breeden, Sheriff Tax Office
Megan Houck, Animal Control

Call to Order

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

Elect Commission President

Bill Clark made a motion to nominate Joel Tuttle for 2026 Morgan County Commission President. Commissioner Forney voted yes. Commissioner Clark voted yea. Commissioner Tuttle voted yes. Motion carried.

Review and Approval of Agenda

Commissioner Forney asked to add an appointment for the Fire Board. President Tuttle made a motion to approve the amended January 7 agenda. Commissioner Clark voted yea. Commissioner Forney voted yea. President Tuttle 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 12/17/2025. President Tuttle voted yea. Commissioner Forney voted yea. Commissioner Clark voted yea. Motion carried.

Commissioner Board Appointments

Commissioner Forney made a motion to approve the amended Board appointments. Commissioner Clark is an appointed member to Region 9 Planning & Development Council Board, HOME Consortium, Travel Berkeley Springs, Morgan County Economic Development Authority, and Workforce Investment Board and a non-appointed member to Senior Life Services of Morgan County. Commissioner Forney is an appointed member to Morgan

County Emergency Medical Services Board, 911 Advisory Board, Local Emergency Planning Committee, Fire Board, Towing Advisory Board, and Morgan County Planning Commission. President Tuttle is an appointed member to Morgan County Parks & Recreation, Morgan County Farmland Protection Board, Criminal Community Corrections Board, Extension Service Board, and Juvenile Crime Enforcement Coalition (PRO-Prevention Resource Officer). President Tuttle voted yea. Commissioner Clark voted yea, Commissioner Forney voted yea. Motion carried.

Approval of 2026 Holiday Schedule

President Tuttle acknowledged Election days to be added to 2026 Holiday Schedule, May 12 and November 3, and add "President" to the Proclamation statement about additional holidays. Commissioner Forney made a motion to approve 2026 Holiday schedule with the amendment of adding "Additional days may be given when the President or Governor issues Proclamations.". President Tuttle voted yea. Commissioner Clark voted yea. Commissioner Forney voted yea. Motion carried.

Approval of 2026 Commission Meeting Schedule

Commissioner Forney made a motion to approve the Commission Meeting Schedule as presented. Commissioner Forney voted yea. Commissioner Clark voted yea. President Tuttle voted yea. Motion carried.

Agenda Items

Ivory Brown- Morgan County Life Saver Award.

The Berkeley Springs Volunteer Fire Company recommended Animal Control Officer Ivory Brown for the Life Saver Award due to her act of heroism. On December 29, 2025, Ivory Brown responded to a structure engulfed in flames. After she made the radio call to have fire rescue dispatched, she proceeded to the building and called out to check for anyone in the building. There was a response from a man in the building and Ivory Brown took it upon herself to save the man who couldn't get himself out of the burning building. President Tuttle made a motion to present Ivory Brown with a Certificate of Heroism. Commissioner Forney voted yea. Commissioner Clark voted yea. President Tuttle voted yea. Motion carried.

Sheriff Walter- Holiday Budget and Vehicle Sale

Due to the Governor's Proclamation for additional holidays the Holiday Budget for Sheriff Law exceeds the limit. Sheriff Law Holiday Budget is \$50,000, \$24,600 was used for the 5 ½ additional holidays from the Governor's Proclamation, Sheriff Law Holiday Budget is over \$9,000. There are 5 scheduled holidays that still need to be covered by the end of the fiscal year. Commissioner Forney made a motion to pull \$30,000 from Carry-over fund and move it into Sheriff's Holiday Budget. President Tuttle voted yea. Commissioner Clark voted yea. Commissioner Forney voted yea.

Sheriff Walter received \$7,650 from an auction for two vehicles that are no longer in service. A vehicle (Dart) that was donated to the Sheriff Reserve did not pass inspection due to rust. Sheriff Walter would like to give the check of \$2,350 from that vehicle back to the Reserves. A vehicle (Tahoe) that the Commission purchased from Hardy County is no

longer in service. Sheriff Walter would like to give the check of \$5,300 back to the Commission. Commissioner Forney made a motion to authorize the revenue from the sale of the Dart to be moved to the Deputy Reserves Budget and the Tahoe into the General County Funds. President Tuttle votes yea. Commissioner Clark voted yea. Commissioner Forney voted yea. Motion carried.

Marshall Younker- 911 Tower Permits

Marshall Younker is looking for advice for requesting space on towers being built in the county in exchange for a permit. The Commissioners discussed finding the ordinance for "exhibit for towers". The Planning Commission can discuss this further and find the information. Decisions will be made once all information is compiled.

Motorola Contract

At a previous meeting Marshall Younker approached the Commission with a 5 Year Pricing Summary if 911 were to upgrade with Motorola and pay an overdue bill which would be given a discount with this option. In this meeting, Commissioner Forney discussed CNB can lease, City cannot, and there is no response from Bank of Romney. Commissioner Forney requested that CNB submit a final term sheet for the Commission's review and have a lease in place by next meeting. Commissioner Forney made a motion to authorize the Commission President to sign the Motorola contract pending the final term sheet from CNB. Commissioner Clark voted yea. President Tuttle voted yea. Commissioner Forney voted yea. Motion carried.

2027 Records Management Preservation Board Resolution

The Records Management Preservation Board is a grant to assist certain departments in the courthouse, Assessor's, Clerks, and Prosecuting Attorney for Morgan County, with records management and preservation of documents to secure the required handling. The Resolution is in support of following the grant guidelines. The Commission is to commit a 10% cash match of the requested \$30,000 from the RMPB. Commissioner Forney made a motion to authorize all three Commissioners to sign the Records Management Preservation Board Resolution for FY27. Commissioner Clark voted yea. Commissioner Forney voted yea. President Tuttle voted yea. Motion carried.

BS Braves Wrestling Mat- Discussion/ Possible Action

Berkeley Springs High School had previously left their wrestling mats at The Wellness Center when it was still Rankin's Physical Therapy. The Braves are now asking to retrieve their mats without them being used or handled by The Wellness Center. Commissioner Forney made a motion to allow the Berkeley Springs Braves to retrieve their wrestling mats. President Tuttle voted yea. Commissioner Forney voted yea. Commissioner Clark voted yea. Motion carried.

Day Report Center- New Hire

President Tuttle made a motion to approve the new hire of Michelle Lyons as the full-time Peer Recovery Coach for the Day Report Recovery Center, a yearly salary of \$35,360.00 with benefits effective today, January 7, 2026. Mrs. Lyons will be a 40-hour employee. Commissioner Forney voted yea. Commissioner Clark voted yea. President Tuttle voted yea. Motion carried.

EMS Board Appointments

Commissioner Forney acknowledged two members of the EMS Board who need to take a term off before they can be appointed again. Requesting a formal letter, go to Dale McConnel and Wayne Sanderson to thank them for their service and they can reapply after 1 year. Commissioner Forney made a motion to appoint Allen Truax to the EMS Board to fulfill the 3-year term, effective immediately and will expire December 31, 2028. President Tuttle voted yes. Commissioner Clark voted yea. Commissioner Forney voted yea. Motion carried.

Commissioner Forney made a motion to appoint Daniel Unger Jr. to the EMS Board to fulfill the remaining term for Dave Bowers effective immediately and will expire December 31, 2027. President Tuttle voted yea. Commissioner Forney voted yea. Commissioner Clark voted yea. Motion carried

Fire Board Appointment

Commissioner Forney briefly discussed future grants for radios and air-packs using an AFG grant. Commissioner Forney made a motion to appoint Justin Michael to represent the Berkeley Springs Fire Department on the Morgan County Fire Board. President Tuttle voted yea. Commissioner Clark voted yea. Commissioner Forney voted yea. Motion carried.

Administrator's Report

Total amount for the CDS project is \$900,000. Design phase = \$100,000 broken down as \$80,000 federal funds and \$20,000 Commission matching funds. Construction Phase = \$800,000 broken down as \$640,000 federal funds and \$160,000 Commission matching funds. Commissioner Forney made a motion to authorize the County Commission President to sign the agreement with DOH for CDS spending. President Tuttle voted yea. Commissioner Clark voted yea. Commissioner Forney voted yea. Motion carried.

Commissioner Forney made a motion to authorize all three Commissioners to sign the Resolution to Amend the Adopted Hazard Mitigation Plan for Region 9 for dry hydrants. President Tuttle voted yea. Commissioner Clark voted yea. Commissioner Forney voted yea. Motion carried.

Consent Agenda

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

Adjourn

President Tuttle adjourned the meeting at 10:27am.

Minutes submitted by F. Darlington