

**Morgan County Commission Meeting  
September 20, 2023**

**APPROVED**

OCT 04 2023

**Members present:**

Commissioner Sean Forney  
Commissioner Joel Tuttle  
Commissioner Bill Clark

PRESIDENT COUNTY COMMISSION

**Staff Present:**

Kimberly Nickles, County Clerk  
Ginger Roksandich, Commission Secretary/ Grants Administrator

**Items from the public**

Rick Watson approached the Commission and requested the Commissions support for him to purchase the remaining Digital Media Centers equipment from the Morgan Arts Council. Commissioner Tuttle made a motion to approve the support of the Commission for Rick Watson to purchase the remaining digital media centers equipment from the Morgan Arts Council. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Review and Approval of Agenda**

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

**Administration Items**

**Approval of meeting minutes**

Commissioner Tuttle made a motion to approve the meeting minutes from the September 6, 2023 meeting. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Assessor's Exonerations**

There were no exonerations from the Assessor's Office.

**Agenda Items**

**Randy Stotler- Facilities Director- Fire Alarm System upgrade for Dyche-Kidwell building**

Randy Stotler, Facilities Director approached the Commission and explained that the fire alarm system at the Dyche Kidwell building needs an upgrade. Mr. Stotler presented proposals to the Commission for approval. Commissioner Clark made a motion to approve the proposal from Johnson Controls in the amount of \$6159.60 for the upgrade to the Fire Alarm System for the Dyche-Kidwell building. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried. Funds will come out of the Pines Fund Account- 4013-21.

**Approval of WV Risk Pool Renewal Agreement**

Commissioner Clark made a motion to approve the WV Risk Pool Renewal Agreement in the amount of \$187,27.00. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Laura Smith- Travel Berkeley Springs- Annual Presentation**

Matt Omph, Laura Smith and Stephanie Rebant approached the Commission to give an annual update on Travel Berkeley Springs. Ms. Rebant provided information to the Commission. The Commission thanked the group for their time and update.

**Audrey Morris, Starting Points- Expansion project in Paw Paw, WV**

Audrey Morris, representing Starting Points approached the Commission and explained that Starting Points will be opening a site in Paw Paw, WV. Ms. Morris stated that this site will have three employees. Ms. Morris explained that there is funding needed for rent and upgrades to the building and requested funds in the amount of \$7000.00. Commissioner Tuttle made a motion to approve the funds in the amount of \$7000.00 for the rent and upgrades to have an office space for Starting Points in Paw Paw, WV. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried. Funds will be transferred from Account 401-159 and be paid out of the Government Entities account 401-567.

**Linda McGraw, Gail Potter & Colleen Stotler- Proclamation for Constitution Week**

Linda McGraw, Gail Potter and Colleen Stotler approached the Commission with a proclamation for Constitution Week. President Forney read the proclamation aloud and stated that this year marks the 236<sup>th</sup> anniversary of the drafting of the Constitution of the United States of America by Constitutional Convention. Commissioner Tuttle made a motion proclaiming the week of September 17 through 23 as Constitution Week. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**KC Bohrer, Sheriff and Marshall Younker, E911 Director- Request Alarm Ordinance for Morgan County**

KC Bohrer, Sheriff and Marshall Younker, E911 Director, approached the Commission and requested the drafting of an alarm ordinance for Morgan County. Sheriff Bohrer requested to form a committee to draft the ordinance. President Forney stated that he is willing to help. Sheriff Bohrer and Mr. Younker will work on forming a committee to draft the ordinance and follow up with the Commission.

**Mental Hygiene Reimbursement**

Sheriff Bohrer presented a mental hygiene reimbursement check that he had received. Sheriff Bohrer gave the check to Kimberly Nickles, County Clerk.

**Marshal Younker, E911 Director- Possible Decision on the Fire/EMS Paging System**

Marshal Younker, E911 Director, approached the Commission and requested a decision on the Fire/EMS Paging System. Mr. Younker stated that the advisory board had reviewed both the requests for proposals and has recommended GT Communications. Commissioner Tuttle made a motion to approve GT Communications as the vendor and gives Mr. Younker the authority to follow up with the exact pricing. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Marshall Younker, E911 Director- Request to move funds**

Commissioner Tuttle made a motion authorizing to move \$20,000 from fund 712-259 to 712-230 Contracted Services to cover the costs for the recorder, that was not included in

this year's budget. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Dan James, Prosecutor- Budget Approval for new document software**

Dan James, Prosecutor, approached the Commission and requested funds needed to purchase new document software. Mr. James explained that the current document software and record management system is being discontinued. Commissioner Tuttle made a motion to approve funds in the amount of \$8,132.00 and enter into the agreement for the purchase of the new document software system with Netdocuments. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried. Funds will come out of Fund 424-230; Contractual Services.

**Discussion/Decision on payment for county bills**

President Forney led a discussion regarding the payment of monthly recurring bills for the county. President Forney stated that according to the Auditor, monthly utility bills can be paid without the Commissions approval first, the Commission still reviews all outgoing bills and the County shouldn't be paying late fees. President Forney made a motion authorizing the County Clerks office with the addition of the County Commission office to set up automatic payments for monthly utility bills. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Approval to hire County Administrator**

Commissioner Tuttle made a motion to hire Misty Clingerman as County Administrator at a salary of \$55,000 effective September 25, 2023. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Consent Agenda**

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

**Adjourn**

President Forney adjourned the meeting at 11:40 a.m.

Minutes submitted by G. Roksandich