

**Morgan County Commission Meeting
November 15, 2023**

Members present:

Commissioner Sean Forney
Commissioner Joel Tuttle
Commissioner Bill Clark

Staff Present:

Kimberly Nickles, County Clerk
Misty Clingerman, County Administrator
Kimberly Michael, Chief Tax Deputy
Marshall Younker, E911 Director

Review and Approval of Agenda

Commissioner Tuttle 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 November 1, 2023 meeting. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

Approval to hire replacement employee/pay increase for Sheriff's Tax Office

Kim Michael approached the Commission requesting to hire one additional employee, Alice Fleece at \$15.00 per hour. Commission Tuttle made a motion to approve the new hire at \$15.00 per hour plus the yearly \$1,000 stipend from the annual 6 ½%. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

Kim Michael also requested a pay raise for Anita McGraw at \$15.23 and for Erin Mowery at \$16.00 and asked to make Erin a full-time employee. Commission Tuttle made a motion to approve the pay increase for Anita McGraw for \$15.23 per hour and Erin Mowery \$16.00 per hour starting next pay cycle. Also, making Erin a full-time employee starting January 1, 2024. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

MOU for mutual aid for fire, EMS, specialized rescues, and disasters

Jason Hoover approached the Commission to sign a MOU between Martinsburg and Morgan County for mutual aid for fire, EMS, specialized rescues and disasters. Commissioner Clark made a motion to authorize President Forney to sign the MOU between Martinsburg and Morgan County for mutual aid for fire, EMS, specialized rescues and disasters. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

Approval for pay increase of current employee and permission to hire another employee for Animal Control

Megan Houck approached the Commission requesting a pay increase for Kelsey Noland to \$12.50 per hour. Commissioner Tuttle made a motion to approve the pay increase and the new rate will apply retroactively from August 2, 2023. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried. Megan also asked the Commission for permission to hire an additional Animal Control Officer/Kennel Tech. Commissioner Tuttle made a motion to authorize the posting of hiring a per diem employee at \$12.00 per hour working up to 19 ½ hours per week with a \$0.50 increase after a 90-day probation. 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

DSI Copier Contracts

Darren Lucas approached the Commission with a proposal with a new copier service agreement. Commissioner Tuttle recused himself. Commissioner Clark made a motion to purchase copiers from DSI for \$24,502 and carry a maintenance and supply contract of \$3,950 per year for five years from Capital Reserve 247 with the Maintenance Agreement paid from the Commission. President Forney voted yea and Commissioner Clark voted yea. Motion carried.

911 Overtime/Paging System Contract/Future Project Updates

Marshall Younker was asked to come before the Commission to discuss the overtime being used for 911. Future money for overtime is to be taken from Fund 712-103. Fire-EMS Paging System Contract was given the blessing to move forward. The Commission suggested that Marshall research and look for grants to help with the River Road Project.

Ratify Letter of Support for Sleepy Creek Watershed Association

Commissioner Clark made a motion to ratify the letter of support for Sleepy Creek Watershed Association for the streambank restoration project. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

EMS Board financial statements

The Commission reviewed the EMS Board financial statements and announced that the records are available for the public.

DSI - IT Service Provider Proposals/Quotes

Bryan Bandy from DSI approached the Commission to enter contract with them as an IT Service Provider. Commissioner Tuttle recused himself. Bryan Garrett reached out to Global Data Consultants and received a quote for \$125 per hour. He also reached out to

Advantage Technology, where he did not receive any information. Bryan Bandy presented his proposal for DSI. Commissioner Clark made a motion to enter into contract with DSI for onboarding price of \$750 and a \$2,000 per month fee for 1 year to be paid from Data Processing 428-103 to 428-230. President Forney voted yea and Commissioner Clark voted yea. Motion carried.

Berkeley Springs VFD

Milo “DJ” Zahnow approached the Commission requesting permission to use the courthouse parking lot for a BSVFD Fundraiser on June 15, 2024. Commissioner Tuttle made a motion to approve the Fundraiser for BSVFD on June 15th after the fire department adds Morgan County Commission as an insured and the fire department gets permission from the property owner. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

2024 Suggested Legislative Agenda Items

- State tax credit for Volunteer Firemen
- More information on Hotel/Motel tax marketplace documentation
- Raise limits on school and county retirees under PERS

Administrator’s Report

EMS Salary Enhancement Fund-- Commission must open new bank accounts to accompany these funds. Commissioner Tuttle made a motion to approve the opening of a new bank account for the EMS Salary Enhancement Fund (323- State Government Grants) a three signature and interest-bearing account. 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 11:50 a.m.

Minutes submitted by M. Clingerman