

**Morgan County Commission Meeting  
April 3, 2024**

**Members present:**

Commissioner Sean Forney  
Commissioner Joel Tuttle  
Commissioner Bill Clark

**Staff Present:**

Misty Clingerman, County Administrator

**Items from the public**

None.

**Review and Approval of Agenda**

Commissioner Tuttle made the motion to approve the Meeting Agenda for 04/03/2024 in Paw Paw with the two additions of Cacapon State Park and Parks and Recs for Hotel/Motel taxes. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**Administration Items**

**Approval of Meeting Minutes from 03/20/2024 and 03/27/2024**

Commissioner Clark made a motion to approve the meeting minutes for 03/20/2024 and 03/24/2024. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**Assessor's Exonerations**

Commissioner Tuttle made a motion to approve the exonerations as presented by the Morgan County Assessor. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**Agenda Items**

**Kim Michael – New Hire Request**

Kim Michael approached the Commission to request a new hire for the Sheriff's Tax Office. Commissioner Tuttle made a motion to approve the hire of Tamila Redick retroactively to April 1, 2024 as a full-time employee as Tax Deputy Clerk with a pay rate of \$15/hour plus a \$1000.00 yearly stipend from the Ambulance 6.5% fund. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**Melanie Shambaugh – New Hire Request**

Melanie Shambaugh approached the Commission to request a new hire for the Circuit Court. Commissioner Tuttle made a motion to approve the hire of Rhonda Clark as a Deputy Clerk at a salary of \$30,000.00/year effective April 10, 2024. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**Request Appraisal for Rankins Purchase**

**APPROVED**

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PRESIDENT COUNTY COMMISSION

The Commission received an engagement letter from Keys Valuations: Real Estate Appraisal Services for the appraisal of the Rankins Building. Commissioner Tuttle made a motion to employ Keys Valuations: Real Estate Appraisal Services to provide an appraisal at the cost of \$4000.00 which will come out of the ARPA Fund. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

#### **AS/400 Software Purchase for Tax Office**

The tax office approached the commission to request a new software system from Software Systems, Incorporated. Commissioner Tuttle made a motion to approve the expenditure of \$45,568.25 to Software Systems Incorporated for a new AS/400 System to be paid for out of fund 424-459. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

#### **Sleepy Creek Watershed Approval of Region 9 Agreement for Administrative Services**

Commissioner Clark discussed the proposed agreement with Region 9 for administrative services for a grant for the Sleepy Creek Watershed Project. Commissioner Clark made a motion to accept the contract with region 9 to do the administrative work for the Sleepy Creek Watershed. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

#### **CDBG HUD Grant Application Submission Resolution**

Commissioner Clark discussed the second public hearing for the CDBG HUD grant where it was decided to move forward with the Warm Springs Public Service District suggested projects for sewer expansion to the Senior Center and areas that were missed south of Berkeley Springs with the previous sewer expansion. Commissioner Clark made a motion to authorize the County Commission President to sign the resolution authorizing the CDBG Grant application to the West Virginia Development Office in the amount of \$2,115,000.00. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

#### **Wellness Center Audit Letter Approval**

President Forney explained that the Audit Status Letter the Commission needs to write per the recommendation of Griffith & Associates to USDA World Development for the Rankins Wellness Center project is to inform them that the Commission is in compliance with the State Auditor's Office and has not triggered a single audit. Commissioner Clark made a motion to authorize the Commission President to sign the letter for the Wellness Center Project to the USDA World Development Office. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

#### **Ron Davis Request for Fund Applications**

##### **- Old Scoreboard Replacement**

Ron Davis approached the Commission to request the funds for a new scoreboard in the amount of \$10,000.00. Commissioner Tuttle made a motion to approve the expense for the Little League scoreboard to the Town of Paw Paw for up to \$10,000.00 for a new Little

League scoreboard paid out of the Hotel/Motel Fund. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**- Town Cemetery Mowing**

Ron Davis approached the Commission to request \$5,000.00 for the mowing and weed eating of the town's cemetery. Commissioner Clark made a motion to approve the expense of \$3,800.00 to the town of Paw Paw for the mowing and weed-eating of the town's cemetery to be paid out of the Hotel/Motel Tax fund. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**- Purchase of a Civil War Sign**

Ron Davis approached the Commission to request \$3,200.00 for the funding of a Civil War Sign. Commissioner Tuttle made a motion to approve the expense of \$3,200.00 to the Town of Paw Paw for the purchase of a Civil War Trail Sign for historic preservation to be paid out of the Hotel/Motel Tax Fund. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**Parks and Recs**

Commissioner Tuttle requested an additional \$13,450.00 for the repair and resurfacing of the Biser Street tennis courts. Commissioner Clark made a motion to pay the additional funding in the amount of \$13,450.00 to bring the total up to \$38,050.00 for the repair and resurfacing of the tennis courts on Biser Street to be paid for out of the Hotel Motel Tax Fund. President Forney voted yea. Commissioner Tuttle voted yea. Commissioner Clark voted yea. Motion carried.

**Cacapon State Park**

Commissioner Tuttle requested \$35,900.00 for a pump track for Cacapon State Park Bike Trail System. Commissioner Tuttle made a motion to make a \$ 35,900.00 Hotel/Motel Tax Fund investment for the Cacapon State Park Bike Trail System Pump Track. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Cacapon State Park Improvement Match**

Commissioner Tuttle requested a \$10,000.00 pledge for a minimum 50/50 match from the State for improvements at Cacapon State Park. Commissioner Tuttle made a motion to pledge \$10,000.00 out of the Hotel/Motel Tax Fund towards a minimum 50/50 match from the State for improvements at Cacapon State Park. President Forney voted yea, Commissioner Tuttle voted yea and Commissioner Clark voted yea. Motion carried.

**Administrators Report**

County Administrator Misty Clingerman reported an upcoming Court Security Grant for outdoor lighting and the topic of a MOA for the FLAP Grant.

**Consent Agenda**

President Forney 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 7pm.

Minutes submitted by M. Smith