

UPSHUR COUNTY COMMISSION MEETING

January 5, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, January 5, 2023 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commission President; Samuel R. Nolte, Commissioner; Douglas K. Bush, Commissioner; Carol J. Smith, County Clerk; Tabatha R. Perry, County Administrator and Cindy M. Hughes, Assistant County Administrator.

The meeting began with a moment of silent meditation and prayer, followed by the Pledge of Allegiance. All motions passed unanimously unless otherwise stated.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the meeting minutes of December 22, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

Sam Nolte nominated Kristie Tenney to serve as the Upshur County Commission President for the 2023 calendar year. Kristie Tenney accepted the nomination, which was seconded by Doug Bush and approved. Carol Smith, Upshur County Clerk, administered the Oath of Office to the 2023 Commission President. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the Upshur County Commission meetings to be held on Thursdays at 9:00 a.m.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the Local Rules for Commission Meetings, as submitted. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte the Commission approved the registration sign-in sheet in accordance with the *WV Code §6-9A-3*, as submitted. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved to remove the detail of meeting notices from the agenda format.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the 2023 hours of operation of the Upshur County Courthouse, Annex and Administrative Annex as Monday through Friday from 8:00 a.m. to 4:00 p.m., with all employees receiving one-half hour paid lunch.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the 2023 Calendar Year Legal Holiday Schedule and Administrative Closures, as submitted. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President, Sheriff and County Clerk to sign Affidavit(s) of County, Municipal or other Public Official Establishing Facsimile Signature. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the appointments/reappointments of Commissioners and administrative staff to serve on boards, as submitted. (copy included)

- Court Security Advisory Board – *Nolte*
- Lewis-Upshur Community Corrections Board – *Bush*
- Upshur County Farmland Protection Board – *Bush*
- Lewis-Upshur Local Emergency Planning Committee – *Nolte*
- Region VI Work Force Investment Board – *Bush*
- Region VII Planning & Development Council – *Tenney*
- Upshur County 4H Foundation – *Nolte*
- Upshur County Development Authority – *Tenney*
- Upshur County Enhanced Emergency Telephone Board – *Tenney*
- Upshur County Extension Service Committee – *Bush*
- Upshur County Fire Board, Incorporated – *Tenney*
- Upshur County Senior Center Board – *Bush*
- Upshur County Family Resource Network – *Tenney*
- Upshur County Youth Council, Incorporated (SYC) – *Nolte*
- Corridor H Authority Board – *Nolte*
- Mountain CAP of West Virginia, Incorporated – *Tenney*
- Buckhannon-Upshur Airport Authority – *Nolte*
- Emergency Food and Shelter Program – *Bush*
- Buckhannon-Upshur Parks & Recreation – *Tenney* (attends but not a member of the Board)
- James W. Curry Library Advisory Board – *Perry*

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services (copy included)

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After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the Resolution Authorizing the Execution of a Unanimous Written Consent in Lieu of Annual Meeting of the Shareholders for the Upshur County Development Association to remove Jennifer Tanner-Bostian due to resignation and Terry Cutright due to death from the Board. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved electing Sam Nolte and Robbie Skinner as members of the Board to serve for a term which shall expire at the next succeeding annual meeting of the Upshur County Development Association's Shareholders.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved signing an agreement with Superior Environmental Services for \$14,750.00 for the Upshur County Community Corrections & Day Report Center Roof Replacement Project. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved authorizing Tabatha R. Perry, County Administrator, to sign the 23-MCGP-06 Grant Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances for \$15,000 to be used to support the Prevention Resource Officer assigned to Buckhannon-Upshur High School. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved participating in the WV Division of Highways Non-State-Owned Bridge Program funded through the Infrastructure Investment and Jobs Act. Participation will allow financial support to go toward necessary maintenance and repairs at the Youth Camp Girder Bridge located in Selbyville, WV. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the electronic application submission for the Volunteer Generation Fund Grant for the Upshur County Department of Homeland Security and Emergency Management. If awarded, the funds will be utilized to revitalize the Community Emergency Response Team (CERT) Program.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the appointment of Cheryl Lewis to the Upshur County Convention & Visitor's Bureau Board of Directors as a tourism industry representative effective immediately. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved Mark Best as Volunteer at the Office of Emergency Management.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved Volunteers Amy Snyder and Stacie Williams at the Lewis-Upshur Animal Control Facility.

Kristie Tenney reviewed the following "For Your Information" items: (copy included)

1. Correspondence from Ora L. Ash, Deputy State Auditor for Local Government Services, announcing the upcoming Budget Preparation Workshops for County Government.
2. Correspondence from John McGarrity, Senior Planner with West Virginia Economic Development, regarding the on-site inspection required by the National Park Service on Land and Water Conservation Fund-assisted projects recently conducted at the Upshur County Recreation Park.
3. Commission President, Kristie Tenney, provided an update regarding the recent property acquisition. A Purchase Agreement has been completed for the Commission to ascertain 10 parcels of property from Mr. Gary Evans and family. Commissioners expressed their appreciation to the Evan's family for allowing the Commission to have the opportunity to purchase the parcels that are located along Chancery Street, behind the Courthouse and Annex. The price paid was \$400,000.00. Commissioner Nolte further stated that negotiations for the property began in April 2021 and that the goal of the investment is to allow for future expansion of buildings or parking in the years to come. Acquiring the properties will be an asset for the citizens of Upshur County.
4. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:
 - Elkins Road Public Service District January 3, 2023
 - City Council of Buckhannon January 5, 2023
 - Upshur County Fire Board, Inc. January 12, 2023

Meeting Minutes:

c) Meetings: ***CHANGES ARE NOTED IN BOLD TYPE**

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| • Elkins Road PSD | Tue | 1/3/2023 | 5:00 PM |
| • Adrian PSD | Thu | 1/5/2023 | 3:00 PM |
| • Banks District Volunteer Fire Department | Thu | 1/5/2023 | 7:00 PM |
| • City Council of Buckhannon | Thu | 1/5/2023 | 7:00 PM |

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• Selbyville VFD	Thu	1/5/2023	7:00 PM
• Washington District VFD	Sun	1/8/2023	6:00 PM
• Upshur County Family Resource Network	Mon	1/9/2023	12:00 PM
• Buckhannon-Upshur Airport Authority	Mon	1/9/2023	4:00 PM
• Upshur County Solid Waste Authority	Mon	1/9/2023	4:30 PM
• Buckhannon-Upshur Recreational Park Advisory Board	Mon	1/9/2023	5:30 PM
• Upshur County Senior Center Board	Tue	1/10/2023	12:00 PM
• Hodgesville PSD	Tue	1/10/2023	4:00 PM
• Warren District VFD	Tue	1/10/2023	7:00 PM
• Adrian VFD	Tue	1/10/2023	7:30 PM
• Buckhannon-Upshur Chamber of Commerce	Wed	1/11/2023	12:00 PM
• Upshur County Convention and Visitors Bureau	Wed	1/11/2023	3:00 PM
• Tennerton PSD	Wed	1/11/2023	3:00 PM
• Buckhannon River Watershed Association	Wed	1/11/2023	6:00 PM
• Ellamore VFD	Wed	1/11/2023	7:00 PM
• Upshur County Development Authority- Full Board	Thu	1/12/2023	7:00 AM
• Upshur County Safe Sites & Structures Enforcement Board	Thu	1/12/2023	3:00 PM
• Upshur-Buckhannon Board of Health	Thu	1/12/2023	6:00 PM
• Upshur County Fire Board, Inc. @Buckhannon VFD	Thu	1/12/2023	6:30 PM
• Buckhannon VFD	Thu	1/12/2023	7:30 PM
• Lewis Upshur LEPC-Buckhannon Safety Complex	Wed	1/18/2023	12:00 PM
• Upshur County Public Library Board	Wed	1/18/2023	4:00 PM
• Upshur County Farmland Protection Board 3rd Thursday	Thu	1/19/2023	6:00 PM
• Upshur County Youth Camp Board	Thu	1/19/2023	6:30 PM
• Wes-Mon-Ty Resource Conservation & Development Council	Fri	1/20/2023	10:00 AM
• Lewis-Upshur Community Corrections Board-Upshur County Location	Mon	1/23/2023	6:00 PM
• UC Enhanced Emergency Telephone Advisory Board	Tue	1/24/2023	3:00 PM
• Upshur County Fire Fighters Association	Wed	1/25/2023	7:00 PM

5. Appointments Needed or Upcoming:

****If you are interested in serving on an Upshur County Board, please submit your letter of interest to the Commission Office at 91 W. Main Street, Suite 101, Buckhannon, WV 26201 or tperry@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment.****

Tabled Items: None

The Commission approved all Invoices for Payment (list included).

The Commission approved all Vacation Orders (list included)

The Commission approved the following Settlements: (as listed)

- An – Final Settlement

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment:

The Commission approved the following Corrections, Exonerations and/or Refunds: None

The Commission approved Requests to Attend Meeting:

- Cindy Hughes – Budget Preparation Workshop for County Government
- Tabatha Perry – Budget Preparation Workshop for County Government

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The Commission approved the following Consolidation of Land Tracts: None

The Commission received project updates and reviewed Administrative business items.

At 9:45 a.m. Tony Edwards, Warning Coordination Meteorologist with the National Weather Service in Charleston, WV announced the StormReady status designation for Upshur County. The StormReady program helps arm local communities with the communication and safety skills needed to save lives and property--before, during and after the severe weather event. StormReady helps community leaders and emergency managers strengthen local safety programs. Upshur County Department of Emergency Management Director Steve Wycoff and Deputy Director Derek Long were present for the announcement and presentation of a plaque.

With no further business, on motion by Sam Nolte, seconded by Doug Bush, the Commission meeting adjourned at 10:40 a.m.