

UPSHUR COUNTY COMMISSION MEETING

January 11, 2024

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, January 11, 2024 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commissioner; Douglas K. Bush, Commissioner; Carol J. Smith, County Clerk; Tabatha R. Perry, County Administrator; Cindy M. Hughes, Assistant County Administrator and Lois A. Marsh, Secretary. Samuel R. Nolte, Commission President, was absent.

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 Doug Bush, seconded by Kristie Tenney, the Commission approved the meeting minutes of January 4, 2024, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

At 9:05 a.m., Captain Joey Baxa, Buckhannon Fire Department, appeared before the Commission to provide a status update regarding the new firefighter training facility on Mud Lick Road. With the completion of this training center, the Fire Department's hope is that the number of volunteer firefighters will increase, which will improve the ISO score (insurance rating). Captain Baxa stated that if each firefighter has a total of 16 hours training per year, the ISO score will also improve. The Fire Department is holding a training session this weekend and are expecting firefighters from all over the region to attend.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the request from John Conley, on behalf of 3A Towing, LLC., to be placed on the Upshur County Wrecker Rotation List for emergency towing services. Tabatha Perry, County Administrator, stated that 3A Towing, LLC. will be added to the wrecker service rotation schedule, effective February 1, 2024. Kristie Tenney requested Ms. Perry to send an update to the other wreckers on the rotation schedule advising them that as of February 1, 2024, 3A Towing, LLC. will be added to the rotation schedule.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized Cindy Hughes, Assistant County Administrator, to submit an electronic application to the West Virginia Department of Agriculture's Spay and Neuter Assistance Program for 2024, on behalf of the Lewis-Upshur Animal Control Facility. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the request from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, for the employment of a full-time secretary, effective January 16, 2024.

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 Deanna Sheets, Property Valuation Training & Procedures Commission Chairman, regarding the Upshur County Assessor's Proposed Valuation Fund Budget for Fiscal Year 2025. Per *WV Code*, the Assessor may receive up to 2% of the previous year's projected tax collections to be used for the purpose of maintaining current valuations and performing periodic reevaluations of property.
3. Correspondence from Governor Jim Justice announcing the distribution of funds from the County Fire Protection Fund bill assigned in August, 2023. Upshur County will be receiving \$46,538.95 from the fund to be utilized to bolster fire departments and emergency response teams within the county.
4. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation, providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for December, 2023. The invoice reflects 1,779 inmate days times \$43.58 per diem, totaling \$77,528.82. This amount does not include credits and additional debits made during this period. Carol Smith, County Clerk, stated that a second invoice was received for an additional 34 inmate days times \$54.48 per diem, making the final total \$79,381.14.
5. Correspondence from Norma Woody, Office Manager, Adrian Public Service District, enclosing a copy of the Annual Independent Audit for Fiscal Years 2022 and 2023, prepared by Bennett & Dobbins, PLLC.
6. Summaries prepared by Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator for calendar year 2023.
 - Building and Floodplain Permits Issued
 - Point and Pay Collections
 - Addressing and Mapping – New Addresses Assigned & New Roads Approved & Created

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7. Upshur County Road Name Index as of January 2, 2024 – Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator. (Available upon request)
8. Upshur County Fire Board Financial Report for July – December, 2023.
9. Lewis-Upshur Animal Control Facility Annual Report on Animal Euthanasia and Year-To-Date Account of Animals Report for January 1, 2023 through December 31, 2023.
10. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Correspondence from Hope Gas regarding pipeline safety
 - b) Agendas and/or Notice of Meetings:
 - Buckhannon-Upshur Airport Authority January 8, 2024
 - Upshur County Development Authority January 9, 2024
 - Upshur County Safe Structures and Sites Enforcement Board January 11, 2024
 - Upshur County Parks and Trails January 16, 2024
 - Upshur County Farmland Protection January 16, 2024
 - c) Meeting Minutes:
 - Upshur County Farmland Protection October 17, 2023
 - Adrian Public Service District–*Monthly Board Meeting* December 7, 2023
 - Adrian Public Service District–*Phase VIII Project Meeting* December 20, 2023
 - d) Meetings: ****Dates and times of monthly board meetings are viewable at:***
<http://cms4.revize.com/revize/upshurwv/calendar.php> or go to www.upshurcounty.org and click on the board meetings calendar box on the main page.

11. Appointments Needed or Upcoming: (none)

****If you are interested in serving on an Upshur County Board, please submit your letter of interest to the Commission Office at 91 West Main Street, Suite 101, Buckhannon, WV 26201 or chughes@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 a board that does not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment.****

12. Board of Review & Equalization Meeting Schedule – Meetings will be held at the Upshur County Administrative Annex unless otherwise noted.

- 02/01/2024 – 1:00 p.m. - 3:00 p.m. – No Appointments – Review Property Books
- 02/06/2024 – 1:00 p.m. - 3:00 p.m.
- 02/08/2024 – 10:00 a.m. - 12:00 p.m.
- 02/13/2024 – 1:00 p.m. - 3:00 p.m. – Coal, Oil & Gas and Industrial Appointments
- 02/16/2024 – 9:00 a.m. - 11:00 a.m. – Adjourn Sine Die

Tabled Items:

1. *Tabled November 30, 2023* – Consider executing a Memorandum of Understanding for Regional Task Force dedicated to optimizing funds available to political subdivisions from the WV First Foundation, created as a result of the State opioid litigation and settlements. Upon entering this agreement, parties agree to cooperate and provide information and documentation to Ascension Recovery Services (Ascension). Financial contribution by the parties of this MOU for the services provided by “Ascension” is voluntary, not mandatory. *The Commission agreed to continue to table this item.*

At 9:30 a.m., Sandra Marfield, Sexual Assault Advocate with the Centers Against Violence, was scheduled for a presentation on Human Trafficking and Stalking Prevention, but was unable to attend.

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)

- Anna Gray Davidson – Final Settlement Waiver
- Ira Milford Reger – Final Settlement Waiver

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

- Marianna Y. Fanning – Certification of Completion

The Commission approved the following Corrections, Exonerations and Refunds:

- Federal National Mortgage Assoc - #12145 - \$780.04 – Correction Order
- Federal National Mortgage Assoc - #7430 - \$1,422.68 – Correction Order
- Bragg Owen & Julie - #14901 - \$23.38 – Exoneration Order
- Carolyn Shreve - #700000456S - \$26.00 – Exoneration Order

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The Commission approved Requests to Attend Meeting: (none)

The Commission approved the following Consolidation of Land Tracts: (none)

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Doug Bush, seconded by Kristie Tenney, the Commission meeting adjourned at 11:13 a.m.