

# UPSHUR COUNTY COMMISSION MEETING

## January 27, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, January 27, 2022 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commission President; Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator/DHSEM Director. Tabatha R. Perry, Assistant County Administrator/Assistant DHSEM Director and Lois A. Marsh, Secretary, joined the meeting via teleconference.

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 Terry Cutright, the Commission approved the meeting minutes of January 20, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the U.S. Department of Justice office of Community Oriented Policing Services (COPS) award of \$80,639 under the 2021 COPS Office School Violence Prevention Program (SVPP). This project will install fixed indoor and outdoor video surveillance at the Transportation Department headquarters and mobile surveillance capabilities on 26 buses and is a joint initiative of the Upshur County Commission and the Upshur County Board of Education. Region VII Planning & Development Council will manage the grant. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved Employee Retirement.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the advertisement for a full-time Assistant Prosecuting Attorney. Applications are due no later than close of business of February 11, 2022. (copy included)

At 9:08 am, on motion by Sam Nolte, seconded by Terry Cutright, the Commission went in to Executive Session per WV Code §6-9A-4(A) to discuss the request to hire an Upshur County Parks and Recreation Facilities Director to being employment on 1/31/22.

At 9:15 a.m., the Commission exited Executive Session with no decisions being made.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the employment of Jeremiah McCourt, effective February 13, 2022. Carrie Wallace reported that three interviews had been conducted.

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

1. Correspondence from Joseph N. Geiger, Jr., Director of the WV Archives and History, announcing the award of \$9,795 in FY 23 Records Management and Preservation Grant funding to digitize grantee/grantor deed index books (1984-1988) in the County Clerk's Office. Mr. Geiger also requested a response regarding intent to pursue the project which was sent via email on January 21, 2022. Carol Smith, County Clerk, stated this digitizing would take place off-site and the previous digitized records have made a big difference with number of people coming into the Records Room.
2. Upshur County Fire Board, Inc. - Financial Report for the period of October 1, 2021 – December 31, 2021
3. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)
  - b) Agendas and/or Notice of Meetings:
    - Upshur County Enhanced Emergency Telephone Advisory Board January 25, 2022
    - Upshur County Fire Board, Inc. – Special Meeting January 25, 2022
    - City Council of Buckhannon – Special Meeting January 27, 2022
  - Meeting Minutes:
    - Upshur County Solid Waste Authority Board of Directors December 13, 2021
  - c) Meetings:
    - 01/06/22-3:00 p.m.-Adrian PSD
    - 01/06/22-6:00 p.m.-Buckhannon-Upshur Board of Health
    - 01/06/22-7:00 p.m.-Banks District VFD
    - 01/06/22-7:00 p.m.-City Council of Buckhannon
    - 01/06/22-7:00 p.m.-Selbyville VFD
    - 01/09/22-6:00 p.m.-Washington District VFD
    - 01/10/22-12:00 p.m.-Upshur County Family Resource Network
    - 01/10/22-4:00 p.m.-Buckhannon Upshur Airport Authority
    - 01/10/22-4:30 p.m.-Upshur County Solid Waste Authority

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- 01/10/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 01/11/22-7:00 a.m.-Upshur County Development Authority–Full Board
- 01/11/22-12:00 p.m.- Upshur County Senior Center Board
- 01/11/22-7:00 p.m.-Warren District VFD
- 01/11/22-7:30 p.m.-Adrian VFD
- 01/12/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 01/12/22-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 01/12/22-3:00 p.m.-Tennerton PSD
- 01/12/22-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 01/12/22-7:00 p.m.-Ellamore VFD
- 01/13/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
- 01/13/22-7:30 p.m.-Buckhannon VFD
- 01/18/22-6:30 p.m.-Upshur County Fire Board, Inc.
- 01/19/22-12:00 p.m.-Lewis-Upshur LEPC – Upshur Co
- 01/19/22-4:00 p.m.-Upshur County Public Library Board
- 01/20/22-6:00 p.m.-Upshur County Farmland Protection Board
- 01/20/22-6:30 p.m.-Upshur County Youth Camp Board
- 01/21/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 01/25/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 01/26/22-7:00 p.m.-Upshur County Fire Fighters Association
- 02/07/22-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur Co
- 02/08/22-4:00 p.m.-Hodgesville PSD
- 02/08/22–5:00 p.m.-Elkins Road PSD

#### 4. Appointments Needed or Upcoming:

- Upshur County Fire Board (*unexpired term 6/30/23*) – Fire Association Representative

*\*\*\*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 [trperry@upshurcounty.org](mailto:trperry@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.\*\*\**

#### 5. Board of Review & Equalization Meeting Schedule: (*meetings will be held at 91 West Main Street*)

- 02/01/2022 1:00 p.m. – 3:00 p.m. No appointments – Review Property Books
- 02/07/2022 1:00 p.m. – 3:00 p.m.
- 02/10/2022 10:00 a.m. – 12:00 p.m.
- 02/15/2022 10:00 a.m. – 12:00 p.m. Coal, Oil & Gas and Industrial Appointments

Adjournment

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)

- Sandra Dean Holmes – Second Annual Settlement
- Betty M. Jack – Final Settlement Waiver
- Karl G. Nixon – Final Settlement
- Karen Ann Phillips – Final Settlement

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment: (none)

The Commission approved the following Corrections, Exonerations and/or Refunds: (none)

The Commission approved Requests to Attend Meeting:

- Eric Poling – April 9 and April 10, 2022

The Commission approved the following Consolidation of Land Tracts:

- Union District – Map 10F Parcel 40 and Map 10F Parcel 42 and Map 9F Parcel 39 and Map 10G Parcel 4 and Map 10G Parcel 3 to make Map 10G Parcel 4 – Denver Keith and Julia M. Carr
- Buckhannon District – Map 4E Parcel 39 and Map 4E Parcel 39.5 and Map 4E Parcel 39.4 to make Parcel 4E Parcel 39.4 – Sherri L. or Richard N. Page, II

Table Items:

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1. Discuss the Procedure to Dispatch Wrecker Services amended on August 26, 2021 and potential changes. (*tabled 1/13/2022 meeting*) Carrie Wallace reported that she had no updates at this time.

At 9:30 a.m., on motion by Terry Cutright, seconded by Sam Nolte, the Commission went into Executive Session per WV Code §6-9A-4 to discuss potential property acquisition.

At 9:45 a.m., the Commission exited Executive Session with no decisions being made. Kristie Tenney stated that there is no updated information at this time.

The Commission received project updates and reviewed Administrative business items.

On motion by Terry Cutright, seconded by Sam Nolte, the Commission recessed at 11:45 am.

The Commission reconvened at 1:00 pm and attended the Supervisor Meeting at 1:00 p.m. and the Policy Board Meeting at 2:00 p.m.

At 2:30 p.m., on motion by Sam Nolte, seconded by Terry Cutright, the Commission certified the Election Results of the 2022 Special School Bond Election.

With no further business, on motion by Terry Cutright, seconded by Sam Nolte, the Commission meeting adjourned at 3:00p.m.