

UPSHUR COUNTY COMMISSION MEETING

February 1, 2024

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 1, 2024 at 9:00 a.m. Sam Nolte called the meeting to order. Present were: Samuel R. Nolte, Commission President; 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.

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 Kristie Tenney, seconded by Doug Bush, the Commission approved the meeting minutes of January 25, 2024, as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign two Sworn Statements of Expenditures for funds received from the Division of Justice and Community Services for \$7,992 and \$161,500 for expenditures incurred in FY2022.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission adopted the Policy Extending Emergency Absentee Voting. Carol Smith, County Clerk, stated that this was standard procedure. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the Order to Approve the Number of Election Officials and Election Commissioners for the May 14, 2024 Primary Election. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the Number of Sets of Emergency Absentee Voting Commissioners for the May 14, 2024 Primary Election. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved Commissioner Kristie G. Tenney to represent Upshur County on the West Virginia First Regional Governance Board, a private, non-stock, 501(c)(3) charitable corporation set up to fulfill the requirement outlined under the Memorandum of Understanding that details the West Virginia Opioid Settlement disbursement process.

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved revising the Lewis-Upshur Animal Control Facility Volunteer Form to include a provision allowing for removal from the volunteer register if inactive for a period of two years. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the request from J. Michael Coffman, Sheriff of Upshur County, to hire Timothy R. Hinkle, as a fill-in Court Security Officer, effective February 4, 2024.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved Meredith R. Cottrell, a West Virginia Wesleyan Service Scholar, as a volunteer in the Upshur County Commission Administrative Office.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved resignation of an employee.

Sam Nolte reviewed the following "For Your Information" items: (copy included)

1. Appointment of Ballot Commissioners for a term of two years.
2. Correspondence from Joseph C. Thornton, Director of the State of West Virginia Department of Homeland Security – Division of Administrative Services, providing a budgeting reminder regarding Jail Per Diem Rates for FY2025.
3. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Public Library Board of Directors January 17, 2024
 - 26th Judicial Circuit Community Corrections January 29, 2024
 - City Council of Buckhannon February 1, 2024
 - Upshur County Farmland Protection Board February 6, 2024
 - c) Meeting Minutes:
 - Upshur County Public Library Board of Trustees October 18, 2023
 - Upshur County Fire Board December 26, 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.

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4. 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.****

5. 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. After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved signing the Memorandum of Understanding for the Regional Task Force. (copy included)

At 9:15 a.m., Tabatha Perry explained that the Requests for Bids for one vehicle to be utilized by the Sheriff’s Department was published as a Class II legal advertisement on January 10, 2024 and January 17, 2024. Ms. Perry stated that one bid was received prior to the deadline from Elkins Chrysler Dodge Jeep Ram. The bid was for a 2024 Dodge Durango Pursuit Vehicle in the amount of \$44,000. After opening the bid, Sheriff J. Michael Coffman reviewed the bid and stated that all requirements were met. After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved accepting the bid of \$44,000 from Elkins Chrysler Dodge Jeep Ram for a 2024 Dodge Durango Pursuit Vehicle. Sheriff Coffman said that a 2019 Dodge Ram would be traded in for \$24,000. Since the disposal of this asset was not included on this week’s agenda, it will be placed on the agenda on February 8, 2024 for review and approval. (copy included)

At 9:30 a.m., Sheriff J. Michael Coffman appeared before the Commission to provide the Upshur County Annual Sheriff’s Department Activity Report and the Mountain Region Drug and Violent Crimes Task Force Summary of Activity for FY2023. Upshur County is one of nine counties included in the Mountain Region Drug and Violent Crimes Task Force. Sheriff Coffman stated that Upshur County is preparing to apply for HIDTA (High Intensity Drug Trafficking Area) status, which will provide extra funding in the fight against the continuing drug problem. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved a request from J. Michael Coffman, Sheriff of Upshur County, to transfer Danny Sears from Court Security Supervisor to Chief Prevention Resource Officer for the Upshur County Elementary Schools in a temporary capacity, effective February 4, 2024 through December 31, 2024. Mr. Sears will be paid under the guidelines set forth in the Memorandum of Understanding with the Board of Education.

At 10:00 a.m., Heather Sparks, Chief Tax Deputy, appeared before the Commission to provide a Final Disposition of the 2022 Real Property Taxes. Ms. Sparks stated that transitioning to the new system has gone better than expected. Delinquent properties may be redeemed through the WV State Auditor’s Office until March 1, 2024. The WV State Auditor’s Office will publish the dates that the tax sale will be held. The sale will be conducted at the Upshur County Courthouse between April 1, 2024 and June 1, 2024. After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the Final Disposition of the 2022 Real Property Taxes.

At 10:15 a.m., Jeremiah McCourt, Upshur County Parks and Recreation Director, was scheduled to appear before the Commission to provide an update regarding the upcoming season but had to cancel the appointment.

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)

- Marshall Lee Cerullo – First Annual Settlement

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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 Refunds: (none)

The Commission approved Requests to Attend Meeting:

- Cindy Hughes – February 2, 2024

The Commission approved the following Consolidation of Land Tracts:

- Union District – Map 7H Parcel 47.14 and Map 7H Parcel 47.15 to make Map 7H Parcel 47.15 – Carlton H. Jr. and Corinne Hewett

The Commission received project updates and reviewed Administrative business items.

On motion by Kristie Tenney, seconded by Doug Bush, the Commission recessed at 11:51 a.m.

At 1:00 p.m., the Commission reconvened at the Administrative Annex, 91 West Main Street, Suite 101, for the Board of Review and Equalization – Review of Property Books.

With no further business, on motion by Doug Bush, seconded by Kristie Tenney, the Commission meeting adjourned at 1:55 p.m.