

UPSHUR COUNTY COMMISSION MEETING

February 2, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 2, 2023 at 9:00 a.m. Sam Nolte called the meeting to order. Present were: Samuel R. Nolte, 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. Kristie G. Tenney, 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 Sam Nolte, the Commission approved the meeting minutes of January 26, 2023, as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the Request for Bids for Grounds Keeping Contract for 2023. Grounds keeping will commence on or around March 30, 2023 and will conclude on or around September 30, 2023. All sealed bids must be received no later than 4:00 p.m. on March 1, 2023. Sealed bids received by the above deadline will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, March 2, 2023. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized Tabatha R. Perry, County Administrator, to serve as the Authorized Official on the Office of Juvenile Justice and Delinquency Prevention Program Grant. These funds were previously awarded under the WV Medical Cannabis Grant Program. Upon approval, the Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances will be executed. Tabatha Perry explained that these funds will be used for the Prevention Resource Officer at the high school. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved signing correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their upcoming grant application. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a letter of support for Pierpont Community and Technical College's new state-of-the-art, FAA-approved, Aviation Maintenance Center, so that the aerospace industry may continue to flourish in North Central West Virginia. Sam Nolte suggested Tabatha Perry should reach out to Pierpont Community and Technical College to make them aware of what Upshur County has to offer. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign correspondence from Jonathan Vickers, Assistant Director, Chief Inspector's Division of the WV State Auditor's Office, confirming services to be provided to the Upshur County Commission for the fiscal year ended June 30, 2022. The fee for the audit services will be \$38,100. Tabatha Perry explained that this is an increase of \$240 over the 2021 audit fee. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign the Management Representation Letter for a Single Audit for period ending June 30, 2022. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the Upshur County Emergency Communications Standard Operating Procedures Manual (Part: Administration). Tabatha Perry stated that this procedure manual has been under review for several months and both the risk analyst with WVCoRP and the Enhanced Emergency Telephone Advisory Board have reviewed the manual and made small revisions.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the resignation of Employee.

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

1. Buckhannon-Upshur County Emergency Services Capability Study Update. Tabatha Perry explained that JH Consulting will be conducting a public survey to obtain feedback from county residents pertaining to emergency services available within the County. This survey will be made available via the Upshur County Commission website and the City of Buckhannon website in order to avoid the message appearing to be SPAM.

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2. Upshur County Mileage Reports – December, 2022

- Addressing and Mapping
- Community Corrections
- Dog Pound
- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

3. Public Notices:

a) Newsletters and/or Event Notifications:

- James W. Curry Library Calendar of Events for February 2023

b) Agendas and/or Notice of Meetings:

- UC Enhanced Emergency Telephone Advisory Board January 24, 2023
- City Council of Buckhannon February 2, 2023

Meeting Minutes:

- Upshur County Family Resource Network November 14, 2022
- UC Enhanced Emergency Telephone Advisory Board November 14, 2022
- Upshur County Safe Structures & Sites Enforcement Board December 8, 2022

c) Meetings: ***Calendar of Board Meetings is now located 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.

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 W. 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 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 the Upshur County Administrative Annex, unless otherwise noted)**

- 02/01/2023 1:00 p.m.-3:00 p.m. – No appointments – Review Property Books
- 02/03/2023 1:00 p.m.-3:00 p.m.
- 02/09/2023 10:00 a.m.-12:00 p.m. **(held in the Commission Meeting Room)**
- 02/14/2023 1:00 p.m.-3:00 p.m. – Coal, Oil & Gas Industrials
- 02/16/2023 10:00 a.m.-12:00 p.m. – Adjourn Sine Die

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)

- Seth Payton Gillespie – First Annual 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:

- Nethken Bridgette N - #300400 - \$57.26 – Refund Order
- Nethken Bridgette N - #300416 - \$58.48 – Exoneration Order
- Johnston Jeremy E & Kailyn A - #2883 - \$5,957.93 – Exoneration Order
- Baker Timothy C & Debra K - #14581 - \$441.83 – Exoneration Order
- Xander Dennis 1/3 Thomas & Sue Crabtree & Dean Buc C/O Denex Petroleum Corp - #10684 - \$122.94 – Exoneration Order
- Wiant Gary A or Kathleen W - #300000212S - \$173.34 – Exoneration Order
- Bowman Michael W or Shanda M – Apportionment of Assessment and Taxes Per Final Divorce Order
- Nester Robin L or Bobbie L – Apportionment of Assessment and Taxes Per Final Divorce Order

The Commission approved Requests to Attend Meeting: (none)

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

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At 9:30 a.m., Tracie Thompson, Upshur County Senior Citizens' Opportunity Center, Inc., Executive Director, appeared before the Commission to present the services provided through the Upshur Senior Center and request funding for future projects. Sam Nolte said the Commission will review this request during the budget review in March.

At 10:30 a.m., after discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved Entering the Order Removing Mary Given as Administratrix for the Estate of Naomi Given, deceased, and Appointment of Virgil D. Miller, Sheriff of Upshur County, as the Administrator De Bonis Non. (copy included)

The Commission received project updates and reviewed Administrative business items.

At 11:00 a.m., upon motion by Doug Bush, seconded by Sam Nolte, the Commission went into Executive Session, per *WV Code §6-9A-4*, to conduct an interview with Civil & Environmental Consultants, Inc. (CEC) for the planning and design services of an indoor/outdoor recreation complex at the newly acquired property within Upshur County consisting of 70.87 acres.

At 11:58 a.m., the Commission exited Executive Session, with no decisions being made.

With no further business, on motion by Doug Bush, seconded by Sam Nolte, the Commission meeting adjourned at 12:15 p.m.