

UPSHUR COUNTY COMMISSION MEETING

February 8, 2024

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 8, 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 Doug Bush, seconded by Kristie Tenney, the Commission approved the meeting minutes of February 1, 2024, as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign a letter confirming the Upshur County Commission's intent to pursue the previously applied for funds through the Records Management and Preservation Grant application process. The approved grant award is outlined as: \$10,000 to the Upshur County Assessor's Office for a digitization project, \$10,000 to the Upshur County Circuit Clerk's Office for a scanning and indexing project and \$9,000 to the Upshur County Sheriff's Department to purchase office equipment and for a digitization project. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign the Service Agreement by and between Reclaim Company, LLC and the Upshur County Commission for the Locust and Chancery Street property demolition project, awarded during the January 25, 2024 Commission Meeting. The fee for the services will be \$84,500. Tabatha Perry stated that even though an official start date has not been received, the contract for this project is to be completed in 90 days and completed prior to May 3, 2024. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the trade-in of the 2019 Dodge Ram (VIN 1832), utilized by the Sheriff's Department, for a value to be applied towards the purchase of the vehicle that was approved to be purchased on February 1, 2024.

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved the request from Beth Post, President of the Fred Brooks Garden Club, for financial assistance in the amount of \$700 to be used to purchase approximately sixty geraniums for the flowerbeds in front of the Courthouse. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved an advertisement for a seasonal part-time groundskeeper. Applications received before February 23, 2024 will be reviewed; however, applications may be considered until the position is filled. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved the request from Katherine Meeker, Program Coordinator for the Tri-County Child Exchange & Visitation Program, for the employment of Connie Bright as Site Supervisor, working no more than 19 hours per week, pending background check results. Ms. Bright's employment will be effective immediately.

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

1. Correspondence from the Department of Homeland Security – Division of Administrative Services, providing notice that Upshur County's inmate billing rate will likely be changing over to the next rate, which is the Overage Per Diem Rate of \$65.38, during this month of February, 2024. Upshur County's 100% of pro rata days is 12,384 days, and as of January 31, 2024, Upshur County has been billed for 11,985 days.
2. Correspondence from Tabatha Perry, Upshur County Administrator, announcing the appointment of Kristie G. Tenney as the Upshur County representative on the Region 4 Committee for the WV First Foundation, approved during the regularly scheduled Upshur County Commission Meeting held on February 1, 2024.
3. Upshur County Building and Floodplain Permits for the month of January, 2024
4. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - Elkins Road Public Service District Board February 6, 2024
 - City Council of Buckhannon – *Special Working Session* February 14, 2024

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c) Meeting Minutes:

- Upshur County Family Resource Network
June 12, 2023
August 14, 2023
September 25, 2023
November 13, 2023
- Region 4 Local Governments Discussion –
WV First Foundation
January 25, 2024

d) Meetings: ****Dates and times of monthly board meetings are viewable at:***

www.upshurcounty.org – Upcoming events are listed on the main page.

5. 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.****

6. 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: (none)

Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, appeared before the Commission. A building permit has been requested for a structure in Union District. This is the third structure on the road, so a name change needs to occur. Three of the five property owners that border this road, have agreed on three names. Unfortunately, the three names conflict with other names already in the Road Name Index. The 911 Center has stated that names that are too similar, cause confusion in an emergency situation. Ms. Bennett suggested that the Commission request the property owners to submit three different names for consideration. The Commission agreed and authorized Ms. Bennett to request the property owners to submit three new road name suggestions.

At 9:15 a.m., Keith Buchanan, Anne Wilson and Randy Sanders, on behalf of the Colonial Arts Center, appeared before the Commission to discuss the Colonial Arts Center 2024 goals and partnerships. Mr. Buchanan reported that the Colonial Arts Center building was built in 1924 and was initially used as a movie theater. Several local organizations have worked closely to renovate the building and revive the theater into a center for the arts in Buckhannon. The Colonial Arts Center has reached approximately half of the goal of the \$350,000 challenge. On motion by Kristie Tenney, seconded by Doug Bush, the Commission recessed at 9:32 a.m. to tour the Colonial Arts Center and review the progress of the renovation. (copy included)

At 10:00 a.m., the Commission reconvened at the Administrative Annex, 91 West Main Street, Suite 101, to sit as the Board of Review and Equalization. No appointments were scheduled and no taxpayers appeared during this time.

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)

- Judith Elaine Beighley – Final Settlement Waiver
- Kenneth Ray Davis – Final Settlement Waiver
- Amelia E. Derico – Second Annual Settlement
- Robert Bryant Rogers – Final Settlement Waiver

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:

- Henthorne David A & Michelle D. - #400000283S - \$1,159.54 – Exoneration Order
- Moss Dustin Victor & Michelle A. – Apportionment of Assessment and Taxes Per Final Divorce Order

The Commission approved Requests to Attend Meeting:

- Terri Jo Bennett – March 12-13, 2024
March 25-28, 2024
May 13-16, 2024
June 9-12, 2024

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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 12:00 p.m.

At 1:00 p.m., the Commission President attended the Court Security Advisory Board Meeting.