

UPSHUR COUNTY COMMISSION MEETING

February 10, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 10, 2022 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commission President; 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. Terry Cutright, Commissioner, 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 Sam Nolte, seconded by Kristie Tenney, the Commission approved the meeting minutes of February 3, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$163.86. This is for Request for Funds #28. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request of Shane Jenkins, President of the WV Strawberry Festival Board of Directors, to use the Courthouse Plaza on May 14th through May 22nd and use of the Sheriff's Department for associated services and assistance from the E911 Communications Center and Upshur County Department of Homeland Security and Emergency Management as necessary. (copy included)

After discussion, the Commission took no action on the request from Shane Jenkins, President of the WV Strawberry Festival Board of Directors, for a donation of funds from ARP funds or from the general budget. Kristie Tenney explained that this would be discussed during the budget planning meetings in March and April. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Steve Booth on behalf of TriCounty Landdevelopers, Inc. DBA Betty's Towing to be placed on the Upshur County Wrecker Rotation List for emergency towing services. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their FY23 grant application. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved Shyann Foster as a volunteer to the Lewis-Upshur Animal Control Facility.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the current revision to the Upshur County Employee Handbook of Personnel Guidelines, February 10, 2022, including policies approved by the Policy Board on January 27, 2022 and the Commission on February 3, 2022. (copy included)

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

1. Correspondence to Thomas W. & Debra L. Orsburn – Case number 011421-01 (Washington Tax district – Tax Map 7K – Parcel Number 55.3), formerly owned by Yancy Carr, enclosing an Order implementing corrective action to be taken by September 30, 2022.
2. Upshur County Mileage Reports – December, 2021
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Sheriff
 - Upshur 911
3. Upshur County Building & Floodplain Permits for the month of January, 2022
4. Lewis-Upshur Animal Control Facility Annual Report on Animal Euthanasia – January 1, 2021 through December 31, 2021
5. Lewis-Upshur Animal Control Facility Reports for the month of January, 2022
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
6. Upshur County E911 Communication Reports – December, 2021 and January, 2022
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report

UPSHUR COUNTY COMMISSION MEETING

February 10, 2022

7. Public Notices:

a) Newsletters and/or Event Notifications: (none)

b) Agendas and/or Notice of Meetings:

- Community Corrections February 7, 2022
- Elkins Road Public Service District February 8, 2022
- Upshur County Convention & Visitors Bureau February 9, 2022
- Upshur County Safe Structures & Sites Enforcement Board February 10, 2022

Meeting Minutes:

- Upshur County Family Resource Network September 13, 2021
- Adrian Public Service District January 6, 2022
- Adrian Public Service District – Special Board Meeting January 19, 2022

c) Meetings:

- 02/03/22-3:00 p.m.-Adrian PSD
- 02/03/22-6:00 p.m.-Buckhannon-Upshur Board of Health
- 02/03/22-7:00 p.m.-Banks District VFD
- 02/03/22-7:00 p.m.-City Council of Buckhannon
- 02/03/22-7:00 p.m.-Selbyville VFD
- 02/07/22-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 02/08/22-7:00 a.m.-Upshur County Development Authority – Executive Board
- 02/08/22-12:00 p.m.-Upshur County Senior Center Board
- 02/08/22-4:00 p.m.-Hodgesville PSD
- 02/08/22-5:00 p.m.-Elkins Road PSD
- 02/08/22-7:00 p.m.-Warren District VFD
- 02/08/22-7:30 p.m.-Adrian VFD
- 02/09/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 02/09/22-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 02/09/22-3:00 p.m.-Tennerton PSD
- 02/09/22-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 02/09/22-7:00 p.m.-Ellamore VFD
- 02/10/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
- 02/10/22-7:30 p.m.-Buckhannon VFD
- 02/13/22-6:00 p.m.-Washington District VFD
- 02/14/22-12:00 p.m.-Upshur County Family Resource Network
- 02/14/22-4:00 p.m.-Buckhannon Upshur Airport Authority
- 02/14/22-4:30 p.m.-Upshur County Solid Waste Authority
- 02/14/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 02/15/22-6:30 p.m.-Upshur County Fire Board, Inc.
- 02/16/22-12:00 p.m.-Lewis-Upshur LEPC – Lewis County
- 02/16/22-4:00 p.m.-Upshur County Public Library Board
- 02/17/22-6:00 p.m.-Upshur County Farmland Protection Board
- 02/17/22-6:30 p.m.-Upshur County Youth Camp Board
- 02/18/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 02/22/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 02/23/22-7:00 p.m.-Upshur County Fire Fighters Association
- 02/28/22-10:00 a.m.-Mountain Cap of WV, Inc.

8. 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 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.

9. Board of Review & Equalization Meeting Schedule

**Meetings will be held at the Upshur County Administrative Annex located at 91 W. Main Street, Suite 101, Buckhannon, WV.*

- 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. (*held in Commission Meeting Room*)

UPSHUR COUNTY COMMISSION MEETING
February 10, 2022

- 02/15/2022 10:00 a.m. – 12:00 p.m. – Coal, Oil & Gas and Industrial Appointments Adjournment

Table Items:

1. Discuss the Procedure to Dispatch Wrecker Services amended on August 26, 2021 and potential changes. (*tabled 1/13/2022 meeting*). Carrie Wallace stated that the revised Procedure to Dispatch Wrecker Policy will be included on the agenda for meeting on February 17, 2022.

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)

- Madison Paige Jack – First Annual Settlement

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

- David Van Slaars – Certification of Completion
- Linda Jean Van Slaars – Certification of Completion

The Commission approved the following Corrections, Exonerations and/or Refunds:

The Commission approved Requests to Attend Meeting:

The Commission approved the following Consolidation of Land Tracts:

- Meade District – Map 5K Parcel 5 and Map 5K Parcel 6 and Map 5K Parcel 7 and Map 5K Parcel 3 and Map 5K Parcel 4 and Map 5K Parcel 12 to make Map 5K Parcel 3 - Robert L, Nellie G. and Robert A. Orsburn

Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, presented a request from Ross and Briana Helmick to name a road Ashburn Drive. This request is concerning a road off of the Brushy Fork Road. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the name of Ashburn Drive. (copy included)

Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, presented a request from Memory Land and Mineral, Inc. to name a road Tripp Drive. This request is concerning a road off of River Avenue. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the name of Tripp Drive. (copy included)

Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, presented a request from Memory Land and Mineral, Inc to name a road Braylee Drive. This request is concerning a road off of River Avenue. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the name of Braylee Drive. (copy included)

Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, presented a request from Memory Land and Mineral, Inc. to name a road Brant Avenue. This request is concerning a road off of River Avenue. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the name of Brant Avenue. (copy included)

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission meeting adjourned at 12:35 p.m.