

UPSHUR COUNTY COMMISSION MEETING

February 18, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 18, 2021 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Kristie G. Tenney, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator; Tabatha R. Perry, 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 Sam Nolte, seconded by Terry Cutright, the Commission approved the regular meeting minutes of February 11, 2021, 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 request from Kelley C. Tierney, Vice President of the Foundation for Better Schools in Upshur County, Inc., to place a 4-foot by 8-foot sign on the Upshur County Courthouse property for the month of March, 2021. The sign will be a visual reminder of a fundraising initiative for the purpose of allowing the Upshur County Schools Backpack Program to remain self-supporting. Carrie Wallace stated that the Foundation for Better Schools in Upshur County, Inc. would need to coordinate this installation with Greg Harris, Upshur County Maintenance Director. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the FY2022 West Virginia Community Corrections Grant Program Application requesting the amount of \$345,896 in state funds to be used to provide alternate sentencing and re-entry services for eligible offenders. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Sheriff Virgil D. Miller to employ Russ Warner as a fill-in Court Security Officer, effective March 1, 2021. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Janella Cochran, Lewis-Upshur Animal Control Facility Director, for the part-time employment of Mariah Goldsmith as LUACF Attendant, effective February 21, 2021. Ms. Goldsmith will work no more than 19.5 hours per week. Terry Cutright stipulated that employment would be on condition of Ms. Goldsmith passing all background checks. (copy included)

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

1. Proclamation by Governor Jim Justice, entered on February 16, 2021, declaring a State of Preparedness for 51 counties, including Upshur, to remain in effect for fifteen days unless terminated by subsequent Proclamation.
2. Upshur County Sheriff's Financial Statement for period ending January, 2021.
3. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings: (none)
 - c) Meeting Minutes:
 - Adrian PSD January 7, 2021
 - d) Meetings:
 - 02/04/21-3:00 p.m.-Adrian PSD
 - 02/04/21-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 02/04/21-7:00 p.m.-Banks District VFD
 - 02/04/21-7:00 p.m.-City Council of Buckhannon
 - 02/04/21-7:00 p.m.-Selbyville VFD
 - 02/08/21-12:00 p.m.-Upshur County Family Resource Network
 - 02/08/21-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 02/08/21-4:30 p.m.-Upshur County Solid Waste Authority
 - 02/08/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 02/09/21-7:00 p.m.-Warren District VFD
 - 02/09/21-7:30 p.m.-Adrian VFD
 - 02/10/21-12:00 p.m.-Upshur County Senior Center Board
 - 02/10/21-1:15 p.m.-Upshur County Farmland Protection Board-CANCELLED
 - 02/10/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 02/10/21-3:00 p.m.-Tennerton PSD
 - 02/10/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
 - 02/10/21-7:00 p.m.-Ellamore VFD
 - 02/11/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board

UPSHUR COUNTY COMMISSION MEETING

February 18, 2021

- 02/11/21-7:30 p.m.-Buckhannon VFD
- 02/14/21-6:00 p.m.-Washington District VFD
- 02/15/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 02/17/21-7:00 a.m.-Upshur County Development Authority – Executive Board
- 02/17/21-12:00 p.m.-Lewis Upshur LEPC
- 02/17/21-4:00 p.m.-Upshur County Public Library Board
- 02/18/21-6:30 p.m.-Upshur County Youth Camp Board
- 02/19/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 02/22/21-10:00 a.m.- Mountain CAP of WV, Inc.
- 02/22/21-12:00 p.m.-Region VII Planning and Development Council
- 02/22/21-7:00 p.m.-Upshur County Fire Fighters Association
- 02/23/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 02/23/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 03/02/21-4:00 p.m.-Hodgesville PSD
- 03/02/21-5:00 p.m.-Elkins Road PSD
- 03/10/21-1:15 p.m.-Upshur County Farmland Protection Board
- 04/12/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County

4. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa-6/30/2020) - Fire Association Representative
- Buckhannon-Upshur Airport Authority (unexpired term - 6/30/2021) - City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – 6/30/2021) – City 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. 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. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org.

- Monday, March 15th beginning at 9:00 a.m.
- Tuesday, March 16th beginning at 9:00 a.m.
- Wednesday, March 17th beginning at 9:00 a.m.
- Thursday, March 18th beginning at 1:00 p.m.
- Friday, March 19th beginning at 9:00 a.m.
- Monday, March 22nd beginning at 1:00 p.m.

Tabled items: (none)

The Commission approved all Invoices for Payment. (list included)

The Commission approved all Vacation Orders. (copies included)

The Commission approved the following Settlements. (as listed)

- Eva K. Howes – Final Settlement Waiver
- Kevin Victor Materne – Final Settlement Waiver
- Eugene Suder – Final Settlement Waiver
- Lorraine Juliet Wong – Final Settlement Waiver

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

- James L. Koon – Certification of Completion
- Stephen J. Koon – Certification of Completion

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

The Commission approved the following Requests to Attend Meeting (none)

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

At 9:30 a.m., Sheriff Virgil D. Miller and Chief Deputy J. Michael Coffman appeared before the Commission to discuss the “New Deputy Agreement” between the County Commission of Upshur County, the Sheriff of Upshur County, WV and newly hired non-certified Deputy Sheriffs of Upshur County, WV.

UPSHUR COUNTY COMMISSION MEETING

February 18, 2021

This Agreement sets forth expectations of the Deputy with regards to (1) completion of training, (2) continuation of employment upon the completion of the Academy and his/her certification as a law enforcement officer in WV, and (3) procedures should the Deputy quit the program before completion of certification or failure to achieve certification. Sheriff Miller stated that this Agreement would be signed on the first day of employment by incoming Deputy Sheriffs. Chief Deputy Coffman reported that Steve Nanners, local attorney and Civil Service Board Member, had reviewed the Agreement and made one slight revision. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the "New Deputy Agreement". (copy included)

Sheriff Miller asked about advertising for the Deputy Sheriff position that is open. Kristie Tenney stated he will need to submit a letter requesting approval to advertise for the position.

The Commission received project updates and reviewed administrative business items.

With no further business, on motion by Sam Nolte, seconded by Terry Cutright, the Commission meeting adjourned at 11:30 a.m.