

# UPSHUR COUNTY COMMISSION MEETING

February 25, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 25, 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 Terry Cutright, seconded by Sam Nolte, the Commission approved the regular meeting minutes of February 18, 2021, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the 2021 Board of Review and Equalization (BORE) meeting minutes. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Nelson Sayre on behalf of Emerald Automotive to be placed on the Upshur County Wrecker Rotation List for emergency towing services. Carrie Wallace stated she had forwarded the request to Doyle Cutright, Upshur County Emergency Communications Center Director, for review. Mr. Cutright will add Emerald Automotive to the Wrecker Rotation List. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Application for Community Use of Buildings, Equipment and Grounds filed by Aaron and Tasha Harris on behalf of the Tri-County Champion Drive Sale. This organization is requesting use of the 4-H / FFA Pavilion on Saturday, April 24, 2021, to conduct a livestock sale for local producers. Carrie Wallace reported that there is currently no fee schedule for this pavilion. Terry Cutright suggested no charge for Mr. Harris because of his continued support of our youth. All Commissioners agreed. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Resignation of Employee.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Sheriff Virgil D. Miller, for employment of Kirsten D. Howes as Tax Deputy, effective March 1, 2021.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Sheriff Virgil D. Miller, to transfer Russ Warner from fill-in Court Security Officer to part-time Court Security Officer, effective March 1, 2021.

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

1. Correspondence from Carol J. Smith, County Clerk, regarding the 2021-2022 Public Utility Values.
2. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)
  - b) Agendas and/or Notice of Meetings:
    - Upshur County Fire Board, Inc. February 16, 2021
    - Upshur County Public Library February 17, 2021
    - Upshur-Buckhannon Health Department March 4, 2021
  - c) Meeting Minutes:
    - Upshur County Public Library Board November 18, 2020
    - Tennerton PSD January 13, 2021
    - Upshur County Safe Structures & Sites Enforcement Board January 14, 2021
    - Upshur County Fire Board January 16, 2021
  - d) Meetings:
    - 03/02/21-4:00 p.m.-Hodgesville PSD
    - 03/02/21-5:00 p.m.-Elkins Road PSD
    - 03/04/21-3:00 p.m.-Adrian PSD
    - 03/04/21-6:00 p.m.-Buckhannon-Upshur Board of Health
    - 03/04/21-7:00 p.m.-Banks District VFD
    - 03/04/21-7:00 p.m.-City Council of Buckhannon
    - 03/04/21-7:00 p.m.-Selbyville VFD
    - 03/08/21-12:00 p.m.-Upshur County Family Resource Network
    - 03/08/21-4:00 p.m.-Buckhannon Upshur Airport Authority

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- 03/08/21-4:30 p.m.-Upshur County Solid Waste Authority
- 03/08/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 03/09/21-7:00 p.m.-Warren District VFD
- 03/09/21-7:30 p.m.-Adrian VFD
- 03/10/21-12:00 p.m.-Upshur County Senior Center Board
- 03/10/21-1:15 p.m.-Upshur County Farmland Protection Board
- 03/10/21-3:00 p.m.-Tennerton PSD
- 03/10/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 03/10/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 03/10/21-7:00 p.m.-Ellamore VFD
- 03/11/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 03/11/21-7:30 p.m.-Buckhannon VFD
- 03/12/21-11:00 a.m.-Region VI Local Elected Officials
- 03/14/21-6:00 p.m.-Washington District VFD
- 03/15/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 03/17/21-7:00 a.m.-Upshur County Development Authority – Full Board
- 03/17/21-12:00 p.m.-Lewis Upshur LEPC
- 03/17/21-4:00 p.m.-Upshur County Public Library Board
- 03/18/21-6:30 p.m.-Upshur County Youth Camp Board
- 03/19/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 03/23/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 03/23/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 03/29/21-7:00 p.m.-Upshur County Fire Fighters Association
- 04/12/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- 04/26/21-12:00 p.m.-Region VII Planning and Development Council

### 3. 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](mailto: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.\*\*\**

### 4. 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](mailto:clwallace@upshurcounty.org).

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

- George Cecil Anderson – Final Settlement Waiver
- James David Campbell – Final Settlement Waiver
- Larry Gleeson Furr – Final Settlement Waiver
- Sandra Dean Holmes – First Annual Settlement

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- Freddie William Kasten – Final Settlement Waiver
- Sammie Neil Linger – Final Settlement Waiver
- Cecilia Sue Snyder – 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/or Refunds:

- Randall Tolliver - #600000207S - \$123.72 – Exoneration Order
- Hattie Phillips Heirs Brent Scott - #17085 - \$113.84 – Exoneration Order
- Hattie Phillips Heirs Brent Scott - #4098 - \$5.96 – Exoneration Order
- McQuain, Debra K. - #303766 - \$52.35 – Exoneration Order

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

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

At 9:15 a.m., the Commission held a bid opening, presentation and award of a 2021 Special Service Vehicle. Carrie Wallace, County Administrator, stated that two bids had been received prior to the deadline. One bid was from Jenkins Ford for \$39,218 for a 2021 Ford SSV Expedition. This bid also included a \$110 option that was on the recent cruiser purchase for the Sheriff's vehicle. The Second bid was from Elkins Fordland for \$39,000 for a 2021 Ford SSV Expedition and did not include the extra \$110 option. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission tabled this item until Sheriff Virgil D. Miller and Chief Deputy J. Michael Coffman could review both bids.

At 9:37 a.m., Chief Deputy J. Michael Coffman reported that after reviewing both bids, he and the Sheriff recommend the purchase from Jenkins Ford for \$39,218 because of convenience for servicing and repairs even though it was approximately \$100 higher than Elkins Fordland. Terry Cutright felt this was a good decision since the Jenkins family are residents of Upshur County and therefore pay local property taxes. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the purchase from Jenkins Ford for \$39,218. Carrie Wallace will proceed with financing through Country Roads Leasing. (copy included)

At 9:45 a.m., Nate Kennedy, Consulting Engineer for Kennedy Forest Management Services, appeared before the Commission to request approval of the Oscar Sayre property Timber Sale Request for Proposals, Prospectus and Agreement. Mr. Kennedy stated that now is a good time to bid out this timber. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Oscar Sayre property Timber Sale Request for Proposals, Prospectus and Agreement. Carrie Wallace will advertise the bid on Tuesday, March 2, 2021, and Tuesday, March 9, 2021, in the local newspaper.

Carol Smith reviewed a request for a budget revision. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the budget revision as discussed with a "Request for Revision to Approved Budget" to be sent to the Office of the State Auditor for approval. (copy included)

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 4:30 p.m.