

UPSHUR COUNTY COMMISSION MEETING

March 2, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 2, 2023 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; Tabatha R. Perry, County Administrator; Cindy M. Hughes, Assistant County Administrator and Lois A. Marsh, Secretary. Douglas K. Bush, Commissioner, attended via teleconference.

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 Doug Bush, the Commission approved the meeting minutes of February 23, 2023, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized signing the 2023 Board of Review and Equalization (BORE) meeting minutes. (copy included)

After discussion, the Commission reviewed requests from Shane Jenkins, President of the WV Strawberry Festival Board of Directors.

1. After discussion, Sam Nolte stated that the request for financial assistance in the amount of \$5,500 for the WV Strawberry Festival would be held over for the budget review in mid-March.
2. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved use of the Courthouse Plaza on May 13th through May 21st for the WV Strawberry Festival.
3. The Strawberry Festival is requesting use of the Sheriff's Department for associated services, assistance from E911 Communication Center and the Upshur County Department of Homeland Security and Emergency Management as necessary. Tabatha Perry explained that she had spoken with the Sheriff's Department, the E911 Communications Center and the Upshur County Department of Homeland Security and Emergency Management regarding assistance from these departments during the WV Strawberry Festival. Ms. Perry recommended that the Commission should suggest Mr. Jenkins to speak with the three departments directly.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the resignation of Brian Elmore from the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately. Mr. Elmore is a Commission appointee, representing fire service providers, and his term expires on June 30, 2024.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved Karissa Harper as a Lewis-Upshur Animal Control Facility volunteer.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved Loretta L. Koone as an Upshur County Maintenance Department volunteer.

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After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the request from Carol J. Smith, County Clerk, to transfer Maranda Peggs from her current temporary position in the County Clerk's Office to full-time Deputy Clerk, effective March 26, 2023.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the advertisement for Upshur County Youth Camp seasonal positions. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications will be accepted until all positions are filled. (copy included)

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

1. Upshur County Sheriff's Financial Statement for period ending January, 2023
2. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - James W. Curry Library Calendar of Events March, 2023
 - The Yellow Door at Hampton March 15 & 29, 2023
April 12 & 26, 2023
 - B-U Chamber of Commerce Annual Dinner March 16, 2023
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Fire Board, Inc. – *Special Meeting* February 28, 2023
 - City Council of Buckhannon March 2, 2023

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Meeting Minutes:

- Wes-Mon-Ty RC&D Board of Directors January 5, 2023
- Upshur County Fire Board, Inc. January 12, 2023
- Upshur County Parks and Recreation Board January 17, 2023

c) Meetings: ****Dates and times of monthly board meetings are viewable 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.

3. Appointments Needed or Upcoming: (none)

******If you are interested in serving as 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 board 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 Tabatha Perry at tperry@upshurcounty.org.***

- Tuesday, March 14th beginning at 1:00 p.m.
- Wednesday, March 15th beginning at 8:45 a.m.
- Thursday, March 16th beginning at 10:15 a.m.
- Friday, March 17th beginning at 9:00 a.m.
- Monday, March 21st beginning at 1:00 p.m.

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)

- Pamela Kay Casto – Final Settlement
- Norma Wayts-Kelley – 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 Corrections:

- Page Teia J - #300433 - \$243.36 – Exoneration Order
- Dean Larry W & Mary A - #301261 - \$436.42 – Exoneration Order

The Commission approved Requests to Attend Meeting: (none)

The Commission approved the following Consolidation Land Tracts:

- Buckhannon District – Map 5F Parcel 31.6 and Map 5F Parcel 32.3 to make Map 5F Parcel 31.6 – James S Riffle
- Washington District – Map 3 Parcel 24.1 and Map 3 Parcel 23 and Map 3 Parcel 22 and Map 3 Parcel 21 to make Map 3 Parcel 24.1 – Murphy Evelyn Louise

At 9:15 a.m., the Commission conducted a bid opening and potential award for the 2023 Upshur County Groundskeeping Contract. Tabatha Perry reported that the Request for Proposals was advertised on February 4th and February 11th in the Record Delta. A bid pre-meeting was held on February 14th and the two companies that submitted bids attended the pre-meeting. Stanton Lawn Service and Snow Removal submitted a bid of \$16,965. Lowther's Property Management submitted a bid of \$17,799. The groundskeeping contract will run from the end of March to the end of September. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved accepting the bid from Stanton Lawn Service and Snow Removal for \$16,965. The contract can be renewed yearly, as long as both parties are satisfied with the agreement, for a total of three years. (copy included)

At 9:30 a.m., Jeremiah McCourt, Upshur County Parks and Recreation Facilities Director, appeared before the Commission to give an Overview of the 2022 season and discuss the upcoming 2023 season. Mr. McCourt stated that the 2022 season was a big success. The 2022 Swim Championship had a few hundred athletes and over 1,000 spectators, which was a financial benefit to many Upshur County businesses. In 2023, the Swim Championship will again be held in Buckhannon on July 14th - July 15th. A triathlon is being planned for August 12, 2023, followed by a strong man competition. This season, the Recreation Park will be needing 20 lifeguards, 14 admission/concession stand workers, 2 full-time managers, and one part-time manager. The Recreation Park will be holding life guard certification again this year, with some changes in the reimbursement policy. After discussion, on motion by Sam Nolte,

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seconded by Doug Bush, the Commission approved the advertisement for workers at the Recreation Park. (copy included)

At 9:45 a.m., Terry Gould, Hodgesville Public Service District Manager, appeared before the Commission to request a letter of support to extend water services to serve customers on Murphy's Station Road, which is in Barbour County. When water samples from this area were tested, the results revealed that the water contained harmful chemicals and is dangerous for consumption.. Carrie Wallace, Project Coordinator with Region VII Planning and Development Council, stated that this project will qualify as a "critical needs project", because of the contaminated water. The estimated cost of the project is \$390,000. Ms. Wallace stated that the funds are guaranteed but paperwork must be completed. The deadline for the application for this funding is March 10, 2023 and will be reviewed at the March 24, 2023 meeting, then it will be presented to the full council. If the fund is out of money, the council will hold the project until June when more funds will be available. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign a letter of support for the Murphy's Station Road Project. Mr. Gould stated that the Upper Pecks Run Project has been in process for six years at a cost of \$7 million dollars and the Murphy's Station Project will not be a conflict with this project.

At 10:10 a.m., Jason Keeling, Executive Director of the American Red Cross Allegheny Highlands Chapter, and Dawn Nesco, the local Red Cross Representative, appeared before the Commission to provide an overview of services provided locally and to request funding for the coming year. In 2022, the local Red Cross blood drives collected 330 units of blood at 11 blood drives, which were held at West Virginia Wesleyan College, Buckhannon-Upshur High School and various churches. During 2022, the Red Cross assisted twelve Upshur County families with communication services involving members of the United States Armed Forces. After Mr. Keeling read the Proclamation declaring March as Red Cross Month, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved signing the Proclamation declaring March as Red Cross Month. (copy included).

At 11:00 a.m., the Commission held an Upshur County Recreational Complex Group Work Session.

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 12:50 p.m.