

UPSHUR COUNTY COMMISSION MEETING

March 3, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 3, 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. Terry B. Cutright, Commissioner, joined the meeting 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 Terry Cutright, the Commission approved the meeting minutes of February 24, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the 2022 Board of Review and Equalization (BORE) meeting minutes. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Upshur County Emergency Operations Plan Incident Annex: Pandemic. Carrie Wallace explained that revising the Annex was one of Commission's Office goals while overseeing the Department of Homeland Security & Emergency Management. JH Consulting drafted the plan after consultation with St. Joseph's Hospital, Community Care of WV the Upshur-Buckhannon Health Department and the COVID-19 Task Force. The revision represents the response to COVID-19 that can be used to respond to any pandemic in the future. Shawn Dunbrack, WVEMD Region IV Liaison also reviewed the plan and was supportive of the revision. The County Emergency Operation Plan will also be revised in 2022. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Resolution of Participation for West Virginia Certified Development Community (CDC) Program for the Upshur County Development Authority. Carrie Wallace explained that this is required on an annual basis in order for the Upshur County Development Authority to receive State funding. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved Upshur County Sheriff's Department Volunteer Devin Taylor, effective January 28, 2022.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved Christian Andrew Warner-Ford as a Volunteer at the Lewis-Upshur Animal Control Facility.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, to employ Brittany Reinking as a full-time telecommunicator, effective March 7, 2022. Carrie Wallace stated that Ms. Wachob reported that Ms. Reinking received the highest testing score that they had ever had. This brings the E911 Communications Center to one employee short of being at full staff.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Carol J. Smith, Upshur County Clerk, to employ Lora Bragg as a full-time Deputy County Clerk, effective March 7, 2022, pending background check results.

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

1. Procedure to Dispatch Wrecker Services, effective April 1, 2022. Changes made are pursuant to the Commission's discussion and vote during their February 24, 2022 Commission Meeting and include:
 - Additional data collection from the E911 Center, including owner requests, officer requests and rotational calls dispatched, accepted, unanswered/denied and cancelled. Telecommunicators must also record the name and contact information for the vehicle owner, city and state of registration for the vehicle and officer on scene in the public record for owner requested wreckers.
 - If a towing service is cancelled by no fault of their own, they will remain at the top of the rotation list.

Additional changes have been tabled for six months to allow sufficient time for additional data collection. The revised procedures will be distributed to all first responder agencies and wreckers on the rotation next week.

2. Proclamation made by Governor Jim Justice on February 22, 2022, declaring a state of preparedness for 41 counties.
3. Invitation for Bids from WYK Associates on behalf of the Upshur Buckhannon Board of Health regarding the Renovation to the Upshur-Buckhannon Health Department, Buckhannon, WV. All sealed bids must be received no later than 3:00 p.m. on Thursday, April 7, 2022, at such time and place, the bids will be publicly opened and read aloud.

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Once bids are opened and reviewed by the Board of Health, the selection of a contractor will be approved in coordination with the Upshur County Commission as property owners.

4. Correspondence from Carol J. Smith, County Clerk, regarding the 2022-2023 Public Utility Values. Ms. Smith stated that this is an increase over last year.
5. Upshur County Sheriff's Financial Statement for period ending January, 2022.
6. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Go Wild Feed a Child Campaign
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Public Library Board of Director's Special Meeting February 23, 2022
 - Buckhannon-Upshur Airport Authority Emergency Meeting February 25, 2022
 - City Council of Buckhannon March 3, 2022Meeting Minutes:
 - Upshur County Public Library Trustees Meeting January 19, 2022
 - Upshur County Enhanced Emergency Telephone Advisory Board January 25 2022
 - Upshur County Public Library Board of Directors Special Meeting – Director's Report February 23, 2022
 - c) Meetings:
 - 03/03/22-3:00 p.m.-Adrian PSD
 - 03/03/22-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 03/03/22-7:00 p.m.-Banks District VFD
 - 03/03/22- 7:00 p.m.-City Council of Buckhannon
 - 03/03/22-7:00 p.m.-Selbyville VFD
 - 03/07/22-6:00 p.m.-Lewis-Upshur Community Corrections Board – Upshur Co
 - 03/08/22-7:00 a.m.-Upshur County Development Authority – Full Board
 - 03/08/22-12:00 p.m.-Upshur County Senior Center Board
 - 03/08/22-4:00 p.m.-Hodgesville PSD
 - 03/08/22-5:00 p.m.-Elkins Road PSD
 - 03/08/22-7:00 p.m.-Warren District VFD
 - 03/08/22-7:30 p.m.-Adrian VFD
 - 03/09/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 03/09/22-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 03/09/22-3:00 p.m.-Tennerton PSD
 - 03/09/22-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
 - 03/09/22-7:00 p.m.-Ellamore VFD
 - 03/10/22-1:00 p.m.-*Upshur County Farmland Protection Board Special Meeting to be held at the IDEA (Innovation) Center
 - 03/10/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
 - 03/10/22-7:30 p.m.-Buckhannon VFD
 - 03/13/22-6:00 p.m.-Washington District VFD
 - 03/14/22-12:00 p.m.-Upshur County Family Resource Network
 - 03/14/22-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 03/14/22-4:30 p.m.-Upshur County Solid Waste Authority
 - 03/14/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 03/15/22-6:30 p.m.-CANCELLED – Upshur County Fire Board, Inc.
 - 03/16/22-12:00 p.m.-Lewis Upshur LEPC – Lewis Co
 - 03/16/22-4:00 p.m.-Upshur County Public Library Board
 - 03/17/22-6:00 p.m.-CANCELLED – Upshur County Farmland Protection Board
 - 03/17/22-6:30 p.m.-Upshur County Youth Camp Board
 - 03/18/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
 - 03/22/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
 - 03/23/22-7:00 p.m.-Upshur County Fire Fighters Association

7. Appointments Needed or Upcoming:

- Buckhannon-Upshur Parks & Recreation Advisory Board (6//30/23) - County Commission

****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,*

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*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.****

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)

- Kathryn A. Canterbury – Final Settlement Waiver
- Alexander Contraski, Jr. – Final Settlement
- Carol Jean Hayes – Final Settlement Waiver
- Martha Elizabeth Post – Final Settlement Waiver
- Joseph Lee Runyon – Final Settlement Waiver
- Carrie Ellen Samples – Final Settlement

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:

The Commission approved Requests to Attend Meeting:

- Doyle R. Cutright, II February 28, 2022 and March 4, 2022
- Kimbra Wachob February 28, 2022 and March 4, 2022

The Commission approved the following Consolidation of Land Tracts:

- Warren District – Map 6B Parcel 18 and Map 6B Parcel 19 to make Map 6B Parcel 18 – Betz Marlene Kay Clevenger Ronald James
- Warren District – Map 4B Parcel 8 and Map 4B Parcel 7.2 and Map 4B Parcel 8.1 to make Map 4B Parcel 8 – Albright Jeffrey Randolph

8. 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 14th beginning at 9:00 a.m.
- Tuesday, March 15th beginning at 9:00 a.m.
- Wednesday, March 16th beginning at 9:00 a.m.
- Thursday, March 17th beginning at 1:00 p.m.
- Friday, March 18th beginning at 9:00 a.m.
- Monday, March 21st beginning at 1:00 p.m.

Table Items:

1. Additional Procedure to Dispatch Wrecker Services Revisions (*tabled 2/24/2022 meeting-to be reviewed in 6 months*).

At 9:15 a.m., Cheyenne Troxell, Program Director for Community Corrections, appeared before the Commission to present the 2021 Community Corrections Report and the 2021 Home Confinement Report. Ms. Troxell provided data and information and reported a savings of \$1,042,200 in regional jail fees. The 26th Judicial Community Corrections Program serves both Upshur and Lewis counties. (copy included)

Ms. Troxell also provided a review of the 2021 Upshur County Home Confinement Year End Report. In 2021, the Home Confinement Program saved \$277,920 in regional jail fees. Rodney Rolenson, Corporal and Home Confinement Supervisor, was unable to attend the Commission meeting.

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 1:00 p.m.