

# UPSHUR COUNTY COMMISSION MEETING

March 4, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 4, 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; Carrie L. Wallace, County Administrator; Tabatha R. Perry, Assistant County Administrator and Lois A. Marsh, Secretary. Carol J. Smith, County Clerk, 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 Terry Cutright, seconded by Sam Nolte, the Commission approved the regular meeting minutes of February 25, 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 the appointment of David Burr to the Elkins Road Public Service District. Mr. Burr's term will expire on September 30, 2022. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign correspondence to Ryan Halsey, Project Manager, enclosing 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 \$220,823.70. This is for Request for Funds #19. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved a "Request for Proposals" for a camera surveillance system and door access control security project. All sealed bids must be received no later than 4:00 p.m. Tuesday, March 30, 2021. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:30 a.m. on April 1, 2021. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign a Proposal for Financing provided by Country Roads Leasing, LLC and Resolution Authorizing the Execution and Delivery of a Master Lease Equipment Lease-Purchase Agreement, and Related instruments, and Determining Other Matters in Connection Therewith. The tax-exempt lease-purchase financing for the acquisition of a 2021 Ford Expedition will cost ten thousand six hundred three dollars and twenty-four cents (\$10,603.24) annually over a period of four years resulting in a total acquisition cost of forty-two thousand four hundred twelve dollars and ninety-six cents (\$42,412.96). (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved an advertisement for a full-time Deputy Sheriff. Applications must be received by 4:00 p.m. on Monday, April 19, 2021. (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 Lewis-Upshur Animal Control Facility Volunteer Anna Miller.

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

1. Correspondence from Theresa Bruner on behalf of the Federation of Humane Organizations of WV announcing the award of a FOHO WV Stanton Foundation COVID-19 grant to the Lewis-Upshur Animal Control Facility in the amount of \$4,149 to be utilized to purchase a new washer, 2 dryers and a computer with dual monitors.
2. Lewis-Upshur Animal Control Facility Reports for the month of January, 2021
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
3. Public Notices:
  - Newsletters and/or Event Notifications: (none)
  - Agendas and/or Notice of Meetings:
    - Elkins Road PSD March 2, 2021
    - City Council of Buckhannon March 4, 2021
    - City Council of Buckhannon – Special Working Session March 10, 2021
  - Meeting Minutes:
    - 26<sup>th</sup> Judicial Community Corrections July 6, 2020
    - 26<sup>th</sup> Judicial Community Corrections September 14, 2020
    - 26<sup>th</sup> Judicial Community Corrections September 28, 2020
    - 26<sup>th</sup> Judicial Community Corrections November 9, 2020

# UPSHUR COUNTY COMMISSION MEETING

March 4, 2021

- 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
  - 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.
  - 03/24/21-10:00 a.m.-James W. Curry Advisory Board
  - 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
- 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
  - Elkins Road PSD (unexpired term – 9/30/3022)

*\*\*\*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.\*\*\**

## 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](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.

# UPSHUR COUNTY COMMISSION MEETING

March 4, 2021

- 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)

- John O. Hurst – Final Settlement Waiver
- Glemis Jane Koon– Final Settlement
- Roy D. Law – Final Settlement Waiver
- Lancel Wayne Light – Final Settlement Waiver
- Shane Donald Weese – 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:

- Johnson, Lori A (Linger) or Johnson, Randy D - #301679 - \$29.67 – Exoneration Order
- Jimmie & Sandra Kesling - #500000065S - \$52.43 – 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., Carrie Wallace, County Administrator, opened two bids which were received for a 2021 AWD Sedan. One bid was from Stephens Auto for a 2021 Dodge Ram Charger Police AWD Sedan for \$29,412. Stephens Auto stated that they would not be able to meet the 10-week deadline, but could meet a 12 to 14-week deadline. The second bid was from Elkins Chrysler Dodge Jeep Ram for a 2021 Dodge Ram Charger Police AWD Sedan for \$28,411. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission tabled this item until Sheriff Virgil D. Miller and Chief Deputy J. Michael Coffman could review both bids. (copy included)

At 9:30 a.m., Cheyenne Troxell, Program Director, appeared before the Commission and provided a review of the 2020 Annual Report. Ms. Troxell provided data and information and reported a savings of \$1,001,091 versus the cost of regional jail fees. The 26<sup>th</sup> Judicial Circuit Community Corrections Program serves both Upshur and Lewis counties. (copy included)

Rodney Rolenson, Corporal and Home Confinement Supervisor, appeared before the Commission and provided a review of the 2020 Upshur County Home Confinement Year End Report. Corporal Rolenson provided data and information on the program and reported the program savings in regional jail fees in the amount of \$62,416.36.

At 9:45 a.m., Sheriff Virgil D. Miller appeared before the Commission to propose accepting the bid from Elkins Chrysler Dodge Jeep Ram for a 2021 Dodge Ram Charger Police AWD Sedan. After discussion on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the purchase of the 2021 Dodge Ram Charger Police AWD Sedan from Elkins Chrysler Dodge Jeep Ram. (copy included)

The Commission received project updates and reviewed administrative business items.

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