

# UPSHUR COUNTY COMMISSION MEETING

March 7, 2024

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 7, 2024 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commissioner; Douglas K. Bush, Commissioner; Carol J. Smith, County Clerk; Tabatha R. Perry, County Administrator; Cindy M. Hughes, Assistant County Administrator and Lois A. Marsh, Secretary. Samuel R. Nolte, Commission President, joined the meeting by 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 Doug Bush, seconded by Sam Nolte, the Commission approved the meeting minutes of February 29, 2024, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Water System Improvement Project - Request for Payment #6, for the Mt. Hope Water System Improvement Project in the amount of \$560.15. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Management Representation Letter regarding the Alternative Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Compliance Examination for the year ended June 20, 2023. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a one-year renewal of a groundskeeping contract with Stanton Lawn Service, per the agreement dated March 2, 2023. Work will commence on or around March 31, 2024 and end on or around September 30, 2024. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Spay and Neuter Assistance Program Grant Agreement in the amount of \$7,500, on behalf of the Lewis-Upshur County Animal Control Facility. Matching funds in the amount of \$5,000 will be provided out of the local spay and neuter account. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved committing \$1,521,000 funding for Phase I Recreational Complex engineering fees for potential grant application purposes. This commitment will need to be considered for fiscal year 2025. Tabatha Perry, Upshur County Administrator, explained that ARP funds need to be obligated and under contract by December 31, 2024. Tabatha Perry will send a letter to Region VII stating the Commission's commitment for \$1,521,000 for Phase I Recreational Complex engineering fees in order for them to apply for grants.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved an updated proposal for ongoing professional services from JH Consulting, LLC, regarding the Emergency Operations Plan project. The goal of the project is to fully update Upshur County's emergency operations plan to ensure consistency with current partnerships and capabilities. The remaining fee for the professional service is \$7,500. Tabatha Perry explained that this fee was previously budgeted but needs to be under contract prior to December 31, 2024. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to submit a letter of support on behalf of West Virginia Wesleyan College as they seek grant funding for facility/campus improvements. (copy included)

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

***Item removed from the agenda, per Tabatha Perry.*** Memorandum from Greg Harris, Upshur County Facilities Director, requesting the employment of Robert J. Sommerfield as a part-time seasonal groundskeeper, effective March 11, 2024, pending a background check. If approved, Mr. Sommerfield will work up to twenty-nine and one-half hours per week.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved Ian Greenough and Kaleb Messenger as volunteers for the Lewis-Upshur Animal Control Facility.

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

1. Correspondence from Carol J. Smith, Upshur County Clerk, regarding the 2024-2025 Public Utility Values. An increase of \$11,010,856 is noted.

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2. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoices for Upshur County for February, 2024. One invoice reflects 490 inmate days times \$54.48 per diem rate, totaling \$26,695.20. A second invoice reflects 1,384 inmate days times \$65.38 per diem rate, totaling \$90,485.92, for a grand total of \$117,181.12 for February, 2024. This amount does not include credits and additional debits made during this period.
3. Upshur County Building & Floodplain Permits for the month of February, 2024.
4. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - Upshur County Public Library Book Swap March 16, 2024
  - b) Agendas and/or Notice of Meetings:
    - City Council of Buckhannon March 5, 2024
    - Elkins Road Public Service District Board March 5, 2024
  - c) Meeting Minutes:
    - Upshur County Youth Camp November 16, 2023
    - Adrian Public Service District – *Board Meeting* January 4, 2024
    - Adrian Public Service District – *Project Meeting* January 17, 2024
  - d) Meetings: ***\*Dates and times of monthly board meetings are viewable at:***  
[www.upshurcounty.org](http://www.upshurcounty.org) –Upcoming events are listed on the main page.
5. Appointments Needed or Upcoming: (none)
6. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex, unless otherwise noted, on the following dates. For a detailed list of meetings, please contact Tabatha Perry at [tperry@upshurcounty.org](mailto:tperry@upshurcounty.org).

- Thursday, March 7<sup>th</sup> beginning at 10:00 a.m. (*Commission Meeting Room, Courthouse Annex*)
- Friday, March 8<sup>th</sup> beginning at 8:15 a.m.
- Saturday, March 9<sup>th</sup> beginning at 9:00 a.m. and concluding no later than 12:00 p.m.
- Monday, March 11<sup>th</sup> beginning at 1:00 p.m.
- Tuesday, March 12<sup>th</sup> beginning at 9:00 a.m. (*if needed*)

***\*\*\*If you are interested in serving on 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](mailto: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 a board that does not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment.\*\*\****

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)

- Carolyn Sue Gregory – Final Settlement Waiver
- Jennings Archie Snyder – Final Settlement Waiver
- Layton L. Tharp – Final Settlement Waiver
- Mabel H. Tharp – 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:

- Derrick Landis – Apportionment of Assessment and Taxes Per Final Divorce Order
- Kelley Robert M or Shasta – Apportionment of Assessment and Taxes Per Final Divorce Order
- Kelley Robert M or Shasta – Apportionment of Assessment and Taxes Per Final Divorce Order

The Commission approved Requests to Attend Meeting:

- Betty DeLaura Courtney – March 26-March 28, 2024
- Michelle McIe – March 26-March 28, 2024
- Kimbra Wachob – August 19-August 20, 2024

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

At 10:00 a.m., the Commission conducted Fiscal Year 2025 budget hearings.

The Commission received project updates and reviewed Administrative business items.

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With no further business, on motion by Sam Nolte, seconded by Doug Bush, the Commission meeting adjourned at 4:45 p.m