

UPSHUR COUNTY COMMISSION MEETING

March 14, 2024

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 14, 2024 at 9:00 a.m. Sam Nolte called the meeting to order. Present were: Samuel R. Nolte, Commission President; 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.

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 Kristie Tenney, the Commission approved the meeting minutes of March 7, 2024, as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved Election Officials, Alternates, and Emergency Ballot Commissioners for the May 14, 2024 Primary Election. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign the Employer Renewal Verification Checklist by and between the Upshur County Commission and Inspira Financial. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign the FY 2025 West Virginia Community Corrections Grant Program Application, requesting the amount of \$695,668 in state funds to be used to cover personnel and equipment expenses. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs – Request No. 6 – in the amount of four hundred fifty dollars (\$450) for an Airport Improvement Program Project at the Upshur County Regional Airport. Sam Nolte explained that this request is to update grant paperwork. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign a Letter of Support for the Upshur County Development Authority as they seek funding through the Build WV Program to bring housing opportunities to the area. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign a letter requesting the support of US Senators Joe Manchin and Shelley Moore Capito for the Upshur County Sheriff's Department FY 2025 request for a community project in the Commerce, Justice, Science Appropriations Bill that will make investments in satellite communication technologies to improve communication in rural counties. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign a Letter of Support for the Buckhannon Upshur Airport Authority as they seek Congressional funding for a t-hangar expansion project. Sam Nolte stated that Chapman Technical Group is working with Region VII on a grant application. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the request from Greg Harris, Upshur County Facilities Director, to employ David N. Shannon as a part-time seasonal groundskeeper, effective March 25, 2024, pending a background check. Mr. Shannon will work up to twenty-nine and one-half hours per week.

Sam Nolte reviewed the following “For Your Information” items: (copy included)

1. Correspondence from Douglas K. Bush, Upshur County Commissioner, expressing support for the 26th Judicial Community Corrections Programs. This letter will be used to seek grant funding.
2. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - City of Buckhannon – Notice of Public Hearing
For a Zoning Variance April 3, 2024
 - b) Agendas and/or Notice of Meetings:
 - 26th Judicial Community Corrections Program March 11, 2024
 - Upshur County Safe Structures and Sites Enforcement Board March 14, 2024
 - Upshur County Fire Board March 19, 2024
 - Upshur County Farmland Protection Board March 19, 2024

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c) Meeting Minutes:

- Adrian Public Service District Board February 1, 2024
- Elkins Road Public Service District Board February 6, 2024
- Hodgesville Public Service District Board February 6, 2024
- Adrian Public Service District Board February 21, 2024

d) Meetings: ****Dates and times of monthly board meetings are viewable at:***

www.upshurcounty.org –Upcoming events are listed on the main page.

3. Appointments Needed or Upcoming: (none)

****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. 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)

At 9:15 a.m., Steve Wykoff, Director of the Department of Homeland Security and Office of Emergency Management, appeared before the Commission to discuss revised Community Emergency Response Team (CERT) bylaws and standard operating procedures. Mr. Wykoff explained the process that was followed in revising the CERT by-laws and procedures and bringing them in compliance with current rules. After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the revised Community Emergency Response Team (CERT) bylaws and standard operating procedures. (copy included)

At 9:30 a.m., Tabatha Perry, County Administrator, stated that the Request for Bids for veterinarian services at the Lewis-Upshur Animal Control Facility, was published as a Class II advertisement on February 21, 2024 and February 28, 2024. One bid was received prior to the March 13, 2024 deadline. Ms. Perry read the Request for Bids that stated the bid was for a three-year contract for one year with the option to renew for an additional two years. This option would be considered during a 90-day period prior to the expiration of the first contract year. Ms. Perry opened the bid from Dr. Breanna Brown, Lewis Mobile Veterinary Services, LLC, which was then reviewed and approved by Ms. Perry and Jan Cochran, Lewis-Upshur Animal Control Facility Director. Ms. Cochran explained that per Greg Harris, Upshur County Facilities Director, had informed her that the maintenance department would be unable to complete the remodel of the proposed veterinary building until mid-May. After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved accepting the bid from Dr. Breanna Brown, Lewis Mobile Veterinary Services, LLC for one year, with the option to renew for an additional two years. (copy included)

At 9:45 a.m., Shane Jenkins, President of the WV Strawberry Festival Board of Directors, appeared before the Commission to discuss the upcoming 82nd West Virginia Strawberry Festival. There will be no Horse and Carriage Parade again this year but the festival board feels that this year will be the best festival ever held due to the continued association with WAMSB. Carol Smith, County Clerk, reminded Mr. Jenkins that the May Primary Election will occur on Tuesday, May 14, 2024, during the weeklong festival, which will limit use of the Courthouse and Buckhannon City Hall. After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved the following requests:

- 1) Financial assistance in the amount of \$5,000. Tabatha Perry stated that \$6,000 had been appropriated for 2025
- 2) Use of the Courthouse Plaza on May 11th through May 19th, 2024
- 3) Use of the Sheriff's Department for associated services, assistance from the E911 Communications Center and the Upshur County Department of Homeland Security and Emergency Management, as necessary

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)

- Clifford James Newman – First Annual Settlement
- Katie Irene Davis – Final Settlement Waiver
- Steve M. Bodnar – Third Annual Settlement
- Martha Jean Kegley – Final Settlement

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment:

- Harold S. Kendall, Jr. – Certification of Completion

The Commission approved the following Corrections, Exonerations and/or Refunds:

- Simmons Beatrice M or Charles E III - #200000488S - \$9.88 – Refund Order
- Simmons Beatrice M or Charles E III - #200000105S - \$8.88 – Exoneration Order

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The Commission approved Requests to Attend Meeting: (none)

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

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Doug Bush, seconded by Kristie Tenney, the Commission meeting adjourned at 10:47 a.m.