

UPSHUR COUNTY COMMISSION MEETING

March 16, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 16, 2023 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commission President; Samuel R. Nolte, 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 Sam Nolte, seconded by Doug Bush, the Commission approved the special meeting minutes of March 1, 2023, and the regular meeting minutes of March 2, 2023, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the "Request for Proposals" for the Exterior Doors Replacement Project funded by the Courthouse Facilities Improvement Authority. A mandatory pre-bid conference will be held on Tuesday, April 4, 2023 at 2:00 p.m. Sealed bids must be received no later than 4:00 p.m. on Wednesday, April 12, 2023 at the Administrative Annex, located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, April 13, 2023. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the creation of a Recreational Complex Advisory Committee to provide input and ideas for the indoor/outdoor recreational complex to be located on the newly acquired property within Upshur County, consisting of 70.87 acres.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Virgil D. Miller, Upshur County Sheriff, for Bids and Minimum Vehicle Specifications for one Sport Utility Vehicle for the Upshur County Sheriff's Law Enforcement Office. Sealed proposals must be received no later than 4:00 p.m. on Wednesday, April 12, 2023 at the Administrative Annex, located at 91 West Main Street, Suite 101. Bids received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, April 13, 2023. (copy included)

At 9:09 a.m., Kristie Tenney requested the Commission to go into Executive Session per WV Code §6-9A-4 (A). On motion by Sam Nolte, seconded by Doug Bush, the Commission went into Executive Session to review the CEC proposed scope of work and fee schedule for planning and design services for the recently acquired Recreational Complex property and to discuss potential negotiations and/or execute contract for services.

At 9:22 a.m., the Commission exited Executive Session, with no decisions being made.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to execute a contract for services in the amount of \$137,180. It was noted the Commission may approve the services on a task-by-task basis. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign the Employer Renewal Verification Checklist by and between the Upshur County Commission and PayFlex Systems USA, Inc. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the resignation of Dirk Burnside from the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately. Mr. Burnside is a Commission appointee, representing the community and his term expires on June 30, 2023. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the request from Steven M. Linger for reappointment to the Upshur County Fire Board, Inc. Mr. Linger's term will expire on June 30, 2026. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Virgil D. Miller, Upshur County Sheriff, to advertise for the Upshur County Civil Service Testing of Deputy Sheriffs. This testing will be part of the criteria used to establish an eligibility list for appointment to entry level positions as Deputy Sheriff. Applications will be accepted until the close of business on Friday, April 7, 2023. (copy included)

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

1. Letter of Support for the Upshur County Regional Airport proposed expansion project.
2. Correspondence from Carol J. Smith, County Clerk, regarding the 2023-2024 Public Utility Values.
3. West Virginia Department of Transportation Notice of public meeting to be held on Tuesday, April 4, 2023 from 10:00 a.m. to noon at the Upshur County Senior Center regarding transportation needs.
4. Upshur County Building & Floodplain Permits for the month of February, 2023

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5. Public Notices:

a) Newsletters and/or Event Notifications:

- Meals on Wheels Celebration-*Upshur Senior Center* March 21, 2023

b) Agendas and/or Notice of Meetings:

- Elkins Road PSD March 7, 2023
- Upshur County Convention & Visitor's Bureau March 8, 2023
- City Council of Buckhannon March 13, 2023
- Buckhannon-Upshur Airport Authority March 13, 2023
- Community Corrections – *Special Board Meeting* March 13, 2023
- City Council of Buckhannon (*3/16/23 reschedule*) March 14, 2023

Meeting Minutes:

- Adrian PSD February 2, 2023
- Hodgesville PSD February 7, 2023
- Elkins Road PSD February 7, 2023
- Upshur County Solid Waste Authority February 13, 2023
- Adrian PSD February 15, 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.

6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board – unexpired term June 30, 2024 (Fire Service)

****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.****

7. 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 20th 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)

- Avis A. Anglin – Final Settlement Waiver
- William Albert Auvil – Final Settlement Waiver
- Charles Ray Campbell – Final Settlement Waiver
- Annette R. Hiedemann Trust for Henry Mizrahi – Release of Guardian
- Levonda Jane Samples – Incompetent – Final Settlement
- Allen Freeman Tenney – Final Settlement Waiver
- Terry Lynn Williams – Final Settlement

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

- Edwin R. Jordan – Certification of Completion
- Roberta Lynne Rhodes – Certification of Completion

The Commission approved the following Corrections, Exonerations and Refunds: (none)

The Commission approved Requests to Attend Meeting: (none)

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

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Doug Bush, seconded by Sam Nolte, the Commission meeting adjourned at 10:05 a.m.