

UPSHUR COUNTY COMMISSION MEETING

March 24, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 24, 2022 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Kristie G. Tenney, Commission President; Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator; Tabatha R. Perry, 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 Terry Cutright, the Commission approved the meeting minutes of March 17, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized signing a letter of support for A.F. Wendling's USDA grant funding application. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the purchase agreement in the amount of twenty-five thousand five hundred fifty dollars (\$25,550) for a 2022 Toyota Camry from Jim Robinson, Inc., per the State of WV Master Agreement MV-22C. This vehicle will be used by the Upshur County Regional Airport as a "courtesy vehicle" for patrons utilizing the airport. Tabatha Perry explained that if the vehicle is ordered by next week, a three-month delivery would be possible. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign a Lease Agreement between Hart Office Solutions and the Upshur County Commission for a new color copier to be located in the Upshur County Prosecuting Attorney's Office. This lease will be billed monthly at \$196.88 per month for 63 months. All service and supplies will be billed monthly based on usage. Kristie Tenney reported that this will be a cost savings for the county. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Upshur County 2022-2023 fiscal year budget.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the advertisement for a part-time DHSEM Deputy Director. Applications are due no later than close of business Friday, April 1, 2022. (copy included)

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

1. Upshur County Sheriff's Financial Statement for period ending February, 2022
2. Upshur County Mileage Reports – February, 2022
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Parks & Recreation
 - Sheriff
 - Upshur 911

3. Public Notices:

- a) Newsletters and/or Event Notifications: (none)
- b) Agendas and/or Notice of Meetings:

- Upshur County Enhanced Emergency Telephone Advisory Board March 22, 2022
- Upshur County Fire Board, Incorporated – *Special Meeting* March 22, 2022
- City Council of Buckhannon – *Special Session* April 4, 2022
- City Council of Buckhannon – *Special Session* April 19, 2022

Meeting Minutes:

- Upshur County Family Resource Network November 8, 2021
- Upshur County Family Resource Network January 10, 2022
- Upshur County Family Resource Network February 14, 2022
- Upshur County Solid Waste Authority February 14, 2022
- Upshur County Fire Board – *Special Meeting* February 15, 2022
- Upshur County Enhanced Emergency Telephone Advisory Board February 22, 2022

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c) Meetings:

- 04/04/22-6:00 p.m.-Lewis-Upshur Community Corrections Board – Upshur Co
- 04/07/22-3:00 p.m.-Adrian PSD
- 04/07/22-6:00 p.m.-Buckhannon-Upshur Board of Health
- 04/07/22-7:00 p.m.-Banks District VFD
- 04/07/22-7:00 p.m.-City Council of Buckhannon
- 04/07/22-7:00 p.m.-Selbyville VFD
- 04/10/22-6:00 p.m.-Washington District VFD
- 04/11/22-12:00 p.m.-Upshur County Family Resource Network
- 04/11/22-4:00 p.m.-Buckhannon Upshur Airport Authority
- 04/11/22-4:30 p.m.-Upshur County Solid Waste Authority
- 04/11/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 04/12/22-7:00 a.m.-Upshur County Development Authority – *Full Board*
- 04/12/22-12:00 p.m.-Upshur County Senior Center Board
- 04/12/22-4:00 p.m.-Hodgesville PSD
- 04/12/22-5:00 p.m.-Elkins Road PSD
- 04/12/22-7:00 p.m.-Warren District VFD
- 04/12/22-7:30 p.m.-Adrian VFD
- 04/13/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 04/13/22-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 04/13/22-3:00 p.m.-Tennerton PSD
- 04/13/22-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 04/13/22-7:00 p.m.-Ellamore VFD
- 04/14/22-7:00 a.m.-Upshur County Development Authority – *Executive Board*
- 04/14/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
- 04/14/22-7:30 p.m.-Buckhannon VFD
- 04/19/22-6:30 p.m.-Upshur County Fire Board, Inc.
- 04/20/22-12:00 p.m.-Lewis-Upshur LEPC – Upshur County
- 04/20/22-4:00 p.m.-Upshur County Public Library Board
- 04/21/22-5:00 p.m.-Upshur County Farmland Protection Board
- 04/21/22-6:30 p.m.-Upshur County Youth Camp Board
- 04/26/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 04/26/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 04/27/22-7:00 p.m.-Upshur County Fire Fighters Association

4. 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 W. Main Street, Suite 101, Buckhannon, WV 26201 or 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.****

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)

- Ralph L. Kniceley – Final Settlement Waiver
- Russell Larry Lane – Final Settlement Waiver
- Stanley James Lane – 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:

- Hallie S Hurst - #301554 - \$2.10 – Exoneration Order
- Russell S or Shirley J Denny - #305885 - \$28.90 – Exoneration Order
- Curtis Tammy L & Steven L - #000001392 - \$307.34 – Exoneration Order
- Curtis Tammy L & Steven L - #000001393 - \$13.66 – Exoneration Order
- Kaitlyn E & Mary C Steidley - #302165 - \$49.12 – Exoneration Order
- Moats Robert Lee or Steffany or Scott Lynda R - #306320 - \$0.00 – Correction Order

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The Commission approved Requests to Attend Meeting:

- Steve Wykoff – March 18 – March 20, 2022
-April 20, 2022
-May 2 – May 5, 2022
-May 11 – May 13, 2022

The Commission approved Remote Work Request Form:

- Stephen C. Wykoff – remote work begin date: March 17, 2022

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

Tabled Items: (none)

Carrie Wallace reviewed a request for a budget revision. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the budget revision as discussed with a “Request for Revision to Approved Budget” to be sent to the Office of the State Auditor for approval. (copy included)

At 9:15 a.m., Carrie Wallace read a Proclamation declaring April, 2022 as Autism Awareness Month. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved signing the Proclamation declaring April, 2022 as Autism Awareness Month. Ms. Samantha Ribeiro Matos discussed statistics and differences of each person with autism and requested everyone to wear blue on April 2, 2022 - World Autism Awareness Day. (copy included)

Carrie Wallace reported that an e-mail had been sent out stating that e-mail agendas would no longer be sent each week but the system had some glitches, so the agenda will be sent via e-mail until further notice.

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 12:20 p.m.