

UPSHUR COUNTY COMMISSION MEETING

March 25, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, March 25, 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; 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 regular meeting minutes of March 4, 2021 and March 18, 2021, 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 the President to sign the Upshur County 2021-2022 fiscal year budget.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved a "Request for Proposals" for the Upshur County Former Jail Facility Project: Roof and Gutter Replacement. All sealed bids must be received no later than 4:00 p.m. on Monday, April 26, 2021. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on April 29, 2021.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Rachel Weber, on behalf of the Upshur County Trails group, to use the large pavilion free of charge for a fairy/gnome trail enhancement project on Sunday, April 18th and Sunday, April 25th.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Rachel Weber, on behalf of the Upshur County Trails group, for ten (10) one-day pool passes to be used as prizes during the Upshur County Trails Fairy-Gnome Trail Decorating Contest." (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the advertisement for seasonal positions at the Upshur County Youth Camp. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications must be received before the close of business on April 16, 2021. (copy included)

The Resignation of Employee was retracted prior to the meeting, requiring no action by the Commission.

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

1. Correspondence from Dan O'Brien, Authorized Representative of the Atlantic Coast Pipeline, LLC., regarding the Atlantic Coast Pipeline Restoration Plan and Federal Emergency Regulatory Commission's (FERC) Scoping Notification.
2. Correspondence from Shawn A. Miller, Eastern Gas Transmission and Storage, Inc. Major Projects Director, enclosing the Federal Emergency Regulatory Commission's (FERC's) issuance off a Notice of Amendment for the Supply Header Project's Certificate of Public Convenience and the Necessity and opening of a scoping period related to the proposed Project Restoration Plan. The public may submit comments on or before April 16, 2021.
3. Upshur County Sheriff's Financial Statement for period ending February, 2021.
4. Upshur County Mileage Reports – February, 2021
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Public Notices:
 - Newsletters and/or Event Notifications: (none)
 - Agendas and/or Notice of Meetings: (none)
 - Meeting Minutes:
 - Tennerton PSD February 10, 2021
 - Upshur County Fire Board February 16, 2021

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- Meetings:
 - 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 - CANCELLED
 - 03/29/21-7:00 p.m.-Upshur County Fire Fighters Association
 - 03/31/21-2:00 p.m.-James W. Curry Advisory Board – Special Meeting
 - 04/01/21-3:00 p.m.-Adrian PSD
 - 04/01/21-7:00 p.m.-Banks District VFD
 - 04/01/21-7:00 p.m.-City Council of Buckhannon
 - 04/01/21-7:00 p.m.-Selbyville VFD
 - 04/08/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
 - 04/08/21-7:30 p.m.-Buckhannon VFD
 - 04/11/21-6:00 p.m.-Washington District VFD
 - 04/12/21-12:00 p.m.-Upshur County Family Resource Network
 - 04/12/21-4:00 p.m.-Buckhannon-Upshur Airport Authority
 - 04/12/21-4:30 p.m.-Upshur County Solid Waste Authority
 - 04/12/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 04/12/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
 - 04/13/21-7:30 p.m.-Adrian VFD
 - 04/13/21-4:00 p.m.-Hodgesville PSD
 - 04/13/21-5:00 p.m.-Elkins Road PSD
 - 04/13/21-7:00 p.m.-Warren District VFD
 - 04/14/21-12:00 p.m.-Upshur County Senior Center Board
 - 04/14/21-1:15 p.m.-Upshur County Farmland Protection Board
 - 04/14/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 04/14/21-3:00 p.m.-Tennerton PSD
 - 04/14/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
 - 04/14/21-7:00 p.m.-Ellamore VFD
 - 04/15/21-6:30 p.m.-Upshur County Youth Camp Board
 - 04/16/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
 - 04/19/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 04/21/21-7:00 a.m.-Upshur County Development Authority – Executive Board
 - 04/21/21-12:00 p.m.-Lewis Upshur LEPC
 - 04/21/21-4:00 p.m.-Upshur County Public Library Board
 - 04/26/21-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
 - 04/26/21-12:00 p.m.-Region VII Planning and Development Council
 - 05/06/21-6:00 p.m.-Buckhannon-Upshur Board of Health

6. 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
- Upshur County CVB Board of Directors (7/01/2021 – 6/30/2024) – Commission Tourism Representative

****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.****

Tabled items:

- Correspondence from Steve Booth on behalf of Tri County Towing requesting to be placed on the Upshur County Wrecker Rotation List for emergency towing services. (tabled 3/18/2021) No action was taken.

The Commission approved all Invoices for Payment. (list included)

The Commission approved all Vacation Orders. (copies included)

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The Commission approved the following Settlements. (as listed)

- Anita Y. Farnsworth – Final Settlement Waiver
- Margaret Gregory– Final Settlement Waiver
- Donald Lynn Grubb, Sr. – Final Settlement Waiver
- Mardell Kline – Final Settlement
- Gregory Willard Phillips, Sr. – Final Settlement Waiver
- Michael Quinn – Final Settlement Waiver
- Melvin Wayne Ringer – 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:

- Ronald J Peck Contracting Ronald Peck - #300000118S - \$12.78 - Exoneration Order
- McKisic Timothy R or Cheryl L - #400000273S - \$629.14 – 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., Skip Gjolberg, Hospital President and CEO; Sister Francesca Lewis, Vice President of Mission Integration; Lisa Wharton, Vice President of Marketing, Public Relations and Foundation; and Kathy White, Chair of the 100th Anniversary Committee appeared before the Commission. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized signature of a Proclamation commending St. Joseph’s Hospital for its 100th year of service to the citizens of Upshur County and declaring March 25, 2021 as “St. Joseph’s Hospital Day.” (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized signature of a Proclamation to Dr. Joseph B. Reed for his years of service and commitment to the community and declaring March 26, 2021 as “Dr. Joseph Reed Day in Upshur County, WV” in celebration of his 86th birthday. (copy included)

At 9:30 a.m., Carrie Wallace opened sealed bids for the Oscar Sayre property timber sale. There were six bids submitted:

- 1) Carpenter Logging - \$60,000.00
- 2) Weyerhaeuser - \$65,064.50
- 3) Interstate Hardwoods - \$62,525.00
- 4) Beckwith Lumber Company - \$62,894.00
- 5) Northwest Hardwood - \$74,700.00
- 6) Mountaineer Kiln Dry - \$54,500.00

Mr. Nate Kennedy reviewed the bids to ensure that all requirements were met and recommended accepting the bid from Northwest Hardwood. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the bid submission by Northwest Hardwood for \$74,700.00. After the contract is prepared, the Prosecuting Attorney will review prior to the Commission’s approval and signature.

At 9:45 a.m., Jeffery Harvey, JH Consulting LLC Owner and Preparedness Division Manager appeared before the Commission to discuss a Countywide Emergency Operations Plan. This Plan would be in coordination with the City of Buckhannon and Upshur County emergency services. Mr. Harvey suggested a two-phase project: assessment after collecting data, then compile data and formulate an action plan to attack any gaps in services. Each phase would cost \$10,000 for a total of \$20,000 which would be shared equally with the City of Buckhannon. The Commission stated that this action has been included in the 2021-2022 Budget. Once the contract is received, it will be placed on the agenda for action.

At 10:00 a.m., Lori Ulderich Harvey, Upshur County Family Resource Network Director and team leader for Upshur County Partners in Prevention, appeared before the Commission and read a Proclamation requesting the Month of April 2021 to be proclaimed as Child Abuse Prevention and Awareness Month. Ms. Harvey announced that the Senior Center and Family Resource Network will roll out “Healthy Grandfamilies” running on Tuesdays from June to August at the Recreational Park large pavilion. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Proclamation proclaiming April 2021 to be Child Abuse Prevention and Awareness Month. Ms. Harvey requested a flag be flown in front of the Courthouse as a reminder. (copy included)

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 12:30 p.m.