

# UPSHUR COUNTY COMMISSION MEETING

April 1, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, April 1, 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 Terry Cutright, seconded by Sam Nolte, the Commission approved the regular meeting minutes of March 25, 2021, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items:

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Service Contract between Valley Business Systems and the Upshur County Commission for the color copier located in the Commission Office for the annual amount of \$584. This coverage excludes paper, staples and computer/networking service. This contract is effective 11/01/2020 to 10/31/2021. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the FY21 Victim of Crime Act (VOCA) Victim Assistance Grant Application, Standard Conditions and Assurances, for victim advocate services. The requested amount is \$40,308. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Shane Jenkins, Upshur County Firefighters Association President, for the appointment of Derek V. Long to the Upshur County Fire Board to fill the Fire Association representative vacancy. Mr. Long's term will expire on June 30, 2023. (copy included)

After discussion on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Resignation of Employee.

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After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Bryan S. Hinkle, Prosecuting Attorney, for employment of Alicia N. Bosely as Legal Assistant, effective April 19, 2021, pending receipt and review of background check results. (copy included)

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

1. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the advertisement for Site Supervisor and Monitor position at Tri-County Child Exchange & Visitation Program.
2. Correspondence from John B. McCuskey, WV State Auditor, enclosing a copy of the Report on Applying Agreed-Upon Procedures of the Upshur County Magistrate Court for the period ending December 31, 2019. Report is available for public review in the Upshur County Commission Office.
3. Advisory Memorandum from Samantha Woods, Assistant Director of the Office of the State Auditor Chief Inspector Division pertaining to the accounting and recordkeeping for certain Federal funding.
4. Lewis-Upshur Animal Control Facility Reports of February 2021
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
5. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - WV State University Healthy Grandfamilies Program
    - Girl Scouts of Black Diamond for kindergarten and first grade readiness series
  - b) Agendas and/or Notice of Meetings:
    - City Council of Buckhannon
  - c) Meeting Minutes:
    - Upshur County Public Library

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February 17, 2021

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## d) Meetings:

- 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
- 04/13/21-4:00 p.m.-Hodgesville PSD
- 04/13/21-5:00 p.m.-Elkins Road PSD
- 04/13/21-7:00 p.m.-Warren District VFD
- 04/13/21-7:30 p.m.-Adrian 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
- 04/26/21-7:00 p.m.-Upshur County Fire Fighters Association
- 04/27/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 04/27/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 04/28/21-10:00 a.m.-James W. Curry Advisory Board
- 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](mailto: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.

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

The Commission approved all Vacation Orders. (copies included)

The Commission approved the following Settlements. (as listed)

- Clarence Bentley – Final Settlement Waiver
- Richard Homer Boggs, Jr. – Final Settlement Waiver
- Donald Eugene DeBarr – Final Settlement Waiver
- Mary Margaret DeBarr – Final Settlement Waiver
- Ernest William Duke – Final Settlement Waiver
- Wanda Golden – Final Settlement Waiver
- Virginia Wynn Lojacono – Final Settlement
- Leona Underwood – Final Settlement Waiver
- Willis Walton – 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:

- Martin, Shane A. - #303719 - \$10,905.00 - Exoneration Order
- Margaret E. Kelley - #12331 - \$1330.56 – Exoneration Order
- Jiang Huade Wei Liya - #24910 - \$110.42 – Exoneration Order
- Sell, Bonnie D. - #303974 - \$142.84 – Exoneration Order

The Commission approved the following Requests to Attend Meeting (none)

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

Dr. Joseph Reed on behalf of the Upshur County Family Resource Network Tobacco Prevention Coalition appeared before the Commission and presented data and posters submitted by grade school students in Upshur County representing the dangers of tobacco use. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized signature of a Proclamation of Take Down Tobacco Day. (copy included)

At 9:30 a.m., Tabatha Perry opened bids for the Camera Surveillance and Door Access Control Security Project. Ms. Perry stated that seven companies had inquired regarding the Project but only two companies submitted bids:

- 1) Micrologic \$93,025.00
- 2) Advanced Alarm Technology, of Parkersburg, WV \$130,252.18.

Ms. Perry suggested the Commission should table making a decision until the bids could be reviewed by the Court Security Advisory Board during their meeting at 3:30 pm. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission agreed to postpone a decision until after review of all requirements. (copy included)

The Commission received project updates and reviewed administrative business items.

After motion by Terry Cutright , seconded by Sam Nolte, the meeting adjourned at 1:30 p.m.