

UPSHUR COUNTY COMMISSION MEETING

April 8, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, April 8, 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 April 1, 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 Community Development Block Grant Budget Amendment Request #3 for the Elkins Road PSD Phase III Water System Improvement Project. This adjustment reflects expenses relative to the CDBG areas of the project. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the WV Communities Self Insurance Risk Pool Coverage Intent Form and increase cyber risk coverage from \$250,000 to \$1,250,000. The current total annual contribution, including workers' compensation and \$250,000 in cyber risk coverage, is \$169,036. Carrie Wallace explained that the renewal is \$10,526 less than FY 21, including the \$3,456 dividend credit; therefore, the increased cyber risk insurance premium of \$3,000 would still result in a net decrease of \$7,526 and total renewal cost of \$172,036 annually. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Renewal Agreement between the Upshur County Commission and Stanton Lawn Service for grounds keeping for the 2021 season. Per the renewal clause, Owner and Contractor agree all terms set forth in the Agreement dated February 24, 2020 are in full force and effect for another one-year period effective March 29, 2021 and continuing through September 30, 2021. Owner shall pay the Contractor, upon completion of all work, no more than the sum of \$17,360, which includes one additional area at the B-U Recreational Park commencing this season. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the JH Consulting Emergency Services Study contract in the amount of \$5,000 annually over the next two years. Carrie Wallace explained that the Prosecuting Attorney had reviewed the contract and requested one small change which was reflected in the final contract for consideration. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Tabatha R. Perry, Assistant Administrator, for the seasonal employment of Hannah Lively as the BU Recreational Park Facilities Director for the 2021 season. Ms. Lively will begin part-time work on or around May 9, 2021 and transition to full-time employment on May 30, 2021. Her seasonal employment is expected to end on August 14, 2021. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the advertisement for Lifeguards, Admission Workers, Concession Stand Workers and Assistant Managers for the 2021 season at the Buckhannon-Upshur Recreational Park Facility. The temporary positions will commence mid-May and continue through mid-August. Applications must be received on or before the close of business on Friday, April 30, 2021. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Upshur County Courthouse Security Advisory Board Membership Appointment Form appointing Magistrate Alan Suder, as the Magistrate Office representative on the Court Security Advisory Board. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the revised retirement date of employee.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Sheriff Virgil D. Miller for transfer of Danny Gould from part-time Court Security Officer to fill-in Court Security Officer, effective April 1, 2021.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Sheriff Virgil D. Miller for the employment of Patricia W. Gould as a part-time Court Security Officer, effective April 25, 2021.

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

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

1. Update from Brian K. Cooper, WVDOH District Engineer, regarding the Safety Study being conducted at the Route 33 intersections in Upshur County. The WVDOH has programmed two projects to help improve safety along US 33 in Upshur County. One project includes renovation and upgrading of the traffic signal located at the intersection of US 33 and Brushy Fork Road. The other project will install new traffic signals on US 33 at the intersection of Childers Run Road and also at the intersection of Kesling Mill Road. Engineering and design work for both of these projects is expected to be completed late this Fall with construction beginning in the Spring of 2022.
2. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - Elkins Road PSD April 6, 2021
 - c) Meeting Minutes: (none)
 - 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
 - 04/06/21-4:00 p.m.-Hodgesville PSD
 - 04/06/21-5:00 p.m.-Elkins Road PSD
 - 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
 - 04/13/21-7:00 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
3. Appointments Needed or Upcoming:
 - 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

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- 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)

The Commission approved the following Settlements. (as listed)

- Charles Ray Gooding, Jr. – Final Settlement
- Lorene E. Hardman – Final Settlement Waiver
- Ciara Brooke Howard – Final Settlement Waiver
- Robert Norman Hull – Final Settlement Waiver
- Linda Lue McJe – Final Settlement

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

- Winnifred Elizabeth Lane – Certification of Completion

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

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

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

At 9:15 am, after discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Camera Surveillance and Door Access Control Security Project bid was awarded to Micrologic for \$93,025. Carrie Wallace explained that this will be three different projects: E911 camera surveillance system, enhancements to the Courthouse/Annex camera surveillance system and the installation of emergency exit only hardware for exterior doors. The 911 fund will cover the cost of the E911 camera surveillance system and the Court Security Grant/CARES Act payroll reimbursements will fund the remaining projects. Ms. Wallace stated that this will complete the front door security project for the Courthouse. (copy included)

At 9:30 a.m., Judith Williams, James W. Curry Public Library Head Librarian, appeared before the Commission and presented the 2020 Annual Report, along with a video documenting various activities conducted at the Library. The James W. Curry Public Library was able to serve 3,483 people during 2020. Ms. Williams stated that it has been a difficult year because of COVID but their rural setting was very beneficial. Commissioners commended Ms. Williams on her implementation of a virtual learning program at the Library during the COVID shutdown and alternative school schedules. All noted the value that the Library provides to children and adults alike in the community.

At 10:30 am., Sheriff Virgil D. Miller appeared before the Commission to request Court Security promotions. On motion by Sam Nolte, seconded by Terry Cutright, the Commission went into Executive Session per WV Code §6-9A-4 at 10:31 am. On motion by Sam Nolte, seconded by Terry Cutright, the Commission exited Executive Session at 11:24 am. No decisions were made in executive session. On motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the requests as submitted.

The Commission received project updates and reviewed administrative business items.

With no further business, on motion by Terry Cutright, seconded by Sam Nolte, the Commission meeting adjourned at 1:15 p.m.