

UPSHUR COUNTY COMMISSION MEETING

April 13, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, April 13, 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 regular meeting minutes of March 30, 2023 and the Emergency Meeting minutes of April 4, 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 and authorized the President to sign the Victims of Crime Act (VOCA) Grant Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances. The grant award is in the sum of \$23,964 to be used to fund staff in the Upshur County Prosecuting Attorney's Office. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the President to sign the Lease Agreement between Hart Office Solutions and the Upshur County Commission for a new copier to be located in the Upshur County Clerk's Office. This lease will be billed monthly at \$266.53 per month for 63 months. All service and supplies will be billed monthly based on usage. (copy included)

Kristie G. Tenney announced her resignation as Commission representative on the Upshur County Development Authority, effective immediately. After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the appointment of Sam Nolte as the Commission representative to the Upshur County Development Authority.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the request from Lacy Ramsey, Interim Executive Director of the Upshur County Convention & Visitors Bureau (CVB), for the reappointment of Tabatha Perry as the County Commission representative to the CVB Board of Directors. This second term will be effective July 1, 2023 through June 30, 2026. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved Jacob Fisher as a Lewis-Upshur Animal Control Facility volunteer.

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

1. Public Notices:

a) Newsletters and/or Event Notifications:

- Region VII Planning & Development Council – *"How can local residents improve broadband in the State of West Virginia?"*
- CCAWV County Government Essay Contest April, 2023
- Paper Shred Event April 29, 2023
- James W. Curry Library Calendar of Events April, 2023
- Broadband Listening Session May 9, 2023

b) Agendas and/or Notice of Meetings:

- Elkins Road PSD April 4, 2023
- Buckhannon-Upshur Airport Authority – *Special Meeting* April 4, 2023
- Elkins Road PSD – *Special Meeting* – **CANCELLED** April 10, 2023
- Upshur County Family Resource Network April 10, 2023
- Buckhannon-Upshur Airport Authority April 10, 2023
- Buckhannon-Upshur Chamber of Commerce April 12, 2023
- Upshur County Safe Structures and Sites April 13, 2023
- Upshur County Commission – *Special Meeting* April 18, 2023
- Upshur County Farmland Protection Board April 18, 2023

Meeting Minutes:

- Upshur County Farm Land Protection Board January 19, 2023
- Wes-Mon-Ty RC&D Board of Directors February 21, 2023
- Upshur County Parks & Recreation February 21, 2023
- Elkins Road PSD March 7, 2023
- Upshur County Solid Waste Authority March 13, 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.

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2. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board – unexpired term June 30, 2023. (*Community Representative*)
- Upshur County Enhanced Emergency Telephone Advisory Board – unexpired term June 30, 2024. (*Fire Service*)
- Tennerton Public Service District – unexpired term July 31, 2023

****If you are interested in serving on 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 a board that does 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: (none)

At 9:15 a.m., Tabatha Perry opened one bid for the Upshur County Courthouse and Annex Exterior Door Replacement Project. This project had been advertised as a Class II advertisement on March 22, 2023 and March 29, 2023. On April 4, 2023, a mandatory bid meeting was conducted with two vendors attending. One bid was received prior to the deadline from Ware's Glass and Awning, LLC, of Buckhannon, WV in the amount of \$33,410, which falls within the budget. The county's portion is 20% or \$6,682. Ms. Perry reviewed the bid and stated that all requirements have been met. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved awarding the bid to Ware's Glass and Awning, LLC, pending approval by Greg Harris. Due to the WV Strawberry Festival in May and WAMSB in July, Ms. Perry will request Ware's Glass to plan to begin door replacement after July 31, 2023.. (copy included)

At 9:30 a.m., Sheriff Mike Coffman reported that two bids were received for two new sport utility vehicles for the Upshur County Sheriff's Department. The two sport utility vehicles had been advertised as a Class II advertisement in the local papers. Tabatha Perry stated that the bid purchase agreement will run from through June 30, 2023. One bid was from Elkins Chrysler Dodge Jeep Ram in Elkins, WV and one bid was from Northside Chrysler Jeep Dodge, LLC in Summersville, WV. The bid from Elkins Chrysler Dodge Jeep Ram was for two 2023 Grand Cherokee Laredos for \$43,157 each; one is available now and a second vehicle would be available within a few weeks. The bid from Northside Chrysler Jeep Dodge, LLC was for two 2023 Grand Cherokee Laredos for \$47,195.34 each; one is available now but the second vehicle would need to be ordered and would not be available until early in 2024. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the bid from Elkins Chrysler Dodge Jeep Ram for two 2023 Grand Cherokee Laredos for \$43,157 each, with the stipulation that if the second vehicle is not received in a timely manner, the Commission will revisit its options. Sheriff Coffman stated that Vince at Elkins Chrysler Dodge Jeep Ram has guaranteed that one vehicle is available immediately and the second vehicle would be available within 30 days. (copy included)

At 9:45 a.m., Dustin Zickefoose, Assessor, stated that a Class II legal ad had been published in the local papers for two wagon or sport utility vehicles for the Upshur County Assessor's Department. Jenkins Subaru had submitted a bid for two white 2024 base model Subaru Outbacks for \$30,499 each, with estimated delivery of June, 2023. After receipt of the new vehicles, the Ford Escape, currently in use by the Assessor's Office, will be donated to the Sheriff's Department for use by the the Process Server and the Ford Ranger truck will be donated to the Senior Center to assist with the Meals on Wheels program. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the purchase of two 2024 Subaru Outbacks from Jenkins Subaru for \$30,499 each. (copy included)

At 10:00 a.m., Doyle Cutright, II, Upshur County E911 Emergency Communication Center Director, appeared before the Commission and read a Proclamation declaring the week of April 9th through April 15th as Public Safety Telecommunicators Week in Upshur County. After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the signing of the Proclamation declaring the week of April 9th through April 15th as Public Safety Telecommunicators Week in Upshur County. (copy included)

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)

- Freda Pearl Depoy – Final Settlement Waiver
- Ruby Dale Grandinette – Final Settlement Waiver
- Franklin E. Karickhoff – Final Settlement Waiver
- Janice Darlene Samm – Final Settlement Waiver

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

- C. Lorene Kerans-Bailey – Certification of Completion
- Rolland L. Long – Certification of Completion
- Norma J. Mutko – Certification of Completion
- Carma Ruth White – Certification of Completion
- William James White, III – Certification of Completion

The Commission approved the following Corrections, Exonerations and Refunds:

- Shingleton Amy - #306511 - \$2.10 – Exoneration Order
- McClure Kaitlyn P - #700000140S - \$163.12 – Exoneration Order
- Hefner Jerry L or Diana J - #304762 - \$4,011.42 – Refund Order
- Sayre Nelson W & Kendra D - #4553 - -\$184.93 – Correction Order
- Kump Cyrus Kerr & Susan Kemp c/o Nelson W or Kendra D Sayre - #3037 - \$163.92 – Correction Order
- Craig Jeffrey T & Amanda S - #6967 - \$45.08 – Refund Order
- Craig Jeffrey T & Amanda S - #7019 - \$48.34 – Refund Order
- Craig Jeffrey T & Amanda S - #7047 - \$43.92 – Refund Order
- Craig Jeffrey T & Amanda S - #7072 - \$45.18 – Refund Order
- Craig Jeffrey T & Amanda S - #6756 - \$44.92 – Refund Order
- Heater Dezirae - #1317354 - \$144.98 – Exoneration Order

The Commission approved Requests to Attend Meeting:

- Brandi Walton – May 10, 2023 – May 12, 2023

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

Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, presented a request from Conley Smith to name a road Poore Smith Drive. This request is concerning a road between Sago and Ours Mill Road. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the name **Poore Smith Drive**. (copy included)

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 1:25 p.m.