

# UPSHUR COUNTY COMMISSION MEETING

April 14, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, April 14, 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 Terry Cutright, seconded by Sam Nolte, the Commission approved the regular meeting minutes of April 7, 2022 and Special meeting minutes of April 11, 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 the "Request for Proposals" for the Community Oriented Policing Services (COPS) hardware and software necessary for the installation and viewing of camera systems in various Upshur County Board of Education transportation vehicles and the Upshur County Board of Education Transportation Department. Sealed bids must be received no later than 2:00 p.m. on Friday, May 27, 2022. Proposals will be opened on Thursday, June 2, 2022, during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at the Upshur County Courthouse. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the "Request for Proposals" for the Community Oriented Policy Services (COPS) hardware and software necessary for installation and viewing of camera systems in various Upshur County Board of Education buildings and at the Upshur County Board of Transportation Department. Sealed bids must be received no later than 2:00 p.m. on Friday, May 27, 2022. Proposals will be opened on Thursday, June 2, 2022, during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at the Upshur County Courthouse. Matthew Sisk, Director of Safety and Emergency Preparedness for Upshur County Schools, explained that the cameras will be installed on the buses by Board of Education employees, which will save money. Both this proposal, along with the above mentioned proposal, are needed. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Jason L. Queen to be appointed as the County Coroner of Upshur County. Tabatha Perry explained that a letter will be sent to the State Medical Examiner's Office regarding this appointment and requesting coroner training for Mr. Queen. Mr. Queen will not begin work until he has completed the training. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the time and materials quote from Unified Solutions, LLC for maintenance of the Upshur County Tallmansville Tower Site. Unified Solutions will serve as the secondary contact in the event that emergency service is necessary and Biser Radio Service is unavailable. Carrie Wallace stated that there was no identified back up and since Unified Solutions was already servicing the E911 Communications Center's equipment that communicates with the tower; thus, there will be benefit from them servicing both sides (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved Geraldine "Jerry" Zickefoose as a Lewis-Upshur Animal Control Facility Volunteer.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the withdrawal of resignation previously approved during the April 7, 2022 Commission Meeting.

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

1. Notice of Approval of Levy Estimate (Budget) for the fiscal year beginning July 1, 2022 from the WV State Auditor.
2. Correspondence from Governor Jim Justice announcing the appointment of Kristie G. Tenney to the WV Records Management and Preservation Board pursuant to the provisions of WV Code §5a-8-15.
3. Correspondence from State of WV Department of Homeland Security, Division of Administrative Services on behalf of the Division of Corrections and Rehabilitation concerning the statutory eligibility requirements for counties and municipalities to receive funds from the Jail Operations Partial Reimbursement Fund ("JOPRF") pursuant to WV Code §15-A-3-17.
4. Lewis-Upshur Animal Control Facility Reports for the month of March, 2022
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
5. Public Notices:

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- a) Newsletters and/or Event Notifications: (none)
- b) Agendas and/or Notice of Meetings:
- Upshur County Family Resource Network April 11, 2022
  - Buckhannon-Upshur Airport Authority April 11, 2022
  - Community Corrections April 11, 2022
  - Upshur County Convention & Visitors Bureau April 13, 2022
  - Upshur County Development Authority – *Executive Committee* April 14 2022
  - Upshur County Safe Structures & Sites Enforcement Board April 14, 2022
  - Buckhannon-Upshur Airport Authority – *Special Meeting* April 15, 2022
  - Buckhannon-Upshur Parks & Recreation Advisory Board April 19, 2022
  - City Council of Buckhannon – *Special Session 2:30 p.m.* April 19, 2022
  - City Council of Buckhannon – *Special Session 2:45 p.m.* April 19, 2022
  - Lewis-Upshur LEPC April 20, 2022
- Meeting Minutes:
- Adrian PSD March 2, 2022
  - Upshur County Solid Waste Authority March 14, 2022
- c) Meetings:
- 04/05/22-5:00 p.m.-Elkins Road PSD
  - 04/07/22-3:00 p.m.-Adrian PSD
  - 04/07/22-6:00 p.m.- Upshur-Buckhannon 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
  - 04/11/22-6:00 p.m.-Lewis-Upshur Community Corrections Board – Upshur Co
  - 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
  - 04/12/22-7:00 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 Co
  - 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

### 6. 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](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.\*\*\*

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Tabled Items: (none)

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)

- Sharon Fealy – Final Settlement
- Shirley J. Helmick – 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: (none)

The Commission approved Requests to Attend Meeting:

- Jeremiah McCourt – April 27, 2022
- Doyle R. Cutright, II – April 29 – May 5, 2022

The Commission approved Remote Work Request Form:

- Jeremiah McCourt – remote work date: April 8, 2022

The Commission approved Employee Property Agreement for Jeremiah H. McCourt.

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

At 9:15 a.m., Sue McKisic, Director of the Upshur-Buckhannon Health Department, appeared before the Commission to review bids for the facility renovations previously opened and read aloud on April 7, 2022 at the Upshur-Buckhannon Health Department. Ms. McKisic stated that the grant they were hoping to receive was not awarded because the Upshur-Buckhannon Health Department does not own the building or property. Ms. McKisic explained that there will be an ICAR Inspection on April 19, 2022 which will show any violations. The building was built in 1950 and now, after 72 years, is in need of renovations for cost savings. Mr. James Swiger, President of WYK Associates, explained that there was only one bid received from City Construction in the amount of \$298,601 for bare minimum renovations, but an additional \$75,000 would be needed to meet all requirements of ADA, OSHA and ICAR. Ms. McKisic stated that the Upshur-Buckhannon Health Department could contribute \$150,000 toward the project but would need help from the Upshur County Commission to complete funding of this project. Dr. Joseph Reed and Teresa Key of the Upshur-Buckhannon Health Department Board of Health were also in attendance. Commissioner Terry Cutright told the Upshur-Buckhannon Health Department Board that the Commission will consider this request at their meeting on April 21, 2022, when they discuss ARPA funding. (copy included)

At 9:37 a.m., Jeff Harvey, President of JH Consulting, appeared before the Commission to provide an update on the status of the Emergency Services Study and what his plans for the next phase of the project. (copy included)

At 10:05 a.m., Tabatha Perry read a Proclamation declaring the week of April 10<sup>th</sup> through 16<sup>th</sup> as National Public Safety Telecommunicators Week in Upshur County. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved signing the Proclamation designating the Week of April 10<sup>th</sup> through 16<sup>th</sup>, 2022 National Public Safety Telecommunicators Week in Upshur County. Representing the Upshur County E911 Emergency Communication Center were Doyle Cutright, II, Kimbra Wachob, and Amanda Atchison. (copy included)

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 12:15 p.m.