

UPSHUR COUNTY COMMISSION MEETING

April 20, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, April 20, 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 Doug Bush, seconded by Sam Nolte, the Commission approved the regular meeting minutes of April 13, 2023 and the Special Meeting minutes of April 18, 2023, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the resignation of Chris Alkire, a Commission appointed community representative, from the Upshur County Safe Structures and Sites Board, effective April 12, 2023. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved submitting a project proposal for the FY 2023 Homeland Security Grant on behalf of the Upshur County Department of Homeland Security and Emergency Management for a radio testing and calibration unit. With this approval, the Commission agrees to the Certifications contained therein. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved submitting a project proposal for the FY 2023 Homeland Security Grant on behalf of the Upshur County Sheriff's Department for body and in-car camera systems. With this approval, the Commission agrees to the Certifications contained therein. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Proposal for Financing provided by Country Roads Leasing, LLC and Resolution Authorizing the Execution and Delivery of a Master Lease Equipment Lease-Purchase Agreement, and Related Instruments, and Determining Other Matters in Connection Therewith. The tax-exempt lease-purchase financing for the acquisition of a 2023 Grand Cherokee Laredo will cost twelve thousand one hundred seventy-seven dollars and twenty-three cents (\$12,177.23) annually over a period of four years. Tabatha Perry explained that this vehicle will replace the vehicle that was recently totaled. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the request from Greg Harris, Facilities Director, for employment of Charles "Chuck" Suder as a full-time maintenance technician, effective May 1, 2023.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the retirement of an employee.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the request from Craig Presar, WVU Extension Service Agent, to reserve the parking area in front of the Upshur County Maintenance Building, located at 40 Chancery Street, to be utilized as a back-up location for the Upshur County 4-H Leader's Association Annual Steak Sandwich fundraiser during the week of the 2023 WV Strawberry Festival held May 17th through May 21st. Tabatha Perry explained that this request is a back-up location in case the other location is denied. (copy included)

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

1. Correspondence from Russell Rollyson, Senior Deputy State Auditor – County Collections Division, providing notice of the Upshur County Auction of Delinquent and Nonentered Lands. Auction will take place on April 26, 2023. Tabatha Perry was asked to request Heather Sparks to place the list on their website.
2. Advertisement for a part-time Data Entry position in the Upshur County Assessor's Office. The employee will work no more than 19.5 hours per week and be paid solely from the Revaluation Fund.
3. Upshur County Building & Floodplain Permits for the month of March, 2023
4. Correspondence from Douglas Roberts, Vice President of the Upshur County Farm Bureau, announcing that the Upshur County Farm Bureau Board of Directors selected Thana Wentz to serve as a representative on the Upshur County Youth Camp Nomination Committee.
5. Correspondence from Karen Buckley, Executive Secretary for the Public Service Commission of West Virginia, providing a copy of a Commission Order issued in the matter of Revisions to the Rules Governing Emergency Telephone Service.
6. Upshur County Sheriff's Financial Statement for period ending March, 2023
7. Upshur County Sheriff's Financial Statement for period ending April 3, 2023

UPSHUR COUNTY COMMISSION MEETING
April 20, 2023

8. Public Notices:

a) Newsletters and/or Event Notifications: (none)

b) Agendas and/or Notice of Meetings:

- Upshur County Youth Camp Board January 29, 2023
- Upshur County Youth Camp Board March 16, 2023
- City Council of Buckhannon April 20, 2023
- Court Security Advisory Board May 1, 2023

Meeting Minutes:

- James W. Curry Library Advisory Board October 21, 2022
- Upshur County Youth Camp Board January 19, 2023
- Upshur County Fire Board February 8, 2023
- Upshur County Fire Board February 28, 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.

9. 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., on motion by Sam Nolte, seconded by Doug Bush, the Commission went into Executive Session, *per WV Code §6-9A-4*, to discuss potential property acquisition.

At 9:59 a.m., on motion by Doug Bush, seconded by Sam Nolte, the Commission exited Executive Session, with no decisions being made.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved giving President Kristie Tenney permission to negotiate a potential property acquisition.

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)

- Bertha L. Burnside – First Annual Settlement
- Linda Gail Epp – Final Settlement
- Shirley Ann Hudak – Final Settlement Waiver
- James R. Posey – Sixth Annual 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 Refunds:

- Benjamin N or Amanda R Landis - #700000112S - \$552.36 – Exoneration Order
- Gooden Rodney G or Gooden Patricia – Apportionment of Assessment and Taxes Per Final Divorce Order

The Commission approved Requests to Attend Meeting: (none)

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

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Sam Nolte seconded by Doug Bush, the Commission meeting adjourned at 12:40 p.m..