

UPSHUR COUNTY COMMISSION MEETING

April 21, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, April 21, 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 Sam Nolte, seconded by Terry Cutright, the Commission approved the meeting minutes of April 14, 2022 and the special meeting minutes of April 19, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

Jennifer Bostian, Executive Director of the Upshur County Development Authority, appeared before the Commission to request a letter of support for the Upshur County Development Authority's WorkED UP project. Ms. Bostian explained that this letter was in support of a planning grant which includes Upshur, Randolph, Lewis, and Barbour counties to help focus on assets and existing skill sets. After securing this grant, the next step is to request an implementation grant. Terry Cutright suggested that Ms. Bostian also meet with the other County Commission's to secure their support if time allowed. After discussion, on motion by Sam Nolte, seconded Terry Cutright, the Commission approved and authorized the signing of a letter of support for Upshur County Development Authority's WorkED UP project. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the West Virginia SIEEP Grant Program Application for the 26th Judicial Circuit Community Corrections Program in the amount of \$123,414. If awarded, the funds will be used to provide psychiatric evaluations and medical assessments. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved "Requests for Bids" and Minimum Vehicle Specifications for one new Half-Ton Truck for the Lewis-Upshur Community Corrections Program. Sealed proposals must be received no later than 4:00 p.m. on May 18, 2022 at the Administrative Annex, located at 91 West Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, May 19, 2022. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the signatures of Federal Reserve Pledge Agreement Form & Authorization List and Fedwire Securities Joint Custody Service Fed Mail Request Form for JP Morgan/Chase National Collateral Management Group (NCMG). Carrie Wallace explained that this was last updated when Kelley Cunningham was the County Administrator and currently Ms. Wallace is the only approved signature. The new signatures would be Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner and Tabatha R. Perry, County Administrator. These signatures will be verified by Kristie G. Tenney, Commission President.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Employment of Derek Long as part-time Deputy DHSEM Director effective immediately. This position is not to exceed 520 hours per calendar year, however, weekly hours will vary significantly due to emergencies and trainings.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved temporary Election Workers beginning April 27, 2022 and ending May 16, 2022. (copy included)

The Commission reviewed correspondence from the Upshur County Firefighters Association requesting a Commission appointment to the newly created committee to address multiple critical issues the local fire departments are facing and assist in determining viable solutions. The committee will consist of two (2) private citizens; two (2) business representatives; and two (2) elected officials – one (1) being from the Upshur County Commission and one (1) being from the Buckhannon City Council. Bryan Hinkle, Upshur County Prosecuting Attorney, stated that he had reviewed the make-up of the Firefighters Association and felt that more discussion was needed as to the legality. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved tabling this item and asking members of the committee to attend a future Commission meeting to discuss further. Kristie Tenney requested Tabatha to notify the Upshur County Firefighters Association of the Commission's request.

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

1. Upshur County Sheriff's Financial Statement for period ending March, 2022.
2. Upshur Fire Board, Inc. Financial Statement ending March 31, 2022
3. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)

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b) Agendas and/or Notice of Meetings:

- Upshur County Fire Board, Incorporated April 19, 2022
- Lewis-Upshur LEPC April 20, 2022
- Upshur County Farmland Protection Board – *Special Meeting* April 21, 2022
- City Council of Buckhannon April 21, 2022

Meeting Minutes:

- Tennerton PSD March 9, 2022
- Upshur County Safe Structures & Sites Enforcement Board March 10, 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

4. 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. 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.

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)

- Wesley Wayne Depoy – Final Settlement
- Christine Farris – Final Settlement Waiver
- George Edward Hamlin – Final Settlement
- George Anton Kowalkowski – Final Settlement Waiver

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- Stanley Makowsky – Final Settlement Waiver
- Van Edward Reger – Final Settlement Waiver
- Timothy Alan Stump – Final Settlement
- Jeffrey Van Zickefoose – 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/or Refunds:

- Smarr Pamela J (Glassner) or Smarr Larry - #700000431S - \$332.23 – Exoneration Order
- Herron Ethan D or Jerika R - #700000085S - \$494.40 – Exoneration Order
- Riddle Kaitlyn - #500000503 - \$24.94 – Refund Order
- Linger Stephen W or Linger Kimberly L (Eubank) – Apportionment of Assessment and Taxes per Final Divorce Order
- Linger Stephen W or Linger Kimberly L (Eubank) – Apportionment of Assessment and Taxes per Final Divorce Order

The Commission approved Requests to Attend Meeting: (none)

The Commission approved Remote Work Request Form:

- Derek V. Long – Beginning April 22, 2022 – end date TBD

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

Tabled Items: (none)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission reviewed, approved and authorized Kristie G. Tenney, Commission President, to execute the WV Local Government Election and Release Form between the WVAG and all WV Counties and Class 1 and 2 Cities and Endo Health Solutions, Inc.

At 1:00 p.m., the Commission conducted an ARPA Review at 91 W. Main Street, Suite 101, Buckhannon, WV 26201. The Commission reviewed requests and supporting documents from various entities and organizations. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the allocations as noted. (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 3:04 p.m.