

# UPSHUR COUNTY COMMISSION MEETING

## May 2, 2024

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, May 2, 2024, at 9:00 a.m. Sam Nolte called the meeting to order. Present were: Samuel R. Nolte, Commission President; Kristie G. Tenney, Commissioner; Douglas K. Bush, Commissioner; Tabatha R. Perry, County Administrator; Cindy M. Hughes, Assistant County Administrator and Lois A. Marsh, Secretary. Carol J. Smith, County Clerk, was absent.

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 Kristie Tenney, seconded by Doug Bush, the Commission approved the meeting minutes of April 25, 2024, as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the request from 3A Towing, LLC for voluntary removal from the Upshur County Wrecker Rotation List, effective April 24, 2024. (copy included)

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the request from Cheyenne Troxell, 26<sup>th</sup> Judicial Community Corrections Program Director, to transfer Jessica Stanley from part-time case aide to full-time case manager, effective May 6, 2024.

After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved the employment of additional Upshur County Youth Camp Staff, effective May 27, 2024.

After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved Dorothy Crabtree as a Lewis-Upshur Animal Control Facility volunteer.

Sam Nolte reviewed the following “For Your Information” items: (copy included)

1. Correspondence from the Office of the State Auditor and Chief Inspector Division, announcing an audit of financial statements of the governmental activities of the Upshur County Commission for the fiscal year ended June 30, 2023. The audit will begin on or near April 29, 2024, and a report will be available approximately August 26, 2024.
2. Notification from the Pilcrow Foundation, stating that the James W. Curry Public Library has been awarded a grant through their April, 2024, Children’s Book Project. The books provided through the project will be for the library’s permanent collection. The library will be responsible for raising \$400.00 and the foundation will match the contribution two-to-one, for a total of \$1,200.00 worth of books.
3. Correspondence from the Monongalia County Commission Office, rescinding the letter dated April 12, 2024, concerning the WV First Foundation Regional Director vacancy. Each local government must send one delegate to the May 9<sup>th</sup> meeting, who is authorized to vote on the selection of a Regional Director. Local governments may submit a nomination prior to or during the meeting. After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the nomination of Commissioner Kristie Tenney as delegate to the May 9<sup>th</sup> meeting and authorized Commissioner Tenney to vote on the selection of a Regional Director.
4. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)
  - b) Agendas and/or Notice of Meetings:
    - Region VII Planning & Development Council April 29, 2024
    - Community Corrections April 30, 2024
    - City Council of Buckhannon May 2, 2024
    - Buckhannon-Upshur Chamber of Commerce May 8, 2024
  - c) Meeting Minutes: (none)
  - d) Meetings: ***\*Dates and times of monthly board meetings are viewable at: [www.upshurcounty.org](http://www.upshurcounty.org)*** –Upcoming events are listed on the main page.
5. Appointments Needed or Upcoming:
  - Mountaineer Trail Network Authority – corporation or landowner representative (7/1/2024 – 6/30/2028). After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the nomination of Doug Bush as the landowner representative to the Mountaineer Trail Network Authority. Mr. Bush’s term will begin July 1, 2024 and expire on 6/30/2028).

***\*\*\*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](mailto: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)

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The Commission meeting scheduled for May 16, 2024 has been cancelled. The County Commission will begin Canvassing for the May 14<sup>th</sup> Primary Election on Monday, May 20, 2024, starting at 9:00 a.m. in the County Clerk area.

At 9:15 a.m., Kathy McMurray, Executive Director of Mountain CAP of WV, appeared before the Commission to provide service highlights for 2023. Ms. McMurray reported that Mountain CAP of WV had assisted 863 families, which totaled 2,035 individuals. Clients were 52% female, 47% male, 95% white, 78% were at or below the poverty level, 44% were working part time. Of these numbers, 119 were United States veterans. (copy included)

At 9:30 a.m., Peggy Rittenhouse, Community Outreach & Resource Specialist, appeared before the Commission to discuss the importance of Community Action in the community. Ms. Rittenhouse announced that 2024 is the 50<sup>th</sup> Anniversary of Community Action. Tabatha Perry read a Community Action Month Proclamation and a Provider Appreciation Day Proclamation. After discussion, on motion by Kristie Tenney, seconded by Doug Bush, the Commission approved and signed the Community Action Month Proclamation and the Provider Appreciation Day Proclamation. (copy included)

At 9:45 a.m., Sue McKisic, representing the Upshur-Buckhannon Health Department Board of Health, appeared before the Commission to present a proposed rule entitled “Upshur-Buckhannon Health Department Fees for Permits and Services.” The environmental budget for the Upshur-Buckhannon Department Board of Health is \$69,000. The Upshur-Buckhannon Health Department Board of Health is seeking approval of this proposed rule, which establishes fees for environmental permits and services. This is the first increase since 2011. Ms. McKisic reported that the State is turning more authority over to county and municipal governments. The proposed fee schedule is currently being used and this is the official authorization to increase the fees. After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved the Upshur-Buckhannon Health Department Board of Health’s proposed rule, which establishes fees for environmental permits and services. (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)

- Hayward Gene Curtis – Final Settlement
- Dorse E. Gillum, Jr. – Final Settlement Waiver
- Peter Lin Nice – Final 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: (none)

The Commission approved Requests to Attend Meeting:

- Doyle R. Cutright, II – August 9, 2024

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

The Commission received project updates and reviewed Administrative business items.

On motion by Kristie Tenney, seconded by Doug Bush, the Commission recessed at 11:52 a.m.

At 1:00 p.m., the Commission reconvened for the Department Supervisor Meeting and 2:00 p.m. for the Policy Board Meeting.

With no further business, on motion by Doug Bush, seconded by Kristie Tenney, the Commission meeting adjourned at 2:54 p.m.