

UPSHUR COUNTY COMMISSION MEETING

May 5, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, May 5, 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; Tabatha R. Perry, 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 28, 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 an Order appointing the Sheriff of Upshur County as the Administrator with the Will Annexed De Bonis Non for the Estate of Edward Walter Koba, deceased. Carol Smith stated that she had notified all heirs and no one responded. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the updated hours of operation for James W. Curry Library. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Everbridge quote in the amount of \$5,948.64, which includes one-year of service and a one-time implementation fee. This service is for the limited capacity free public notification system referred to as nixle 360. The ongoing annual fee will be \$5,508. Tabatha Perry explained that this request was per recommendation of Steve Wykoff, OEM Director, as the current system will expire in October. Mr. Wykoff reported that an overlap is necessary because of a two-month implementation. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the County Commission Administrative Assistant job description. As there was previously no description for this position, Carrie Wallace reviewed and drafted the job description. (copy included)

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

1. Correspondence from Melissa Garretson Smith, WV Courthouse Facilities Improvement Authority Executive Director, approving the 18th cycle CFIA Grant Project time extension and scope change. The contract date has been extended until October 31, 2022. Other items in the original contract remain unchanged and in effect. Tabatha Perry explained that the roof portion of the jail was completed under budget and since the porch repair fell under a different category, an exception was approved to complete porch repair with remaining unused funds.
2. Upshur County E911 Communication Reports – March, 2022
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
3. Upshur County Mileage Reports – March, 2022
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Parks & Recreation
 - Sheriff
 - Upshur 911
4. Upshur County Building & Floodplain Permits for the month of April, 2022
5. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Art26201 – Gary Schubert M.I.B. Gallery April 29-May 14, 2022
 - b) Agendas and/or Notice of Meetings:
 - Elkins Road PSD May 2, 2022
 - City Council of Buckhannon May 5, 2022
 - City Council of Buckhannon – *Special Session* May 9, 2022
 - Community Corrections – *Special Board Meeting* May 9, 2022
 - Buckhannon-Upshur Chamber of Commerce May 11, 2022
 - City of Buckhannon – *Rescheduled Meeting* May 17, 2022
 - City of Buckhannon – *Meeting Cancelled* May 19, 2022

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Meeting Minutes:

- Region VII Planning & Development Council January 31, 2022
- Upshur County Parks and Recreation March 16, 2022
- Upshur County Emergency Telephone Advisory Board March 22, 2022

c) Meetings:

- 05/03/22-5:00 p.m.-Elkins Road PSD
- 05/05/22-3:00 p.m.-Adrian PSD
- 05/05/22-6:00 p.m.-Upshur-Buckhannon Board of Health
- 05/05/22-7:00 p.m.-Banks District VFD
- 05/05/22-7:00 p.m.-City Council of Buckhannon
- 05/05/22-7:00 p.m.-Selbyville VFD
- 05/08/22-6:00 p.m.-Washington District VFD
- 05/09/22-12:00 p.m.-Upshur County Family Resource Network
- 05/09/22-4:00 p.m.-Buckhannon-Upshur Airport Authority
- 05/09/22-4:30 p.m.-Upshur County Solid Waste Authority
- 05/09/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 05/09/22-6:00 p.m.-Lewis-Upshur Community Corrections Board – Upshur Co.
- 05/10/22-12:00 p.m.-Upshur County Senior Center Board
- 05/10/22-4:00 p.m.-Hodgesville PSD
- 05/10/22-7:00 p.m.-Warren District VFD
- 05/10/22-7:30 p.m.-Adrian VFD
- 05/11/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 05/11/22-3:00 p.m.-Upshur County Conventions & Visitors Board
- 05/11/22-3:00 p.m.-Tennerton PSD
- 05/11/22-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 05/11/22-7:00 p.m.-Ellamore VFD
- 05/12/22-7:00 a.m.-Upshur County Development Authority – *Executive Board*
- 05/12/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
- 05/12/22-7:30 p.m.-Buckhannon VFD
- 05/13/22-7:00 a.m.-Upshur County Development Authority – *Full Board*
- 05/17/22-6:30 p.m.-Upshur County Fire Board, Inc.
- 05/18/22-12:00 p.m.-Lewis Upshur LEPC – Upshur Co.
- 05/18/22-4:00 p.m.-Upshur County Public Library Board
- 05/19/22-5:00 p.m.-Upshur County Farmland Protection Board
- 05/19/22-6:30 p.m.-Upshur County Youth Camp Board
- 05/24/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 05/24/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 05/25/22-7:00 p.m.-Upshur County Firefighters 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. 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.****

Tabled Items:

1. 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. (Tabled on 4/21/22) Tabatha Perry reported that John Roby stated a representative would be scheduling to attend a meeting in June.

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At 9:15 a.m., Dirk Burnside, Upshur County Emergency Medical Services Board of Directors representative, appeared before the Commission to request May 15th through 21st be designated as Emergency Medical Services Week. Mr. Burnside explained that the Upshur County Emergency Squad was organized in 1972, making it 50 years old this year. The Emergency Squad will hold an open house on May 14, 2022 at 10:00 a.m. and the public is invited. Tabatha Perry read the Proclamation. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved signing the Proclamation declaring the week of May 15th through 21st as Emergency Medical Services Week. (copy included)

Terry Cutright made a motion to make a \$20,000 donation from the American Rescue Plan Act funds to the Upshur County Emergency Squad, seconded by Sam Nolte. Tabatha Perry told Mr. Burnside and Gloria Burr, Upshur EMS Director, that a letter explaining the stipulations for the funds would be forthcoming.

At 9:30 a.m., Dirk Burnside, on behalf of the EETAB, appeared before the Commission to request the County Administrator be added as an ex-officio board member. Mr. Burnside stated that it is very beneficial for the EETAB to have the County Administrator present at meetings when questions arise. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request for the County Administrator to be added as an ex-officio board member of the EETAB.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the employment of Buckhannon-Upshur Recreational Park Assistant Managers, effective May 16, 2022. Tabatha Perry and Jeremiah McCourt conducted the interviews.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the employment of the Buckhannon-Upshur Recreational Park lifeguards, admissions and concessions workers, effective May 16, 2022.

At 9:45 a.m., Jennifer Bostian, UCDA Executive Director, appeared before the Commission to update the Commission on the Leadership Upshur Development Program sponsorship tiers. Ms. Bostian requested \$1,200 from the Commission to cover costs for a team building day. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the sponsorship fee of \$1,200 for the Leadership Upshur Development Program's team building day.

At 9:48 a.m., Tabatha Perry requested an Executive Session, *per WV Code §6-9A-4(A)*, to discuss the employment of Cindy M. Hughes as Assistant County Administrator, effective May 29, 2022. After motion by Terry Cutright, seconded by Sam Nolte, the Commission went into Executive Session.

At 9:56 a.m., the Commission returned from Executive Session with no decision being made.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the employment of Cindy M. Hughes as Assistant County Administrator, effective May 29, 2022.

At 10:02 a.m., the Commission began an ARPA Funding Review.

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)

- Karen Roxanne Harlow – 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: (none)

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

The Commission recessed at 12:00 p.m. and reconvened at 1:15 p.m.

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Sam Nolte, seconded by Terry Cutright, the Commission meeting adjourned at 3:00 p.m.