

UPSHUR COUNTY COMMISSION MEETING

May 11, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, May 11, 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 Sam Nolte, seconded by Doug Bush, the Commission approved the meeting minutes of May 4, 2023, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Tyvonne Gibson, President of the Upshur County Firefighters Association, to appoint Edward Ware to an unexpired term as Fire Association representative on the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately. Mr. Ware's term will expire on June 30, 2024. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved Cody Robinson as a Lewis-Upshur Animal Control Facility Volunteer.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Sheriff J. Michael Coffman for the employment of Tommy Lee Wingler as a part-time Court Security Officer, effective May 28, 2023.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the request from Sheriff J. Michael Coffman for the transfer of Dale Thorne from part-time Court Security Officer to fill-in Court Security Officer, effective May 28, 2023.

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

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

1. Correspondence from Dustin Zickefoose, Assessor, announcing the part-time employment of Jalisa Tenney to fill a data entry position within the Assessor's Office, effective May 8, 2023. This position will work no more than 19.5 hours per week and be paid solely from the Revaluation Fund.
2. Press release announcing a grant award made to the Lewis-Upshur Animal Control Facility in the amount of \$30,000 by Petco Love. Funds will be utilized to complete interior renovations and purchase equipment for the forthcoming surgical suite, located at the Animal Control Facility.
3. Upshur County Building & Floodplain Permits for the month of April, 2023
4. Upshur County E911 Communications Report – April, 2023
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
5. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - UCFRN General Membership Meeting May 8, 2023
 - Buckhannon-Upshur Airport Authority May 8, 2023
 - Community Corrections Board – *Cancelled* May 8, 2023
 - Upshur County Parks & Trails May 9, 2023
 - Buckhannon-Upshur Chamber of Commerce May 10, 2023
 - Lewis-Upshur LEPC May 10, 2023

Meeting Minutes:

- Upshur County Family Resource Network January 9, 2023
- Upshur County Family Resource Network March 13, 2023
- Lewis-Upshur LEPC March 15, 2023
- Elkins Road Public Service District April 4, 2023
- Adrian Public Service District April 6, 2023
- Adrian Public Service District – *Phase VIII Project Meeting* April 19, 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.

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6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board – unexpired term June 30, 2024 (Fire Service)
- Tennerton Public Service District – unexpired term July 31, 2023
- Upshur County Youth Camp Board – unexpired term May 31, 2025 (1st or 3rd Magisterial District)

****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)

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)

- Ethel K. Andrews – Final Settlement Waiver
- Franklin Richard Dilley – Final Settlement Waiver
- Elwood Temple Fox AKA Whitey Fox – Final Settlement
- Phyllis Meeks Wilfong – 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 Refunds:

- Morrison Catherine L & Jerry L - #21184 - \$3.53 – Refund Order
- Morrison Catherine L & Jerry L - #21377 - \$3.53 – Refund Order
- Morrison Catherine L & Jerry L - #21637 - \$3.53 – Refund Order
- Morrison Catherine L & Jerry L - #21790 - \$3.53 – Refund Order
- Morrison Catherine L & Jerry L - #21968 - \$3.53 – Refund Order
- B & B Auto Body Shop c/o Bennie Nazelrod - #302406 - \$2.32 – Exoneration Order
- B & B Auto Body Shop c/o Bennie Nazelrod - #302441 - \$2.54 – Exoneration Order
- Hefner Jeremy L or Chancey Courtney M - #200000214S - \$800.38 – Exoneration 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 11:23 a.m.