

# UPSHUR COUNTY COMMISSION MEETING

May 27, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, May 27, 2021 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Kristie G. Tenney, 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 tabled the regular meeting minutes of May 20, 2021, as submitted, until the next Commission meeting.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Request to Appoint the Sheriff of Upshur County as the Administrator of the Estate of Walter Joseph McCoy, deceased. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and signed a Letter of Support for the City of Buckhannon's Transportation Alternatives Recreational Trails Grant Application for the purpose of extending the Elizabeth J. "Binky" Poundstone River Walk Trail to the Tennerton community. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and signed a Letter of Support for the City of Buckhannon's Transportation Alternatives Grant Application for the Morton Avenue and North Locust Street Sidewalk and Lighting Project. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the FY21 Court Security Grant Application, Resolution and Assurances request in the amount of \$14,320 to purchase a monitoring device for the Circuit Courtroom, three large monitors for the 911 Center and three tasers. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Weyerhaeuser Giving Fund Grant Application in the amount of \$315,709.12 on behalf of the Upshur County Youth Camp. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Employer Renewal Verification Checklist by and between the Upshur County Commission and PayFlex Systems USA, Inc. Changes are being made to the HRA run-out period and rollover provisions. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Craig Presar for reappointment to the Upshur County Youth Camp Board, effective June 1, 2021. Mr. Presar's new term will expire on May 31, 2027. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Joseph Gower for reappointment to the Upshur County Fire Board, effective July 1, 2021. Mr. Gower's new term will expire on June 30, 2024. (copy included)

After discussion on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Skip Gjolberg, President of the UCDA, for the appointment of Kathy McMurray, Emiel Butcher, C.J. Martin, Joel Thierstein, and Dusty Zickefoose to the UCDA Board. These terms will begin on July 1, 2021 and expire on June 30, 2024. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the resignation of two Buckhannon-Upshur Recreational Park Staff. Tabatha Perry explained that these two employees had been hired on May 6 but decided to take other jobs and never actually worked.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the employment of additional Buckhannon-Upshur Recreational Park Staff, effective May 23, 2021. Tabatha Perry explained that this brings the total to 15 life guards (desirable number is between 13-15).

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Cheyenne Troxell, 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center Program Director, for the employment of Brooklyn Queen as part-time Case Aide for the Lewis/Upshur County offices, effective May 31, 2021. Ms. Queen will work no more than 19.5 hours per week. Carrie Wallace explained that this part-time position was created because of an increased case load. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved waiving advertisement requirement as Ms. Queen had applied during the last application period within the last 6 months.

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

1. Upshur County Sheriff's Financial Statement for period ending April, 2021.

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## 2. Public Notices:

### a) Newsletters and/or Event Notifications:

- Charles W. Gibson Library Summer Reading Program – Registration begins June 1<sup>st</sup>
- Upshur County Community Baby Shower – June 30<sup>th</sup> at the Buckhannon-Upshur High School
- Healthy Grandfamilies – Every Tuesday, June 8<sup>th</sup> – August 17<sup>th</sup>

### b) Agendas and/or Notice of Meetings: (none)

### c) Meeting Minutes:

- James W. Curry Library/Park Advisory Board October 28, 2020
- Upshur County Fire Board April 20, 2021

### d) Meetings:

- 05/25/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 05/25/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 05/26/21-10:00 a.m.-James W. Curry Advisory Board
- 05/31/21-7:00 p.m.-Upshur County Fire Fighters Association
- 06/01/21-4:00 p.m.-Hodgesville PSD
- 06/01/21-5:00 p.m.-Elkins Road PSD
- 06/03/21-3:00 p.m.-Adrian PSD
- 06/03/21-7:00 p.m.-Banks District VFD
- 06/03/21-7:00 p.m.-Selbyville VFD
- 06/08/21-4:00 p.m.-Buckhannon Upshur Airport Authority
- 06/08/21-7:00 p.m.-Warren District VFD
- 06/08/21-7:30 p.m.-Adrian VFD
- 06/09/21-12:00 p.m.-Upshur County Senior Center Board
- 06/09/21-1:15 p.m.-Upshur County Farmland Protection Board
- 06/09/21-3:00 p.m.-Tennerton PSD
- 06/09/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 06/09/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 06/09/21-7:00 p.m.-Ellamore VFD
- 06/10/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 06/10/21-7:30 p.m.-Buckhannon VFD
- 06/13/21-6:00 p.m.-Washington District VFD
- 06/14/21-12:00 p.m.-Upshur County Family Resource Network
- 06/14/21-4:30 p.m.-Upshur County Solid Waste Authority
- 06/14/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 06/16/21-7:00 a.m.-Upshur County Development Authority – Executive Board
- 06/16/21-12:00 p.m.-Lewis Upshur LEPC
- 06/16/21-4:00 p.m.-Upshur County Public Library Board
- 06/17/21-6:30 p.m.-Upshur County Youth Camp Board
- 06/17/21-7:00 p.m.-City Council of Buckhannon
- 06/18/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 06/21/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 06/28/21-10:00 a.m.-Mountain CAP of WV, Inc., a CDC
- 07/01/21-6:00 p.m.-Buckhannon-Upshur Board of Health
- 07/12/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County

## 3. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term - 6/30/2021) - City Representative
- Upshur County CVB Board of Directors (7/1/2021-6/30/24)-Commission Tourism Representative
- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative

*\*\*\*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](mailto: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.\*\*\**

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Tabled items:

1. Correspondence from Laura B. Meadows, Upshur County Convention & Visitors Bureau Executive Director, regarding the Commission's representative vacancy, to serve July 1, 2021 through June 30, 2024. (*tabled 4/29/2021*). After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Tabatha Perry for Josh Hinchman, Buckhannon-Upshur Recreational Park Advisory Board Member, to serve as the Upshur County Commission tourism representative on the Upshur County Convention and Visitors Bureau Board of Directors, effective July 1, 2021 through June 30, 2024. (copy included)
2. Approval of "Requests for Bids" and Minimum Vehicle Specifications for two new 4WD Sport Utility Vehicles for the Upshur County E911 Communication Center and Upshur County E911 Addressing and Mapping. Sealed proposals must be received no later than 4:00 p.m. on June 15, 2021 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, June 17, 2021. (*tabled 5/20/21*) After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the "Request for Bids" advertisement. (copy included)

The Commission approved all Invoices for Payment. (list included)

The Commission approved all Vacation Orders. (as listed)

- Karen Ann Phillips
- David Lee Hardman
- Markeeta Jean Smallwood
- Richard "Peewee" Small
- Wesley Wayne Depoy
- Thomas H. Glass, Jr.

The Commission approved the following Settlements. (as listed)

- Roger Oliver Brown, Sr. – Final Settlement
- Jo Ann Casto – Final Settlement Waiver
- Freda L. Dean – Final Settlement Waiver
- Jerry M. Haymond – Final Settlement Waiver
- Albert L. Lake – Final Settlement Waiver
- David Lynn Leigh – Final Settlement Waiver
- John B. Stalnaker – Final Settlement Waiver
- Earsel H. Stemple – Final Settlement Waiver
- Ellen Fay Ware – Final Settlement Waiver
- Melvin Phineas Woods, Jr. – 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 the following Requests to Attend Meeting: (none)

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

At 9:15 a.m., Jeff Harvey, Director of Safety and Emergency Preparedness, appeared before the Commission to discuss the FY 22 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances in the amount of \$28,000.00 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School. Dr. Harvey explained that this is the 10<sup>th</sup> year applying for this grant. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the FY 22 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances. (copy included)

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 12:15 p.m.