

UPSHUR COUNTY COMMISSION MEETING

June 17, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, June 17, 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; 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 regular meeting minutes of June 10, 2021, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Extension Agreement between the Upshur County Commission and Quality Home & Office Cleaning for janitorial services. Owner and Contractor agree all terms set forth in the Agreement dated July 19, 2018 are in full force and effect for an extended period beginning July 1, 2021 and continuing as needed until services are no longer necessary. Owner shall pay the Contractor, the sum of \$5,930 per month. This contract will be re-bid upon termination of the extension. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Patricia L. Adams, Chairman of the Upshur County Republication Executive Committee, to use the Courthouse Plaza on Monday, June 21, 2021 to celebrate West Virginia's Birthday and that the Committee be provided the use of two tables and ten chairs. A certificate of liability insurance naming the Commission as the certificate holder will be provided before the event. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Lori Ulderich Harvey, Director of the Upshur County Family Resource Network, to use the large pavilion for Family Connections Family Socials, once a month during June, July, August and September free of charge. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Carrie Wallace, County Administrator, for employment of Ethan Linger as part-time temporary Grounds Keeper, effective June 18, 2021. Mr. Linger will work up to 29.5 hours per week for up to 10 weeks.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved employment of additional Buckhannon-Upshur Recreational Park Staff, effective June 20, 2021.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, for a pay wage increase for all Community Corrections employees, effective July 1, 2021. This increase will be paid out of the Community Corrections Funds.

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

1. West Virginia Division of Highways – Updated Highway Project List
2. Correspondence from Mark E. Kimes, Senior Project Manager/Engineer on behalf of EnSafe Inc., enclosing a Voluntary Remediation Program Application for the Aleris Rolled Products, Inc. site. Available for public inspection at 91 West Main Street.
3. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - Buckhannon-Upshur Airport Authority June 14, 2021
 - Upshur County Fire Board, Inc. June 15, 2021
 - City Council of Buckhannon June 17, 2021
 - c) Meeting Minutes:
 - Adrian PSD May 6, 2021
 - Upshur County Safe Structures & Site Enforcement Board May 13, 2021
 - d) Meetings:
 - 05/26/21-10:00 a.m.-James W. Curry Advisory Board
 - 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

UPSHUR COUNTY COMMISSION MEETING

June 17, 2021

- 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
- 06/11/21-11:00 a.m.-Region 6 Local Elected Officials
- 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
- 06/14/21-5:00 p.m.-Elkins Road PSD – Special Budget Meeting
- 06/14/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 06/14/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 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
- 06/22/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 06/22/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 06/28/21-10:00 a.m.-Mountain CAP of WV, Inc., a CDC.
- 06/28/21-7:00 p.m.-Upshur County Fire Fighters Association
- 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

4. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term - 6/30/2021) - City Representative
- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/2021-6/30/2023)-County 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. 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: (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)

- Ginger Kay Wilson Strader – Final Settlement

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment:

The Commission approved the following Corrections, Exonerations and/or Refunds:

- Back Road Services LLC - #307015 - \$96.68 – Exoneration Order

The Commission approved the following Requests to Attend Meeting:

- Brian Shreves – 6/23/2021
- Doyle R. Cutright, Jr. – 6/24/2021
- Kimbra Wachob – 6/24/2021; 7/18/2021 – 7/22/2021; 8/25/2021 – 8/26/2021
- Jason Knicely – 7/19/2021 – 7/23/2021

UPSHUR COUNTY COMMISSION MEETING

June 17, 2021

The Commission approved the following Consolidation of Land Tracts:

- Union District – Map 9H Parcel 24.16 and Map 9H Parcel 24.17 to make Map 9H Parcel 24.16 – Propst Howard B & Joan L

At 9:15 a.m., the Commission held a bid opening, presentation and award of two new 4WD Sport Utility Vehicles for the Upshur County E911 Communication Center and Upshur County E911 Addressing and Mapping. Tabatha Perry, Assistant County Administrator, stated that two bids had been received prior to the deadline. Both bids were received from Jenkins Ford for \$29,828 each. Ms. Perry requested a few minutes to review and ensure that all requirements were being met with these bids.

Carol Smith, County Clerk, and Dustin Zickefoose, Assessor, attended a WVACO meeting on June 14-15, 2021, where Upshur County Board of Health was presented a certificate of recognition for handling of COVID testing and tracking. Ms. Smith gave the certificate to the County Commission to present to the Upshur-Buckhannon Health Department. A total of 44 county health departments were recognized.

At 9:30 a.m., Dr. Jeffrey Harvey, Upshur County Board of Education Director of Safety and Emergency Preparedness, appeared before the Commission. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized to submit FY22 Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP) Application on behalf of the Upshur County Board of Education in the amount of \$107,518. If awarded, this grant will be managed by Region VII Planning & Development Council and will provide enhancements to the Transportation Department's surveillance system, which include three cameras on all buses. (copy included)

At 9:45 a.m., Randy Sanders, Buckhannon City Recorder, appeared before the Commission to request ARP Funding Assistance for the Tennerton Water Tank Rehabilitation Project. Mr. Sanders explained that since Buckhannon is part of Upshur County, the City of Buckhannon was requesting that the County Commission approve funding 50% of this project. The total cost of the project is \$716,125. Also attending from the City of Buckhannon were: Robbie Skinner, Mayor; Jay Hollen, City Engineer; Jerry Arnold, Street Commissioner. Commissioner Cutright explained that the County had committed to assisting the county Public Service Districts through American Recovery Act funds. Commissioner Tenney suggested making a "wish" list from PSD's and sharing the list with the City of Buckhannon for review. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the County Commission approved a joint meeting with the City of Buckhannon on August 19th or 26th.

At 10:51 a.m., Tabatha Perry stated that she and Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, had reviewed the bids for the 4WD Sport Utility Vehicles from Jenkins Ford of Buckhannon and all specifications and requirements were met. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the bids for \$29,828 each.

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 1:45 p.m.