

UPSHUR COUNTY COMMISSION MEETING

June 30, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, June 30, 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; 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 Terry Cutright, seconded by Sam Nolte, the Commission approved the meeting minutes of June 23, 2022, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the "Request for Proposals" for the fabrication, delivery and installation of an Exterior Vertical Platform Lift for the main Courthouse facility. Sealed bids must be received by 4:00 p.m. on Wednesday, July 27, 2022. Sealed bids received by this deadline will be opened, reviewed and read aloud by the Commission during the regularly scheduled Commission Meeting on Thursday, July 28, 2022, at 9:15 a.m. Tabatha Perry stated that the Commission had appropriated ARP funding for this project and the bid notice will be published in the Record Delta and the Charleston Gazette. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign the FY22 PRO Grant Application and supporting documentation requesting funds in the amount of \$28,000 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved County Financial Institutions as Depositories as Required by WV Code §7-6-1 – Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Peoples Bank and Citizens Bank of West Virginia. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Joshua Hinchman for reappointment to the Buckhannon-Upshur Parks & Recreation Advisory Board. Mr. Hinchman's new term will be July 1, 2022 to June 30, 2024. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the appointment of Kyle Nuttall to the vacant position on the Upshur County Library Board. Mr. Nuttall's term is effective July 1, 2022 to June 30, 2027. Tabatha Perry explained that Jon Benjamin had submitted a letter of interest to the County Commission in 2020 for appointment to the Upshur County Library Board; however she has been unable to reach him to confirm his continued interest. Kyle Nuttall recently sent a letter of interest for this position. (copy included)

At 9:08 a.m., Sam Nolte made a motion to go into Executive Session to discuss an employee requesting to be changed from full-time to part-time status effective November 3, 2022. Terry Cutright seconded the motion.

At 9:12 a.m., with no decisions being made, Sam Nolte made a motion to return from Executive Session, seconded by Terry Cutright.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from an employee to be changed from full-time to part-time status effective November 3, 2022, and will be working no more than 19.5 hours per week.

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

1. Upshur County Sheriff's Financial Statement for period ending May, 2022.
2. Correspondence from Tabatha R. Perry, County Administrator, to Circuit Judge Jacob Reger, requesting permission to process payment from the Worthless Check Fund for Magistrate Court Bailiff Services for fiscal year ending June 30, 2022, in the amount of \$5,197.50.
3. Correspondence from 26th Judicial Circuit Court Judge Kurt W. Hall to WV Supreme Court of Appeals Court Administrator, Joseph Armstrong, requesting the approval of an expenditure in the amount of five thousand one hundred ninety-seven dollars and fifty cents (\$5,197.50) from the Upshur County Worthless Check Fund to cover the cost of bailiff services for the Upshur County Magistrate Court for fiscal year 2022.
4. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Farmland Protection Board June 29, 2022
 - Buckhannon-Upshur Chamber of Commerce July 6, 2022

Meeting Minutes:

UPSHUR COUNTY COMMISSION MEETING
June 30, 2022

- Upshur County Fire Board – *Special Meeting* May 31, 2022
- c) Meetings:
- 07/07/22-3:00 p.m.-Adrian PSD
 - 07/07/22-7:00 p.m.-Banks District VFD
 - 07/07/22-7:00 p.m.-City Council of Buckhannon
 - 07/07/22-7:00 p.m.-Selbyville VFD
 - 07/10/22-6:00 p.m.-Washington District VFD
 - 07/11/22-12:00 p.m.-Upshur County Family Resource Network
 - 07/11/22-4:00 p.m.-Buckhannon-Upshur Airport Authority
 - 07/11/22-4:30 p.m.-Upshur County Solid Waste Authority
 - 07/11/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 07/11/22-6:00 p.m.-Lewis-Upshur Community Corrections Board
 - 07/12/22-7:00 a.m.-Upshur County Development Authority – *Full Board*
 - 07/12/22-12:00 p.m.-Upshur County Senior Center Board
 - 07/12/22-4:00 p.m.-Hodgesville PSD
 - 07/12/22-5:00 p.m.-Elkins Road PSD
 - 07/12/22-7:00 p.m.-Warren District VFD
 - 07/12/22-7:30 p.m.-Adrian VFD
 - 07/13/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 07/13/22-3:00 p.m.-Upshur County Convention and Visitors Bureau
 - 07/13/22-3:00 p.m.-Tennerton PSD
 - 07/13/22-6:00 p.m.-Buckhannon River Watershed Association
 - 07/13/22-7:00 p.m.-Ellamore VFD
 - 07/14/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
 - 07/14/22-6:00 p.m.-Upshur-Buckhannon Board of Health
 - 07/14/22-7:30 p.m.-Buckhannon VFD
 - 07/15/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
 - 07/19/22-6:30 p.m.-Upshur County Fire Board, Inc.
 - 07/20/22-12:00 p.m.-Lewis-Upshur LEPC – *Upshur County*
 - 07/20/22-4:00 p.m.-Upshur County Public Library Board
 - 07/21/22-6:30 p.m.-Upshur County Youth Camp Board
 - 07/26/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
 - 07/27/22-7:00 p.m.-Upshur County Fire Fighters Association

5. Appointments Needed or Upcoming:

- Upshur County Public Library (7/1/2022-6/30/2027) – County Commission

****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 Fire Fighters 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 4/21/2022)*
2. Bid award – COPS Grant #15JCOPS-21-GG-03667-SSIX Transportation Surveillance Project. *(tabled on 6/02/22)* Carrie Wallace, Region VII, reported that she had been notified that the Board of Education may proceed with more negotiations with Micrologic next week and should return with a recommendation on July 14, 2022.

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)

- Donald R. Haislip – 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/or Refunds: (none)

UPSHUR COUNTY COMMISSION MEETING
June 30, 2022

The Commission approved Requests to Attend Meeting:

- Cindy Hughes – July 31, 2022 – August 2, 2022

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

At 9:15 a.m., Tabatha Perry opened the single bid for one new Half Ton Truck for the Lewis-Upshur Community Corrections Program. This bid was from Buckhannon Toyota for \$46,732.42. Tabatha Perry requested the Commission to allow time for Cheyenne Troxell and Rodney Rolenson to review the bid and provide feedback. Terry Cutright made a motion to postpone discussion and approval until this review could be conducted, seconded by Sam Nolte.

At 9:30 a.m., Jewel Fisher, Assistant Coordinator for Buckhannon Police Department Volunteers in Police Service (VIPs), appeared before the Commission to announce the upcoming EMS/Fire Services Recognition Banquet to be held on Saturday, July 30, 2022, at the Event Center. Ms. Fisher extended an invitation to the Commissioners to attend the event and pass out awards to recipients. Ms. Fisher stated that the banquet and recognition plaques will cost \$1,500 and she is requesting the County to pay \$750. She will be requesting the City of Buckhannon to pay the remaining \$750. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved donating \$750 from the FY23 budget. (copy included)

At 9:40 a.m., Tabatha Perry reported that Cheyenne Troxell and Rodney Rolenson had reviewed the bid from Buckhannon Toyota for \$46,732.42 for the new Half Ton Truck and requested the Commission authorize the purchase. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the purchase for the new Half Ton Truck from Buckhannon Toyota for \$46,732.42. (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 12:30 p.m.