

UPSHUR COUNTY COMMISSION MEETING

July 27, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, July 27, 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 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 Doug Bush, seconded by Sam Nolte, the Commission approved the meeting minutes of July 20, 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 revised James W. Curry Wilderness Area Hunting Permit. Tabatha Perry explained that this proposal was previously adopted, but the James W. Curry Board has now voted to remove the provision of “not allowing bear hunting”. This change is being initiated due to the increase in bear activity in the area. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved a Bear Hunting Application for the James W. Curry Wilderness Area. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign the WV Communities Risk Pool Coversheet to Member Agreement. The total annual contribution, including worker’s compensation, is two hundred twenty-nine thousand, two hundred fourteen dollars (\$229,214). Tabatha Perry stated that this contribution is an increase of \$36,593 over last year mainly due to worker’s compensation increases. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the Application for Community Use of Buildings, Equipment and Grounds, filed by Craig Presar, WVU Extension Agent, on behalf of the Upshur County Youth Livestock. This organization is requesting use of the Youth Livestock Facility beginning July 31, 2023 through August 6, 2023 from 7:30 a.m. until 10:30 p.m., to conduct a youth livestock show and sale. A Certificate of Liability Insurance has been included with the request. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from J. Michael Coffman, Sheriff, for the employment of Derek V. Long, as part-time Home Incarceration Supervisor, effective July 30, 2023. Mr. Long will work no more than 15 hours per week in this capacity.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved a request by Carol Smith, County Clerk, for the employment of Misty Carpenter as a full-time Deputy County Clerk, effective August 7, 2023, pending background check.

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

1. Audit report of the Upshur County Commission for the fiscal year that ended June 30, 2022. Report is available for public review in the Upshur County Commission Office.
2. Upshur County Fire Board, Inc. Cumulative Financial Reports FY23 – July 1, 2022 through June 30, 2023.
3. Upshur County Sheriff’s Financial Statement for period ending June 30, 2023.
4. Correspondence from Kris Warner, Executive Director of the West Virginia Economic Development Authority, announcing a new 2023 Equipment Financing Program to support business retention in West Virginia.
5. Correspondence from Tabatha R. Perry, County Administrator, notifying Sydney Wilson that a site visit was conducted on July 18, 2023, in reference to personal items being present on the Upshur County FEMA lot (Parcel Number 5-9J-22). A request has been made to remove a few remaining items within 30 calendar days.
6. Approval of Lewis-Upshur Animal Control Facility Volunteer, Louise Bosley.
7. Upshur County Mileage Reports – June, 2023
 - Addressing and Mapping
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Parks & Recreation
 - Sheriff
 - Upshur 911
8. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)

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b) Agendas and/or Notice of Meetings:

- Upshur County Parks & Trails

July 25, 2023

Meeting Minutes:

- Upshur County Youth Camp Board

June 6, 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.

9. 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 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)

At 9:15 a.m., Lacy Ramsey, Executive Director of the Upshur County Convention and Visitors Bureau, appeared before the Commission to review their Annual Report. Ms. Ramsey assumed the position of Executive Director in April, 2023. During 2022, there were 34,916 website visits, 11,000+ social media engagements, 1,313 E-News Connections/Bi-Monthly content, and 40 events held, which included the WV Strawberry Festival, BBQ Bash, and WAMSB band competition. Ms. Ramsey is currently working with hotels, motels, B&Bs, and other venues to create a data base of all lodging in Upshur County. (copy included)

At 9:30 a.m., the Commission discussed a property acquisition request from the Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program, for a second location in Lewis County. This purchase would be paid for from the Community Corrections Fund and has been approved by the Board. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the purchase of a second location in Lewis County, pending approval by the Lewis County Commission.

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)

- Vonda Lee Brandt – Final Settlement
- John B. Daughtery – Final Settlement Waiver
- Opal V. Fallon – Final Settlement
- Shirley H. Feaganes – Final Settlement Waiver
- Lori Lamson – Final Settlement
- Juanita Hamner Post – Final Settlement Waiver
- Christina Marie Rowan – 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 Refunds:

- Wilfong Carolyn S - #13898 - \$231.12 – Refund Order
- Godfrey Hayward J - #308217 - \$13.13 – Refund Order
- Ware Matthew Wayne & Nikita Marie - #5383 -\$6.31 – Exoneration Order
- Trent Stephen W & Ramonda L - #23519 - \$182.30 – Exoneration Order
- Cain Brianna L - #19754 - -\$210.13 – Correction Order
- Loudin Teresa L - #29995 - \$175.12 – Exoneration Order
- Hornbeck Caroll P & Camilla J - #21095 - \$175.12 – Exoneration Order
- Nesbitt Alfred M & Patricia J Burns - #22227 - \$234.31 – Exoneration Order
- Nesbitt Alfred M & Patricia J Burns - #22226 - -\$117.16 – Correction Order
- Hall Joseph S or Janet K – Apportionment of Assessment and Taxes Per Final Divorce Order

The Commission approved Requests to Attend Meeting: (none)

The Commission approved the following Consolidation of Land Tracts:

- Banks District – Map 2M Parcel 34 and #452 to make Map 2M Parcel 34 – Phillip P and Jessica M Kelley

Carol Smith reviewed a request for a budget revision. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the President to sign the budget revision as discussed with a “Request for Revision to Approved Budget” to be sent to the Office of the State Auditor for approval. (copy included)

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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 11:40 a.m.