

# UPSHUR COUNTY COMMISSION MEETING

## September 21, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, September 21, 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 September 14, 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 and authorized the Commission President to sign the 2023-2024 school year Prevention Resource Officer Agreement by and between the Upshur County Board of Education, Upshur County Commission and the Upshur County Sheriff's Office for the Prevention Resource Officer, located at the Buckhannon-Upshur Middle School. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign an electronic application submission for Justice Assistance Grant (JAG) Program funds offered through the Justice and Community Services (JCS) Section of the West Virginia Division of Administrative Services. This application is made possible through the on-going partnership with the Upshur County Board of Education. If awarded, this funding would be utilized to support the position of the Prevention Resource Officer at the Buckhannon-Upshur Middle School for period beginning October 1, 2023 and ending September 30, 2024. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs – Request No. 2 – in the amount of fourteen thousand nine hundred ninety-four dollars and twenty-seven cents (\$14,994.27) for an Airport Improvement Program Project at the Upshur County Regional Airport. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Resolution of Participation for the West Virginia Certified Development Community (CDC) Program for the Upshur County Development Authority. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved a Standard Agreement between Stericycle, Inc. and the Upshur County Commission for purging of documents.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign a 2023 – 21<sup>st</sup> Grant Cycle WV Courthouse Facilities Improvement Authority Application for Funding Assistance in the amount of \$70,280. The maximum grant award is \$100,000, with a 20% match. The project consists of removing and replacing worn stair treads on the rear staircase in the main Courthouse, painting the stair stringers, risers/railings and installing pipe handrails along the walls. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Brandon Tenney, Assistant Director of the Upshur County Development Authority, for the appointment of the following individuals to the UCDA Board of Directors. Their terms will begin immediately and expire on June 30, 2026. (copy included)

- a) Rebecca Bowers-Call, on behalf of the Fred W. Eberle Technical Center
- b) Trish Collett, on behalf of Community Care of WV

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved Floyd Tenney, Robyn Simons, David Rowan and Twila Moreland as Upshur County Department of Homeland Security and Emergency Management volunteers.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved Michael Simpson and Haven Farrar as Lewis-Upshur Animal Control Facility volunteers.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved resignations of two employees.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved an advertisement for part-time Court Security Officer(s). Applications will be accepted until the position(s) are filled. (copy included)

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

1. Review ranking of interviews conducted with potential firms to provide engineering services for the potential Curry Campsite Improvement Projects. Once negotiations have been completed, the scope of work and fee schedule will be placed on a future agenda for consideration. Tabatha Perry stated that the James W. Curry Committee met last Friday, September 15, 2023, with the two engineering companies regarding this job: E.L. Robinson Engineering and New River Engineers. Ms. Perry stated that after the interviews, the Committee recommends to begin fee negotiations with E.L. Robinson Engineering. The scope of work and fee schedule will be presented at a future Commission Meeting.
2. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - Mountain CAP Family Support Center – Family Fun Day Resource Fair September 24, 2023
    - Women’s Trauma Recovery Support Group Beginning September 29, 2023
    - Breast Cancer Awareness Day Ceremony October 2, 2023
    - Hodgesville Lions Club Breakfast October 14, 2023
    - Trunk or Treat October 30, 2023
  - b) Agendas and/or Notice of Meetings:
    - City Council of Buckhannon September 21, 2023Meeting Minutes:
    - Upshur County Safe Structures and Sites August 10, 2023
    - Tennerton Public Service District September 13, 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](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.
3. 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](mailto: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: (Tabled until October 5, 2023)

1. Public Hearing to consider evidence related to the possible closure of an unused travel way identified on the Ballah View Addition plat as Buckhannon Avenue, located north of Ballah Street and running in a north-easterly direction to a private driveway known as Private Lane on the 911 Addressing and Mapping Project, in the Buckhannon District of Upshur County. This application has been submitted by Cornerstone Community Church per *WV Code §7-1-3h*.

At 9:30 a.m., Berta Thompson and Rosemary Simons, representing the Upshur County CEOs, appeared before the Commission to discuss the importance of early breast cancer detection. Tabatha Perry read a Proclamation declaring October, 2023 as Breast Cancer Awareness Month in Upshur County. Ms. Thompson and Ms. Simons announced that October 2, 2023 is National Breast Cancer Awareness Day and a Luncheon is scheduled for that day beginning at 12:00 p.m. at the Stockert Youth Center. Dr. Kimberly Farry will be one of the speakers. After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission declared October, 2023 as National Breast Cancer Awareness Month in Upshur County. (copy included)

Property inspections scheduled for 1:30 p.m. were postponed.

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)

- Wendell Eugene Everly, Sr. – Final Settlement Waiver
- William Henry Mowery – Final Settlement Waiver
- Daniel Dale Toliver – 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: (none)

The Commission approved Requests to Attend Meeting: (none)

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

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Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, presented a request to name a road Moonshine Drive. On August 28, 2023, Ms. Bennett attempted to notify property owners, via certified letters, that a private driveway needed a street name change and any suggestions needed to be submitted by September 13, 2023. No suggestions were received from the property owners. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the name of **Moonshine Drive**. (copy included)

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 12:22 p. m.