

# UPSHUR COUNTY COMMISSION MEETING

September 23, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, September 23, 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/Assistant DHSEM Director and Lois A. Marsh, Secretary. Carrie Wallace, County Administrator/DHSEM Director participated via telephonference.

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 regular meeting minutes of September 16, 2021, 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 to appoint Virgil D. Miller, Sheriff of Upshur County, as the Administrator for the estate of Waid James Armentrout. Carol Smith, County Clerk, explained that Mr. Armentrout had no relatives and once the assets are sold and the funeral expenses paid, there will be very little in his estate. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Tabatha R. Perry, Assistant County Administrator/DHSEM Assistant Director, for the appointment of Adam Brumley, Upshur Parks and Recreation Facilities Director, to the Mountaineer Trail Network Authority, effective immediately. Mr. Brumley will serve as the recreation industry representative for the remainder of the two-year term set to expire on June 30, 2022. Due to COVID, this board has been inactive but is planning to start meeting again. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the 2021 – 19<sup>th</sup> Grant Cycle WV Courthouse Facilities Improvement Authority Application for Funding Assistance in the amount of \$82,560. The maximum grant award is \$100,000 with a 20% match. The project consists of replacing the existing exterior lift located at the Courthouse with an enclosed lift. Tabatha Perry, Assistant County Administrator/DHSEM Assistant Director, explained that the existing lift is 16 years old and has reached its life expectancy. This grant request was written with recommendations from Phil Warnock, Chapman Technical Architect. Ms. Perry contacted the Historical Preservation Committee and was granted approval for this change even though it will affect the architectural integrity of the building. Additional signage will be added for easier use by Courthouse visitors. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Shane Jenkins, President of the WV Strawberry Festival Association, to rescind his previous request for financial assistance through ARP funds and revert back to the previous \$5,000 donation request from the general fund. Sam Nolte stated that the Strawberry Festival has suffered a major loss in revenue because of two years of cancellations due to Covid. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the recommendation of Joseph L. Carrico, President of the Upshur County Firefighters Association, for the appointment of Sid Huffman as Fire Association representative, effective immediately. Mr. Huffman's term will expire on June 30, 2024. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Upshur County Fire Board, Inc. incentive for the four Tax Deputies who process Fire Fees collected in the Sheriff's Office. The total cost to the Fire Board for one year is \$2,467.92. This supplement will begin with the first pay period in October and will be contingent upon an annual review in September of each year. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the retirement of employee.

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

1. Upshur County Mileage Reports – August, 2021

- Upshur 911
- Maintenance
- Emergency Management
- Sheriff
- Addressing and Mapping
- Community Corrections
- Dog Pound

# UPSHUR COUNTY COMMISSION MEETING

September 23, 2021

2. Lewis-Upshur Animal Control Facility Reports for the month of August, 2021
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report - unavailable
3. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)
  - b) Agendas and/or Notice of Meetings:
  - c) Meeting Minutes:
    - Upshur County Solid Waste Authority August 9, 2021
    - Upshur County Youth Camp Board August 19, 2021
  - d) Meetings:
    - 09/02/21-3:00 p.m.-Adrian PSD
    - 09/02/21-7:00 p.m.-Banks District VFD
    - 09/02/21-7:00 p.m.-Selbyville VFD
    - 09/07/21-4:00 p.m.-Hodgesville PSD
    - 09/07/21-5:00 p.m.-Elkins Road PSD
    - 09/08/21-12:00 p.m.-Upshur County Senior Center Board
    - 09/08/21-3:00 p.m.-Tennerton PSD
    - 09/08/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
    - 09/08/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
    - 09/08/21-7:00 p.m.-Ellamore VFD
    - 09/09/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
    - 09/09/21-7:30 p.m.-Buckhannon VFD
    - 09/12/21-6:00 p.m.-Washington District VFD
    - 09/13/21-12:00 p.m.-Upshur County Family Resource Network
    - 09/13/21-4:00 p.m.-Buckhannon Upshur Airport Authority
    - 09/13/21-4:30 p.m.-Upshur County Solid Waste Authority
    - 09/14/21-7:00 a.m.-Upshur County Development Authority – Executive Board
    - 09/14/21-7:00 p.m.-Warren District VFD
    - 09/14/21-7:30 p.m.-Adrian VFD
    - 09/15/21-12:00 p.m.-Lewis Upshur LEPC – Lewis County
    - 09/15/21-4:00 p.m.-Upshur County Public Library Board
    - 09/16/21-6:00 p.m.-Upshur County Farmland Protection Board
    - 09/16/21-6:30 p.m.-Upshur County Youth Camp Board
    - 09/16/21-7:00 p.m.-City Council of Buckhannon
    - 09/17/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
    - 09/20/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
    - 09/20/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
    - 09/27/21-7:00 p.m.-Upshur County Fire Fighters Association
    - 09/28/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
    - 09/28/21-6:30 p.m.-Upshur County Fire Board, Inc.
    - 10/18/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
    - 10/25/21-12:00 p.m.-Region VII Planning & Development Council
    - 10/27/21-1:00 p.m.-James W. Curry Advisory Board
    - 11/04/21-6:00 p.m.-Buckhannon-Upshur Board of Health
4. Appointments Needed or Upcoming:
  - Upshur County Fire Board (7/1/21-6/30/24) – Fire Association Representative
  - Upshur County Farmland Protection Board (7/1/21-6/30/25)-Farm Bureau Representative
  - Upshur County Fire Board (unexpired term 6/30/22)-Community Representative - 1<sup>st</sup> Mag. District
  - Wes-Mon-Ty Resource Conservation & Development (6/1/21-6/30/23)-County Commission
  - Safe Sites & Structures Enforcement Agency (6/30/22) – Community Representative

# UPSHUR COUNTY COMMISSION MEETING

September 23, 2021

*\*\*\*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.\*\*\**

1. Ty Landis, Youth Environmental Club – Presentation of proposed amphitheater renovation project at the Upshur County Recreational Park (*tabled 7/29/2021*) No action was taken.
2. Bid award - COPS Grant #2020-SVWX-0033 Notification System Upgrade Project (*tabled 8/12/2021*) Tabatha Perry said she would be meeting on Friday with the Board of Education. No action was taken.

The Commission will meet as the Board of Assessment Appeals on October 1, 2021 beginning at 9:00 a.m.

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)

- Jerry Black – Final Settlement Waiver
- Charles James Farrar – Final Settlement Waiver
- Janet S. Hamner – Final Settlement Waiver
- David Lee Hardman – Final Settlement Waiver
- Robert Bryan Kiser – Final Settlement Waiver
- Eddie Dwayne Perry – Final Settlement
- Georgetta Frances Sears – 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)

The Commission approved the following Requests to Attend Meeting:

- Adam Brumley – October 12, 2021-October 14, 2021

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

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 12:00 p.m.