

# UPSHUR COUNTY COMMISSION MEETING

September 30, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, September 30, 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; Carrie L. Wallace, County Administrator/DHSEM Director; Tabatha R. Perry, Assistant County Administrator/Assistant DHSEM Director 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 September 23, 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 October 30, 2021 from 6:00 to 7:30 p.m. for Trick or Treat, which are the same hours as the City of Buckhannon.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Financial Statement – Fiscal year ended June 30, 2021 that was prepared and presented by Carol Smith, County Clerk. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the sale of the 2008 Ford Escape owned jointly by the Upshur County Development Authority / Upshur County Commission to the UCDA for the sum of \$1.00. The vehicle was originally purchased by the UCDA without financial contribution from the Commission and titled to both agencies due to insurance requirements at the time of purchase. Carrie Wallace explained that normally this vehicle would require to be sold at auction, but this vehicle falls under WV Code 7-1-hh.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Tabatha Perry, Assistant County Administrator/Assistant DHSEM Director, for the appointment of Adam Brumley, Upshur County Parks and Recreation Facilities Director, as the County Commission representative on the Wes-Mon-Ty Resource Conservation and Development Board of Directors, effective immediately. Mr. Brumley's term will expire on June 30, 2023. (copy included)

After discussion on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved Laura Rusmisell for the vacant community representative seat on the Upshur County Farmland Protection Board. Ms. Rusmisell's term will be effective immediately and expire on June 30, 2025. (copy included) Jennifer M. Bostian, Upshur County Development Authority Executive Director, nominated Ms. Rusmisell because of her many years of real estate experience. William A. "Willie" Parker also expressed interest in serving on this board. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission voted to table the appointment to the vacant community representative seat on the Upshur County Safe Sites and Structures Enforcement Agency until after the Safe Sites and Structures Enforcement Agency meeting on October 14, 2021. Jerry Wamsley and William A. "Willie" Parker expressed interest in this vacancy. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved David William Hayhurst as a Lewis-Upshur Animal Control Facility Volunteer.

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

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, to employ Brittany Wood and Marissa Taylor as full-time telecommunicators, effective October 4, 2021.

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

1. Proposal submitted by WYK Associates, Inc. for architectural design services for renovations to the Upshur County Health Department. Carrie Wallace explained that the Health Department wanted to keep the Commission informed of the status of this project; however, no action is required by the Commission at this time. The Board of Health has approved the scope of work in order to solicit bids and determine what percentage of renovation they can afford. Depending on submitted bid prices, the Health Department may submit a request for American Rescue Plan Act (ARPA) funds.
2. Upshur County Sheriff's Financial Statement for period ending August, 2021
3. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)

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b) Agendas and/or Notice of Meetings:

- Upshur County Public Library Board of Directors September 22, 2021
- Upshur County Enhanced Emergency Telephone Advisory Board September 28, 2021

c) Meeting Minutes:

- Upshur County Enhanced Emergency Telephone Advisory Board February 23, 2021
- Upshur County Enhanced Emergency Telephone Advisory Board April 27, 2021
- Upshur County Fire Board July 20, 2021
- Upshur County Public Library Board of Directors July 21, 2021
- Upshur County Enhanced Emergency Telephone Advisory Board July 27, 2021

d) Meetings:

- 10/05/21-4:00 p.m.-Hodgesville PSD
- 10/05/21-5:00 p.m.-Elkins Road PSD
- 10/07/21-3:00 p.m.-Adrian PSD
- 10/07/21-7:00 p.m.-Banks District VFD
- 10/07/21-7:00 p.m.-Selbyville VFD
- 10/10/21-6:00 p.m.-Washington District VFD
- 10/11/21-12:00 p.m.-Upshur County Family Resource Network
- 10/11/21-4:00 p.m.-Buckhannon Upshur Airport Authority
- 10/11/21-4:30 p.m.-Upshur County Solid Waste Authority
- 10/11/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 10/12/21-7:00 a.m.-Upshur County Development Authority–Full Board
- 10/12/21-7:00 p.m.-Warren District VFD
- 10/12/21-7:30 p.m.-Adrian VFD
- 10/13/21-12:00 p.m.-Upshur County Senior Center Board
- 10/13/21-3:00 p.m.-Tennerton PSD
- 10/13/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 10/13/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 10/13/21-7:00 p.m.-Ellamore VFD
- 10/14/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 10/14/21-7:30 p.m.-Buckhannon VFD
- 10/15/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 10/18/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 10/18/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 10/20/21-12:00 p.m.-Lewis Upshur LEPC – Lewis County
- 10/20/21-4:00 p.m.-Upshur County Public Library Board
- 10/21/21-6:00 p.m.-Upshur County Farmland Protection Board
- 10/21/21-6:30 p.m.-Upshur County Youth Camp Board
- 10/21/21-7:00 p.m.-City Council of Buckhannon
- 10/25/21-10:00 a.m.-Mountain CAP of EV, Inc., a CDC
- 10/25/21-12:00 p.m.-Region VII Planning & Development Council
- 10/25/21-7:00 p.m.-Upshur County Fire Fighters Association
- 10/26/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 10/26/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 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 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

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

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## Tabled Items:

1. Ty Landis, Youth Environmental Club – Presentation of proposed amphitheater renovation project at the Upshur County Recreational Park (*tabled 7/29/2021*) Adam Brumley, Upshur County Parks and Recreation Facilities Director, has contacted Ty Landis. No action was taken.
2. Bid award - COPS Grant #2020-SVWX-0033 Notification System Upgrade Project (*tabled 8/12/2021*) Tabatha Perry reported that representatives of the Board of Education have reviewed both bids and recommend Alpha Technologies of Hurricane, WV based on their submitted bid price and score on the bid review. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Board of Education to negotiate prices. Once a final price has been negotiated, the contract will be sent to the Commission for consideration.

The Commission will meet as the Board of Assessment Appeals on October 1, 2021 beginning at 9:00 a.m. Carrie Wallace reported that Dustin Zickefoose, Assessor, and the Pringle House LP-2020 have agreed on a valuation. The Commission is still required to meet to consider the Order per WV Code 11-3-24b.

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)

- Ronnie A. Cottrill – Final Settlement Waiver
- Madie V. Hamner – Final Settlement Waiver
- Naomi Yvonne Harris – Final Settlement Waiver
- Billy Ray Humphrey – Fifth Annual Settlement
- Nicole Renee Humphrey – Fifth Annual Settlement
- James D. Wilfong – 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:

- Ways Norma L - #700000345S - \$98.50 – Exoneration Order
- Ways Norma L - #700000415S - \$84.84 – Exoneration Order
- Melanie Dawn Gillum - #19646 - \$35.73 – Exoneration Order
- Melanie Dawn Gillum - #19729 - \$35.73 – Exoneration Order
- Melanie Dawn Gillum - #19744 - \$35.73 – Exoneration Order
- Melanie Dawn Gillum - #19972 - \$35.73 – Exoneration Order
- Melanie Dawn Gillum - #20222 - \$35.73 – Exoneration Order
- Melanie Dawn Gillum - #20339 - \$35.73 – Exoneration Order
- Melanie Dawn Gillum - #19647 - \$146.05 – Exoneration Order
- Melanie Dawn Gillum - #19730 - \$147.10 – Exoneration Order
- Melanie Dawn Gillum - #19745 - \$154.46 – Exoneration Order
- Melanie Dawn Gillum - #19973 - \$153.93 – Exoneration Order
- Melanie Dawn Gillum - #20223 - \$153.93 – Exoneration Order
- Melanie Dawn Gillum - #20340 - \$154.98 – Exoneration Order
- Lemons Holly L or Phillips Philip - #303579 - \$394.52 – Refund Order
- Boyles Dolores - #100000181S - \$378.76 – Refund Order
- R & J Repair Johnathan L Currence - #308308 - \$210.14 – Exoneration Order
- R & J Repair Johnathan L Currence - #308123 - \$231.16 – Exoneration Order
- Cottrill Ronnie A or Shelia K - #28114 - \$175.12 – Refund Order
- LaRosa Dominick Revocable Trust – Apportionment/Split of Assessment and Taxes for Classification

The Commission approved the following Requests to Attend Meeting: (none)

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 11:30 a.m.