

# UPSHUR COUNTY COMMISSION MEETING

## January 16, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 16, 2020 at 9:00 a.m. Terry Cutright called the meeting to order. Present were Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Sam Nolte, Commissioner; Carol Smith, County Clerk; Carrie Wallace, County Administrator; and Lois 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 Kristie Tenney, the Commission approved the special meeting minutes of January 8, 2020 and the regular meeting minutes of January 9, 2020, as submitted.

Carol Smith notified the Commission that Approval of Fiduciary Commissioner's Recommendation for Removal of Michael Dean as Administrator for the Estate of Patricia Beth Dean, deceased, had been withdrawn by Daya Masada Wright. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign the WesMonTy Resource Conservation & Development Project Agreement for the James W. Curry Public Library Garden Project. This project was selected to receive funding in the amount of \$1,000 for FY20 and must be completed by June 15, 2020. (copy included)

Laura B. Meadows, Executive Director of the Upshur County Convention and Visitors Bureau, appeared before the Commission to provide a Third Quarter Report and reviewed 2020 plans. The Visitors Bureau will be more visible at festivals and other events with view finders showcasing restaurants and activities in the area, has re-launched their Advertising Grant Program and is working on adding an interactive mural to downtown.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved transition to Public Employees Insurance Agency (PEIA) effective July 1, 2020. Pete Thackston, USI Senior Vice President, will present insurance plans to the Upshur County Supervisor and Policy Board Meetings this afternoon. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the appointment of Sara L. Collins to the James W. Curry Advisory Board effective immediately. Ms. Collins' term will expire on December 31, 2021. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the resignation of Hunter Fletcher, Deputy Sheriff, effective January, 2020. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved advertisement for the Upshur County Civil Service Testing of Deputy Sheriffs. This testing will be part of the criteria used to establish an eligibility list for appointment to entry level positions as Deputy Sheriff. Applications will be accepted until the close of business on February 10, 2020. (copy included)

Terry Cutright reviewed the following "For Your Information" items: (copies included)

1. Correspondence from Ora L. Ash, Deputy State Auditor for Local Government Services, announcing the upcoming Regional Budget Preparation Workshops in Bridgeport, WV on February 26, 2020. Carrie Wallace will register Commissioners, Carol Smith and Debbie Hull for these workshops.
2. Correspondence from Brad Ayers, Senior Director of Government Affairs for Suddenlink by Altice USA, notifying the Commission that effective February 1, 2020, there will be changes to certain video rates and surcharges.
3. Upshur County Fire Board, Inc. 4<sup>th</sup> Quarter Financial Reports FY19
4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions - December 2019
5. Lewis-Upshur Animal Control Facility Cat Report for the month of December 2019.
6. Lewis-Upshur Animal Control Facility Animal Report for the month of December 2019
7. Upshur County Animal Control/Humane Officer Monthly Animal Report for the month of December 2019
8. Public Notices:
  - a. Newsletters and/or Event Notifications: None
  - b. Agendas and/or Notice of Meetings:
    - Buckhannon-Upshur Parks and Recreation Advisory Board January 13, 2020
    - Upshur County Public Library January 15, 2020
    - Upshur County Senior Center January 15, 2020
    - City Council of Buckhannon January 16, 2020
    - Buckhannon-Upshur Chamber of Commerce January 20, 2020

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- Elkins Road PSD February 4, 2020

### c. Meeting Minutes:

- Buckhannon-Upshur Parks and Recreation Advisory Board November 11, 2019
- Elkins Road PSD December 3, 2019
- Hodgesville PSD December 3, 2019
- Upshur County Solid Waste Authority December 9, 2019
- Upshur County Family Resource Network December 9, 2019
- Adrian PSD December 11, 2019
- Tennerton PSD December 11, 2019
- Upshur County Senior Center Board of Directors December 11, 2019

### d. Meetings:

- 01/02/20-3:00 p.m.-Adrian PSD
- 01/02/20-6:00 p.m.-Buckhannon-Upshur Board of Health
- 01/02/20-7:00 p.m.-Banks District VFD
- 01/02/20-7:00 p.m.-Selbyville VFD
- 01/08/20-3:00 p.m.-Tennerton PSD
- 01/08/20-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 01/08/20-7:00 p.m.-Ellamore VFD
- 01/08/20-7:00 p.m.-Warren District VFD
- 01/09/20-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 01/09/20-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 01/09/20-4:00 p.m.-Buckhannon Upshur Airport Authority
- 01/09/20-7:30 p.m.-Buckhannon VFD
- 01/13/20-12:00 p.m.-Upshur County Family Resource Network
- 01/13/20-4:30 p.m.-Upshur County Solid Waste Authority
- 01/13/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 01/14/20-7:30 p.m.-Adrian VFD
- 01/15/20-7:00 a.m.-Upshur County Development Authority – Full Board
- 01/15/20-12:00 p.m.-Upshur County Senior Center Board
- 01/15/20-12:00 p.m.-Lewis Upshur LEPC – Lewis location
- 01/15/20-4:00 p.m.-Upshur County Public Library Board
- 01/16/20-2:00 p.m.-Upshur County Farmland Protection Board
- 01/16/20-6:30 p.m.-Upshur County Youth Camp Board
- 01/19/20-6:00 p.m.-Washington District VFD
- 01/20/20-12:00 p.m.- Buckhannon-Upshur Chamber of Commerce
- 01/21/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 01/21/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 01/21/20-6:30 p.m.-Upshur County Fire Board, Inc
- 01/27/20-12:00 p.m.-Region VII Planning & Development Council
- 01/27/20-7:00 p.m.-Upshur County Fire Fighters Association
- 02/04/20-4:00 p.m.-Hodgesville PSD
- 02/04/20-5:30 p.m.-Elkins Road PSD
- 03/09/20-6:00 p.m.-Lewis-Upshur Community Corrections Board – Lewis Co.
- 03/13/20-11:00 a.m.-Region VI Local Elected Officials
- 03/25/20-10:00 a.m.-James W. Curry Advisory Board

### 9. Appointments Needed or Upcoming:

- Buckhannon-Upshur Parks and Recreation Advisory Board (BOE appointee – 6/30/2020)

### 10. Board of Review & Equalization Meeting Schedule:

- 01/30/2020 1:00 p.m. – 3:00 p.m. – No appointments – Review Property Books
- 02/05/2020 1:00 p.m. – 3:00 p.m.
- 02/11/2020 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/18/2020 9:00 a.m. – 11:00 a.m. Adjournment

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*(These meetings will take place at the Upshur County Administrative Annex)*

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the Request for Hearing filed by Diane L. Riffle – Case Number 61319-02 (Banks Tax District – Tax Map 3P – Parcel Number 20.1) for 9:15 a.m. on January 30, 2020 during the Commission Meeting. (copy included)

After the Second Reading and discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the Upshur County Floodplain Ordinance Revision effective January 16, 2020, which was previously adopted on September 16, 2010. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the Commission President to sign the Elkins Road PSD Phase III Water System Improvement Project Notice of Intent to Bid CDBG Small Cities Project. This project provides funding for a new office building, refurbishing two water tanks, and water line extensions to Winery Road, Radabaugh Ridge Road, Upper Sand Run, Wolf Ridge Drive, Heavener Grove Road, King School Road, Hawkins Road, Beech Run Road, Burnt Bridge Road and Kedron Road.(copy included)

The Commission approved all Invoices for Payment. (list included)

The Commission approved all Vacation Orders. (copies included)

The Commission approved the following Settlements. (as listed)

- Manzel Clyde Brooks – Final Settlement Waiver
- Pauline Gooden – Final Settlement Waiver
- Hazel Irene Kelley – Final Settlement Waiver

The Commission approved the following “Requests to Attend Meeting” (copies included):

- Doyle R. Cutright II -1/16/2020  
-2/20/2020  
-3/15/2020 - 3/20/2020  
-3/19/2020  
-4/16/2020  
-4/28/2020 - 4/29/2020  
-5/21/2020  
-6/18/2020  
-7/16/2020  
-8/20/2020  
-9/17/2020  
-10/15/2020  
-11/19/2020  
-12/17/2020
- Kimbra Wachob -1/16/2020  
-2/20/2020  
-3/15/2020 - 3/20/2020  
-3/19/2020  
-4/16/2020  
-4/28/2020 - 4/29/2020  
-5/21/2020  
-6/05/2020  
-6/18/2020  
-7/16/2020  
-8/07/2020  
-8/20/2020  
-9/17/2020  
-10/15/2020  
-11/06/2020  
-11/19/2020  
-12/17/2020
- Stephanie Jack -4/28/2020 – 4/29/2020
- Michelle Mcie -4/28/2020 – 4/29/2020
- Brandi Walton -4/28/2020 – 4/29/2020
- Roxanne Winters -4/28/2020 – 4/29/2020

Carol Smith reviewed a request for a budget revision. After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the budget revisions as discussed with a

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“Request for Revision to Approved Budget” to be sent to the Office of the State Auditor for approval.  
(copy included)

    Tabled Items: (none)

    The Commission reviewed administrative items.

    The Commission attended meetings at 1:00 p.m. for the Department Supervisors, 2:00 p.m. for the Upshur County Policy Board and 3:00 p.m. for the Court Security Advisory Board.

    With no further business, on motion by Sam Nolte, seconded by Kristie Tenney the Commission meeting adjourned at 4:40 p.m.