

UPSHUR COUNTY COMMISSION MEETING

October 14, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, October 14, 2021 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: 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. Absent: Terry B. Cutright, Commissioner.

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 regular meeting minutes of October 7, 2021, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Upshur County Youth Camp Property Timber Sale Request for Proposals and Prospectus. Carrie Wallace explained that this was pursuant to Christopher Cartwright's recommendation. (copy included)

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

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, for employment of Danielle Riffle, as a full-time telecommunicator, effective October 25, 2021.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, for a revision of the starting pay for Marissa Taylor and Brittney Wood to be concurrent with the pay wage rates previously approved during budget meetings. The pay wage revisions will be effective October 10, 2021.

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

1. Statewide Transportation Improvement Program (STIP) FFY 2020-2025 Program Amendment #6.
2. Lewis-Upshur Animal Control Facility Reports for the month of September, 2021
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
3. Upshur County E911 Communication Reports – September, 2021
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
4. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - WV Army National Guard Trunk or Treat – October 23, 2021 from 6:30 p.m. to 7:30 p.m.
 - b) Agendas and/or Notice of Meetings:

• Buckhannon-Upshur Airport Authority	October 11, 2021
• Upshur County Development Authority	October 12, 2021
• Upshur County Convention & Visitors Bureau	October 13, 2021
• Upshur County Senior Center	October 13, 2021
• Upshur County Safe Structures & Sites Enforcement Board	October 14, 2021
• Upshur County Fire Board, Inc.	October 19, 2021
 - c) Meeting Minutes:

• Upshur County Family Resource Network	August 9, 2021
• Adrian PSD	September 2, 2021
• Elkins Road PSD	September 7, 2021
• Hodgesville PSD	September 7, 2021
• Adrian PSD – Special Meeting	September 10, 2021

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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 WV, 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
- 10/26/21-3:00 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

At 9:05 a.m., the Commission held a Public hearing on relocation of Precinct 9 from the Courthouse Annex to the new location at City Hall. Carol Smith, County Clerk, stated that she had received no comments from the public. The Commission opened the floor for discussion, but no one from the public was in attendance. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the entry of Order relocating Precinct 9. Ms. Smith said she will be sending letters explaining the change to each of the registered voters in Precinct 9. (copy included)

Sheriff Virgil D. Miller appeared before the Commission to inform the Commission that Mr. Robert Hawkins is withdrawing his name from consideration for employment as a fill-in Court Bailiff.. After discussion, there was no action taken.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Sheriff Virgil D. Miller to transfer Mark Cunningham from part-time Court Bailiff to full-time Court Bailiff, effective October 15, 2021.

5. Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22)-Community Representative - 1st Mag. District

****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. 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*) No action was taken.

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)

- Vicky Darlene Hinchman – Final Settlement Waiver
- Erma Lorraine Perrine – Final Settlement Waiver
- Madaline J. Taylor – Final Settlement
- Hayes Andrew Trout – Final Settlement Waiver

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment:

- Cheryl Lynn Gray – Certification of Completion
- Luther Earl Jones – Certification of Completion

The Commission approved the following Corrections, Exonerations and/or Refunds:

- Phillips Tasha & Lyndsey - #500000354S - \$64.88 – Exoneration Order
- Suder's Welding C/O Alan & Eugene Suder - #304574 - \$118.56 – Exoneration Order
- Suder's Welding C/O Alan & Eugene Suder - #304456 - \$114.29 – Exoneration Order
- Long Brandon J or Kurzrock Gabrielle - #300000678S - \$160.48 – Exoneration Order
- Cochran Jeffrey or Karen (Susan) - #700000152S - \$203.56 – Exoneration Order

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

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

At 9:30 a.m., Tabatha Perry reported that one business had attended the mandatory pre-bid meeting for janitorial services for various Commission owned properties located within Upshur County, WV. Quality Home and Office Cleaning WV, LLC was the only bid received in the amount of \$3,388.70 per month for a period of one year beginning November 1, 2021. During the course of the contract, the Commission can extend it for three years. Ms. Perry explained that this is the same company that currently has the bid but their bid is \$98.70 per month higher, because the Commission added the cost of background checks. The expense of the background checks will be covered by the Commission for the first 30 days, but any background checks after that time, will be paid for by Quality Home and Office Cleaning WV, LLC. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved accepting the bid from Quality Home and Office Cleaning WV, LLC. (copy included)

At 10:00 a.m., Lynn Phillips, representing Governor Jim Justice, presented Sheriff Virgil D. Miller with a plaque for being the Longest Serving Sheriff in West Virginia. Sheriff Miller started his career as a military policeman in 1974 and has held offices of Deputy Sheriff, Sheriff, Magistrate, and Buckhannon Chief of Police over the years. He has served as Upshur County Sheriff for two four-year terms and is just beginning his third four-year term.

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission meeting adjourned at 12:30 p.m.