

UPSHUR COUNTY COMMISSION MEETING

October 26, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, October 26, 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 Doug Bush, seconded by Sam Nolte, the Commission approved the meeting minutes of October 5, 2023 and October 19, 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 the request from Upshur County Sheriff, J. Michael Coffman, to be appointed as the Administrator for the Estate of Howard Barnhart, deceased. Carol Smith explained that Sheriff Coffman was already the Conservator for Mr. Barnhart, but now needed changed to the Administrator of the estate. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign the FY23-24 Prevention Resource Officer Agreement between the Upshur County Board of Education, by and through the State Superintendent of Schools as designee for the West Virginia Board of Education, the Upshur County Sheriff's Department and the Upshur County Commission for a Prevention Resource Officer at the Buckhannon-Upshur High School. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign the WV Records Management and Preservation Board Grant Application and Certification Form for Fiscal Year 2024-2025, with ranking. If awarded, there is a 10% cash match requirement to be paid by the Upshur County Commission for all grant funds expended. The grant allows for preservation and maintenance of county records for public and county use. Upon motion by Sam Nolte, seconded by Doug Bush, the Commission ranked the requests as Dustin Zickefoose, Assessor - first, Brian Gaudet, Circuit Clerk - second, and Mike Coffman, Sheriff – third. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved an Application for Donated Leave and the granting of leave under the Family and Medical Leave Act.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Upshur County Sheriff, J. Michael Coffman, for employment of Robert Jason Phillips as fill-in Court Security Officer, effective November 5, 2023.

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

1. Upshur County Sheriff's Financial Statement for period ending September 30, 2023.

2. Public Notices:

a) Newsletters and/or Event Notifications:

• Hank's Christmas Wish World Premier October 28, 2023

b) Agendas and/or Notice of Meetings:

• Upshur County Public Library Board October 18, 2023

• James W. Curry Library/Park Board October 27, 2023

Meeting Minutes:

• Upshur County Public Library Board August 30, 2023

• Tennerton Public Service District Board September 13, 2023

• Upshur County Fire Board September 19, 2023

• Upshur County Parks & Recreation Advisory Board September 26, 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 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. 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: (none)

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At 9:15 a.m., Amanda Hayes, representing the Upshur County Tobacco Prevention Coalition, appeared before the Commission to present the Great American Smoke-out Proclamation. Ms. Hayes also stated that the Coalition is holding a contest to raise funds by setting up a turkey photo op for kids. The theme is "Quit Cold Turkey". After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved signing the Great American Smoke-Out Proclamation, declaring November 16, 2023 as the Great American Smoke-out in Upshur County. (copy included)

At 9:30 a.m., Lori Ulderich Harvey, Upshur County Family Resource Network Director, appeared before the Commission to discuss National Adoption Month and National Adoption Day, which is Saturday, November 18, 2023. Ms. Harvey read the Proclamation. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved signing the Proclamation declaring November, 2023 as National Adoption Month and November 18, 2023 as National Adoption Day in Upshur County. (copy included)

At 9:45 a.m., Annette Fetty-Santilli appeared before the Commission to read a Proclamation, declaring November, 2023 as National Pancreatic Cancer Awareness Month in Upshur County. Ms. Fetty-Santilli reported that a classic car show was held recently at Jenkins Ford in Buckhannon and raised over \$10,000 for pancreatic cancer. November 2, 2023 will be declared Sam's Pizza Day, whereby proceeds from every sale will be donated to the Pancreatic Cancer Action Network, and November 16, 2023 is World Pancreatic Cancer Day. After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved signing the Proclamation, declaring November, 2023 as National Pancreatic Cancer Awareness Month in Upshur County and November 16, 2023 as World Pancreatic Cancer Day. (copy included)

Kristie Tenney, Commission President, stated that after nearly two and a half years and three 60-day extensions, the Holly Apartments in Adrian, WV have finally been razed. A few years ago, the Holly Apartments sustained a fire and was declared a total loss. We wish to thank the George family for their generous donation of the property to the Randall Hughes Ministry, which plans to convert the empty lot to a community recreational park. Tabatha Perry stated that Mr. Greg Harris will visit the property and take photographs documenting the clean-up. The Commission will review the photographs at the November 16, 2023 Commission meeting.

At 10:30 a.m., the Commission held a Hearing to Consider Objection to the Second Annual Settlement for the Estate of Doris Jean Carr, deceased. Those present were: Sheree Strickland, Penny Parcell, William O'Brien (Attorney), Daya Masada Wright (Fiduciary Commissioner). Present via telephone were: Renee Carr and Roy Cunningham (Attorney). Carol Smith presented a brief explanation as to why the hearing was being conducted. Mr. O'Brien (Attorney) explained that the estate's personal property has been auctioned off by Joe R. Pyle Auction Company and they are awaiting a check for the proceeds. Daya Masada Wright (Fiduciary Commissioner) confirmed that all actions have been properly documented. After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the Second Annual Settlement for the Estate of Doris Jean Carr, deceased. (copy included)

At 12:00 p.m., the Commission held a Roundtable discussion regarding future property development.

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)

- Delores Yvonne Henline – Final Settlement Waiver
- Helen Goss Reger – 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:

- Corporation District – Map 7 Parcel 209 and Map 7 Parcel 214 and Map 7 Parcel 213 to make Map 7 Parcel 209 – Leigh, Gerald & Karen

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 2:34 p.m.