

UPSHUR COUNTY COMMISSION MEETING

November 2, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, November 2, 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 Sam Nolte, seconded by Doug Bush, the Commission approved the meeting minutes of October 26, 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 and authorized the Commission President to sign Resolutions to create two checking accounts, designated as Fund #40 Opioid Settlement Fund and #41 County Fire Protection Fund, per *WV Senate Bill 1021*. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the appointment of Upshur County Sheriff, J. Michael Coffman, to the Enhanced Emergency Telephone Advisory Board, as law enforcement representative, effective immediately.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign the FY 2023 Homeland Security Grant Program (LE) Award, Conditions and Assurances, and Certifications Regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-Force Workforce Requirements. The award amount is \$80,000 and will be used to install In-car Camera Systems in vehicles, located within the Upshur County Sheriff's Department. Tabatha Perry explained that the grant award will not cover the entire cost for all vehicles. An additional \$36,000 would be required. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission suggested equipping as many vehicles as they can for the \$80,000 and then apply for another grant next year to complete the project. Carol Smith suggested reviewing bi-annual subscription fee structure with Motorola. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Circuit Clerk, Brian Gaudet, to hire Cynthia D. Grey, as full-time Deputy Circuit Clerk, effective November 13, 2023, pending background check.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved Gerald Thompson, John Bess, Mary Dean, Micah Burgett, Cyrus Thompson and Chrissy Sandy as Upshur County Department of Homeland Security and Emergency Management volunteers.

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

1. Upshur County Mileage Reports – September, 2023

- Addressing and Mapping
- Dog Pound
- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

2. Public Notices:

a) Newsletters and/or Event Notifications: (none)

b) Agendas and/or Notice of Meetings:

- City Council of Buckhannon

November 2, 2023

c) Meeting Minutes: (none)

d) 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)

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

The Commission approved all Vacation Orders: (list included)

UPSHUR COUNTY COMMISSION MEETING

November 2, 2023

The Commission approved the following Settlements: (as listed)

- Samuel Alvin Moore – 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:

- Banks District – Map 2M Parcel 37 and Map 2M Parcel 38 to make Map 2M Parcel 38 – Thomas A. Abel

At 9:15 a.m., the Commission held a bid opening for a truck for the Upshur County Maintenance Department. Tabatha Perry opened the only bid that was submitted, which was from Jenkins Ford for a 2023 Ford F150 Super Cab 4x4 truck for \$45,468. Greg Harris, Maintenance Supervisor, reviewed and approved the bid proposal from Jenkins Ford. After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the purchase of the 2023 Ford F150 Super Cab 4x4 truck from Jenkins Ford for \$45,468. (copy included)

At 9:30 a.m., Buckhannon Fire Department Chief, J.B. Kimble, appeared before the Commission to discuss implementing a regional Peer Support Group for multiple agencies and multiple jurisdictions, utilizing Crisis Response Grant Funds. Also attending were: Captain Glenn Davis, Dillon Oliveto, Patrick Clark, and Steve Wykoff, OEM Director. Chief Kimble reported that PTSD in emergency services workers is very high in West Virginia. There is a need to be more proactive and less reactive to emergency situations. There presently are \$18,181 grant funds available to each county in West Virginia to be used for mental health needs in emergency services personnel. Chief Kimble provided an overview of service that can be provided by Battalion 1 Consultants. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the County Commission approved to move forward with the creation of a Regional Crisis Response Team and utilize the funds provided through the Office of Emergency Services to provide the necessary training for such. (copy included)

At 10:15 a.m., Isaac Casto, Executive Director of the Upshur County Parish House, appeared before the Commission to provide an update regarding services offered and immediate local needs. Mr. Casto stated that the need for assistance has increased a great deal in Upshur County. The Parish House previously provided food for 20 families and now provides assistance to 30 families daily, which has increased by 20% this year. The cost as of September was \$53,000, which is almost completely donor driven. The Parish House is entering the busiest time of the year, with Thanksgiving and Christmas approaching. There will be approximately 900 bags of food provided for each of the Thanksgiving and Christmas holiday meals. A new facility will be opened in the former Rock Cave United Methodist Church, which will initially be open one afternoon a week and progress from there. Kristie Tenney proposed a challenge between County employees and City of Buckhannon employees for donations to the Parish House. This competition would run through November. Carol Smith suggested a payroll stuffer to be placed in county employee paychecks on November 10th. (copy included)

At 10:45 a.m., Jason Jett, Second Vice President of the Fred Brooks Garden Club, appeared before the Commission to discuss upcoming projects. Mr. Jett said work needs to be done on the lawn of the Courthouse to remove roots from the flower beds and to add organic matter to improve the soil. The cost for this would be \$213.47. After discussion, on motion by Doug Bush, seconded by Kristie Tenney, the Commission approved paying for this work and ask Mr. Jett to coordinate this work with Greg Harris, Maintenance Supervisor. Mr. Jett also said the Garden Club is currently working with the Maintenance Department on Christmas decoration preparations. The Christmas tree will be placed on the plaza in front of the Courthouse and the Christmas swags will be hung by December 1, 2023. The Fred Brooks Garden Club would also like to place a Gold Star Marker in Buckhannon, close to the Safety Complex, honoring families who lost members in the wars. The cost is about \$5,000. There currently are two Blue Star Markers in Upshur County, which honor servicemen for their overall service.

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 2:21 p.m.