

# UPSHUR COUNTY COMMISSION MEETING

## November 10, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, November 10, 2022 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; 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 November 3, 2022, 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 the 22-JAG-34 Grant Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances. The grant award is in the sum of \$18,750 to be used to support the position of the Prevention Resource Officer assigned to Buckhannon-Upshur Middle School. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the "Request for Qualifications" for Planning / Design Services to develop a Master Plan for newly acquired property within Upshur County consisting of 70.87 acres. Sealed Proposals must be received by the Commission no later than 4:00 p.m. on Friday, December 9, 2022. All Proposals will be opened, reviewed and evaluated by the Upshur County Commission at 10:30 a.m. on Thursday, December 15, 2022. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved an advertisement for a part-time Maintenance/Grounds Keeper Position for the Upshur County Youth Camp Facility. Applications are due no later than close of business Friday, December 9, 2022. (copy included)

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

1. Upshur County Mileage Reports – September, 2022
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
  - Emergency Management
  - Maintenance
  - Sheriff
  - Upshur 911
2. Lewis-Upshur Animal Control Facility Reports for the month of September, 2022
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
3. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)
  - b) Agendas and/or Notice of Meetings:

Meeting Minutes:

    - Adrian Public Service District Pre-Closing/  
Pre-Construction Meetings October 31, 2022
    - Adrian Public Service District Board Meeting October 6, 2022
  - c) Meetings:
    - 11/01/22-5:00 p.m.-Elkins Road PSD
    - 11/03/22-3:00 p.m.-Adrian PSD
    - 11/03/22-6:00 p.m.-Upshur-Buckhannon Board of Health
    - 11/03/22-7:00 p.m.-Banks District VFD
    - 11/03/22-7:00 p.m.-City Council of Buckhannon
    - 11/03/22-7:00 p.m.-Selbyville VFD
    - 11/08/22-12:00 p.m.-Upshur County Senior Center Board
    - 11/08/22-4:00 p.m.-Hodgesville PSD
    - 11/08/22-7:00 p.m.-Warren District VFD
    - 11/08/22-7:30 p.m.-Adrian VFD
    - 11/09/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
    - 11/09/22-3:00 p.m.-Upshur County Convention and Visitors Bureau
    - 11/09/22-3:00 p.m.-Tennerton PSD

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- 11/09/22-6:00 p.m.-Buckhannon River Watershed Association
- 11/09/22-7:00 p.m.-Ellamore VFD
- 11/10/22-7:00 a.m.-Upshur County Development Authority-*Executive Board*
- 11/10/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
- 11/10/22-7:30 p.m.-Buckhannon VFD
- 11/13/22-6:00 p.m.-Washington District VFD
- 11/14/22-12:00 p.m.-Upshur County Family Resource Network
- 11/14/22-4:00 p.m.-Buckhannon-Upshur Airport Authority
- 11/14/22-4:30 p.m.-Upshur County Solid Waste Authority
- 11/14/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 11/14/22-6:00 p.m.-Lewis-Upshur Community Corrections Board-*Upshur County*
- 11/15/22-6:30 p.m.-Upshur County Fire Board-at Washington District VFD
- 11/16/22-12:00 p.m.-Lewis Upshur LEPC-Lewis County
- 11/16/22-4:00 p.m.-Upshur County Public Library Board
- 11/17/22-6:00 p.m.-Upshur County Farmland Protection Board
- 11/17/22-6:30 p.m.-Upshur County Youth Camp Board
- 11/18/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 11/22/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 11/23/22-7:00 p.m.-Upshur County Fire Fighters Association

#### 4. Appointments Needed or Upcoming:

- Upshur County Building Commission Expiration (Richard Ralston, II-11/10/2022) Sam Nolte stated that Willie Parker has expressed interest in this position. Tabatha Perry reported the position is currently occupied by an individual registered as Democrat; however, WV Code states there can be no more than three individuals from the same political party, Mr. Parker is registered as No Party Affiliation. Ms. Perry also stated that there is no problem with the district. The person holding this position cannot hold any other office in the state. Tabatha Perry will confirm there are no other stipulations

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

#### Tabled Items:

1. Review and approval of revised Overtime/Compensatory Time Policy within the Upshur County Employee Handbook of Personnel Guidelines dated February 10, 2022. (*tabled 11/03/2022*)

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)

- Loretta E. Adams – Final Settlement Waiver
- Everett Edgell Castle – Final Settlement Waiver
- John P. Goss – First Annual Settlement
- Reba Mae Riffle – Final Settlement Waiver

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

- Gavin Donaldson – Certification of Completion
- Tiney Kathleen Potts aka Kathleen Potts – Certification of Completion
- Dayton R. Robinson – Certification of Completion

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

- Ball Wyatt - #300000599S - \$2.76 – Exoneration Order
- Wilfong William N or Wilfong Samantha B – Apportionment of Assessment and Taxes Per Final Divorce Order

The Commission approved Requests to Attend Meeting:

- Cindy Hughes – November 16 - November 18, 2022

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

At 9:15 a.m., on motion by Doug Bush, seconded by Sam Nolte, the Commission went into Executive Session, per *WV Code §6-9A-4*, to discuss potential property acquisition.

At 10:14 a.m., on motion by Doug Bush, seconded by Sam Nolte, the Commission returned from Executive Session, with no decisions being made.

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At 10:15 a.m., Amanda Hayes, Dr. Joseph Reed and Ginny Dixon, representing the Upshur County Tobacco Prevention Coalition, appeared before the Commission to present the Great American Smoke-out Proclamation. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved signing the Great American Smokeout Proclamation. (copy included)

Lori Ulderich Harvey, Upshur County Family Resource Network Director, was unable to attend the Commission meeting. The Adoption Month Proclamation will be tabled until a later meeting.

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 12:08 p.m.