

# UPSHUR COUNTY COMMISSION MEETING

## November 30, 2023

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, November 30, 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 November 16, 2023, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized the Commission President to sign the 23-JAG-38 Grant Contract Agreement, Certifications, Resolution, and Conditions and Assurances. The grant award is in the sum of \$19,750 to be used to support the position of the Prevention Resource Officer assigned to the Buckhannon-Upshur Middle 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 proposed scope of work and fee schedule for planning and design services for future capital improvements at James W. Curry Park. Tabatha Perry, County Administrator, explained that this project would be funded through the James Curry Trust drawdown, which was approved earlier this year. Ms. Perry recommended that the Commission enter into an agreement with E.L. Robinson Engineering.

The Commission reviewed a Memorandum of Understanding for Regional Task Force dedicated to optimizing funds available to political subdivisions from the WV First Foundation, created as a result of the State opioid litigation and settlements. Upon entering this agreement, parties agree to cooperate and provide information and documentation to Ascension Recovery Services (Ascension). Financial contribution by the parties of this MOU for the services provided by “Ascension” is voluntary, not mandatory. Kristie Tenney, Commission President, requested this item be tabled until more information is received. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved tabling this item until a later date. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved executing an Emergency Response Plan (ERP) Non-Binding Agreement with Panhandle Cleaning and Restoration. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved and authorized the Commission President to sign a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs – Request No. 3 – in the amount of thirty-seven thousand seven hundred seventy-three dollars and fifty-four cents (\$37,773.54) for an Airport Improvement Program Project at the Upshur County Regional Airport. (copy included)

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved an advertisement for full-time E911 telecommunicator (dispatch) positions. Applications will be accepted until the positions are filled. (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 Adrienne Cartier as a Department of Homeland Security and Emergency Management volunteer.

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved Lloyd Davis as a Lewis-Upshur Animal Control Facility volunteer.

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

1. Correspondence from Steven Linger, President of the Southern Upshur Business Association, providing an update and a list of future important dates.
2. Upshur County Building & Floodplain Permits for the month of October, 2023
3. Upshur County Fire Board Financial Statements and Independent Auditor’s Report for Fiscal Year 2023
4. Upshur County Sheriff’s Financial Statements for period ending October 31, 2023

**UPSHUR COUNTY COMMISSION MEETING**  
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5. Upshur County Mileage Reports – October, 2023

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

6. Public Notices:

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

b) Agendas and/or Notice of Meetings:

- Upshur County Youth Camp Board October 19, 2023

c) Meeting Minutes:

- Adrian Public Service District Board October 6, 2023
- Upshur County Solid Waste Authority Board October 9, 2023
- Upshur County Fire Board October 17, 2023
- Upshur County Youth Camp Board October 19, 2023
- Adrian Public Service District Board – *Project Meeting* October 24, 2023

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](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.

7. 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](mailto: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)

The Commission approved the following Settlements: (as listed)

- Retha Casto – Final Settlement Waiver
- Monter Andrew “Mac” Carothers – Final Settlement Waiver
- Burton Elwood Holden – Final Settlement Waiver
- Oma June Holden – Final Settlement Waiver
- Francis J. Light – Final Settlement
- Rella B. Martin – 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:

- Herron John - #500000439S - \$21.24 – Exoneration Order
- Coleman Victoria - #500000441S - \$56.72 – Exoneration Order
- Brown Michael A or Morgan Crystal - #100000353 - \$2.10 – Exoneration Order
- Foulks Laura - #300000411 - \$24.60 – Exoneration Order

The Commission approved Requests to Attend Meeting:

- Doyle R. Cutright, II – March 13, 2024 to March 17, 2024

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

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 12:40 p.m.