

UPSHUR COUNTY COMMISSION MEETING

December 16, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, December 16, 2021 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Kristie G. Tenney, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, Administrator/DHSEM Director; Tabatha R. Perry, Assistant Administrator/DHSEM Director 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 Terry Cutright, the Commission approved the regular meeting minutes of December 9, 2021, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Early Voting Poll Workers for the January 15, 2022 School Bond Election. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Board of Review & Equalization 2022 schedule. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February, 2022, and shall continue until the work is complete but will adjourn no later than the close of business on the 15th day of February, 2022. Carrie Wallace stated that someone from the State will be present on February 15, 2022. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized signatures of correspondence to the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after January 27, 2022, must be forwarded to the Commission sitting as the Board of Review & Equalization. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Plan Maintenance Agreement with Verdin Bells & Clocks in the amount of \$630, for the calendar year 2022. Greg Harris, Maintenance Director, said in past years an inspection was completed twice a year but because of COVID in 2021, there will only be time for one inspection to be performed in 2022. (copy included)

At 9:05 a.m., Tabatha Perry stated that only one bid had been received. The bid was from Mountain State Pest Guard, who is the current contractor. Ms. Perry will review the bid to make sure all requirements are met and report back later in the meeting.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the FAA Attachment to Annual Federal Financial Report Form 425 for Airport Improvement Program (AIP) Project No. 3-54-0039-037-2021 for the Upshur County Regional Airport. This project consists of the construction of two 100' x 100' box hangars. Carrie Wallace explained that this was a Request for Reimbursement for \$0. (copy included)

Greg Harris, Upshur County Safe Sites and Structures Enforcement Board, appeared before the Commission to review the Upshur County Safe Sites and Structures Enforcement Board Petition for Order – Case Number 011421-01 (Washington Tax district – Tax Map 7K – Parcel Number 55.3) owned by Yancy Carr. Tabatha Perry explained the timeline for this case: the Safe Structures and Sites Enforcement Board received this case on January 14, 2021 and Mr. Carr was sent a notice of action on February 16, 2021. Mr. Harris stated that the Safe Sites and Structures Enforcement Board had processed this case through the system, and per photos, Mr. Carr has a lot more cleaning up to do. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved serving papers on Mr. Carr stating that he has 14 days from the time served to comply with clean-up or a fine of \$50 per day will be assessed. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved Olivia Lundy and Julie Ruppenthal as Lewis-Upshur Animal Control Facility Volunteers.

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

1. Correspondence from Governor Jim Justice approving a Victims of Crime Act (VOCA) Victim Assistance grant award in the amount of \$7,992. This is in addition to the \$29,118 previously awarded.
2. Upshur County Building & Floodplain Permits for the month of November, 2021

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3. Upshur County E911 Communication Reports – November, 2021
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
4. Lewis-Upshur Animal Control Facility Reports for the month of November, 2021
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
5. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - Buckhannon-Upshur Airport Authority December 13, 2021
 - Upshur County Safe Sites & Structures Enforcement Board December 15, 2021
 - City Council of Buckhannon December 16, 2021
 - Upshur County Fire Board, Inc. December 21, 2021Meeting Minutes:
 - Elkins Road PSD November 2, 2021
 - Hodgesville PSD November 2, 2021
 - Tennerton PSD November 10, 2021
 - c) Meetings:
 - 12/02/21-3:00 p.m.-Adrian PSD
 - 12/02/21-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 12/02/21-7:00 p.m.-Banks District VFD
 - 12/02/21-7:00 p.m.-Selbyville VFD
 - 12/06/21-10:00 a.m.-Mountain CAP of WV, Inc., a CDC
 - 12/07/21-4:00 p.m.-Hodgesville PSD
 - 12/08/21-12:00 p.m.-Upshur County Senior Center Board
 - 12/08/21-3:00 p.m.-Tennerton PSD
 - 12/08/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 12/08/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
 - 12/08/21-7:00 p.m.-Ellamore VFD
 - 12/09/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
 - 12/09/21-7:30 p.m.-Buckhannon VFD
 - 12/10/21-11:00 a.m.-Region VI Workforce Development Board – Marion Co
 - 12/12/21-6:00 p.m.-Washington District VFD
 - 12/13/21-12:00 p.m.-Upshur County Family Resource Network
 - 12/13/21-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 12/13/21-4:30 p.m.-Upshur County Solid Waste Authority
 - 12/13/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board - *Cancelled*
 - 12/14/21-7:00 a.m.-Upshur County Development Authority – *Cancelled*
 - 12/14/21-7:00 p.m.-Warren District VFD
 - 12/14/21-7:30 p.m.-Adrian VFD
 - 12/15/21-12:00 p.m.-Lewis Upshur LEPC – Upshur County
 - 12/15/21-4:00 p.m.-Upshur County Public Library Board
 - 12/16/21-6:00 p.m.-Upshur County Farmland Protection Board
 - 12/16/21-6:30 p.m.-Upshur County Youth Camp Board
 - 12/16/21-7:00 p.m.-City Council of Buckhannon
 - 12/17/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
 - 12/20/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 12/21/21-6:30 p.m.-Upshur County Fire Board, Inc.
 - 12/27/21-7:00 p.m.-Upshur County Fire Fighters Association

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- 12/28/21-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 01/04/22-5:00 p.m.-Elkins Road PSD
- 02/07/22-6:00 p.m.-Lewis-Upshur Community Corrections Board - Upshur Co

Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22)-Community Representative - 1st Mag. District
- Upshur County Fire Board (unexpired term 6/30/23) – Fire Association Representative

****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.****

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)

- Anthony Edward Angus– Final Settlement
- Donna Sue Angus– Final Settlement
- Kenneth Mearl Hall – Final Settlement
- Marjorie Lee Ours – Final Settlement Waiver
- Charlotte Lucille Vest – Final Settlement

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/or Refunds: (none)

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

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

Tabled Items: (none)

Tabatha Perry stated that she has reviewed the bid from Mountain State Pest Guard and all requirements have been met. The bid is \$451.50 per month, which is an increase of \$71.50 per month. The increase is due to the addition of the Hampton Community Building and the Community Corrections Building. If Appalachian Impact isn't interested in this service, the Hampton Community Building will be removed from the list. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved accepting the bid for \$451.50 from Mountain State Pest Guard. (copy included)

At 9:15 a.m., Carol Smith, County Clerk, reported that she has not received any verbal or written comments regarding the boundary changes in the county's three Magisterial Districts, Boundary changes of thirteen county Precincts, and Consolidation with Closure of Precinct 33. Ms. Smith stated that the updated county maps are accessible on the County website.

At 9:30 a.m., Sheriff Virgil D. Miller and Chief Tax Deputy Heather Sparks appeared before the Commission to discuss the use of WV Local Government Fleet Cards. Ms. Sparks said that Linda Johnson from the State Auditor's Office will visit the Courthouse on January 5, 2022 to review the benefits of the WV Local Government Fleet Cards with Ms. Sparks and Debbie Hull. The Commissioners asked what the difference is between the current P-Cards and the Fleet Cards. After discussion, this item will be added to the Commission Agenda for a January, 2022 meeting.

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion by Terry Cutright, seconded by Sam Nolte, the Commission meeting adjourned at 11:40 a.m.