

UPSHUR COUNTY COMMISSION MEETING

December 22, 2022

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, December 22, 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; Carol J. Smith, County Clerk; Cindy M. Hughes, Assistant County Administrator and Lois A. Marsh, Secretary. Tabatha R. Perry, County Administrator, joined the meeting via teleconference.

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 December 1, 2022 and December 15, 2022, 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 correspondence to Melissa Garretson Smith, WV Courthouse Facilities Improvement Authority Executive Director, requesting to extend the deadline for the completion of the former jail facility porch renovation project. Cindy Hughes, Assistant County Administrator, explained that the masonry portion of the renovation project has been completed, but the roof was subcontracted and will not be completed by year end. Ms. Smith recommended the Commission request an extension. (copy included)

After discussion, on motion by Doug Bush, seconded by Sam Nolte, the Commission approved the request from Tabatha R. Perry, County Administrator, for an extension of the temporary part-time employment of Breann N. Stanton as LUACF Attendant. Ms. Stanton was previously approved on October 22, 2022 for a maximum of 8 weeks of employment, acquiring no more than an average of 19.5 hours per week, effective October 23, 2022. Due to unforeseen circumstances, her assistance is needed through February 19, 2023. Ms. Perry explained that, per Jan Cochran, the employee will be returning to work on February 20, 2023.

After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved correspondence from Gregory B. Woody, Upshur County Youth Camp Director, requesting the year-round part-time employment of Dylan Booth as Maintenance Technician. Mr. Booth's employment will begin January 1, 2023.

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

1. Proclamations made by Governor Jim Justice on December 16, 2022, permitting public employees of this State to generally cease business the last half of the workday of Friday, December 23, 2022 and Friday, December 30, 2022, in acknowledgement of the holiday season. These proclamations further read "those public employees of this State may be excused from their work duties the last half of the work day, both days, without charge against accrued annual leave." In accordance with subsection (c), section one, article two, chapter two of the WV Code, County Commissions may treat the half-days as if they were legal holidays, and the Courts may do the same. The Courthouse and Annex will be closed per the 2022 Calendar Year Legal Holiday Schedule.
2. Lewis-Upshur Animal Control Facility Reports for the month of November, 2022
 - Adoption Financial Transactions
 - Account of Cats Report
 - Animal Report
 - Animal Control / Humane Officer Animal Report
3. Upshur County Mileage Reports – November, 2022
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Sheriff
 - Upshur 911
4. Upshur County E911 Communication Reports – November, 2022
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
5. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)

UPSHUR COUNTY COMMISSION MEETING
December 22, 2022

b) Agendas and/or Notice of Meetings:

- Elkins Road PSD

January 3, 2023

c) Meetings:

- 12/01/22-3:00 p.m.-Adrian PSD
- 12/01/22-7:00 p.m.-Banks District VFD
- 12/01/22-7:00 p.m.-City Council of Buckhannon
- 12/01/22-7:00 p.m.-Selbyville VFD
- 12/06/22-5:00 p.m.-Elkins Road PSD
- 12/08/22-3:00 p.m.-Upshur County Safe Structures & Sites Enforcement Board
- 12/08/22-6:00 p.m.-Upshur County Board of Health – **Cancelled**
- 12/08/22-7:30 p.m.-Buckhannon VFD
- 12/09/22-11:00 a.m.-Region VI Local Elected Officials-**Muriales-Fairmont**
- 12/11/22-6:00 p.m.-Washington District VFD
- 12/12/22-12:00 p.m.-Upshur County Family Resource Network
- 12/12/22-4:00 p.m.-Buckhannon-Upshur Airport Authority
- 12/12/22-4:30 p.m.-Upshur County Solid Waste Authority
- 12/12/22-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 12/12/22-6:00 p.m.-Lewis-Upshur Community Corrections Board – **Cancelled**
- 12/13/22-12:00 p.m.-Upshur County Senior Center Board
- 12/13/22-4:00 p.m.-Hodgesville PSD
- 12/13/22-7:00 p.m.-Warren District VFD
- 12/13/22-7:30 p.m.-Adrian VFD
- 12/14/22-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 12/14/22-3:00 p.m.-Upshur County Convention and Visitors Bureau
- 12/14/22-3:00 p.m.-Tennerton PSD
- 12/14/22-6:00 p.m.-Buckhannon River Watershed Association
- 12/14/22-6:30 p.m.-Upshur County Fire Board, Inc.-**Ellamore VFD**
- 12/14/22-7:00 p.m.-Ellamore VFD
- 12/15/22-6:00 p.m.-Upshur County Farmland Protection Board
- 12/15/22-6:30 p.m.-Upshur County Youth Camp Board
- 12/16/22-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 12/21/22-12:00 p.m.-Lewis-Upshur LEPC-**Upshur County** – **Cancelled**
- 12/21/22-4:00 p.m.-Upshur County Public Library Board
- 12/27/22-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 12/28/22-7:00 p.m.-Upshur County Fire Fighters Association
- 01/05/23-6:00 p.m.-Upshur-Buckhannon Board of Health
- 01/23/23-6:00 p.m.-Lewis-Upshur Community Corrections Board-**Lewis County**

6. Appointments Needed or Upcoming:

- Upshur County Convention & Visitors Bureau-unexpired term ending June 30, 2025 (Tourism Representative). Tabatha Perry reported that Ms. Cindy Lewis is unable to serve in this position so the Commission needs to request letters of interest from the public.

****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.****

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) Kristie Tenney reported that revisions to the Overtime/Compensatory Time Policy was sent to the Policy Board for review and received no additional revisions. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved the revised Overtime/Compensatory Time Policy within the Upshur County Employee Handbook of Personnel Guidelines.

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

The Commission approved all Vacation Orders (list included)

UPSHUR COUNTY COMMISSION MEETING
December 22, 2022

The Commission approved the following Settlements: (as listed)

- John A. DeGarmo – 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:

- Brian C & Natacha J Phillips - #13060 - \$936.73 – Refund Order

The Commission approved Requests to Attend Meeting: (none)

The Commission approved the following Consolidation of Land Tracts:

- Banks District – Map 5S Parcel Number 54.2 and Map 5S Parcel Number 54.3 to make Map 5S Parcel 54.2 – James or Casandra Tomey

At 9:15 a.m., the Commission discussed potential property acquisition. After discussion, on motion by Sam Nolte, seconded by Doug Bush, the Commission approved and authorized Kristie Tenney, Commission President, to sign a Purchase Agreement with the current property owner as negotiations have concluded .

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 9:30 a.m.