

UPSHUR COUNTY COMMISSION MEETING

February 27, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 27, 2020 at 9:00 a.m. Terry B. Cutright called the meeting to order. Present were Terry B. Cutright, Commissioner; Kristie G. Tenney, Commissioner; Samuel R. Nolte, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator and Lois A. Marsh, Secretary. The meeting began with a moment of silent meditation and prayer followed by the Pledge of Allegiance led by Piper Zickefoose. All motions passed unanimously unless otherwise stated.

Terry B. Cutright reviewed scheduled appointments and agenda items.

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the regular meeting minutes of February 13, 2020 and the special meeting minutes of February 19, 2020, as submitted.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the James W. Curry Scholarship Announcement and Application for 2020. Carrie Wallace informed the Commission that the only application change will be to the essay question, which now asks how the needs of the Brooks Hill community impact the applicant's plans and goals for the future. (copy included)

Terry Cutright reviewed correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution in the amount of \$5,000 to the Corridor H Authority during fiscal year 2021. Terry Cutright provided an overview of the accomplishments of the Corridor H Board of Directors over the past four years. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission decided to table the request until budget hearings in mid-March. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved a request from Beth Rogers, Upshur County Public Library Assistant Director, to use the Upshur County Recreational Park pavilion for the Library's summer reading wrap-up party on July 6th, free of charge. The event is open to all those who take part in the reading program, from young children through senior citizens as a thank you for their participation. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved a request from Toni Newman, Hodgesville Lions Club Secretary-Treasurer, to use the Upshur County Recreational Park pavilion on July 18th for a multi-club picnic, free of charge. The Lions International Foundation is a nonprofit organization. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved a request from Sandra Bennett, President of the WV Strawberry Festival Board of Directors, to use the Courthouse Plaza from May 9th through 17th and further requested that the picnic tables be moved from the Buckhannon-Upshur Recreational Park to Spring Street for use in Vendors Alley. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved a request from Cornerstone Community Church Pastor John Darnall to use the Courthouse Plaza on May 7th from 6:00 p.m. to 7:30 p.m. for a prayer meeting on the National Day of Prayer. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign a Consulting Agreement between USI Insurance Services LLC and the Upshur County Commission, effective July 1, 2020. During the term of the agreement, the fee will be \$5,000 quarterly. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign a World Vision Product Resources Cooperative Agreement. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the signature of correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their FY21 grant application. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the Wrecker Service Complaint Form to be utilized by Fire Departments, Emergency Medical Services and Law Enforcement. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the resignation of Sandra Williams, part-time Deputy Clerk, effective January 14, 2020.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved David H. Coffman, Upshur County Sheriff's request for employment of Jason K. Knicely, as full-time Animal Control Officer. Mr. Knicely will begin employment on March 1, 2020 at the starting wage rate of \$13.26 per hour. (copy included)

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After discussion on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the advertisement for a part-time Deputy County Clerk position. The successful applicant will work no more than 19.5 hours per week and the pay rate will be based upon qualifications. Applications must be received by 4:00 p.m. on March 23, 2020. (copy included)

At 9:15 a.m., Carrie Wallace opened and reviewed a single bid received for the Grounds Keeping Contract for various Commission owned properties located within Upshur County. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission accepted the bid of \$16,860 submitted by Justin Stanton, dba Stanton Lawn Service.

Terry Cutright reviewed the following "For Your Information" items: (copy included)

1. Statewide Transportation Improvement Program (STIP) FFY2020-2025 Program Amendment #1 dated February 6, 2020.
2. WV Public Service Commission Initial Joint Staff Memorandum dated February 14, 2020.
3. Electronic correspondence from Adrienne L. Hissam, Executive Secretary to the Superintendent, announcing the Board of Education's appointment of Brett Robinson to the Buckhannon-Upshur Parks and Recreation Advisory Board, effective immediately. This term is set to expire on June 30, 2020.
4. Correspondence from Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, confirming the estimated contribution percentage will remain at 10.0% effective July 1, 2020.
5. Upshur County Sheriff's Financial Statement for Period Ending January 2020.
6. Public Notices:
 - a. Newsletter and/or Event Notifications:
 - WV Executive's Corridor H Celebration – March 12th from 5:30 p.m. to 7:30 p.m. at Graceland Inn
 - Hodgesville Lions Club Pancake & Sausage, Sausage Gravy & Biscuit Day – March 14th from 7:00 a.m. to 1:00 p.m. at Warren District Community Center
 - Baby and Me Day – March 14th at the Meadowbrook Mall from 10:00 a.m. to 1:00 p.m.
 - Upshur County Community Baby Shower – March 21st from 10:00 a.m. to 1:00 p.m. at WV Wesleyan College
 - Money Smart Week "Opoly Fest" – begins April 4th at 1:00 p.m. through April 11th at James W. Curry Public Library
 - b. Agendas and/or Notice of Meetings:

• Upshur Fire Board, Inc.	February 18, 2020
• Upshur Public Library	February 19, 2020
• Lewis/Upshur LEPC	February 19, 2020
• City Council of Buckhannon	February 20, 2020
• Elkins Road PSD	March 3, 2020
• Elkins Road PSD – Special Phase III Pre-Bid	March 5, 2020
• Upshur-Buckhannon Board of Health	March 5, 2020
 - c. Meeting Minutes:

• Adrian PSD	January 8, 2020
• Upshur County Safe Structures and Sites Enforcement Board	January 9, 2020
• Upshur County Public Library	January 15, 2020
• Upshur County Fire Board Special Meeting	January 21, 2020
 - d. Meetings:
 - 02/24/20-10:00 a.m.-Mountain CAP of WV, Inc., a CDC
 - 03/02/20-6:00 p.m.-Buckhannon-Upshur Chamber of Commerce – Annual Dinner
 - 03/02/20-6:00 p.m.-Lewis-Upshur Community Corrections Board – Lewis Co.
 - 03/03/20-4:00 p.m.-Hodgesville PSD
 - 03/03/20-5:30 p.m.-Elkins Road PSD
 - 03/05/20-3:00 p.m.-Adrian PSD
 - 03/05/20-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 03/05/20-7:00 p.m.-Banks District VFD
 - 03/05/20-7:00 p.m.-Selbyville VFD

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- 03/05/20-7:00 p.m.-City Council of Buckhannon
 - 03/09/20-12:00 p.m.-Upshur County Family Resource Network
 - 03/09/20-4:30 p.m.-Upshur County Solid Waste Authority
 - 03/09/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 03/10/20-7:30 p.m.-Adrian VFD
 - 03/11/20-3:00 p.m.-Tennerton PSD
 - 03/11/20-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
 - 03/11/20-7:00 p.m.-Ellamore VFD
 - 03/11/20-7:00 p.m.-Warren District VFD
 - 03-12-20-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 03/12/20-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
 - 03/12/20-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 03/12/20-7:30 p.m.-Buckhannon VFD
 - 03/13/20-11:00 a.m.-Region VI Local Elected Officials
 - 03/15/20-6:00 p.m.-Washington District VFD
 - 03/17/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
 - 03/17/20-6:30 p.m.-Upshur County Fire Board, Inc.
 - 03/18/20-7:00 a.m.-Upshur County Development Authority – Full Board
 - 03/18/20-12:00 p.m.-Upshur County Senior Center Board
 - 03/18/20-12:00 p.m.-Lewis Upshur LEPC – Upshur Location
 - 03/18/20-4:00 p.m.-Upshur County Public Library Board
 - 03/19/20-2:00 p.m.-Upshur County Farmland Protection Board
 - 03/19/20-6:30 p.m.-Upshur County Youth Camp Board
 - 03/24/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
 - 03/25/20-10:00 a.m.-James W. Curry Advisory Board
 - 03/30/20-7:00 p.m.-Upshur County Fire Fighters Association
7. Appointments Needed or Upcoming:
- Buckhannon-Upshur Parks and Recreation Advisory Board (BOE appointee – 6/30/2020)

8. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org.

- Monday, March 9th beginning at 9:00 a.m.
- Tuesday, March 10th beginning at 9:00 a.m.
- Wednesday, March 11th beginning at 9:00 a.m.
- Thursday, March 12th beginning at 1:00 p.m.
- Monday, March 16th beginning at 9:00 a.m.

Tabled items:

1. Chapman Case Number 101118-01 (Warren District – Tax Map 6B Parcel Number 11).

No action was taken.

Craig Presar, of the WVU Extension Office, appeared before the Commission and discussed activities for 2019 which included 4-H Clubs, Youth Archery and Air Rifle Competitions, “Skip the Limit” program of designing drones and flying technology in conjunction with NASA and CEOS, in addition to their agricultural assistance of soil sampling, etc. Mr. Presar stated that due to the change in the medical insurance provider he is able to request a reduction in his budget proposal for Fiscal Year 2021. Debbie Carlyle and Stacy Wentz accompanied Mr. Presar.

Erin Jones, Altice USA Director of Government Affairs, and Steve , Director of Operations, appeared before the Commission and presented an overview of their services. Ms. Jones answered many questions from the public regarding their Suddenlink internet, cable and telephone services.

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

The Commission approved all Vacation Orders. (copies included)

The Commission approved the following Settlements. (as listed)

- Jane Ann Cunningham – Final Settlement Waiver
- Jenna Jo Davis – Final Settlement Waiver
- James Glen Linger – Final Settlement Waiver

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- Edith M. Logsdon – Final Settlement
- Stanley Mullins, Incompetent – Annual Settlement
- Susan J. Osborn – Final Settlement
- Helen Ruth Phillips – Final Settlement Waiver
- Ruth Ann Queen – Final Settlement
- Mark Bruce Winans – Final Settlement Waiver

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment. (as listed)

- Claire E. Fields – Certification of Completion

The Commission approved the following Exonerations and/or Refunds. (copies included)

- David J. & Elizabeth Lee - #12388 - \$506.16 - Refund Order
- William J. Green - #306181 - \$133.18 - Exoneration Order
- Buddy G. Miller or Buddy Perry - #400000266S - \$66.44 - Exoneration Order

The Commission approved the following Consolidation of Land Tracts. None

The Commission approved the following Requests to Attend Meeting. (copies included)

- Carrie L. Wallace – 4/21/2020
- Terry Jo Bennett – 06/01/2020-06/04/2020

The Commission reviewed administrative items.

With no further business, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission meeting adjourned at 2:30 pm.