

# UPSHUR COUNTY COMMISSION MEETING

April 2, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting via teleconference on Thursday, April 2, 2020 at 9:00 a.m. Terry B. Cutright called the meeting to order. Present via teleconference were Terry B. Cutright, Commissioner; Kristie G. Tenney, Commissioner; Samuel R. Nolte, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator; Tabatha R. Perry, Assistant County Administrator and Lois A. Marsh, Secretary. Members of the public also participated in the meeting via teleconference.

Terry B. Cutright reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the regular meeting minutes of March 26, 2020, as submitted.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved a request from David Coffman, Sheriff of Upshur County, to advertise for the Upshur County Civil Service Testing of Deputy Sheriffs. This testing will be part of the criteria used to establish an eligibility list for appointment to entry level positions as Deputy Sheriff. Applications will be accepted until the close of business on April 20, 2020. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the FY20 Victim of Crime Act (VOCA) Victim Assistance Grant Application, Standard Conditions and Assurances, for victim advocate services in the amount of \$37,815. (copy included)

Terry Cutright reviewed the following "For Your Information" items.

1. Appointments Needed or Upcoming. None

Tabled items:

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

No action was taken.

The Commission meeting adjourned at 9:04 a.m.

The Commission reconvened via teleconference with Elected Officials at 11:00 a.m. to further discuss continued operations as they relate to COVID-19. Present via teleconference were Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Sam Nolte, Commissioner; Carol Smith, County Clerk; Brian Gaudet, Circuit Clerk; Dustin Zickefoose, Assessor; Chief Circuit Court Judge, Jacob Reger; Carrie Wallace, County Administrator; Tabatha Perry, Assistant County Administrator and Lois Marsh, Secretary.

Dustin Zickefoose said everything is very quiet and going well. His department has rolled over tax year 2020 and is starting on 2021 tax year and is experiencing no problems. The staff is rotating and working remote access from home and having no problems.

Brian Gaudet said his department is busy with orders from judges. Collections were down on closeout yesterday. He has a skeleton crew for the next month. They are rotating shifts and using laptops from home. Staying healthy. Would be nice to transfer more than one phone line. He asked if the staff would like to work every other day or work every other week from home. They would prefer to work every other day.

Bryan Hinkle asked if insurance enrollment packets could be emailed to employees. Tabatha Perry stated that each employee would have personal information such as deductions, etc. Carol Smith said the general information could be emailed to all employees and personal information could be emailed by Debbie Hull upon the employee's request.

Brian Gaudet said they are trying to avoid people coming in to pay probation violations. He said they are having 2 to 3 people per day. The Commission recommended waiting until next week to discuss options on safely handling the public.

Sam Nolte said he appreciated everyone working through the current situation as it appears that it will go on for at least another month and we must continue to serve the public.

Kristie Tenney spoke to Heather Sparks this morning and was told everything is going well with a lot more on-line payments.

Carol Smith said things are going as smoothly as possible. A few people are coming in to record deeds but most things are being handled over the phone without face to face contact. We are having post cards printed that will be mailed out on Monday, April 6<sup>th</sup> requesting voters to take advantage of absentee voting this election. We may need to consider consolidating precincts for the primary election due to availability of poll workers. Since Governor Justice delayed the primary election to June 9<sup>th</sup>, we will not be mailing any requested absentee ballots until April 24<sup>th</sup>.

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Judge Jacob Reger discussed social distancing extension through April 30<sup>th</sup>, or possibly longer. How are court cases to be handled? Supreme Court ending date is still April 10<sup>th</sup>, but he assumes cases will be delayed until April 30<sup>th</sup> also. Grand Jury is May 11<sup>th</sup>. Petit Jury is scheduled for April 13<sup>th</sup>.

With no further business, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission meeting adjourned at 11:22 a.m.