

# UPSHUR COUNTY COMMISSION MEETING

## June 13, 2019

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, June 13, 2019 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commission President; Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Carol Smith, County Clerk; Tabatha Perry, Assistant Administrator and Jacqueline Dinklocker, 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.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the regular meeting minutes of June 6, 2019 as submitted.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the President to sign Change Order #1 for the Upshur County Courthouse Dome Cleaning and Pigeon Spike Installation Project (copy included). TKS Contracting Inc. will provide the labor and equipment to patch holes, install angle trim and touch up paint the dome to repair damage done by pigeons for the additional amount of \$11,120. The revised contract amount will be \$56,120.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the President to sign the FY 20 Court Security Grant (Project No. 19-CSF-20) Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances (copy included). The grant award is in the sum of \$3,275 to be used for the purpose of enhancing the county's court security.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Upshur County Basic Ordering Agreement for Courthouse Network Support, Administration & Consulting with Global Science and Technology, effective July 1, 2019 (copy included). These services will be billed on a monthly basis in the sum of \$1,790.

The Commission reviewed correspondence from Gloria Burr, Director of UCEMS, Inc., requesting the re-appointment of Susie McKisic as the EMS representative on the Upshur County Enhanced Emergency Telephone Advisory Board (copy included). After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request. Ms. McKisic's term will expire on June 30, 2022.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved a request from Patricia L. Adams, Chairman of the Upshur County Republican Executive Committee, for the use of the Courthouse Plaza on Thursday, June 20, 2019 and that the Committee be provided the use of two tables and ten chairs for the celebration of West Virginia's Birthday pending receipt of a certificate of liability insurance naming the Commission as a certificate holder (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the employment of Elizabeth O'Neill to be utilized in the concession stand at the Buckhannon-Upshur Recreational Park effective June 16, 2019 at the pay wage rate of \$8.75 an hour (copy included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the employment of Richard R. Gordon and Mark A. Cunningham for the part-time positions of Courthouse Security at the pay wage rate of \$11.00 per hour, effective July 1, 2019. These individuals

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will be required to perform all Courthouse Security/Bailiff duties and will work no more than 19 ½ hours per week (copy included).

Sam Nolte reviewed the following “For Your Information” items:

1. Remediation Completion Report for the Youth Camp Archery Range Project prepared by Environmental Standards and submitted to the WV Department of Environmental Protection on June 6, 2019.
2. Upshur County E911 Communication Reports --- May 2019
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
3. Public Notices:
  - a. Newsletters and/or Event Notifications:
    - Upshur County Summer Food Service Program – June 3<sup>rd</sup> through July 26<sup>th</sup>
    - Grand Re-Opening Celebration and Ribbon Cutting at noon on June 13<sup>th</sup> at In & Out Tire, 11 South Spring Street
    - Upshur County Public Library Summer Reading Program – July 1<sup>st</sup> through 31<sup>st</sup>
    - Upshur County Foster Care / Adoption Support Group kick-off party – July 2<sup>nd</sup> from 6 p.m. to 8 p.m. at the BU Recreational Park Pool
  - b. Agendas and/or Notice of Meetings:
    - Elkins Road PSD -June 4, 2019
    - Buckhannon-Upshur Airport Authority-June 13, 2019
    - Upshur County Fire Board, Inc.-June 18, 2019
  - c. Meeting Minutes:
    - Hodgesville PSD-May 7, 2019
    - Elkins Road PSD-May 7, 2019
    - Upshur County Solid Waste Authority-May 13, 2019
    - Upshur County Family Resource Network-May 13, 2019
  - d. Meetings:
    - 06/04/19-5:30 p.m.-Elkins Road PSD – CANCELLED
    - 06/04/19-4:00 p.m.-Hodgesville PSD
    - 06/06/19-7:00 p.m.-Banks District VFD
    - 06/06/19-7:00 p.m.-Selbyville VFD
    - 06/10/19-12:00 p.m.-Upshur County Family Resource Network
    - 06/10/19-4:30 p.m.-Upshur County Solid Waste Authority
    - 06/10/19-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
    - 06/10/19-5:30 p.m.-Elkins Road PSD – Special Meeting
    - 06/11/19-7:30 p.m.-Adrian VFD
    - 06/11/19-6:00 p.m.-Buckhannon-Upshur Board of Health
    - 06/12/19-12:00 p.m.-Upshur County Senior Center Board
    - 06/12/19-3:00 p.m.-Tennerton PSD
    - 06/12/19-6:00 p.m.-Buckhannon River Watershed Association - WVWC
    - 06/12/19-7:00 p.m.-Ellamore VFD
    - 06/12/19-7:00 p.m.-Warren District VFD

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- 06/13/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 06/13/19-10:00 a.m.-Adrian PSD
- 06/13/19-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 06/13/19-7:30 p.m.-Buckhannon VFD
- 06/13/19-4:00 p.m.-Buckhannon Upshur Airport Authority
- 06/14/19-11:00 a.m.-Region VI Local Elected Officials – Taylor County
- 06/16/19-6:00 p.m.-Washington District VFD
- 06/17/19-6:00 p.m.-Buckhannon-Upshur Chamber of Commerce – Fish Hawk Farms
- 06/18/19-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 06/18/19-6:30 p.m.-Upshur County Fire Board, Inc.
- 06/19/19-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
- 06/19/19-4:00 p.m.-Upshur County Public Library Board
- 06/19/19-6:00 p.m.-Upshur County Citizens Corp – CERT
- 06/19/19-7:00 a.m.-Upshur County Development Authority – Executive Board
- 06/20/19-6:30 p.m.-Upshur County Youth Camp Board
- 06/24/19-10:00 a.m.-Mountain CAP of WV, Inc., a CDC
- 06/24/19-6:00 p.m.-Upshur County Fire Fighters Association
- 06/25/19-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 06/26/19-10:00 a.m.-James W. Curry Advisory Board
- 07/08/19-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 08/15/19-2:00 p.m.-Upshur County Farmland Protection Board

#### 4. Appointments Needed or Upcoming:

- a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)
- b. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 City Rep.)

Kris Warner, State Director of Rural Development for the US Department of Agriculture appeared before the Commission and provided an overview of programs available within the USDA. Mr. Warner and Steve Collins, Community Programs Specialist, provided information and data concerning grant and loan programs designed for individuals, businesses and government entities for the purpose of “Rural Development” (copies included).

On motion by Terry Cutright, seconded by Kristie Tenney, the Commission entered executive session at 10:14 a.m. per WV Code §6-9A-4 to discuss a request from Sheriff David Coffman for the temporary seasonal employment of Crystal Linger as Tax Deputy. Present were Sam Nolte, Terry Cutright, Kristie Tenney, Carol Smith, Sheriff Coffman, Heather Sparks and Tabatha Perry. The Commission returned to open session at 10:23 a.m. No decisions were made in executive session.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved Sheriff Coffman’s request for the temporary seasonal employment of Crystal Linger as Tax Deputy, at her current rate of pay, effective June 17, 2019 and concluding on September 30, 2019. Upon approval, Ms. Linger will not work more than 1-2 days per week in this capacity.

The Commission approved all Vacation Orders.

The Commission approved the following “Settlements” (copies included):

- Mary E. Todd—Final Settlement Waiver
- Kay L. Winebrenner —Final Settlement

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The Commission approved the following “Correction/Exoneration/Refund Orders”: (copies included)

- Avis L. and Karen G. Nine—Tkt. #304089—Exoneration \$24.13

The Commission reviewed agenda items for future meetings, received project updates and discussed administrative business items.

With no further business, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission meeting adjourned at 1:20 p.m.