

# UPSHUR COUNTY COMMISSION MEETING

June 4, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, June 4, 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. All motions passed unanimously unless otherwise stated.

Terry 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 May 28, 2020, as submitted.

Carol Smith gave an update on primary election activity. There were approximately 4,368 absentee ballots mailed out and approximately 3,200 have been returned. As of Wednesday evening, there have been 512 early voters. Early voter numbers are down due to the strong response to absentee ballots. Anyone who requested and received an absentee ballot but did not return it cannot drop off their ballot at the polling place. They will need to present the absentee ballot so it can be "spoiled" and then they can vote. Without the absentee ballot, they will be required to vote a provisional ballot. The news media has asked how election night will be handled. The decision was made that people will be allowed in the courthouse as usual, unless too many people want to enter. In that case, the public will be moved to the plaza where the overflow tents will be available in case of inclement weather. Updates will be made available periodically throughout the evening. Totals on election night will not include provisional ballot numbers. In order for an absentee ballot to count, it must be postmarked by midnight, June 9<sup>th</sup>. Since the Washington District School has no water or sewer, Carol Smith is trying to relocate the polling place to the Tallmansville Baptist Church. The Washington District Fire Chief offered the fire department if needed.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the signing of the Oath and Certificates for the personal property books and real land books.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign correspondence to EBSO, Inc. and Lincoln Financial Group appointing USI Insurance Services LLC as the exclusive Agent of Record to access any and all data related to the Upshur County Commission's insurance plans, effective July 1, 2020. (copy included)

Carrie Wallace explained that her office had received the Statement of Values prepared by Metis Services, Inc. on behalf of WVCoRP. The changes to the statement of values will affect the annual contribution, however, there will be no additional charge for the 2020-2021 coverage year. Commissioners, Ms. Wallace and Dustin Zickefoose, Assessor, reviewed the Statement of Values which resulted in questions on two valuations. Ms. Wallace suggested that the Commission table this until she receives resolution. After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission agreed to table this item until a later meeting. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved and authorized the President to sign the FY 20 Violence Against Women Act (VAWA) Grant Application, Standard Conditions and Assurances, in the amount of \$30,000. Carrie Wallace stated that this is the 22<sup>nd</sup> year for this grant. (copy included)

**\*Amended.** After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the reappointment of Dirk O. Burnside to the Enhanced Emergency Telephone Advisory Board. Mr. Burnside's term is effective July 1, 2020 through June 30, 2023. (copy included)

The Commission considered an appointment to the Upshur County Public Library Board for term running from July 1, 2020 through June 30, 2025. Correspondence from Dennis Xander, Upshur County Public Library Board of Trustees, recommended the reappointment of John Haymond to the Upshur County Public Library Board of Trustees. Mr. Haymond's current term on the board expires on June 30, 2020. Also, correspondence from Abigail Benjamin, requesting consideration of Jon Benjamin for appointment to the Board was submitted on November 20, 2019. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the reappointment of John Haymond to the Upshur County Library Board and approved sending Abigail Benjamin's letter to the Upshur County Board of Education for their consideration.

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the Advertisement for a full-time maintenance department position. Applications must be received by 4:00 p.m. on June 26, 2020. The starting salary will be based upon experience. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Carrie L. Wallace, County Administrator, for the temporary full-time employment of Shelia Adams, as Administrative Assistant in the Commission Office effective immediately. Ms. Adams will assist with the office duties for the next 60 days at the pay wage rate of \$12.00 per hour. This expense

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will be charged to the Governor's COVID-19 Block Grant as the need for the position is a result of COVID-19 and was not budgeted as of March 27, 2020. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the resignation of Hurlie Burnside, Court Security Officer, effective May 21, 2020. (copy included)

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

1. Correspondence from Mark D. Holstine, P.E. Executive Director of the WV Solid Waste Management Board, regarding Joyce Harris-Thacker's term expiration on June 30, 2020.
2. Upshur County Sheriff's Financial Statement for period ending April 2020.
3. Upshur County Building Permits for the month of May 2020
4. Upshur County E911 Communication Reports – May 2020
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YD Wrecker Report
5. Upshur County Mileage Reports – February, March and April, 2020
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
6. Public Notices:
  - a) Newsletters and/or Event Notifications
    - St. Joseph's Hospital and the Rotary Club of Buckhannon-Upshur to hold Blood Drive June 16<sup>th</sup> and June 25<sup>th</sup> in the social hall of the Holy Rosary Catholic Church.
  - b) Agendas and/or Notice of Meetings:
    - Elkins Road PSD June 2, 2020
    - Hodgesville PSD June 2, 2020
    - City Council of Buckhannon June 4, 2020
  - c) Meeting Minutes:
    - Upshur-Buckhannon Board of Health November 7, 2019
    - Upshur-Buckhannon Board of Health January 2, 2020
    - Upshur-Buckhannon Board of Health February 3, 2020
  - d) Meetings:
    - 06/01/20-6:00 p.m.-Lewis-Upshur Community Corrections Board
    - 06/02/20-4:00 p.m.-Hodgesville PSD
    - 06/04/20-3:00 p.m.-Adrian PSD
    - 06/04/20-7:00 p.m.-Banks District VFD
    - 06/04/20-7:00 p.m.-City Council of Buckhannon
    - 06/04/20-7:00 p.m.-Selbyville VFD
    - 06/08/20-12:00 p.m.-Upshur County Family Resource Network
    - 06/08/20-4:30 p.m.-Upshur County Solid Waste Authority
    - 06/08/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
    - 06/09/20-5:30 p.m.-Elkins Road PSD
    - 06/09/20-7:30 p.m.-Adrian VFD
    - 06/10/20-3:00 p.m.-Upshur County Conventions & Visitors Bureau
    - 06/10/20-3:00 p.m.-Tennerton PSD
    - 06/10/20-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
    - 06/10/20-7:00 p.m.-Ellamore VFD
    - 06/10/20-7:00 p.m.-Warren District VFD
    - 06/11/20-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
    - 06/11/20-4:00 p.m.-Buckhannon Upshur Airport Authority
    - 06/11/20-7:30 p.m.-Buckhannon VFD
    - 06/12/20-11:00 a.m.-Region VI Local Elected Officials-Kingwood - CANCELED
    - 06/15/20-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce

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- 06/16/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 06/16/20-6:30 p.m.-Upshur County Fire Board, Inc.
- 06/17/20-7:00 a.m.-Upshur County Development Authority – Exec. Board
- 06/17/20-12:00 p.m.-Upshur County Senior Center Board
- 06/17/20-12:00 p.m.-Lewis Upshur LEPC
- 06/17/20-4:00 p.m.-Upshur County Public Library Board
- 06/18/20-2:00 p.m.-Upshur County Farmland Protection Board
- 06/18/20-6:30 p.m.-Upshur County Youth Camp Board
- 06/21/20-6:00 p.m.-Washington District VFD
- 06/22/20-12:00 p.m.-Region VII Planning and Development Council
- 06/22/20-7:00 p.m.-Upshur County Fire Fighters Association
- 06/23/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 06/24/20-10:00 a.m.-James W. Curry Advisory Board
- 07/16/20-6:00 p.m.-Buckhannon-Upshur Board of Health

*\*\*NOTICE: All in person county board meetings may resume effective May 18<sup>th</sup>; however, teleconference meetings are encouraged and social distancing must be followed.\*\**

## 7. Appointments Needed or Upcoming:

- Buckhannon-Upshur Board of Health (Teresa Kee-6/30/2020)-Commission
- Buckhannon-Upshur Board of Health (Amy Rohr-Queen-6/30/2020)-Commission
- Buckhannon-Upshur Board of Health (Larry Carpenter-6/30/2020)-City
- Upshur County Enhanced Emergency Telephone Board (Dirk Burnside-6/30/2020)-Community
- Upshur County Fire Board, Inc. (Linn Baxa-6/30/2020) -Fire Association Representative
- Upshur County Public Library (vacant position-6/30/2022)-BOE
- Upshur County Public Library (John Haymond-6/30/2020)-Commission
- Hodgesville PSD (Roger Ward-6/30/2020)
- Elkins Road PSD (Larry Heater-6/30/2020)
- Upshur County Solid Waste Authority (Joyce Harris-Thacker-6/30/2020)-Commission
- Upshur County Solid Waste Authority (Mary L. Gower-6/30/2020)-Conservation District
- Upshur County Safe Sites & Structures Enforcement Board (Rick Harlow-6/30/2020)-Fire Chief
- Upshur County Safe Sites & Structures Enforcement Board (Chris Cook-6/30/2020)-Community
- Upshur County Safe Sites & Structures Enforcement Board (Brian Shreves-6/30/2020)-Community
- Buckhannon- Upshur Airport Authority (Virgil LaRosa-6/30/2020)-Commission
- Corridor H Authority (Robert “Bob” Skinner-6/30/2020)-Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (Brett Robinson-6/30/2020)-BOE
- Buckhannon-Upshur Parks & Recreation Advisory Board (John Hinchman-6/30/2020)-Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (JJ Ford-6/30/2020)-Commission

*\*\*\*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](mailto: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. Chapman Case Number 101118-01 (Warren District – Tax Map 6B Parcel Number 11).

No action was taken.

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)

- Cynthia Lou Ingram – Final Settlement Waiver
- Elnora Jean Tomblyn – Partial Settlement

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The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment. (as listed) (None)

The Commission approved the following Exonerations and/or Refunds. (None)

The Commission approved the following Requests to Attend Meeting (None)

The Commission approved the following Consolidation of Land Tracts (copy included)

- Meade District-blend Map 4N Parcel 28 with Map 4N Parcel 29 with Map 4N Parcel 30 to make Map 4N Parcel 28 - Owners Boggs, Walter G. Jr. and Bonnie L.

At 9:26 a.m., upon motion by Sam Nolte, seconded by Kristie Tenney, the Commission recessed until 11:00 a.m.

The Commission reconvened with Elected Officials at 11:00 a.m. to further discuss continued operations as they relate to COVID-19. Present were: Terry B. Cutright, Commissioner; Kristie G. Tenney, Commissioner; Samuel R. Nolte, Commissioner; Dustin W. Zickefoose, Assessor; David H. Coffman, Sheriff; Carrie L. Wallace, County Administrator and Lois A. Marsh, Secretary.

Sheriff David Coffman stated that he is having a meeting on June 12<sup>th</sup> at 7:00 p.m. in the Magistrate Courtroom with his entire staff. He will be announcing promotions of his officers and presenting pins to all employees.

Dustin Zickefoose said everything is going well in his area.

Since the Courthouse is open to the public and everything seems to be running smoothly, Terry Cutright stated that the Commission will no longer need to meet with the Elected Officials each Thursday at 11:00 a.m. If an Elected Official has a problem, they can address this with the Commission.

With no further business, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission meeting adjourned at 11:08 a.m.