

# UPSHUR COUNTY COMMISSION MEETING

August 20, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, August 20, 2020 at 9:00 a.m. Terry Cutright called the meeting to order. Present were: Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Kristie G. Tenney, Commissioner; Carol J. Smith, County Clerk; Tabatha R. Perry, Assistant 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 August 6, 2020 and August 13, 2020, as submitted.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Administrative Services Agreement and Business Associate Agreement with PayFlex Systems USA, Inc. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved correspondence from the Elkins Road PSD Board of Directors requesting the reappointment of Larry J. Heater to the Elkins Road PSD Board of Directors. Mr. Heater's term will renew on October 1, 2020 and expire on September 30, 2026. The Board voted to recommend Mr. Heater's reappointment during a regular monthly meeting held on August 4, 2020. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign Change Order #3 for the Upshur County Youth Camp Brownfields Project. This Change Order reflects costs associated with pavilion construction oversight and report updates. These services are needed to meet the voluntary Remediation Program Land Use Covenant obligations. Additional costs of thirteen thousand dollars (\$13,000) are being requested. These funds are being provided through a U.S. Environmental Protection Agency Brownfields Cleanup grant. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the request from Carrie L. Wallace, County Administrator, for the temporary part-time employment of Ethan E. Linger, Laikelyn J. Leggett, John E. Coffman, Kirsten D. Currence, and Kasey R. Currence, effective August 20, 2020. These employees will work as needed to provide additional sanitation efforts at the Courthouse and Annex that are necessary due to COVID-19 at a pay wage rate of \$10.00 per hour, charged to the Governor's COVID-19 Block Grant. (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 part-time employment of Amber Powers as a housekeeper, to provide additional sanitation efforts at the Courthouse and Annex that are necessary due to COVID-19. Ms. Powers will commence her employment on August 20, 2020 at the pay wage rate of \$10.00 per hour, charged to the Governor's COVID-19 Block Grant. Due to her current employment as a fill-in Court Security Officer, all hours accrued in this position will be counted towards her 1040 allowable hours per year. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved a request from Upshur County Sheriff, David H. Coffman, for the employment of Cade Garrett as a fill-in Court Security Officer. Mr. Garrett's employment will begin on August 30, 2020 at the pay wage rate of \$11.00 per hour. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the request from Craig D. Presar, WVU Extension Agent, for the employment of Mimi Riffle as Extension Program Assistant. Ms. Riffle's transfer will be effective September 3, 2020 at the pay wage rate of \$13.00 per hour. (copy included) \*Note that the transfer date was changed after the meeting to August 30, 2020.

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the request from Upshur County Sheriff, David H. Coffman, to extend the seasonal employment of Arlene Harper as Tax Deputy until September 4, 2020. Ms. Harper's previously approved employment commenced July 13, 2020 and terminates on August 23, 2020.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved Lewis-Upshur Animal Control Facility Volunteer Natalie Naylor.

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

1. Correspondence from Sheriff David H. Coffman providing the new rank structure for the Upshur County Sheriff's Department.

# UPSHUR COUNTY COMMISSION MEETING

August 20, 2020

## 2. Public Notices:

- a) Newsletters and/or Event Notifications:
  - FirstEnergy Corp. press release concerning payment plans and bill assistance – August 17, 2020
  - WV Apprenticeships in Motion flyer
- b) Agendas and/or Notice of Meetings:
  - Upshur County Fire Board, Inc. August 18, 2020
  - Upshur County Public Library August 19, 2020
  - Upshur County Farmland Protection Board August 20, 2020
  - City Council of Buckhannon August 20, 2020
- c) Meeting Minutes:
  - Tennerton PSD July 8, 2020
  - Upshur County Solid Waste Authority July 13, 2020
- d) Meetings:
  - 08/18/20-6:30 p.m.-Upshur County Fire Board, Inc.
  - 08/19/20-7:00 a.m.-Upshur County Development Authority – Annual Meeting
  - 08/19/20-12:00 p.m.-Lewis Upshur LEPC
  - 08/20/20-2:00 p.m.-Upshur County Farmland Protection Board
  - 08/20/20-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board – Special Meeting
  - 08/20/20-6:00 p.m.-Buckhannon-Upshur Board of Health
  - 08/20/20-6:30 p.m.-Upshur County Youth Camp Board
  - 08/24/20-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
  - 08/25/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
  - 08/26/20-10:00 a.m.-James W. Curry Advisory Board
  - 08/31/20-7:00 p.m.-Upshur County Fire Fighters Association
  - 09/01/20-4:00 p.m.-Hodgesville PSD
  - 09/01/20-5:30 p.m.-Elkins Road PSD
  - 09/03/20-3:00 p.m.-Adrian PSD
  - 09/03/20-7:00 p.m.-Banks District VFD
  - 09/03/20-7:00 p.m.-City Council of Buckhannon
  - 09/03/20-7:00 p.m.-Selbyville VFD
  - 09/07/20-6:00 p.m.-Lewis-Upshur Community Corrections Board – Lewis Co.
  - 09/08/20-7:30 p.m.-Adrian VFD
  - 09/09/20-12:00 p.m.-Upshur County Senior Center Board
  - 09/09/20-3:00 p.m.-Upshur County Conventions & Visitors Bureau
  - 09/09/20-3:00 p.m.-Tennerton PSD
  - 09/09/20-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
  - 09/09/20-7:00 p.m.-Warren District VFD
  - 09/09/20-7:00 p.m.-Ellamore VFD
  - 09/10/20-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
  - 09/10/20-4:00 p.m.-Buckhannon Upshur Airport Authority
  - 09/10/20-7:30 p.m.-Buckhannon VFD
  - 09/14/20-12:00 p.m.-Upshur County Family Resource Network
  - 09/14/20-4:30 p.m.-Upshur County Solid Waste Authority
  - 09/14/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
  - 09/16/20-4:00 p.m.-Upshur County Public Library Board
  - 09/18/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
  - 09/20/20-6:00 p.m.-Washington District VFD
  - 09/21/20-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce

**\*\*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. \*\*

## 3. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa-6/30/2020) -Fire Association Representative
- Upshur County Solid Waste Authority (Mary L. Gower-6/30/2020)-Conservation District

# UPSHUR COUNTY COMMISSION MEETING

August 20, 2020

*\*\*\*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: (none)

At 9:15 a.m., Terry Cutright reported that he had met with Chester Chewning concerning the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency – Chewning Case Number 101019-02 (Warren District – Tax Map 7C – Parcel Number 42.10). Mr. Chewning has made progress on the cleanup of his property. After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved a 60-day extension for Mr. Chewning.

Carol Smith told the Commission that the Change to the Ballot Order has been stayed and election will proceed as usual for the General Election in November.

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)

- Phyllis Kohl Coston – Final Settlement Waiver
- Kathleen Walls Cleavenger – Final Settlement Waiver
- Carol Ann Haymond – Final Settlement Waiver
- Phyllis Jean Moul – Final Settlement Waiver
- Tammy Kay Williams – 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. (none)

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

The Commission approved the following Consolidation of Land Tracts (none)

With no further business, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission meeting adjourned at 12:30 p.m.