

UPSHUR COUNTY COMMISSION MEETING

February 4, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, February 4, 2021 at 9:00 a.m. Kristie Tenney called the meeting to order. Present were: Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Kristie G. Tenney, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator; 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.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the regular meeting minutes of January 28, 2021, as submitted.

Laura Ward, representing Country Roads Transit, provided an update for the previous fiscal year and plans for 2021. Country Roads Transit provided 5,505 rides in Upshur County with earnings of \$122,187.88 in FY 2020 and is requesting the same funding (\$10,000) as in previous years for FY 2022. Country Roads Transit was approved for a Clarksburg Medical Route and is awaiting a vehicle from the Division of Public Transit. This would be a two-day per week service. They have one-time money for a one-year trial. Country Roads Transit is also working with St. Joseph's Hospital to provide vouchers for patients taking the transit to doctor appointments. Country Roads Transit will invoice St. Joseph's Hospital monthly for reimbursement of vouchers that are used by riders.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign correspondence to Ben Claypool, Highway Administrator II for the WV Division of Highways Maintenance Division, regarding a site located at the intersection of Yokum Road and Boy Scout Camp Road. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign correspondence to Ryan Halsey, Project Manager, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$47,257.14. This is for Request for Funds #18. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the FOHO WV / Stanton Foundation 2021 Grant Application on behalf of the Lewis-Upshur Animal Control Facility in the amount of \$4,149. If awarded, the funding will be used to purchase two new dryers, one washing machine and a new computer with dual monitors. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the "Requests for Bids" and Minimum Vehicle Specifications for one 2021 AWD Police Sedan. Sealed proposals must be received no later than 4:00 p.m. on March 1, 2021 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, March 4, 2021. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the revised Upshur County Courthouse Security Advisory Board Bylaws, amending the membership section. These revisions were proposed during the Court Security Advisory Board meeting on January 21, 2021. Carrie Wallace explained that the Magistrate representatives were reduced from two to one and a Court Security representative was added. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Upshur County Courthouse Security Advisory Board Membership Appointment Form appointing James W. Vance, Court Security Supervisor, as the Court Security representative on the Court Security Advisory Board. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Carrie L. Wallace, County Administrator, for reappointment to the James W. Curry Library Advisory Board. Ms. Wallace's new term will expire on December 31, 2025. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Greg Harris, Upshur County Facilities Director, for employment of Eric Poling, as a full-time maintenance technician, effective February 8, 2021. Carrie Wallace reported that 28 applications for employment were received. Carol Smith, County Clerk, administered the Oath of Office to Eric Poling. (copy included)

At 9:15 a.m., Wiley Creasey appeared before the Commission to request Paper Road Closure Application for a Portion of Darylene Drive. Also present was Rick Morgan, adjacent property owner. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the Paper Road Closure Application for a Portion of Darylene Drive. Carrie Wallace explained the requirements that Mr. Creasey must satisfy in order to proceed with this request. After discussion, on motion by Terry

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Cutright, seconded by Sam Nolte, a hearing for the Paper Road Closure for a Portion of Darylene Drive was scheduled for February 25, 2021 at 9:30 a.m.

Kristie Tenney reviewed the following “For Your Information” items: (copy included)

1. Public Service Announcement: The Buckhannon Suddenlink office has reopened as of January 20th and will be open Monday through Friday from 9:00 a.m. to 6:00 p.m. Customers may make payments in person during regular business hours.
2. Correspondence from Ora L. Ash, Deputy State Auditor for Local Government Services, announcing the upcoming Budget Preparation Workshops for County Government via Microsoft Teams.
3. Correspondence from Ora L. Ash, Deputy State Auditor for Local Government Services, regarding the levy estimate (budget) 2021-2022, approved percentages for the Assessor’s Valuation Fund and a budget sequence of events.
4. Certificate from the U.S. Census Bureau acknowledging the Upshur County Commission as an invaluable member of the 2020 Census Community Partnership and Engagement Program.
5. 2020 Building and Floodplain Permit Summary.
6. Upshur County Building Permits for the month of January, 2021.
7. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - 2021 County Government Essay Contest Announcement – applications due April 16, 2021
 - b) Agendas and/or Notice of Meetings:
 - Elkins Road PSD February 2, 2021
 - City Council of Buckhannon February 4, 2021
 - Lewis-Upshur Community Corrections Board February 8, 2021
 - c) Meeting Minutes:
 - Adrian PSD December 3, 2020
 - Upshur County Family Resource Network December 14, 2020
 - d) Meetings:
 - 02/02/21-4:00 p.m.-Hodgesville PSD
 - 02/02/21-5:00 p.m.-Elkins Road PSD
 - 02/04/21-3:00 p.m.-Adrian PSD
 - 02/04/21-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 02/04/21-7:00 p.m.-Banks District VFD
 - 02/04/21-7:00 p.m.-City Council of Buckhannon
 - 02/04/21-7:00 p.m.-Selbyville VFD
 - 02/08/21-12:00 p.m.-Upshur County Family Resource Network
 - 02/08/21-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 02/08/21-4:30 p.m.-Upshur County Solid Waste Authority
 - 02/08/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 02/08/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
 - 02/09/21-7:00 p.m.-Warren District VFD
 - 02/09/21-7:30 p.m.-Adrian VFD
 - 02/10/21-12:00 p.m.-Upshur County Senior Center Board
 - 02/10/21-1:15 p.m.-Upshur County Farmland Protection Board
 - 02/10/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 02/10/21-3:00 p.m.-Tennerton PSD
 - 02/10/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
 - 02/10/21-7:00 p.m.-Ellamore VFD
 - 02/11/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
 - 02/11/21-7:30 p.m.-Buckhannon VFD
 - 02/14/21-6:00 p.m.-Washington District VFD
 - 02/15/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 02/17/21-7:00 a.m.-Upshur County Development Authority – Executive Board
 - 02/17/21-12:00 p.m.-Lewis Upshur LEPC
 - 02/17/21-4:00 p.m.-Upshur County Public Library Board
 - 02/18/21-6:30 p.m.-Upshur County Youth Camp Board

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- 02/19/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 02/22/21-10:00 a.m.- Mountain CAP of WV, Inc.
- 02/22/21-12:00 p.m.-Region VII Planning and Development Council
- 02/22/21-7:00 p.m.-Upshur County Fire Fighters Association
- 02/23/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 02/23/21-6:30 p.m.-Upshur County Fire Board, Inc.

8. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa-6/30/2020) - Fire Association Representative
- Buckhannon-Upshur Airport Authority (unexpired term - 6/30/2021) - City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – 6/30/2021) – City Representative

****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. 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.****

9. Board of Review & Equalization Meeting Schedule

- 01/28//2021 1:00 p.m. – 3:00 p.m. No appointments – Review Property Books
- 02/03/2021 1:00 p.m. – 3:00 p.m.
- 02/09/2021 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2021 9:00 a.m. – 11:00 a.m. Adjournment

Tabled items: (none)

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)

- Ellen Buehler– Final Settlement Waiver
- Garnet Russell – 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)

At 9:30 a.m., Dirk Burnside, WVDHS Region Four RIC; Doyle Cutright Upshur County Emergency Communications Center Director; Kimberly Wachob, Upshur County Emergency Communications Center Assistant Director and Emiel Butcher of Micrologic appeared before the Commission to discuss installation of a microwave connection between the E911 Communications Center and the Tallmansville Radio Tower. This installation would provide a direct connection between the Communications Center and the Statewide Interoperable Radio Network (SIRN) by way of the Tallmansville Tower and a second tower located in Harrison County. Furthermore, it would allow the use of multiple channels at one time and prevent interference among first responder radio traffic. The Commission made no decision but Doyle Cutright was asked to contact Motorola to negotiate a one-time license fee and get more estimates to complete this project and present to the Commission at a later date.

The Commission received project updates and reviewed administrative business items.

With no further business, on motion by Terry Cutright, seconded by Sam Nolte, the Commission meeting adjourned at 2:50 p.m.