

UPSHUR COUNTY COMMISSION MEETING

May 6, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, May 6, 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.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the regular meeting minutes of April 29, 2021, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Craig D. Presar, on behalf of the Upshur County 4-H Leaders Association, to use the parking area in front of the Maintenance Building (40 Chancery Street) for the annual steak sandwich fundraiser during the Strawberry Festival. A Certificate of Insurance has been provided. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the revised Bylaws for the James W. Curry Advisory Board. Carrie Wallace explained that the changes pertain to vacancies on the board, attendance and handling of virtual meetings. These revisions were approved during the James W. Curry Advisory Board meeting on April 28, 2021. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Lincoln Financial Group Amendments and revised policies changing the open enrollment period to April 1st through May 20th, effective April 1st. The following policies will be revised to reflect this new open enrollment period: dental and voluntary life. (copy included) Carrie Wallace explained that this will match the PEIA enrollment period.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved employment of additional Upshur County Youth Camp Staff, effective May 24, 2021.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved employment of the Buckhannon-Upshur Recreational Park Staff, effective May 16, 2021. Tabatha Perry stated that there are currently 10 life guards hired, but between 13-15 life guards are needed to safely operate the pool. Some of the life guards are being interviewed for Assistant Manager position.

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

1. Announcement of FY2022 Litter Control Grant Application offered through the WVDEP REAP Litter Control Grant Program.
2. Upshur County Fire Board, Inc. – Cumulative Financial Reports FY21 – July 1, 2020 through March 31, 2021
3. Upshur County Building & Floodplain Permits for the month of April, 2021.
4. Upshur County Mileage Reports – March, 2021
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Public Notices:
 - a) Newsletters and/or Event Notifications: (none)
 - b) Agendas and/or Notice of Meetings:
 - Upshur-Buckhannon Board of Health May 3, 2021
 - Elkins Road PSD May 4, 2021
 - City Council of Buckhannon May 6, 2021
 - c) Meeting Minutes: (none)
 - d) Meetings:
 - 05/04/21-4:00 p.m.-Hodgesville PSD
 - 05/04/21-5:00 p.m.-Elkins Road PSD
 - 05/06/21-3:00 p.m.-Adrian PSD
 - 05/06/21-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 05/06/21-7:00 p.m.-Banks District VFD

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- 05/06/21-7:00 p.m.-Selbyville VFD
- 05/09/21-6:00 p.m.-Washington District VFD
- 05/10/21-12:00 p.m.-Upshur County Family Resource Network
- 05/10/21-4:00 p.m.-Buckhannon Upshur Airport Authority
- 05/10/21-4:30 p.m.-Upshur County Solid Waste Authority
- 05/10/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 05/11/21-7:00 p.m.-Warren District VFD
- 05/11/21-7:30 p.m.-Adrian VFD
- 05/12/21-12:00 p.m.-Upshur County Senior Center Board
- 05/12/21-1:15 p.m.-Upshur County Farmland Protection Board
- 05/12/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 05/12/21-3:00 p.m.-Tennerton PSD
- 05/12/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 05/12/21-7:00 p.m.-Ellamore VFD
- 05/13/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 05/13/21-7:30 p.m.-Buckhannon VFD
- 05/17/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 05/17/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- 05/19/21-7:00 a.m.-Upshur County Development Authority – Full Board
- 05/19/21-12:00 p.m.-Lewis Upshur LEPC
- 05/19/21-4:00 p.m.-Upshur County Public Library Board
- 05/20/21-6:30 p.m.-Upshur County Youth Camp Board
- 05/20/21-7:00 p.m.-City Council of Buckhannon
- 05/21/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 05/24/21-7:00 p.m.-Upshur County Fire Fighters Association
- 05/25/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 05/25/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 05/26/21-10:00 a.m.-James W. Curry Advisory Board

6. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term - 6/30/2021) - City Representative
- Upshur County CVB Board of Directors (7/1/2021-6/30/24)-Commission Tourism 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.****

Tabled items:

1. Correspondence from Steve Booth on behalf of Tri County Towing requesting to be placed on the Upshur County Wrecker Rotation List for emergency towing services (tabled 3/18/2021). Tabatha Perry reported that all paperwork has been approved by the State and Doyle Cutright, Upshur County Emergency Communications Center Director, has stated that he can place Tri County Towing in the rotation by May 10th. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request by Tri County Towing to be added to the Upshur County Wrecker Rotation List effective May 10, 2021.
2. Correspondence from Laura B. Meadows, Upshur County Convention & Visitors Bureau Executive Director, regarding the Commission's representative vacancy, to serve July 1, 2021 through June 30, 2024. (tabled 4/29/2021).

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)

- Robert J. Eubank, Sr. – Final Settlement Waiver
- Barbara Jean DeBarr Koon – Final Settlement
- Victor R. Newman – Sixth Annual Settlement
- Lowell Harper Swisher – Final Settlement Waiver

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment: (none)

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The Commission approved the following Corrections, Exonerations and/or Refunds: (none)

The Commission approved the following Requests to Attend Meeting:

- Tabatha R. Perry – 5/18/2021

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

At 9:15 a.m., Tabatha Perry reported that four companies attended the mandatory bid meeting regarding the Former Jail Facility Roof and Gutter Replacement Project with only one company submitting a bid. Shield Roofing, LLC submitted two proposals because of two different types of shingles. Ms. Perry asked for time to review the bid to make sure all specifications are met.

At 9:30 a.m., Carrie Wallace explained the process for the selection of the winning applicants for the James W. Curry Scholarship Award. Two Scholarships are awarded each year in the amount of \$2,000 over a two-year period, \$1,000 for each. The scholarships are provided through an endowment from the James W. Curry Library and Park Trust Fund. Carrie Wallace advised that the applications had all personal identifying information obscured to ensure anonymity of applicants before being reviewed by the James W. Curry Library Board. Ms. Wallace stated that 7 applications were received, of which only 6 qualified with complete information. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the two recipients of the James W. Curry Scholarship – Laikelyn Leggett and Autumn Cutright, per the James W. Curry Advisory Board's suggestion.

At 9:57 a.m., Tabatha Perry read the bids for the Former Jail Facility Roof and Gutter Replacement Project from Shield Roofing, LLC. One bid for \$60,957.07 includes IKO crowne slate shingles, the other bid \$68,733.71 includes CertainTeed highland slate shingles. Ms. Perry reported that both bids met all specifications with regards to the lifetime warranty, fire, wind resistance, and ASTM standards set forth within the Request for Proposals. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the bid of \$60,957.07 from Shield Roofing, LLC.

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 10:45 a.m.