

# UPSHUR COUNTY COMMISSION MEETING

July 15, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, July 15, 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 Terry Cutright, seconded by Sam Nolte, the Commission approved the regular meeting minutes of July 1, 2021, and special meeting minutes of July 2, 2021 and July 7, 2021, as submitted.

Kristie Tenney reviewed scheduled appointments and agenda items.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Mayor Robert N. Skinner, III, for a 911 address to be assigned to a property located on the newly named Raella Lane adjacent to the Event Center at Brushy Fork. Terri Jo Bennett, Upshur County Addressing and Mapping, Building Permits and Floodplain Coordinator, explained that she had spoken to Jerry Arnold of the City of Buckhannon and the request is being made in order to maintain the numerical order of addresses along the roadway, regardless of whether the address is within City limits. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, 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, 2021. These services will be billed on a monthly basis in the sum of \$1,790. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Upshur County Flood Control Dam and Channel Operation, Maintenance Funding Agreement in the amount of \$4,000. Annual contributions will be used to address the operation and maintenance of the Peck's Run Watershed. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign correspondence from Johnathan Vickers, Assistant Director, Chief Inspector's Division of the WV State Auditor's Office, confirming services to be provided to the Upshur County Commission for the fiscal year ended June 30, 2020. The fee for the audit services will be \$31,420. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Purchase Order and Toshiba MFP Maintenance Agreement between Hart Office Solutions and the Upshur County Commission for a new color copier to be located in the Upshur County Department of Homeland Security and Emergency Management Office. This purchase will be in the amount of \$2,340 and all service and supplies will be billed quarterly based on monthly use. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and authorized the President to sign the WV CDBG Small Cities Block Grant Program Grant Amendment No. 4 for the Elkins Road PSD Phase III Water System Improvement Project. This amendment will extend the contract period necessary to complete the project. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission, upon the request by Carrie Wallace, approved tabling the two contracts with Central Square Technologies, LLC. until a later meeting. One item is for a Software License and Implement Agreement between Central Square Technologies, LLC. and the Upshur County 911 Communications Center for the license of an integrated Computer System on a subscription basis consisting of a 911 system and any additional applications described in the Agreement and the Addenda. The total amount of this contract is one hundred fifty-three thousand two hundred twenty-three dollars and twenty-four cents (\$153,223.24). The second item is CentralSquare 911 Support Agreement between Central Square Technologies, LLC. and the Upshur County 911 Communications Center for annual maintenance services and support. The annual Maintenance and Support Fee for year 1 will be nineteen thousand two hundred fifty-six dollars and seventy-five cents (\$19,256.75). Ms. Wallace explained that Bryan Hinkle, Upshur County Prosecuting Attorney, is reviewing both contracts and purchasing procedures. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Rodney Rolenson for reappointment to the Upshur County Enhanced Emergency Telephone Advisory Board. Mr. Rolenson's term will expire on June 30, 2024. (copy included)

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After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved an advertisement for a full-time Deputy Sheriff. Applications must be received by 4:00 p.m. on Monday, August 16, 2021. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the Resignation of Buckhannon-Upshur Recreational Park employee.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the transfer of Buckhannon-Upshur Recreational Park employee.

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

1. (July 7, 2021) WV Department of Arts, Culture & History News Release – New Grant Programs Available for Artists, Arts Organizations
2. Elkins Road PSD Certification of Customers
3. Hodgesville PSD Certification of Customers
4. (July 8, 2021) Member's Press Release – Public Hearing Dates Set for Joint Committee on Redistricting
5. Upshur County Fire Board, Inc. Cumulative Financial Reports FY21 – July 1, 2020 through June 30, 2021
6. Upshur County Building & Floodplain Permits for the month of June, 2021
7. Upshur County E911 Communications Reports – June, 2021
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YTD Wrecker Report
8. Lewis-Upshur Animal Control Facility Reports for the month of May, 2021
  - a) Adoption Financial Transactions
  - b) Cat Report
  - c) Animal Report
  - d) Animal Control/Humane Officer Animal Report
9. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - PALS Flight Brochure
    - Mountaineer Rental Assistance Program accepting applications
    - Legal Aid of WV – Free Legal Services
    - The Salvation Army – Social Services Assistance
    - COVID-19 Funeral Assistance through FEMA
  - b) Agendas and/or Notice of Meetings:
    - 26<sup>th</sup> Judicial Circuit Community Corrections Program June 14, 2021
    - Elkins Road PSD July 6, 2021
    - Upshur County Safe Structures & Sites Enforcement Board July 8, 2021
    - City Council of Buckhannon – Special Meeting July 8, 2021
    - Buckhannon-Upshur Parks and Recreation Advisory Board July 12, 2021
    - Buckhannon-Upshur Airport Authority July 12, 2021
    - 26<sup>th</sup> Judicial Circuit Community Corrections Program – Special Board Meeting July 15, 2021
    - City Council of Buckhannon July 15, 2021
    - Upshur County Fire Board, Inc. July 20, 2021
  - c) Meeting Minutes:
    - Adrian PSD June 3, 2021
    - Upshur County Fire Board, Inc. June 22, 2021
  - d) Meetings:
    - 07/01/21-3:00 p.m.-Adrian PSD
    - 07/01/21-6:00 p.m.-Buckhannon-Upshur Board of Health
    - 07/01/21-7:00 p.m.-Banks District VFD
    - 07/01/21-7:00 p.m.-Selbyville VFD
    - 07/06/21-4:00 p.m.-Hodgesville PSD
    - 07/06/21-5:00 p.m.-Elkins Road PSD
    - 07/08/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
    - 07/08/21-7:30 p.m.-Buckhannon VFD

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- 07/11/21-6:00 p.m.-Washington District VFD
- 07/12/21-12:00 p.m.-Upshur County Family Resource Network
- 07/12/21-4:00 p.m.-Buckhannon Upshur Airport Authority
- 07/12/21-4:30 p.m.-Upshur County Solid Waste Authority
- 07/12/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 07/13/21-7:00 p.m.-Warren District VFD
- 07/13/21-7:30 p.m.-Adrian VFD
- 07/14/21-12:00 p.m.-Upshur County Senior Center Board
- 07/14/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 07/14/21-3:00 p.m.-Tennerton PSD
- 07/14/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 07/14/21-7:00 p.m.-Ellamore VFD
- 07/15/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 07/15/21-6:30 p.m.-Upshur County Youth Camp Board
- 07/15/21-7:00 p.m.-City Council of Buckhannon
- 07/16/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 07/19/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 07/21/21-7:00 a.m.-Upshur County Development Authority – Full Board
- 07/21/21-12:00 p.m.-Lewis Upshur LEPC
- 07/21/21-4:00 p.m.-Upshur County Public Library Board
- 07/26/21-7:00 p.m.-Upshur County Fire Fighters Association
- 07/27/21-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 07/27/21-6:30 p.m.-Upshur County Fire Board, Inc.
- 07/28/21-10:00 a.m.-James W. Curry Advisory Board
- TBD–1:15 p.m.-Upshur County Farmland Protection Board

## 10. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term - 6/30/21) - City Representative
- Upshur County Fire Board (7/1/21-6/30/24) – Fire Association Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/21-6/30/23)-City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/21-6/30/23)-City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/21-6/30/23)-BOE Representative
- Upshur County Farmland Protection Board (7/1/21-6/30/25)-County resident
- Upshur County Farmland Protection Board (7/1/21-6/30/25)-Farm Bureau Representative
- Corridor H Authority (7/1/21-6/30/25)

*\*\*\*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. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the revised Internal Purchasing Policy for Department Supervisors that report to the Upshur County Commission. This item was previously tabled on 7/1/2021.

The Commission approved all Invoices for Payment. (list included)

The Commission approved all Vacation Orders. (list included)

The Commission approved the following Settlements. (as listed)

- Gordon Bruce Conway– Final Settlement
- JoAnn Donaldson – Final Settlement Waiver
- James Rayburn Helmick – Final Settlement Waiver
- Steven Wayne Helmick – Final Settlement Waiver
- Mamolene Marge Lockhart – Final Settlement
- Sonny Matthews – Final Settlement
- David Lee Sheppard – Final Settlement Waiver
- Betty F. Talbott – Final Settlement Waiver

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment:

- Loren D. Brake, Sr. – Certification of Completion

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- Celia H. Suthard – Certification of Completion
- Richard Gene Suthard – Certification of Completion

The Commission approved the following Corrections, Exonerations and/or Refunds:

- Michael W. or Shanda M. Bowman - #308293 - \$318.68 – Exoneration Order
- Steven M. or Veronica M. Linger - #304881 - \$451.28 – Exoneration Order
- Charles W. or Rose Ellen Loudin - #301703 - \$1137.22 – Exoneration Order
- Marshall or Jennifer L. Powers - #301935 - \$207.72 – Exoneration Order
- Donald W. Rice, Jr. - #307802 - \$10.10 – Exoneration Order
- Terry Lynn & Preston England Rice - #305017 - \$122.16 – Exoneration Order
- Everett D. & Debbie Roberts - #308868 - \$415.04 – Exoneration Order
- Shreve Drywall C/O Robert E. Shreve - #306548 - \$219.08 – Exoneration Order
- Robert L. Smith, III - #308947 - \$626.24 – Exoneration Order
- Rachel or David T. Stump - #306633 - \$184.50 – Exoneration Order
- Chad or Johanna L. Tenney - #307879 - \$59.10 – Exoneration Order
- Jennings W. or Carol L. Varner - #306700 - \$58.32 – Exoneration Order
- Shirley J. Queen - #13008 - \$231.12 – Exoneration Order
- Michael Steven A or Amy - #303772 - \$130.32 – Exoneration Order
- Matthew D. Walter & Kaylee M. Pollander - #13597 – (\$231.10) – Correction Order
- Dennis W. or Mary F. (Hinchman) Marsh - #304906 - \$40.45 – Exoneration Order
- Christopher W. Boggs - #14563 - \$598.39 – Exoneration Order
- David R. & Linda J. Perrine - #17096 - \$105.07 – Exoneration Order
- Margaret E. Kelley - #12368 - \$1580.99 – Correction Order
- Margaret E. & Willard L. Kelley - #12369 – (\$231.11) – Correction Order
- Banc of America - #11296 - \$0.00 – Correction Order
- L & D Green Realty, LLC - #12433 – (\$260.00) – Correction Order
- Huade Jiang & Liya Wei - #25096 - \$109.89 – Exoneration Order
- Airtech of Ohio, LLC - #302388 - \$809.46 – Exoneration Order
- Christopher W. Boggs - #14563 - \$598.39 – Exoneration Order
- Robert S. & Jackie L. Zuliani - #13773 - \$893.74 – Exoneration Order
- Jade Amber Jones - #25105 - \$286.85 – Exoneration Order
- Joyce Harris-Thacker & Steven M. Thacker - #304003 - \$71.76 – Exoneration Order
- Charles S. & Julia Dee Hull - #16109 - \$6.30 – Exoneration Order
- Brandy Tawney 06-6C-61-1001 - #307876 – (\$44.14) – Correction Order
- Garry H. & Sylvia Regester - #13049 - \$710.70 – Exoneration Order
- Archie R. Poling, Jr. & Jodie M. Puzio - #12950 - \$509.04 – Exoneration Order
- Henry F. or Charlene M. Carver - #303171 - \$170.92 – Exoneration Order
- Barbara A. Plum C/O Brianna M. Lantz - #9237 - \$0.00 – Exoneration Order
- Daniel G. & Marjorie L. Dawson - #7196 - \$175.12 – Exoneration Order
- Daniel G. & Marjorie L. Dawson C/O Caleb Corder - #15214 – (\$175.12) – Corrections Order
- Daniel G. & Marjorie L. Dawson - #7195 – (\$40.46) – Correction Order
- Loretta R. & Thomas W. Gllum - #2238 - \$11.91 – Correction Order
- Loretta R. & Thomas W. Gllum - #2239 - \$137.82 – Exoneration Order
- Premier Bank, Inc. - #12982 - \$64.14 – Exoneration Order
- Premier Bank, Inc. - #12983 – (\$128.27) – Exoneration Order
- Carla Fay Knotts C/O George Postles - #21029 - \$0.00 – Exoneration Order
- Charles T. & Eloise G. Miller C/O George Postles - #21708 - \$0.00 - Correction Order
- JP Morgan Chase Bank DBA: Chase Autofinance - #302654 - \$304.45 – Exoneration Order
- JP Morgan Chase Bank DBA: Chase Autofinance - #304316 - \$339.40 – Exoneration Order
- Skylar HU - #303491 - \$246.50 – Exoneration Order
- Rogers Francis Norris - #200000236S - \$36.24 – Exoneration Order
- Cutright, Paula or Cutright, Chelsea D. - #500000251S - \$54.62 – Exoneration Order
- Paul or Bessie Henneman – Apportionment of Assessment and Taxes Per Final Divorce Order
- Jeffrey Scott or Sarah Hollen – Apportionment of Assessment and Taxes Per Final Divorce Order
- Mylinda or Gregory L. Moats – Apportionment of Assessment and Taxes Per Final Divorce Order
- Mark J. Carroll – Apportionment/Split of Assessment and Taxes For Classification
- WV Minerals, Inc. – Apportionment/Split of Assessment and Taxes For Classification

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The Commission approved the following Requests to Attend Meeting:

- Tabatha R. Perry – 7/26/2021
- Mimi Riffle – 7/18/2021 – 7/20/2021
- Brian Shreves – 9/29/2021

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

Kevin Campbell appeared before the Commission to give an update on upcoming activities for SUBA. He stated membership is down which causes problems with opening and staffing Fiddler's Mill and announced an upcoming "Dinnerless Dinner" fundraising campaign to support SUBA

At 10:00 a.m., Sue McKisic, Upshur-Buckhannon Health Department Director, appeared before the Commission to request the transfer of ownership of the Upshur-Buckhannon Health Department property located at 15 South Locust Street from the County Commission to the Upshur-Buckhannon Health Department in order to meet the ELC Grant Requirements for renovations to the property. Also attending from the Board of Health: Teresa Kee, Larry Carpenter, Amy Queen and Dr. Joseph Reed. After discussion, the Commission requested Ms. McKisic to get more information concerning this grant and the requirements/solutions and to present this information to the Commission at a later date.

Carol Smith, County Clerk, reviewed a request for a budget revision. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the budget revision as discussed with a "Request for Revision to Approved Budget" to be sent to the Office of the Auditor for approval. (copy included)

The Commission received project updates and reviewed Administrative business items.

With no further business, on motion Terry Cutright , seconded by Sam Nolte , the Commission meeting adjourned at 1:00 p.m.