

# UPSHUR COUNTY COMMISSION MEETING

October 21, 2021

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, October 21, 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; Tabatha R. Perry, Assistant County Administrator/Assistant DHSEM Director 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 October 14, 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 WVU Extension Service, for use of the large pavilion at the Upshur County Recreational Park on October 23, 2021 from 9:30 a.m. to 3:00 p.m. This site will serve as one of the locations during the Upshur County 4-H Family Scavenger Hunt in which approximately 50 4-H families will be involved. Mr. Presar also requests that the rental fee be waived. (copy included)

At 9:05 a.m., Larry Lance, Upshur County Schools Counselor, appeared before the Commission to present the Red Ribbon Week Proclamation – October 25<sup>th</sup> through 29<sup>th</sup>, 2021. Also attending the meeting were School Counselors from each school in Upshur County. During this Red Ribbon Week, Upshur County schools will be using different themes each day to get the kids involved in a drug free environment and signing a statement stating they are staying free from drugs. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Red Ribbon Week Proclamation. (copy included)

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Kristi L. Wilkerson, Upshur Cooperative Parish House & Crosslines Executive Director, to allocate \$1,000 to be utilized to purchase turkeys for Thanksgiving Food Baskets for approximately 700 families. Tabatha Perry reported that \$5,000 was donated in 2020 from Cares Act funds. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the request from Norma Woody, Adrian PSD Manager, for the reappointment of Kelly W. Arnold to the Board of Directors of the Adrian PSD beginning November 1, 2021 through October 31, 2027. (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 Sheriff's Office Sign-On Incentive Agreement between the Upshur County Sheriff's Office, the Upshur County Commission and Timothy Menendez. Mr. Menendez's employment commenced on August 29, 2021, and to receive and maintain the full incentive, Mr. Menendez must remain satisfactorily employed with the Upshur County Sheriff's Office for eight (8) years.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the request from Cheyenne Troxell, 26<sup>th</sup> Judicial Circuit Community Corrections Program Director, to transfer Brooklyn Queen from part-time case aide to full-time case manager in the Lewis County Office, effective October 25, 2021.

After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the advertisement for a Community Corrections Case Manager in the Upshur County Office. The starting rate of pay is \$17.90 per hour and applications are due no later than November 5, 2021. (copy included)

After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved the resignation of an employee.

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

1. Correspondence from Zachary Kelley, Disability Rights of West Virginia Advocate, regarding the accessibility of Upshur County polling sites. Carol Smith, County Clerk, explained the recommendations which Mr. Kelley presented in his correspondence and stated that she will be working with the polling sites to correct these issues. Ms. Smith stated that this correspondence was due to an audit and there have been no complaints.
2. Upshur County Fire Board, Inc. Cumulative Reports FY22 – July 1, 2021 through September 30, 2021

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3. Upshur County Mileage Reports – September, 2021
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
4. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)
  - b) Agendas and/or Notice of Meetings:
    - 26<sup>th</sup> Judicial Circuit Community Corrections Program                      October 18, 2021
    - Upshur County Public Library    October 20, 2021
    - City Council of Buckhannon    October 21, 2021
    - City of Buckhannon – Special Session    October 25, 2021
  - c) Meeting Minutes: (none)
  - d) Meetings:
    - 10/05/21-4:00 p.m.-Hodgesville PSD
    - 10/05/21-5:00 p.m.-Elkins Road PSD
    - 10/07/21-3:00 p.m.-Adrian PSD
    - 10/07/21-7:00 p.m.-Banks District VFD
    - 10/07/21-7:00 p.m.-Selbyville VFD
    - 10/10/21-6:00 p.m.-Washington District VFD
    - 10/11/21-12:00 p.m.-Upshur County Family Resource Network
    - 10/11/21-4:00 p.m.-Buckhannon Upshur Airport Authority
    - 10/11/21-4:30 p.m.-Upshur County Solid Waste Authority
    - 10/11/21-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
    - 10/12/21-7:00 a.m.-Upshur County Development Authority–Full Board
    - 10/12/21-7:00 p.m.-Warren District VFD
    - 10/12/21-7:30 p.m.-Adrian VFD
    - 10/13/21-12:00 p.m.-Upshur County Senior Center Board
    - 10/13/21-3:00 p.m.-Tennerton PSD
    - 10/13/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
    - 10/13/21-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
    - 10/13/21-7:00 p.m.-Ellamore VFD
    - 10/14/21-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
    - 10/14/21-7:30 p.m.-Buckhannon VFD
    - 10/15/21-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
    - 10/18/21-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
    - 10/20/21-12:00 p.m.-Lewis Upshur LEPC – Lewis County
    - 10/20/21-4:00 p.m.-Upshur County Public Library Board
    - 10/21/21-6:00 p.m.-Upshur County Farmland Protection Board
    - 10/21/21-6:30 p.m.-Upshur County Youth Camp Board
    - 10/21/21-7:00 p.m.-City Council of Buckhannon
    - 10/25/21-10:00 a.m.-Mountain CAP of WV, Inc., a CDC
    - 10/25/21-12:00 p.m.-Region VII Planning & Development Council
    - 10/25/21-7:00 p.m.-Upshur County Fire Fighters Association
    - 10/26/21-3:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
    - 10/26/21-6:30 p.m.-Upshur County Fire Board, Inc.
    - 10/27/21-1:00 p.m.-James W. Curry Advisory Board
    - 11/04/21-6:00 p.m.-Buckhannon-Upshur Board of Health
    - 12/06/21-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County

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## Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22)-Community Representative - 1<sup>st</sup> Mag. District

*\*\*\*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.\*\*\**

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)

- Thomas Eugene Bailey – Final Settlement Waiver
- Floy Belle Burr – Final Settlement
- Loretta Ann Focht – Final Settlement
- Shela Mae Simmons – Final Settlement Waiver
- Richard “PeeWee” Small – Final Settlement
- Mary L. Wilfong – Final Settlement Waiver

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., Addie Helmick, on behalf of Centers Against Violence, appeared before the Commission to discuss Domestic Violence Awareness Month Proclamation – October, 2021. Her office has assisted 200 households this year. After discussion, on motion by Terry Cutright, seconded by Sam Nolte, the Commission approved and signed the Domestic Violence Awareness Month Proclamation – October, 2021. (copy included)

## Tabled Items:

1. Ty Landis, Youth Environmental Club – Presentation of proposed amphitheater renovation project at the Upshur County Recreational Park (*tabled 7/29/2021*) Adam Brumley, Upshur County Parks and Recreations Director, appeared before the Commission to give an update after his meeting with Ty Landis regarding the proposal by the Youth Environmental Club. Mr. Brumley recommended reviewing other options before a final decision is made. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission agreed to give Mr. Brumley more time to review all of the possible uses for this area and report back at a later date; the consideration will subsequently be removed from Tabled Items.

The Commission received project updates and reviewed administrative business items.

The Commission recessed at

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