

UPSHUR COUNTY COMMISSION MEETING

November 12, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, November 12, 2020 at 9:00 a.m. Terry Cutright called the meeting to order. Present were: Terry B. Cutright, Commissioner; Samuel R. Nolte, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator and Lois A. Marsh, Secretary. Kristie G. Tenney, Commissioner, participated in the meeting via teleconference. 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 minutes of November 5, 2020, as submitted.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign an Authorization for Additional Services from Civil & Environmental Consultants, Inc. in the amount of \$2,000. CEC is conducting a Hydrologic and Hydraulic study for Brushy Fork and an unnamed tributary of Brushy Fork on the 13.84-acre property (the Wellness Complex) located off of Ridgeway Road in Buckhannon, WV. The original project focused on the south side of Brushy Fork, the additional services will provide modeling for proposed pads on the north and south side of Brushy Fork, which will be used to finalize the hydraulic report. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the 2020 EEOP Utilization Report. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the FY 21 Court Security Grant (Project No. 20-CS-21) Contract Agreement, Resolution, Certifications, Standard Conditions and Assurances and Special Conditions. The grant award is in the sum of \$71,289 to be used for the purpose of enhancing and upgrading the county's court security. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the Resignation of an Employee without going into Executive Session.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Upshur County Sheriff, David H. Coffman, for the employment of Seth Cutright as Deputy Sheriff. Mr. Cutright's employment will begin on November 22, 2020 at the pay wage rate of \$19.37 per hour. (copy included)

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

1. Correspondence from Dawn Keller, Senior Regulatory Analyst for SWN Production Company LLC, enclosing the Maintenance Plan/Monitoring and Emergency Action Plan for the Upshur County Freshwater Impoundments. The entire Plan is available for viewing at the Upshur County Office of Emergency Management.
2. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority, announcing the financial assistance request for improvements has been approved. The project involves replacing the shingles and gutters on the former jail facility. The maximum amount of the award is \$97,039 with the County to make a 20% funding match.
3. WV Department of Revenue State Tax Department Assessor Substantial Completion Notification: Certification that Dustin W. Zickefoose, Assessor of Upshur County, has complied with the "assessor's additional duties" and will receive additional compensation as provided in WV Code §7-7-6b
4. Upshur County Building Permits for the month of October, 2020.
5. Federal Communications Commission – Informational Notice of Section 106 Filings.
6. Upshur County Mileage Reports – September, 2020
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
7. Public Notices:
 - a) Newsletters and/or Event Notification: (none)

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b) Agendas and/or Notice of Meetings:

- Buckhannon-Upshur Parks and Recreation Advisory Board November 9, 2020
- Lewis-Upshur Community Corrections Board November 9, 2020
- Upshur County Farmland Protection Board November 11, 2020

c) Meeting Minutes:

- Elkins Road PSD October 5, 2020

d) Meetings:

- 11/03/20-4:00 p.m.-Hodgesville PSD
- 11/04/20-5:00 p.m.-Elkins Road PSD
- 11/05/20-3:00 p.m.-Adrian PSD
- 11/05/20-6:00 p.m.-Buckhannon-Upshur Board of Health
- 11/05/20-7:00 p.m.-Banks District VFD
- 11/05/20-7:00 p.m.-City Council of Buckhannon
- 11/05/20-7:00 p.m.-Selbyville VFD
- 11/09/20-4:00 p.m.-Buckhannon Upshur Airport Authority
- 11/09/20-4:30 p.m.-Upshur County Solid Waste Authority
- 11/09/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 11/09/20-6:00 p.m.-Lewis-Upshur Community Corrections Board – Upshur Co.
- 11/10/20-7:30 p.m.-Adrian VFD
- 11/11/20-12:00 p.m.-Upshur County Senior Center Board
- 11/11/20-1:15 p.m.-Upshur County Farmland Protection Board – Special Meeting
- 11/11/20-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 11/11/20-3:00 p.m.-Tennerton PSD
- 11/11/20-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 11/11/20-7:00 p.m.-Ellamore VFD
- 11/11/20-7:00 p.m.-Warren District VFD
- 11/12/20-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 11/12/20-7:30 p.m.-Buckhannon VFD
- 11/15/20-6:00 p.m.-Washington District VFD
- 11/16/20-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 11/17/20-6:30 p.m.-Upshur County Fire Board, Inc.
- 11/18/20-7:00 a.m.-Upshur County Development Authority – Exec. Board
- 11/18/20-12:00 p.m.-Lewis Upshur LEPC
- 11/18/20-4:00 p.m.-Upshur County Public Library Board
- 11/19/20-6:30 p.m.-Upshur County Youth Camp Board
- 11/20/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 11/24/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 11/30/20-7:00 p.m.-Upshur County Fire Fighters Association
- 12/14/20-12:00 p.m.-Upshur County Family Resource Network

8. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa-6/30/2020) -Fire Association 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: (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)

- Richard Andrew Rohr, Sr. – Final Settlement Waiver
- Donald Leroy Short – 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)

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The Commission received project updates and reviewed administrative business items.

With no further business, on motion by Kristie Tenney , seconded by Sam Nolte , the Commission meeting adjourned at 10:00 a.m.