

UPSHUR COUNTY COMMISSION MEETING

December 10, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, December 10, 2020 at 9:00 a.m. Sam Nolte called the meeting to order. Present were: Kristie G. Tenney, Commissioner; Samuel R. Nolte, Commissioner; Carol J. Smith, County Clerk; Carrie L. Wallace, County Administrator; Tabatha R. Perry, Assistant County Administrator and Lois A. Marsh, Secretary. Terry B. Cutright, 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.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the regular minutes of December 3, 2020, as submitted.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Contract Agreement, Standard and Federal Conditions and Assurances, Certifications and Resolution for the Justice Assistance Grant (JAG) in the amount of \$15,000. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the President to sign the West Virginia Courthouse Facilities Improvement Authority Funding Award Notice in the amount of \$97,039 to be used to replace the shingles and gutters on the former jail facility. The funding period will commence January 1, 2021 and end December 31, 2021. Approval and signature of the Funding Assistance Contract Agreement, Special Conditions and Assurances and the WV Courthouse Facilities Improvement Authority (CFIA) 18th Cycle Funding Recipient Check-Off List. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the President to sign an Order to Permit the Lawful Holding of Upshur County Circuit Court at the Event Center at Brushy Fork for Jury Selection in January, February, March and April, 2021, pursuant to WV Code §51-3-7. Occupying the existing Court space is not feasible for the purpose of a jury selection without creating a substantially increased risk of transmission of the COVID-19 virus. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from Carrie L. Wallace, County Administrator, to retain COVID-19 housekeepers on a part-time basis through April 30, 2021 at their current rate of pay. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from Dustin W. Zickefoose, Upshur County Assessor, for the temporary part-time employment of Amber G. Powers, effective January 4, 2021. Ms. Powers will be paid \$10 per hour utilizing grant funds awarded by the WV Records Management and Preservation Board. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from David H. Coffman, Upshur County Sheriff, for employment of Cade Garrett for the position of Deputy Sheriff effective December 13, 2020. Mr. Garrett's starting pay wage rate will be \$17.50 per hour. Upon completion of the WV State Police Academy, his rate of pay will be increased to \$18.73 per hour. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from David H. Coffman, Upshur County Sheriff, for employment of Brian L. McClain as a part-time Court Security Officer. Mr. McClain will begin employment on December 13, 2020 at the pay wage rate of \$11 per hour. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the Resignation of Employee.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission went into Executive Session at 9:11 a.m., per WV Code §6-9A-4, to discuss a request from Adam M. Gissy to be redesignated to part-time Deputy Sheriff capacity, effective January 4, 2021. At 9:20 the Commission returned from Executive Session at which time Kristie Tenney made a motion to table this item until the January 7, 2021 meeting, seconded by Terry Cutright.

Nate Kennedy, Consulting Engineer for Kennedy Forest Management Services provided an update regarding the Oscar Sayre Road property timber sale. Mr. Kennedy explained that timber prices were lower than expected and recommended waiting to sell the timber until early 2021. After discussion, the Commission asked Mr. Kennedy to return and give an update in mid-February, 2021.

Rob Hinton, Upshur County Development Authority Director, provided an overview of the Upshur County Development Authority's Application for an Industrial Access Road funding request in an amount not to exceed \$400,000. If awarded, the funding will be used to construct a new access road to serve an industry expansion project in Upshur County. After discussion, on motion by Terry Cutright, seconded by

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Kristie Tenney, the Commission approved and authorized the President to sign a Resolution recognizing and endorsing the Application. (copy included)

Sam Nolte reviewed the following “For Your Information” items: (copy included).

1. Upshur County Building Permits for the month of November, 2020.
2. Public Notices:

a) Newsletters and/or Event Notification: (none)

b) Agendas and/or Notice of Meetings:

- Upshur County Senior Center

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c) Meeting Minutes: (none)

d) Meetings:

- 12/01/20-4:00 p.m.-Hodgesville PSD
- 12/03/20-3:00 p.m.-Adrian PSD
- 12/03/20-7:00 p.m.-Banks District VFD
- 12/03/20-7:00 p.m.-City Council of Buckhannon
- 12/03/20-7:00 p.m.-Selbyville VFD
- 12/08/20-5:00 p.m.-Elkins Road PSD
- 12/08/20-7:30 p.m.-Adrian VFD
- 12/09/20-12:00 p.m.-Upshur County Senior Center Board
- 12/09/21-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 12/09/20-3:00 p.m.-Tennerton PSD
- 12/09/20-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
- 12/09/20-7:00 p.m.-Warren District VFD
- 12/09/20-7:00 p.m.-Ellamore VFD
- 12/10/20-7:30 p.m.-Buckhannon VFD
- 12/13/20-6:00 p.m.-Washington District VFD
- 12/14/20-12:00 p.m.-Upshur County Family Resource Network
- 12/14/20-4:00 p.m.-Buckhannon Upshur Airport Authority
- 12/14/20-4:30 p.m.-Upshur County Solid Waste Authority
- 12/14/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 12/15/20-6:30 p.m.-Upshur County Fire Board, Inc.
- 12/16/20-12:00 p.m.-Lewis Upshur LEPC - CANCELLED
- 12/16/20-4:00 p.m.-Upshur County Public Library Board
- 12/17/20-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 12/17/20-6:30 p.m.-Upshur County Youth Camp Board
- 12/18/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 12/21/20-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 12/22/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 12/28/20-10:00 a.m.-Mountain CAP of WV, Inc., a CDC
- 12/28/20-7:00 p.m.-Upshur County Fire Fighters Association
- 01/07/21-6:00 p.m.-Buckhannon-Upshur Board of Health
- 01/11/21-6:00 p.m.-Lewis-Upshur Community Corrections Board – Lewis Co.
- 01/13/21-1:15 p.m.-Upshur County Farmland Protection Board
- 01/20/21-7:00 a.m.-Upshur County Development Authority – Full Board

3. 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)

- Betty Jean Allman – Final Settlement Waiver
- Gerald Lee Hackney – Final Settlement Waiver
- Virginia M. Saville – Final Settlement Waiver

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- L. Curtis Saville – Final Settlement Waiver
- Johnnie Faye Wilson – 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:

- Washington District, blend Map 6J, Parcel 7.2 and Map 6J, Parcel 6.23 and Map 6J, Parcel 6.24 to make Map 6J, Parcel 7.2. Owners: Terry L. & Crystal D. Shaw.

The Commission received project updates and reviewed administrative business items.

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