

UPSHUR COUNTY COMMISSION MEETING

April 30, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting via teleconference on Thursday, April 30, 2020 at 9:00 a.m. Terry B. Cutright called the meeting to order. Present via teleconference were: Terry B. Cutright, Commissioner; 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. Those participating via teleconference included, but not limited to: Monica Zalaznik, My Buckhannon. 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 meeting minutes of April 16, 2020 and the special meeting minutes of April 21, 2020, as submitted.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the EBSO Master Plan Document Amendment #3A, effective March 16, 2020. This document amends the Schedule of Benefits through the addition of “telemedicine visits” under covered expenses and removes “telephone consultations” under the limitations and exclusions section. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the EBSO Master Plan Document Amendment #4A, effective March 18, 2020. This document amends the Schedule of Benefits through the addition of covered health benefits associated with testing for the 2019 Coronavirus (COVID-19) to members and their covered dependents without cost sharing (deductible, copayments and coinsurance). Expenses incurred prior to the termination of the plan on June 30, 2020 and billed within twelve months will be covered. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Carol J. Smith, County Clerk, to hire temporary employees to assist with processing absentee ballots, effective April 27, 2020. Employment will last until the conclusion of the election process. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the request from Tabatha R. Perry, Assistant County Administrator, to hire Elizabeth M. Harris as a temporary, part-time employee for the 2020 season at the Buckhannon-Upshur Recreational Park at the pay wage rate of \$10.20 per hour and will work no more than 5 hours per week. Ms. Harris’ employment will be effective May 1, 2020 through August 1, 2020. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved Lewis-Upshur Animal Control Facility Volunteer Brooke Rutter. (copy included)

Terry Cutright reviewed the following “For Your Information” items: (copy included)

1. Correspondence to Tim Thomas, Federal Co-Chair of the Appalachian Regional Commission, expressing support of the Upshur County Development Authority’s grant application for the Advanced Energy Manufacturing and Industry Initiative. Funding for the initiative will help West Virginia companies diversify and expand their market to produce goods with minimal emissions.
2. Upshur County Sheriff’s Financial Statement for period ending March 2020
3. Public Notices:
 - a. Newsletter and/or Event Notifications:
 - b. Agendas and/or Notice Meetings:
 - c. Meeting Minutes:
 - d. Meetings:
 - 04/27/20-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
 - 05/01/20-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 05/04/20-6:00 p.m.-Lewis-Upshur Community Corrections Board
 - 05/05/20-4:00 p.m.-Hodgesville PSD
 - 05/05/20-5:30 p.m.-Elkins Road PSD
 - 05/07/20-3:00 p.m.-Adrian PSD
 - 05/07/20-7:00 p.m.-Banks District VFD
 - 05/07/20-7:00 p.m.-City Council of Buckhannon
 - 05/07/20-7:00 p.m.-Selbyville VFD
 - 05/11/20-12:00 p.m.-Upshur County Family Resource Network
 - 05/11/20-4:30 p.m.-Upshur County Solid Waste Authority

UPSHUR COUNTY COMMISSION MEETING

April 30, 2020

- 05/11/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 05/12/20-7:30 p.m.-Adrian VFD
- 05/13/20-3:00 p.m.-Tennerton PSD
- 05/13/20-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 05/13/20-6:00 p.m.-Buckhannon River Watershed Association - Farm Bureau
- 05/13/20-7:00 p.m.-Warren District VFD
- 05/13/20-7:00 p.m.-Ellamore VFD
- 05/14/20-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 05/14/20-4:00 p.m.-Buckhannon Upshur Airport Authority
- 05/14/20-7:30 p.m.-Buckhannon VFD
- 05/17/20-6:00 p.m.-Washington District VFD
- 05/18/20-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 05/19/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 05/19/20-6:30 p.m.-Upshur County Fire Board, Inc.
- 05/20/20-7:00 a.m.-Upshur County Development Authority – Full Board
- 05/20/20-12:00 p.m.-Upshur County Senior Center Board
- 05/20/20-12:00 p.m.-Lewis Upshur LEPC
- 05/20/20-4:00 p.m.-Upshur County Public Library Board
- 05/21/20-2:00 p.m.- Upshur County Farmland Protection Board
- 05/21/20-6:30 p.m.-Upshur County Youth Camp Board
- 05/25/20-7:00 p.m.-Upshur County Fire Fighters Association
- 05/26/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 05/27/20-10:00 a.m.-James W. Curry Advisory Board
- 06/12/20-11:00 a.m.-Region VI Local Elected Officials - Kingwood

NOTICE: All in person county board meetings have been cancelled until at least May 1st, at which time the Commission will re-assess CDC guidelines concerning gatherings and meetings. If meetings are necessary to continue operations, they must be performed via teleconference.

4. Appointments Needed or Upcoming: None.

Tabled items:

1. Chapman Case Number 101118-01 (Warren District – Tax Map 6B Parcel Number 11).

No action was taken.

Carol Smith reported that 2600 ballots have been mailed out and another 600 should be mailed today. Her department has begun checking polling equipment and she will record a poll worker training video today.

Carrie Wallace stated the Commission may have a meeting next week. She will await update from Governor's office regarding reopening plans.

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

The Commission approved all Vacation Orders. (copies included)

The Commission approve the following Settlements. (as listed) None

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment. (as listed) None

The Commission approved the following Exonerations and/or Refunds. (copies included)

The Commission approved the following Consolidation of Land Tracts. (copies included)

The Commission approved the following Requests to Attend Meeting. (copies included)

The Commission reviewed administrative items.

At 9:11 a.m., upon motion by Sam Nolte, seconded by Kristie Tenney, the Commission recessed until 11:00 a.m.

The Commission reconvened via teleconference with Elected Officials at 11:00 a.m. to further discuss continued operations as they relate to COVID-19. Present via teleconference were: Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Sam Nolte, Commissioner; Carol Smith, County Clerk; Brian Gaudet, Circuit Clerk; Dustin Zickefoose, Assessor; David Coffman, Sheriff; Jacob Reger, Senior Circuit Court Judge; Bryan Hinkle, Prosecuting Attorney; Carrie Wallace, County Administrator; Tabatha Perry, Assistant County Administrator and Lois Marsh, Secretary.

Terry Cutright provided an overview of the opening procedures. Terry said that each office should decide how many of the public can come into their offices at a time, and then ask others to wait in the hallway.

UPSHUR COUNTY COMMISSION MEETING

April 30, 2020

Carrie Wallace stated all of the public entering the courthouse will have their temperatures checked by the Security Guards with a non-touchable thermometer. We currently have four of these thermometers. She said she had spoken to Greg Harris and he is fabricating protective shields for offices that do not presently have them. This would include the County Clerk's office, Assessor's office, Probation office, Addressing and Mapping offices. Carrie will also request the Maintenance Department to place tape marking 6-foot distancing in all waiting areas.

Judge Reger stated that the Grand Jury will be convened on May 18th instead of May 11th and is awaiting guidance from the State Supreme Court. Social distancing will not be a problem in the courtroom but he would like the Security Guards to escort each individual coming to the courtroom to discourage mingling. There is a jury trial set for May 20th and Judge Reger will be conferencing with attorneys next week to set guidelines. If an attorney or someone associated with a trial has a temperature, the Security Guard will notify the judge.

Dave Coffman is concerned about keeping everyone safe. He suggested bringing in another security person or someone else who can disinfect the premises, especially the elevator, during hours of operation. Carrie suggested considering employee's high school or college aged children for a few weeks. She also stated that the Governor may have recommendations for the additional cleaning measures.

Sam Nolte and Terry Cutright said that all offices dealing with the public must sanitize after each visitor leaves. They feel that all employees who work with the public should wear masks and gloves even if they have the protective shields at their desks and should change gloves after each visitor. Employees who do not interact with the public would not be required to wear masks or gloves. Carrie Wallace said all employees had been given homemade masks and she has purchased 1500 industrial masks. She will check into purchasing gloves.

Terry Cutright suggested when notifying the public that the courthouse is open, message should include requesting them to wear face protection when entering the courthouse. Carrie Wallace will get signs for both entry doors and the elevator reminding people of the social distancing rules while in the courthouse.

Terry Cutright said that the Commission will continue to work with employees who are experiencing childcare issues due to daycares being closed.

With no further business, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission meeting adjourned at 11:38 a.m.