

UPSHUR COUNTY COMMISSION MEETING

May 14, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting via teleconference on Thursday, May 14, 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 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.

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 May 7, 2020, as submitted.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved distribution of the Governor's COVID-19 Block Grant funds by percentage of the population of Upshur County. Carrie Wallace explained that on April 15th the County received a check in the amount of \$100,000 from the Governor's office. These funds are to assist counties with additional expenses incurred because of the COVID-19 pandemic. The County Commission is accountable for 100% of the funds. The population of the County is 24,605 and the population of the City of Buckhannon is 5,566 (22.62% of county population). Therefore, the funding will be split as follows: County:\$77,378.58; City:\$22,621.42.. In order for the City of Buckhannon to receive their share of the funds, a written request itemizing expenditures relative to COVID-19 will need to be sent to the Commission Office. A check for reimbursement will then be processed from the Fund. the 15th of each month, a report must be submitted to the Governor's Office listing all expenditures. The first report will be issued on May 15th. Carrie Wallace also stated that in the event the City of Buckhannon does not use their entire portion of the funds, the money could be returned to the County for their use and if the County does not need their entire portion, the funds could be given to the City of Buckhannon for additional expenditures. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign correspondence to Ryan Halsey, Project Manager, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$15,444.31. This is Request for Funds #13. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the Buckhannon-Upshur Recreational Park Pavilion Rental Contract for the 2020 season. Carrie Wallace explained that the previous rental agreement was for the pool and pavilion. Since the pool will not be open during the 2020 Summer season, Tabatha Perry separated the fees and prepared the new rental agreement, which was reviewed by the Prosecuting Attorney. The pavilions are not currently open, but this agreement will be used when the Governor's restrictions are lifted. (copy included)

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

1. Correspondence from Frontier Communications providing information with regards to their restructuring and Chapter 11 filing. Carrie Wallace explained that the County uses Frontier services for fax, phone and internet; however, according to the letter, we shouldn't see a disruption in service. This was a voluntary filing by Frontier in order to restructure and continue to be fully operational.
2. Upshur County Building Permits – March and April 2020
3. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - The Curry Courier – March and April 2020
 - b. Agendas and/or Notice of Meetings:
 - Elkins Road PSD May 12, 2020
 - Upshur County Senior Center May 13, 2020
 - Buckhannon-Upshur Airport Authority May 14, 2020
 - Upshur County Fire Board, Inc. May 19, 2020
 - c. Meeting Minutes:
 - Adrian PSD March 6, 2020
 - Upshur County Solid Waste Authority March 9, 2020
 - d. Meetings:
 - 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
 - 05/07/20-3:00 p.m.-Adrian PSD

UPSHUR COUNTY COMMISSION MEETING

May 14, 2020

- 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
- 05/11/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 05/12/20-5:30 p.m.-Elkins Road PSD
- 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
- 06/22/20-12:00 p.m.-Region VII Planning and Development Council

NOTICE: All in person county board meetings may resume effective May 26th, however, teleconference meetings are encouraged and social distancing must be followed.

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.

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)

- George Troy Hunt – Final Settlement Waiver
- Brigitte Yvonne LaFontaine – Final Settlement
- Robert Roscoe Phillips, Jr. – Final Settlement
- Robert L. Smallridge – Final Settlement
- Gilsey Tenney – Final Settlement Waiver

The Commission approved the following Certification of Completion of Ancillary Administration of WV Real Estate Without Appointment. (as listed)

- Carl Neil Beer – Certification of Completion
- Betty Jo Haymond – Certification of Completion
- Keyolan G. Light – Certification of Completion

The Commission approved the following Exonerations and/or Refunds. (None)

The Commission approved the following Correction/Exoneration/Refund Order. (None)

The Regular Meetings of the Upshur County Commission will resume effective May 28th.

UPSHUR COUNTY COMMISSION MEETING

May 14, 2020

Public testing of voting machines will take place in the County Clerk area and election room at 9:00 a.m. on May 20th. Carol Smith reported that 3,900 absentee ballots had been mailed out and between 1,600 and 1,700 ballots have been returned. Ads promoting early voting are running in the Record Delta, the Intermountain, and My Buckhannon. The County Clerk's office received 50 voter registration changes today. The last day to register to vote in the primary election is May 19th

At 9:13 a.m., upon motion by Kristie Tenney, seconded by Sam Nolte, 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; Dustin Zickefoose, Assessor; David Coffman, Sheriff; Jacob Reger, Circuit Court Judge; Kurt Hall, Chief Circuit Court Judge; Melissa Stimeling, Circuit Clerk's Office; Carrie Wallace, County Administrator; Tabatha Perry, Assistant County Administrator and Lois Marsh, Secretary.

Terry Cutright stated that the re-opening of the Courthouse and other facilities owned and managed by the Commission has been postponed to May 26th.

Carrie Wallace stated that Court Security personnel will open the doors at 7:30 a.m. and everyone entering the Courthouse (employees and the public) must enter through the front door and have their temperature checked and answer a list of health questions. The questions are: Do you currently have: fever of 100.4 degrees, new cough, shortness of breath, sore throat, muscle aches? Carrie Wallace will issue guidelines prior to the May 26th opening. List of questions will be posted in large font lettering on brightly colored paper for everyone to read, thereby eliminating multiple people touching the same piece of paper. Once an employee has entered the building in the morning through the front doors, they will be permitted to re-enter other times of the day through secondary doors, which will eliminate congestion at the entrance.

Terry Cutright stated if a member of the public has a fever of 100.4 degrees or above the Court Security should refuse entry and recommend they see their doctor.

Carrie reported that we already have no-touch thermometers for entrances and law enforcement and more thermometers have been ordered for each of the county offices, which should arrive before May 26th.

Judge Reger informed the Commission that there will be people in the courtroom on Tuesday, May 19th in the afternoon and on Wednesday, May 20th in the morning Carrie Wallace will schedule the cleaning staff to sanitize the courtroom after each group leaves. There will be Magistrate proceedings over the next two weeks that will need added to the sanitizing schedule. Judges Reger and Hall will send Carrie a schedule of their docket so she can schedule cleaning staff.

Dave Coffman shared a report from Jim Vance, Security Guard, on the numbers since Security personnel started: 102 with guns, 1242 with knives, 89 with vapes, and 58 with pepper spray.

With no further business, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission meeting adjourned at 11:37 a.m.