

UPSHUR COUNTY COMMISSION MEETING

May 7, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting via teleconference on Thursday, May 7, 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. Those participating via teleconference included, but not limited to: Mike Cozad, Atlantic Coast Pipeline. 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 Kristie Tenney, seconded by Sam Nolte, the Commission approved the regular meeting minutes of April 30, 2020, as submitted.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the request from Carrie L. Wallace for employment of McKinley Gaudet and Amber Powers, effective May 11, 2020 at the pay wage rate of \$10 per hour, charged to the Governor's COVID-19 Block Grant. Ms. Gaudet and Ms. Powers will provide additional sanitation efforts at the Courthouse and Annex necessary due to COVID-19. Carrie Wallace stated that she had scheduled a meeting at 2:30 today to discuss requirements. They will each work two 8 hour shifts and one 4 hour shift on Wednesdays.(copy included)

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

1. Correspondence from Wolf Run Mining LLC enclosing the legal advertisement for Wolf Run Mining LLC, Permit No. U-2002-01, in compliance with the surface mining laws of WV. The site is located in Washington District, 6.5 miles southeast of Buckhannon and discharges into Grassy Run of the Buckhannon River of the Tygart Valley River of the Monongahela River.
2. Upshur County E911 Communication Reports - April 2020
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
3. Public Notices:
 - a. Newsletters and/or Event Notifications: None
 - b. Agendas and/or Notice of Meetings:
 - City Council of Buckhannon May 7, 2020
 - c. Meeting Minutes: None
 - 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
 - 05/07/20-3:00 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
 - 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

UPSHUR COUNTY COMMISSION MEETING

May 7, 2020

- 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 may resume effective May 18th, 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)

- Anna Lee Cutright – Final Settlement Waiver
- Larry Wayne Mackey – Final Settlement Waiver
- Anita Gail Scott Martin – Final Settlement Waiver
- Clarence C. Smarr – Second Annual Settlement

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)

- Kevin L. Johnson - #500000099S - \$228.04 – Exoneration Order
- Trent or Sierra Starkey - #200000216S - \$50.16 – Exoneration Order

The Commission approved the following Correction/Exoneration/Refund Order. (copy included)

- Streets, Joshua or Casey – Apportionment/Divorce

At 9:13 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 and Lois Marsh, Secretary.

Judge Reger reported that he had received a new order from the State Supreme Court stating that the Grand Jury would begin on June 15th and jury selection will begin on or after June 29th instead of May 18th. When jury selection begins, there will be at least 20 people. Judge Hall has a trial set for August 10th which will involve more people. Carrie Wallace said that she expects the Governor and/or State Supreme Court will issue new guidelines as the date gets closer.

Carrie Wallace reported that re-opening the Courthouse properties will be postponed until May 18th. She reviewed the list of requirements as previously discussed by the Commission. Upon entering the Courthouse, gloves and masks will be issued to the public but will not be required. Each member of the public must have their temperature checked by Court Security using a no-contact thermometer. A temperature of 100.4 degrees or higher will be considered a fever and will not be admitted. Further discussion is required to determine what Court Security will do if someone enters the Courthouse with a temperature of 100.4 degrees or higher. Employees and the public will be required to observe the 6-foot social distancing rule. Employees assisting the public must wear gloves and masks. There will be two part-time employees starting May 11th who will be sanitizing the areas in addition to Juanita and the contract cleaners. Greg Harris, Maintenance Director, has completed installing Plexiglas barriers in County Clerk, Assessor's, Addressing and Mapping, Probation and WVU Extension offices. Barriers will also be installed for Court Security. The main Courthouse is 12,288 square feet which would allow 24 people at a time and the Annex is 23,483 square feet which would allow 46 people at a time. Carrie Wallace will ask the

UPSHUR COUNTY COMMISSION MEETING

May 7, 2020

Maintenance Department to measure the square footage of the elevator in order to establish the occupancy limit.

Carrie Wallace stated that the Lewis-Upshur Animal Shelter volunteers will be returning on May 18th. Adoptions will be handled by appointment only.

Bryan Hinkle asked how do you enforce the number of people inside the buildings? Does that include employees in the count? Carrie Wallace stated that Sue McKisic from the Upshur County Health Department said that courthouse employees are not included in this number. Terry Cutright stated that it would be impossible to know how many people are in the buildings because of the many exit doors which we will be encouraging people to use in order to cut down on congestion. Each Elected Official will need to establish rules for their office.

Dustin Zickefoose said things are going good with his department. Greg Harris completed installation of protective Plexiglas shield in his office.

Brian Gaudet asked how long other departments are going to continue skeleton crews? Sam Nolte said his understanding is employees should be allowed to work from home and slowly reintroduce the entire staff over time. Brian Gaudet said rotating shifts is working for his staff. Sheriff Coffman said he will continue skeleton crew until May 18th and will modify at that time. Dustin Zickefoose said his staff will continue rotating shifts and he will reevaluate later.

Carol Smith stated her entire staff plus extras are working in the office and things are running smoothly.

With no further business, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission meeting adjourned at 11:17 a.m.