

# UPSHUR COUNTY COMMISSION MEETING

June 25, 2020

The County Commission of Upshur County, West Virginia, held their regular meeting on Thursday, June 25, 2020 at 9:00 a.m. Terry B. Cutright called the meeting to order. Present 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.

The regular meeting minutes of June 18, 2020 were not available and will be included in the agenda on July 9, 2020 for approval.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the FY21 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances in the amount of \$28,000 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School. Jodie Akers, Student Services, and Dr. Jeff Harvey, Director of Safety and Emergency Services, attended the Commission Meeting. Ms. Akers stated that this will be the 10<sup>th</sup> year for the grant. Dr. Harvey is now employed by the Board of Education as the Director of Safety and Emergency Preparedness and will assume responsibility of the PRO grants moving forward. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Sam Nolte, the Commission approved the Upshur County Employee Handbook of Personnel guideline revisions. Policies revised were: Employee Categories / Hours of Work, Work Week / On Call / Record Keeping, Group Health Insurance and Other Benefits. (copy included) Carrie Wallace explained that a quorum was not present at the June 18<sup>th</sup> Policy Board Meeting; however, all members had been provided with a copy of the revisions and no one raised concerns or questions.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved County Financial Institutions as Depositories as Required by WV Code §7-6-1 – Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Premier Bank, Community Bank and Citizens Bank of WV. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Software Support Agreement with Avenu Government Systems, LLC in the amount of \$11,563.60. Avenu provides software support for the County Clerk's PACE finance, server and payroll licensed software products. The coverage period will be July 1, 2020 through June 30, 2021. (copy included)

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the resignation of Michelle Strader from the Upshur County Public Library Board, effective June 17, 2020. Ms. Strader is a Commission appointee and her term expires on June 30, 2021. (copy included)

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

1. Upshur County Sheriff's Financial Statement for period ending May 2020.
2. Elkins Road Public Service District Annual Budget July 1, 2020 through June 30, 2021.
3. Public Notices:
  - a) Newsletters and/or Event Notifications: (none)
  - b) Agendas and/or Notice of Meetings:
    - Upshur County Public Library Board of Trustees June 17, 2020
  - c) Meeting Minutes:
    - Upshur County Safe Structures and Sites Enforcement Board March 12, 2020
    - Upshur County Public Library Board of Trustees May 18, 2020
  - d) Meetings:
    - 07/02/20-3:00 p.m.-Adrian PSD
    - 07/02/20-7:00 p.m.-Banks District VFD
    - 07/02/20-7:00 p.m.-City Council of Buckhannon
    - 07/02/20-7:00 p.m.-Selbyville VFD
    - 07/06/20-6:00 p.m.-Lewis-Upshur Community Corrections Board
    - 07/07/20-4:00 p.m.-Hodgesville PSD
    - 07/08/20-3:00 p.m.-Upshur County Conventions & Visitors Bureau
    - 07/08/20-3:00 p.m.-Tennerton PSD
    - 07/08/20-6:00 p.m.-Buckhannon River Watershed Association – Farm Bureau
    - 07/08/20-7:00 p.m.-Ellamore VFD
    - 07/08/20-7:00 p.m.-Warren District VFD
    - 07/09/20-3:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board

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- 07/09/20-4:00 p.m.-Buckhannon Upshur Airport Authority
- 07/09/20-7:30 p.m.-Buckhannon VFD
- 07/13/20-12:00 p.m.-Upshur County Family Resource Network
- 07/13/20-4:30 p.m.-Upshur County Solid Waste Authority
- 07/13/20-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 07/14/20-5:30 p.m.-Elkins Road PSD
- 07/14/20-7:30 p.m.-Adrian VFD
- 07/15/20-7:00 a.m.-Upshur County Development Authority – Full Board
- 07/15/20-12:00 p.m.-Upshur County Senior Center Board
- 07/15/20-12:00 p.m.-Lewis Upshur LEPC
- 07/15/20-4:00 p.m.-Upshur County Public Library Board
- 07/16/20-2:00 p.m.-Upshur County Farmland Protection Board
- 07/16/20-6:00 p.m.-Buckhannon-Upshur Board of Health
- 07/16/20-6:30 p.m.-Upshur County Youth Camp Board
- 07/19/20-6:00 p.m.-Washington District VFD
- 07/20/20-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 07/21/20-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 07/21/20-6:30 p.m.-Upshur County Fire Board, Inc.
- 07/22/20-10:00 a.m.-James W. Curry Advisory Board
- 07/27/20-7:00 p.m.-Upshur County Fire Fighters Association
- 07/28/20-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 06/12/20-11:00 a.m.-Region VI Local Elected Officials-Kingwood - CANCELLED
- 06/22/20-12:00 p.m.-Region VII Planning and Development Council

**\*\*NOTICE:** *All in person county board meetings may resume effective May 18<sup>th</sup>; however, teleconference meetings are encouraged and social distancing must be followed.\*\**

#### 4. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa-6/30/2020) -Fire Association Representative
- Hodgesville PSD (Roger Ward-6/30/2020)
- Elkins Road PSD (Larry Heater-6/30/2020)
- Upshur County Solid Waste Authority (Joyce Harris-Thacker-6/30/2020)-Commission
- Upshur County Solid Waste Authority (Mary L. Gower-6/30/2020)-Conservation District
- Buckhannon- Upshur Airport Authority (Virgil LaRosa-6/30/2020)-Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (Brett Robinson-6/30/2020)-BOE

**\*\*\*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](mailto: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:

1. Chapman Case Number 101118-01 (Warren District – Tax Map 6B Parcel Number 11).  
No action was taken.

Jan Craig appeared before the Commission to request the Commission to enact a Noise Ordinance covering excessive fireworks. After discussion, the Commission agreed to check into how other counties are handling this situation.

After discussion, on motion by Sam Nolte, seconded by Kristie Tenney, the Commission approved the 2020 Primary Election Certifications – National, State, and Multi-County. The Commission thanked Carol Smith and her staff for all of the hard work during the election period.

The Commission reviewed the James W. Curry Scholarship applications and agreed to present Breanna Morgan and Dawson Carpenter the scholarships for this year. Terry spoke with the James W. Curry Advisory Board during their meeting yesterday and they expressed interest in taking over the scholarship review process next year. They would also like to change the requirements of the scholarship to include an essay explaining how the James W. Curry Library and/or Park have influenced the applicants childhood. Terry Cutright suggested that scholarship applications should be picked up at the James W. Curry Library instead of the Commission Office to insure exposure to the facility.

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Carrie Wallace asked the Commission for clarification for temporary housekeepers' ending date. The Commission agreed that they should work through their return to college in mid-August, at which time the Commission will review continued need.

Carrie Wallace stated that Brian Gaudet had a special order book for \$1,000 that will not be received until after the new year and requested that the \$1,000 expense be moved to next year's budget. This proposal was agreed to by the Commission.

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)

- Dennis Arnold Cogar – Final Settlement
- Mary Sue Darnall – Final Settlement Waiver
- Bernard Franklin Huffman – Final Settlement
- Harold Ray Murphy – Final Settlement Waiver
- Ray Franklin Rosencrance – Final Settlement Waiver
- Dean A. Smith – Final Settlement Waiver
- Telford H. Stump, Jr. – Final Settlement Waiver

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

The Commission approved the following Exonerations and/or Refunds. (as listed)

- Jack G. Turner - #1308563 - \$29.14 – Exoneration Order

The Commission approved the following Requests to Attend Meeting (None)

The Commission approved the following Consolidation of Land Tracts (None)

At 11:00, the Commission met with the Elected Officials to discuss COVID-19 operations for the Courthouse, Annex and other county facilities. Those present were: Sam Nolte, Kristie Tenney, Terry Cutright, Carol Smith, Debbie Hull, Brian Gaudet, Dustin Zickefoose, Bryan Hinkle, Mike Kelley, Mike Coffman, Carrie Wallace and Lois Marsh.

Bryan Hinkle reported that things are going well in his area.

Mike Kelley asked the Commission for clarification on employees traveling out of the state and returning to work. Should they be quarantined for two weeks? After much discussion, the Commission decided that the employee can return to work if having no COVID-19 symptoms but should continue to monitor health for two weeks. If the employee develops symptoms they should go to St. Joseph's Hospital or Community Care to be tested. Carrie Wallace said the county health insurance will pay 100% of cost and other health insurance providers are required by Federal mandate to do the same. Mike Coffman said that Lab Corp in Clarksburg will test and check on antibodies for \$15.00. Ms. Wallace also said Upshur County will be holding free testing on July 10<sup>th</sup> and July 11<sup>th</sup>. She will give more information as she receives it from the Health Department.

Brian Gaudet will continue his skeleton crew on a two-week schedule.

Brian Gaudet explained that Judge Reger will require temperatures to be taken in July and August for jury selections. Sam Nolte explained that Carrie Wallace is looking into more accurate thermometers.

Dustin Zickefoose said that Corhart is hosting a blood drive on July 9<sup>th</sup> with appointments scheduled ahead of time.

Carrie Wallace stated that with July coming, compensatory time must be approved for entire year. The form is in the back of the handbook and must be signed by the supervisor and employee.

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