

Barbour County Commission Meeting
August 20, 2021
9:00am

SUSIE CVECHKO COMMISSION PRESIDENT, JAMIE CARPENTER COMMISSIONER, DAVID STRAIT COMMISSIONER, CONNIE KAUFMAN COUNTY CLERK, SHANA FREY COUNTY ADMINISTRATOR

Brett Carpenter, Wesley Gray, Dylan Harper, Bryan Murray, Peter Marotta, Lauren Norman, Laura Burkhard, Judy Larry, Mark Fink, Kim Lewis, Corey Brandon, Bryan Gillis, Derick Spencer, Anetta Farris, April Sinsel, Tammy Narog, Mike Fink, Tony Smith

Susie Cvechko called the meeting to order at 9:00am and led the Pledge of Allegiance.

The commission meeting was held with in-person attendance and via conference call.

On a motion by Susie Cvechko, seconded by David Strait, the August 2 and August 12, 2021 meeting minutes were approved. 2/0

Exonerations were presented.

Connie Kaufman discussed the estate of Charles Shingleton. David Strait made a motion to appoint the Sheriff to this estate, seconded by Susie Cvechko. 2/0

On a motion by Susie Cvechko and seconded by David Strait, nine (9) final settlements were approved. 2/0

SHIRLEY ANN DARNELL, MILDRED LUCILLE ENDRIZZI, JOSEPH A. PITMAN, NINA LEE ALLEN, OLIN RUSSELL CAMPBELL, JR., MARY ALICE POLING, GEORGE HAROLD BALL, ROGER LEE CROSS, DUANE RICHARD MARSH

911 Dispatchers Levi Gillis, Mark Fink and Laura Burkhard, were recognized for their outstanding performance and life saving skills regarding a search and rescue call in the Belington area that took place on July 30, 2021. Dispatchers quickly reacted and began utilizing Rapid SOS to determine a lost individual's exact location. Directions were provided to first responder crews and the individual was quickly located and rescued successfully.

Sheriff Carpenter and Chief Tax Deputy, Lauren Norman, presented the 2020-21 Sheriff Settlement for approval. Discussion was held. On a motion by Susie Cvechko, seconded by David Strait, the Sheriff Settlement was approved as presented. 2/0

Sheriff Carpenter discussed the purchase of new duty guns for Law Enforcement from the Concealed Weapons account. He also provided an update on vehicles.

Animal Control met with each municipality regarding the Intergovernmental Agreement for Animal Control Services. This agreement will allow Animal Control to enforce county ordinances within city limits. On a motion by Susie Cvechko, seconded by David Strait the intergovernmental agreements with the Town of Junior, City of Belington and City of Philippi were accepted. 2/0

Assessor Derick Spencer submitted a request to appoint Barbara Rush as a Deputy Assessor. Susie Cvechko made a motion to approve this request, seconded by David Strait. 2/0

Assessor stated there have been some employment status changes and he had a part time position go away and now requesting to hire Carla Vincent and appoint her as a Deputy Assessor. Susie Cvechko made a motion to approve this request, seconded by David Strait. 2/0

Commissioner Cvechko requested a discussion regarding Natural Resource Assessments. The Assessor feels that these assessments were not closely monitored previously and this is something that Ms. Vincent specializes in. She then asked the status of the part time Research Specialist position and what the intentions were with moving the employee to a contract service. He reported that he was considering a budget revision but the employee decided to leave. Following discussion with Shana Frey, he learned that moving an employee to a contract service is not possible. Commissioner Cvechko inquired about the number of employees in the Assessor's office and if he planned to replace the Research Specialist position. He reported that the Research Specialist position was created under previous administration and he didn't intend to replace the position. There are currently five employees in the General County budget and four in the County Valuation budget. Commissioner Cvechko also encouraged cross training.

The City of Philippi Municipality Events Application presentation was tabled.

Judy Larry, Philippi Public Library, attended the meeting to thank the commission for the additional funding. She discussed situations caused by COVID-19 and their challenges. The public library is open for business and currently requiring masks for employees and patrons.

A follow up discussion was held with Anneta Farris regarding the Brownton/Galloway sewer concerns. Conversations were held with several organizations and state agencies. Conducting a feasibility and environmental study was recommended as a first step. There is an estimate of 300 households in the area with varying septic needs. Discussion will continue.

The Structural Assessment of the John Lloyd Entertainment stage was discussed and had recommendations to take under consideration. Jamie Carpenter made a motion to pursue improvements based on the assessment recommendations, seconded by David Strait. 3/0

April Sinsel, Fairgrounds Event Coordinator, presented information regarding the 1st Annual Barbour County Community Fall Fest. Events planned so far include Music Entertainment, Lumber Jack Show, Draft Horse Rides, and a Cruise In car show. A contract with Cody Clayton Eagle was presented for the Music Entertainment in the amount of \$3,000.00 which will include two 45-minute sessions and all light and sound equipment. The event is planned for October 2-3. Vendors will be charged a small fee for set up and a charge to participate in the Lumber Jack event. The event will be free to the public to attend. Discussion was held regarding the need to cancel due to COVID-19 conditions. In this event, the Music Entertainment contract would be honored the following year.

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On a motion by Jamie Carpenter, seconded by David Strait, the contract with Cody Clayton Eagle was approved and will be paid from the Park & Recreation Fund. 3/0

April also reported that a tire pickup is scheduled for September 15 from 9am-3pm at the Barbour County Fairgrounds.

Shana Frey reported that USDA granted an award of \$10,800 toward a Law Enforcement cruiser. The following forms were presented for adoption and execution:

- a. Form RD 442-7- Operating Budget
- b. Form RD 1940-1- Request for Obligation of Funds
- c. RD 3570-3- Community Facilities Grant Agreement
- d. Form RD 400-4- Assurance Agreement
- e. Form AD 1047- Certification Regarding Debarment- Primary
- f. Form AD 1049- Certification Regarding Drug-Free Workplace
- g. Form RD 1942-46- Letter of Intent to Meet Conditions
- h. Conflict of Interest policy; Drug Free Workplace as described in employee handbook
- i. Equal Opportunity employer

On a motion by David Strait, seconded by Jamie Carpenter, the Conflict of Interest policy is accepted and approved. 3/0

On motion by David Strait, seconded by Jamie Carpenter all forms presented for the USDA Community Facilities grant have been adopted and approved for execution. 3/0

An additional requirement for the USDA grant is to have a separate fund account. On a motion by Susie Cvechko, seconded by David Strait an account will be opened titled "USDA Grant". 3/0

The ARP application, ARP policy and procedures, and consideration to utilize software provided by the WV State Auditor's office to track applications was presented for approval. Discussion was held regarding application periods and the payment process. Edits to the policy and procedures were discussed.

On a motion by Jamie Carpenter, seconded by David Strait, the ARP application, policy and procedures with edits, and utilization of the Auditor's Office software is approved. 3/0

Dylan Harper provided an update on the power surge that created the CAD to go down. He also presented quotes from Mountain State Design to have the 911/OEM vehicles wrapped with identification. On a motion by Jamie Carpenter, seconded by David Strait. 3/0

Tammy Narog provided a Community Corrections report. She presented quotes for necessary exterior improvements to the ramp and porch areas, which will replace wood with concrete. On a motion by Jamie Carpenter, seconded by David Strait, the quote from R&R Construction was approved in the amount of \$14,800.00. 3/0

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Motorola and BearComm representatives were present to answer and discuss any questions regarding the 911 radio system and recorder proposals. Discussion was held regarding the connection to the state SORN system. The Commission requested an agreement from Micrologic for this connection. The cost of the proposed radio system is \$515,000.00 and the cost of the recorder system is \$111,035.00. The consideration for purchase will appear on a future agenda.

A work session regarding American Rescue Act funds is scheduled for August 26, 2021 at 5:00pm in the courtroom.

The next regular meetings are scheduled for August 30, 2021 at 5:00pm and September 17, 2021 at 9:00am.

On a motion by Susie Cvechko, seconded by Jamie Carpenter, the meeting was adjourned at 11:50am.

Susie Cvechko, President

Barbour County
Cynthia L. Kaufman, Clerk
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