

UPSHUR COUNTY COMMISSION MEETING

October 4, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, October 4, 2018 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commission President; Troy Brady, Commissioner; Terry Cutright, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, County Administrator; Tabatha Perry, Assistant Administrator, Jacqueline Dinklocker and Prisilla Peggs, 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.

After discussion, on motion by Troy Brady, seconded by Terry Cutright the Commission approved the regular meeting minutes of September 27, 2018 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

The Commission discussed the quote for WENS (Wireless Emergency Notification System) as submitted by Inspiron Logistics LLC which was presented during the September 27, 2018 meeting of the Upshur County Commission. Pricing for WENS (3-year contract) is \$3,685 for the first year of the contract. Years two and three are priced at \$5,150. The current emergency notification system used by Upshur and some surrounding counties is NIXLE and is priced at \$3,090 annually. Brian Shreves, UCHSEM (Upshur County Dept. of Homeland Security and Emergency Management) Director was present to answer questions and recommended WENS due to increased capabilities and functions which are not included with the NIXLE system. After discussion, on motion by Troy Brady, seconded by Terry Cutright the Commission approved and authorized the President to sign acceptance of the quote for the WENS system as recommended by Mr. Shreves (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy Brady, the Commission approved and authorized the President to sign the State of West Virginia Division of Homeland Security and Emergency Management Sub-Grant Award (EMPG-17-49)(copy included). The Sub-Grant period is January 1, 2017 – December 1, 2017 and is in the amount of \$45,688.00

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved and authorized the President to sign the Small Cities Block Grant #16SCBG0008, Elkins Road PSD Phase III Water System Improvements Project, drawdown request #10 in the amount of \$9,252 (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy Brady, the Commission approved and authorized the President to sign the 2018 – 16th Grant Cycle WV Courthouse Facilities Improvement Authority Application for Funding Assistance in the amount of \$84,729.30. The maximum grant award is \$100,000 with a 20% match (copy included). The project consists of rehabilitating four gable dormers and four chimneys located atop the former Sheriff's residence and jail (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy Brady, the Commission approved and authorized the signing of an Order regarding weapons and security in the Upshur County Courthouse and J. Dowell Jennings Courthouse Annex (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy Brady, the Commission approved the appointment of Mike Kuba as Upshur County Public Library Board member. Mr. Kuba will fill the vacant unexpired term which will expire on June 30, 2019 (copy included).

Sam Nolte reviewed the following "For Your Information" items:

1. Correspondence from William M. Swann, Attorney for Kay, Casto & Chaney PLLC responding to Rick Harlow's letter addressed to the Upshur County Commission on behalf

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of the Upshur County Firefighters Association. -- Carrie Wallace advised that a copy of the response will be forwarded to Mr. Harlow.

2. Memorandum from Joseph C. Thornton, Director of the WV Division of Justice & Community Services regarding WV State Auditor & DJCS grant payments. This memorandum serves as notice that payments for all grants, both federal and state, may be delayed as much as six weeks due to the implementation of new requirements.
3. Correspondence from Todd Goddard, Project Manager for the WV Development Office, announcing the acceptance of the Upshur County Commission's Environmental Determination for non-exempt activities associated with the Elkins Road PSD, Phase III Water System Improvements Project and enclosing the executed Authority to Use Grant Funds.
4. Draft Remedial Action Work Plan for the Youth Camp Archery Range Project to be submitted to the WV DEP Division of Land Restoration – Prepared by Environmental Standards, Inc.
5. Upshur County Building Permits for the month of September 2018
6. Newsletters and/or Event Notifications:
 - City of Buckhannon Town Hall: Drug House Ordinance – October 2nd at 7 p.m. at the Public Safety Complex
 - Nonprofit Capacity Building Workshop at WVWC – October 9th from 1:30 p.m. to 3:30 p.m.
 - Small Business Workshop for financial statements and tax preparation – October 24th from 11 a.m. to 1:30 p.m. at the Event Center at Brushy Fork
 - Child Passenger Safety Training – November 6th through 9th at the Monongalia County Sheriff's Office from 9 a.m. to 5 p.m.
7. Agendas and/or Notice of Meetings:
 - Upshur County Youth Camp Board-August 16, 2018
 - Elkins Road PSD-October 2, 2018
 - City Council of Buckhannon-October 4, 2018
 - Upshur County Solid Waste Authority-October 8, 2018
8. Meeting Minutes:
 - Upshur County Youth Camp Board-August 16, 2018
9. Meetings:
 - 10/02/18-5:30 p.m.-Elkins Road PSD
 - 10/02/18-4:00 p.m.-Hodgesville PSD
 - 10/04/18-7:00 p.m.-Banks District VFD
 - 10/04/18-7:00 p.m.-Selbyville VFD
 - 10/08/18-12:00 p.m.-Upshur County Family Resource Network
 - 10/08/18-4:30 p.m.-Upshur County Solid Waste Authority
 - 10/08/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 10/09/18-7:30 p.m.-Adrian VFD
 - 10/10/18-12:00 p.m.-Upshur County Senior Center Board
 - 10/10/18-3:00 p.m.-Tennerton PSD
 - 10/10/18-6:00 p.m.-Upshur County Citizens Corp – CERT

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- 10/10/18-7:00 p.m.-Ellamore VFD
- 10/10/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors
- 10/10/18-7:30 p.m.-Warren District VFD
- 10/11/18-10:00 a.m.-Adrian PSD
- 10/11/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 10/11/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 10/11/18-7:30 p.m.-Buckhannon VFD
- 10/11/18-4:00 p.m. -Buckhannon Upshur Airport Authority
- 10/15/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 10/15/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- 10/16/18-4:00 p.m.-Upshur County Public Library Board – CANCELLED
- 10/16/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 10/16/18-6:30 p.m.-Upshur County Fire Board, Inc.
- 10/17/18-7:00 a.m.-Upshur County Development Authority–Executive Board
- 10/17/18-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
- 10/18/18-2:00 p.m.-Upshur County Farmland Protection Board
- 10/18/18-6:30 p.m. -Upshur County Youth Camp Board – Selbyville
- 10/21/18-6:00 p.m.-Washington District VFD
- 10/22/18-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
- 10/22/18-12:00 p.m.-Region VII Planning & Development Council
- 10/23/18-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 10/22/18 -6:00 p.m.-Upshur County Fire Fighters Association
- 10/24/18-10:00 a.m.-James W. Curry Advisory Board
- 10/24/18-4:00 p.m.-Upshur County Public Library Board – Special Meeting
- TBD-6:00 p.m.-Buckhannon-Upshur Board of Health

10. Appointments Needed or Upcoming:

- Upshur County Public Library Board (unexpired term June 30, 2019) – Commission Appointment

Tabled Items

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C–Parcel Number 41 (*last extension was approved during April 5th meeting*) ---Tabatha Perry provided update--no action taken

Curtis “Junior” Howes, President of the Christmas Store for Kids, appeared before the Commission and provided a review of the mission, objectives and services provided by the store. The organization was established in 1989 to provide gifts to the children of low-income families in Upshur County. Recipient families are also provided with groceries for their holiday meal. Mr. Howes provided information and data about the history of the organization and fund-raising events and provided an informational pamphlet (copy included) on how to donate, support fundraisers or to apply for services. After discussion, on motion by Terry Cutright, seconded by Troy Brady, the Commission approved Mr. Howes’ request to set up a donation station in the lobby of the Courthouse Annex and encouraged UC residents to donate food, toys, time or financial support.

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At 10:00 a.m. Sam Nolte opened a public hearing concerning suggested revisions to the Upshur County 9-1-1 Addressing and Mapping Ordinance previously adopted on September 18, 2003 and amended on February 8, 2007. Carrie Wallace provided the first reading of the amended ordinance. No objections were voiced. The second reading will occur on October 11, 2018 and the final reading of the amended ordinance will take place on October 25, 2018 at which time the adoption of the revised ordinance will be considered. No further changes can be made during this meeting. Copies of the amendments to the Ordinance are on file in the Upshur County Administrative offices and online at www.upshurcounty.org. On motion by Troy Brady seconded by Terry Cutright, the Commission approved the first reading of the revisions to the Upshur County 9-1-1 Addressing and Mapping Ordinance.

The Commission approved all Vacation Orders.

The Commission approved the following "Settlements" (copies included):

- Helen Roxanne Dilts—Final Settlement Waiver

The Commission approved all invoices for payment (copies included).

The Commission approved all Vacation Orders.

The Commission approved the following "Settlements" (copies included):

- Roianne Miller Hackett—Final Settlement Waiver
- Phyllis Sue Shreve—Final Settlement

The Commission approved the following "Request to Attend Meeting": (copies included)

- Brandi Walton—October 23, 2018-October 26, 2018

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

- Banks District-Map 3Q Parcel 81 blended with Map 3Q Parcel 81.2 and Map 3Q Parcel 81.3 to make Map 3Q Parcel 81 -owner- Bobbi Jo Blake

The Commission reviewed agenda items for future meetings, received project updates and discussed administrative business items.

The Commission recessed at 11:30

The Commission reconvened at 11:40 a.m. at the E-911 Communication Center. Director Doyle Cutright, and Eric Fecat of Staley Communication, Inc. provided a review of Motorola telecommunications system upgrades and provided a pricing quote.

With no further business, on motion by Troy Brady seconded by Terry Cutright, the Commission meeting adjourned at 12:45 p.m.