

UPSHUR COUNTY COMMISSION MEETING

November 15, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, November 15, 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 and Jacqueline Dinklocker, 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.

Minutes from the November 8, 2018 regular meeting of the Upshur County Commission and the 2018 General Election Canvassing Minutes were not available and will be put on a future agenda for approval.

Sam Nolte reviewed scheduled appointments and agenda items.

Carol Smith requested to table agenda item number 1--Recommendation for removal of Tammy L. Smith as Administratrix, by Fiduciary Commissioner Daya Masada Wright. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the request to table the agenda item was approved.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the "Request for Bids" for pest control services (copy included). All sealed bids must be received no later than 4:00 p.m. on December 5, 2018. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, December 6, 2018.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission Approved the "Request for Proposals" for soil remediation services for the Upshur County Youth Camp Brownfields Cleanup Project (copy included). All sealed bids must be received no later than 4:00 p.m. Tuesday, December 11, 2018. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on December 13, 2018

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

1. WV Department of Revenue State Tax Department Assessor Substantial Completion Notification: Certification that Dustin W. Zickefoose, Assessor of Upshur County, has complied with the "assessor's additional duties" and will receive additional compensation as provided in WV Code §7-7-6b.
2. Upshur County Building Permits for October 2018
3. Project Update for the Upshur County Youth Camp Archery Range Project – Prepared by Environmental Standards, dated November 2, 2018
4. Upshur County E911 Communication Reports --- October 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
5. Newsletters and/or Event Notifications:
6. Ribbon Cutting Ceremony at Woody's Bowling Center – November 20th at 1 p.m.
7. Foster Care Express Flyer – November 30th from 5 p.m. to 8 p.m. at Genesis Youth Crisis Center Gymnasium
8. Agendas and/or Notice of Meetings:
 - Elkins Road PSD- November 13, 2018
 - Upshur County Senior Center-November 14, 2018
 - Buckhannon-Upshur Airport Authority-November 14, 2018

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- Upshur County Fire Board, Inc.-November 15, 2018
 - City Council of Buckhannon-November 15, 2018
 - Buckhannon-Upshur Chamber of Commerce-November 19, 2018
9. Meeting Minutes:
- Upshur County Solid Waste Authority-September 10, 2018
 - Upshur County Public Library Board of Trustees-September 18, 2018
 - Upshur County Safe Structures and Sites Enforcement Board-October 11, 2018
10. Meetings:
- 11/13/18-7:30 p.m.-Adrian VFD
 - 11/13/18-4:00 p.m.-Upshur County Public Library Board
 - 11/14/18-7:00 a.m.-Upshur County Development Authority – Full Board
 - 11/14/18-12:00 p.m.-Upshur County Senior Center Board
 - 11/14/18-3:00 p.m.-Tennerton PSD
 - 11/14/18-7:00 p.m.-Ellamore VFD
 - 11/14/18-7:30 p.m.-Warren District VFD
 - 11/15/18-2:00 p.m.-Upshur County Farmland Protection Board
 - 11/15/18-6:30 p.m. -Upshur County Youth Camp Board – WVU Extension Office
 - 11/18/18-6:00 p.m.-Washington District VFD
 - 11/19/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 11/20/18-6:30 p.m.-Upshur County Fire Board, Inc.
 - 11/20/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
 - 11/21/18-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
 - 11/21/18-6:00 p.m.-Upshur County Citizens Corp – CERT
 - 11/26/18 -6:00 p.m.-Upshur County Fire Fighters Association
 - 12/04/18-5:30 p.m.-Elkins Road PSD
 - 12/04/18-4:00 p.m.-Hodgesville PSD
 - 12/06/18-7:00 p.m.-Banks District VFD
 - 12/06/18-7:00 p.m.-Selbyville VFD
 - 12/06/18-6:00 p.m.-Buckhannon River Watershed Association - Board of Directors
 - 12/10/18-12:00 p.m.-Upshur County Family Resource Network
 - 12/10/18-4:30 p.m.-Upshur County Solid Waste Authority
 - 12/10/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 12/10/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
 - 12/13/18-10:00 a.m.-Adrian PSD
 - 12/13/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
 - 12/13/18-7:30 p.m.-Buckhannon VFD
 - 12/13/18-4:00 p.m. -Buckhannon Upshur Airport Authority
 - 12/13/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 12/24/18-10:00 a.m.-Mountain CAP of WV, Inc. a CDC01/03/19-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 01/28/19-12:00 p.m.-Region VII Planning & Development Council
 - 03/27/19-10:00 a.m.- James W. Curry Advisory Board
 - TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council

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11. Appointments Needed or Upcoming:

Tabled Items

1. Approval of Upshur County Addressing and Mapping, Building Permit and Floodplain Coordinator Job Description. -no action-Carrie Wallace advised that revisions are being made
2. Approval of Addressing and Mapping Assistant Job Description. -no action-Carrie Wallace advised that revisions are being made

At 9:15 a.m., Sam Nolte opened a public hearing for the second reading of suggested revisions to the Upshur County Safe Structures and Sites Ordinance, excluding the municipality of Buckhannon, previously adopted on April 13, 2000. Tabatha Perry provided the reading. No objections were voiced. Copies of the amendments to the Ordinance are on file in the Upshur County Administrative offices and online at www.upshurcounty.org. After discussion, on motion by Terry Cutright seconded by Troy Brady, the Commission approved the second reading of the revisions. The final reading and consideration for adoption will take place on December 6, 2018.

Terri Jo Bennett, Addressing and Mapping Coordinator, appeared before the Commission to request a road name. After discussion, on motion by Terry Cutright seconded by Troy Brady, the Commission approved the road name as requested. Ms. Bennett advised that all requirements have been met.

Susie Haught appeared before the Commission on behalf of Pressley Ridge and provided a reading of the Lung Cancer Awareness Proclamation which designates November 2018 as Lung Cancer Awareness Month in Upshur County (copy included). Ms. Haught provided data and information concerning smoking and statistics as related to the deadly disease. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the signing of the Proclamation.

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

The Commission approved all Vacation Orders.

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

- Kitty Lou Epling—Final Settlement
- Sherwood Harding Everson—Final Settlement
- Hildred Gay Marsh—Final Settlement Waiver
- Joseph A. McGowan—Final Settlement
- William A. Poling Sr.—Final Settlement Waiver
- James R. Posy—Second Annual Settlement
- Randale Ann Walker—Final Settlement

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

- Carrie L. Wallace—November 28-30, 2018

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

With no further business, on motion by Troy Brady seconded by Terry Cutright, the Commission meeting adjourned at 11:30 a.m.