

UPSHUR COUNTY COMMISSION MEETING

March 7, 2019

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 7, 2019 at 9:00 a.m. Terry Cutright called the meeting to order. Present were Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, Administrator; Tabatha Perry, Assistant Administrator and Jacqueline Dinklocker, Secretary. Sam Nolte, Commission President; was not present. 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 Kristie Tenney, seconded by Terry Cutright, the Commission approved the regular meeting minutes of February 21, 2019 as submitted.

Carol Cain Bush, Partnership Specialist for the United States Census Bureau appeared before the Commission to discuss the 2020 Census and request the formation of a "Complete Count Committee". Ms. Bush provided information and data about the US Census. The Census originated in 1790 and has been conducted every ten years up through the present day. Ms. Bush advised that the Census is mandated by the US Constitution and has many uses, one being how tax dollars will be spent. The 2020 Census will be available online in 2020, however much of the preliminary and follow-up work will be completed by local Census takers. Ms. Bush requested the assistance of the Commission for the promotion of local participation and the formation of a "Complete Count Committee". Promotional options were discussed which included inserting notices with tax tickets, voters' registration and promotional opportunities with the libraries, senior center, schools and other venues. Dennis Cortes, Mountain State Video representative, volunteered to run public service notices on the Community Channel. Ms. Bush also requested the signing of a proclamation for the April 1, 2020 Census Day. Ms. Bush advised that employment will be available and advised that information can be found at the website, 2020Census.gov/partners. Ms. Bush provided pamphlets and handout information for reference (copies included). Terry Cutright advised that the Commission will take the information under advisement when making a decision concerning the formation of a "Complete Count Committee".

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the Board of Review and Equalization (BORE) meeting minutes (copy included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved a request from Lori Ulderich Harvey, Upshur County Family Resource Network Director, for permission to utilize the Courthouse Annex foyer during the month of March to promote tobacco prevention with a focus on e-cigarette use and during the month of April for Child Abuse Prevention Month (copy included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved a donation of ten (10) one-day pool passes to the Upshur County Pool to be used as a raffle prize during an upcoming elimination dinner on March 29th hosted by the Gauley River Boys per a request from Laura B. Meadows (copy included). Ms. Meadows had requested a donation of family pool passes, however the Commission granted ten (10) one-day passes to per policy and to maintain consistency of donations.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved a request from Sandra Bennett, President of the WV Strawberry Festival Board of Directors,

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requesting use of the Courthouse Plaza from May 11th through 19th (copy included). The Commission further approved to table the request to move the tables from the Buckhannon-Upshur Recreational Park to Spring Street for use in Vendors Alley pending review with Greg Harris, Maintenance Department Supervisor. Before the meeting adjourned, Carrie Wallace spoke with Greg Harris and confirmed the Maintenance Department will be able to move the tables, per the request. On motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the use of the tables.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved a request from Thanna Wentz, Upshur County Youth Camp Board Secretary/Treasurer, for the Board to be included as a component unit in the County's fiscal year 2018 audit (copy included). Carrie Wallace further explained that the Youth Camps financials for fiscal year 2016 and 2017 will also be audited by the West Virginia State Auditor's Office at the same time.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the appointment of Dirk Burnside to the Upshur County Enhanced Emergency Telephone Advisory Board as a community representative, effective immediately. Mr. Burnside's term will expire on June 30, 2020 (copy included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the appointment of Susie McKisic to serve as the EMS representative on the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately as recommended by Gloria Burr, Director of UCEMS, Inc. (copy included). Ms. McKisic's term will expire on June 30, 2019.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the James W. Curry Scholarship Announcement and Application for 2019 (copy included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the Upshur County Youth Camp advertisement for seasonal positions. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications must be received before the close of business on April 17, 2019 (copy included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved of and authorized correspondence to the Federal Service Desk, designating Carrie L. Wallace and Tabatha R. Perry as Entity Administrators in order to complete the SAM.GOV registration processing (copy included).

Terry Cutright reviewed the following "For Your Information" items:

1. Correspondence from Carol J. Smith, County Clerk, regarding the 2019-2020 Public Utility Values
2. Memorandum from Lowell Moore, Chairman of the Region VII Planning & Development Council notifying the Commission of a slight increase in the FY2020 assessment dues. The assessment dues will increase by 15 cents per capita for each local government, effective July 1, 2019. Upshur County's assessment amount will total \$27,892.
3. Atlantic Coast Pipeline – Construction Update Special Edition March 2019
4. Tennerton PSD Operating Budget for July 1, 2018 through June 30, 2019
5. Upshur County Building Permits for the month of February 2019
6. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – January 2019
7. Upshur County E911 Communication Reports --- January 2019

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- Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
8. Upshur County Mileage Reports – January 2019
- Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
9. Public Notices:
- a. Newsletters and/or Event Notifications:
- Curry Courier: 1/24/19 – 2/27/19
 - James W. Curry Public Library Calendar of Events – March 2019
 - Buckhannon-Upshur Community Education Seminar – March 5th and March 22nd at the Buckhannon Presbyterian Church
- b. Agendas and/or Notice of Meetings:
- Elkins Road PSD -March 5, 2019
 - City Council of Buckhannon-March 7, 2019
 - Upshur-Buckhannon /Board of Health-March 7, 2019
 - Upshur County Solid Waste Authority-March 11, 2019
 - Special Session of City Council of Buckhannon-March 13, 2019
 - City Council of Buckhannon-April 16, 2019
 - Rescheduled Meeting Notice of the City of Buckhannon-May 2019
- c. Meeting Minutes:
- Tennerton PSD-January 9, 2019
 - Adrian PSD-January 10, 2019
 - Upshur County Fire Board-January 15, 2019
 - Upshur County Youth Camp Board-January 21, 2019
 - Upshur County Public Library Board-January 24, 2019
- d. Meetings:
- 03/04/19-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
 - 03/05/19-5:30 p.m.-Elkins Road PSD
 - 03/05/19-4:00 p.m.-Hodgesville PSD
 - 03/07/19-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 03/07/19-7:00 p.m.-Banks District VFD
 - 03/07/19-7:00 p.m.-Selbyville VFD
 - 03/11/19-12:00 p.m.-Upshur County Family Resource Network
 - 03/11/19-4:30 p.m.-Upshur County Solid Waste Authority
 - 03/11/19-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 03/12/19-7:30 p.m.-Adrian VFD
 - 03/13/19-12:00 p.m.-Upshur County Senior Center Board

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- 03/13/19-7:00 p.m.-Ellamore VFD
- 03/13/19-7:00 p.m.-Warren District VFD
- 03/13/19-3:00 p.m.-Tennerton PSD
- 03/13/19-6:00 p.m.-Buckhannon River Watershed Association - WVWC
- 03/14/19-10:00 a.m.-Adrian PSD
- 03/14/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 03/14/19-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 03/14/19-7:30 p.m.-Buckhannon VFD
- 03/14/19-4:00 p.m.-Buckhannon Upshur Airport Authority
- 03/15/19-11:00 a.m.-Region VI Local Elected Officials – Lewis County
- 03/17/19-6:00 p.m.-Washington District VFD
- 03/19/19-6:30 p.m.-Upshur County Fire Board, Inc.
- 03/20/19-7:00 a.m.-Upshur County Development Authority – Full Board
- 03/20/19-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
- 03/20/19-4:00 p.m.-Upshur County Public Library Board
- 03/20/19-6:00 p.m.-Upshur County Citizens Corp – CERT
- 03/21/19-6:30 p.m.-Upshur County Youth Camp Board–WVU Extension Office
- 03/21/19-2:00 p.m.-Upshur County Farmland Protection Board
- 03/25/19-6:00 p.m.-Upshur County Fire Fighters Association
- 03/26/19-12:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 03/27/19-10:00 a.m.-James W. Curry Advisory Board
- 04/22/19-12:00 p.m.-Region VII Planning and Development Council
- TBD-Buckhannon-Upshur Chamber of Commerce –Annual Dinner
- TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council

10. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee
- Tennerton Public Service District (unexpired term – July 31, 2019)

11. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org.

- Wednesday, March 13th beginning at 9:00 a.m.
- Thursday, March 14th beginning at 1:00 p.m.
- Friday, March 15th beginning at 8:30 a.m.
- Monday, March 18th beginning at 9:00 a.m.
- Tuesday, March 19th beginning at 9:00 a.m.

Rodney Rolenson, Home Confinement Supervisor, appeared before the Commission and provided a review of the 2018 Upshur County Home Confinement Year End Report (copy included). Cpl. Rolenson provided data and information on the program and reported the program savings in

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regional jail fees in the amount of \$597,142. Cpl. Rolenson discussed the GPS monitoring system and reported that the units are very successful.

Cheyenne Troxell, Program Director for Community Corrections appeared before the Commission and provided a review of the 2018 Annual Report (copy included). Ms. Troxell provided data and information and reported a savings of \$1,277,997.70 vs. the cost of regional jail fees and discussed the benefits of Community Service programs. The 26th Judicial Circuit Community Corrections Program serves both Lewis and Upshur counties.

At 11:00 a.m., Carrie Wallace opened and reviewed bids for the COPS Camera Surveillance Project. Ms. Wallace advised that the bids were all received by the advertised deadline and will be reviewed for compliance by the Upshur and Lewis County Boards of Education for their recommendations. After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved to table review of final recommendations and bid award for a future meeting.

Seven bids were received as follows:

- 1) Micrologic--\$340,891
 - a. Upshur-\$154,110
 - b. Lewis-\$186,181
- 2) Sentry Surveillance-\$412,000
 - a. Upshur-\$201,948.38
 - b. Lewis-\$210,052.62
- 3) Getronics-\$398,146.31
 - a. Upshur-\$216,658.59
 - b. Lewis-\$181,487.72
- 4) Mountain Technology Resources-\$458,000 (no individual breakdown)
 - a. Upshur-
 - b. Lewis
- 5) Tate Communications-\$410,217.76 (no individual breakdown)
 - a. Upshur
 - b. Lewis
- 6) Advantage Technology--\$486,916.46
 - a. Upshur-\$261,377.11
 - b. Lewis-\$225,039.35
- 7) Master Services-\$766,800
 - a. Upshur-\$374,400
 - b. Lewis-\$392,400

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved a budget revision as recommended by Carol Smith, Upshur County Clerk. A "Request for Revision to Approved Budget" will be sent to the Office of the State Auditor for approval (copy included).

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

The Commission approved all Vacation Orders.

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The Commission approved the following “Settlements” (copies included):

- Gerald Lee Cunningham—Final Settlement Waiver
- Michael Gene Currence—Final Settlement Waiver
- David Ernest Cutright—Final Settlement Waiver
- Elenetta Rae Hamrick—Final Settlement Waiver
- Gloria D. Rivers—Final Settlement Waiver
- Herbert H. Tolliver—Final Settlement Waiver

The Commission approved the following “Correction/Exoneration/Refund Orders”: (copies included)

- Michael (Mike) C. Roby—Tkt. #400000216S—Exoneration \$25.74
- Eric J. or Krystin L. Butcher—Tkt. # 306258--Correction

The Commission approved the following “Requests to Attend Meeting” (copies included):

- Terri Jo Bennett—June 10-12, 2019

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

- Warren District -Map 5C Parcel 9 blended with Map 5C Parcel 10 and Map 5C Parcel 11 to make Map 5C Parcel 9 -owners- Susan Michael

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

The Commission recessed at 1:15 p.m.

The Commission reconvened at 3:00 p.m. at the Administrative Annex and participated in a telephone conference with Bruce Flunker, EBSO President; Lisa Simoneau, EBSO representative, and Joe Stanton, Thornburg Insurance Agency representative for a review of EBSO Health Insurance Plan options. On motion by Kristie Tenney, seconded by Terry Cutright, the Commission entered into Executive Session per WV Code §6-9A-4(6). Present were Terry Cutright, Kristie Tenney, Carol Smith, Carrie Wallace, Tabatha Perry, Bruce Flunker and Joe Stanton. The Commission returned to open session at 4:15 p.m. No decisions were made in executive session

With no further business, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission meeting adjourned at 4:15 p.m.