

UPSHUR COUNTY COMMISSION MEETING

April 25, 2019

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, April 18, 2019 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commission President; Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, 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.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the regular meeting minutes of April 18, 2019 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

Dr. Joseph Reed appeared before the Commission to discuss potential topics for BUHS and WVWC students to choose from and prepare a presentation to be shared during a joint meeting of the City Council and the County Commission (copy included). Dr. Reed has prepared a list of topics to stimulate discussion and for students to prepare a presentation and requested input from Commissioners either to choose topics or to suggest alternate subjects. Terry Cutright suggested to possibly include a topic concerning promotion of participation in the 2020 Census. After discussion the Commission concluded that they prefer to let the schools make their own selections and suggested that the County Courtroom would be an appropriate venue for the students to make their presentations.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved a request from Lori Ulderich Harvey, Upshur County Family Resource Network Director, to place a Foster Care Awareness Month display in the Courthouse Annex foyer during the month of May (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved a request from Annabell Brown for permission to utilize the FEMA lot located adjacent to her property at Norvell Drive for a vegetable garden and further denied her request to use the property for the purpose of a temporary horse enclosure. Ms. Brown will maintain and mow the lot. The approval stipulates that "once use ceases, fence must be removed and the property must be restored to its original state" (copy included).

Lt. Mark Davis, Upshur County Sheriff's Department representative, appeared before the Commission to introduce and request the employment of Joseph D. Barcus as Deputy Sheriff. Sgt. Kelley provided a review of Mr. Barcus's training and qualifications and the recommendation that Mr. Barcus "will be a good fit for the department." After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the request effective April 28, 2019 at the pay wage rate of \$18.36 per hour. Mr. Barcus was then sworn in by Carol Smith in the Office of the Upshur County Clerk.

Tabatha Perry provided a review of a request from the Upshur County Safe Structures and Sites Enforcement Board for the adoption of a Petition for Order --- Case Number 101118-01 (Warren Tax District – Tax Map 6B – Parcel Number 11) and noted that there are significant issues associated with clean-up of the property. Terry Cutright recommended a three-month time frame for clean-up. After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the "Order Adopting Enforcement Agency Findings" (copy included).

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Tabatha Perry provided a review of the referral for transitioning from Credential Research to Reference Services, Inc. for employment background checks and noted that Reference Services, Inc. is an accredited company and has been recommended by the Board of Education. After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the President to sign credentialing paperwork that will allow the Commission to begin the process of transitioning from Credential Research to Reference Services, Inc.

The Commission reviewed correspondence from Jerry Wilfong expressing an interest to serve on the Upshur County Fire Board, Inc., as a community representative (copy included). After discussion, it was determined that Mr. Wilfong does not meet the criteria to serve as a member of the Fire Board however Carrie Wallace noted that Mr. Wilfong would meet the criteria to fill a position as Fire Association member. On motion by Terry Cutright, seconded by Kristie Tenney, the Commission denied Mr. Wilfong's request. Carrie Wallace was requested to follow up with an explanation to Mr. Wilfong about the decision.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the appointment of John Barnes to fill an unexpired term on the Tennerton Public Service District Board effective immediately as recommended by Joseph A. Tenney, Board Chairman (copy included). Mr. Barnes' term will expire on July 31, 2019.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved a request from Gregory B. Woody, Upshur County Youth Camp Director, for the seasonal employment for Upshur County Youth Camp Staff, effective on May 20, 2019 with (hourly) pay rates as listed (copy included): Kitchen/Cleaning Personnel Full-Time --Rosalyn Freeman-\$9.78; Danielle Davis-\$8.75; Aron Dille-\$9.69; Elizabeth Eagle-\$8.75; Taylor Eskew-\$8.75; Leah Gordon-\$9.00; Roberta Huffman-\$9.69; Monica Leigh-\$9.69; Jessica Vaughn-\$8.75 and Tanisha Vaughn-\$8.75-Kitchen/Cleaning Personnel Full-Time--Patricia Groves-\$9.69; Carol Page-\$9.69; Teia Page-\$9.69; Carol Roth-\$9.00; Elsie Sayre-\$9.69 and Monika Walton-\$9.69--Grounds Personnel Full Time-Nicholas Anderson-\$8.75; Jared Browning-\$8.75 and Justin Wyatt-\$8.75

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved a request from Cheyenne Troxell, Program Director for Community Corrections, to utilize James Lough as a security guard during the parenting classes conducted in Lewis and Upshur Counties at the pay wage rate of \$20 per hour, reimbursed in full by the WV Supreme Court (copy included). Due to the nature of the classes, the State has requested for a security guard to be present. Hours worked will count towards the 1,039 hours he is allotted per calendar year.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved a request from Cheyenne Troxell, Program Director for Community Corrections, requesting permission for Samantha Ribeiro Matos to teach parenting classes in Lewis and Upshur Counties at the pay wage rate of \$75 per class, reimbursed in full by the WV Supreme Court (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved Elizabeth Athey and Rachel Pickett as Lewis-Upshur Animal Control Facility Volunteers.

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

1. Correspondence from Jim Mitchell, Upshur County Farm Bureau President, inviting the Commission to attend a Farm-City dinner on April 29th at 6:30 p.m. at Chapel Hill United Methodist Church.

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2. Memorandum from Stuart Stickel, CPA, CFE, Deputy State Auditor for the Office of the State Auditor, regarding audit requirements for housing authorities. Effective for fiscal years beginning in 2020, the Chief Inspector Division of the WV State Auditor's Office will be overseeing the audit process of all Housing Authorities in the State of WV in accordance with statutory requirements and established procedures.
3. Upshur County Fire Board, Inc. 2018 2nd Disbursement
4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions for the month of March 2019
5. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - Fostering Hope (a foster care / adoption open house) on Tuesday, May 7th from 6 p.m. to 8 p.m. at the Buckhannon Public Safety Complex
 - Buckhannon Police Dept. Youth Academy – June 24th through June 28th from 9 a.m. to noon at the Buckhannon Police Dept. Training Room
 - b. Agendas and/or Notice of Meetings:
 - c. Meeting Minutes:
 - Upshur County Fire Board-March 19, 2019
 - d. Meetings:
 - 04/29/19-6:00 p.m.-Upshur County Fire Fighters Association
 - 05/02/19-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 05/02/19-6:30 p.m. -Upshur County Youth Camp Board – Special Meeting
 - 05/02/19-7:00 p.m.-Banks District VFD
 - 05/02/19-7:00 p.m.-Selbyville VFD
 - 05/06/19-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
 - 05/07/19-5:30 p.m.-Elkins Road PSD
 - 05/07/19-4:00 p.m.-Hodgesville PSD
 - 05/08/19-12:00 p.m.-Upshur County Senior Center Board
 - 05/08/19-3:00 p.m.-Tennerton PSD
 - 05/08/19-6:00 p.m.-Buckhannon River Watershed Association - WVWC
 - 05/08/19-7:00 p.m.-Warren District VFD
 - 05/08/19-7:00 p.m.-Ellamore VFD
 - 05/09/19-10:00 a.m.-Adrian PSD
 - 05/09/19-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
 - 05/09/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 05/09/19-4:00 p.m. -Buckhannon Upshur Airport Authority
 - 05/09/19-7:30 p.m.-Buckhannon VFD
 - 05/13/19-12:00 p.m.-Upshur County Family Resource Network
 - 05/13/19-4:30 p.m.-Upshur County Solid Waste Authority
 - 05/13/19-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 05/14/19-7:30 p.m.-Adrian VFD
 - 05/15/19-7:00 a.m.-Upshur County Development Authority – Full Board
 - 05/15/19-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
 - 05/15/19-4:00 p.m.-Upshur County Public Library Board
 - 05/15/19-6:00 p.m.-Upshur County Citizens Corp – CERT

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- 05/16/19-2:00 p.m.-Upshur County Farmland Protection Board
- 05/19/19-6:00 p.m.-Washington District VFD
- 05/20/19-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 05/21/19-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 05/21/19-6:30 p.m.-Upshur County Fire Board, Inc.
- 05/22/19-10:00 a.m.-James W. Curry Advisory Board
- 05/23/19-12:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 06/14/19-11:00 a.m.-Region VI Local Elected Officials – Taylor County

6. Appointments Needed or Upcoming:

- Tennerton Public Service District (unexpired term – July 31, 2019)

Tabled Items

1. Review floodplain fees for other West Virginia Counties and consider a revision to the Upshur County Floodplain Ordinance. -Carrie Wallace provided a review of previous discussion, Terry Cutright advised that he was leaning towards the fee being a percentage, so as not to discourage development. After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved to move forward with procedures to amend the ordinance to change the fee structure as .25 per cent for residential permits and 1.0 per cent for commercial permits.

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

The Commission approved all Vacation Orders.

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

- Verma Tenney Campbell—Final Settlement Waiver
- Maretta Sharlean Casto—Final Settlement Waiver
- Chester Charles Houston—Final Settlement Waiver
- Joseph H. Lubin—Final Settlement Waiver
- Ila Doreen Reed—Final Settlement Waiver
- Karla Marie Snyder Reed —Final Settlement Waiver
- John Porter Siron, Jr. Trust for Judy Marie Strader—Second Annual Settlement
- John Porter Siron, Jr. Trust for Shirley Lea Casto—Second Annual Settlement
- Wilma Jean Woody—Final Settlement Waiver

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

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