

UPSHUR COUNTY COMMISSION MEETING

June 21, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, June 21, 2018 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commissioner; Troy Brady, Commissioner; Terry Cutright, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, Upshur County Administrator; and Prissilla 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 Terry Cutright seconded by Sam Nolte, the Commission approved the regular meeting minutes of June 7, 2018 as submitted.

After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved to table any decisions regarding the County Financial Institutions as Depositories for Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Premier Bank, Community Bank and Citizens Bank of WV until the Prosecutor can review this matter (copy included).

After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved an advertisement/posting for bids for one Super Duty Regular Cab Chassis Truck for the Upshur County Maintenance Department. Sealed bids must be received no later than 4:00 pm on July 18, 2018 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:05 am on Thursday, July 19, 2018 (copy included).

Lori Ulderich Harvey, Upshur County Family Resource Network Director and team leader for Upshur County Partners in Prevention appeared before the Commission and provided information and statistics concerning elder abuse. Ms. Ulderich-Harvey read the World Elder Abuse Awareness Day Proclamation which designates June (2018) as Elder Abuse Awareness Month in Upshur County. After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved and authorized the signing of the proclamations as requested (copy included).

After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved an advertisement/posting for Proposals for janitorial services for various Commission owned properties. A mandatory pre-bid conference will be held on Monday, July 9, 2018 at 2:30 pm. Sealed bids must be received no later than 4:00 pm on July 18, 2018 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, July 19, 2018 (copy included).

After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved and authorized the signing of the No Term, Non-Exclusive SaaS Agreement for use of Government Window's Online Payment System. The non-exclusive license will be provided for the following departments: (1) Addressing & Mapping, Building Permit & Floodplain Management Office, (2) Assessor's Office, (3) Commission Office, (4) E-911 Communication Center, (5) James W. Curry Library and Park and (6) Lewis-Upshur Animal Control Facility. All costs are covered by service fees charged to the End-User's clients/customers upon using any of the Licensed Items. Carrie Wallace advised that departments can be added at a later date at no additional cost (copy included).

The Commission reviewed correspondence from Mark D. Holstine, P.E. Executive Director of the WV Solid Waste Management Board regarding an upcoming term expiration (copy included). After discussion, on motion by Terry Cutright seconded by Troy Brady, the Commission approved Mr. Hollen's reappointment to the WV Solid Waste Management Board effective July 1, 2018 for a four-year term ending on June 30, 2022.

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After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved the reappointment of Carey A. Wagner as Elkins Road PSD Board member as requested by the Elkins Road PSD Board of Directors (copy included). Ms. Wagner's term will renew on October 1, 2018 and expire on September 30, 2024 (copy included).

After discussion, on motion by Terry Cutright seconded by Troy Brady, the Commission approved the Application for Donated Leave and the granting of leave under the Family and Medical Leave Act (subject not named due to confidentiality per HIPPA regulations).

After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved the employment of Margie D. Parsons as full-time telecommunicator, effective June 25, 2018 at the rate of \$11.00 per hour as requested by Kimbra L. Wachob, Upshur County Emergency Communications Center Assistant to the Director (copy included). *Note: After discussion with Doyle Cutright, Emergency Communications Center Director, the request was amended to \$11.50 per hour to incorporate the FY 19 \$.50 raise. Ms. Parsons' hiring wage had to be revised as she will receive her first pay in FY 19. After discussion, on motion by Terry Cutright seconded by Sam Nolte, the Commission approved the employment of James W. Vance and Douglas K. White as part-time Courthouse Security/Bailiffs as requested by David H. Coffman, Upshur County Sheriff, Mr. Vance and Mr. White will work no more than 19 ½ hours per week at the rate of \$11.50 per hour, effective July 1, 2018 (copy included).

After discussion, on motion by Terry Cutright seconded by Troy Brady, the Commission approved the resignation of Tess Betler as Splasher's Swim Coach, effective June 7, 2018 and further approved the employment of Kailyn Bosley as Splasher's Swim Coach, effective June 8, 2018 as requested by Jennifer Knically Bennett, on behalf of the Splasher's Board of Directors. Ms. Bosley will be paid \$1,500 for the season which will be reimbursed to the County in full by "Splashers" (copy included).

Carrie Wallace, Upshur County Administrator advised that the Commission has a second representative to replace on the Upshur County Public Library Board Ms. Wallace explained that the Board is having trouble obtaining a quorum for their meetings and asked the Commission to think of individuals that may be interested in filling the position.

The Commission discussed the properties owned by Thomas Moates, Todd Spencer Walter Gould and Frank Kelley. After receiving an update from WVDNR Officer Collins indicating a noticeable improvement to both properties, on motion by Terry Cutright seconded by Troy Brady, the Commission approved a motion to close the Gould and Kelley cases with the understanding that the owners will continue to work on their properties without the requirement of reporting their efforts to the Commission. The Moates case was tabled for two weeks at which time Mr. Collins will be making another site visit to the property and has the authority to assess a \$400 fine if the property is not within compliance with WV laws.

The Commission discussed Rule 8 "Expenditures from the Magistrate Court Fund" of the WV Judiciary Administrative Rules for the Magistrate Courts as it relates to the payment of cell phone bills for County Magistrates... After discussion, on motion by Terry Cutright seconded by Sam Nolte, the Commission approved the continued payment of Magistrate Coffman's cell phone bill from the General County Fund. The cell phone bill for Magistrate Hurst and the landline bill for Magistrate Coffman will continue to be paid from the Magistrate Court Fund... (Note-Cutright and Nolte for, Brady against)

Carol Smith, Upshur County Clerk reviewed a request for a budget revision. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the budget revisions

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as discussed with a “Request for Revision to Approved Budget” to be sent to the Office of the State Auditor for approval (copy included).

The Commission recessed at 10:23 a.m.

The Commission reconvened at 10:35 a.m. at the E-911 Communication Center.

Doyle Cutright, E-911 Communication Center Director provided a tour of the facility and equipment used on a daily basis. Staley Communications, Inc. (BearCom) representatives Paul Staley and Aaron Bosnick and Motorola representative Peter Morotta gave a presentation of E-911 Center radio upgrade options. Options presented included the installation of the used Gold Elite system from Preston County, joining the State’s SIRN system or purchasing a stand-alone K Core System for the County., By general consensus, the Commission agreed to continue researching their options and further approved Doyle Cutright’s travel to Logan County to view their MindShare system before the July 12, 2018 scheduled meeting. Director Cutright also discussed the possibility of increasing wireless fees to ensure the E911 Communications Center has an adequate operational budget to support system upgrades in the future.

Doyle Cutright, E-911 Center Director, discussed the FY 19 wage rate for Margie Parsons. Ms. Parson’s employment was approved in today’s Commission meeting at the rate of \$11.00 per hour; however, Mr. Cutright requests that she be given the across the board \$.50 raise that was approved for all County employees for the 2019 fiscal year. The Commission expressed support of Doyle’s request and directed him to update the County Clerk’s office. *Update: After discussion with Debbie Hull, Deputy County Clerk, Doyle Cutright amended his requests for Ms. Parson’s employment to reflect a wage rate of \$11.50 per hour as her first pay will be in the 2019 fiscal year.

Sam Nolte reviewed the following “For Your Information” items:

1. Correspondence from Michael Sutphin, Project Manager for the WV DEP, announcing the acceptance of a previously filed Voluntary Remediation Program Application for the Upshur County Youth Camp Archery Range in Selbyville, WV and setting forth the next steps of the program.
2. Correspondence from Judge Gary Johnson, WV Court Security Board Chairperson, approving a Court Security Fund Grant in the amount of \$12,888 for the purpose of enhancing the County’s court security.
3. Statewide Transportation Improvement Program (STIP) FFY 2016-2021 Program Amendment #19 dated June 11, 2018.
4. Correspondence from Timothy VanReenen, on behalf of the WV Association of Conservation Districts, informing the Commission that the Upshur County Youth Camp Project was not chosen to be part of the grant funding.
5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – May 2018
6. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of May 2018
7. Newsletters and/or Event Notifications:
 - First Annual Colonial Theatre Benefit Concert Presented by ART26201-June 23rd at 7 p.m.
 - Sensory Friendly Movie at Chapel Hill UMC, sponsored by the Upshur County Family Resource Network-June 29th at 7 p.m.
8. Agendas and/or Notice of Meetings:
 - Upshur County Family Resource Network-June 11, 2018

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- Lewis-Upshur Community Corrections Board-June 11, 2018
- Upshur County Safe Structures & Sites Enforcement Board-June 14, 2018
- Upshur County Solid Waste Authority-June 18, 2018
- Elkins Road PSD – Special Budget Meeting-June 18, 2018
- City Council of Buckhannon- Special Session-June 18, 2018
- Buckhannon-Upshur Chamber of Commerce-June 18, 2018
- Upshur County Public Library-June 19, 2018
- Upshur County Fire Board, Inc.-June 19, 2018
- City Council of Buckhannon-June 21, 2018

9. Meeting Minutes:

- Upshur County Safe Structures & Sites Enforcement Board-April 12, 2018
- Elkins Road PSD-May 1, 2018
- Upshur Citizen Corp Council-May 9, 2018
- Upshur County Family Resource Network-May 14, 2018

10. Meetings:

- 06/18/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 06/18/18-4:30 p.m.-Upshur County Solid Waste Authority – Special Meeting
- 06/18/18-5:00 p.m.-Elkins Road PSD – Special Budget Meeting
- 06/19/18-4:00 p.m.-Upshur County Public Library Board
- 06/19/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 06/19/18-6:30 p.m.-Upshur County Fire Board, Inc.
- 06/20/18-7:00 a.m.-Upshur County Development Authority – Executive Board
- 06/20/18-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
- 06/21/18-2:00 p.m.-Upshur County Farmland Protection Board
- 06/21/18-6:30 p.m.-Upshur County Youth Camp Board – Selbyville
- 06/25/18-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
- 06/25/18-6:00 p.m.-Upshur County Fire Fighters Association
- 06/27/18-10:00 a.m.-James W. Curry Advisory Board
- 07/03/18-4:00 p.m.-Hodgesville PSD
- 07/05/18-7:00 p.m.-Banks District VFD
- 07/05/18-7:00 p.m.-Selbyville VFD
- 07/09/18-12:00 p.m.-Upshur County Family Resource Network
- 07/09/18-4:30 p.m.-Upshur County Solid Waste Authority
- 07/09/18-5:30 p.m.-Elkins Road PSD
- 07/09/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 07/10/18-7:30 p.m.-Adrian VFD
- 07/11/18-12:00 p.m.-Upshur County Senior Center Board
- 07/11/18-3:00 p.m.-Tennerton PSD
- 07/11/18-6:00 p.m.-Upshur County Citizens Corp – CERT
- 07/11/18-7:00 p.m.-Ellamore VFD
- 07/11/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors

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- 07/11/18-7:30 p.m.-Warren District VFD
- 07/12/18-10:00 a.m.-Adrian PSD
- 07/12/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 07/12/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board- Cancelled
- 07/12/18-4:00 p.m.-Buckhannon Upshur Airport Authority
- 07/12/18-6:00 p.m.-Buckhannon-Upshur Board of Health
- 07/12/18-7:30 p.m.-Buckhannon VFD
- 07/15/18-6:00 p.m.-Washington District VFD
- 07/19/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board-Special Meeting
- 08/13/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council

11. Appointments Needed or Upcoming:

- Upshur County Public Library Board (term expires June 30, 2018) – Commission Appointment

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

The Commission approved all Vacation Orders.

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

- Portia May Forney—Final Settlement Waiver
- Henry H. Graff—Final Settlement Waiver
- Rosalie Keister—Final Settlement
- Rita Marie Patterson—Final Settlement Waiver
- Renna Glee Poling—Final Settlement
- Ida M. Potts—Final Settlement
- Clyde R. Reed—Final Settlement Waiver
- Irene Iris Tenney—Final Settlement Waiver
- Nancy L. Westfall—Final Settlement Waiver
- Albert Lee Woodson—Final Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):

- Corey Justin Brown—#4274—Corrective Ticket
- Wesley E. Marsh —#4275—\$11.82
- Jerry L/ Morrison—#4276—\$15.52

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

- Roxanne Winters—June 27, 2018
- Michelle White—June 27, 2018

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

- Banks District-blend Map 1 Parcel 2N-17 with Map 1 Parcel 2N-16 with Map 1 #1551 to make Map 1 Parcel 2N-16-Owners, William F. & Nancy C. Shobe

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

With no further business, on motion by Terry Cutright seconded by Sam Nolte, the Commission meeting adjourned at 12:50 p.m.