

# UPSHUR COUNTY COMMISSION MEETING

## January 4, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 4, 2018 at 9:00 a.m. Terry Cutright called the meeting to order. Present were Terry Cutright, Commissioner, Troy A. Brady, Commissioner; Sam Nolte, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, Upshur County Administrator; Tabatha Perry, Assistant County 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 Troy A. Brady seconded by Sam Nolte, the Commission approved the regular meeting minutes of December 21, 2017 and special meeting minutes of December 29, 2017 as submitted.

Terry Cutright provided a review of Agenda Items/Scheduled Appointments to be covered in today's meeting.

Troy A. Brady nominated Sam Nolte to serve as 2018 Commission President. Mr. Nolte accepted the nomination and on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved Sam Nolte as Upshur County Commission President for the 2018 year. Carol J. Smith, Upshur County Clerk, administered the Oath of Office to 2018 Commission President, Sam Nolte (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved to continue to hold the Upshur County Commission meetings weekly on Thursdays at 9:00 a.m.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the Local Rules for Commission Meetings as submitted (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the registration sign-in sheet in accordance with WV Code §6-9A-3 as submitted (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the agenda format to remain as is.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the 2018 hours of operation of the Upshur County Courthouse, Annex and Administrative Annex as Monday thru Friday from 8:00 a.m. to 4:30 p.m. with the following exceptions: Friday, May 18, 2018 from 8:00 a.m. to 12:00 p.m. and Friday, December 14, 2018 from 8:00 a.m. to 12:00 p.m. and the 2018 Calendar Year Legal Holidays Schedule as submitted (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the Commission President, Sheriff and County Clerk to sign Affidavit(s) of County, Municipal, or Other Public Official Establishing Facsimile Signature (copies included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the appointments/reappointments of Commissioners and administrative staff to serve on boards as listed (copy included):

- Lewis-Upshur Community Corrections Board--Brady
- Upshur County Farmland Protection Board—Brady
- Upshur County Enhanced Emergency Telephone Board--Brady
- Upshur County Family Resource Network--Brady
- Upshur County Youth Council, Inc. (SYC) --Brady

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- Region VI Work Force Investment Board--Cutright
- Region VII Planning and Development Council--Cutright
- Upshur County Extension Service Committee--Cutright
- Upshur County Fire Board Inc. —Cutright
- Upshur County Senior Center Board—Cutright
- Mountain Cap of West Virginia, Inc. —Cutright
- James W. Curry Advisory Board—Cutright\*
- Lewis-Upshur Local Emergency Planning Committee--Nolte
- Upshur County 4H Foundation—Nolte
- Upshur County Development Authority—Nolte
- Buckhannon Upshur Airport Authority—Nolte
- Corridor H Authority—Cutright
- Upshur County Development Authority—Wallace
- Chamber of Commerce Board of Directors—Wallace
- Chamber of Commerce—Wallace
- Convention and Visitors Bureau—Wallace
- James W. Curry Advisory Board—Wallace
- Buckhannon Upshur Parks & Rec—Perry\*
- Safe Sites & Structures Ordinance Enforcement Board—Perry\*

\*attends meeting—not member

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the Board of Review and Equalization 2018 schedule as submitted (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the Board of Review and Equalization (BORE) publication notice (copy included). The Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1<sup>st</sup> day of February 2018, and shall continue until the work is complete, but will adjourn no later than the close of business on the 16<sup>th</sup> day of February, 2018.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign correspondence to the Office of the Upshur County Assessor and the Property Tax Division—State Tax Department which grants approval “to correct valuations for real property, personal property, and /or mineral accounts” (copy included). Any adjustments made after February 1, 2018, must be forwarded to the Commission sitting as the Board of Review & Equalization.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the letter from Charlie McKinney, Assistant Chief Inspector, Chief Inspector’s Division of the WV State Auditor’s Office, confirming the services

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provided to the Upshur County Commission for the fiscal year ended June 30, 2017. The fee for the single audit services will be \$28,240.

Tabatha Perry provided a review/status report concerning the Safe Structures and Sites Ordinance Enforcement Board referral, Case #041416-01, owned by Thomas Moates. Ms. Perry advised that Mr. Moates has reported health and medical issues and is requesting additional time to complete improvements and further noted that some progress has been made. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved an extension through the end of March 2018 for full ordinance compliance of property clean-up.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the proposal prepared by EBSO for Simplified ACA Reporting for Applicable Large Employers. Provided services will be for completing IRS filing requirements for the 2018 year. The flat annual reporting fee is \$2,500 and the W2 fee, in the amount of \$17 per full-time W-2 issued, is charged once the final census information is provided to EBSO in December of 2018.

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

1. Correspondence from Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, State of West Virginia, regarding the Assessor's proposed 2018-2019 Valuation Fund Budget. Written evidence showing that a lesser amount than the amount requested by the assessor would be adequate must be submitted to the Property Tax Division on or before January 15, 2018
2. Upshur County Building Permits for December 2017
3. Upshur County Sheriff's Financial Statement for period ending November 2017
4. Newsletters and/or Event Notifications:
  - Curry Courier-December 27, 2017
  - James W. Curry Public Library Calendar of Events-January 2018
5. Agendas and/or Notice of Meetings:
  - City Council of Buckhannon- January 4, 2018
  - Upshur County Solid Waste Authority- January 8, 2018
  - Lewis Upshur Community Corrections Board-January 8, 2018
  - Elkins Road PSD-January 9, 2018
6. Meeting Minutes:
  - Upshur County Youth Camp Board-October 19, 2017
  - Upshur County Fire Board-November 15, 2017
7. Meetings:
  - 01/02/18-4:00 p.m.-Hodgesville PSD
  - 01/03/18-12:00 p.m.-Upshur County Senior Center Board
  - 01/04/18-7:00 p.m.-Banks District VFD
  - 01/04/18-6:00 p.m.-Buckhannon-Upshur Board of Health
  - 01/04/18-7:00 p.m.-Selbyville VFD
  - 01/08/18-12:00 p.m.-Upshur County Family Resource Network
  - 01/08/18-4:30 p.m.-Upshur County Solid Waste Authority

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- 01/08/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 01/08/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- 01/09/18-5:30 p.m.-Elkins Road PSD
- 01/09/18-7:30 p.m.-Adrian VFD
- 01/10/18-6:00 p.m.-Upshur County Citizens Corp – CERT
- 01/10/18-7:00 p.m.-Ellamore VFD
- 01/10/18-7:30 p.m.-Warren District VFD
- 01/10/18-3:00 p.m.-Tennerton PSD
- 01/10/18-7:00 p.m.-Buckhannon River Watershed Association-Board of Directors
- 01/11/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 01/11/18-1:00 p.m.-Adrian PSD
- 01/11/18-4:00 p.m.- Upshur County Safe Sites & Structures Ordinance Board
- 01/11/18-7:30 p.m.-Buckhannon VFD
- 01/11/18-4:00 p.m. -Buckhannon Upshur Airport Authority
- 01/15/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 01/16/18-4:00 p.m.-Upshur County Public Library Board
- 01/16/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 01/16/18-6:30 p.m.-Upshur County Fire Board, Inc.
- 01/17/18-7:00 a.m.-Upshur County Development Authority – Full Board
- 01/17/18-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
- 01/18/18-3:00 p.m.-Upshur County Farmland Protection Board
- 01/18/18-6:30 p.m. -Upshur County Youth Camp Board
- 01/21/18-6:00 p.m.-Washington District VFD
- 01/29/18-6:00 p.m.-Upshur County Fire Fighters Association
- TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 03/28/18-10:00 a.m.-James W. Curry Advisory Board

### 8. Appointments Needed or Upcoming:

Upshur County resident Todd Spencer Walter Gould appeared before the Commission to discuss Upshur County Safe Structures and Sites Ordinance Enforcement Board Case # 041317-02 concerning required action to bring the Washington Tax District property into ordinance compliance. The Commission reviewed photographs of the property. Mr. Gould summarized improvements that he has made to his property and the adjoining property and further requested additional time for completion due to the weather. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved an extension through the end of March 2018 for full ordinance compliance of property clean-up.

Tabatha Perry provided a review/status report concerning Upshur County Safe Structures and Sites Ordinance Enforcement Board Case # 051117-01 property owned by Frank Kelley and advised that additional time has been requested for completion. The Commission reviewed photographs of the property. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved an extension through the end of March 2018 for full ordinance compliance of property clean-up.

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

The Commission approved all Vacation Orders.

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

- Robert James Rose—Final Settlement Waiver

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

- Leonard Keith or Elizabeth Rose Lantz—#4231—\$33.88
- Annie M. Stimson or Alex R. Wamsley—#4232—\$41.50
- Annie M. Stimson or Alex R. Wamsley —#4233—\$50.17
- Annie M. Stimson or Alex R. Wamsley —#4234—\$53.06
- Annie M. Stimson or Alex R. Wamsley —#4235—\$200.16

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

- Carrie L. Wallace—January 29, 2018 and March 2, 2018
- Tabatha R. Perry—January 29, 2018 and March 2, 2018

With no further business, on motion by Troy A. Brady seconded by Terry Cutright, the Commission meeting adjourned at 12:30 p.m.