

# UPSHUR COUNTY COMMISSION MEETING

## March 15, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 15, 2018 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commissioner; Troy A. Brady, Commissioner; Terry Cutright, 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 Terry Cutright, the Commission approved the regular meeting minutes of March 1, 2018. After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the special meeting minutes of March 7, 2018 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion Terry Cutright seconded by Troy A. Brady, the Commission approved the list of Poll Workers, Alternates, and Emergency Ballot Commissioners for the May 8, 2018 Primary Election as requested by Carol Smith, Upshur County Clerk (copy included).

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the James W. Curry Scholarship Announcement and Application for 2018 (copy included).

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Atlas Geographic Data, Inc. service agreement for GIS website development and hosting for a one-year period commencing April 1, 2018 through March 31, 2019 at the rate of \$250 per month or \$3,000 annually.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved and authorized the President to sign the Small Cities Block Grant #16SCBG0008, Elkins Road PSD Phase III Water System Improvements Project, drawdown request #7 in the amount of \$4,632.00 as requested by Todd Goddard, Community Development Representative (copy included).

Sam Nolte reviewed correspondence from Todd Goddard, on behalf of the CDBD Program of the WV Development Office, regarding the recent Community Development Block Grant award of \$1,216,566 to assist the Upshur County Commission with the Elkins Road Public Service District, Phase III Water System Improvement Project. After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved and authorized the President to sign Small Cities Block Grant Agreement, Resolution, Memorandum of Understanding with the Elkins Road PSD and supporting grant documents as requested by Todd Goddard, Community Development Representative (copy included).

After review and discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Community Development Block Grant – Small Cities Block Grant Budget Amendment request to reflect the approval of the additional SCBG funds from the February 18, 2018 announcements in the amount of \$1,216,566 (copy included).

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved a donation of 10 one-day pool passes for an upcoming auction/carnival to benefit the Union Elementary School as requested by Sheri Crisp and Mindy Monteleone, PTO Presidents (copy included).

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Renewal Agreement between The Upshur County Commission and Stanton Lawn Service for grounds keeping services for the 2018 season. Per the renewal clause, Owner and Contractor agree all terms set forth in the Agreement dated March 23, 2017

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are in full force and effect for another one-year period effective March 15, 2018 and continuing through September 28, 2018. Owner shall pay the Contractor, upon completion of all work, no more than the sum of \$15,885.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the employment of Loretta L. Koone as part-time seasonal Grounds Keeper, effective March 16, 2018 as requested by Greg Harris, Facilities Director (copy included). Ms. Koone will work up to twenty-nine and one-half hours per week at the pay wage rate of \$9.50 per hour. This temporary position will last through September or October, depending on the weather.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the resignation of Patty Replogle as full-time legal assistant, effective March 16, 2018.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the job posting/advertisement for a full-time legal assistant position in the Prosecuting Attorney's office. Starting rate of pay will be based upon experience. Applications must be received by April 15, 2018.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved Renee Benz and Karen Anderson as volunteers for the Lewis-Upshur Animal Control Facility.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the promotion of Bethany Burkhart to Tri-County Child Exchange & Visitation Program Coordinator, effective March 18, 2018. As Program Coordinator, Ms. Burkhart will be paid \$10.50 an hour and work a maximum of 19 hours per week.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the request from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Site Supervisor, for the promotion of Alexis Brockleman to Site Supervisor, effective March 18, 2018. As Site Supervisor, Ms. Brockleman will be paid \$9.50 an hour and work a maximum of 19 hours per week.

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

1. Correspondence from Jeff Amburgey, Director of the Property Tax Division, State of WV Department of Revenue State Tax Department, providing a budget amount estimate in the sum of \$38,277 to assist in the task of preparing a FY 2018-2019 budget for the Statewide Computer Network, Account 408.
2. Correspondence from Carol J. Smith, County Clerk, regarding the 2018-2019 Public Utility Values.
3. Release of Liability executed by Sara Cassidy, on behalf of the U.S. Census Bureau, for centerline and address data for the unincorporated areas of Upshur County received from the Upshur County Addressing and Mapping Office as of March 15, 2018.
4. Upshur County Building Permits – February 2018
5. Upshur County Fire Board, Inc. Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2017.
6. WV Community Corrections Grant Program Application for FY 2019 requesting \$349,421 in state funding to provide alternate sentencing and re-entry services for eligible offenders.
7. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – February 2018
8. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of February 2018
9. Lewis-Upshur Animal Control Facility Cat Report for the month of February 2018

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### 10. Upshur County Mileage Reports – February 2018

- Upshur 911
- Maintenance
- Emergency Management
- Sheriff
- Addressing and Mapping
- Community Corrections
- Dog Pound

### 11. Newsletters and/or Event Notifications:

- Buckhannon Business-In-Community Dialogue to be held March 15<sup>th</sup> at 12 p.m. and March 19<sup>th</sup> at 5 p.m.
- Upshur County Community Baby Shower at WVWC on March 17<sup>th</sup> from 10 a.m. to 1:30 p.m.
- Run Like a Fool 5K at the Buckhannon River Walk on April 7<sup>th</sup> beginning at 11 a.m.

### 12. Agendas and/or Notice of Meetings:

- Elkins Road PSD-March 6, 2018
- Adrian PSD-March 8, 2018
- Buckhannon Upshur Airport Authority-March 8, 2018
- Upshur County Safe Sites & Structures Ordinance Board-March 8, 2018
- Upshur County Solid Waste Authority-March 12, 2018
- Upshur County Family Resource Network-March 12, 2018
- City Council of Buckhannon-March 15, 2018
- Wes-Mon-Ty Resource Conservation & Development Council -March 20, 2018
- Upshur County Public Library Board-March 20, 2018

### 13. Meeting Minutes:

- Upshur County Safe Sites & Structures Ordinance Board-February 8, 2018
- Upshur County Family Resource Network-February 12, 2018
- Buckhannon-Upshur Recreational Park Advisory Board -February 12, 2018

### 14. Meetings:

- 03/08/18-10:00 a.m.-Adrian PSD
- 03/08/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 03/08/18-4:00 p.m.-Buckhannon Upshur Airport Authority
- 03/08/18-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
- 03/08/18-7:30 p.m.-Buckhannon VFD
- 03/12/18-12:00 p.m.-Upshur County Family Resource Network
- 03/12/18-4:30 p.m.-Upshur County Solid Waste Authority
- 03/12/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 03/13/18-4:00 p.m.-Upshur County Public Library Board-Cancelled
- 03/13/18-7:30 p.m.-Adrian VFD
- 03/14/18-12:00 p.m.-Upshur County Senior Center Board
- 03/14/18-3:00 p.m.-Tennerton PSD
- 03/14/18-6:00 p.m.-Upshur County Citizens Corp – CERT
- 03/14/18-7:00 p.m.-Ellamore VFD

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- 03/14/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors
- 03/14/18-7:30 p.m.-Warren District VFD
- 03/15/18-2:00 p.m.-Upshur County Farmland Protection Board
- 03/15/18-6:30 p.m.-Upshur County Youth Camp Board
- 03/18/18-6:00 p.m.-Washington District VFD
- 03/19/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 03/20/18-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 03/20/18-10:00 a.m.-Upshur County Public Library Board-Special Meeting
- 03/20/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 03/20/18-6:30 p.m.-Upshur County Fire Board, Inc.
- 03/21/18-7:00 a.m.-Upshur County Development Authority – Full Board
- 03/21/18-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
- 03/26/18-6:00 p.m.-Upshur County Fire Fighter’s Association
- 03/28/18-10:00 a.m.-James W. Curry Advisory Board
- 04/03/18-5:30 p.m.-Elkins Road PSD
- 04/03/18-4:00 p.m.-Hodgesville PSD
- 04/05/18-7:00 p.m.-Banks District VFD
- 04/05/18-7:00 p.m.-Selbyville VFD
- 05/03/18-6:00 p.m.-Buckhannon-Upshur Board of Health
- 05/07/18-6:00 p.m.- Lewis-Upshur Community Corrections Board-Lewis County

15. Appointments Needed or Upcoming: (none)

### 16. 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 Wallace at [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

- Monday, March 12<sup>th</sup> beginning at 9:00 a.m.
- Tuesday, March 13<sup>th</sup> beginning at 9:00 a.m.
- Wednesday, March 14<sup>th</sup> beginning at 9:00 a.m.
- Thursday, March 15<sup>th</sup> beginning at 1:00 p.m.
- Friday, March 16<sup>th</sup> beginning at 9:30 a.m.

Carol Smith, Upshur County Clerk, reviewed a request for a budget revision. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the budget revisions as discussed with a “Request for Revision to Approved Budget” to be sent to the Office of the State Auditor for approval.

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

The Commission approved all Vacation Orders.

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

- Exanna P. Butcher—Final Settlement
- Mildred Edmiston—Final Settlement
- Dana E. Hamner, Jr.—Final Settlement Waiver
- Diana L. Justice—Final Settlement
- Charles E. Lee—Final Settlement
- Thelma D. Lee—Final Settlement

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- Hugh Page McGee—Final Settlement Waiver
- Vivian Louise Whiting—Final Settlement Waiver
- Frederick Dallas Woofter—Final Settlement

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

- Amanda Downs—#4256—\$302.08
- Danny O. Chandler—#4257—\$153.92

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

- Doyle R. Cutright II-March 15, 2018
- Kimbra Wachob-March 15, 2018
- Doyle R. Cutright II-March 22, 2018
- Doyle R. Cutright II-April 1-6, 2018
- Kimbra Wachob-April 1-6, 2018
- Michelle White- April 2-6, 2018
- Roxanne Winters-April 2-6, 2018
- Kimbra Wachob-June 16-21, 2018
- Stephanie Jack-June 16-21, 2018

The Commission recessed at 11:30 a.m.

The Commission reconvened at 1:00 p.m. to continue budget meetings.

With no further business, on motion by Troy A. Brady seconded by Terry Cutright, the Commission meeting adjourned at 4:40 p.m.