

# UPSHUR COUNTY COMMISSION MEETING

## March 22, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 22, 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.

The regular meeting minutes of March 15, 2018 were not available and will be included in next week's agenda for approval.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion Terry Cutright seconded by Troy A. Brady, the Commission approved the and authorized the signing of the Upshur County 2018 – 2019 fiscal year budget (copy on file in the Office of the Upshur County Commission).

After discussion, on motion Terry Cutright seconded by Troy A. Brady, the Commission approved and authorized the President to sign the revised letter from Charlie McKinney, Assistant Chief Inspector, Chief Inspector's Division of the WV State Auditor's Office, confirming the services provided to the Upshur County Commission for the fiscal year ended June 30, 2017. In addition to the single audit services, the revised fee of \$29,740 now includes the Upshur County Farmland Protection Board's audit. The Upshur County Farmland Protection Board will reimburse the Upshur County Commission the difference of \$1,500 for their portion of the services (copy included).

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the appointment of Katie Loudin to serve on the Buckhannon-Upshur Parks and Recreation Advisory Board in lieu of Dr. Greenbrier Almond. Mrs. Loudin will be serving the remainder of the term ending on June 30, 2018 (copy included).

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the advertisement for Lifeguards, Admission Workers and Concession Stand Workers for the 2018 season at the Buckhannon-Upshur Recreational Park Facility. The seasonal positions will begin work in mid-May and continue through mid-August. Applications must be received on or before the close of business on Friday, April 20, 2018 (copy included).

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the advertisement/job posting for seasonal positions for the Upshur County Youth Camp. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications must be received before the close of business on April 27, 2018.

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

1. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority announcing that the previously requested time extension for the Circuit Courtroom project has been approved. The new deadline for completion is April 14, 2018.
2. Correspondence from Ingrid Ferrell, Director of the Executive Secretary Division of the Public Service Commission of WV, enclosing a copy of a Commission Order issued March 8, 2018 in the matter of Rules Governing E-911 Fees, 150 C.S.R. Series 25, to provide further guidance regarding E-911 fee requirements.
3. Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester 4. Upshur County Sheriff's Financial Statement for Period Ending February 2018

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4. Upshur County Sheriff's Financial Statement for Period Ending February 2018
5. Newsletters and/or Event Notifications:
  - "Walk with a Doc" Program to begin March 26<sup>th</sup> at the helipad behind St. Joseph's Hospital Med Plaza, Building A
  - "O Snap" Recipe Contest-Entries must be submitted by midnight on April 10<sup>th</sup>
6. Agendas and/or Notices of Meetings:
  - Upshur County Farmland Protection Board-March 15, 2018
  - Upshur County Fire Board, Inc.-March 20, 2018
  - City Council of Buckhannon Special Meeting-March 29, 2018
  - City Council of Buckhannon Special Meeting-April 17, 2018
7. Meeting Minutes:
  - Elkins Road PSD-February 6, 2018
  - Adrian PSD-February 8, 2018
  - Upshur County Solid Waste Authority-February 12, 2018
  - Upshur County Senior Center-February 14, 2018
  - Upshur County Youth Camp Board-February 15, 2018
  - Wes-Mon-Ty RC&D Board of Directors-February 20, 2018
8. Meetings:
  - 03/13/18-4:00 p.m.-Upshur County Public Library Board-Cancelled
  - 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
  - 04/09/18-12:00 p.m.-Upshur County Family Resource Network
  - 04/09/18-4:30 p.m.-Upshur County Solid Waste Authority
  - 04/09/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
  - 04/10/18-10:00 a.m.-Adrian PSD
  - 04/11/18-12:00 p.m.-Upshur County Senior Center Board
  - 04/11/18-3:00 p.m.-Tennerton PSD
  - 04/11/18-6:00 p.m.-Upshur County Citizens Corp – CERT
  - 04/11/18-7:00 p.m.-Ellamore VFD
  - 04/11/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors
  - 04/11/18-7:30 p.m.-Warren District VFD

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- 04/19/18-2:00 p.m.-Upshur County Farmland Protection Board
- 04/19/18-6:30 p.m.-Upshur County Youth Camp Board
- 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

### 9. Appointments Needed or Upcoming: (none)

Mike Cozad, Community Liaison, Atlantic Coast Pipeline representative, appeared before the Commission and provided an update concerning the timeline, project expectations and provided a flyer for the “Construction Open House and Job Fair” which will be held at 5 p.m. on April 11, 2018 at the Mountain View Event Center. Mr. Cozad advised that six companies will be taking applications/hiring 150 to 200 inspectors for the project. Mr. Cozad said that the construction timeline is currently behind by about six weeks due to permit-clarification delays. Upshur County residents, Tim Higgins and April Pearson Keating presented questions and comments which were answered by Mr. Cozad with an invitation to come to the open house for more complete information.

Tabatha Perry advised that the Review Committee for the procurement of Environmental Consultant Services necessary to undertake remediation planning activities for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project had interviewed three firms with a final recommendation for Environmental Standards. The Committee (Terry Cutright, Carrie Wallace and Tabatha Perry) advised that the fee for the project will be \$42,900 which will be fully funded by the grant. A nine-month timeline is expected. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved Environmental Standards per committee recommendation, for the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project.

Judge Hall appeared before the Commission and expressed appreciation for the upgrades that have been done in the Circuit Courtroom. Judge Hall also expressed disappointment in the Commission’s decision not to implement additional measures of security. Judge Hall reviewed recent events of courtroom violence and provided a demonstration showing a credit card style knife and how easy it is get it past inadequate security.

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

The Commission approved all Vacation Orders.

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

- Iona Jean Duke—Final Settlement Waiver
- Dottie Rae Jordan Trust for Savannah Mae McCartney—Second Annual Settlement
- Aubrey G. Linger—Final Settlement Waiver
- Trecia Jane Lowther—Final Settlement Waiver
- Pamela Suzette Rowan—Final Settlement Waiver

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

- Samantha McIntosh—#4259—\$9.70
- Juanita Ruth Jeffries—#4260—\$105.08

The Commission approved the following “Request to Attend Meeting” (none)

The Commission recessed at 12:00 p.m.

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The Commission reconvened at 1:30 p.m. at the Administrative Annex.

Terri Moxley, EBSO representative and Joe Stanton, Thornburg Insurance Agency representative, appeared before the Commission via teleconference, GoToMeeting to provide a review/update of the EBSO Health Insurance Plan. The Commission requested additional information and figures from both Ms. Moxley and Mr. Stanton in advance of a follow-up meeting in April (Date TBD) at which the Commission plans to decide on any plan changes for the FY 19 plan year.

With no further business, on motion by Troy A. Brady seconded by Terry Cutright, the Commission meeting adjourned at 4:00 p.m.