

UPSHUR COUNTY COMMISSION MEETING

May 3, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, May 3, 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; Carrie Wallace, Upshur County Administrator; Tabatha Perry, Assistant County Administrator; Carol Smith, Upshur County Clerk; Jacqueline Dinklocker, Secretary; and Prisilla 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 Troy A. Brady seconded by Terry Cutright, the Commission approved the regular meeting minutes April 26, 2018 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved and authorized the President to sign the Frontier Communications, Frontier Services Agreement at the rate of \$525 per month for 100Mbps of service.

The Commission discussed the request from Maria Bray, Buckhannon Dog Park Committee Co-Chair, for the use of the Buckhannon Upshur Recreational Park Pool for the last 4 hours of the season for a "Drool in the Pool" fundraising event (copy included). Concerns were heard about sanitation and pool filtration. Carrie Wallace advised that Brook Scott is soliciting information from other counties that have previously hosted similar events. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission tabled this agenda item until further information is received.

The Commission discussed the hiring of two (2) part-time court-security bailiffs as was previously discussed at last week's regular Commission meeting. After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the advertisement for two (2) part-time court security positions as requested by Sheriff David H. Coffman. Applications must be received by 4:00 p.m. on May 14, 2018. These positions will be funded beginning July 1, 2018. Commissioner Brady stressed that his approval of the employment of the bailiffs was conditional to the cost not exceeding \$25,000 as budgeted for court security.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the employment of the following as temporary part time seasonal staff at the Upshur County Youth Camp for positions and starting dates as listed (copy included): at \$9.00 per hour—Lou Cassia Alderman, Breanna Bennett, Mallory Bolyard, Kianna Cutright, Rocky Cutright, and Gavin Haymond; at \$9.50 per hour—Cendall Cowan, Aron Dille, Roberta Huffman, Monica Leigh, Patricia Groves, Carol Sue Page, Tea Page, Elsie Sayre, Monika Walton, Richard Dille, and Joseph Gregory and at \$9.60 per hour, Rosalyn Freeman.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the employment of the following as temporary seasonal staff at the Buckhannon Upshur Recreational Park Facility for positions (pending certifications as applicable) and starting dates as listed (copy included): at \$8.75 per hour—Emma V. Reger, Andrew J. Burgess, Amanda H. Marteney, Andrea L. Burgess, William B. Sparks, Samuel C. Squires, Taylor L. Whyte, Samuel J. Walker, Merrody J. Malone and Drew A. Griffith; at \$9.05 per hour—Stephen Groves and Kalen A. Harley; at \$9.35 per hour—Brooke L. Newcome, Lindsey N. Bosley, Kailyn R. Bosley, Gregory A. Mach, Corey D. Johnston, Ivy P. Ward, Taylor Powell and Benjamin J. Hummer; at \$10.45 per hour- Kristen Cosner and at \$25 per session- Melanie Sandy-Groves. Effective dates of employment will begin around May 13, 2018 and end around August 18, 2018.

At 9:15 a.m. Carrie Wallace opened and reviewed bids for the repair, patching, painting and sealing of the Upshur County Senior Center parking lots. Three bids were received with one not

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meeting bidding criteria due to not attending the mandatory pre-bid meeting. Carrie Wallace requested time to review the bids for completion.

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

1. Updated Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester
2. Order Following April 26, 2018 Hearing in the Estate of Nathaniel Wayne Beckner, deceased
3. U.S. EPA Brownfields Grant Quarterly Progress Report – Reporting Period January 1, 2018 through March 31, 2018
4. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of March 2018
5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – March 2018
6. Newsletters and/or Event Notifications:
 - United Way of Gilmer, Lewis & Upshur Golf Tournament at 9:00 a.m. on June 2nd at the Glenville Golf Club
7. Agendas and/or Notice of Meetings:
 - James W. Curry Library/Park Advisory Board-April 25, 2018
 - Elkins Road PSD-May 1, 2018
 - City Council of Buckhannon-May 3, 2018
 - Upshur County Public Library-Special Meeting-May 9, 2018
8. Meeting Minutes:
 - Adrian PSD-March 8, 2018
 - James W. Curry Library/Park Advisory Board-March 28, 2018
9. Meetings:
 - 05/01/18-5:30 p.m.-Elkins Road PSD
 - 05/01/18-4:00 p.m.-Hodgesville PSD
 - 05/03/18-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 05/03/18-7:00 p.m.-Banks District VFD
 - 05/03/18-7:00 p.m.-Selbyville VFD
 - 05/07/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
 - 05/08/18-7:30 p.m.-Adrian VFD
 - 05/09/18-12:00 p.m.-Upshur County Senior Center Board
 - 05/09/18-3:00 p.m.-Tennerton PSD
 - 05/09/18-4:00 p.m.-Upshur County Public Library Board-Special Meeting
 - 05/09/18-6:00 p.m.-Upshur County Citizens Corp – CERT
 - 05/09/18-7:00 p.m.-Ellamore VFD
 - 05/09/18-7:00 p.m.-Buckhannon River Watershed Association-Board of Directors
 - 05/09/18-7:30 p.m.-Warren District VFD
 - 05/10/18-10:00 a.m.-Adrian PSD
 - 05/10/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 05/10/18-4:00 p.m. -Buckhannon Upshur Airport Authority
 - 05/10/18-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
 - 05/10/18-7:30 p.m.-Buckhannon VFD
 - 05/14/18-12:00 p.m.-Upshur County Family Resource Network

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- 05/14/18-4:30 p.m.-Upshur County Solid Waste Authority
- 05/14/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 05/15/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 05/15/18-6:30 p.m.-Upshur County Fire Board, Inc.
- 05/16/18-7:00 a.m.-Upshur County Development Authority – Full Board
- 05/16/18-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
- 05/16/18-6:30 p.m.-Upshur County Youth Camp Board–Selbyville–Special Meeting
- 05/16/18-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
- 05/17/18-2:00 p.m.-Upshur County Farmland Protection Board
- 05/17/18-6:30 p.m.-Upshur County Youth Camp Board–Selbyville–CANCELLED
- 05/20/18-6:00 p.m.-Washington District VFD
- 05/21/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 05/22/18-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 05/23/18-10:00 a.m.-James W. Curry Advisory Board
- 05/28/18-6:00 p.m.-Upshur County Fire Fighters Association

10. Appointments Needed or Upcoming:

- Upshur County Safe Structures and Sites Enforcement Board (unexpired term-June 30, 2018) – Community Member

After reviewing the remaining two bids, Ms. Wallace advised that each bid was missing documents required in the bid packet. Noting that none of the bids were complete, the Commission waived the mandatory pre-bid meeting requirement for the third submission and opened the third bid. Bids are as follows: (1) Sealcoat Concepts-\$9,800-no contractor's license (2) Custom Paving and Sealing-\$15,427- no references and (3) Cooper Asphalt-\$10,700-did not attend pre-bid meeting. After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the Cooper Asphalt bid at \$10,700 pending receipt of a certificate of insurance naming the Commission and Senior Center as additional insured and a site visit with Mr. Cooper to confirm that his bid will remain as submitted.

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

The Commission approved all Vacation Orders.

The Commission approved the following "Settlements" (copies included):

- Charles Oden Claypool—Final Settlement Waiver
- Jonathan Boone Dagley—Final Settlement Waiver
- Steven W. Depoy—Final Settlement Waiver
- Jack R. Hawkins—Final Settlement Waiver
- Jerry Gerald Koon—Final Settlement
- Charles Virgil Shaffer—Final Settlement
- Waneta Katheryn Small—Final Settlement

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

With no further business, on motion by Troy A. Brady seconded by Terry Cutright, the Commission meeting adjourned at 12:45 p.m.

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