

UPSHUR COUNTY COMMISSION MEETING

June 6, 2019

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, June 6, 2019 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commission President; Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Carrie Wallace, Administrator; Tabatha Perry, Assistant 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.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the regular meeting minutes of May 23, 2019 as submitted.

On motion by Terry Cutright, seconded by Kristie Tenney, the Commission entered executive session at 9:04 a.m. per WV Code §6-9A-4 (9) to review the "Notice of Public Auction" (copy included). Present were Sam Nolte, Terry Cutright, Kristie Tenney, Carrie Wallace and Tabatha Perry. The Commission returned to open session at 9:16 a.m. No decisions were made in executive session.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the publication of the "Notice of Public Auction" for the online sale of police and retired vehicles (copy included). The reserve price will be 1/3 of the Kelley Blue Book private party value plus \$100.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the publication of the "Requests for Bids" and Minimum Vehicle Specifications for one sport utility police vehicle (copy included). Sealed Proposals must be received no later than 4:00 p.m. on July 10, 2019 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 10:30 am on Thursday, July 11, 2019.

Carrie Wallace reviewed correspondence from Sarah Wysor Fink, Member Services Assistant with WV Counties Risk Pool, enclosing the WVCoRP Self-Insurance Renewal Package. (copy included). After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the President to sign the WV Association of Counties Group Self Insurance Risk Member Agreement. The total annual contribution including workers' compensation is \$179,093. Ms. Wallace advised the premium cost was decreased by \$2,200 this year.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the resignation of Racheal Hulett, BU Recreation Park concession stand worker, effective May 30, 2019 and approved a request for permission to utilize Brooke Newcome in the concession stand, effective immediately at her current rate of pay. Ms. Perry noted that Ms. Newcome will be temporarily filling the concession stand position until that position is filled.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the temporary change of employment status of Mildred "Jeanne" Zickefoose at her current rate of pay, to full-time status effective on or around August 4, 2019 for no more than 12 weeks. Ms. Zickefoose will continue to work part-time in her current position as Administrative Assistant in the Addressing and Mapping Department but will also work part-

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time as a Commission Assistant during the upcoming short-term vacancy expected in the Commission Office.

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

1. Correspondence from Joseph Armstrong, WV Court Security Board Chairperson, announcing the Court Security Board’s approval of a Court Security Grant award in the amount of \$3,275 for the purpose of enhancing the county’s court security.
2. Correspondence from Carrie L. Wallace, County Administrator, to the WV Dept. of Transportation Program Coordinator Mark Scoular expressing the Upshur County Commission’s official support of the City of Buckhannon’s application for funding assistance through the WV Department of Highway Transportation Alternatives Program.
3. Correspondence from Alex Shubert, Manager of the National Processing Center regarding the recent Public Protection Classification survey for Ellamore Fire Department, effective September 1, 2019. ISO’s Public Protection Classification Program plays an important role in the underwriting process at insurance companies.
4. Correspondence from Ora L. Ash, Deputy State Auditor, providing a reminder of deadlines for submitting budget revisions.
5. Adrian Public Service District Independent Audit for Fiscal Years Ended June 30, 2016 and June 30, 2017.
6. Lewis-Upshur Animal Control Facility Adoption Financial Transactions–April 2019
7. Lewis-Upshur Animal Control Facility Cat Report for the month of April 2019
8. Lewis-Upshur Animal Control Facility Animal Report for the month of April 2019
9. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of April 2019
10. Upshur County Building Permits for the month of May 2019
11. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - St. Joseph’s Hospital’s Foundation charity golf tournament – Thursday, August 1st at Snowshoe Mountain’s Raven Golf Course
 - b. Agendas and/or Notice of Meetings:
 - 26th Judicial Circuit Community Corrections-June 3, 2019
 - City Council of Buckhannon-June 6, 2019
 - Upshur County Solid Waste Authority-June 10, 2019
 - Elkins Road PSD-June 10, 2019
 - c. Meeting Minutes:
 - Tennerton PSD-November 14, 2018, December 12, 2018, January 9, 2019, February 13, 2019, March 13, 2019 and April 11, 2019
 - Hodgesville PSD-December 4, 2018, January 8, 2019, February 5, 2019
 - Upshur County Farmland Protection Board-January 17, 2019
 - Upshur County Farmland Protection Board-February 21, 2019
 - Upshur County Fire Board-April 16, 2019
 - Upshur County Public Library-April 17, 2019
 - MTN Project Development Meeting Recap-April 30, 2019

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d. Meetings:

- 05/21/19-6:30 p.m.-Upshur County Fire Board, Inc.
- 05/27/19-6:00 p.m.-Upshur County Fire Fighters Association
- 05/28/19-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 06/04/19-5:30 p.m.-Elkins Road PSD – CANCELLED
- 06/04/19-4:00 p.m.-Hodgesville PSD
- 06/06/19-7:00 p.m.-Banks District VFD
- 06/06/19-7:00 p.m.-Selbyville VFD
- 06/10/19-12:00 p.m.-Upshur County Family Resource Network
- 06/10/19-4:30 p.m.-Upshur County Solid Waste Authority
- 06/10/19-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 06/10/19-5:30 p.m.-Elkins Road PSD – Special Meeting
- 06/11/19-7:30 p.m.-Adrian VFD
- 06/11/19-6:00 p.m.-Buckhannon-Upshur Board of Health
- 06/12/19-12:00 p.m.-Upshur County Senior Center Board
- 06/12/19-3:00 p.m.-Tennerton PSD
- 06/12/19-7:00 p.m.-Warren District VFD
- 06/12/19-7:00 p.m.-Ellamore VFD
- 06/12/19-6:00 p.m.-Buckhannon River Watershed Association-WVWC
- 06/13/19-10:00 a.m.-Adrian PSD
- 06/13/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 06/13/19-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 06/13/19-7:30 p.m.-Buckhannon VFD
- 06/13/19-4:00 p.m.-Buckhannon Upshur Airport Authority
- 06/14/19-11:00 a.m.-Region VI Local Elected Officials–Taylor County
- 06/16/19-6:00 p.m.-Washington District VFD
- 06/17/19-6:00 p.m.-Buckhannon-Upshur Chamber of Commerce–Fish Hawk Farms
- 06/18/19-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 06/19/19-4:00 p.m.-Upshur County Public Library Board
- 06/19/19-6:00 p.m.-Upshur County Citizens Corp – CERT
- 06/19/19-7:00 a.m.-Upshur County Development Authority–Executive Board
- 06/19/19-12:00 p.m.-Lewis Upshur LEPC---Upshur location
- 06/20/19-6:30 p.m.-Upshur County Youth Camp Board
- 06/24/19-10:00 a.m.-Mountain CAP of WV, Inc., a CDC
- 06/26/19-10:00 a.m.-James W. Curry Advisory Board
- 07/08/19-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 08/15/19-2:00 p.m.-Upshur County Farmland Protection Board

12. Appointments Needed or Upcoming:

- a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)

Carrie Wallace provided a status report concerning the bid opening and award presentation for the Upshur County Youth Camp Timber Sale. Ms. Wallace advised that no bids were received,

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and reviewed options for going forward. Nate Kennedy, Consulting Engineer for Kennedy Forest Management Services, advised that the response would probably be better in the fall or winter months. Youth Camp Board members responded that waiting is not really a good option. After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved to revise the “Request for Proposals” and move forward with publication. Carrie Wallace will follow up and do a “direct mailing” to foresters in Upshur and surrounding counties.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved a budget revision. A “Request for Revision to Approved Budget” will be sent to the Office of the State Auditor for approval (copy included). The Commission approved all invoices for payment (copies included).

The Commission approved all Vacation Orders.

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

- Caroline D. Bryant—Final Settlement Waiver
- John N. Fetty, Sr. —Final Settlement Waiver
- Donna Fay Landis—Final Settlement Waiver
- Carol Ann Lanham—Final Settlement
- William Chesley Mearns—Final Settlement Waiver
- Bennie H. Westfall—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 Kristie Tenney, seconded by Terry Cutright, the Commission meeting adjourned at 12:00 p.m.