The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, April 20, 2017 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, 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 Sam Nolte, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of April 13, 2017 as submitted.

Terry Cutright provided a review of Agenda Items to be covered in today’s meeting.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a request from Amy Heimberger, WV March and Celebration of Science representative, to use the Courthouse Plaza on Saturday, April 22, 2017 from 1:00 p.m. to 2:00 p.m. (copy included). Insurance documentation naming the Upshur County Commission as an additional insured has been provided.

Tabatha Perry reviewed a request from Jennifer K. Bennett, Buckhannon Swim Club representative to use the Buckhannon-Upshur Recreational Park pool for swim practice and swim meets. Ms. Perry requested to delay action pending review of availability of the facility with Seth Blake, Pool Director. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved to table the agenda item for further review.

Dustin Zickefoose, Assessor, appeared before the Commission for the Bid Opening and award for a vehicle for the Office of the Assessor. After review of the only bid received, Mr. Zickefoose advised that the bid from Jenkins Ford in the amount of $23,441 for a Ford Escape SE met all the bidding criteria and would be accepted. No action was required by the Commission. Funding for the vehicle will be provided by the Assessor’s Valuation Fund. Mr. Zickefoose advised that the Assessor’s Office will donate the current vehicle to the Addressing and Mapping Office. Commissioners expressed their appreciation.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the resignation Robbie Kirwin, E911 Communications Center dispatcher in training, effective April 12, 2017.

Terry Cutright reviewed the following “For Your Information” items (copies included):

1. Lewis-Upshur Animal Control Facility Cat Report-March 2017
2. Upshur County E911 Communication Center Reports-March 2017
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report
3. Newsletters and/or Event Notifications
4. Agendas and/or Notice of Meetings
   - Upshur County Senior Center-April 12, 2017
   - Upshur County CVB-April 13, 2017
   - Wes-Mon-Ty RC&D-April 18, 2017
   - Upshur County Public Library-April 18, 2017
   - City Council of Buckhannon-April 20, 2017
   - B-U Airport Authority-April 20, 2017
5. Meeting Minutes:
   - Upshur County Senior Center-February 8, 2017
   - Upshur County Senior Center-March 8, 2017
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• B-U Airport Authority—March 9, 2017

6. Meetings:
• 04/24/17-10: a.m.—Mountain CAP of West Virginia CDC-Annual
• 05/02/17-5:30 p.m.—Elkins Road PSD
• 05/02/17-6:00 p.m.—Hodgesville PSD
• 05/04/17-7:00 p.m.—Banks District VFD
• 05/04/17-7:00 p.m.—Selbyville VFD
• 05/04/17-6:00 p.m.—Buckhannon Upshur Board of Health
• 05/08/17-6:00 p.m.—Lewis-Upshur Community Corrections Board—Lewis County
• 05/08/17-12:00 p.m.—Upshur County Family Resource Network
• 05/08/17-4:30 p.m.—Upshur County Solid Waste Authority
• 05/08/17-5:30 p.m.—B-U Recreational Park Advisory Board
• 05/09/17-7:30 p.m.—Adrian VFD
• 05/10/17-7:00 p.m.—Buckhannon River Watershed Association-Bd. Of Directors
• 05/10/17-12:00 p.m.—Upshur County Senior Center Board
• 05/10/17-3:00 p.m.—Tennerton PSD
• 05/10/17-6:00 p.m.—Upshur County Citizens Corp-CERT
• 05/10/17-7:00 p.m.—Ellamore VFD
• 05/11/17-7:00 p.m.—Warren District VFD
• 05/11/17-1:00 p.m.—Adrian PSD
• 05/11/17-3:00 p.m.—Upshur County Conventions & Visitors Bureau—UCDA Office
• 05/11/17-4:00 p.m.—Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
• 05/11/17-4:00 p.m.—Buckhannon Upshur Airport Authority
• 05/11/17-7:30 p.m.—Buckhannon VFD
• 05/15/17-12:00 p.m.—Buckhannon-Upshur Chamber of Commerce
• 05/16/17-5:00 p.m.—Upshur County EETAB
• 05/16/17-6:30 p.m.—Upshur County Fire Board
• 05/17/17-7:00 a.m.—Upshur County Development Authority
• 05/17/17-12:00 p.m.—Lewis-Upshur LEPC—Lewis location
• 05/18/17-3:00 p.m.—Upshur County Farmland Protection Board
• 05/18/17-6:30 p.m.—Upshur County Youth Camp Board
• 05/21/17-6:00 p.m.—Washington District VFD
• 05/22/17-6:00 p.m.—Upshur County Fire Fighter’s Association
• 05/23/17-10:00 a.m.—Wes-Mon-Ty Resource Conservation & Development
• 05/25/17-10:00 a.m.—James W. Curry Advisory Board

7. Appointments Needed or Upcoming:
• Upshur County Safe Structures and Sites Ordinance Enforcement Board (unexpired term-630-2018)—Community Member

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):
• Grace V. Oates—Final Settlement Waiver
• Delores Sinclair—Final Settlement Waiver
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- Edward W. Smith—Final Settlement Waiver
- Thomas Adam Wilkins—Final Settlement Waiver
- Ruth J. Youngquist—Final Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Enterprise FM Trust—#4056—$1911.92

The Commission approved the following “Request to Attend Meeting” (copies included):
- Terri Jo Bennett—June 12-14, 2017

The Commission discussed the Safe Structures and Sites Ordinance Enforcement Board, Case #041416-01, owned by Thomas Moates. The case was previously discussed during the March 23, 2017 meeting of the Upshur County Commission at which time a 4-week extension was granted for full ordinance compliance of property clean-up. Tabatha Perry advised that Mr. Moates has requested an additional extension due to needed repair of a bridge which is required for the removal of debris from the property. Mr. Moates also requested to leave a structure which shelters his tractor and to place a tarp over it. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved a 60-day extension for ordinance compliance, however declined his request concerning the structure due to its’ unsafe condition. Commissioners advised that the building must be repaired or removed.

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

The Commission recessed at 11:45 a.m.

The Commission attended a luncheon to honor Upshur-Lewis District Social Services staff and other Community Professionals at the Chapel Hill United Methodist Church.

The Commission attended the meeting of the Upshur County Policy Board.

The Commission reconvened at 2:25 p.m.

With no further business, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission meeting adjourned at 2:25 p.m.