The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 16, 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 March 2, 2017 with typographical corrections and special meeting minutes of March 13, 2017 as submitted.

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

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved and authorized the president to sign the WV CDBG-Small Cities Block Grant Program Request for Approval of Evidentiary Materials for the Elkins Road PSD Phase III Water System Improvement Project and Agreement for Administrative Services between the Upshur County Commission and Region VII Planning and Development Council (copy on file in the Office of the Upshur County Commission).

At 9:15 a.m., Carrie Wallace opened and reviewed bids submitted for the Grounds Keeper Contract for various Commission owned properties located in Upshur County. Three bids were received as follows: Sam’s Lawn and Garden in the amount of $16,950; Lawn and Home Services in the amount of $13,725 and Stanton Lawn Care in the amount of $15,585. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved to table the item pending review. The item will be placed on next week’s agenda for action.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the advertisement for a “Request for Proposals” for the expansion and relocation of a portion of the Upshur County Courthouse surveillance system. Carrie Wallace advised that the security system is to replace current cameras with higher resolution equipment (copy included). A mandatory pre-bid conference will be held on Thursday, March 30, 2017. Sealed bids must be received no later than 8:15a.m. on Thursday, April 6, 2017 and will be opened, read aloud and reviewed by the Commission during the regularly scheduled meeting on April 6, 2017 at 9:30 a.m.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the advertisement for a “Request for Proposals” for Accessible Courtroom Seating (copy included). Sealed bids must be received by 8:00 a.m. on Thursday, April 27, 2017 and will be opened, read aloud and reviewed by the Commission during the regularly scheduled meeting on April 27, 2017 at 9:15 a.m.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved and authorized the signing of the “Fair Housing Proclamation and Resolution” which designates April 2017 as Fair Housing Month in Upshur County (copies included) which encourages all citizens to support the practice and policy of fair housing in their personal lives as well as in their work day duties and to discourage discriminatory housing practices.
After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved and authorized the President to sign the Blue Mountain Inc. service agreement for the Upshur County GIS Website and miscellaneous GIS services for a one year period effective March 2017 in the amount of $3000 per year and $65 per hour for services outside of website maintenance and updates (copy included).

Carrie Wallace reviewed correspondence from Debra Hupp, President of the 76th WV Strawberry Festival requesting use of the Courthouse Plaza from May 13 through May 17, 2017 for Strawberry Festival activities and events, use of picnic tables to be moved from the Buckhannon-Upshur Recreational Park to Spring Street and a sponsorship donation in the amount of $5,000 to be used for the King’s Float, King’s Scholarship, King’s Expenses, ½ Law Enforcement Breakfast and Communications (copy included). After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the request for the use of the Courthouse Plaza from May 13 through May 17, 2017 for Strawberry Festival activities and events and to table action concerning the picnic tables and donation pending further review during budget hearings and information about who would be moving the tables.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved James T. Farrell as volunteer for the Upshur County Office of Emergency Management.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved William C. (Chris) Garrett to assume the position currently held by Dr. Joseph Reed as County Health Department designee to the Upshur County Safe Structures and Sites Ordinance Enforcement Board as discussed during the January 12, 2017 meeting of the Upshur County Commission (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the resignation of Paula L. McGrew as James W. Curry Library and Park Advisory Board member (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the appointment of Susan Roth as James W. Curry Library and Park Advisory Board member to fill the unexpired term of Paula L. McGrew with her term expiring on December 31, 2019 (copy included).

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

1. Correspondence from Susan M. Pierce, Deputy State Historic Preservation Officer, regarding the proposed alterations to make the Circuit Courtroom in the Courthouse ADA compliant using grant funding from the WV Courthouse Facilities Improvement Authority. No further consultation is necessary regarding the architectural resources.
2. Correspondence from Governor Jim Justice announcing a Records Management and Preservation Board grant award in the amount of $10,000 to provide improvements for the Upshur County Circuit Clerk’s Office
3. Upshur County Sheriff’s Financial Statement for period ending January 2017
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5. Upshur County Addressing and Mapping Project FOIA data request from Donnie R. Tenney on behalf of Mt. Hope Water Association and response provided by Terri Jo Bennett, Addressing and Mapping Coordinator

6. Various articles submitted by April Pierson-Keating, Mountain Lakes Preservation Alliance

7. Upshur County Building Permits - February 2017

8. Upshur County Animal Control Officer’s Dog Report – February 2017

9. Upshur County Animal Control Facility Cat Report – February 2017

10. Upshur County Animal Control Facility Adoption Financial Transaction – February 2017

11. Newsletters and/or Event Notifications
   - “We Care” Flyer – March 25th at 10:30 a.m.-Holbrook on the Hill
   - Project SUCCESS event-March 30th from 6:00 p.m. at 47 Cleveland Avenue
   - Buckhannon-Upshur Chamber of Commerce Newsletter – March 13, 2017
   - Upshur County Family Resource Network Newsletter – March 2017
   - Job Fair on April 4, 2017 at the Event Center at Brushy Fork
   - Altice USA and TV One’s Black History Month Video Contest Announcement

12. Agendas and/or Notice of Meetings:
   - Elkins Road PSD – March 7, 2017
   - Buckhannon-Upshur Airport Authority – March 9, 2017
   - Buckhannon-Upshur Parks and Recreation Advisory Board – March 13, 2017
   - Upshur County Family Resource Network – March 13, 2017
   - Buckhannon City Council – March 16, 2017
   - Upshur County Fire Board, Inc. – March 21, 2017

13. Meeting Minutes:
   - Upshur County Family Resource Network Director’s Report. - January 2017
   - Upshur Citizen Corp Council – February 8, 2017

14. Meetings:
   - 03/02/17-7:00 p.m.-Banks District VFD
   - 03/02/17-7:00 p.m.-Selbyville VFD
   - 03/02/17-6:00 p.m.-Buckhannon Upshur Board of Health
   - 03/06/17-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
   - 03/07/17-5:30 p.m.-Elkins Road PSD
   - 03/07/17-6:00 p.m.-Hodgesville PSD
   - 03/08/17-7:00 p.m.-Buckhannon River Watershed Association-Bd. Of Directors
   - 03/08/17-12:00 p.m.-Upshur County Senior Center Board
   - 03/08/17-3:00 p.m.-Tennerton PSD
   - 03/08/17-6:00 p.m.-Upshur County Citizens Corp-CERT
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- 03/08/17-7:00 p.m.-Warren District VFD
- 03/08/17-7:00 p.m.-Ellamore VFD
- 03/09/17-1:00 p.m.- Adrian PSD
- 03/09/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office
- 03/09/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
- 03/09/17-4:00 p.m.- Buckhannon Upshur Airport Authority
- 03/09/17-7:30 p.m.-Buckhannon VFD
- 03/10-17-11:00 a.m.-Region VI – Local Elected Officials – Dodridge County-The Fairview
- 03/13/17-12:00 p.m.-Upshur County Family Resource Network
- 03/13/17-4:30 p.m.-Upshur County Solid Waste Authority
- 03/13/17-6:00 p.m.-B-U Recreational Park Advisory Board
- 03/14/17-7:30 p.m.-Adrian VFD
- 03/15/17-7:00 a.m.-Upshur County Development Authority
- 03/15/17-12:00 p.m.- Lewis-Upshur LEPC-Lewis location
- 03/16/17-6:30 p.m.-Upshur County Farmland Protection Board-Farm Bureau Office
- 03/16/17-6:30 p.m.-Upshur County Youth Camp Board-Extension Office
- 03/19/17-6:00 p.m.-Washington District VFD
- 03/20/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 03/21/17-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development-Tygart Valley Conservation District Office
- 03/21/17-4:00 p.m.-Upshur County Public Library Board
- 03/21/17-5:00 p.m.-Upshur County EETAB
- 03/21/17-6:30 p.m.-Upshur County Fire Board
- 03/22/17-10:00 a.m.-James W. Curry Advisory Board
- 03/27/17-6:00 p.m.-Upshur County Fire Fighter’s Association

15. Appointments Needed or Upcoming:
- Upshur County Safe Structures and Sites Ordinance Enforcement Board (unexpired term-6-30-2018)-Community Member

16. Budget Hearing Schedule
For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org
- Monday, March 13th beginning at 1:00 p.m.
- Tuesday, March 14th beginning at 9:00 a.m.
- Wednesday, March 15th beginning at 9:00 a.m.
- Thursday, March 16th beginning at 1:00 p.m.
- Friday, March 17th beginning at 9:00 a.m.

April Pierson-Keating, Mountain Lakes Preservation Alliance representative, appeared before the Commission and provided a presentation on the importance of clean water. Ms. Keating provided a demonstration intending to show the effect of a “minimal” (.5%) amount of pollution and “how easy it is to toxify” a water source. Ms. Keating provided a handout with information and website links to get further information. Members of the Buckhannon River Watershed Association were also in
attendance. Landowner, Tim Higgins, reviewed background and history concerning his residency and experience with water source contamination on his property.

Callie Cronin Sams, WVDEP Office of Environmental Advocate, and Burl Smith, Upshur County Solid Waste Authority representative, appeared before the Commission to promote the “Make it Shine Challenge on March 19 (copy included) and Adopt-a-Highway, Adopt-a-Spot programs. Mr. Smith provided information concerning upcoming recycling and waste disposal events in April and read the “Make it Shine Month” proclamation. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the signing of the proclamation.

Dr. Joseph Reed, appeared before the Commission on behalf of the Tobacco Prevention Coalition and provided a review of data and information on the cost and effects of smoking and tobacco usage. Dr. Reed read the “Kick Butts Day Proclamation” which designates March 15, 2017 as “Kick Butts Day” in Upshur County and encourages “…residents of Upshur County to assist in creating a smoke free environment.” After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved and authorized the signing of the proclamation (copy included).

Upshur County Sheriff, David Coffman, appeared before the Commission and requested the employment of Douglas K. White and Virgil D. Miller as part time Court Bailiffs as discussed at the February 6, 2017 meeting of the Upshur County Commission. After discussion on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the request. Effective date of employment for Mr. White and Mr. Miller is April 16, 2017 at the rate of $11.50 per hour for approximately 19.5 hours per week or no more than 1039 hours annually (copies included).

Sheriff Coffman provided a review of the events concerning the high-speed chase and arrest of an Upshur County resident which caused damage to 2 sheriff’s vehicles and discussed an outstanding invoice for electronics installation in recently purchased vehicles. Sheriff Coffman expressed concerns about the cost of the installation for this and for future vehicle purchases.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):

- Willie Hester Bennett—Final Settlement
- Lawrence William Black—Final Settlement Waiver
- Kevin Herbert Bucklin—Final Settlement
- Vanna Drosella Cogar—Final Settlement Waiver
- Shirley Jeraldine Denny—Final Settlement Waiver
- Henry Tamblyn Friend—Final Settlement Waiver
- Jessie Oshay Gorin Trust—First Annual Settlement
- Lucille Mabel Gould—Final Settlement Waiver
- Charlotte Ann Henline—Final Settlement Waiver
- Dottie Rae Jordan Trust for Savannah Mae McCartney—First Annual Settlement
- Larry Rhodes—Final Settlement Waiver
- William E. Ryan Jr.—Final Settlement Waiver.
- Anita Evolena Vickers—Final Settlement Waiver
- Cecil Norman Williams—Final Settlement Waiver
• Albert F. Xander—Final Settlement Waiver
• M. Devona Xander—Final Settlement Waiver
The Commission approved the following “Exonerations and/or Refunds” (copies included):
• Cecil J or Trudie Robinson—#4031—Corrective Ticket
• Linda L. Houghton—#4033—$19.42
• Clinton or Rhonda Thompson—#4033—$50.94
The Commission approved the following “Consolidation of Land Tracts” (copies included):
• Buckhannon District-Map 22 Parcel 53 blended with Map 22 Parcel 54, Map 22 Parcel 55 and Map 22 Parcel 56 to make Map 22 Parcel 53-Owner, Tanesta Lance.
The Commission reviewed agenda items for future meetings, received project updates and discussed administrative business items.
With no further business, on motion by Terry Cutright, seconded by Sam Nolte, the Commission meeting adjourned at 11:45 a.m.