The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 2, 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 February 23, 2017 with correction on page 3 ¶ 1 as follows: “After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved to postpone a decision/take no action to draft a Letter of Support and Resolution pending creation of an EOP (Emergency Operations Plan) specific to the Atlantic Coast Pipeline in coordination with the LEPC/OEM”.

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 the minutes of the 2017 Board of Review and Equalization (BORE) (copy included).

Tabatha Perry provided a review of a “Point & Pay” client application/service agreement (copy included). After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Point & Pay Client Application which allows the Addressing and Mapping and Flood Management offices to accept payments for building permits by credit or debit cards.

The Commission discussed a request from Dr. Joseph Reed, Upshur-Buckhannon Health Department Medical Director (copy included). Dr. Reed advised that the pickup and disposal of large dead animals has become a problem in the city and county. Although the WV State Department of Highways does remove carcasses from highways, they do not enter private properties to remove the carcasses which leaves the responsibility with the landowner. Dr. Reed requested input from the Commission for a solution to the problem. Terry Cutright advised that area resident, Chuck Marple may be able to provide the service and requested Carrie Wallace to follow up with Mr. Marple.

Jason Westfall, Upshur County Youth Baseball Association President, appeared before the Commission to discuss the lease for the Wellness Complex property. Mr. Westfall advised that although the UCYBA wants to continue to use the property for practices, the Association does not have the financial resources to develop fields as was provided for in the original leasing terms. Mr. Westfall advised that the UCYBA will continue to mow and keep the property and parking lot in satisfactory condition for practice. Sam Nolte expressed that having the property being used is the priority and developing is not a necessity. Carrie Wallace recommended to amend the lease agreement to remove the issues concerning developing the fields and change to a yearly lease which could automatically renew without signature for a specified period or yearly lease to be signed annually. Terry Cutright requested for the Commission to be kept informed of Board Changes. Mr. Westfall advised that the UCYBA Board elections occur in August. After discussion, Ms. Wallace was requested to follow up with preparation of an annual lease to be effective and signed annually in August.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the reappointment of Joe Malcolm as Upshur County Building Commission member (copy included). Mr. Malcolm’s term will expire on November 10, 2021.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved a request from Callie Cronin Sams on behalf of the Youth Environmental Program, for the donation of 10 (ten) one-day pool passes to be used as prizes for the “Make it Shine Youth Challenge” on March 19th (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved a donation of 10 (ten) one-day pool passes as requested by the Rock Cave PTO, Inc. (copy included) The pool passes will be used as prizes for their spring bingo fundraiser to be held on May 7, 2017. Money raised will help fund enrichment activities including field trips and in school events, provide a yearly scholarship and update playground equipment.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved and authorized the President to sign the “Professional Services Agreement” between the
Upshur County Commission and the Region VII Planning and Development Council to obtain GIS professional services to assist with the telephone conversion portion of the addressing and mapping project (copy included). The projected cost of the project is $10,000 to be made in two payments, the first being due at 50% completion and the second due at 100% completion which is estimated to be no later than December 31, 2017. The agreement may be amended by mutual agreement and/or terminated by either party upon the service of a thirty-day notice.

Bob Helmick and Bill Wilson, Upshur County Youth Livestock Association representatives, appeared before the Commission and provided an update/status report on the history and growth of the organization and a request for authorization to build a “semi-portable” restroom for the facility. Mr. Helmick discussed building specifications and water and electric availability. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the request pending approval from the Land and Water Conservation Fund.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the employment of Loretta L. Koone as part time seasonal Grounds Keeper, effective March 12, 2017 at the rate of $9.00 per hour for no more than 29.5 hours per week (copy included). The temporary seasonal position will last through September or October, depending on the weather.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved Seth Blake to continue as seasonal Pool Director for the 2017 season. Mr. Blake will begin working on or around May 1, 2017 to help prepare for the season at the rate of $10 per hour and begin full time employment on or around May 14, 2017 and will then receive a weekly salary of $525 (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the resignation of Jerry Kopelov as Deputy County Clerk, effective February 22, 2017 and a request from Carol J. Smith, Upshur County Clerk, to advertise for the employment of a full-time Deputy County Clerk/Bookkeeper (copy included). The salary for the position will be based on experience and education. Applications must be received by the close of business on March 27, 2017.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the employment of Jessica Ann Foster as full-time Deputy Circuit Clerk effective March 13, 2017 at the rate of $9.00 per hour (copy included).

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

1. Executed Agreement between the City of Buckhannon and the Upshur County Sheriff’s Department for the purchase of “incident reporting” software together with and “MS SQL database” from PTS Solutions. The Upshur County Sheriff’s Department has agreed to pay 18% for support costs and 50% of the $3,240 for software costs.
2. Dominion Transmission, Inc. Supply Header Project Update – February 2017
4. Newsletters and/or Event Notifications
   - James W. Curry Public Library March Calendar of Events
   - Shoe Sensation Ribbon Cutting March 9th at 9:00 a.m. – 80 Skyline Plaza Dr.
   - Upshur County Community Baby Shower – 10:00 a.m. on March 18th at the WVWC Benedum Campus Center Building
5. Agendas and/or Notice of Meetings:
   - Mountain CAP of WV, Inc. a CDC – February 27, 2017
   - City Council of Buckhannon – March 2, 2017
   - Lewis-Upshur Community Corrections Board – March 6, 2017
   - Upshur County Solid Waste Authority – March 13, 2017
6. Meeting Minutes:
   - Upshur County Fire Board, Inc. - January 17, 2017
   - Upshur County Farmland Protection Board – January 19, 2017
7. 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
• 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
• 03/10-11-11:00 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
• 03/21/17-10:00 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

8. Appointments Needed or Upcoming:
• Mountain CAP of West Virginia CDC—Commissioner—After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the appointment of Terry Cutright as Commission representative
• Upshur County Building Commission (Joe Malcolm—11-10-2016)—Commission
• Upshur County Safe Structures and Sites Ordinance Enforcement Board (unexpired term—6-30-2018)—Community Member

9. 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.

Carrie Wallace announced that the Community Baby Shower, (March 18, 2017) is still accepting registrations for the event.

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

The Commission approved the following “Settlements” (copies included):
• Henry Lloyd Armentrout—Final Settlement Waiver
• Nathaniel Wayne Beckner—Final Settlement Waiver
• David Ingram Cummings—Final Settlement Waiver
• Terrence Wayne Knicely—Final Settlement Waiver

The Commission approved all registrations for the event.

For the detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org
Mary L. Rexroad—Final Settlement
Evelyn June Beer Riffle—Final Settlement

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

- Allison or Amos Spears—#4029—$2.76
- Curtis Michael or Rebecca Howes—#4030—Corrective Ticket

The Commission approved/denied the following “Request to Attend Meeting” (copies included):

- Carol J. Dean—March 29, 2017—approved
- Kimbra Wachob—April 9-14, 2017—approved
- Stephanie Jack—April 10 and 11, 2017—denied
- Levi Heatherly and Doyle R. Cutright—April 10-14, 2017—approved
- Amy Arbogast—April 12, 2017—denied
- Kimbra Wachob, Brandi Walton,—May 10-13, 2017—approved
- Carol J. Dean and Michalla Kelly—May 10-13, 2017—denied

The Commission approved the following “Consolidation of Land Tracts” (copies included):


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.