The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 23, 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 16, 2017 as submitted.

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

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 January 19, 2017 meeting of the Upshur County Commission at which time a 60-day extension was granted for full ordinance compliance of property clean-up. Tabatha Perry advised that she spoke with Mr. Moates who reported that he has made considerable progress with clean-up efforts. Commissioners also noted that progress has been made on the property. Mr. Moates has requested to be granted an additional four weeks to complete the task. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved Mr. Moates’ request and commended his efforts.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the resignation of Virgil D. Miller as Community Corrections Case Aide effective April 15, 2017.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved and authorized the President to sign the FY 2017 Victim of Crime Act (VOCA) Victim Assistance Grant Application and related documents in the amount of $34,662 for victim advocate services (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved and authorized the signing of the budget for FY 2017-2018 (copy in file in the office of the Upshur County Commission). Terry Cutright announced that a pay raise for county employees of 3% “across the board” with a floor of $1040 (annually) has been worked into the budget and commended elected officials for working so hard to keep expenditures down so that it would be possible. The budget will be sent to the West Virginia State Auditor’s Office for approval prior to March 28th and will be advertised in the local paper for public review.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the revised Buckhannon-Upshur Parks and Recreation Advisory Board By-Laws (copy included). Tabatha Perry advised that the only revision is in Article I, Section 2 the office location/address for the board, at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV 26201.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the Rental Contract for use at the Buckhannon-Upshur Recreational Park for the 2017 season (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the advertisement for the “Request for Bids” for the Assessor’s vehicle (copy included). Sealed proposals must be received by the Assessor no later than 4:00 p.m., on Wednesday, April 19, 2017, and will be opened, read aloud and reviewed by the Assessor during the regularly scheduled County Commission meeting on April 20, 2017 at 9:15 a.m.
Terry Cutright reviewed the following “For Your Information” items (copies included):

1. Correspondence from Douglas L. Davis, Assistant Attorney General to gasoline retailers in Buckhannon, WV requesting a response to the recently filed complaints regarding the high gasoline prices in Buckhannon as compared to surrounding areas.

2. Correspondence from Douglas L. Davis, Assistant Attorney General, enclosing responses received from gasoline retailers in Buckhannon, WV. Terry Cutright reviewed Mr. Davis’ correspondence which noted the responses from area vendors which advised that the “smaller” Buckhannon retailers have to pay more for the product and cannot take advantage of “bulk” pricing, and the larger retailers charge the higher prices to stay competitive with the smaller retailers. Mr. Davis also noted that the addition of a Wal-Mart station in Weston and Elkins has driven prices down in those areas.

3. Correspondence from Sandra Rogers, WV DEP Rehabilitation Environmental Action Plan Manager, regarding the established guidelines for how many collection events managed by the REAP Pollution Prevention and Open Dump Program that each county may hold within a given annual year based on the population of the county. There is one event allowed for Upshur County. A date, time and place for the tire collection event will be determined.

4. Upshur County Addressing and Mapping Project FOIA data request from Theresa A. Post on behalf of Schillace Law Office and response provided by Terri Jo Bennett, Addressing and Mapping Coordinator.

5. Upshur County E911 Communication Center Reports-February 2017
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report

6. Upshur County Mileage Reports-February 2017
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections
   - Dog Pound

7. Newsletters and/or Event Notifications
   - Ribbon Cutting-Movement Mortgage, 41 East Main Street-March 23rd at 1 p.m.
   - Free Diabetes Class-Thursday, March 30th from 6 p.m. to 7 p.m. at St. Joseph’s Hospital
   - Buckhannon-Upshur Chamber of Commerce Annual Dinner-April 27th from 6 p.m. to 9 p.m.
   - Upshur County OEM Nixle alert announcement
   - Cineflix USA announcement-American Pickers to film in WV
   - James W, Curry Public Library Calendar of Events for April 2017

8. Agendas and/or Notice of Meetings:
   - Upshur County Farmland Protection Board– March 16, 2017
   - Buckhannon-Upshur Chamber of Commerce – March 20, 2017
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- Upshur County Public Library – March 23, 2017
- Upshur County Conventions & Visitors Bureau Special Meeting– March 23, 2017
- Elkins Road Public Service District – April 4, 2017
- Buckhannon City Council-May 3, 2017
- Buckhannon City Council-May 16, 2017

9. Meeting Minutes:
- Adrian Public Service District-November 10, 2016
- Adrian Public Service District-December 15, 2016
- Adrian Public Service District-January 12, 2017
- Adrian Public Service District-February 9, 2017
- Upshur County Family Resource Network–February 13, 2017
- Upshur County Solid Waste Authority–February 13, 2017
- Upshur County Farmland Protection Board-February 16, 2017

10. Meetings:
- 04/04/17-5:30 p.m.-Elkins Road PSD
- 04/04/17-6:00 p.m.-Hodgesville PSD
- 04/06/17-7:00 p.m.-Banks District VFD
- 04/06/17-7:00 p.m.-Selbyville VFD
- 04/10/17-12:00 p.m.-Upshur County Family Resource Network
- 04/10/17-4:30 p.m.-Upshur County Solid Waste Authority
- 04/10/17-5:30 p.m.-B-U Recreational Park Advisory Board
- 04/11/17-7:30 p.m.-Adrian VFD
- 04/12/17-7:00 p.m.-Buckhannon River Watershed Association-Bd. Of Directors
- 04/12/17-12:00 p.m.-Upshur County Senior Center Board
- 04/12/17-3:00 p.m.-Tennerton PSD
- 04/12/17-6:00 p.m.-Upshur County Citizens Corp-CERT
- 04/12/17-7:00 p.m.-Warren District VFD
- 04/12/17-7:00 p.m.-Ellamore VFD
- 04/13/17-1:00 p.m.- Adrian PSD
- 04/13/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office
- 04/13/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
- 04/13/17-4:00 p.m.- Buckhannon Upshur Airport Authority
- 04/13/17-7:30 p.m.-Upshur County VFD
- 04/16/17-6:00 p.m.-Washington District VFD
- 04/17/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 04/18/17-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 04/18/17-4:00 p.m.-Upshur County Public Library Board
- 04/18/17-5:00 p.m.-Upshur County EETAB
- 04/18/17-6:30 p.m.-Upshur County Fire Board
- 04/19/17-7:00 a.m.-Upshur County Development Authority Executive Board
- 04/19/17-12:00 p.m.- Lewis-Upshur LEPC-Upshur location
- 04/20/17-6:30 p.m.-Upshur County Farmland Protection Board-Farm Bureau Office
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- 04/20/17-6:30 p.m.-Upshur County Youth Camp Board-Extension Office
- 04/24/17-6:00 p.m.-Upshur County Fire Fighter’s Association
- 04/24/17-10: a.m.-Mountain CAP of West Virginia CDC-Annual Meeting
- 04/26/17-10:00 a.m.-James W. Curry Advisory Board
- 04/26/17-10:00 a.m.-James W. Curry Advisory Board
- 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

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

Tabled Items
1. Bid Award-Grounds Keeper Contract for various Commission owned properties located within Upshur County. Three bids were received, opened and discussed during the March 16 Commission meeting 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 (copy included). Carrie Wallace advised that two of the bid packages did not contain complete information. After review and discussion, on motion by Sam Nolte, seconded by Troy A. Brady the Commission approved the bid from Stanton Lawn Care in the amount of $15,585. Commissioners commented that Stanton Lawn Care provided the services for the 2016 season and did a good job last year.

   Cheyenne Walters, Community Corrections Program Director and Cpl. Rodney Rolenson, Community Corrections Home Confinement Supervisor, appeared before the Commission and provided a review of their request to hire two part-time case aides and approval of advertisement. They advised that the need for the hiring arises from the resignation of Virgil Miller and that Community Corrections will be providing more assistance with drug court and noted that the Community Corrections Board has already approved 2 hires. Ms. Walters advised that each employee will work as needed but no more than 19.5 hours per week. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the request.

   The Commission approved all invoices for payment (copies included)
   The Commission approved all Vacation Orders.
   The Commission approved the following “Settlements” (copies included):
     - Jackson Marsh—Final Settlement
     - Blanche A. Savage—Final Settlement Waiver
   The Commission approved the following “Request to Attend Meeting” (copies included):
     - Terri Jo Bennett-June 1, 2017
     - Carrie L. Wallace-June 27, 2017

   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 Sam Nolte, the Commission meeting adjourned at 12:00 p.m.