The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 12, 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 Troy A. Brady, seconded by Sam Nolte, the Commission approved the regular meeting minutes of January 05, 2017 with typographical corrections.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the Upshur County Commission Photography Contest announcement. The Commission will be accepting Upshur County landscape photography submissions from Upshur County students from grades 6-12 (copy included). Photographs will be displayed in the Administrative Annex. Entries must be received no later than 2:00 p.m. on Wednesday, January 25.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a press release regarding the hours of operation for the Addressing and Mapping, Building Permit and Floodplain Office (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the WV Division of Homeland Security and Emergency Management 2016 Emergency Management Performance Grant application and related documents in the amount of $89,660 for the benefit of the Office of Emergency Management. The grant is a 50% “matching funds” grant in the amount of $44,830 with County contribution of an equal amount (copy included).

Laura Ward, Country Roads Transit Director, appeared before the Commission and provided an update/status report on the Country Roads Transit services and requested funding for the 2017-2018 Fiscal Year. Ms. Ward provided data which reflected a considerable increase in ridership over the past year and provided a recap of services, routes and partnerships. Ms. Ward invited Commissioners to ride a route and speak to riders about what the CRT means to them. The funding request will be considered during the March budget sessions.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Planned Maintenance Agreement with The Verdin Company in the amount of $795 for the 2017 calendar year for the maintenance of the Clock Tower equipment located on the Upshur County Courthouse (copy included).

The Commission discussed the WV Classic Wheels Car Club request to the City of Buckhannon to once again be allowed to hold their “Blast from the Past” annual event on Main Street. The Car Club has outlined the positive impact the event holds for the City of Buckhannon (copy included) and requests the County Commission’s support. Commissioners expressed concerns about the perception of trying to influence the decisions of the management of city affairs, however, conveyed that the wording of a letter of support for the Car Club event should stress that no interference is intended. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved to send a letter in support of the Car Club’s request to the City of Buckhannon.

Lori Ulderich Harvey, Upshur County Family Resource Network Director, introduced Addie Helmick, Victims Services Coordinator, and Bobbie Cox, Sexual Assault Advocate, who presented the
“Stalking Awareness Month Proclamation-January 2017”. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the signing of the proclamation which encourages awareness and recognizes victim services providers (copy included). The Commission also approved a request for a “Stalking Awareness” display to be placed in the Courthouse Annex lobby for the rest of the month of January.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved a request from Lori Ulderich Harvey, chair of the Upshur County Tobacco Prevention Coalition to place a display table in the Courthouse Annex lobby from February 16th through March 17th for two upcoming anti-tobacco related events, “Through with Chew Week” and “Kick Butts Day” (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the resignation of James T. Farrell, Office of Emergency Management Director, effective immediately. Mr. Farrell has been on an unpaid temporary leave of absence since December 15, 2016.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the temporary appointment of Dr. Reed to the Safe Structures and Sites Enforcement Board as the County Health Officer and the assumption of the position by Chris Garrett, as the Health Officer’s designee, as soon as his schedule will permit, as recommended by Joseph B. Reed, MD (copy included).

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

1. Correspondence from the Buckhannon Youth Football Board Members advising they will no longer need access to the property leased to the Upshur County Pony League at Brushy Fork—approved on motion by Sam Nolte, seconded by Troy A. Brady.
2. Correspondence from Mary Jo Thompson, Director of the WV Development Office, stating their office will assist in every way possible concerning the Upshur County Commission’s request to the U.S. Department of Environmental Protection for financial assistance in the amount of $200,000 for the Brownfields Assessment and Cleanup Grant. This will certify that the requirements of the State’s Intergovernmental Review Process have been met, and the State Process is in concurrence with the project.
3. Correspondence from Chief Magistrate, Mike Coffman and Magistrate Kay Hurst requesting for the Upshur County Communication Center to page or call them for all after hour calls that require a Magistrate’s attention.
6. Upshur County E911 Communication Reports—December 2016
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report
7. Upshur County Mileage Reports-November 2016
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
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- Addressing and Mapping
- Community Corrections
- Dog Pound

8. Newsletters and/or Event Notifications:
- Upshur County Family Resource Network Newsletter-January 2017
- Curry Courier-December 28, 2016
- James W. Curry Public Library Calendar of Events-January 2017

9. Agendas and/or Notice of Meetings:
- Buckhannon-Upshur Parks & Recreation Advisory Board-January 9, 2017
- Upshur County Family Resource Network-January 9, 2017
- Elkins Road PSD-January 10, 2017
- Upshur County Safe Sites and Structures Ordinance Enforcement Board-January 12, 2017
- Buckhannon-Upshur Airport Authority-January 12, 2017
- Upshur County Fire Board, Inc. -January 17, 2017

10. Meeting Minutes:
- Upshur County Family Resource Network-December 12, 2016
- Upshur County Family Resource Network Director’s Report-December 2016
- Upshur County Solid Waste Authority-December 12, 2016

11. Meetings:
- 01/03/17-5:30 p.m.-Elkins Road PSD
- 01/03/17-6:00 p.m.-Hodgesville PSD
- 01/05/17-6:00 p.m.-Buckhannon Upshur Board of Health
- 01/05/17-7:00 p.m.-Banks District VFD
- 01/05/17-7:00 p.m.-Selbyville VFD
- 01/09/17-12:00 p.m.-Upshur County Family Resource Network
- 01/09/17-4:30 p.m.-Upshur County Solid Waste Authority
- 01/09/17-6:00 p.m.-B-U Recreational Park Advisory Board
- 01/10/17-7:30 p.m.-Adrian VFD
- 01/11/17-7:00 p.m.-Buckhannon River Watershed Association
- 01/11/17-12:00 p.m.-Upshur County Senior Center Board
- 01/11/17-7:00 p.m.-Ellamore VFD
- 01/11/17-6:00 p.m.-Upshur County Citizens Corp-CERT
- 01/11/17-7:00 p.m.-Warren District VFD
- 01/11/17-7:00 p.m.-Buckhannon River Watershed Association
- 01/12/17-1:00 p.m.- Adrian PSD
- 01/12/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office
- 01/12/17-3:00 p.m.-Tennerton PSD
- 01/12/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
- 01/12/17-4:00 p.m.- Buckhannon Upshur Airport Authority
- 01/12/17-7:30 p.m.-Buckhannon VFD
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- 01/15/17-6:00 p.m.-Washington District VFD
- 01/17/17-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 01/17/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 01/17/17-4:00 p.m.- Upshur County Public Library Board
- 01/17/17-6:30 p.m.-Upshur County Fire Board
- 01/17/17-5:00 p.m.-Upshur County EETAB
- 01/18/17-7:00 a.m.-Upshur County Development Authority
- 01/18/17-12:00 p.m.-Lewis Upshur LEPC-Lewis location
- 01/19/17-3:00 p.m.- Upshur County Farmland Protection Board-Farm Bureau Office
- 01/19/17-6:30 p.m.-Upshur County Youth Camp Board-WVU Extension Office
- 01/30/17-6:00 p.m.- Upshur County Fire Fighters Association
- 02/13/17-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis
- 03/22/17-10:00 a.m.-James W. Curry Advisory Board

12. Appointments Needed or Upcoming:
- Upshur County Building Commission (Joe Malcolm-11-10-2016)—Commission
- Upshur County Farmland Protection Board- (unexpired term—6-30-2019-Farm
- Safe Structures and Sites Ordinance Enforcement Board (unexpired term-6-30-2018)-Community Member

13. Board of Review & Equalization Meeting Schedule
- 02/01/2017-1:00 p.m.-No appointments---Review Property Books
- 02/03/2017-9:00 a.m.
- 02/06/2017-1:00 p.m.-Coal, Oil & Gas and Industrial Appointments (3:00 p.m.)
- 02/09/2017-1:00 p.m.
- 02/14/2017-9:00 a.m.
- 02/16/2017-9:00 a.m.-Adjournment

Heather Parke, Chief Tax Deputy, appeared before the Commission and provided a review of the Final Disposition Report on the 2015 delinquent real estate taxes. Ms. Parke reviewed data and procedures by which land owners may still redeem sold properties within an eighteen (18) month period. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the signing of the “Certification of Final Disposition for 2015 Delinquent Taxes” (copy included). Ms. Parke advised that tax collection for 2015 was at 100%.

Terri Jo Bennett, Addressing and Mapping Coordinator, appeared before the Commission and reviewed two road name requests. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved High Point Drive as a road name for a private drive located off of Seneca Drive behind the Shawnee Terrace Apartments. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved Casual Street for a road name in a development located off of Phillips Dairy Road.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):
Betty L. Sayres—Final Settlement Waiver
The Commission approved the following “Request to Attend Meeting” (copies included):
- Terri Jo Bennett-January 30 to February 2, 2017
- Mike Campbell-March 15 and 16, 2017
- Dustin Hollen-March 31, 2017
- Janella L. Cochran-March 31, 2017

The Commission approved the following “Consolidation of Land Tracts” (copies included):
- Washington District-blend Map 8K Parcel 88 with Map 8K Parcel 88.2 to make Map 8K Parcel 88-Owners, Claude and Regina Tenney

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 11:20 a.m.