The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 26, 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 19, 2017 with typographical corrections.

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 and authorized the President to sign the West Virginia Stop Violence Against Women Act (VAWA) Grant Application and related documents in the amount of $30,000 from fiscal year 2015-2016 to be used in fiscal year 2017-2018 (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the letter of transmittal and progress report to Tony O’Leary, Community Development Representative, which authorizes payment for the Adrian PSD Phase VI Water Extension drawdown request in the amount of $1,038.50 (copy included).

At 9:15 a.m., Tim Shaw, Upshur County resident, appeared before the Commission to discuss his request for a road name change of High Point Drive. Mr. Shaw advised that he had not been notified of change of his road name during the addressing and mapping project and is requesting that fees for renaming the road be waived. Terri Jo Bennett, Addressing and Mapping Coordinator, reviewed procedures and fees for Road Name Removal and advised that State guidelines were met and the Post Office was responsible to send notifications of address changes. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved to follow current guidelines and not waive fees for road name removal and/or name change. Commissioners expressed empathy with Mr. Shaw’s frustration, however advised that they had previously denied similar requests and to grant the waiver would set a precedent for all future requests and past requests would have to be revisited.

At 9:30 a.m., Judith Williams, James W. Curry Library Director, appeared before the Commission and provided a review of the Governor’s STEM Initiative Grant Award for the Curry Keva Club/Curry Keva Corner Project in the amount of $941.51. Ms. Williams provided a slide show presentation to highlight the project and demonstrate how the funds would be spent. Further information can be found on the website www.kevaplanks.com. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the President to sign the grant agreement and related documents (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved to table a discussion regarding the Upshur County Youth Baseball Association lease for property known as the Wellness Complex located on Brushy Fork Road. Ms. Wallace will follow up with UCYBA board members to schedule a meeting to place on a future agenda.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a request from Carol J. Smith, Upshur County Clerk, to include a copy of her time sheet for
period ending January 7, 2017, in the official minutes of today’s meeting for the purpose of verification for retirement service credit (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved James Fraser as volunteer intern for the Upshur County Office of Emergency Management, pending background check results.

The Commission discussed a request from Brian P. Gaudet, Upshur County Circuit Clerk, to fill a vacant Deputy Circuit Clerk position. Terry Cutright called for a short recess (9:54 a.m.) to ask Mr. Gaudet to be present for discussion. After checking with his office, Carrie Wallace advised that Mr. Gaudet was currently unavailable but would come in when he could (about 10:30 a.m.). Mr. Cutright advised to move on with the agenda and come back to this item when Mr. Gaudet is available. The meeting reconvened at 9:56 a.m.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the appointment of Kyle Cochran, as Tennerton Public Service District board member, to fill an unexpired term ending on July 31, 2017 as recommended by John V. McGrew, Jr., Tennerton PSD Chairman (copy included).

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Fred Walkover, SuddenLink Vice President of Operations, notifying the Commission that Esquire Network will no longer be carried on SuddenLink’s channel lineup in our community effective February 13, 2017.
2. NACo Prescription Drug Discount Card Program breakdown from 2005 to November 2016- Carrie Wallace advised that the Prescription Drug Discount Cards are available free of charge and may be picked up in the Tax Office and the County Clerk’s office.
3. Upshur County Sheriff’s Financial Statement for period ending December 2016
4. Upshur County Mileage Reports-December 2016
   • Upshur 911
   • Maintenance
   • Emergency Management
   • Sheriff
   • Addressing and Mapping
   • Community Corrections
   • Dog Pound
5. Newsletters and/or Event Notifications
6. Agendas and/or Notice of Meetings:
   • Region VII Planning and Development Council-January 23, 2017
7. Meeting Minutes:
   • Buckhannon River Watershed Association Board of Directors- November 1, 2016
   • Upshur County Fire Board-November 15, 2016
   • Upshur County Youth Camp Board -November 16, 2016
8. Meetings:
   - 01/30/17: Upshur County Fire Fighters Association
   - 02/02/17: Banks District VFD
   - 02/02/17: Selbyville VFD
   - 02/07/17: Elkins Road PSD
   - 02/07/17: Hodgesville PSD
   - 02/08/17: Upshur County Fire Fighters Association
   - 02/08/17: Upshur County Senior Center Board
   - 02/08/17: Buckhannon River Watershed Association-Bd. Of Directors
   - 02/08/17: Upshur County Citizens Corp–CERT
   - 02/08/17: Warren District VFD
   - 02/09/17: Adrian PSD
   - 02/09/17: Upshur County Conventions & Visitors Bureau–UCDA Office
   - 02/09/17: Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
   - 02/09/17: Buckhannon Upshur Airport Authority
   - 02/09/17: Upshur County Family Resource Network
   - 02/09/17: Upshur County Solid Waste Authority
   - 02/09/17: B-U Recreational Park Advisory Board
   - 02/09/17: Lewis-Upshur Community Corrections Board-Lewis
   - 02/15/17: Upshur County Development Authority-Executive Board
   - 02/16/17: Upshur County Farmland Protection Board-Farm Bureau Office
   - 02/16/17: Upshur County Youth Camp Board
   - 02/19/17: Washington District VFD
   - 02/20/17: Buckhannon-Upshur Chamber of Commerce
   - 02/21/17: Upshur County Public Library Board
   - 02/21/17: Upshur County Fire Board
   - 02/21/17: Upshur County EETAB
   - 02/27/17: Mountain CAP of West Virginia, CDC
   - 02/28/17: Wes-Mon-Ty Resource Conservation & Development
   - 03/02/17: Buckhannon Upshur Board of Health

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

8. Board of Review & Equalization Meeting Schedule
   - 02/01/2017-1:00 p.m.-No appointments---Review Property Books
The Commission discussed Safe Sites and Structures Ordinance Enforcement Board Case #041212-01 concerning property owned by Charlie Heater. Tabatha Perry advised that Mr. Heater had only acquired the property in April of 2016 and was unaware of the pending SS&S compliance case. Mr. Heater has since obtained a building permit for construction on the property. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved a 60 day extension for compliance of property clean up.

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

The Commission approved all Vacation Orders.

The Commission approved the following “Settlements” (copies included):

- Rose Mary Moreland—Final Settlement Waiver
- Nancy Lee Wilson—Final Settlement Waiver

Carrie Wallace provided a review of photography contest submissions. The contest was open to students from grades 6 through 12 to submit landscape photographs of Upshur County scenery. Ms. Wallace advised that 6-10 photos will be selected for display at the Administrative Annex. All identifying information was obscured from the photos before being reviewed by Commissioners. After reviewing the submitted photographs, the Commission agreed on submissions by the following photographers to be displayed: Tayler Fisk, Tiffany Goodson, Allie Johnson, Patrick Gregory (2 photos), Kayla Hurst, Lauren Black (3 photos) and Abigail Naughton. Commissioners Cutright, Brady and Nolte expressed appreciation to all students who submitted photography. Photos can be viewed during the Administrative Annex’s Open House/Ribbon Cutting on Friday, February 10th at noon.

Terri Jo Bennett, Addressing and Mapping Coordinator, appeared before the Commission and reviewed a road name request. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved RJ Putter Drive as a road name for a private drive located off Rt. 20 South Road.

Brian Gaudet, Circuit Clerk appeared before the Commission at 11:20 a.m. to discuss his request to employ a Deputy Circuit Clerk. Commissioner Brady expressed that he felt it would be better to wait until after budget review to hire a new employee to make sure it would be financially sustainable. Mr. Gaudet noted that the position is for the replacement of an employee, not a new position, and after several months of being short staffed is now requesting to fill the position. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved Mr. Gaudet’s request to advertise and interview for the Deputy Clerk position (copy included). (Note: Nolte and Cutright for, Brady against)

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 12:50 p.m.