The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 05, 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; Smith, Temporary Successor to the 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 December 22, 2016 and the special meeting minutes of December 28, 2016 as submitted.

Sam Nolte nominated Terry Cutright to serve as Upshur County Commission President for the 2017 calendar year. Troy A. Brady then nominated Sam Nolte to serve as President and advised that if Mr. Nolte declines then he will second the nomination of Terry Cutright. Mr. Nolte declined the nomination and on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved Terry Cutright as Upshur County Commission President for the 2017 year. Carol J. Smith, Temporary Successor to the Upshur County Clerk, administered the Oath of Office to 2017 Commission President, Terry Cutright (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved to continue the Upshur County Commission meetings weekly on Thursdays at 9:00 a.m.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the Local Rules for Commission Meetings as submitted (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the registration sign-in sheet in accordance with WV Code §6-9A-3 as submitted (copy included).

Carrie Wallace reviewed the current agenda format and the Commission discussed material inclusion contents. Ms. Wallace advised that most other counties do not include the amount of material in the “For Your Information” section of the agenda packet as Upshur County does. After discussion, on motion by Sam Nolte, seconded by Terry Cutright, the Commission approved to leave the “content of agenda” as is.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the 2017 hours of operation of the Upshur County Courthouse, Annex and Administrative Annex as Monday thru Friday from 8:00 a.m. to 4:30 p.m. with the following exceptions: Friday, May 19, 2017 from 8:00 a.m. to 12:00 p.m. and Friday, December 22, 2017 from 8:00 a.m. to 12:00 p.m. (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the 2017 Holiday Schedule and Administrative Closures as submitted (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the Upshur County Seal as submitted (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the Commission President, Sheriff and County Clerk to sign Affidavit(s) of County, Municipal, or Other Public Official Establishing Facsimile Signature (copies included). The document shall be certified and filed with the West Virginia Secretary of State.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the appointments/reappointments of Commissioners and administrative staff to serve on boards as listed (copy included):
After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the press release regarding the Commission’s relocation to 91 West Main Street, Suite 101, Buckhannon (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the Board of Review and Equalization 2017 schedule as submitted (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the Board of Review and Equalization (BORE) publication notice (copy included). The Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February 2017, and shall continue until the work is complete, but will adjourn no later than the close of business on the 16th day of February, 2017.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the President to sign correspondence to the Office of the Upshur County Assessor and the Property Tax Division—State Tax Department which grants approval “to correct valuations for real property, personal property, and /or mineral accounts” (copy included). Any
adjustments made after February 1, 2017, must be forwarded to the Commission sitting as the Board of Review & Equalization.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Service Contract with Valley Business Systems in the amount of $474 annually effective December 1, 2016 through November 30, 2017 for maintenance of copier located at the James W. Curry Library (copy included)

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the signing of correspondence to Charlie Heater, Upshur County resident concerning required action on Upshur County Safe Sites and Structures Ordinance Enforcement Board’s Case Number 041212-01 and to inform him of possible consequences of non-compliance (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the Recommendation for Waiver of Bond in the Estate of Anna Bell Hamner as requested by Daya Masada Wright, Fiduciary Commissioner.

On motion by Sam Nolte, seconded by Troy A. Brady, the Commission entered executive session per WV Code §6-9A-4 at 9:30 a.m. to discuss the appointment of a permanent successor to the office of the Upshur County Clerk through the certification of the November 2018 General Election. Present were Terry Cutright, Troy A. Brady, Sam Nolte and Carrie Wallace. The Commission returned to open session at 9:32 a.m. No decisions were made in executive session.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the appointment of Carol J. Smith as Upshur County Clerk to serve through the Certification of the November, 2018 General Election.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the Advertisement/job posting for a Temporary Grounds Keeping/Maintenance position for the 2017 spring/summer season beginning in mid-March and going through late September (copy included). Applications must be received on or before the close of business on Friday, February 10, 2017.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the resignation of James T. Farrell from the Upshur County Safe Structures and Sites Ordinance Enforcement Board. Carrie Wallace advised that the vacancy is a community position and the unexpired term is through June 30, 2018.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, State of West Virginia Department of Revenue State Tax Department, regarding the Assessor’s proposed 2017-2018 Valuation Fund Budget. Written evidence showing that a lesser amount than the amount requested by the assessor would be adequate must be submitted to the property Tax Division on or before January 15, 2017.
2. EQT Midstream partners, LP-Natural Gas Pipeline Safety Brochure
3. Correspondence from Robert C. Orndorff, State Policy Director of WV State & Local Affairs, Dominion, asking public officials to partner with Dominion in a safety initiative by promoting safe digging throughout our community.
4. Upshur County Building Permits—December 2016
5. Upshur County Sheriff’s Financial Statement for period ending November 2016
6. Upshur County E911 Communication Reports—November 2016
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report
7. Newsletters and/or Event Notifications:
   - Buckhannon-Upshur Chamber of Commerce-America’s Mattress ribbon cutting at noon on Tuesday, January 10th
8. Agendas and/or Notice of Meetings:
   - Upshur County Solid Waste Authority-January 9, 2017
9. Meeting Minutes:
   - Upshur County Farmland Protection Board-September 22, 2016
10. 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
    - 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
11. 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

The Commission approved all invoices for payment (copies included)

The Commission approved all Vacation Orders.

The Commission approved the following “Exonerations and/or Refunds” (copies included):
   - Forest Anderson—#4013—$175.12
   - Cathy M. and Mitchell McCoy—#4014—$40.98
   - James F. Parker & Patricia I, Kleshick —#4015—$587.53
   - Sheila Humphreys—#4016—$94.56
   - Rodrigegary—#4017—$142.98
   - Susan L. or Gary O’Dell-Harman—#4018—$99.56
   - Susan L. or Gary O’Dell-Harman—#4019 —$81.44

The Commission reviewed agenda items for future meetings, received project updates and discussed administrative business items.

With no further business, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission meeting adjourned at 11:43 a.m.