The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, October 19, 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; Tabatha Perry, Assistant County Administrator; Jeanne Zickefoose, Administrative Assistant 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.

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

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the signing of the Certificate of Election Results for the October 7, 2017 Special (Road Bond) Election (copy included).

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the signing of a Resolution allowing Terry B. Cutright, President of the Upshur County Commission, to enter into a loan agreement and to sign any and all loan documents with First Community Bank to receive and administer loan funds up to the amount of $665,000 for the refinancing of the Courthouse HVAC system (copy included). The General Term Sheet was approved during the August 25, 2017 meeting of the Upshur County Commission.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Governor Justice’s Community Participation Grant Contract Agreement and Resolution. The grant award in the amount of $15,000 is to be used to build a parking lot adjacent to the Upshur County Public Library (copy included).

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the President to sign Governor Justice’s Community Participation Grant Contract Agreement and Resolution. The grant award in the amount of $10,000 shall be used to repair, patch, paint and seal the Upshur County Senior Center Parking Lot (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Governor Justice’s Community Participation Grant Contract Agreement and Resolution. The grant award in the amount of $2,400 will be used to replace antiquated computer monitors and towers for the Upshur County Senior Center (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the State of West Virginia Department of Military Affairs & Public Safety Homeland Security Sub-Grant Award in the amount of $158,838 for the sub-grant period October 1, 2017 through January 31, 2018 (copy included).

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the President to sign the 2016-2017 Workers’ Compensation Payroll Audit refund in the amount of $7,667 (copy included).

The Commission discussed the WV Records Management and Preservation Board Grant Applications for Fiscal Year 2018-2019 for the benefit of the Office of Upshur County Circuit Clerk and the Assessor’s Office. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the President to sign the Grant Applications and Resolutions for Fiscal Year 2018-2019 in the amount of $15,609 with a 10% cash match by the Upshur County Commission for all grant funds expended. Priority listing will be Circuit Clerk’s Office as Priority # 1 and the Assessor’s Office as Priority # 2 (copy included). The grant will allow for preservation and maintenance of county records for public and county use.
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After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign a letter to the WV Courthouse Facilities Improvement Authority with an official request to extend the deadline for the completion of the witness stand wheelchair lift project in the Circuit Courtroom to February 28, 2018 (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the advertisement/Notice of Public Auction for the sale of vehicles and other items of county surplus to be sold. Online bidding will be open from Wednesday, October 25, 2017 until 4:30 p.m. on December 5, 2017 at www.publicsurplus.com/UpshurCounty Commission (copy included).

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the signing of Notification of Withdrawal of Request for Public Assistance (RPA) programs due to Upshur County having no damage in the June 2016 floods (copy included).

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Lewis-Upshur Animal Control Facility Cat Reports—August and September 2017
2. Upshur Animal Control Facility/Humane Officer Dog Report—September 2017
3. Lewis-Upshur Animal Control Facility Adoption Financial Transactions for September 2017
4. Correspondence from Peter Brown, Vice President of Operations for Altice USA, Inc. notifying the Commission that effective November 1, 2017, Altice is standardizing pricing for the SD/HD Non-DVR set top box across its Suddenlink footprint to $10, which is the rate currently charged to new customers
5. Newsletters and/or Event Notifications:
   • The Buckhannon Community Theatre presents The Rocky Horror Show – Friday October 20th - 8:00 p.m. and Saturday October 21st – 11:00 p.m. at the Colonial Theatre
6. Agendas and/or Notice of Meetings:
   • Buckhannon-Upshur Chamber of Commerce-October 16, 2017
   • Upshur County Public Library Board of Directors-October 17, 2017
   • Upshur County Fire Board, Incorporated- October 17, 2017
   • City Council of Buckhannon-October 19, 2017
   • Upshur County Farmland Protection Board-October 19, 2017
   • Wes-Mon-Ty RC&D Board of Directors- October 23, 2017
   • Elkins Road Public Service District-November 7, 2017
7. Meeting Minutes:
   • Adrian Public Service District-August 10, 2017
   • Elkins Road Public Service District-September 5, 2017
   • Upshur County Safe Structures and Sites- September 14, 2017
   • Buckhannon-Upshur Chamber of Commerce-September 18, 2017
8. Meetings:
   • 10/03/17-6:00 p.m.-Hodgesville PSD
   • 10/05/17-6:00 p.m.-Buckhannon Upshur Board of Health
   • 10/05/17-7:00 p.m.-Selbyville VFD
   • 10/05/17-7:00 p.m.-Banks District VFD
   • 10/09/17-12:00 p.m.-Upshur County Family Resource Network-cancelled
   • 10/09/17-4:30 p.m.-Upshur County Solid Waste Authority
   • 10/09/17-5:30 p.m.-B-U Recreational Park Advisory Board
   • 10/09/17-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
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- 10/10/17-5:30 p.m.-Elkins Road PSD
- 10/10/17-7:30 p.m.-Adrian VFD
- 10/11/17-7:00 p.m.-Buckhannon River Watershed Association-Bd. Of Directors
- 10/11/17-12:00 p.m.-Upshur County Senior Center Board
- 10/11/17-3:00 p.m.-Tennerton PSD
- 10/11/17-7:00 p.m.-Warren District VFD
- 10/11/17-7:00 p.m.-Ellamore VFD
- 10/11/17-6:00 p.m.-Upshur County Citizens Corp - CERT
- 10/12/17-1:00 p.m.- Adrian PSD
- 10/12/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
- 10/12/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
- 10/12/17-4:00 p.m.- Buckhannon Upshur Airport Authority
- 10/12/17-7:30 p.m.-Buckhannon VFD
- 10/15/17-6:00 p.m.-Washington District VFD
- 10/16/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 10/17/17-4:00 p.m.-Upshur County Public Library Board
- 10/17/17-5:00 p.m.-Upshur County EETAB
- 10/17/17-6:30 p.m.-Upshur County Fire Board
- 10/18/17-7:00 a.m.-Upshur County Development Authority-Executive Board
- 10/18/17-12:00 p.m.- Lewis-Upshur LEPC-Upshur location
- 10/19/17-3:00 p.m.-Upshur County Farmland Protection Board
- 10/19/17-6:30 p.m.-Upshur County Youth Camp Board
- 10/23/17-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
- 10/23/17-6:30 p.m.-Upshur County Fire Fighters Association
- 10/23/17-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 10/23/17-11:00 a.m.-Region VI Local Elected Officials-Annual Meeting
- 10/25/2017-10:00 a.m.-James W. Curry Library and Park Advisory Board

9. Appointments Needed or Upcoming
   • Upshur County Fire Board (Community Representative-3rd District)-June 30, 2017

Tabled Items
1. US Census Bureau Local Updated Census Address Project
   Katherine Heatherly and Tanya Zickefoose, Upshur County School Counselors, provided a presentation of Red Ribbon Week and reviewed data concerning the history of the event. This year’s theme is “Your Future is Key, Stay Drug Free”. Student participation is encouraged through a daily theme. Student, Reagan McVay read the “National Red Ribbon Week-October 23-27, 2017” Proclamation. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the signing of the Proclamation (copy included).

   Addie Helmick, Women’s Aid in Crisis representative, read the proclamation which designates October 2017 as “Domestic Violence Awareness Month” in Upshur County and requested to place a display in the lobby of the Courthouse Annex for the remainder of October. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the signing of the Proclamation (copy included) and approved the display request.
Carol Smith, Upshur County Clerk, reviewed 2 budget revision requests. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the budget revisions as submitted with a “Request for Revision to Approved Budget” to be sent to the Office of the State Auditor for approval (copies included).

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):
- Delbert Wesley Gillespie—Final Settlement
- Charles R. Marks—Final Settlement Waiver
- James R. Posey—First Annual Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Lyndell E. or Rebecca J. Perry—#4219—$318.10
- Harry L, II & Jan Marie Craig—#4220—$20.14
- Harry L, II & Jan Marie Craig—#4221—$2.18

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

The Commission recessed at 11:20 a.m.
The Commission attended meetings of the Upshur County Policy Board and the Upshur County Department Supervisors.
The Commission reconvened at 3:05 p.m.

With no further business, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission meeting adjourned at 3:05 p.m.