The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, October 26, 2017 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Troy A. Brady, Commissioner; Sam Nolte, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, Upshur County Administrator; Tabatha Perry, Assistant County Administrator. Terry Cutright, Commissioner, was not in attendance. The meeting began with a moment of silent meditation and prayer followed by the Pledge of Allegiance. All motions passed unanimously, unless otherwise stated.

Sam Nolte 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 a Promissory Note Modification Agreement for loan number 119834. An original Loan Agreement was made and entered into on October 13, 2016 in the amount of $31,434 (copy included). As of the Modification Agreement Date, the outstanding principal balance on the Promissory Note is $10,306.19 plus accrued interest and charges. By mutual agreement, the maturity date will be modified to be October 13, 2018.

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved the “Policy on Human Trafficking for Upshur County staff and volunteers” (copy included) as discussed and approved at the October 19, 2017 meeting of the Upshur County Policy Board.

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved “The Commission of Upshur County, West Virginia Policy on Use of Arrest and Conviction Records in Making Hiring Decisions” as discussed and approved at the October 19, 2017 meeting of the Upshur County Policy Board. (copy included).

The “Policy on Human Trafficking for Upshur County staff and volunteers” and “The Commission of Upshur County, West Virginia Policy on Use of Arrest and Conviction Records in Making Hiring Decisions” will be incorporated into the Employee Handbook. Updated copies will be distributed after the New Year. Individual policies will be distributed immediately.

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the President to sign the Justice Assistance Grant (JAG) Award and related documents (Contract Agreement, Standard Conditions, Certifications and Resolution) in the amount of $18,000 to be used to provide a Prevention Resource Officer at Buckhannon at the Upshur Middle School (copies included).

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized the President to sign the Victims of Crime Act (VOCA) Grant Award in the amount of $34,662 and related documents (Contract Agreement, Standard Conditions, Certifications and Resolution) (copies included). The funds will be used to provide direct services to crime victims in Upshur County.

After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved the appointment of Larry Alkire to serve on the Upshur County Fire Board (Community Representative – 3rd District) effective immediately as requested (copy included). Mr. Alkire’s term will expire on June 30, 2020.

Sam Nolte reviewed the following “For Your Information” items (copies included):

1. WV Courthouse Facilities Improvement Authority Fund 14th Cycle – Progress Report for the Upshur County Circuit Courtroom Project.
3. Correspondence from Dustin Zickefoose, Assessor, announcing the employment of Amy Elizabeth Day Farnsworth as Deputy Assessor. Ms. Farnsworth’s salary will be paid from the Revaluation Fund.

4. Newsletters and/or Event Notifications:
   - Howl-O-Ween October 29, 2017 1:00 p.m.–2:00 p.m. at the Buckhannon Dog Park

5. Agendas and/or Notice of Meetings:
   - Upshur County Youth Camp Board-September 21, 2017
   - Region VII Planning and Development Council-October 23, 2017

6. Meeting Minutes:
   - Adrian Public Service District-September 14, 2017
   - Adrian Public Service District Monthly Progress Report Phase VII-September 21, 2017
   - Upshur County Fire Board--September 19, 2017
   - Upshur County Youth Camp Board-September 21, 2017

7. Meetings:
   - 11/02/17-6:00 p.m.-Buckhannon-Upshur Board of Health
   - 11/02/17-7:00 p.m.-Banks District VFD
   - 11/02/17-7:00 p.m.-Selbyville VFD
   - 11/07/17-5:30 p.m.-Elkins Road PSD
   - 11/07/17-4:00 p.m.-Hodgesville PSD
   - 11/08/17-12:00 p.m.-Upshur County Senior Center Board
   - 11/08/17-3:00 p.m. Tennerton PSD
   - 11/08/17-6:00 p.m.-Upshur County Citizens Corp – CERT
   - 11/08/17-7:00 p.m.-Elamore VFD
   - 11/08/17-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors
   - 11/08/17-7:30 p.m.-Warren District VFD
   - 11/09/17-1:00 p.m. Adrian PSD
   - 11/09/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau – Event Center at Brushy Fork
   - 11/09/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   - 11/09/17-11:00 a.m.-Buckhannon Upshur Airport Authority
   - 11/09/17-7:30 p.m.-Buckhannon VFD
   - 11/13/17-12:00 p.m.-Upshur County Family Resource Network - Cancelled
   - 11/13/17-4:30 p.m.-Upshur County Solid Waste Authority
   - 11/13/17-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
   - 11/13/17-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
   - 11/14/17-7:30 p.m.-Adrian VFD
   - 11/15/17-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
   - 11/15/17-7:00 a.m.-Upshur County Development Authority
   - 11/16/17-3:00 p.m.-Upshur County Farmland Protection Board
   - 11/16/17-6:30 p.m.-Upshur County Youth Camp Board
   - 11/19/17-6:00 p.m.-Washington District VFD
   - 11/20/17-2:00 p.m.-Buckhannon-Upshur Chamber of Commerce
UPSHUR COUNTY COMMISSION MEETING
October 26, 2017

- 11/16/17-4:00 p.m.-Upshur County Public Library Board
- 11/21/17-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 11/27/1-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 11/27/17-6:00 p.m.-Upshur County Fire Fighters Association

8. 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
   The Commission discussed Upshur County Safe Sites & Structures Ordinance Enforcement Board case #057777-01 concerning property owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved a 60-day extension for Mr. Kelley to bring the property into compliance with the ordinance.

   Todd Spencer Walter Gould appeared before the Commission to discuss Upshur County Safe Sites & Structures Ordinance Enforcement Board case #041317-02 concerning property he owns located in Washington Tax District – Tax Map 7J – Parcel Number 11. Mr. Gould noted that progress has been made and the Commission clarified what is needed for the property to meet compliance. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved a 60-day extension for Mr. Gould to bring the property into compliance with the ordinance.

   The Commission discussed the Adjournment or Extension of Assessment Appeals as per WV State Code §11-3-24b. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission adjourned Board of Assessment Appeals sine die.

   The Commission approved all invoices for payment (copies included)
   The Commission approved all Vacation Orders.
   The Commission approved the following “Settlements” (copies included):
   - Douglas Wilson Beery—Final Settlement Waiver
   - Montford S. Corley—Final Settlement Waiver
   - Ralph Robert Kelley—Final Settlement Waiver
   - Anna Martha Landis—Final Settlement
   - Ralph H. Miles—Final Settlement Waiver
   - Charles Gay Wamsley—Final Settlement Waiver
   - Paul Junior Williams—Final Settlement Waiver
   The Commission approved the following “Exonerations and/or Refunds” (copies included):
   - Michelle Gregory—#4222—$18.92
   - Elaine Bailey—#4223—$175.12
   - Donald Eugene or Tammy Lee Loudin—#4224—$175.12
   The Commission approved the following “Request to Attend Meeting” (copies included):
   - Stacie Wentz-November 1 through November 5, 2017
   - Brian Shreves-December 6 and 7, 2017
   The Commission approved the following “Consolidation of Land Tracts” (copies included):
   - Meade District-Map 4LParcel 42.5 blended with Map 4L Parcel 42.2 to make Map 4L Parcel 42.5-Owners, Carroll and Brenda DeMoss.
Meade District-Map 5K Parcel 26 blended with Map 5K Parcel 23 to make Map 5K Parcel 26-Owners, Clarence and Gladys Rutherford.

Meade District-Map 4J Parcel 1 blended with Map 4J Parcel 3.1, and Map 4J Parcel 5.2 to make Map 4J Parcel 1-Owner, Davis Glenn.

Terri Jo Bennett, Addressing and Mapping Coordinator, appeared before the Commission and provided a review of correspondence from City of Buckhannon Public Works Director/Street Commissioner, Jerry Arnold, concerning complications caused by duplicate addresses within city/county jurisdictions. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved Jill Marsh Drive as a road name to comply with city/county specifications.

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 12:25 p.m.