UPSHUR COUNTY COMMISSION MEETING
February 2, 2017

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 2, 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.

Minutes for the January 26, 2017 Commission meeting were unavailable and will be placed on next week’s agenda for approval.

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 President to sign the NewTech Systems, Inc. Fire Alarm Testing and Inspection Agreement, effective from January 1, 2018 through February 1, 2019 in the amount of $900 annually (copy included). The agreement includes inspection of fire alarm units located at the Court House Annex Building, the Court House, the E911 Communications Center, the Upshur County Public Library and the old jail building.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a request for a donation of 10 (ten) one day pool passes to the Union Elementary School Parent Teacher Organization, to be used for their annual auction to be held on March 11, 2017 (copy included).

The Commission discussed the Buckhannon-Upshur Recreational Park Hours of Operation and Fee Schedule for the 2017 season. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the following changes to the submitted schedule (copy included): Hours of Operation/Daily Admission-amended to 11:30 a.m. to 5:30 p.m., with Sundays to remain 12:30 to 5:30 p.m.; Lap Swimming-amend Saturday and Sunday schedule to 10:15 to 11:15 a.m. instead of 10:30 to 11:30 a.m. Additionally, swimming lessons will be provided as group lessons with private lessons also available. Commissioners noted that additional lounge chairs and shaded areas as well as bringing back the concession stand should increase attendance. Terry Cutright discussed adding wi-fi access in the future.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the reappointment of JC Raffety as member of the Wes-Mon-Ty Resource Conservation & Development Council as recommended by John Sencindiver, Chairman (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a request from David Godwin, Prosecuting Attorney, to advertise to fill the position of Victims Services Coordinator (copy included). Laura Queen, will be retiring from the position effective March 24, 2017 and Mr. Godwin would like to have the position filled as soon as possible. The position is largely funded through an ongoing grant. Commissioners expressed that Ms. Queen has been an “outstanding” Victims Advocate, and will be hard to replace.

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

1. Correspondence from Jeff Amburgey, Director of the Property Tax Division, State of WV Department of Revenue, providing a budget amount estimate in the amount of $38,466 to
assist in the task of preparing a FY 2017-2018 budget for the Statewide Computer Network, Account 408. Decreased activities by the Assessor’s office, such as printing, mailing of notices, postage, reports, etc., that are charged to the Statewide Computer Network Account #408, may have contributed to the decrease.

2. Atlantic Coast Pipeline Project Update-January 2017

3. Newsletters and/or Event Notifications
   - Buckhannon Upshur Chamber of Commerce-January 30, 2017
   - Curry Courier-January 25, 2017
   - James W. Curry Public Library Calendar of Events-February 2017

4. Agendas and/or Notice of Meetings
   - Buckhannon City Council-February 2017

5. Meeting Minutes:
   - Buckhannon Upshur Parks & Recreation Advisory Board- December 12, 2016

6. Meetings:
   - 01/30/17-6:00 p.m.- Upshur County Fire Fighters Association
   - 02/02/17-7:00 p.m.-Banks District VFD
   - 02/02/17-7:00 p.m.-Selbyville VFD
   - 02/07/17-5:30 p.m.-Elkins Road PSD
   - 02/07/17-6:00 p.m.-Hodgesville PSD
   - 02/08/17-7:00 p.m.-Buckhannon River Watershed Association-Bd. Of Directors
   - 02/08/17-12:00 p.m.-Upshur County Senior Center Board
   - 02/08/17-3:00 p.m.-Tennerton PSD
   - 02/08/17-6:00 p.m.-Upshur County Citizens Corp-CERT
   - 02/08/17-7:00 p.m.-Warren District VFD
   - 02/08/17-7:00 p.m.-Ellamore VFD
   - 02/09/17-1:00 p.m.- Adrian PSD
   - 02/09/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office
   - 02/09/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
   - 02/09/17-4:00 p.m.- Buckhannon Upshur Airport Authority
   - 02/09/17-7:30 p.m.-Buckhannon VFD
   - 02/13/17-12:00 p.m.-Upshur County Family Resource Network
   - 02/13/17-4:30 p.m.-Upshur County Solid Waste Authority
   - 02/13/17-6:00 p.m.-B-U Recreational Park Advisory Board
   - 02/13/17-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis
   - 02/14/17-7:30 p.m.-Adrian VFD
   - 02/15/17-7:00 a.m.-Upshur County Development Authority-Executive Board
   - 02/15/17-12:00 p.m.- Lewis-Upshur LEPC-Upshur location
   - 02/16/17-6:30 p.m.-Upshur County Farmland Protection Board-Farm Bureau Office
   - 02/16/17-6:30 p.m.-Upshur County Youth Camp Board
   - 02/19/17-6:00 p.m.-Washington District VFD
   - 02/20/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
   - 02/21/17-4:00 p.m.-Upshur County Public Library Board
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- 02/21/17-6:30 p.m.-Upshur County Fire Board
- 02/21/17-5:00 p.m.-Upshur County EETAB
- 02/27/17-10:00 a.m.-Mountain CAP of West Virginia, CDC
- 02/28/17-Wes-Mon-Ty Resource Conservation & Development
- 03/02/17-6:00 p.m.-Buckhannon Upshur Board of Health
- 03/22/17-10:00 a.m.-James W. Curry Advisory Board

7. 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
   - 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

Tabled Items

1. Discussion regarding the Upshur County Youth Baseball Association lease for property known as the Wellness Complex located on Brushy Fork Road. Carrie Wallace advised that UCYBA representatives have scheduled to meet with the Commission on February 9.

The Commission approved all invoices for payment (copies included)

The Commission approved all Vacation Orders.

The Commission approved the following “Settlements” (copies included):
   - Elaine Sue Foust—Final Settlement Waiver
   - Victor R. Newman—Third Annual Final Settlement
   - Mary Louise Zickefoose—Final Settlement Waiver

The Commission approved the following “Request to Attend Meeting” (copies included):
   - Doyle R. Cutright II—February 3, 2017

The Commission approved the following “Consolidation of Land Tracts” (copies included):
   - Buckhannon District—Map 4F Parcel 32 blended with Map 4F Parcel 33.3 to make Map 4F Parcel 32—owner, Joseph B. Reed

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

The Commission recessed at 11:50 a.m.

The Commission reconvened at 1:30 p.m. at the Administrative Annex.

Terri Moxley, EBSO representative and Joe Stanton, Thornburg Insurance Agency representative, appeared before the Commission to provide a mid-year review of the EBSO Health Insurance Plan. On motion by Troy A. Brady, seconded by Sam Nolte, the Commission entered
executive session at 1:30 p.m. per WV Code §6-9A-4. Present were Terry Cutright, Troy A. Brady, Sam Nolte, Carol Smith, Carrie Wallace, Tabatha Perry, Joe Stanton and Terri Moxley. Commissioner Brady left the meeting at 4:00 p.m. Tabatha Perry left the meeting at 4:30 p.m. Carol Smith and Terri Moxley left the meeting at 5:15 p.m. The Commission exited executive session at 6:40 p.m. No decisions were made in executive session.

With no further business, on motion by Sam Nolte, seconded by Terry Cutright, the Commission meeting adjourned at 6:40 p.m.