UPSHUR COUNTY COMMISSION MEETING
May 25, 2017

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, May 25, 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.

Meeting Minutes from May 18, 2017 were not available for approval and will be placed on the agenda of the next scheduled meeting.

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

The Commission discussed loan proposals for the refinancing of the E911 Communication Center located at 181 Pallottine Drive. Carrie Wallace advised that proposals were received from Citizens Bank of West Virginia and from First Community Bank, both of which would be a savings over the current loan agreement, but advised that further clarification of origination fees was needed. Ms. Wallace advised that one of the quotes given was only good through May 31st and a special meeting would need to be scheduled to take advantage of loan proposal rates. After discussion, Terry Cutright requested Carrie Wallace to follow up with clarification of First Community Bank’s loan proposals and preparing an agenda for a special meeting on May 31, 2017 at 8:30 a.m. for further discussion and possible action.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign Change Order Number 1 for the Upshur County Public Library Roof Replacement Project (copy included). This Change Order credits the contingency allowance, in the amount of $10,000 to the owner. The new contract amount will be $197,225.

Carrie Wallace provided a review of amendments to health insurance benefits plan. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Gerber Life Insurance Company Stop-Loss Proposal (copy included) for the policy term 7/1/2017 through 6/30/2018.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Master Plan Document Amendment #2A, effective July 1, 2017 (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Employee Health Reimbursement Plan Amendment #3, effective July 1, 2017 (copy included).

The insurance plans were discussed during executive sessions during the regular Commission meetings on May 11 and May 18, 2017 with EBSO representative, Terri Moxley and Thornburg Agency representative, Joe Stanton. Carrie Wallace advised that the plan changes will result in an estimated savings of $68,400 per year and will not affect the employee contribution for payment of premiums.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Memorandum of Understanding between Mountain CAP of West Virginia, Inc. a CDC and the Upshur County Recreational Park, effective June 2017 through July 2017. The memorandum sets forth the rights and responsibilities of each partner, insofar as they relate to the planning and operation of the Summer Food Service Program (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the employment of Tyler Perske as lifeguard for the 2017 season of the Buckhannon-Upshur
Recreational Park pool effective June 4, 2017 at the rate of $9.05 per hour as recommended by Seth Blake, Pool Director (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the employment of Melanie Sandy-Groves as water aerobics instructor at the Buckhannon-Upshur Recreational Park pool at the rate of $25 per session (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the Upshur County Pool Concession Stand Employee Manual as submitted (copy on file in the Office of the Upshur County Commission).

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Upshur County Mileage Reports-April 2017
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections
   - Dog Pound
2. Upshur County Sheriff’s Financial Statement for period ending April 2017
3. Newsletters and/or Event Notifications
   - YouthReady Workshop on June 1, 2017 from 9:00 a.m. to 3:00 p.m.
   - National Trails Day Celebration at 8:00 a.m. on June 3, 2017 at the Buckhannon-Upshur Recreational Park Pavilion Area
4. Agendas and/or Notice of Meetings:
   - Upshur County Youth Camp Board Nominating Committee -May 22, 2017
5. Meeting Minutes:
   - Wes-Mon-Ty Resource Conservation & Development Board of Directors-April 18, 2017
6. Meetings:
   - 06/05/17-5:30 p.m.-Elkins Road PSD
   - 06/06/17-6:00 p.m.-Hodgesville PSD
   - 06/29/17-6:00 p.m.-Buckhannon Upshur Board of Health
   - 06/01/17-7:00 p.m.-Banks District VFD
   - 06/01/17-7:00 p.m.-Selbyville VFD
   - 06/12/17-12:00 p.m.-Upshur County Family Resource Network
   - 06/12/17-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
   - 06/12/17-4:30 p.m.-Upshur County Solid Waste Authority
   - 06/12/17-5:30 p.m.-B-U Recreational Park Advisory Board
   - 06/13/17-7:30 p.m.-Adrian VFD
   - 06/14/17-7:00 p.m.-Buckhannon River Watershed Association-Bd. Of Directors
   - 06/14/17-12:00 p.m.-Upshur County Senior Center Board
   - 06/14/17-3:00 p.m.-Tennerton PSD
   - 06/14/17-7:00 p.m.-Warren District VFD
   - 06/14/17-7:00 p.m.-Ellamore VFD
   - 06/08/17-1:00 p.m.- Adrian PSD
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- 06/08/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office
- 06/14/17-6:00 p.m.-Upshur County Citizens Corp - CERT
- 06/08/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
- 06/08/17-4:00 p.m.- Buckhannon Upshur Airport Authority
- 06/08/17-7:30 p.m.-Buckhannon VFD
- 06/19/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 06/20/17-5:00 p.m.-Upshur County EETAB
- 06/20/17-6:30 p.m.-Upshur County Fire Board
- 06/21/17-7:00 a.m.-Upshur County Development Authority-Executive Board
- 06/21/17-12:00 p.m.- Lewis-Upshur LEPC-Upshur location
- 06/15/17-4:00 p.m.-Upshur County Public Library Board
- 06/15/17-6:30 p.m.-Upshur County Farmland Protection Board-Farm Bureau Office
- 06/15/17-6:30 p.m.-Upshur County Youth Camp Board
- 06/18/17-6:00 p.m.-Washington District VFD
- 05/29/17-6:00 p.m.-Upshur County Fire Fighter’s Association
- TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development-Tucker County
- 05/24/17-10:00 a.m.-James W. Curry Advisory Board
- 06/05/17-5:30 p.m.-Elkins Road PSD
- 06/06/17-6:00 p.m.-Hodgesville PSD
- 06/09/17-Region VI Local Elected Officials-Taylor County
- 06/26/17-Mountain CAP of West Virginia CDC
7. Appointments Needed or Upcoming
Tabled Items
1. US Census Bureau Local Updated Census Address Project
Carrie Wallace provided a review of a road name request. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved Buckhannon Riverside Drive for a drive way located off Alton Road.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):
- Dorothy M. Balducci—Final Settlement Waiver
- Rex Darrel Kelley—Final Settlement Waiver
- Ronnie Allen Landis—Final Settlement Waiver
- Evanglean Myers—Final Settlement Waiver
- Johnny Edward Myers—Final Settlement Waiver
- William Wendell Wills—Final Settlement Waiver
The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Paul B. or Melissa D. Smith—#4064—$16.02
The Commission approved the following “Request to Attend Meeting” (copies included):
- Stephanie Jack-July 12, 2017

At 10:30 a.m. Carrie Wallace opened and reviewed bids for a vehicle for the Office of the Upshur County Sheriff. A bid was received from Jenkins Ford in the amount of $29,900 (copy included), no
other bids were received. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the bid was accepted and awarded to Jenkins Ford.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the signing of a Resolution which authorizes Terry B. Cutright, President, to act on behalf of the Upshur County Commission to enter into a loan agreement with Citizen’s Bank of West Virginia and sign any related documents for a loan in the amount of $34,622 for the purchase of a 2017 Police Interceptor SUV and light/decal package (copy included).

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 Terry Cutright, the Commission meeting adjourned at 12:00 p.m.