The County Commission of Upshur County, West Virginia, held a special meeting at the Courthouse Annex on Thursday, June 15, 2017 at 3:00 p.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.

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 the regular meeting minutes of May 18, 2017 and June 8, 2017 and the special meeting minutes of June 7, 2017.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a request from Patty Adams, Chairman of the Upshur County Republican Executive Committee, to use the Courthouse Plaza on Tuesday, June 20, 2017 from 11:00 a.m. to 1:00 p.m. to celebrate West Virginia’s Birthday with cake and drinks (copy included). The Commission also approved Ms. Adams’ request for the use of two tables and ten chairs. Insurance documentation naming the Upshur County Commission as a certificate holder has been provided.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the appointment of Virginia Burnside-Croaff as member of the Upshur County Youth Camp Board as recommended by Carrie Wallace on behalf of the Nominating Committee (copy included). Ms. Burnside-Croaff’s term is effective from June 1, 2017 through May 31, 2023.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the resignation of Aaron Harris from the Upshur County Fire Board, effective June 30, 2017 (copy included). The resignation will leave a vacancy from the 2nd District with an unexpired term date of June 30, 2018.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the change of employment status of Mildred “Jeanne” Zickefoose to temporary full time on or around August 15, 2017 for a period of no more than 12 weeks (copy included). Ms. Zickefoose will continue at her current rate of pay in her current position as part time Administrative Assistant in the Addressing and Mapping Department but will also work part-time as a Commission Assistant during the upcoming short-term vacancy expected in the Commission Office.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the (confidential) Application for Donated Leave.

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

1. Correspondence from Governor Jim Justice announcing the STOP Violence Against Women Act grant award to the Upshur County Commission the amount of $26,496. These funds provide the enhancement and the continuation of the Upshur County STOP Team to improve the criminal justice system’s response to victims of domestic violence, sexual assault, stalking and dating violence.

2. Correspondence from Austin Caperton, Cabinet Secretary of the WV DEP, reappointing Mr. G. Paul Richter to the Board of Directors of the Upshur County Solid Waste Authority, effective July 1, 2017. His appointment will expire on June 30, 2021.

3. Correspondence from Charles K. McKinney, Assistant Chief Inspector, Chief Inspector Division of the Office of the State Auditor, enclosing the report on applying agreed-upon
procedures of the Upshur County Magistrate Court for the period ending December 31, 2016. Report is available for public review in the Office of the Upshur County Commission.

4. Upshur County Commercial Solid Waste Facility Siting Plan Revised 2017, approved by the UCSWA on 3/13/17 and by the WV SWMB on 4/19/17

5. Upshur County Building Permits-May 2017

6. Newsletters and/or Event Notifications
   - The WV Good Jobs Business Plan Pitch Contest Announcement
   - Upshur County Family Resource Network Newsletter-June 2017
   - Notice from the Buckhannon City Council concerning closure of all city operations on July 13, 2017 at 2:30 p.m.

7. Agendas and/or Notice of Meetings:
   - Region VI Local Elected Officials Meeting-June 9, 2017
   - Upshur County Family Resource Network Newsletter-June 2017
   - Elkins Road PSD-June 14, 2017
   - Upshur County Fire Board-June 20, 2017

8. Meeting Minutes:
   - Upshur County Family Resource Network Director’s Report-May 2017
   - Upshur County Solid Waste Authority-May 8, 2017
   - Upshur County Youth Camp Board -May 11, 2017
   - Upshur County Youth Camp Board Nominating Committee -May 22, 2017

9. Meetings:
   - 06/01/17-7:00 p.m.-Banks District VFD
   - 06/01/17-7:00 p.m.-Selbyville VFD
   - 06/05/17-5:30 p.m.-Elkins Road PSD
   - 06/06/17-6:00 p.m.-Hodgesville PSD
   - 06/08/17-1:00 p.m.- Adrian PSD
   - 06/08/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office-Cancelled
   - 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
   - 06/09/17-Region VI Local Elected Officials-Taylor County
   - 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-Cancelled
   - 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
UPSHUR COUNTY COMMISSION MEETING
June 15, 2017

- 06/14/17-6:00 p.m.-Upshur County Citizens Corp - CERT
- 06/15/17-4:00 p.m.-Upshur County Public Library Board
- 06/15/17-6:30 p.m.-Upshur County Farmland Protection Board-Cancelled
- 06/15/17-6:30 p.m.-Upshur County Youth Camp Board
- 06/18/17-6:00 p.m.-Washington District VFD
- 06/19/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 06/20/17-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 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
- 06/26/17-Mountain CAP of West Virginia CDC
- 06/29/17-6:00 p.m.-Buckhannon Upshur Board of Health

10. Appointments Needed or Upcoming

- Wes-Mon-Ty Resource Conservation & Development Council (2-year term)-Commission Representative

Tabled Items
1. US Census Bureau Local Updated Census Address Project
2. Award for Circuit Courtroom Wheelchair Lift—Tabatha Perry advised that after reviewing the awarded grant budget and making line item adjustments due to the savings achieved through the work of the maintenance department, the bid from D-C Elevator Company in the amount of $66,500 would be within the budgeted amount in the Courthouse Facilities Improvement Authority Grant award. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the bid award for the Circuit Courtroom Wheelchair Lift from D-C Elevator Company in the amount of $66,500 (copy included) as discussed during the regular meeting of the Upshur County Commission on June 8, 2017.

Corporal Rodney Rolenson, Home Confinement Supervisor and Cheyenne Walters, Community Corrections Program Director, appeared before the Commission to discuss GPS monitoring Contracts and office space lease agreement renewal options. Corporal Rolenson reviewed comparisons with current GPS SCRAM monitoring units with units the department is testing and advised that the units being tested are far superior to units currently in use. Corporal Rolenson reported that the new units not only cost less, but have the ability for instant tracking and are more difficult to remove. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved to move forward with the change and requested Corporal Rolenson to review the current contract’s cancellation terms.

Corporal Rolenson and Ms. Walters discussed the lease agreement for the Community Corrections office space and advised that the renewal will contain a rental cost increase of $200 per month. Corporal Rolenson advised that they have only been given a 2 week notice of the increase and are currently searching for alternative locations. Commissioners commended Ms. Walters and Corporal Rolenson for their diligence in trying to save the County money. (Report only-no action required)

The Commission approved all invoices for payment (copies included)

The Commission approved all Vacation Orders.

The Commission approved the following “Settlements” (copies included):
UPSHUR COUNTY COMMISSION MEETING
June 15, 2017

- Samantha Louise Bennett—Final Settlement Waiver
- Doris Mae Coffman—Final Settlement Waiver
- Juanita Avis Long—Final Settlement Waiver
- Annie Lee Howard Robinson—Final Settlement Waiver
- Frederick Perry Westfall—Final Settlement Waiver

The Commission reviewed a request for budget revisions. On motion by Sam Nolte, seconded by Terry Cutright, the Commission approved the budget revisions (copy included). (Note: Nolte and Cutright for, Brady against Account 705 Home Confinement revision)

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 4:55 p.m.