The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, August 31, 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.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte the Commission approved the regular meeting minutes of August 17, 2017 as submitted.

Terry Cutright 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 and return correspondence from Charlie McKinney, Assistant Chief Inspector, West Virginia State Auditor’s Office, outlining Audit Services the State Auditor’s Office will provide to the Upshur County Commission for Fiscal Year ended June 30, 2016 (copy included).

Tabatha Perry reviewed the employment request from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director and requested clarification concerning the effective date of employment. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the employment of Travis Anderson as full time E911 Telecommunicator effective September 5, 2017 at the rate of $11.00 per hour (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the employment of Amy Saunders as full time E911 Telecommunicator effective September 5, 2017 at the rate of $11.00 per hour (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a request from Reverend Ed McDaniels to use the Courthouse steps/plaza and outdoor electrical outlets for a short program on Sunday, September 10, 2017 from approximately 3:45 p.m. to 4:30 p.m. (copy included) at the conclusion of the 5th Annual God Belongs in Our County Walk. The walk will begin at the Buckhannon City Park and end at the Upshur County Courthouse.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Upshur County Sheriff’s Financial Statement for Period Ending July 2017
2. Upshur County Animal Control/Humane Officer Dog Report-July 2017
3. Lewis-Upshur animal Control Facility Cat Report-July 2017
4. Upshur County Mileage Reports—July 2017
5. Newsletters and/or Event Notifications
   - Atlantic Coast Pipeline Project Updates Newsletter—August 2017
   - Utility Construction Notification
   - Blanket Buddies—William R. Sharpe Jr. Hospital
   - James W. Curry Public Library Calendar of Events—September 2017
   - Welcome to the Diaper Bank—Mondays and Thursdays at Crosslines/Parish House
   - Human Trafficking and Opioid drug Addiction Training on September 6, 2017 at Days Hotel in Flatwoods
   - The SWON Brothers showing at 8:30 p.m. on September 9, 2017 at the Rockefeller Gymnasium
   - Free Paper Shred Event on September 9, 2017 from 9 a.m. to noon at the Crossroads Recycling Center
   - WBOY TV 60th Anniversary Celebration from 5 p.m. to 8 p.m. on September 12, 2017 at the Bridgeport Conference Center
   - Family Connections Event from 11 a.m. to 1 p.m. on September 12, 2017 at the Buckhannon City Park
   - Free Movie Under the Stars showing Moana at Jawbone Park on September 16, 2017
   - Motivational Interviewing with Dr. Jennifer Salerno on September 27, 2017 at Days Inn and Suites in Flatwoods
UPSHUR COUNTY COMMISSION MEETING
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- Upshur County Recreation Complex Run For Good 5K at 8 a.m. on September 30, 2017 at Jawbone Park

6. Agendas and/or Notice of Meetings:
- Wes-Mon-Ty RC&D Board of Directors-August 22, 2017
- Upshur County Public Library- August 22, 2017
- James W. Curry Library/Park- August 23, 2017
- Elkins Road Public Service District-September 5, 2017
- Upshur County Solid Waste Authority - September 11, 2017

7. Meeting Minutes:
- Wes-Mon-Ty RC&D Board of Directors-July 11, 2017
- Upshur County Safe Structures and Sites Enforcement Board-July 13, 2017
- Buckhannon Upshur Chamber of Commerce-July 17, 2017
- Upshur County Fire Board-July 18, 2017
- James W. Curry Library/Park- July 26, 2017

8. Meetings:
- 09/05/17-6:00 p.m.-Hodgesville PSD
- 09/07/17-6:00 p.m.-Buckhannon Upshur Board of Health
- 09/07/17-7:00 p.m.-Selbyville VFD
- 09/07/17-7:00 p.m.-Banks District VFD
- 09/11/17-12:00 p.m.-Upshur County Family Resource Network
- 09/11/17-4:30 p.m.-Upshur County Solid Waste Authority
- 09/11/17-5:30 p.m.-B-U Recreational Park Advisory Board
- 09/11/17-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- 09/12/17-5:30 p.m.-Elkins Road PSD
- 09/12/17-7:30 p.m.-Adrian VFD
- 09/13/17-7:00 p.m.-Buckhannon River Watershed Association-Bd. Of Directors
- 09/13/17-12:00 p.m.-Upshur County Senior Center Board
- 09/13/17-3:00 p.m.-Tennerton PSD
- 09/13/17-7:00 p.m.-Warren District VFD
- 09/13/17-7:00 p.m.-Ellamore VFD
- 09/13/17-6:00 p.m.-Upshur County Citizens Corp - CERT
- 09/14/17-1:00 p.m.- Adrian PSD
- 09/14/17-3:00 p.m.-Upshur County Conventions & Visitors Bureau--UCDA Office
- 09/14/17-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
- 09/14/17-4:00 p.m.- Buckhannon Upshur Airport Authority
- 09/14/17-7:30 p.m.-Buckhannon VFD
- 09/17/17-6:00 p.m.-Washington District VFD
- 09/18/17-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 09/19/17-4:00 p.m.-Upshur County Public Library Board
- 09/19/17-5:00 p.m.-Upshur County EETAB
- 09/19/17-6:30 p.m.-Upshur County Fire Board
- 09/20/17-7:00 a.m.-Upshur County Development Authority-Full Board
- 09/20/17-12:00 p.m.- Lewis-Upshur LEPC-Lewis location
- 09/21/17-6:30 p.m.-Upshur County Youth Camp Board
- 09/25/17-6:30 p.m.-Upshur County Fire Fighters Association
- 09/26/17-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 09/27/2017-10:00 a.m.-James W. Curry Library and Park Advisory Board
- 10/23/17-Region VI Local Elected Officials-Annual Meeting

9. Appointments Needed or Upcoming
- Wes-Mon-Ty Resource Conservation & Development Council (2-year term)-Commission Representative
- Upshur County Fire Board (Community Representative-3rd District)-June 30, 2017
- Buckhannon-Upshur Recreational Park Advisory Board-June 30, 2018-Commission Representative

Tabled Items
1. US Census Bureau Local Updated Census Address Project
   Tabatha Perry provided a review/status report concerning the Safe Structures and Sites Ordinance Enforcement Board referral, Case #041416-01, owned by Thomas Moates. Ms. Perry reviewed a listing of repairs/improvements that have been completed or is progressing. Commissioners commented that the
property has shown considerable improvement. Ms. Perry advised that Mr. Moates is requesting an additional extension for completion of the project. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a 60 day extension for full ordinance compliance of property clean-up.

Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, appeared before the Commission with a request for the Commission to create an additional full-time telecommunication position. On motion by Sam Nolte, seconded by Troy A. Brady, the Commission entered executive session at 9:30 a.m. for discussion. Present were Terry Cutright, Troy Brady, Sam Nolte, Kimbra Wachob, Carol Smith, Tabatha Perry and Jeanne Zickefoose. The Commission returned to open session at 9:53 a.m. No decisions were made in executive session.

Terry Cutright asked for a motion to create an additional full-time E911 Telecommunicator position. The request died due to lack of a motion.

Dustin Hollen, Animal Control Officer, appeared before the Commission and provided a review of his request to attend various classes for Animal Control and Humane Officer training. Several classes are available at a cost of $595 per class plus expenses. Mr. Hollen advised that he had not received any training for his position and he would like to attend the three classes but feels that any training would be beneficial. Commissioner Brady stated that Mr. Hollen is doing a very good job and has not heard any negative feedback.

At 10:00 a.m., Terry Cutright opened a Public Hearing to hear comments and consider increasing the excise tax on the privilege of transferring property pursuant to 2017 Regular Session Senate Bill 433, WV Code §11-22-2. No comments or concerns were voiced. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized the signing of the “Order that the Excise Tax on the Privilege of Transferring Real Property increase 55 cents for each $500 value or fraction thereof…” (copy included). The tax increase, from $1.10 to $1.65 per $500 value, will take effect on October 1, 2017.

Dustin Hollen, continued review of his request to attend training classes. Terry Cutright expressed concerns about not having someone to fill the Animal Control Officer position in Mr. Hollen’s absence. Terry Cutright requested Mr. Hollen to follow up to see if other classes were available and to check about cost sharing with Randolph County class attendees. After discussion, on motion by Troy Brady, seconded by Sam Nolte, the Commission tabled the item for review at a future meeting.

Kevin Nicholson, Upshur County Youth Soccer Association Inc. representative, appeared before the Commission to request permission to utilize the Wellness Complex property. Mr. Nicholson advised that the Youth Soccer Association is committed to utilization, upkeep and improvement of the fields and would like to have a 10 year lease on the property. Commissioners expressed concerns about the 10 year length of time and agreed that a 3 year lease would be more appropriate. After discussion, on motion by Sam Nolte, seconded by Troy Brady, the Commission approved to lease the property to the Upshur County Youth Soccer Association, Inc. for a period of 3 years with the option to renew.

At 10:30 a.m., Tabatha Perry opened and reviewed bids for the purchase of a vehicle for the Sheriff’s Department. Only one bid was received, from Jenkins Ford in the amount of $26,524 for a 2017 Ford Police Interceptor Sedan. Ms. Perry confirmed that the bid met the required specifications however, did not state warranty information and followed up with the dealership for verification. The Commission discussed the addition of a light/decal package for the vehicle and Sheriff Coffman stated he would pay for 50% of the cost. After discussion, on motion by Sam Nolte, seconded by Troy Brady, the Commission approved the Jenkins Ford bid in the amount of $26,524 (copy included) for the vehicle. Sheriff David Coffman was requested to follow up with estimates for the installation of the lights.

Terri Jo Bennett, Addressing and Mapping Coordinator, appeared before the Commission and reviewed a Road Name Request. After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved Saddle Ridge Drive for a driveway off of Teter Road (copy included).

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):
- John Elno Allison—Final Settlement Waiver
- Martha A Beckner—Final Settlement Waiver
- Clara Ruth Boyles—First Annual Settlement
- Catherine C. Craig—Final Settlement
- Herbert Eugene Greene—Final Settlement
- Icie Evalene Haggerty—Final Settlement Waiver
- Dora L. Hamner—Final Settlement Waiver
The Commission approved the following “Exonerations and/or Refunds” (copies included):

- Linda H. Hite—Final Settlement Waiver
- Karla Kay Hinkle—Final Settlement Waiver
- Mary Lou Kane—Final Settlement
- Shirley R. Lyceitt—Final Settlement Waiver
- Raymond E. Robinson, Jr.—Final Settlement
- Climmer Oren Suder, Sr.—Final Settlement

The Commission approved the following “Consolidation of Land Tracts” (copies included):

- Meade District-Map 5M Parcel 30 blended with Map 5M Parcel 48.2 to make Map 5M Parcel 30-Owners, Jack O. and Lora A. Long
- Warren District-Map 4D Parcel 17.3 blended with Map 4D Parcel 17, Map 4D Parcel 17.5 and Map 4D Parcel 17.4 to make Map 4D Parcel 17.3-Owner, Kathy George

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 Troy A. Brady, the Commission meeting adjourned at 1:00 p.m.