The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 14, 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 Sam Nolte, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of September 7, 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 the temporary employment of the following as Early Voting Clerks for the October 7, 2017 Special (Road Bond) Election effective September 22, 2017 through October 4, 2017 at the rate of $8.75 per hour as requested by Carol J. Smith, Upshur County Clerk: John Barnes, Loretta Dawson, Hallie Hurst, Nelda Light, Ann Mickle, Margaret Neely, Lisa Owens, William Shannon, Catherine Vance, James Vance, Thanna Wentz, Delores Wilson and Janet Kay Wilson (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the President to sign the Office of the State Treasurer, Unclaimed Property Division, Claim Form and Instructions (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized the President to sign the 2017 Letter of Intent for the 2017 CDBG-Small Cities Block Grant Program for the Elkins Road PSD Phase III Water Extension Project (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the renewal of membership in NAEIR (National Association for the Exchange of Industrial Resources) free supplies program (copy included) effective January 1, 2018. The cost for renewal with 4 catalogs is $495.

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the date and time for Trick or Treat in the County to be from 5:30 p.m. to 8:00 p.m. on Tuesday, October 31. As in the past, the County will follow the scheduling of the City of Buckhannon with an additional hour to accommodate for distances between county residences.

Tabatha Perry reviewed correspondence from George and Lannette Karnes requesting an unknown amount of back Hotel/Motel Occupancy Taxes owed to Upshur County be waived due to a misunderstanding of information (copy included). After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the hotel/motel occupancy tax waiver request to be granted to any Upshur County property owner who has not been remitting the tax, further moved for these property owners to begin remitting the tax in October 2017 for the month of September and continue doing so thereafter.

Craig Presar, West Virginia University Extension Service Agent, appeared before the Commission as representative of the Community Outreach Educational Services (CEOS) and read the Proclamation for WV Breast Cancer Awareness Day, October 2 and Breast Cancer Awareness Month-October 2017. Mr. Presar extended an invitation to the Commission to attend the annual Breast Cancer Awareness event which will be held at the Stockert Youth Center on Monday, October 2 at 11:00 a.m. consisting of a short program and cake. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the signing of the proclamation (copy included).
Lori Ulderich-Harvey, Upshur County Family Resource Network Director, appeared before the Commission and read the National Preparedness Month (September 2017) Proclamation to raise awareness of the need to prepare for “real-world threats and disasters” in order to increase the probability of survival in the event of terrorist attack or natural disasters (copies included). Ms. Ulderich-Harvey provided information and data and suggestions for recording pertinent information and supplies to keep handy. After discussion, on motion by Troy A. Brady seconded by Sam Nolte, the Commission approved and authorized signing the proclamation.

Jodi McQuillan, Community Coordinator, WV Healthy Start/HAPI Project, appeared before the Commission and provided information and data concerning infant and child mortality and read the Proclamation of National Infant Mortality Awareness Month—September 2017. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved and authorized signing the proclamation.

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the termination of Venus Drummond as full time Deputy Clerk in the Office of the Assessor, effective September 12, 2017 as requested by Dustin Zickefoose, Upshur County Assessor.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Upshur County Building Permits—August 2017
2. Newsletters and/or Event Notifications
   • Buckhannon Truck Fest 2017 on September 15 from 5:00 p.m. - 8:00 p.m. and September 16 from 9:00 a.m. – 3:00 p.m. at the City of Buckhannon Public Safety Complex
   • Upshur County Family Resource Network September Newsletter
   • Antique Tractor & Farm Equipment Show on September 30 from 5:00 p.m. – 10:00 p.m. on Main Street in Buckhannon
   • Angel Tree Sign Ups on October 16-18 from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m. at the Salvation Army in Buckhannon
3. Agendas and/or Notice of Meetings:
   • Elkins Road Public Service District - September 5, 2017
   • Buckhannon-Upshur Parks and Recreation Advisory Board- September 11, 2017
   • Upshur County Family Resource Network General Membership- September 11, 2017
   • Lewis-Upshur Community Corrections Board- September 11, 2017
   • Upshur County Safe Structures and Sites Enforcement Board- September 14, 2017
   • Upshur County Convention & Visitors Bureau- September 14, 2017
   • Buckhannon-Upshur Airport Authority- September 14, 2017
   • Buckhannon-Upshur Chamber of Commerce- September 18, 2017
   • Upshur County Fire Board- September 19, 2017
4. Meeting Minutes:
   • Community Corrections Board-June 10, 2017
   • Upshur County Solid Waste Authority Board of Directors-August 14, 2017
   • Upshur County Solid Waste Authority Director’s Report-July 11, 2017 & August 14, 2017
   • Upshur County Family Resource Network Director’s Report-august 2017
5. 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 Solid Waste Authority
09/13/17-4:30 p.m.-Upshur County Senior Center Board
09/13/17-5:30 p.m.-Buckhannon Upshur Recreational Park Advisory Board
09/13/17-6:00 p.m.-Upshur County Citizens Corp - CERT
09/13/17-1:00 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
09/15/17-6:00 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
09/21/2017-3:00 p.m. – Upshur County Farmland Protection Board
10/23/17-Region VI Local Elected Officials-Annual Meeting
11/06/17-6:00 p.m.- Lewis-Upshur Community Corrections Board-Upshur County

6. 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

Tabled Items
1. US Census Bureau Local Updated Census Address Project
The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):
   - Arthur B. Holmes—Final Settlement Waiver
The Commission approved the following “Exonerations and/or Refunds” (copies included):

- Sherry L. or David Merriman—#4203—$70.04
- Sherry L. or David Merriman—#4204—$71.62
- Kyle or Deena Watts—#4205—$46.76
- Melvin R. & Thurlene Hyre—#4206—$247.11
- Thomas W. Faulkner—#4207—$56.56
- John R. & Glenda Jewell Cutright—#4208—$175.12
- Sara E. Burnside—#4209—$38.14

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 11:30 a.m.