The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 19, 2019 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commission President; Kristie Tenney, Commissioner; Terry Cutright, Commissioner; Carol Smith, County Clerk; Carrie Wallace, County Administrator; and Prisilla Peggs, 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.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the regular meeting minutes of September 12, 2019 as submitted.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Resolution of Participation for the West Virginia Certified Development Community (CDC) Program for the Upshur County Development Authority. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the President to sign The STOP Violence Against Women (VAWA) Grant Program Contract Agreement, Resolution, Certifications, Supplemental Special Conditions and Revised Standard Conditions. This Grant award is in the amount of $28,000. (copy included)

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Federal Aviation Administration Outlay Request Number 1-Final in the amount of one hundred fifty-two thousand seven hundred twenty-three dollars ($152,723) for the Airport Improvement Program Project NO. 3-54-0039-033-2019 at the Buckhannon-Upshur Regional Airport in Buckhannon, WV. (copy included)

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and adopted the revision to the Procedure to Dispatch Wrecker Services pursuant to the meeting held on August 1, 2019 E911 CAD System due to expanded capabilities of the new E911 CAD System. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from Carol J. Smith, Clerk of the Upshur County Commission to amend the Capital Asset Policy for the Upshur County Commission. (copy included) The revision capitalizes assets with a value of $7,500.00 or more, an increase from the prior $1,000.00 threshold.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from Carol J. Smith, Clerk of the Upshur County Commission to establish a schedule of fees or rate of compensation for Fiduciary Commissioners in Upshur County, West Virginia. (copy included)

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the request from David H. Coffman, Upshur County Sheriff, for employment of Hurlie William Burnside for a part-time position of Courthouse Security at the pay rate of $11.00 per hour, effective September 29, 2019. Mr. Burnside will work no more than 19.5 hours per week. (copy included)

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the request from Carrie Wallace, County Administrator to raise the pay rate of Michael Haler, Maintenance Technician, to seventeen dollars ($17.00) per hour, effective September 29, 2019. This is a twenty cent ($0.20) per hour increase to Mr. Haler’s current rate of pay. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved employment of Christopher D. Alkire as a Maintenance Technician at the pay rate of Seventeen Dollars ($17.00) per hour, effective September 29, 2019. (copy included)

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the request from Carol J. Smith to hire Lois Marsh as part-time Deputy County Clerk at the pay rate of $10.50 per hour, effective September 23, 2019 pending background check. This is a part-time position not to exceed 1039 hours in a calendar year. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from Carol J. Smith to hire an additional part-time Deputy County Clerk at the pay rate of $10.50 per hour working no more than 1039 hours in a calendar year. (copy included)

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from Cheyenne Troxell, Program Director for Community Corrections, to hire Andrew Pinkney as a part-time Drug Court Counselor, in lieu of the contract position that was approved at the September 12, 2019 Commission Meeting. Mr. Pinkney’s pay rate will be $30.00 per hour working no more than 19.5 hours per week, effective immediately. (copy included)
Commissioner Cutright noted that Mr. Pinkney’s rate of pay would be reimbursed to Community Corrections by the Department of Health & Human Resources.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved Lora Bragg as a Lewis-Upshur Animal Control Facility Volunteer.

Craig Presar, WVU Extension Service Agent, appeared on behalf of the Community Educational Outreach Services (CEOS) and presented the Proclamation for WV Breast Cancer Awareness Day (October 1, 2019) and Breast Cancer Awareness Month (October 2019). After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the President to sign the Proclamation. (copy included)

Brian Shreves, Director, Upshur County Department of Homeland Security and Emergency Management, appeared before the Commission regarding the Homeland Security Grant Program Award. After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Homeland Security Grant Program Award, Special Conditions and Assurances and Certifications. This grant is in the amount of nine thousand dollars ($9,000) to upgrade the Upshur County Emergency Operations Center (EOC). (copy included)

Sam Nolte reviewed the following “For Your Information” items: (copies included)

1. Correspondence from John B. McCuskey, WV State Auditor, provided notice of the 2019 State Auditor’s Training Seminar for County and Municipal Boards and Authorities.

2. Public Notices:
   a. Newsletters and/or Event Notifications:
      • Family Movie Night – Upshur County Foster Care/Adoption Peer Group is having a PJ and Popcorn evening with Secret Life of Pets 2, on Monday September 23, 2019 from 6 p.m. to 8 p.m. at Stockert Youth Center (upstairs)
      • Veterans Memorial Wall Ceremony – Sponsored by the Southern Upshur County Business Association (SUBA) on Wednesday, October 2, 2019 at 6:00 p.m. at the intersection of Route 20 & 4 in Rock Cave.
   b. Agendas and/or Notice of Meetings:
      • Upshur County Fire Board, Inc. September 17, 2019
      • Upshur County Community Corrections Board September 18, 2019
      • Upshur County Farmland Protection Board September 19, 2019
   c. Meeting Minutes:
      • Hodgesville PSD August 14, 2019
      • Tenneraton PSD August 6, 2019
   d. Meetings:
      • 09/03/19-4:00 p.m.-Hodgesville PSD
      • 09/03/19-5:30 p.m.-Elkins Road PSD
      • 09/05/19-6:00 p.m.-Buckhannon-Upshur Board of Health
      • 09/05/19-7:00 p.m.-Banks District VFD
      • 09/05/19-7:00 p.m.-Selbyville VFD
      • 09/09/19-12:00 p.m.-Upshur County Family Resource Network
      • 09/09/19-4:30 p.m.-Upshur County Solid Waste Authority
      • 09/09/19-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
      • 09/09/19-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
      • 10/10/19-7:30 p.m.-Adrian VFD
      • 09/11/19-3:00 p.m.-Tennerton PSD
      • 09/11/19-6:00 p.m.-Buckhannon River Watershed Association - WVWC
      • 09/11/19-7:00 p.m.-Warren District VFD
      • 09/11/19-7:00 p.m.-Ellamore VFD
      • 09/12/19-10:00 a.m.-Adrian PSD
      • 09/12/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
      • 09/12/19-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
      • 09/12/19-4:00 p.m.-Buckhannon Upshur Airport Authority
      • 09/12/19-7:30 p.m.-Buckhannon VFD
      • 09/13/19-11:00 a.m.-Region VI Local Elected Officials
      • 09/15/19-6:00 p.m.-Washington District VFD
      • 09/16/19-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
      • 09/17/19-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
      • 09/17/19-6:30 p.m.-Upshur County Fire Board, Inc.
The Commission approved all Invoices for Payment. (list included)
The Commission approved all Vacation Orders. (copies included)
The Commission approved the following “Settlements” (as listed):
  • William J. Beckner - Final Settlement Waiver
  • Harry Edward Drost - Final Settlement Waiver
  • Don Odis Hurt - Final Settlement
  • Marjorie Leota McConkey - Final Settlement Waiver
  • Patricia Ann Miller Trust - Ninth Annual Settlement
  • Betty Reed - Final Settlement Waiver
  • Jeffrey Hugh Rohr - Final Settlement Waiver
The Commission approved the following “Requests to Attend Meeting” (copies included):
  • Carrie L. Wallace - 9/18/2019
The Commission approved the following “Consolidation of Land Tracts” (copies included):
  • Warren District-blend Map 8D Parcel 1 with Map 7D Parcel 41 and Map 7D Parcel 35 to make Map 8D Parcel 1 - Owners, Gerald J O’Loughlin
  • Corporation District-blend Map 4 Parcel 385.1 with Map 4 Parcel 380.1 and Map 4 Parcel 381.1 to make Map 4 Parcel 385.1 – Owners Kroshus Management LLC

Tabled items:
  1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District - Tax Map 6B Parcel Number 11).

The Commission recessed at 9:38 a.m. to view the Courthouse Security equipment and installation in the foyer of the Courthouse Annex.

The Commission reconvened at 9:44 a.m.

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

The Commission recessed at 10:30 a.m. to attend the Pecks Run Watershed Inspection in Hodgesville.

The Commission reconvened at 2:29 p.m.

With no further business, on motion by Kristie Tenney, seconded by Terry Cutright the Commission meeting adjourned at 2:30 p.m.