The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 21, 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 14, 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 update of Annex B to the Upshur County Emergency Operations Plan as submitted by Brian Shreves, Office of Emergency Management Director. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the update of Annex C to the Upshur County Emergency Operations Plan as submitted by Brian Shreves (copy included). The previous annex used in the 2015 EOP is dated 2012 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved a request from Gregory B. Harris, Upshur County Safe Structures and Sites Enforcement Board Permit/Ordinance Officer for the Commission to order clean-up of property owned by Frank Kelly, UCSS&S Case # 051117-01, located in Washington Tax District (copy included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved a request from Gregory B. Harris, Upshur County Safe Structures and Sites Enforcement Board Permit/Ordinance Officer for the Commission to order clean-up of property owned by Todd Gould, UCSS&S Case # 041317-02, located in Washington Tax District (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved and authorized signing and sending correspondence to vacation rental owners conducting business within the County regarding Upshur County Hotel Occupancy Tax remittance. Tax forms will be enclosed with the correspondence (copies included).

After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the appointment of Joshua Hinchman, as member of the Buckhannon-Upshur Recreational Park Advisory Board. Mr. Hinchman’s term expiration is June 30, 2018 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Sam Nolte, the Commission approved the employment of Alexis Brockleman-Clark as Monitor for the Tri-County Child Exchange and Visitation Program effective September 24, 2017 at the rate of $8.75 per hour as requested by Bethany Burkhart, Site Supervisor (copy included). Ms. Brockleman-Clark will not work more than 19 hours per week.

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

1. U.S. Environmental Protection Agency (EPA) Cooperative Agreement and Notice of Award in the amount of $200,000. This assistance agreement will provide funding to Upshur County Commission to clean up the Upshur County Youth Camp Tar Pit. The cleanup of the Tar Pit site will expand recreational opportunities to the camp, and to the broader community. The Commission plans for the site to be used as open space, as well as an archery range.
2. Lewis-Upshur Animal Control Facility Adoption Financial Transactions for August 2017
3. Upshur County Animal Control/Humane Officer Dog Report-August 2017
4. Upshur County Mileage Reports-August 2017
5. Newsletters and/or Event Notifications
- Informational Public Meeting for Roads to Prosperity-Special Election (Road Bond) on September 21st at 6:00 p.m. in the Commission Meeting Room, 3rd floor of the Courthouse Annex.
- Flood Relief Walk on October 1st at Jawbone Park. Registration starts at 2:00 p.m. and the Walk starts at 2:30 p.m.
- Literacy Volunteers-Book Sale on Wednesday, October 4th at 12:00 p.m.-8:00 p.m.; Thursday, October 5th 9:00 a.m.-5:00 p.m.; Friday, October 6th 12:00 p.m.-8:00 p.m. and Saturday, October 7th 8:00 a.m.-12:00p.m. at the Holy Rosary Catholic Church on Franklin Street.
- Mountain CAP Child Advocacy Center-2nd Chance Prom on October 20th 7:00 p.m.-11:00 p.m. at the Event Center on Brushy Fork
- Trunk or Treat October 30th 6:00 p.m.–8:00 p.m. at the Public Safety Complex Parking Lot

6. Agendas and/or Notice of Meetings:
- Wes-Mon Ty RC&D Board of Directors - September 19, 2017
- Upshur County Public Library - September 19, 2017
- Lewis/Upshur LEPC -Lewis Location - September 20, 2017
- City Council of Buckhannon - September 21, 2017
- Elkins Road PSD - October 10, 2017

7. Meeting Minutes:
- Convention & Visitor’s Bureau (CVB)-August 10, 2017
- Buckhannon-Upshur Chamber of Commerce-August 21, 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
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

Tabled Items
1. US Census Bureau Local Updated Census Address Project
   Tabatha Perry opened and reviewed bids for the replacement of a portion of the Upshur County Courthouse and Annex surveillance system and supporting equipment. Three bids were received as follows: Micrologic-$47,782.64; Advanced Alarm-$64,000 and a bid from Brewer and Company was disqualified for not meeting bidding requirements. After discussion, on motion by Sam Nolte, seconded by Troy A. Brady, the Commission approved the low bid of $47,782.64 and awarded the contract to Micrologic. (Copies included) Ms. Perry advised that the bid falls within the approved funding amount and is for the removal and replacement of 33 cameras with higher resolution cameras, removal of 5 DVR’s to be replaced with 2 NVR’s and removal and replacement of 7-32 inch monitors.
   The Commission approved all invoices for payment (copies included)
   The Commission approved all Vacation Orders.
   The Commission approved the following “Settlements” (copies included):
   • Paul Leroy Everett—Final Settlement Waiver
   The Commission approved the following “Request to Attend Meeting” (copies included):
   • Terri Jo Bennett-December 6-7, 2017
   • Tabatha R. Perry-September 29, 2017
UPSHUR COUNTY COMMISSION MEETING
September 21, 2017

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 12:50 p.m.