

# UPSHUR COUNTY COMMISSION MEETING

## January 10, 2019

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 10, 2019 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commission President; Terry Cutright, Commissioner; Kristie Tenney, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, Administrator; Tabatha Perry, Assistant 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.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the regular meeting minutes of January 3, 2019 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the "Request for Proposals" for the Community Oriented Policing Services (COPS) camera surveillance project (copy included). All sealed bids must be received no later than 4:00 p.m. Tuesday, March 5, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 11:00 a.m. on March 7, 2019.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the "Request for Proposals" for the dome cleaning and pigeon spike installation project (copy included). All sealed bids must be received no later than 4:00 p.m. Tuesday, February 12, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on February 14, 2019.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved a request from Amberle Jenkins, City of Buckhannon Director of Finance and Administration, on behalf of the City of Buckhannon Planning Commission, for permission to place a survey box in the Courthouse Annex foyer during the month of January (copy included). This survey will allow the community to help plan the direction of the City and the 2025 plan.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved a request from Rodney Rolenson, President of the Deputy Sheriff's Association for Upshur County, for the appointment of Richard Kitzmiller to the Upshur County Civil Service Board Law Enforcement. Mr. Kitzmiller's term will commence immediately and expire on December 31, 2022.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the request from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Day Report Center Program Director, to extend Taylor Rolenson's paid part-time internship through the spring semester (copy included). Ms. Rolenson will be compensated from the Day Report Center's "cash match" after her initial 12-week period has expired. As previously approved during the regularly scheduled Commission Meeting held on September 27, 2018, Ms. Rolenson will work up to 16 hours per week at a rate of \$8.75 per hour.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the employment of Danny R. Gould as part-time Circuit Court Bailiff at the pay wage rate of \$11.50 per hour, effective January 20, 2019 as requested by David H. Coffman, Upshur County Sheriff, (copy included). Mr. Gould will work no more than 19 ½ hours per week.

Sam Nolte reviewed the following "For Your Information" items:

1. Correspondence from Ora L. Ash, Deputy State Auditor for Local Government Services, announcing the upcoming Regional Budget Preparation Workshops.
2. Upshur County Sheriff's Financial Statement for period ending November 2018
3. Upshur County Building Permits for the month of December 2018

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4. Project Update for the Upshur County Youth Camp Archery Range Project – Prepared by Environmental Standards, dated January 3, 2019
5. WV Spotlight 2017 National Human Trafficking Hotline Statistics
6. Upshur County Mileage Reports – November 2018
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
7. Public Notices:
  - a. Newsletters and/or Event Notifications
    - Curry Courier-11/28/2018 through 12/25/2018
    - James W. Curry Public Library Calendar of Events-January 2019
    - #WearBlueDay-January 11<sup>th</sup> to raise awareness of human trafficking
    - Hearing the Call for Self- Care: Supporting first responders and other care-givers-February 4<sup>th</sup> from 11 a.m. to 1:30 p.m.
  - b. Agendas and/or Notice of Meetings:
    - City of Buckhannon Stockert Youth and Community Center-January 7, 2019
    - Elkins Road PSD-January 8, 2019
    - Upshur County Senior Center-January 9, 2019
    - Upshur County Safe Structures and Sites Enforcement Board-January 10, 2019
    - Buckhannon-Upshur Airport Authority-January 10, 2019
    - Lewis-Upshur Community Corrections Board-January 14, 2019
    - Buckhannon-Upshur Parks and Recreation Advisory Board-January 14, 2019
    - Upshur County Solid Waste Authority-January 14, 2019
  - c. Meeting Minutes:
    - Upshur County Public Library Board of Trustees-November 13, 2018
    - Buckhannon River Watershed Association-December 6, 2018
  - d. Meetings
    - 01/03/19-6:00 p.m.-Buckhannon River Watershed Association-Board of Directors
    - 01/03/19-7:00 p.m.-Banks District VFD
    - 01/03/19-7:00 p.m.-Selbyville VFD
    - 01/08/19-4:00 p.m.-Hodgesville PSD
    - 01/08/19-5:30 p.m.-Elkins Road PSD
    - 01/08/19-7:30 p.m.-Adrian VFD
    - 01/09/19-12:00 p.m.-Upshur County Senior Center Board
    - 01/09/19-3:00 p.m.-Tennerton PSD
    - 01/09/19-7:00 p.m.-Ellamore VFD
    - 01/09/19-7:30 p.m.-Warren District VFD
    - 01/10/19-10:00 a.m.-Adrian PSD
    - 01/10/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
    - 01/10/19-4:00 p.m.-Buckhannon Upshur Airport Authority

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- 01/10/19-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 01/10/19-6:00 p.m.-Buckhannon-Upshur Board of Health
- 01/10/19-7:30 p.m.-Buckhannon VFD
- 01/14/19-12:00 p.m.-Upshur County Family Resource Network
- 01/14/19-4:30 p.m.-Upshur County Solid Waste Authority
- 01/14/19-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 01/14/19-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 01/15/19-6:30 p.m.-Upshur County Fire Board, Inc.
- 01/16/19-7:00 a.m.-Upshur County Development Authority--Full Board
- 01/16/19-12:00 p.m.-Lewis Upshur LEPC--Lewis location
- 01/16/19-4:00 p.m.-Upshur County Public Library Board
- 01/16/19-6:00 p.m.-Upshur County Citizens Corp--CERT
- 01/17/19-2:00 p.m.-Upshur County Farmland Protection Board
- 01/17/19-6:30 p.m. -Upshur County Youth Camp Board--WVU Extension Office
- 01/20/19-6:00 p.m.-Washington District VFD
- 01/21/19-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 01/28/19-12:00 p.m.-Region VII Planning & Development Council
- 01/29/19-12:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 01/29/19-6:00 p.m.-Upshur County Fire Fighters Association
- 02/25/19-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
- 03/15/19-11:00 a.m.-Region VI Local Elected Officials-Lewis County
- 03/27/19-10:00 a.m.-James W. Curry Advisory Board
- TBD -10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council

### 8. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term -- June 30, 2019) -- City Appointee

The Commission approved all invoices for payment (copies included).

The Commission approved all Vacation Orders.

The Commission approved the following "Settlements" (copies included):

- Rhonda Jean Bennett—Final Settlement Waiver
- Nelva June Hurst—Final Settlement Waiver
- Hartzel Lee Marple—Final Settlement Waiver
- Miranda Shae Maxwell—Final Settlement Waiver
- John Porter Siron, Jr.—Final Settlement
- Ruby Jean Siron —Final Settlement
- Donald Earl Smith—Final Settlement Waiver

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

With no further business, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission meeting adjourned at 12:30 p.m.