

UPSHUR COUNTY COMMISSION MEETING

January 3, 2019

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 3, 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.

Sam Nolte reviewed scheduled appointments and agenda items. The scheduled appointment with Josh Calderon, OpenGov Account Executive (1:30 p.m.) has been rescheduled for the January 24, 2019 during the regular meeting of the Upshur County Commission.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the regular meeting minutes of December 20, 2018 and the special meeting minutes of December 21, 2018 as submitted.

Kristie Tenney nominated Sam Nolte to serve as Upshur County Commission President for the 2019 calendar year. Mr. Nolte accepted the nomination which was seconded by Terry Cutright. The Commission approved Sam Nolte as Upshur County Commission President for the 2019 year. Carol J. Smith, Upshur County Clerk, administered the Oath of Office to 2019 Commission President, Sam Nolte (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved to continue the Upshur County Commission meetings weekly on Thursdays at 9:00 a.m.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the Local Rules for Commission Meetings as submitted (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the registration sign-in sheet in accordance with WV Code §6-9A-3 as submitted (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the agenda format with (reading) changes as follows: the reading of the agenda (by Sam Nolte, President) will remain as is through and up to "For Your Information" items Newsletters and/or Notifications, Agendas and/or Notice of Meetings, Meeting Minutes, and Meetings, which will remain as listed on the agenda, but going forward will be inclusively read as "Public Notices". Appointments Needed or Upcoming will still be listed separately and read aloud.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the 2019 hours of operation of the Upshur County Courthouse, Annex and Administrative Annex as Monday thru Friday from 8:00 a.m. to 4:30 p.m. with the following exceptions: Friday, May 17, 2019 from 8:00 a.m. to 12:00 p.m. and Friday, December 13, 2019 from 8:00 a.m. to 12:00 p.m. and the 2019 Calendar Year Legal Holidays Schedule as submitted (copy included). Sam Nolte advised that elected officials should be consulted concerning any changes to the hours of operation and the item may be revisited on request of elected officials.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved and authorized the Commission President, Sheriff and County Clerk to sign Affidavit(s) of County, Municipal, or Other Public Official Establishing Facsimile Signature (copies included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the appointments/reappointments of Commissioners and administrative staff to serve on boards as submitted (copy included).

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the temporary employment of the following as Early Voting Poll Workers for the January 19, 2019 Special School Levy Election (copy included) beginning on January 4, 2019 and ending on

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January 16, 2019 at the rate of \$8.75 per hour: Vernon Bennett, Loretta Dawson, Catherine Frye, Betty Heavner, Hallie Hurst, Eileen Johnston, Margaret Neely, Beulah Riffle, Catherine Vance, Thanna Wentz, Delores Wilson and Janet Kay Wilson.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the Board of Review & Equalization 2019 schedule as submitted (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the Board of Review & Equalization (BORE) Publication Notice (copy included). The County Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February 2019 and shall continue until the work is complete but will adjourn no later than the close of business on the 15th day of February 2019.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the President to sign correspondence to the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts (copy included). Any adjustments made after February 1, 2019, must be forwarded to the Commission sitting as the Board of Review & Equalization.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved the "Request for Bids" for the Upshur County Department of Homeland Security and Emergency Management LE SIRN Mobile Radio Project (copy included). This project consists of purchasing, programming and installing 24 IRP encrypted mobile radios and 6 vehicle repeaters. All sealed bids must be received no later than 4:00 p.m. on January 22, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, January 24, 2019.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and authorized the signing of Orders (1) dissolving the Upshur County Citizens Corps Council (CCC) and assuming ownership of all monies, resources, and equipment previously purchased, received and utilized by the CCC and (2) releasing the above acquired monies, resources and equipment previously purchased, received and utilized by the CCC and the Community Emergency Response Team (CERT) to the Upshur County Department of Homeland Security and Emergency Management (UCDHSEM) as previously discussed during regular meetings of the Upshur County Commission (copies included). The UCDHSEM has volunteered to act as the local first responder agency sponsor of CERT.

After discussion, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission approved to adopt the Standard Mileage Rates for Business, Medical and Moving Announced – December 14, 2018 (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved Cheryl Parker, William Michael Thomas and Mayara Lychywek as volunteers for the Lewis-Upshur Animal Control Facility.

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

1. Correspondence from Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, State of West Virginia Department of Revenue State Tax Department, regarding the Assessor's proposed 2019-2020 Valuation Fund Budget. Written evidence showing that a lesser amount than the amount requested by the Assessor would be adequate must be submitted to the Property Tax Division on or before January 15, 2019.
2. Upshur County E911 Communication Reports --- November 2018

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- Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
3. Newsletters and/or Event Notifications:
 4. Agendas and/or Notice of Meetings:
 - Buckhannon River Watershed Association-January 3, 2019
 - City Council of Buckhannon-January 3, 2019
 - Elkins Road PSD- January 8, 2019
 - Upshur-Buckhannon Board of Health-January 10, 2019
 5. Meeting Minutes:
 - Adrian PSD-November 8, 2018
 - Adrian PSD-November 14, 2018
 6. 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
 - 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

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- 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
- 03/27/19-10:00 a.m.-James W. Curry Advisory Board
- TBD -10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council

7. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member

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

The Commission approved all Vacation Orders.

The Commission approved the following “Settlements” (copies included):

- Randall Wayne Bosley—Final Settlement Waiver
- Steven Kent Chidester—Final Settlement Waiver
- Stella M. Oldaker—Final Settlement Waiver
- Charles Joseph Sandreth—Final Settlement Waiver
- Donnie H. Shields—Final Settlement Waiver
- Dencil Junior Strader, Jr. —Final Settlement
- Camella Lucille Tenney Warner—Final Settlement
- William Clinton Winans —Final Settlement Waiver

The Commission approved the following “Correction/Exoneration/Refund Orders”: (copies included)

- Bradley Hamrick-Tkt. #28069-Exoneration Order
- Melissa or Randall Tolliver-Tkt. #600000153S-Exoneration Order

The Commission approved the following “Request to Attend Meeting” (copies included):

- Carrie L. Wallace—January 14, 2019

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 11:50 a.m.