

# UPSHUR COUNTY COMMISSION MEETING

## December 20, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, December 20, 2018 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commission President; Troy Brady, Commissioner; Terry Cutright, Commissioner; Carol J. Smith, County Clerk; 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 Troy Brady, seconded by Terry Cutright, the Commission approved the regular meeting minutes of December 13, 2018, as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Terry Cutright, seconded by Troy Brady, the Commission approved and authorized the President to sign the Federal Aviation Administration Outlay Request Number 2 in the amount of six thousand six hundred twenty-four dollars (\$6,624.00) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV (copy included).

Tabatha Perry provided an update concerning revisions to the "Request for Proposals" for soil remediation services for the Upshur County Youth Camp Brownfields Cleanup Project. After discussion, on motion by Troy Brady, seconded by Terry Cutright, the Commission approved the revised "Request for Proposals" (copy included). All sealed bids must be received no later than 4:00 p.m. Tuesday, January 15, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on January 17, 2019.

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

1. Memorandum from Jeff Waybright, Senior Deputy State Auditor for the WV State Auditor's Office, regarding the transfer of the purchasing card service from United Bank to Fifth Third Bank dated December 12, 2018.
2. 2019 Standard Mileage Rates for Business, Medical and Moving Announced – December 14, 2018.
3. Newsletters and/or Event Notifications:
  - Regional VI Broadband Strategic Plan Update-January 3, 2019 from 1 p.m. to 3 p.m. in White Hall, WV
4. Agendas and/or Notice of Meetings:
  - Upshur County Fire Board, Inc.-December 18, 2018
  - Upshur County Public Library-December 19, 2018
  - Lewis-Upshur LEPC-December 19, 2018
  - City Council of Buckhannon-December 20, 2018
  - City Council of Buckhannon Special Session-December 27, 2018
5. Meeting Minutes:
  - Upshur County Safe Structures and Sites Enforcement Board-November 8, 2018
  - Elkins Road PSD-November 13, 2018
  - Upshur County Fire Board-November 15, 2018
  - Lewis-Upshur LEPC-November 21, 2018
6. Meetings:
  - 12/18/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
  - 12/18/18-6:30 p.m.-Upshur County Fire Board, Inc.
  - 12/19/18-7:00 a.m.-Upshur County Development Authority – Executive Board

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- 12/19/18-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
  - 12/19/18-4:00 p.m.-Upshur County Public Library Board
  - 12/19/18-6:00 p.m.-Upshur County Citizens Corp – CERT
  - 12/20/18-2:00 p.m.-Upshur County Farmland Protection Board
  - 12/24/18-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
  - 12/31/18 -6:00 p.m.-Upshur County Fire Fighters Association
  - 01/03/19-6:00 p.m.-Buckhannon-Upshur Board of Health
  - 01/03/18-6:00 p.m.-Buckhannon River Watershed Association - Board of Directors
  - 01/03/18-7:00 p.m.-Banks District VFD
  - 01/03/18-7:00 p.m.-Selbyville VFD
  - 01/07/18-4:30 p.m.-Upshur County Youth Council, Incorporated (SYCC)
  - 01/08/18-4:00 p.m.- Hodgesville PSD
  - 01/08/18-5:30 p.m.-Elkins Road PSD
  - 01/08/18-7:30 p.m.-Adrian VFD
  - 01/09/19-12:00 p.m.-Upshur County Senior Center Board
  - 01/09/18-7:00 p.m.-Ellamore VFD
  - 01/09/18-3:00 p.m.-Tennerton PSD
  - 01/09/18-7:30 p.m.-Warren District VFD
  - 01/10/18-7:30 p.m.-Adrian PSD
  - 01/10/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
  - 01/10/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
  - 01/10/18-4:00 p.m. -Buckhannon Upshur Airport Authority
  - 01/10/18-7:30 p.m.-Buckhannon VFD
  - 01/14/18-12:00 p.m.-Upshur County Family Resource Network
  - 01/14/18-4:30 p.m.-Upshur County Solid Waste Authority
  - 01/14/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
  - 01/14/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
  - 01/17/19-6:30 p.m. -Upshur County Youth Camp Board – WVU Extension Office
  - 01/20/18-6:00 p.m.-Washington District VFD
  - 01/21/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
  - 01/28/19-12:00 p.m.-Region VII Planning & Development Council
  - 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: (none)
- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term-June 30, 2020)-Community Member

### Tabled Items

1. Correspondence from James S. “Jay” Hollen, PE, City Engineer, enclosing a City of Buckhannon Temporary Construction Easement, Temporary Construction Easement Description and a Temporary Construction Easement Site Plan as they relate to the Gateway West Phase II Transportation Alternatives Program (GWW) Project for review and execution. It is anticipated that the Street Department will require a 10’-0” Temporary Construction Easement to enter upon the Commission’s property that is adjacent to, and abuts, the existing WVDOH Right-of-Way in order to construct new

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concrete sidewalks and install new historic period-era street lights, electrical conduit and electrical wiring. --Tabatha Perry provided an update and advised that the document was revised per recommendation by William Swann, Staff Attorney with legal firm, Kay, Casto and Chaney as discussed during the December 13, 2018 regular meeting of the Upshur County Commission. After discussion, on motion by Terry Cutright, seconded by Troy Brady, the Commission approved and authorized the approval and signing of the Easement (copy included).

Tabatha Perry provided a review of a request for a road name as recommended by Terri Jo Bennett, Addressing and Mapping Coordinator. After discussion, on motion by Troy Brady, seconded by Terry Cutright, the Commission approved Talbot Farm Drive for a roadway off of Hale Smith Road (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved a budget revision as recommended by Carol Smith, Upshur County Clerk. A "Request for Revision to Approved Budget" will be sent to the Office of the State Auditor for approval (copy included).

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

The Commission approved all Vacation Orders.

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

- William Edward Bennett—Final Settlement Waiver
- George F. Winspear—Final Settlement Waiver

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

- Sandy Manson-Tkt. #16152-Exoneration Order
- Anna M. and Walter C. Burr and Donald L. Bailey-Tkt. #11119-Exoneration Order
- Denver Carr-Tkt. # -Exoneration Order
- Michele L. Burton-Tkt. #400000183S-Exoneration Order

Commissioners Nolte and Cutright acknowledged and commended Commissioner Brady's many years of public service.

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 Troy Brady, the Commission meeting adjourned at 11:10 a.m.