

UPSHUR COUNTY COMMISSION MEETING

April 11, 2019

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, April 11, 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; 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 April 4, 2019 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

Tabatha Perry advised that Terri Jo Bennett, Flood Plain Manager, will be attending today's meeting to review data concerning flood plain procedures and to clarify possible changes to the current ordinance. Sam Nolte requested to postpone this discussion until Ms. Bennett is available.

The Commission reviewed correspondence from Dr. Joseph B. Reed, requesting for both the City and County to propose potential topics for a group of students from BUHS and a group from WWC to choose from and prepare a presentation to be shared during a joint meeting of the City Council and the County Commission. Commissioners requested Ms. Perry to follow up with Dr. Reed to request his presence at a future meeting to discuss his request.

Terri Jo Bennett, Flood Plain Manager, joined the meeting and reviewed data which she has researched concerning fees charged throughout the state for permits for building within the flood plain (copies included). Ms. Bennett explained that most counties charge a fee for services which Upshur County currently does not charge. Ms. Bennett reviewed procedures and time involved for her to work with properties within flood prone areas and noted expenses which currently are not reimbursed. Ms. Bennett reviewed fee structures which are currently being used in other counties and reviewed the procedure to change the ordinance to include the implementation of a fee in Upshur County. After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved to table discussion pending further review.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved and adopted the Updated Procedures to Dispatch Wrecker Services (copy included).

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved the "Request for Proposals" for the Upshur County Former Jail Facility Project funded by the WV Courthouse Facilities Improvement Authority (copy included). All sealed bids must be received no later than 4:00 p.m. Tuesday, May 14, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on May 16, 2019.

At 9:25 a.m., on motion by Terry Cutright, seconded by Kristie Tenney, the Commission entered Executive Session per WV Code §6-9A-4 to discuss a request for granting leave under the Family and Medical Leave Act. Present were Sam Nolte, Terry Cutright, Kristie Tenney, Carol Smith, and Tabatha Perry. The Commission returned to open session at 9:29 a.m. No decisions were made in executive session.

After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved to grant leave request under the Family and Medical Leave Act. All information is confidential per HIPPA requirements.

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After discussion, on motion by Terry Cutright, seconded by Kristie Tenney, the Commission approved Kayla Belt as a volunteer for the Lewis - Upshur Animal Control Facility.

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

1. Notice of Approval of the Levy Estimate (Budget) for the fiscal year beginning July 1, 2019 from the WV State Auditor.
2. Correspondence from Emily Laird, Cultural Resources Specialist for Environmental Resources Management, seeking comments on historic properties that may be impacted by the proposed 70-foot, Raw Land-New Build Monopole at the Spruce Fork Valve Site. The referenced site is north of the intersection of right branch of Brushy Fork and Fink Run Road, Buckhannon, Upshur County. This is a correction to the document dated October 20, 2018 revising the overall height of the tower.
3. Correspondence from Emily Laird, Cultural Resources Specialist for Environmental Resources Management, seeking comments on historic properties that may be impacted by the proposed 90-foot, Raw Land-New Build Monopole at the Cartier Valve Site. The referenced site is west of Democrat Ridge Road, Tallmansville, Upshur County. This is a correction to the document dated November 14, 2018 revising the overall height of the tower.
4. WV Courthouse Facilities Improvement Authority Fund Progress Report for period January 1, 2019 through March 31, 2019
5. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of March 2019
6. Lewis-Upshur Animal Control Facility Cat Report for the month of March 2019
7. Healthiestyou summary of savings year to date and annualized utilization – February 2019
8. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - Spring into Art Event – April 12th from 5pm to 8 pm and April 13th from 10 am to 5 pm at the Opera House on Main Street, Buckhannon
 - Small Business Workshop on May 2nd from 11 am to 1:30 pm at the Event Center at Brushy Fork
 - b. Agendas and/or Notice of Meetings:
 - Elkins Road PSD-April 4, 2019
 - Upshur County Family Resource Network-April 8, 2019
 - Buckhannon-Upshur Parks and Recreation Advisory Board-April 8, 2019
 - Buckhannon River Watershed Association-April 10, 2019
 - Buckhannon-Upshur Airport Authority-April 11, 2019
 - Upshur County Safe Structures and Sites Enforcement Board-April 18, 2019
 - c. Meeting Minutes:
 - Upshur County Solid Waste Authority-February 11, 2019
 - Buckhannon-Upshur Parks and Recreation Advisory Board-February 11, 2019
 - Elkins Road PSD-March 5, 2019
 - Upshur County Family Resource Network-March 11, 2019
 - d. Meetings:
 - 04/02/19-4:00 p.m.-Hodgesville PSD
 - 04/04/19-7:00 p.m.-Banks District VFD

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- 04/04/19-7:00 p.m.-Selbyville VFD
- 04/08/19-12:00 p.m.-Upshur County Family Resource Network
- 04/08/19-4:30 p.m.-Upshur County Solid Waste Authority
- 04/08/19-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 04/09/19-7:30 p.m.-Adrian VFD
- 04/10/19-12:00 p.m.-Upshur County Senior Center Board
- 04/10/19-6:00 p.m.-Buckhannon River Watershed Association - WVWC
- 04/10/19-7:00 p.m.-Warren District VFD
- 04/10/19-7:00 p.m.-Ellamore VFD
- 04/10/19-3:00 p.m.-Tennerton PSD
- 04/11/19-10:00 a.m.-Adrian PSD
- 04/11/19-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 04/11/19-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 04/11/19-7:30 p.m.-Buckhannon VFD
- 04/11/19-4:00 p.m.-Buckhannon Upshur Airport Authority
- 04/15/19-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 04/16/19-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council-TVCD
- 04/16/19-6:30 p.m.-Upshur County Fire Board, Inc.
- 04/17/19-7:00 a.m.-Upshur County Development Authority – Executive Board
- 04/17/19-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
- 04/17/19-4:00 p.m.-Upshur County Public Library Board
- 04/17/19--6:00 p.m.-Upshur County Citizens Corp – CERT
- 04/18/19-6:30 p.m.-Upshur County Youth Camp Board–WVU Extension Office
- 04/18/19-2:00 p.m.-Upshur County Farmland Protection Board
- 04/21/19-6:00 p.m.-Washington District VFD
- 04/22/19-12:00 p.m.-Region VII Planning and Development Council
- 04/22/19-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
- 04/24/19-10:00 a.m.-James W. Curry Advisory Board
- 04/25/19-12:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 04/29/19-6:00 p.m.-Upshur County Fire Fighters Association
- 05/02/19-6:00 p.m.-Buckhannon-Upshur Board of Health
- 05/06/19-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
- 05/07/19-5:30 p.m.-Elkins Road PSD
- 06/14/19-11:00 a.m.-Region VI Local Elected Officials – Taylor County

9. Appointments Needed or Upcoming:

- Tennerton Public Service District (unexpired term – July 31, 2019)

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

The Commission approved all Vacation Orders.

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

- Wilma Pearl Harman—Final Settlement Waiver

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

- Doyle R. Cutright II—April 21-26, 2019

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

With no further business, on motion by Kristie Tenney, seconded by Terry Cutright, the Commission meeting adjourned at 11:55 a.m.

The Commission attended the 1:00 p.m. Court Security Advisory Board Meeting