

UPSHUR COUNTY COMMISSION MEETING

July 19, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, July 19, 2018 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commissioner; Troy Brady, Commissioner; Terry Cutright, Commissioner; Carol Smith, Upshur County Clerk; Carrie Wallace, County Administrator; Tabatha Perry, Assistant County Administrator; Jacqueline Dinklocker and Prisilla Peggs, 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.

After discussion, on motion by Terry Cutright seconded by Sam Nolte, the Commission approved the regular meeting minutes of July 12, 2018 as submitted.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the appointment of CJ Martin to the Upshur County Development Authority Board. Mr. Martin's term is effective from July 1, 2018 to June 30, 2021.

Tabatha Perry opened and reviewed bids for a Super Duty Regular Cab Chassis Truck for the Upshur County Maintenance Department. Jenkins Ford submitted the sole bid in the amount of \$26,048. After review, Carrie Wallace advised that she needed to call (Jenkins) to clarify the specifications that were included in the submitted bid. Sam Nolte advised that the Commission will revisit this item following Ms. Wallace's conversation with Jenkins.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved Danielle Shaffer and Brenda Wyatt as Lewis - Upshur Animal Control Facility Volunteers pending receipt of documentation confirming age of at least 16 years and/or is High School Junior/Senior.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the advertisement/posting of the "Requests for Bids" and Minimum Vehicle Specifications for two police vehicles – one sedan and one sport utility vehicle. Sealed Proposals must be received no later than 9:00 a.m. on August 6, 2018 at the Administrative Annex located at 91 W. Main Street, Suite 101 as requested by David H. Coffman, Sheriff. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 10:30 a.m. on Thursday, August 9, 2018 (copy included).

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

1. Correspondence from Terry Carrington, Make it Shine Coordinator, announcing the annual WV Clean County Award Competition and enclosing an application for the 2018 Clean County Award. Application deadline is end of business, September 24th
2. Correspondence from Jeff Palmer, Chair of the Association of WV Solid Waste Authorities, announcing the 2018 WV Educational Conference on Litter Control and Solid Waste Management taking place October 28-30th at Stonewall Jackson Resort State Park.
3. WVDHHR Bureau for Public Health – Health Advisory #148 – Voluntary Nonopioid Advanced Directive
4. Agendas and/or Notice of Meetings:
 - City Council of Buckhannon—July 19, 2018
 - Upshur County Farmland Protection Board—July 19, 2018
 - Upshur County Safe Structures & Sites Enforcement Board—July 19, 2018
 - Buckhannon-Upshur Parks and Recreation Advisory Board—July 23, 2018
 - Upshur County Building Commission—July 23, 2018
 - City Council Public Hearing-Ordinance No. 426—August 16, 2018
 - City Council Public Hearing-Ordinance No. 427—August 16, 2018
5. Meeting Minutes:
 - Buckhannon-Upshur Parks and Recreation Advisory Board—May 14, 2018
 - Elkins Road PSD—June 5, 2018
 - Upshur Citizen Corp Council—June 13, 2018
 - Adrian PSD—June 14, 2018
 - Elkins Road PSD—June 18, 2018
 - Adrian PSD Phase VII Progress Meeting—June 21, 2018
6. Meetings:
 - 07/11/18-12:00 p.m.-Upshur County Senior Center Board – CANCELLED
 - 07/12/18-10:00 a.m.-Adrian PSD
 - 07/12/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau

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- 07/12/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board-Cancelled
- 07/15/18-6:00 p.m.-Washington District VFD
- 07/16/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 07/16/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board-Special Meeting
- 07/17/18-4:00 p.m.-Upshur County Public Library Board
- 07/17/18-6:30 p.m.-Upshur County Fire Board, Inc.
- 07/17/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 07/18/18-12:00 p.m.-Upshur County Development Authority – Annual Meeting
- 07/18/18-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
- 07/19/18-2:00 p.m.-Upshur County Farmland Protection Board
- 07/19/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board-Special Meeting
- 07/19/18-4:30 p.m.-Upshur County Solid Waste Authority
- 07/19/18-6:30 p.m.-Upshur County Youth Camp Board – Selbyville
- 07/23/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 07/25/18-10:00 a.m.-James W. Curry Advisory Board
- 07/30/2018-6:00 p.m.- Upshur County Firefighter’s Association
- 08/02/18-7:00 p.m.-Banks District VFD
- 08/02/18-7:00 p.m.-Selbyville VFD
- 08/07/18-4:00 p.m.-Hodgesville PSD
- 08/08/18-12:00 p.m.-Upshur County Senior Center Board
- 08/08/18-3:00 p.m.-Tennerton PSD
- 08/08/18-6:00 p.m.-Upshur County Citizens Corp – CERT
- 08/08/18-7:00 p.m.-Ellamore VFD
- 08/08/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors
- 08/08/18-7:30 p.m.-Warren District VFD
- 08/09/2018-3:00 p.m.-Upshur County Convention and Visitors Bureau
- 08/09/18-4:00 p.m.-Buckhannon Upshur Airport Authority
- 08/09/18-7:30 p.m.-Adrian VFD
- 08/09/18-7:30 p.m.-Buckhannon VFD
- 08/13/18-12:00 p.m.-Upshur County Family Resource Network
- 08/13/18-4:30 p.m.-Upshur County Solid Waste Authority
- 08/13/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 08/13/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- 08/13/18-5:30 p.m.-Elkins Road PSD
- 08/14/2018-7:30 p.m.-Adrian VFD
- TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- TBD-6:00 p.m.-Buckhannon-Upshur Board of Health

7. Appointments Needed or Upcoming:

- Upshur County Public Library Board (unexpired term June 30, 2019) Commission

Tabled Items

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (last extension was approved during April 5th meeting)-no action-waiting on DNR report
2. E-911 Center upgrade options at the Emergency Operations Center-Doyle Cutright to appear for discussion at 9:30 a.m.
3. Discuss implementation of upshurcheckbook.gov website-After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved moving forward with the project as discussed during the regular meeting of the Upshur County Commission on July 12, 2018.

Tabatha Perry opened and reviewed bids for janitorial services for various Commission owned properties (as listed) located within Upshur County, WV (copy included). Only one bid was received from Quality Home and Office Cleaning in the amount of \$3,290 (monthly) with an annual total of \$39,480. After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission

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approved the bid as submitted. Ms. Wallace advised that semi-annual floor buffing is included and resulted in the additional cost of \$480 per year.

Doyle Cutright appeared before the Commission and provided an update/status report concerning E-911 Center upgrade options at the Emergency Operations Center. Mr. Cutright reported on his visit to Logan County and advised that he is continuing to review systems and gather cost information.

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

The Commission approved all Vacation Orders.

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

- Paul Edward McCormick—Final Settlement Waiver
- Betty Marie Rusmisell—First Annual Settlement
- John Earl Rusmisell—First Annual Settlement
- Clarence Robert Shingleton—Final Settlement Waiver
- Ralph Eugene Talbott—Final Settlement Waiver

The Commission approved the following "Exonerations and/or Refunds": (copies included)

- Kevin Cowger—#4319—\$0 (Clerical Error)
- Stephen M. Skidmore—#4320—\$151.86
- Philip Lantz Jr. et al—#4321—\$159.72
- William E. and Jeanne G. Bennett—#4322—Corrective Ticket
- Richard L and Renee M. Small—#4323—\$101.75
- David J. and Elizabeth A. Lee—#4324—\$512.40

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

- Dustin Hollen—August 13, 2018
- Tabatha R. Perry—September 16, 2018

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

The Commission continued discussion concerning the purchase of a truck for the Upshur County Maintenance Department. Carrie Wallace advised that with the addition of a snowplow package and additional brake control, the total of the Jenkins Ford bid for the purchase of a 2019 Ford F250 regular cab 4 X 4 vehicle is \$26,472.00. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved to accept the bid for purchase.

The Commission recessed at 11:45 a.m.

The Commission attended meetings of the Upshur County Department Supervisors, the Upshur County Policy Board and the Court Security Advisory Board.

The Commission reconvened at 2:40 p.m.

With no further business, on motion by Terry Cutright seconded by Troy A. Brady, the Commission meeting adjourned at 3:5 p.m.