

UPSHUR COUNTY COMMISSION MEETING

September 27, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 27, 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 Smith, Upshur County Clerk; Carrie Wallace, County 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 Troy Brady, seconded by Terry Cutright the Commission approved the regular meeting minutes of September 20, 2018 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

After discussion, on motion by Troy Brady, seconded by Terry Cutright the Commission approved and authorized the President to sign an Order closing an unused paper alley located between parcels of land that High Point Construction and Mr. & Mrs. Michael DeRico own in Buckhannon District of Upshur County, West Virginia in accordance with WV Code §7-1-3h as discussed and approved at the September 13, 2018 meeting of the Upshur County Commission (copy included).

After discussion, on motion by Troy Brady, seconded by Terry Cutright the Commission approved and authorized the President to sign an Agreement between the Upshur County Commission and Micrologic for the replacement and expansion of a portion of the Upshur County Courthouse and Annex surveillance system and supporting equipment in the amount of twelve thousand four hundred sixty-three dollars (\$12,463) (copy included). The purchase of this equipment will be made using Court Security Grant funds awarded through the WV Division of Justice and Community Services.

Tabatha Perry provided a review of suggested revisions to the Upshur County Ordinance Imposing an Occupancy Tax on Hotels Located in Upshur County, WV, Which Are Not Located within the Corporation Limits of the City of Buckhannon, previously adopted on August 9, 2001 and amended on November 29, 2007 (copy included). After discussion, on motion by Terry Cutright, seconded by Troy Brady the Commission approved the following schedule for readings and hearings for the adoption of the amended Ordinance: 9:05 a.m. on October 11 and October 18 during the regular scheduled meetings of the Upshur County Commission and final reading on November 1, 2018 at 9:05 a.m. at which time the Commission will vote on its adoption.

Craig Presar, West Virginia University Extension Service Agent, appeared before the Commission as representative of the Community Educational Outreach Services (CEOS) and read the Proclamation for WV Breast Cancer Awareness Day (October 1) and Breast Cancer Awareness Month (October 2018). Mr. Presar extended an invitation to the Commission to attend the annual Breast Cancer Awareness event which will be held at the Stockert Youth Center on October 1. The event will consist of a luncheon and a short program. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the signing of the proclamation (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy Brady the Commission approved and authorized the President to sign the Upshur County Fire Board, Inc. incentive for the four Tax Deputies who process Fire Fees collected in the Sheriff's Office (copy included). Each Tax Deputy will be compensated with an annual \$520.00 supplement to be divided over 26 pay periods. The total cost to the Fire Board for one year is \$2,467.92. This supplement will begin with the first pay period in October and will be contingent upon an annual review in September of each year.

The Commission reviewed correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Day Report Center Program Director, requesting financial assistance in the

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amount of \$6,720 in addition to the regular cash match of grant funds. The funding would be used to compensate two part-time interns from WVWC working up to 16 hours per week for 12 weeks to help fill a void during two full-time staff members' absence which was previously approved by the Upshur County Commission. After discussion, on motion by Terry Cutright, seconded by Troy Brady the Commission approved Ms. Troxell's request.

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

1. Review Freedom of Information Act request received from Michael J. Farrell with Farrell, White & Legg, PLLC requesting information concerning or relating to the amount of asphalt paving laydown work that has been performed in WV.
2. Correspondence from Jarrod Dean, Putnam County Parks and Recreation Executive Director announcing the 2018 WV Recreation & Parks Association Conference at the Valley Park Conference Center in Putnam County. The conference will take place October 16th through 18th.
3. Assessor's Certificate of Compliance from Kent A. Leonhardt, Commissioner of Agriculture, regarding Dustin Zickefoose's completion of the Farm Census of 2018, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.
4. Correspondence from Carrie L. Wallace, County Administrator, to Dorothy Rowan, regarding her property located in Union Tax District, Tax Map 9E, Parcel Number 22.8.
5. Upshur County Sheriff's Financial Statement for period ending August 2018
6. Upshur County E911 Communication Reports --- August 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
7. Upshur County Mileage Reports – August 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
8. Newsletters and/or Event Notifications:
 - American Heart CPR/AED Class sponsored by the Upshur County Citizens Corp on October 4th from 6 to 10 p.m. at the Office of Emergency Management
 - Emergency Preparedness / Response Forum and potluck – October 12th at 6 p.m. at the Presbyterian Church located on 13 South Locust Street
 - Upshur County Employee & Dependent Flu Clinic – October 25th from 1 p.m. to 4 p.m.
9. Agendas and/or Notice of Meetings:
 - City Council of Buckhannon-Special Town Hall Meeting-October 2, 2018

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10. Meeting Minutes:

- Upshur County Public Library Board-August 21, 2018
- Upshur County Fire Board-August 21, 2018

11. Meetings:

- 09/27/18-6:00 p.m.-Buckhannon-Upshur Board of Health
- 10/02/18-5:30 p.m.-Elkins Road PSD
- 10/02/18-4:00 p.m.-Hodgesville PSD
- 10/04/18-7:00 p.m.-Banks District VFD
- 10/04/18-7:00 p.m.-Selbyville VFD
- 10/08/18-12:00 p.m.-Upshur County Family Resource Network
- 10/08/18-4:30 p.m.-Upshur County Solid Waste Authority
- 10/08/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 10/08/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
- 10/09/18-7:30 p.m.-Adrian VFD
- 10/10/18-12:00 p.m.-Upshur County Senior Center Board
- 10/10/18-3:00 p.m.-Tennerton PSD
- 10/10/18-6:00 p.m.-Upshur County Citizens Corp – CERT
- 10/10/18-7:00 p.m.-Ellamore VFD
- 10/10/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors
- 10/10/18-7:30 p.m.-Warren District VFD
- 10/11/18-10:00 a.m.-Adrian PSD
- 10/11/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
- 10/11/18-4:00 p.m.-Upshur County Safe Sites & Structures Enforcement Board
- 10/11/18-7:30 p.m.-Buckhannon VFD
- 10/11/18-4:00 p.m. -Buckhannon Upshur Airport Authority
- 10/15/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 10/16/18-4:00 p.m.-Upshur County Public Library Board – CANCELLED
- 10/16/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 10/16/18-6:30 p.m.-Upshur County Fire Board, Inc.
- 10/17/18-7:00 a.m.-Upshur County Development Authority–Executive Board
- 10/17/18-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
- 10/18/18-2:00 p.m.-Upshur County Farmland Protection Board
- 10/18/18-6:30 p.m. -Upshur County Youth Camp Board – Selbyville
- 10/21/18-6:00 p.m.-Washington District VFD
- 10/22/18-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
- 10/22/18-12:00 p.m.-Region VII Planning & Development Council
- 10/22/18 -6:00 p.m.-Upshur County Fire Fighters Association
- 10/23/18-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
- 10/24/18-4:00 p.m.-Upshur County Public Library Board – Special Meeting
- 10/24/18-10:00 a.m.-James W. Curry Advisory Board

12. Appointments Needed or Upcoming:

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

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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*)-Tabatha Perry provided an update and expects a dumpster to be taken to the property next week- previously discussed during the September 20, 2018 UCC meeting

After discussion, on motion by Terry Cutright, seconded by Troy Brady the Commission approved Abby Lane as a road name for a driveway off Fallen Road as submitted by Terri Jo Bennett, Addressing and Mapping Coordinator (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):

- Helen Roxanne Dilts—Final Settlement Waiver
- Mary Maxine Morehead Hunt—Final Settlement
- Milton Dean Hunt—Final Settlement Waiver
- Garrett R. Jones, Infant—Final Settlement
- Margie Ruth Walton Sites—Final Settlement Waiver

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

- Carrie L. Wallace—September 30, 2018-October 2, 2018

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

- William M. Kimble-Tkt. #20386-Correction Order
- William M. Kimble-Tkt. #20387-Correction Order
- William M. Kimble-Tkt. #20388-Correction Order
- William M. Kimble-Tkt. #20389-Correction Order
- Gregory Riggs-Tkt. #24640-Correction Order
- Gregory Riggs-Tkt. #24643-Correction Order
- Joseph Larosa-Tkt. #20561-Correction Order
- Joseph Larosa-Tkt. #20563-Correction Order
- Joseph Larosa-Tkt. #20516-Correction Order
- Dominick Larosa Revocable Trust-Tkt. #24612-Correction Order
- Dominick Larosa Revocable Trust-Tkt. #20514-Correction Order
- Dominick Larosa Revocable Trust-Tkt. #20516-Correction Order
- Elizabeth R. Forssell-Tkt. #24084-Correction Order
- Elizabeth R. Forssell -Tkt. #24085-Correction Order
- Elizabeth R. Forssell -Tkt. #24086-Correction Order
- Cora Jean Matheny-Tkt. #24863-Correction Order
- Cora Jean Matheny -Tkt. #24864-Correction Order
- Cora Jean Matheny -Tkt. #24866-Correction Order
- Heather Jones and Christopher-Tkt. # 301783-Apportionment
- Connie or David Hughes-Tkt. #500000446S-Exoneration Order

The Commission approved the following “Consolidation of Land Tracts”: (copies included)

- Banks District-Map 4U Parcel 19 blended with Map 4U Parcel 19.4 and Map 4U Parcel 19.5 to make Map 4U Parcel 19 -owners- Leonard A. Davis Sr. et al

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

The Commission recessed at 9:50 a.m.

The Commission reconvened at 10:00 a.m. at the Emergency Operations Center.

Brian Shreves, UCHSEM (Upshur County Dept. of Homeland Security and Emergency Management) Director conducted a Webinar meeting with Scott Dettling, WENS (Wireless Emergency Notification System) representative, by teleconference. Upshur County currently uses NIXLE for emergency notification. Mr. Dettling provided information and data and promoted the system for its ease of use and demonstrated its “limitless” functionality. Some “pros” include: can be programmed to meet almost any situation; everything is included in the price; everything is unlimited (marketing materials, press releases, customer support). Pricing for WENS (3-year contract) is \$3,685 for the first year of the contract. Years two and three are priced at \$5,150. NIXLE is priced at \$3,600 annually.

At 11:00 a.m. Doyle Cutright, E-911 Communication Center Director and representatives from Mindshare Radio made a Presentation of E-911 Center upgrade options. Present were Dave Posey and Alan Holder, CRS (distributor) and Mindshare representative, Jack Hines by teleconference. Information and data were presented with a demonstration on how the system is fully “customizable”. Some “pros” include: no PC required (can be run from laptop-however, quality depends on server); easy installation; system can’t go obsolete due to growth; “plug and play” components; easy to train operators. Jack advised that pricing will be provided next week.

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