

UPSHUR COUNTY COMMISSION MEETING

February 1, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 1, 2018 at 9:00 a.m. Sam Nolte called the meeting to order. Present were Sam Nolte, Commissioner; Troy A. Brady, Commissioner; Terry Cutright, Commissioner, Carol Smith, Upshur County Clerk; Carrie Wallace, Upshur County Administrator; Tabatha Perry, Assistant County 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 A. Brady seconded by Terry Cutright, the Commission approved the regular meeting minutes of January 25, 2018 as submitted.

Sam Nolte provided a review of Agenda Items/Scheduled Appointments to be covered in today's meeting.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign the FFY 17 Stop Violence Against Women Act (VAWA) Grant Application (copy on file in the Office of the Upshur County Commission).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the signing of Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services (copy included).

After review and discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the Upshur County Emergency Operations Plan Weather Emergencies-Annex M (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the signing of the Appointment of Ballot Commissioners for a two (2) year term to begin serving February 1, 2018 (copy on file in the Office of the Upshur County Clerk).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the signing of the Number of Election Officials and Election Commissioners for the May 8, 2018 Primary Election (copy on file in the Office of the Upshur County Clerk).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the signing of the Number of Sets of Emergency Absentee Voting Commissioners for the May 8, 2018 Primary Election (copy on file in the Office of the Upshur County Clerk).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the signing of the Policy Extending Emergency Absentee Voting (copy on file in the Office of the Upshur County Clerk).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the resignation of Susan Roth as James W. Curry Library and Park Advisory Board member effective immediately (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the appointment of Patricia Tolliver to the James W. Curry Library and Park Advisory Board (copy included). Ms. Tolliver's term will expire on December 31, 2019.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the employment of Crystal S. Linger as part-time Circuit Court Bailiff at the pay wage rate of \$11.50 per hour, effective February 5, 2018 as requested by Upshur County Sheriff, David H. Coffman (copy included). Ms. Linger will work no more than 19 ½ hours per week.

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After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the resignation of Nichole Campbell as full-time Housekeeper effective February 2, 2018.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the advertisement/job posting for the full-time housekeeping/custodial position. Applications must be received by 4:30 p.m. on Friday, February 16, 2018. The starting rate of pay is \$9.00 an hour with full county benefits.

Sam Nolte reviewed the following “For Your Information” items:

1. Correspondence from Ora L. Ash, Deputy State Auditor, regarding the levy estimate (budget) 2018-2019, the Assessor’s Valuation Fund approved percentages and a budget sequence of events.
2. Correspondence from Charles K. McKinney, Assistant Chief Inspector of the Chief Inspector Division, including a copy of the audit report of the Upshur County Commission for the fiscal year ended June 30, 2016. This report is available for inspection in the office of the Upshur County Commission.
3. Newsletters and/or Event Notifications:
 - Curry Courier-January 24, 2017
 - James W. Curry Public Library Calendar of Events-February 2018
4. Agendas and/or Notice of Meetings:
 - City Council of Buckhannon-February 1, 2018
5. Meeting Minutes:
 - Wes-Mon-Ty RC&D Board of Directors-November 28, 2017
 - Adrian PSD–Phase VII Monthly Progress Meeting-December 7, 2017
 - Adrian PSD-December 14, 2017
6. Meetings:
 - 01/29/18-6:00 p.m.-Upshur County Fire Fighters Association
 - 01/30/18-4:00 p.m.-Upshur County Public Library Board – Special Meeting
 - 02/01/18-7:00 p.m.-Banks District VFD
 - 02/01/18-7:00 p.m.-Selbyville VFD
 - 02/06/18-5:30 p.m.-Elkins Road PSD
 - 02/06/18-4:00 p.m.-Hodgesville PSD
 - 02/08/18-1:00 p.m.-Adrian PSD
 - 02/08/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 02/08/18-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
 - 02/08/18-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 02/08/18-7:30 p.m.-Buckhannon VFD
 - 02/12/18-12:00 p.m.-Upshur County Family Resource Network
 - 02/12/18-4:30 p.m. -Upshur County Solid Waste Authority
 - 02/12/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 02/13/18-7:30 p.m.-Adrian VFD
 - 02/14/18-12:00 p.m.-Upshur County Senior Center Board
 - 02/14/18-3:00 p.m.-Tennerton PSD
 - 02/14/18-6:00 p.m.-Upshur County Citizens Corp – CERT
 - 02/14/18-7:00 p.m.-Ellamore VFD 02/14/18-7:30 p.m.-Warren District VFD
 - 02/14/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors

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- 02/15/18-3:00 p.m.-Upshur County Farmland Protection Board
 - 02/18/18-6:00 p.m.-Washington District VFD
 - 02/19/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 02/20/18-6:30 p.m.-Upshur County Fire Board, Inc.
 - 02/20/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
 - 02/21/18-7:00 a.m.-Upshur County Development Authority – Executive Board
 - 02/21/18-12:00 p.m.-Lewis Upshur LEPC --- Lewis location
 - 02/22/18-6:30 p.m.-Upshur County Youth Camp Board
 - 02/26/18-10:00 a.m.-Mountain CAP of WV, Inc. a CDC
 - 03/01/18-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 03/05/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
 - 03/28/18-10:00 a.m.-James W. Curry Advisory Board
 - 02/13/18-4:00 p.m.-Upshur County Public Library Board
 - TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council
7. Appointments Needed or Upcoming: (none)
8. Board of Review & Equalization Meeting Schedule
- 02/01/2018-1:00 p.m.–3:00 p.m. No appointments ---Review Property Books
 - 02/06/2018-9:00 a.m.–11:00 a.m. Coal, Oil & Gas and Industrial Appointments
 - 02/09/2018-1:00 p.m.–3:00 p.m.
 - 02/14/2018-1:00 p.m.–3:00 p.m.
 - 02/16/2018-9:00 a.m.–11:00 a.m. Adjournment

Kenny Matthews, Upshur County resident, appeared before the Commission and provided a review of his vision of creating a program to educate youth in conservation and wildlife heritage and to request assistance from the Commission to locate property where the program could be implemented. Mr. Matthews cited a declining interest by young people to participate in hunting and wildlife as a motivation to create the educational program. Commissioners agreed that the Brooks Hill Community and Youth Camp would be a great location for such a program and advised Mr. Matthews to attend a meeting of the James W. Curry Library and Park Advisory Board. Carrie Wallace provided Mr. Matthews with meeting information and contacts.

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

The Commission approved all Vacation Orders.

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

- Beatrice I. Adams—Final Settlement
- Paul Edward Adamy—Final Settlement
- Cora Jane Landis—Final Settlement
- Wanda M. Miller—Final Settlement
- Richard A. Rexroad—Final Settlement
- Sherry Leigh Richardson—Final Settlement

The Commission recessed at 12:00 p.m.

The Commission reconvened at 1:05 p.m. at the Administrative Offices at 91 West Main Street as the Board of Review and Equalization. The Board of Review and Equalization recessed at 2:45 p.m.

The Commission reconvened at 3:00 p.m. and met with Mark A. Colantonio and other members of the Fitzsimmons Law Firm by teleconference regarding representation in potential opioid litigation.

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On motion by Terry Cutright, seconded by Troy A. Brady, the Commission entered executive session at 3:02 p.m. Present were Sam Nolte, Troy A. Brady, Terry Cutright, Carrie Wallace, Tabatha Perry, Mark A. Colantonio and other members of the Fitzsimmons Law Firm. The Commission exited executive session at 3:29 p.m. No decisions were made in executive session.

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

With no further business, on motion by Troy A. Brady seconded by Terry Cutright, the Commission meeting adjourned at 3:57 p.m.