

UPSHUR COUNTY COMMISSION MEETING

April 5, 2018

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, April 5, 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; Carrie Wallace, Upshur County Administrator; Tabatha Perry, Assistant County Administrator and Prissilla 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.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the regular meeting minutes of March 29, 2018 as submitted.

Sam Nolte reviewed scheduled appointments and agenda items.

Tabatha Perry provided a review/status report concerning the Safe Structures and Sites Ordinance Enforcement Board referral, Case #041416-01, owned by Thomas Moates. Ms. Perry advised that Mr. Moates has reported health and medical issues and is requesting additional time to complete improvements and further noted that some progress has been made. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved a final 60-day extension for full ordinance compliance of property clean-up.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the Public Notice scheduling the inspection and testing of election equipment for the May 2018 Primary Election to take place at 9:00 a.m. on Friday, April 20, 2018 at the Upshur County Courthouse.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved the Public Notice scheduling a special meeting at 9:00 a.m. on April 25, 2018 to consider the change of voting systems for Upshur County. This meeting will take place at the Administrative Annex.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission agreed to move forward with the creation of either a Court Security Committee or Advisory Board to create two Court Security Plans (one for FY 19 within the \$25,000 allocation and one with full security in the Courthouse and Annex for consideration during FY 20 budget hearings) and authorized the signing of correspondence to the Judicial Staff outlining the Commissions intentions. Carrie Wallace discussed Steve Rawlings suggesting the Commission have a plan regardless of the level of security that is implemented. Ms. Wallace was requested to contact Kay, Casto and Chaney to create an order and by laws that can be implemented following the Court Security Meeting set for April 19th at 3:00 pm.

Tabatha Perry provided a review/status report concerning the Safe Structures and Sites Ordinance Enforcement Board referral, located in Washington Tax District – Tax Map 7J – Parcel Number 11, owned by Todd Spencer Walter Gould. Mr. Gould reported health and medical issues and is requesting additional time to complete improvements and further noted that some progress has been made. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved a final 60-day extension for full ordinance compliance of property clean-up. Mr. Gould was given the dates for “Make it Shine” that will allow Mr. Gould to take 2 truckloads free to the dump in April.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the Buckhannon-Upshur Recreational Park 2018 Hours of Operation and Fee Schedule as submitted (copy included). Tabatha Perry discussed weather being an issue last season for the pool and requested to open the pool to the public as of June 1, 2018.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved the Rental Contract for use at the Buckhannon-Upshur Recreational Park for the 2018 season as submitted (copy included).

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved and authorized the President to sign the Small Cities Block Grant #16SCBG0008, Elkins Road PSD Phase III Water System Improvements Project drawdown request #8 in the amount of \$6,168 as requested by Todd Goddard, Community Development Representative.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved and authorized the President to sign the “Agreement between the Division of Culture and History for and on behalf of Archives and History for and on behalf of the Records Management and

UPSHUR COUNTY COMMISSION MEETING

April 5, 2018

Preservation Board and the Upshur County Commission” for fiscal year July 1, 2018 through June 30, 2019. The award amount is \$10,955 with a ten percent cash match to be provided by the County.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved and authorized the signing of the “Fair Housing Resolution” which designates April 2018 as Fair Housing Month in Upshur County (copy included). The Resolution encourages all citizens to support the practice and policy of fair housing in their personal lives as well as in their work day duties and to discourage discriminatory housing practices.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved a donation of ten one-day pool passes as requested by Deidra Casto, Union Elementary School 5th grade teacher (copy included). The pool passes are to be used as incentives for students who are taking the WV Standards Based Assessment to motivate the students to attend and do their best this year on the WVSBA.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved a donation of ten one-day pool passes as requested by Laura Meadows on behalf of the Parent Involvement Committee for Mountain CAP of WV, Creative Beginnings to be used as prizes during an upcoming bingo fundraising event (copy included). The donation is in lieu of a requested the donation of season passes to the Upshur County Recreational Park Pool to maintain fairness/uniformity of donations.

After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved waiving rental fee of the large pavilion at the Upshur County Recreational Park on May 5th as requested by Kim Hanline, French Creek Elementary PTO Treasurer (copy included). The pavilion has been reserved to conduct their 3rd Annual “Fun Run” fundraising event.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved an “Application for Donated Leave” and the granting of leave under the Family and Medical Leave Act per confidential request.

Tabatha Perry provided a review/status report concerning the Safe Structures and Sites Ordinance Enforcement Board referral, owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1. Mr. Kelley has requested additional time to complete improvements and further noted that some progress has been made. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved a final 60-day extension for full ordinance compliance of property clean-up.

Addie Helmick and Bobbi Cox appeared before the Commission on behalf of Women’s Aid in Crisis and provided information and statistics concerning sexual assault/abuse stating that an alarming 1 in 4 girls and 1 in 6 boys will be sexually abused. Ms. Cox read the Sexual Assault Awareness Month Proclamation (copy included). After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission approved and authorized the signing of the Sexual Assault Proclamation.

Lori Ulderich Harvey, Upshur County Family Resource Network Director and team leader for Upshur County Partners in Prevention appeared before the Commission and provided information and statistics concerning child abuse. Ms. Ulderich-Harvey read the Child Abuse Prevention and Awareness Month (designating April 2018), “Tie One to End Child Abuse” and “Children’s Memorial Flag Day” (designating April 16, 2018) proclamations and explained the meaning behind the flag that will be displayed on the courthouse square. After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved and authorized the signing of the proclamations as requested. Ms. Ulderich-Harvey invited Commissioners and Administrative staff to attend the luncheon that will be held on the 23rd of April.

The Commission recessed at 10:00 a.m. to attend a flag raising ceremony in the Courtyard.

The Commission reconvened at 10:15 a.m.

Brian Clem, GST representative, appeared before the Commission to discuss the County’s internet options and recommended upgrades to the system. The current Frontier contract with the state will expire on December 31, 2018; however, a 15% price increase will take effect in July. After discussion, on motion by Troy A. Brady seconded by Terry Cutright, the Commission approved to upgrade current internet service from 10 mg to 100 mg through a private contract with Frontier as soon as possible and before the July 1st state contract is up.

UPSHUR COUNTY COMMISSION MEETING

April 5, 2018

Kenneth 'Brian' Shreves, Office of Emergency Management Director, appeared before the Commission and provided a review of a proposal to change the name of the Upshur County Office of Emergency Management to the Upshur County Department of Homeland Security and Emergency Management. Mr. Shreves advised that the name change will increase the likelihood of eligibility for additional grants and noted that several other counties that have already implemented the name change have seen no drawbacks and have seen an advantage to having the Homeland Security in the title of the name. Mr. Shreve has also started working on 2018 grant to get radios for all the officers to help improved communication on and off the scene. After discussion, on motion by Sam Nolte seconded by Terry Cutright, the Commission approved and authorized Kenneth 'Brian' Shreves, Office of Emergency Management Director to change the name of the Upshur County Office of Emergency Management to the Upshur County Department of Homeland Security and Emergency Management.

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, 2018 from the WV State Auditor
2. Upshur County E911 Communication Reports --- February 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
3. Newsletters and/or Event Notifications:
 - Two-Day Conversations on Lincoln Event to Provide Insight into the 16th President – April 6th and 7th
 - "Opoly Fest" at the James W. Curry Public Library on Saturday, April 21st at 1:00 p.m.
 - SKYWARN Weather Spotter Class from 6 to 9p.m. on April 26th at the Buckhannon Fire/Police Station
4. Agendas and/or Notice of Meetings:
 - Elkins Road PSD-April 3, 2018
 - City Council of Buckhannon- April 5, 2018
5. Meeting Minutes: (none)
6. Meetings:
 - 04/03/18-5:30 p.m.-Elkins Road PSD
 - 04/03/18-4:00 p.m.-Hodgesville PSD
 - 04/05/18-7:00 p.m.-Banks District VFD
 - 04/05/18-7:00 p.m.-Selbyville VFD
 - 04/09/18-12:00 p.m.-Upshur County Family Resource Network
 - 04/09/18-4:30 p.m.-Upshur County Solid Waste Authority
 - 04/09/18-5:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
 - 04/10/18-7:30 p.m.-Adrian VFD
 - 04/11/18-12:00 p.m.-Upshur County Senior Center Board
 - 04/11/18-3:00 p.m.-Tennerton PSD
 - 04/11/18-6:00 p.m.-Upshur County Citizens Corp – CERT
 - 04/11/18-7:00 p.m.-Buckhannon River Watershed Association - Board of Directors
 - 04/11/18-7:00 p.m.-Ellamore VFD
 - 04/11/18-7:30 p.m.-Warren District VFD
 - 04/12/18-3:00 p.m.-Upshur County Conventions & Visitors Bureau
 - 04/12/18-10:00 a.m.-Adrian PSD
 - 04/12/18-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
 - 04/12/18-4:00 p.m.-Buckhannon Upshur Airport Authority
 - 04/12/18-7:30 p.m.-Buckhannon VFD
 - 04/16/18-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
 - 04/17/18-6:30 p.m.-Upshur County Fire Board, Inc.
 - 04/17/18-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
 - 04/18/18-12:00 p.m.-Lewis Upshur LEPC --- Upshur location
 - 04/19/18-2:00 p.m.-Upshur County Farmland Protection Board – CANCELLED
 - 04/19/18-6:30 p.m.-Upshur County Youth Camp Board – Selbyville
 - 05/03/18-6:00 p.m.-Buckhannon-Upshur Board of Health
 - 05/07/18-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
 - 05/09/18-4:00 p.m.-Upshur County Public Library Board-Special Meeting
 - 05/17/18-2:00 p.m.-Upshur County Farmland Protection Board

UPSHUR COUNTY COMMISSION MEETING

April 5, 2018

- TBD-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development Council

7. Appointments Needed or Upcoming: (none)

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

The Commission approved all Vacation Orders.

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

- Loretta E. Adams—Final Settlement Waiver
- John Porter Siron, Jr. Trust for Shirley Lea Casto—First Annual Settlement
- John Porter Siron, Jr. Trust for Judy Marie Strader—First Annual Settlement
- Violet June Zickefoose—Final Settlement Waiver
- Myrtle NMN Kelley—Final Settlement Waiver

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

- John L. Moss—#4261—\$2.10
- Riverside Bed and Breakfast, LLC—#4262—\$180.58
- Anthony E, or Edward V. Testa—#42623—\$515.51
- Krista D. H. Romel or Jeffrey A. Lane—#4264—\$214.88
- Anna Lane or Sharon Riddle—#4265—\$22.06
- Anna Lane or Sharon Riddle—#4266—\$19.16

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

- Brian Shreves—April 17, 2018
- Stacie Wentz—April 13, 2018

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

- Buckhannon District- Map 2 Parcel 60 blended with Map 2 Parcel 61, Map 2 Parcel 62 and Map 2 Parcel 63 to make Map 2 Parcel 62-(owner) Tennerton ME Church by Dale L. Burgess as Trustee
- Buckhannon Corporation District-- Map 4 Parcel 271 blended with Map 4 Parcel 272 to make Map 4 Parcel 272 owners, John and Carla Hinchman
- Meade District-- Map 4M Parcel 68 blended with Map 4M Parcel 69, Map 4L Parcel 144 and Map 5M Parcel 1 to make Map 4M Parcel 68-owners James W. Jr. and Sarah Anne Thomas

Carrie Wallace reviewed a request for a budget revision. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the budget revisions as discussed with a “Request for Revision to Approved Budget” to be sent to the Office of the State Auditor for approval.

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 12:30 p.m.