The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 14, 2016, at 9:00 a.m. Terry Cutright called the meeting to order. Present were JC Raffety, Commissioner; Troy A. Brady, Commissioner; Terry Cutright, Commissioner; Carrie Wallace, County Administrator; Tabatha R. Perry, Assistant County Administrator; Jeanne Zickefoose, Commission Assistant 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 07, 2016 with the following corrections of wording and typographical errors: (Page 1, ¶ 1) add Jeanne Zickefoose temporary Commission Assistant; (Page 1, ¶ 2) wording of nomination of President to read “Terry Cutright nominated Troy A. Brady to serve as the Commission President for the 2016 calendar year.” JC Raffety seconded the motion to nominate Mr. Brady. Mr. Brady declined the nomination and remarked that JC has done an outstanding job as President and nominated Mr. Raffety to continue in the position for his final year on the Commission. Mr. Raffety declined the nomination and stated that he felt that he would better serve the County as mentor to the new President. Mr. Raffety then nominated Terry Cutright for the position of Commission President. Mr. Brady expressed disappointment with Mr. Raffety’s decision however did not oppose the nomination of Terry Cutright. After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved Terry B. Cutright to serve as Commission President for the 2016 calendar year.” Commissioner Brady clarified that he was in favor of Terry B. Cutright to serve as Commission President. (Page 4, ¶ 2) After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the termination of Stephanie M. Burr as part time Administrative Assistant for the Addressing and Mapping office (with the addition of) “…to be effective immediately.”

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the Lease Agreement by and between the County Commission of Upshur County and Jan Filomena, Owner and Operator of Hair Nail Express (copy included). The lease agreement is in the amount of $450 monthly, for a one year period for a building located on the property of the Upshur County Library.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the reappointment of A. G. Trusler as board member of the Region VII Planning and Development Council effective January 1, 2016 (copy included). Mr. Trusler’s term will expire on December 31, 2016.

Carrie Wallace requested to remove agenda item #6 due to the withdrawal of Dr. Boyd Creasman’s, letter of interest for a board position on the Region VII Planning and Development Council.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Chasity Feather and Andrea Chidester as volunteers for the Lewis-Upshur Animal Control Facility.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved Lea Propst Fedder as volunteer for the Upshur County Prosecuting Attorney Victim Services Division.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the resignation of LeRoy E. Dixon Jr. as board member of the Upshur County Public Library and to remove his name from signature authorization for the board at the First Community Bank (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the appointment of J. R. Tenney as board member of the Upshur County Public Library to fill the unexpired five year term vacancy as recommended by Dennis Xander, board member (copy included). Mr. Tenney’s term will expire on June 30, 2019.
After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Alexander Brant Harris as part time Deputy Director of the Office of Emergency Management, as recommended by James T. Farrell, Director (copy included). Effective date of employment is January 17, 2016 at the rate of $11.00 per hour for not more than 19.5 hours per week.

Terry Cutright reviewed the following “For Your Information” items (copies included):

1. Correspondence from Brenda Dasher, Northern West Virginia Center for Independent Living representative, requesting to be considered for funding for fiscal year 2016-2017. Terry Cutright noted that the request will be considered during the March budget meetings.

2. Cornerstone Community Church Backpack Program flyer

3. Upshur County Health Department Newsletter-January 2016

4. Cat Report-December 2015

5. Upshur County E911 Communications Reports—December 2015
   - Monthly Call Summary Report
   - Monthly Departmental Summary Report
   - Monthly and YTD Wrecker Report

6. Agendas and/or Notice of Meetings:
   - Upshur County Family Resource Network—January 11, 2016
   - Upshur County Safe Structures and Sites Enforcement Board—January 14, 2016
   - Upshur County Fire Board—January 19, 2016
   - Elkins Road Public Service District—February 2, 2016

7. Meeting Minutes:
   - Elkins Road Public Service District—December 1, 2015

8. Meetings:
   - 01/07/16-7:00 p.m.—Banks District VFD
   - 01/07/16-7:00 p.m.—Selbyville VFD
   - 01/05/16-6:00 p.m.—Hodgesville PSD
   - 01/05/16-5:30 p.m.—Elkins Road PSD
   - 01/13/16-12:00 p.m.—Upshur County Senior Center Board
   - 01/13/16-1:30 p.m.—Upshur County Conventions & Visitors Bureau—UCDA Office
   - 01/13/16-6:00 p.m.—Upshur County Citizens Corp-CERT
   - 01/13/16-7:00 p.m.—Warren District VFD
   - 01/14/16-1:00 p.m.—Adrian PSD
   - 01/14/16-3:00 p.m.—Tennerton PSD
   - 01/14/16-4:00 p.m.—Upshur County Safe Sites & Structures Ordinance Board
   - 01/14/16-7:30 p.m.—Buckhannon VFD
   - 01/14/16-4:00 p.m.—B-U Airport Authority—meeting held at Airport
   - 01/11/16-12:00 p.m.—Upshur County Family Resource Network
   - 01/11/16-16:00 p.m.—Upshur County Solid Waste Authority
   - 01/11/16-6:00 p.m.—B-U Recreational Park Advisory Board
   - 01/11/16-6:00 p.m.—Lewis-Upshur Community Corrections Board-Upshur County
   - 01/12/16-6:00 p.m.—Buckhannon River Watershed Association
   - 01/19/16-10:00 a.m.—Wes-Mon-Ty Resource Conservation & Development
   - 01/12/16-7:30 p.m.—Adrian VFD
   - 01/20/16-7:00 p.m.—Elamore VFD
   - 01/20/16-12:00 p.m.—Lewis Upshur LEPC—Lewis location
   - 01/17/16-6:30 p.m.—Upshur County Youth Camp Board
   - 01/19/16-6:30 p.m.—Upshur County Fire Board
   - 01/20/16-7:00 a.m.—Upshur County Development Authority
   - 01/17/16-6:00 p.m.—Washington District VFD
   - 01/18/16-12:00 p.m.—Buckhannon-Upshur Chamber of Commerce
   - 01/19/16-5:00 p.m.—Upshur County EETAB
   - 01/19/16-4:00 p.m.—Upshur County Public Library Board
   - 01/28/16-3:30 p.m.—Upshur County Farmland Protection Board-Cancelled
   - 01/08/16-12:00 p.m.—Upshur County Farmland Protection Board-Committee Meeting
   - 01/08/16-2:00 p.m.—Upshur County Farmland Protection Board-Special Meeting
9. Board of Review and Equalization Meeting Schedule
   - 02/01/2016 — 1:00 p.m. No Appointments—Review Property Books
   - 02/05/2016 — 9:00 a.m.
   - 02/10/2016 — 9:00 a.m.
   - 02/11/2016 — 1:00 p.m.
   - 02/15/2016 — 1:00 p.m. Coal, Oil & Gas and Industrial Appointments (2:30 p.m.)
   - 02/17/2016 — 9:00 a.m.
   - 02/18/2016 — 1:00 p.m. Adjournment

10. Appointments Needed or Upcoming:
   - Upshur Fire Board (Vacant Position-6-30-16)-1st District Community Representative
   - Upshur County Farmland Preservation Board (Vacant Position-06-30-15)-At Large-Non Farming
   - Region VII Planning & Development Council-(12-31-15-Connie Tenney)—County
   - Region VII Planning & Development Council-(12-31-15-Private Sector)—County
   - Region VII Planning & Development Council-(12-31-15-WVWC Representative)-County
   - Region VII Planning & Development Council-(12-31-15-AG Trusler)-County
   - Corridor H Authority (Vacant Position-06-30-16)—Commission

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following Settlements (copies included):
- Kathleen May Hinkle-Final
- Paul McCauley Skinner-Final

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Lonnie Carpenter—#3767—$23.03
- Michael E. and Michelle Hawkins—#3768—$176.25
- Michael or Samantha Burnside—#3769—$127.54
- Ricky or Brenda Sipe—#3770—$46.48
- Ricky or Brenda Sipe—#3771—$42.92
- Allison or Amos Spears—#3772—$2.93
- Andrew S. or Sabrina Loudin—#3773—$287.89
- Joseph and Virginia Lane—#3774—$59.95
- Joseph and Virginia Lane—#3775—$62.09
- Joseph and Virginia Lane—#3776—$64.20
- Joseph and Virginia Lane—#3777—$66.44
- Joseph and Virginia Lane—#3778—$68.61
- Joseph and Virginia Lane—#3779—$71.55

The Commission approved the following “Request to Attend Meeting” (copies included):
- Carrie L. Wallace—February 23, 2016 and April 20, 2016
- Tabatha R. Perry—April 20, 2016

Terri Jo Bennett, Addressing and Mapping Coordinator and Steve Linger, E911 Communications Center Director, appeared before the Commission to discuss the possibility of obtaining new county aerials in the spring of 2016. Ms. Bennett and Carrie Wallace will follow up with other interested parties to discuss contributions towards the project.

With no further business, on motion by Troy A. Brady, seconded by JC Raffety, the Commission adjourned at 12:37 p.m.