The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 28, 2016, at 9:00 a.m. Terry Cutright called the meeting to order. Present were Terry Cutright, Commissioner; JC Raffety, Commissioner; Troy A. Brady, Commissioner; Carrie Wallace, 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 JC Raffety, the Commission approved the regular meeting minutes of January 21, 2016 as submitted.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the appointment of Richard Edwards, Buckhannon Mayor/City Recorder as board member of the Corridor H Authority effective July 1, 2016 through June 30, 2020.

Carrie Wallace advised that agenda item number 2, approval of Lease Agreement with Neuromuscular Massage Therapy Center, was unavailable for action and will be rescheduled for a later date.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the advertisement of “Request for Proposal” for Aerial Photography and Orthophotography Services. Sealed proposals must be received no later than 9:00 a.m. on Thursday, February 25, 2016.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized Carrie Wallace to sign and send certified correspondence to Philip Lantz, Upshur County resident, informing him of pending action concerning Upshur County Safe Sites and Structures Ordinance Enforcement Board’s Case Number 050913-07 (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized Carrie Wallace to sign and send certified correspondence to John R. and Rita F. Simons, Upshur County residents, informing them of pending action concerning Upshur County Safe Sites and Structures Ordinance Enforcement Board’s Case Number 051211-01 (copy included).

Carrie Wallace provided an update/status report on the upcoming County Commissioners Association of West Virginia (CCAWV) conference. The event which was previously scheduled for January 24 through 26, 2016 was cancelled due to winter storm Jonas and rescheduled for March 6 through 8, 2016. Ms. Wallace advised that Commission representatives will not be able to attend due to scheduling conflict with budget meetings.

The Commission discussed the payment of essential personnel in the event of county offices closures/shutdowns due to weather or disaster events. Carrie Wallace advised that possible revision of the policy (Employee Handbook of Personnel Guidelines) may be considered during the FY 17 budget hearings.

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

1. Agendas and/or Notice of Meetings:
   • Upshur County Fire Board—January 26, 2016—Special Meeting
2. Meeting Minutes: None
3. Upshur County Sheriff’s Financial Statement—December 2015
4. Upshur County Mileage Reports—December 2015
   • Upshur 911
   • Maintenance
   • Emergency Management
   • Sheriff
   • Addressing and Mapping
   • Community Corrections
5. Lewis-Upshur Animal Control Adoption Financial Transactions—December 2015
7. Lewis-Upshur Animal Control-Dog Report-December 2015
8. Correspondence from Columbia Gas Transmission, LLC concerning their “Notice of Application” with the Federal Energy Regulatory Commission (FERC) requesting authorization for an interstate gas facility project
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9. Correspondence from James S. Hollen, III, PE, City Engineer and Thomas E. Landis, Water Treatment Plant Supervisor, concerning the City of Buckhannon’s Water Treatment Plant Improvement Project Maintenance and Scheduling Concerns
10. Correspondence from Alicia Randolph Rapking, Upshur Cooperative Parish House/Crosslines, Inc. Director, thanking the Commission for their contribution for the Christmas Dinner at the Chapel Hill UMC
11. Memorandum from the WV Department of Health—Important 2016 Winter Storm Jonas Information
12. 2016 IRS Standard Mileage Rates for Business, Medical and Moving
14. Meetings:
   • 02/04/16-7:00 p.m.-Banks District VFD
   • 02/04/16-7:00 p.m.-Selbyville VFD
   • 02/02/16-6:00 p.m.-Hodgesville PSD
   • 02/02/16-5:30 p.m.-Elkins Road PSD
   • 02/10/16-12:00 p.m.-Upshur County Senior Center Board
   • 02/10/16-1:30 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office
   • 02/10/16-6:00 p.m.-Upshur County Citizens Corp-CERT
   • 02/10/16-7:00 p.m.-Warren District VFD
   • 02/11/16-1:00 p.m- Adrian PSD
   • 02/11/16-3:00 p.m.-Tennerton PSD
   • 02/11/16-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   • 02/11/16-7:30 p.m.-Buckhannon VFD
   • 02/11/16-4:00 p.m.-B-U Airport Authority—meeting held at Airport
   • 02/08/16-12:00 p.m.-Upshur County Family Resource Network
   • 02/08/16-4:30 p.m.-Upshur County Solid Waste Authority
   • 02/08/16-6:00 p.m.-B-U Recreational Park Advisory Board
   • 02/08/16-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur County
   • 02/09/16-6:00 p.m.-Buckhannon River Watershed Association
   • 02/16/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   • 02/09/16-7:30 p.m.-Adrian VFD
   • 02/17/16-7:00 p.m.-Ellamore VFD
   • 02/17/16-12:00 p.m.-Lewis Upshur LEPC—Upshur location
   • 02/21/16-6:30 p.m.-Upshur County Youth Camp Board
   • 02/16/16-6:30 p.m.-Upshur County Fire Board
   • 02/24/16-7:00 a.m.-Upshur County Development Authority
   • 02/10/16-7:00 a.m.-Upshur County Development Authority-Executive Board
   • 02/21/16-6:00 p.m.-Washington District VFD
   • 02/15/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
   • 02/16/16-5:00 p.m.-Upshur County EETAB
   • 02/16/16-4:00 p.m.-Upshur County Public Library Board
   • 02/25/16-3:30 p.m.-Upshur County Farmland Protection Board
   • TBA-6:00 p.m.- Upshur County Fire Fighters Association
   • 02/10/16-6:00 p.m.-Buckhannon Upshur Board of Health
   • 02/22/16-10:00 a.m.-Mountain CAP of West Virginia, CDC
   • 03/23/16-10:00 a.m.-James W. Curry Advisory Board
15. 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.
   • 02/16/2016—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
16. 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
   • 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):

- Marion Andrews-Final
- Gladys Irene Chidester-Final
- Everett Huffman-Final
- Sarah Elizabeth Kerns-Final
- Randall David Queen-Final
- Charles Roger Strange-Final
- Mamie L. Tenney-Final
- Billy J. Wagner-Final
- Joybelle Walton-Final
- Robert L. Wharton-Second Annual

The Commission recessed at 10:25 a.m.
The Commission reconvened at 1:00 p.m.

Jamie Powell, Loudin Insurance Agency representative and Laura Holdren, Highmark WV Blue Cross/Blue Shield representative, appeared before the Commission and provided an overview of the insurance proposal which was submitted during the bidding process for group insurance services at the January 21, 2016 Commission meeting. Laura Holdren provided data and answered administrative inquiries concerning coverage, rates, provider networks, handling of claims, HRA and all aspects of the plan proposal. Ms. Holdren advised that the plan is negotiable according to the needs of the County. After further review of the proposal, if necessary, Mr. Powell and Ms. Holdren will be available to attend a second meeting with the Commission and the meetings of the Upshur County Supervisors and Policy Board on February 18, 2016. (Note: This meeting is not guaranteed at this point depending on how the Commission chooses to move forward.)

(Note: Commissioner Raffety left the meeting at 1:45 p.m. and returned at 3:00 p.m.)

With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission adjourned at 3:45 p.m.