The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 04, 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 28, 2016 with typographical corrections.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety the Commission approved the appointment of Patricia L. Adams as Republican Ballot Commissioner and Donna S. Matthews as Democratic Ballot Commissioner per WV Code §3-1-19 for a period of two years beginning on February 1, 2016 (copy included).

After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved and authorized the signing of the order to approve the number of Election Officials and Election Commissioners per WV Code §3-1-29 for the May 10, 2016 Primary Election (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the signing of the order to approve the number of sets of Emergency Absentee Voting Commissioners per WV Code §3-3-5c(b) for the May 10, 2016 Primary Election (copy included).

After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved the “Request for Proposal” for Architectural/Engineering Services for the repair/replacement of a portion of the pressed metal shingle roof and the tuck-point repair of two brick chimneys, both on the Upshur County Courthouse. Sealed Proposals must be received by the Commission no later than 9:00 a.m. on Thursday, February 25, 2016 (copy included).

After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Designated Center for Medicare and Medicaid Services (CMS) Filing Authorization for the 2015 calendar year (copy included). The authorization allows EBSO to file with CMS on behalf of the Upshur County Commission.

After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved and authorized the President to sign the request for the Buckhannon Upshur Airport Authority to draw $25,000 from the AIP Grant Account for the purpose of covering expenses incurred in airport operations (copy included).

After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved and authorized the Commissioners to sign an official request to Terri Moxley for Expert Benefit Solutions (EBSO) to remove the “Association Fee” from the Upshur County health insurance plan, effective March 1, 2016 (copy included). Terry Cutright advised that the fee is in the amount of two dollars per employee per month.

Laura Ward, Country Roads Transit Director, appeared before the Commission and provided an update/status report on the Country Roads Transit services and requested funding for the 2017 Fiscal Year. Ms. Ward provided data which reflected a considerable increase in ridership over the past year. The funding request will be considered during budget sessions in March 2016.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the lease agreement with Wendy Higgins and Rhonda Surette, owners and operators of the Neuromuscular Massage Therapy Center for office space located at 91 West Main Street. The term of the lease agreement is for a period of one year in the amount of $450 per month (copy included).

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Joseph N. Geiger, Jr., West Virginia Archives and History Director, concerning the Records Management and Preservation Board Grant Award in the amount of $10,000 for the benefit of the Upshur County Circuit Clerk for the purpose of digitizing chancery and law case files.
2. Correspondence from the Jeff Amburgey, WV State Tax Department, concerning the Statewide Computer Network budget amount estimate of $48,263 for FY 2017.
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3. Correspondence from Glen B. Gainer III, WV State Auditor, announcing an in-service training seminar for County Commissioners on Monday, August 22, 2016 at the Days Inn and Suites in Flatwoods. (Note: this is a mandatory meeting)

4. Upshur County Building Permits-January 2016
5. Upshur County Road Name Index through February 1, 2016
7. Upshur County Health Department Newsletter-February 2016
8. Upshur County Family Resource Network Newsletter-February 2016
9. Atlantic Coast Pipeline Project Update Newsletter for January 2016
10. Agendas and/or Notice of Meetings:
   • Elkins Road Public Service District-February 2, 2016
   • Upshur County Solid Waste Authority—February 8, 2016
   • Upshur Buckhannon Health Department—February 10, 2016
11. Meeting Minutes:
   • Upshur County Family Resource Network—January 11, 2016
   • Upshur County Family Resource Network-Director’s Report—January 2016
12. 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
13. 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.)
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- 02/17/2016—9:00 a.m.
- 02/18/2016—1:00 p.m. Adjournment

14. Appointments Needed or Upcoming:
   - Upshur Fire Board (Vacant Position-6-30-16)-1st District Community Representative
   - Upshur County Airport Authority (Vacant Position-06-30-17)—Commission
   - Corridor H Authority (Vacant Position-06-30-16)—Commission

Craig Presar, West Virginia University Extension Office representative, appeared before the Commission and provided a review of programs, services and activities. Mr. Presar presented the 2016-2017 fiscal year budget proposal which the Commission will consider during March budget meetings (copy included).

Seth Blake, Upshur County Pool Manager for the 2015 season, provided a review/status report on the 2015 season. The Commission discussed pool schedule and fees for the upcoming 2016 pool season and ways to decrease expenses and increase revenues.

John R. Simons, Upshur County resident, appeared before the Commission to discuss pending action concerning Safe Structures and Sites Ordinance Enforcement Board Case Number 051211-01. Mr. Simons, the owner of the property located in Meade District, Tax Map 3K, Parcel Numbers 51, 52, 52.1 and 52.3, presented photographs of the property as evidence that he has cleaned up the property and is now in compliance with the Ordinance and stated that he is continuing to make improvements. After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved the closure of Safe Structures and Sites Ordinance Enforcement Board Case Number 051211-01 with no further action required.

Discussion continued with Seth Blake concerning pool schedule and fees. Proposed fees/rates and schedule changes for the 2016 season will be placed on next week’s agenda for approval.

The Commission approved all invoices for payment (copies included)

The Commission approved all Vacation Orders

The Commission approved the following Settlements (copies included):

- Carrie Bell Bleigh-Final
- John Lynn Freeman-Final
- Ida Mae Hyre-Final
- Jean Louise Jackson Trust for Stacy L. Karickhoff-Final
- Jean Louise Jackson Trust for Lisa A. Karickhoff-First Annual Settlement

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

- Ashley N. Smith (Rutherford)—#3780—$236.94
- Kimberly and John Kittle—#3781—Corrective Ticket
- James A. Walker or Rosanne M. Siggia-Walker—#3782—$40.44
- Yetta N. Carr—#3783—$52.98
- Terry B. and Brenda L. Cutright—#3784—$461.84
- Ronald or Veronica Grant—#3785—$74.30

With no further business, on motion by Terry Cutright, seconded by JC Raffety, the Commission adjourned at 12:45 p.m.