The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 25, 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 JC Raffety, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of February 18, 2016 as submitted.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the minutes of the 2016 Board of Review and Equalization (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Cooperative Agreement Between the Upshur County Commission, Grantee of Community Corrections Grant Funding and Lewis County Commission. The agreement provides for the Upshur County Commission to be the Fiscal Agent for the Community Corrections funding for the 26th Judicial Circuit Community Corrections. The Commission also approved and authorized the President to sign the West Virginia Community Corrections Grant Program Application in the amount of $267,737.00 (copies included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the Fiscal Year 2017 Budget Hearing Schedule (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Bobbie Jo Queen as full time Telecommunicator for the E911 Communications Center as requested by Steve Linger, Director. Effective date of employment is March 7, 2016 at the rate of $11.00 per hour.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Carly Pepper as volunteer for the Lewis-Upshur Animal Control Facility.

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

1. Correspondence from Debbie Thacker Wilfong regarding the 2016-2017 Public Utility Values

2. Upshur County Mileage Reports-January 2016
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections

3. Upshur County Sheriff’s Financial Statement-January 2016


5. Art in Public Places Program Announcement

6. Agendas and/or Notice of Meetings:
   - Upshur County Farmland Protection Board--February 25, 2016

7. Meeting Minutes:
   - Upshur County Fire Board—January 26, 2016

8. Meetings:
   - 03/01/16-5:30 p.m.-Elkins Road PSD
   - 03/01/16-6:00 p.m.-Hodgesville PSD
   - 03/03/16-7:00 p.m.-Banks District VFD
   - 03/03/16-7:00 p.m.-Selbyville VFD
   - 03/08/16-6:00 p.m.-Buckhannon River Watershed Association
   - 03/08/16-1:00 p.m.-Adrian PSD
   - 03/09/16-7:00 a.m.-Upshur County Development Authority-Executive Board
   - 03/09/16-6:00 p.m.-Buckhannon Upshur Board of Health
   - 03/09/16-12:00 p.m.-Upshur County Senior Center Board
   - 03/09/16-1:30 p.m.-Upshur County Conventions & Visitors Bureau--UCDA Office
   - 03/09/16-6:00 p.m.-Upshur County Citizens Corp-CERT
   - 03/09/16-7:00 p.m.-Warren District VFD
• 03/10/16-7:30 p.m.-Adrian VFD
• 03/10/16-3:00 p.m.-Tennerton PSD
• 03/10/16-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
• 03/10/16-7:30 p.m.-Buckhannon VFD
• 03/10/16-4:00 p.m.-B-U Airport Authority—meeting held at Airport
• 03/14/16-12:00 p.m.-Upshur County Family Resource Network
• 03/14/16-4:30 p.m.-Upshur County Solid Waste Authority
• 03/14/16-6:00 p.m.-B-U Recreational Park Advisory Board
• 03/14/16-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
• 03/15/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
• 03/15/16-6:30 p.m.-Upshur County Fire Board
• 03/15/16-5:00 p.m.-Upshur County EETAB
• 03/15/16-4:00 p.m.-Upshur County Public Library Board
• 03/16/16-7:00 p.m.-Ellamore VFD
• 03/16/16-12:00 p.m.-Lewis Upshur LEPC—Lewis location
• 03/20/16-6:30 p.m.-Upshur County Youth Camp Board
• 03/20/16-6:00 p.m.-Washington District VFD
• 03/21/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
• 03/23/16-7:00 a.m.-Upshur County Development Authority
• 03/23/16-10:00 a.m.-James W. Curry Advisory Board
• 03/24/16-3:30 p.m.-Upshur County Farmland Protection Board
• 03/28/16-10:00 a.m.-Mountain CAP of West Virginia, CDC
• TBA-6:00 p.m.- Upshur County Fire Fighters Association

9. 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

Terry Cutright provided a review/update on the status of the Fully Insured Group Health Insurance for Employees, Retirees and Cobra Participants vs. the current self-insured plan. Mr. Cutright advised that the Commission has made extensive inquiries and research into finding the best plan to fit the needs of the employees of the Upshur County Commission. Quotes for services comparable to the current plan were taken, and interviews given to Highmark WV/Blue Cross-Blue Shield, as the only provider to submit a bid. EBSO rates were based on a renewal estimate. Employees were surveyed and their input was fully considered. After careful review of all factors, and heavy consideration on the feedback of employees, the Commission has found that it is the majority opinion of Upshur County employees to stay with the current plan and provider. On motion by Troy A. Brady, seconded by JC Raffety, the Commission approved to keep First Health and EBSO as our self-insured provider and plan administrator for Group Health Insurance for Employees, Retirees and Cobra Participants. Mr. Cutright noted that in keeping our current plan, the Commission still has the option to review and amend the policy as needed. Commissioners advised that they will continue to listen to employees and periodically review options and make changes when necessary. Commissioners Cutright, Raffety and Brady expressed appreciation to Carrie Wallace for her extensive research; to Jamie Powell, Loudin Insurance Agency and Highmark WV/Blue Cross Blue Shield for the work they did in providing quotes for consideration.

Ed Martin, WV Conservation Agency representative appeared before the Commission in place of Karen Stickley, who was held up due to inclement weather conditions. Mr. Martin provided an update on the Tygart Valley Conservation District-Pecks Run Watershed Project and provided data and information to show the Commission how it’s funding contribution (FY 2016) in the amount of $3,900 has been spent. The donation was met with a funding match from the State of West Virginia. Ms. Stickley arrived and provided a handout packet (copy included) containing the information that Mr. Martin had reviewed. Terry Cutright inquired about unspent money and Mr. Martin answered that it would be dedicated for future use for Pecks Run and not go to other projects. The annual inspection date is April 5, 2016 and Mr. Martin encouraged Commissioners to attend. The inspection is to identify any problems and work required for the upcoming year. Dr. Joseph Reed, Upshur County Health Official, inquired whether project workers have ever noticed any evidence of contaminants and asked to be kept informed if any issues were to be found.

At 10:00 a.m., Carrie Wallace opened and reviewed bids for Aerial Photography and Orthophotography Services. Five proposals were received as follows (copies included): (2 quotes each—1 for one year—spring 2016 and one for multi-year—spring 2016, 2019 and 2022).

- Kucera International—2016-$59,000 Multi-year--$166,000.00
- Blue Mountain Inc.—2016--$15,975 Multi-year--$47,925.00
- Sanborn—2016--$45,400 Multi-year--$133,400.00
Quantum Spatial—2016--$70,500 Multi-year--$206,500.00
Fugro Geospatial, Inc. —2016--$71,278.13 Multi-year--$224,704.29

Carrie Wallace recommended that the Commission table the item for further review (today) with a decision by this afternoon.

At 10:30 a.m., Carrie Wallace opened and reviewed bids 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. Ms. Wallace explained that WV Code requires a review of qualifications, then an interview with the qualified parties. After determination that the bidders meet qualifications, then the Commission will negotiate pricing with the most suitable applicant. If pricing negotiations do not yield a suitable agreement, then the Commission will move on to the next applicant. Once pricing negotiations end with an applicant with no resulting contract the Commission cannot go back to that applicant. Two Bid packages were received as follows: WYK Associates, Inc. and Chapman Technical. Ms. Wallace will follow up with scheduling the interview process.

The Commission recessed at 10:37 a.m.

(Note: Carrie Wallace and Terri Jo Bennett reviewed the Aerial Photography proposals to make sure they met specification requirements)

The Commission reconvened at 10:55 a.m.

Carrie Wallace advised that after reviewing the Aerial Photography proposals, all have been found to meet the specification requirements. Terri Jo Bennett, Addressing and Mapping Coordinator/Building Permit and Flood Plain Manager, advised that Blue Mountain, Inc., the significantly lowest price bidder, has excellent references and very good reputation. In addition, the company offers an additional service, Change Detection software, at an additional cost of $7,192.50. Ms. Bennett stated that the additional service would be extremely helpful for all aspects of her work and would also be of benefit to the Assessor. Don Rice, Assessor, was unavailable for consultation at this time. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the bid proposal from Blue Mountain, Inc. to be awarded the contract for the multi-year proposal for Aerial Photography and Orthophotography Services. The additional Change Detection service will be considered after discussion with Mr. Rice. Carrie Wallace will follow up with notification and document preparation.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following Settlements (copies included):
  • Billy J. Ratliff-Final
  • Leonard Earl Tenney-Final
  • Garnett Mary Walton-Final

The Commission approved the following “Exonerations and/or Refunds” (copies included):
  • Daniel Stone—#3788—$49.02
  • Marissa Schoonover—#3789--$9.98

The Commission recessed at 11:25 a.m.
The Commission attended the FY 2016 Court Security Grant Meeting at 3:00 p.m.
The Commission reconvened at 4:00 p.m.

With no further business, on motion by Troy A. Brady, seconded by JC Raffety, the Commission adjourned at 4:00 p.m.