The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 03, 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 February 25, 2016 with typographical corrections.

Carrie Wallace reviewed amendments to hours of operation and fees for the Upshur Parks and Recreation Pool for the 2016 season. The revised 2016 fee schedule adds the availability of a season pool pass at the cost of $120 for an individual with an increase of $30 for each additional member of the immediate family. The revised schedule moves the closing date to August 6, 2016. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the fee and schedule changes. JC Raffety commented that the addition of the seasonal pool pass was in response to public request.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the resignation of Alexander Brant Harris as part time Deputy Director of the Upshur County Office of Emergency Management, effective February 26, 2016. Carrie Wallace advised that Mr. Harris expressed appreciation for the opportunity to serve as Deputy Director, but was unable to balance his scheduling with personal and educational obligations.

Jan Cochran, Lewis–Upshur Animal Control Facility Director, appeared before the Commission to discuss proposed changes to the spay/neuter protocol and pricing increases (copy included). Ms. Cochran provided a review of services and pricing offered by Mountain State Veterinary Services and explained that the veterinarian will come to the shelter to provide the vaccination and spay/neutering services. The proposed fee schedule is as follows:

- Dog spay/neuter<50 lbs-$60.00
- Dog spay/neuter>50 lbs-$70.00
- Cat spay-$45.00
- Cat neuter-$40.00
- Rabies vaccine-$5.00
- Combo test-$15.00

Ms. Cochran recommended changing reclaim fees as follows: Reclaim Cat--$15; Reclaim dog--$30 (with proof of paid county tax tag - additional charge of $3 or $6 – depending on location of residence if no paid tax tag) An additional $20 fee would be added if reclaimed more than 3 times in one year. Proposed adoption fees would be $100 for dogs plus an additional charge of $3 or $6 for tax tag if over 6 months of age. The fee would include spay/neuter, DHHP, deworming and rabies vaccination. The proposed adoption fee for cats is $65 and would include spay/neuter, PCT-Leuk, deworming and rabies vaccination. If the animal is already spayed/neutered, then the fee would be $30 for dogs and $15 for cats. All animals would be vaccinated and spayed/neutered prior to leaving the facility which will save the adopter from a costly veterinarian visit. In addition, the new protocol would eliminate the need for a voucher to offset the cost of the spay/neuter procedure which will save expense to the county for personnel and decrease paperwork. In addition, it will assure that all animals leaving the shelter are healthy and ultimately, the overall unwanted pet population will be greatly reduced. Ms. Cochran advised that she presented the proposal to Lewis County Commission on Monday, with positive results. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Ms. Cochran’s recommendations for the protocol changes and fee increases. Ms. Wallace will follow up with the Lewis County Commission to sign off on the proposal. Ms. Cochran noted that adoption and reclamation fees at the shelter have not increased since 2005.

Commissioners expressed appreciation to Ms. Cochran for her diligence, time and caring for the animals of Upshur County. Commissioner Raffety also extended congratulations on the achievement of a 100% score on the January 5, inspection of the facility.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Kenneth Brian Shreves as part time Deputy Director of the Upshur
County Office of Emergency Management effective March 6, 2016 at the rate $12.00 per hour for not more than 19.5 hours per week as recommended by James T. Farrell, Director (copy included). Terry Cutright reviewed the following “For Your Information” items (copies included):

1. Correspondence from Glen B. Gainer, III, WV State Auditor, including a copy of the audit report of the Upshur County Commission for the fiscal year ended June 30, 2014 (copy on file in the Office of the Upshur County Commission).

2. Correspondence from Glen M. Satterfield, President, North Central Regional EMS, Inc., extending gratitude for payment of FY 16 Local Assessment to North Central Regional EMS, Inc. in the amount of $1,212.70

3. Memorandum from Kelly Workman, WV Development Office, Project Development representative, concerning Fiscal Year 2016 CDBG-Small Cities Block Grant Application and Guidelines

4. James W. Curry Public Library—February 23, 2016 Newsletter

5. James W. Curry Public Library Calendar of Events—March 2016


7. Agendas and/or Notice of Meetings:
   - Lewis-Upshur Community Corrections Board—March 7, 2016
   - Elkins Road Public Service District—March 1, 2016

8. Meeting Minutes:
   - Upshur County Family Resource Network—Director’s Report-February 2016
   - Upshur County Family Resource Network—February 8, 2016

9. 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
   - 03/20/16-16:00 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
10. Budget Hearing Schedule
The Commission will hold budget hearings on the following dates. For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org
- March 14, 2016—1:00 p.m.
- March 15, 2016—9:00 a.m.
- March 16, 2016—9:00 a.m.
- March 17, 2016—1:00 p.m.
- March 18, 2016—9:00 a.m.

11. 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

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following Settlements (copies included):
- Valta Virginia Canfield—Final
- Mary Alice Hadsock—Final

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Dana L. or Carmel Lantz—#3790—$229.50

With no further business, on motion by Troy A. Brady, seconded by JC Raffety, the Commission adjourned at 11:45 a.m.