The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 17, 2016, at 9:00 a.m. Terry Cutright called the meeting to order. Present were Terry Cutright, Commissioner; JC Raffety, 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 Terry Cutright, the Commission approved the regular meeting minutes of March 10, 2016 with correction as follows: (page 2 ¶ 4) addition of Ellamore Fire Department as a recipient of “letter of support for an amendment to the current Mutual Aid Agreement between Ellamore FD and Coalton FD, allowing both Departments to respond concurrently during a life threatening emergency.”

After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved the Poll Workers, Alternates and Emergency Ballot Commissioners for the May 10, 2016 Primary Election (copies included).

After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved April L. Long and Maria Sarakhman as volunteers for the Lewis-Upshur Animal Control Facility.

Carrie Wallace recommended that the Commission table action concerning agenda item #3 regarding the approval and adoption of the Substance Abuse and Testing Policy of Upshur County E911 Communication Center, due to a postponement of a scheduled training session. After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved to table agenda item #3 and reschedule for a future meeting.

Terry Cutright announced that the West Virginia Division of Culture and History, Archives and History, Records Management and Preservation Board (WVDCH) has awarded grant funding in the amount of $10,000 to the Office of the Upshur County Circuit Clerk. The grant award will be used to digitize chancery and law case files.

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

1. Upshur County E911 Communication Center Reports-February 2016
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report
2. Upshur County Mileage Reports-February 2016
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections
3. Correspondence from Roy Wager, Superintendent of the Upshur County Board of Education, announcing the appointment of Dr. Greenbrier Almond to fill the position on the Upshur County Parks and Recreation Advisory Board left vacant by the resignation of Carl R. Martin from the Board of Education. The two-year term will end June 30, 2017.
4. Correspondence from Kelly Workman, WV Development Office, Project Development Manager, informing the Commission that the 2015 Small Cities Block Grant Application for funding the Elkins Road Phase III Water System Improvement Project was not approved.
5. Lewis-Upshur Animal Control Facility-Adoption Financial Transactions-February 2016
6. Agendas and/or Notice of Meetings:
   - Upshur County Family Resource Network-March 14, 2016
   - Elkins Road Public Service District—April 5, 2016
7. Meeting Minutes: None
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. 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.

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
    The Commission approved all invoices for payment (copies included)
    The Commission approved all Vacation Orders
    The Commission approved the following Settlements (copies included):
      - Denzil Hoyt Frederick-Final
      - Charlotte Rowan or Robert L. Rowan—#3793—$131.38
      - Seth A. Bonner--#3794--$177.04
      - Seth A. Bonner--#3795--$159.34
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- Billy Cobb or Jimmy Hinkle--#3796--$23.54

The Commission approved the following “Request to Attend Meeting” (copies included):
- Carol T. Dean—April 19, 2016
- Cecilia Stewart—April 19, 2016
- Doyle R. Cutright, II—April 19, 2016

The Commission recessed at 12:00 p.m.
The Commission reconvened at 1:00 p.m. for budgetary review/meetings.
The Commission attended interviews with representatives of WYK Associates and Chapman Technical Group for 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.

With no further business, on motion by JC Raffety, seconded by Terry Cutright, the Commission meeting adjourned at 5:30 p.m.