The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, June 09, 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 (via teleconference); Tabatha Perry, Assistant County Administrator; 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 June 02, 2016 as submitted.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the special meeting minutes of June 03, 2016 as submitted.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the resignation of Bob Waggy as member of the Upshur County Farmland Protection Board (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign contract Option #2 as recommended by Ms. Bennett.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign correspondence to The Central West Virginia Development Association concerning the UCDA Broadband Expansion Project (copy included). The correspondence serves as a commitment for the James W. Curry Library to become a “community center” if funding is approved for the UCDA Broadband Expansion Grant. Grant funding will provide for expanded (free) internet service for the library which will allow for additional services for patrons.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved a request from Seth Blake, Buckhannon Upshur Recreational Park Pool Director, to change the scheduled time for lap swimming from 6:45 a.m. -7:45 a.m. on Saturdays and Sundays to 10:30 a.m. -11:30 a.m. Weekday lap swimming schedule will not change. Mr. Blake is hopeful that the schedule change will result in increased usage.

Terri Jo Bennett, Addressing and Mapping Coordinator, appeared before the Commission and discussed Landmark Geospatial contract proposals for “as needed” GIS support inquiries and minimal GIS Tasks (copies included). Ms. Bennett reviewed the contract options and recommended Option number 2 as the plan which will best provide for current Addressing and Mapping needs as her need for technical support is minimal. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign contract Option #2 as recommended by Ms. Bennett.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the request from Patty Adams, Chairman of the Upshur County Republican Executive Committee, for use of the Courthouse Annex Plaza, two tables and ten chairs on Monday, June 20, 2016 from 11 a.m. to 1:00 p.m. for a celebration of West Virginia’s 153rd birthday (copy included). The committee will be serving birthday cake and drinks.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved a donation of 10 (ten) one day individual pool passes to the Buckhannon Upshur Recreational Park Pool per request from Rachael Adkins, NIE (Newspapers in Education) Director (copy included). The passes are in lieu of the request for a family pass in order to maintain consistency of donations from the Upshur County Commission.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the advertisement/job posting for a full-time E911 Communications Center Supervisor (copy included). Applicants must currently be employed with the Upshur County Communications Center and meet the requirements set forth in the approved job description. Applications must be received before the close of business on Friday, June 24, 2016.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the resignation of Joseph R. Hochgesang as lifeguard at the Buckhannon Upshur Recreational Park Pool effective May 31, 2016 (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Mary B. Simms as lifeguard at the Buckhannon Upshur Recreational Park Pool effective May 31, 2016 (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved an application requesting Donated Leave (confidential request on file in employee personnel file).
After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved a request from an employee of the E911 Communications Center for a short leave of absence (confidential request on file in employee personnel file). The employee is due to return to work on June 9, 2016.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from David Beckner, Volunteer Upshur County Youth Soccer Coach, regarding the lack of adequate soccer fields. *Carrie Wallace advised that Mr. Beckner has been contacted and stated that he is concerned that the Youth Soccer group is 3rd on the list for use of the fields at the Wellness Complex, so they are searching for alternate fields. Mr. Beckner reported that the City is looking into assisting with the search and may contact the Commission to provide a representative to serve on a committee. Terry Cutright suggested that the “Park Board” might provide a representative.
2. Correspondence from Michael Kelemen, director of Government Relations with SuddenLink, regarding the termination of out-of-market stations that have duplicate network affiliations with other existing in-market stations, effective June 29, 2016.
3. Correspondence from Russell Rollyson, Senior Deputy State Auditor, County Collections Division of the WV State Auditor’s Office, enclosing a list of properties that will be offered for sale on July 12, 2016.
4. Building Permits-May 2016
5. Buckhannon Upshur Chamber of Commerce Newsletter
6. Upshur County Family Resource Network Newsletter-June 2016
9. Upshur County E911 Communications Center Reports-May 2016
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report
10. Agendas and/or Notice of Meetings:
    - Elkins Road PSD —June 7, 2016
    - Upshur County Safe Sites & Structures Ordinance Enforcement Board—June 9, 2016
11. Meeting Minutes:
    - Upshur County Family Resource Network Director’s Report—May 2016
    - Upshur County Family Resource Network—May 9, 2016
12. Meetings:
    - 06/02/16-7:00 p.m.-Banks District VFD
    - 06/02/16-7:00 p.m.-Selbyville VFD
    - 06/07/16-5:30 p.m.-Elkins Road PSD
    - 06/07/16-6:00 p.m.-Hodgesville PSD
    - 06/08/16-6:00 p.m.-Upshur County Citizens Corp-CERT
    - 06/08/16-7:00 a.m.-Upshur County Development Authority-Executive Board-Cancelled
    - 06/09/16-1:00 p.m.- Adrian PSD
    - 06/09/16-3:00 p.m.- Tennerton PSD
    - 06/09/16-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
    - 06/09/16-7:30 p.m.-Buckhannon VFD
    - 06/09/16-4:00 p.m.-B-U Airport Authority-UCDA Office
    - 06/13/16-12:00 p.m.-Upshur County Family Resource Network
    - 06/13/16-4:30 p.m.-Upshur County Solid Waste Authority
    - 06/13/16-6:00 p.m.-B-U Recreational Park Advisory Board
    - 06/14/16-6:00 p.m.-Buckhannon River Watershed Association
    - 06/14/16-7:30 p.m.-Adrian VFD
    - 06/15/16-7:00 a.m.-Upshur County Development Authority-Executive Board-Special Meeting
    - 06/15/16-7:00 p.m.-Ellamore VFD
    - 06/15/16-12:00 p.m.-Lewis Upshur LEPC—Upshur location
    - 06/16/16-6:30 p.m.-Upshur County Youth Camp Board
    - 06/19/16-6:00 p.m.-Washington District VFD
    - 06/20/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
• 06/21/16-4:00 p.m.-Upshur County Public Library Board
• 06/21/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
• 06/21/16-6:30 p.m.-Upshur County Fire Board
• 06/21/16-5:00 p.m.-Upshur County EETAB
• 06/22/16-12:00 p.m.-Upshur County Senior Center Board
• 06/22/16-1:30 p.m.-Upshur County Conventions & Visitors Bureau—UCDA Office
• 06/22/16-7:00 a.m.-Upshur County Development Authority
• 06/22/16-10:00 a.m.-James W. Curry Advisory Board
• 06/22/16-7:00 p.m.-Warren District VFD
• 06/23/16-3:30 p.m.-Upshur County Farmland Protection Board
• 06/27/16-10:00 a.m.-Mountain CAP of West Virginia, CDC
• 07/11/16-6:00 p.m.-Lewis-Upshur Community Corrections Board-Uphshur
• TBA-6:00 p.m.-Buckhannon Upshur Board of Health
• TBA-6:00 p.m.-Upshur County Fire Fighters Association

13. Appointments Needed or Upcoming:
   • Upshur County Civil Service Board (Vacant Position-12-31-2016)—Bar Association
     Terry Cutright reviewed Tabled Item (Agenda) #2—Jayes Farry-Citizens Corp Council Member—Discuss County budget and related spending/authorization procedures with respect to CERT. Mr. Cutright and Carrie Wallace met with CERT members to discuss a solution. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the following: When CERT desires to make a purchase/expenditure, they will check with Ms. Wallace for verification that funds are available. Ms. Wallace will authorize a check to be issued from bookkeeping. If the request is an internet purchase, then, the purchase will be made with Ms. Wallace’s P-Card. Ms. Wallace will keep a spreadsheet to keep track of expenditure amounts. (Item will be removed from Agenda/Tabled Items)

     Carrie Wallace reviewed CERT’s proposal for requiring background check for members. Ms. Wallace advised that the cost of the background check is $15 per inquiry. (Would current CERT members be grandfathered? – Do checks for new volunteers only?) Terry Cutright expressed that the County (Commission) should not be asked to pay for background checks, that the cost should come from funds budgeted for CERT expenditures. Commissioners expressed that a decision will require further review.

     Jerry Kimble, Upshur County resident inquired about the status of the closing of the Annex rest rooms and stated that it was Judge Jennings intention that they remain open 24/7. Terry Cutright expressed that he didn’t expect that Judge Jennings considered the possibility of the vandalism that had occurred. JC Raffety advised that the Commission had consulted with attorneys and that the restrooms will remain closed after hours.

     The Commission approved all invoices for payment (copies included)

     The Commission approved all Vacation Orders

     The Commission approved the following “Settlements” (copies included):
     • Theodore Blend—Final Settlement
     • Richard M. McKinney—Final Settlement
     • Gene Edward Persinger—Final Settlement

     The Commission approved the following “Exonerations and/or Refunds” (copies included):
     • Richard A. Ware—#3825—$58.78
     • Deborah J. Slyby—#3826—$104.09
     • Alvin Dale or Tracy Lynn Suder—#3827—$77.98

     The Commission approved the following “Request to Attend Meeting” (copies included):
     • Roxanne Winters—June 16, 2016
     • Kristin Hall—June 16, 2016
     • James Farrell—July 20, 2016
     • Brian Shreves—July 20, 2016
     • Carol J. Dean—July 25-August 5, 2016

     The Commission reviewed agenda items for future meetings, received project updates and discussed administrative business items.

     With no further business, on motion by JC Raffety, seconded by Terry Cutright, the Commission meeting adjourned at 12:00 p.m.