The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, June 30, 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; 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.

Carrie Wallace advised that the scheduled bid opening for Contractor services for the repair/replacement of a portion of the Upshur County Courthouse pressed metal shingle roof … will not take place as no bids were received. The request for bids will be re-advertised.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of June 16, 2016 as submitted.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the following county financial institutions as depositories as required by WV Code §7-6-1: Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Premier Bank, Progressive Bank, and Citizens Bank of WV.

After discussion on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and accepted the “County Depository Bond of First Community Bank, Bluefield, Virginia to Upshur County Commission (Sheriff of Upshur County) effective July 1 2016, through June 30, 2017” (copy included) as presented, including but not limited to the period, the sum, and the Bank’s option to secure either bond or letter of credit and accept all of the terms in full.

Carrie Wallace provided a review of the Community Work Experience Program (CWEP) Contract between the West Virginia Department of Health and Human Resources and the Upshur County Commission. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the contract (copy included).

After discussion on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Joint Opportunities for Independence (JOIN) Contract between the West Virginia Department of Health and Human Resources and the Upshur County Commission (copy included). Ms. Wallace advised that CWEP and JOIN are ongoing programs which provide community service and job opportunities and provide free services to participants.

Carrie Wallace reviewed a request from Judith L. Williams, Director of the James W. Curry Public Library, for approval for Consulting Forester, Nate Kennedy to mark trees on the Curry property in preparation for a timber sale in FY 2016-2017 after a sealed bid process (copy included). The sale of timber from the Curry Property was discussed during a meeting of the Upshur County Commission on June 02, 2016. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Ms. Williams’ request. Mr. Kennedy’s fee will be 9% of the value of the timber sale.

After discussion on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved WYK Associates, Inc., Addendum No. 1, June 22, 2016, a correction to the Upshur County Courthouse Roof Repair Project Manual (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the signing of correspondence to Amy W. Tenney concerning Safe Structures and Sites Ordinance Enforcement Board’s case # 111413-01 which expresses appreciation for bringing the property into compliance (copy enclosed).

After discussion on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Employee Health Reimbursement Plan Amendment #2 and Master Plan Document Amendment #6 effective July 1, 2016 (copies included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved a request from Jennifer K. Bennett, Treasurer of Splashers Buckhannon Swim Club, to use the Buckhannon Upshur Rec Park pool for an additional hour daily from 7:45 a.m. until 8:45 a.m. Mondays through Fridays (copy included). The Splashers currently use the pool from 9:00 a.m. to 11:45 a.m. Tabatha Perry advised that pool manager, Seth Blake, has no objections and lifeguards will not be needed.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved a request from Appalachian Impact Site Coordinator, Crystal Moreland, to use the Buckhannon Upshur Rec Park pool on July 5, 2016 from 10:00 a.m. to 12:00 p.m. The Commission approved the reduced rate of $175 for the nonprofit organization (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the following appointments to the Upshur County Development Authority with term expirations on June 30, 2019: Bobby Gompers, Bob Skinner, Lori Meadows, Jerry Casto, Dave Thomas and CJ Rylands. Skip Gjolberg was approved to fill the unexpired term of Sue Johnson-Phillipe, retired, for the period from July 1, 2016 through June 30, 2017 (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the reappointment of Michelle Strader to the Upshur County Public Library Board of Trustees with her term ending on June 30, 2021 as recommended by Dennis Xander, Board President (copy included).
After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the reappointment of Rick Harlow as member of the Safe Structures and Sites Ordinance Enforcement Board with term ending on June 30, 2018 (copy included).

After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved the employment of Kelly Pugh as Law Enforcement Administrative Assistant at the rate of $10.00 per hour effective July 5, 2016 (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Bobbie Jo Queen as E911 Telecommunicator effective May 28, 2016.

Commissioners discussed Upshur County Safe Structures and Sites Ordinance Enforcement Board’s Case # 091114-01. Tabatha Perry advised that since the case was turned over to the Commission, numerous attempts have been made (by certified/registered mail) to contact the property owner, Paul Chapman, with no response. The last correspondence to Mr. Chapman informed him of a June 30, 2016 deadline for compliance. The Commission urged Mr. Chapman to take corrective action and provided written notification of the potential consequences/penalties of non-compliance. After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved to place a newspaper advertisement for a contractor to clean up the property. A lien may then be placed on the property for recovery of advertising and clean-up costs. Carrie Wallace was requested to follow up with advertising preparation.

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

1. Upshur County Mileage Reports—May 2016
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections
2. Upshur County Sheriff’s Financial Statement—April 2016
3. Upshur County Sheriff’s Financial Statement—May 2016
4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions—May 2016
5. UCARE Flyer
6. Summer Food Wagon Flyer
7. CWVCPC 9th Annual Charity Golf Tournament Flyer
9. Agendas and/or Notice of Meetings:
   - Upshur County Fire Board, Inc.—June 28, 2016
   - Elkins Road Public Service District — June 28, 2016
   - Buckhannon-Upshur Airport Authority — June 9, 2016
   - Upshur County Farmland Protection Board – Special Meeting—June 30, 2016
   - Elkins Road Public Service District — July 5, 2016
   - Upshur County Solid Waste Authority — July 11, 2016

10. Meeting Minutes:
   - Adrian Public Service District — May 12, 2016
   - Adrian Public Service District — May 19, 2016
   - James W. Curry Advisory Board — May 23, 2016

11. Meetings:
   - 07/05/16 5:30 p.m.-Elkins Road PSD
   - 07/05/16 6:00 p.m.-Hodgesville PSD
   - 07/07/16 6:00 p.m.-Buckhannon Upshur Board of Health
   - 07/07/16 7:00 p.m.-Banks District VFD
   - 07/07/16 7:00 p.m.-Selbyville VFD
   - 07/11/16 12:00 p.m.-Upshur County Family Resource Network
   - 07/11/16 4:30 p.m.-Upshur County Solid Waste Authority
   - 07/11/16 6:00 p.m.-B-U Recreational Park Advisory Board
   - 07/11/16 6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur
   - 07/12/16 6:00 p.m.-Buckhannon River Watershed Association
   - 07/12/16 7:30 p.m.-Adrian VFD
   - 07/13/16 6:00 p.m.-Upshur County Citizens Corp-CERT
   - 07/14/16 1:00 p.m.- Adrian PSD
   - 07/14/16 3:00 p.m.-Tennerton PSD
   - 07/14/16 4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   - 07/14/16 4:00 p.m.-B-U Airport Authority–UCDA Offic
UPSHUR COUNTY COMMISSION MEETING
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- 07/14/16-7:30 p.m.-Buckhannon VFD
- 07/17/16-6:00 p.m.-Washington District VFD
- 07/18/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 07/19/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 07/19/16-6:30 p.m.-Upshur County Fire Board
- 07/19/16-5:00 p.m.-Upshur County EETAB
- 07/20/16-12:00 p.m.-Lewis Upshur LEPC—Upshur location
- 07/20/16-7:00 p.m.-Ellamore VFD
- 07/21/16-6:30 p.m.-Upshur County Youth Camp Board
- 07/26/16-4:00 p.m.-Upshur County Public Library Board
- 07/27/16-12:00 p.m.-Upshur County Senior Center Board
- 07/27/16-1:30 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
- 07/27/16-10:00 a.m.-James W. Curry Advisory Board
- 07/27/16-7:00 p.m.-Warren District VFD
- 07/28/16-3:30 p.m.-Upshur County Farmland Protection Board
- TBA-6:00 p.m.- Upshur County Fire Fighters Association

12. Appointments Needed or Upcoming:
- Upshur County Civil Service Board (Vacant Position-12-31-2016)—Bar Association
- Upshur County Farmland Protection Board (Unexpired Term-6-30-19)—Farmer

Kelly Given, Deputy Circuit Clerk, appeared before the Commission and advised the Commission that the Upshur County Circuit Clerk’s Office is taking cash donations to purchase items for WV flood Victims (copy included).

Debbie Anderson, Human Resource Development Foundation, Inc. representative, appeared before the Commission as a follow up to her September 24, 2015 Commission visit and advised that the National Dislocated Worker Grant has provided funds to employ and train individuals for stream cleanup throughout sixteen counties across the state including Upshur County. Ms. Anderson advised that the program will continue for another 3 months and stated that she is still trying to find areas in need of clean up in Upshur County. Terri Jo Bennett, Flood Plain Manager, cautioned the Commission to be sure that any needed permits and/or waivers be submitted prior to entering into any agreement.

Brad L. Waldo, US Cellular representative, appeared before the Commission and provided a review of “Fleet Management” services. Mr. Waldo discussed the implementation of device options to monitor usage of vehicles which he believes can save the county money. Commissioners provided positive feedback and comments.

At 10:15 a.m., on motion by Troy A. Brady, seconded by JC Raffety, the Commission entered executive session to discuss a potential acquisition of property. Present were Terry Cutright, JC Raffety, Troy A. Brady, Carrie Wallace and Tabatha Perry. The Commission returned to open session at 10:50 a.m. No decisions were made in executive session.

The Commission approved all Vacation Orders

The Commission approved the following “Settlements” (copies included):
- Lora Belle Campbell—Final Settlement
- Shirley Lampkin—Final Settlement
- Ruth Skinner—Final Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Norman P. Lindsey—#3830—$237.74
- Richard W. & Michelle Vogel—#3831—Corrective Ticket
- Lionel R. & Toni C. Newman—#3832—$175.12
- Dorla D. Messenger FNA Dorla D. Nowacki—#3833—$4.38
- Edwin K. Sr. & Lavan L. Livingston—#3834—Corrective Ticket
- Daniel Stone—#3835—$49.02
- Charlotte M. and Russell W. Woody—#3837—$32.06
- Steven W. Woody—#3838—Corrective Ticket
- Barbara J. Rexroad—#3839—$880.57
- William Jr. or Sandra Campbell—#3840—$175.12
- Billie Jo or Allen Tenney—#3841—$49.12
- Jack Chickerell—#3842—$27.48
- Janie D. Campbell—#3843—$44.88
- Dennis & Gertrude Freeman—#3844—$132.44
- Kathleen Johnston—#3845—$63.10
- Hilda James—#3846—$59.38
- Danny M. McCourt—#3847—$104.08
- Linda Meadows—#3848—$54.12
- Linda Dean—#3849—$175.12
The Commission approved the following “Request to Attend Meeting” (copies included):

- Carrie L. Wallace — August 22, 2016

The Commission approved the following “Consolidation of Land Tracts” (copies included):

- Meade District — Map 4J Parcel 8 sur 44.15 Bull Run to consolidate with #746 OG 48.36 Bull Run owner Edward J. Lane

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 Troy A. Brady, the Commission meeting adjourned at 12:00 p.m.