The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, July 21, 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.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the regular meeting minutes of July 14, 2016 with typographical corrections.

Karen Jacobson, Randolph County Housing Authority Director, appeared before the Commission and provided a review of services provided by the agency. Ms. Jacobson advised that the RCHA serves 7 counties, providing services such as housing assistance for low income participants. The RCHA is a sponsor of a program called YouthBuild, North Central WV which provides 10 months of training in various fields including construction and health care.

Carrie Wallace provided a review of 1094(c) and 1095(c) reporting services and recommended to contract with Total Administrative Services Corporation for ACA (Affordable Care Act) Employer Reporting Services for services previously provided by MZQ Consulting, LLC. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Employer Mandate Reporting Services Contract with Total Administrative Services Corporation (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the “EBSO Plan Sponsor Acknowledgement Regarding Responsibility for Fees Related to Patient Centered Outcome Research Institute (copy included).

Terry Cutright reviewed correspondence from James T. Farrell, Office of Emergency Management Director, regarding the recommendation made by FEMA to apply for public assistance for damage caused by the June flood event (copy included). After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to move forward with the Request for Public Assistance (RPA) as recommended by James T. Farrell. Carrie Wallace will follow up.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the Claim for Unclaimed Property to be submitted to the Office of the State Treasurer, Unclaimed Property Division (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the signing of the “Order of the Upshur County Commission” to place a county option question on the November 2016 general election ballot allowing Upshur County voters to determine whether non-intoxicating beer, wine or alcoholic liquors should be sold, dispensed after 10:00 a.m. on Sundays (copy included). Terry Cutright advised that the Commission is taking a neutral position on the matter. NOTE: Brady and Cutright for, Raffety against.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved employment of Timothy Squires as lifeguard at the Buckhannon Upshur Recreational Park pool effective July 25, 2016 at the rate of $8.75 per hour (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the reapportionment of Joe Fealy to the Buckhannon Upshur Park and Recreation Advisory Board with a term expiration of June 30, 2018.

At 9:30 a.m. WYK, Inc. representative Joe Sinclair, appeared before the Commission for the bid opening for Contractor Services for the Courthouse chimney repair. After review, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to accept bid option #1 submitted by Robert L. Grishaber and Sons, Inc. in the amount of $91,200 (copy included). Bid option # 2 was rejected. No other bids were received. Mr. Grishaber estimated that construction will require 3 to 4 weeks.

At 9:45 a.m., on motion by JC Raffety, seconded by Troy A. Brady, the Commission entered executive session per WV Code 6-9A-4 to discuss the selection of the E911 Communications Center Director in Training. Present were Terry Cutright, JC Raffety, Troy A. Brady, Carrie Wallace and Tabatha Perry. The Commission returned to open session at 10:00 a.m. No decisions were made in executive session.
Carrie Wallace provided a review of the interview process and scoring system that was used in evaluating applicants for the position of E911 Communications Center Director in Training. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved selection of Doyle Cutright to be offered the position of E911 Communications Center Director in Training at his current rate of pay until the retirement of current Director, Steve Linger. Upon Mr. Linger’s retirement, Mr. Cutright will move into the position of Director at the yearly salary of $47,460 per salary guidelines of the WV Division of Labor. Terry Cutright advised that Doyle Cutright is not related to him.

At 10:13 a.m., on motion by JC Raffety, seconded by Troy A. Brady, the Commission entered executive session per WV Code 6-9A-4 to discuss the potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court. Present were Terry Cutright, JC Raffety, Troy A. Brady, Carrie Wallace and Tabatha Perry. The Commission returned to open session at 10:20 a.m. No decisions were made in executive session.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the “Request for Revision to Approved Budget” and related documents as submitted (copy included). The request will be sent to the Office for the State Auditor for approval.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Earl Ray Tomblin, Governor, Community Corrections program grant award to the Upshur County Commission in the amount of $180,000
2. Correspondence from Steven D. Canterbury, WV Court Security Board Chairperson, approving a Court Security Fund Grant to the Upshur County Commission in the amount of $26,297
3. Correspondence from Ora L. Ash, Deputy State Auditor regarding WV Code §7-7-7a regarding spending or obligating more than 50% of a budget before the end of the calendar year
4. Memorandum from Phil Schenk, Executive Director of WV Partnership for Elder Living, Inc. and Mary Skeens, Executive Director of CommunityWorks in WV, Inc., inviting the submission of a Letter of Interest in making our community a Model Senior Living Community. CWWV and WVPEL want to partner with three communities in WV to provide technical and monetary assistance to become model senior living communities—After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission will submit a letter of interest.
5. July 13, 2016 Article—Governor Tomblin Addresses West Virginians Long Term Flood Recovery Efforts
7. Upshur County E911 Mileage Reports—June 2016
   • Upshur 911
   • Maintenance
   • Emergency Management
   • Sheriff
   • Addressing and Mapping
   • Community Corrections
8. Agendas and/or Notice of Meetings:
   • Buckhannon City Council—July 21, 2016
9. Meeting Minutes:
   • B-U Recreational Park Advisory Board —March 14, 2016
   • 26th Judicial Community Corrections—May 9, 2016
   • Upshur County Safe Structures and Sites Ordinance Enforcement Board—June 9, 2016
10. 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 Enforcement Bd.
07/14/16-4:00 p.m.-B-U Airport Authority—UCDA Office
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
07/18/16-Corridor H Authority

11. Appointments Needed or Upcoming:
- Upshur County Civil Service Board (Vacant Position 12-31-16)—Bar Association
- Upshur County Enhanced Emergency Telephone Board (6-30-16 Dirk Burnside)-Commission
- Upshur County Fire Board (Vacant Position—6-30-19) Fire Association Representative
- Upshur County Fire Board (Vacant Position—6-30-16-Joe Malcolm)-Fire Association Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (Vacant Position 6-30-18)-Commission
- Hodgesville Public Service District (8-5-16-Donnie Kincaid)
- Upshur County Solid Waste Authority (6-30-16-Robert L. Wines) Conservation District

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders

The Commission approved the following “Settlements” (copies included):
- Betty Jane Dean —Final Settlement
- Clara Edna McCartney—Final Settlement
- Theresa Henline—Final Settlement
- James Thomas Hogan VI- Final Settlement
- Thelma M. Nutter—Final Settlement
- Archie Dale White—Final Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Mary J. Deming —#3886—$108.76
- Gary Michael Busdeker —#3887—$715.55
- Robert or Dorothy Blake —#3888—$138.43
- Alec James Corapinski —#3889—$137.38
- David H. & Velma Sue Roby—#3890—$137.80
- Lenna Mae McCartney—#3891—Corrective Ticket
- Karen Sue Smith—#3892—$126.34
- Mary J. Deming—#3893—$108.76
- D. Elaine or Teddy R. Pugh—#3894—$339.30

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

1. Carrie L. Wallace - September 26, 2016
2. Stephanie M. Jack - September 12-16, 2016

The Commission recessed at 12:20 p.m.

The Commission attended meetings of the Upshur County Department Supervisors and the Upshur County Policy Board (copies included)

The Commission reconvened at 2:35 p.m.

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

With no further business, on motion by Troy A. Brady, seconded by JC Raffety, the Commission meeting adjourned at 2:35 p.m.