The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, August 04, 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 21, 2016 and special meeting minutes of July 27, 2016 as submitted.

Laura Meadows, Executive Director of the Upshur County Convention and Visitor’s Bureau, appeared before the Commission and provided a summary of the CVB Annual Report. Ms. Meadows provided data and highlighted the accomplishments of the CVB over the past year and focused on tourism advertising campaigns.

George Roessing, Upshur County resident and former Upshur County Commissioner, appeared before the Commission to discuss the lack of 24 hour availability of the outside restrooms located in the Courthouse Annex. Mr. Roessing expressed concerns about the restrooms being closed during nighttime and weekend hours. The property was bequeathed to the County by the Last Will and Testament of Jack Dowell Jennings with the stipulation that the restrooms remain open at all times and was a condition of his bequeathment of the property. Commissioners closed the restrooms during nighttime and weekend hours due to safety concerns following repeated incidences of vandalism and to prevent criminal activity. Mr. Roessing agreed that the restrooms should remain closed until a solution can be found to safely have them opened. The Commission is looking into installing security cameras to be monitored by the sheriff or E911 in strategic locations which will not hinder the privacy of restroom users. The Commission welcomes any input from the public for solutions.

At 9:45 a.m., on motion by JC Raffety, seconded by Troy A. Brady, the Commission entered executive per WV Code 6-9A-4 to discuss 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 10:14 a.m. No decisions were made in executive session.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the “Recommendation for the Removal of Penelope Palmer as Executrix in the Estate of Robert James Rose, deceased” and the “Order Removing Penelope Palmer as Executrix” and appoints the Sheriff of Upshur County as Executor of the Estate (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the Collective Billing Application to MonPower to consolidate billing of various county properties onto one invoice (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the “Statement of Interest in Multi-Hazard Mitigation Planning”, and agreement to actively participate in the Region VII Planning and Development Council Natural Hazard Mitigation Planning process (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the “Revised Upshur County Courthouse Roof Repair Project Manual” prepared by WYK Associates, Inc. and advertisement of project (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the “Order and Notice of Election for an Additional Associate, Inc and advertisement of project (copy included).

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After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the esri renewal quote in the amount of $5,650 for the period from October 1, 2016 through September 30, 2017 (copy included). Of this amount, $1,200 is to be paid by the Assessor’s Revaluation Fund.

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After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the appointment of Dennis J. Willett to serve on the Civil Service Commission (copy included). Mr. Willett will fill an unexpired four year term which will end on December 31, 2016.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the appointment of Brian Shreves as member of the Upshur County Enhanced Emergency Management Telephone System Advisory Board (copy included). Mr. Shreves’ term expiration will be June 30, 2019.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the reappointment of JC Raffety to the Corridor H Authority (copy included). Mr. Raffety’s term will expire on June 30, 2020. Note: Mr. Raffety recused himself from voting and excused his presence while the voting took place.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to table the agenda item number 12 for further review and to consult with Lewis County regarding a request for a revision of the Lewis-Upshur Animal Control Facility Volunteer Program policies (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the logo designed by Seth Blake (copy included) as the official logo for the Buckhannon Upshur Recreational Park pool.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the retirement of Steven M. Linger as E911 Communications Center Director effective September 16, 2016.

After discussion, no action was taken to approve Damion T. Cobb as volunteer for the Lewis-Upshur Animal Control Facility.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. FOIA (Freedom of Information Act) response prepared by Terri Jo Bennett, Upshur County Addressing and Mapping project Coordinator to Alan Meadors, Verisk Insurance Solutions concerning fire hydrant location information.
4. Upshur County Mileage Reports—June 2016
   - Sheriff
   - Dog Pound
5. Upshur County Sheriff’s Financial Statement—Period Ending June 2016
6. Upshur County Sheriff’s Settlement—June 30, 2016
8. Upshur County Family Resource Network Newsletter—August 2016
10. Lewis-Upshur Animal Control Facility Cat Report—June 2016
12. Upshur County Development Authority Annual Board of Director’s Meeting Invitation—August 16, 2016
13. Agendas and/or Notice of Meetings:
   - Upshur County Public Library—July 26, 2016
   - James W. Curry Library/Park—July 26, 2016
   - Upshur County Farmland Protection Board—July 28, 2016
   - Elkins Road PSD—August 2, 2016
   - Upshur County Solid Waste Authority—August 8, 2016
   - Buckhannon Upshur Parks and Recreation Board—August 8, 2016
14. Meeting Minutes:
   - Upshur County Public Library—June 14, 2016
   - James W. Curry Library and Park —June 22, 2016
   - Upshur County Family Resource Network Director’s Report—July 2016
15. Meetings:
   - 08/02/16-5:30 p.m.–Elkins Road PSD
   - 08/02/16-6:00 p.m.—Hodgesville PSD
   - 08/04/16-7:00 p.m.—Banks District VFD
   - 08/04/16-7:00 p.m.—Selbyville VFD
   - 08/08/16-12:00 p.m.—Upshur County Family Resource Network
   - 08/08/16-4:30 p.m.—Upshur County Solid Waste Authority
   - 08/08/16-6:00 p.m.—B-U Recreational Park Advisory Board
The Commission approved the bid. The bid did not include airbag and warranty information, however, the County Sheriff's Office. Jenkins Ford submitted the only bid.

The Commission approved the following “Settlements” (copies included):

- Lorine M. Allen-Final Settlement
- Janet Lee Black-Final Settlement
- Walter William Crossett, Jr.-Final Settlement
- Doyle Dean- Final Settlement
- Rella Ruthine Taylor Gee-Final Settlement
- Wayne Edward Gregory-Final Settlement
- Stanley Willis Hanline-Final Settlement
- Ethel Lee Johnston-Final Settlement
- Mary Arlene Lee-Final Settlement
- Alice L. Mick-Final Settlement
- Clinton L. Mick-Final Settlement
- Lida J. Osborn-Final Settlement
- Ruby Jean Siron-Final Settlement

At 10:30 a.m. Carrie Wallace opened a bid for a 2016 Ford F150/Crew 4x4 for the Upshur County Sheriff’s Office. Jenkins Ford submitted the only bid received. Ms. Wallace noted that the bid did not include airbag and warranty information, however, she confirmed that those items were standards and not itemized. After discussion, on motion by Troy A. Brady, seconded by J.C. Raffety, the Commission approved the bid in the amount of $31,234.

The Commission approved all invoices for payment (copies included).
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements” (copies included):

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- Rella Ruthine Taylor Gee-Final Settlement
- Wayne Edward Gregory-Final Settlement
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- Ethel Lee Johnston-Final Settlement
- Mary Arlene Lee-Final Settlement
- Alice L. Mick-Final Settlement
-Clinton L. Mick-Final Settlement
- Lida J. Osborn-Final Settlement
- Ruby Jean Siron-Final Settlement
The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Judith L. Miles — #3895—$187.02
- Regina & Barbara Lee Shaver — #3896 — $296.74
- Steven Harris — #3897 — $18.68
- Nettie J. & Roscoe G. Linger — #3898 — $573.16
- Donnie & Debra Bonner — #3899 — $31.78
- Richard or Tammy Anderson — #3900 — $101.39
- Juanita Ruth Jeffries — #3901 — $85.64
- Mabel Riffle — #3902 — $49.42
- Mabel Riffle — #3903 — $63.20
- Gary F. & Charlotte Leichliter — #3904 — $690.85
- Johnny M. or Arlene Reed — #3905 — $14.18
- Vanderbilt Mortgage & Finance, Inc. — #3906 — Corrective Ticket
- Daniel or Natalie Nicholson — #3907 — Corrective Ticket
- Erika H. Kolenich — #3908 — $296.75
- David L. & Margaret A. Stanley — #3909 — $241.66
- David Jacob & Ruth Ann Marino — #3910 — Corrective Ticket
- Debra D. & Kenneth D. Rice — #3911 — Corrective Ticket
- Kenneth D. Rice & Debra D. Dean — #3912 — Corrective Ticket

The Commission approved the following “Consolidation of Land Tracts” (copies included):
- Union District—Map 2 Parcel 72 to consolidate with 2 Parcel 72.6 to make Map 2 Parcel 72, owner, James Simon
- Warren District—Map 7D Parcel 20.7 to consolidate with Map 7D Parcel 20.5 to make Map 7D Parcel 20.5, Owners, John and Karen Zorik
- Buckhannon District—Map 4H Parcel 52 to consolidate with Map 4H Parcel 52.13, to make Map 4H Parcel 52.13, owner, Diane Lynn Lanham

The Commission approved the following “Request to Attend Meeting” (copies included):
- Doyle R. Cutright—September 25, 2016 through September 27, 2016

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 12:25 p.m.