The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, August 11, 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 Toni Newman, 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 August 04, 2016 with typographical corrections.

Dr. Joseph Reed appeared before the Commission to promote a proposed “Green Bean Snapping Day” to benefit the Upshur Cooperative Parish House. Dr. Reed hopes to make this an annual event and gave green beans to the Commissioners to snap before being donated. The green beans were provided by the Farmer’s Market.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the signing of the approval of the Number of Election Officials and Election Commissioners for the November 8, 2016 General Election (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the signing of the approval of the Number of Sets of Emergency Absentee Voting Commissioners for the November 8, 2016 General Election (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the signing of the Election Records as Board of Canvassers and Recount Minutes for the May 10, 2016 Primary Election (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the DEA (Drug Enforcement Agency) Compliance Form for the Lewis-Upshur Animal Control Facility (copy included). This questionnaire provides the vendor with the necessary data to help satisfy the DEA requirement and will assist in maintaining compliance for controlled substance purchases.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the employment status change of Michael E. Dean from seasonal part time employee to permanent part time employee at his current rate of $9.00 per hour effective August 21, 2016 as requested by Greg Harris, Maintenance Director (copy included). Mr. Dean will work up to 29.5 hours per week and be eligible to participate in the West Virginia Public Employees Retirement System, however he will not be eligible for any other employment benefits.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the employment status change of Kimbra Wachob from part time to full time E911 Telecommunicator effective September 1, 2016 as requested by Steve Linger, E911 Communications Center Director.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Lewis County Commission Public Auction Announcement-August 19, 2016
2. Correspondence from Nesco, Inc. providing notice of blasting activities that will be taking place from August 22, 2016 through August 23, 2017 in Meade District of Upshur County.
3. Letter of Support for Model Senior Living Community
4. Upshur County Children’s Festival- September 17, 2016
5. Lewis-Upshur Animal Control Facility Cat Report-July 2016
7. Agendas and/or Notice of Meetings:
   - Upshur-Buckhannon Health Department—August 11, 2016
   - Upshur County Safe Sites & Structures Ordinance Enforcement Bd.— August 11, 2016
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- Buckhannon Upshur Airport Authority — August 11, 2016
- Upshur County Fire Board — August 16, 2016
- Elkins Road Public Service District — September 06, 2016

8. Meeting Minutes:
- Elkins Road Public Service District — July 5, 2016
- Upshur County Solid Waste Authority — July 11, 2016
- Upshur County Family Resource Network — July 11, 2016
- Elkins Road Public Service District — Special Emergency Meeting — July 14, 2016
- Upshur County Public Library — July 26, 2016

9. 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
- 08/08/16-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis-Cancelled
- 08/08/16-7:30 p.m.-Adrian VFD
- 08/09/16-6:00 p.m.-Buckhannon River Watershed Association
- 08/10/16-6:00 p.m.-Upshur County Citizens Corp-CERT
- 08/11/16-6:00 p.m.-Buckhannon Upshur Board of Health
- 08/11/16-1:00 p.m.- Adrian PSD
- 08/11/16-3:00 p.m.-Tennerton PSD
- 08/11/16-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
- 08/11/16-4:00 p.m.-B-U Airport Authority—UCDA Office
- 08/11/16-7:30 p.m.-Buckhannon VFD
- 08/15/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 08/16/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 08/16/16-6:30 p.m.-Upshur County Development Authority-Annual Meeting
- 08/16/16-6:30 p.m.-Upshur County Fire Board
- 08/16/16-5:00 p.m.-Upshur County EETAB
- 08/17/16-12:00 p.m.-Lewis Upshur LEPC—Lewis location
- 08/17/16-7:00 p.m.-Ellamore VFD
- 08/18/16-6:30 p.m.-Upshur County Youth Camp Board
- 08/21/16-6:00 p.m.-Washington District VFD
- 08/22/16-Mountain CAP of West Virginia, CDC
- 08/23/16-4:00 p.m.-Upshur County Public Library Board
- 08/24/16-12:00 p.m.-Upshur County Senior Center Board
- 08/24/16-1:30 p.m.-Upshur County Conventions & Visitors Bureau—UCDA Office
- 08/24/16-10:00 a.m.-James W. Curry Advisory Board
- 08/24/16-7:00 p.m.-Warren District VFD
- 08/25/16-3:30 p.m.-Upshur County Farmland Protection Board
- TBA-6:00 p.m.- Upshur County Fire Fighters Association
10. Appointments Needed or Upcoming:
- 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)

Tabled Items
1. Correspondence from Robin Keough requesting a revision of the Lewis-Upshur Animal Control Facility Volunteer Program.
2. Discussion regarding operational hours of the public restrooms in the Chancery Street Alley

Seth Blake, Pool Director, appeared before the Commission and provided an “End of Season” report. Mr. Blake reported that the season was successful with no major safety incidents. Mr. Blake proposed a $120,000 levy to provide the funding for upgrades and renovations to the pool. Commissioners stressed the need for transparency to the Community about the cost and use of funds.

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 E911 Communications Center Management Matrix. Present were Terry Cutright, JC Raffety, Troy A. Brady, Carrie Wallace, Tabatha Perry and Doyle Cutright. The Commission returned to open session at 10:20 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 internal advertisement for the E911 Assistant to the Director position, with applications to be reviewed on August 22, 2016 and interviewed on August 23, 2016.

At 10:23 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 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 10:28 a.m. No decisions were made in executive session.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following “Settlements” (copies included):
- Larry Burtis Ellison-Final Settlement
- Jerry D. Heater-Final Settlement Waiver
- Alice Elizabeth McCue Gimmel Koon.—Final Settlement Waiver
- Derry Robert Perry- Final Settlement
- Anna Tomasula-Final Settlement Waiver

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Viastat, Inc.—#3913—$44.80
- James L. & Shanda R. Hoover —-#3914—$471.77
- Avis L. or Karen G. None —-#3915—$193.46
- Rachel Jean Day—#3916—$403.04
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- Dora & Dorlen Meadows—#3917—$129.23
- Darlene L. Smith, 2000 Living Trust—#3918—$17.95
- Donald F. Smith, 2000 Living Trust—#3919—$4.99
- Oneita Hanline—#3920—$4.38
- Oneita Hanline—#3921—$4.38
- Oneita Hanline—#3922—$5.26
- Oneita Hanline—#3923—$7.36
- Oneita Hanline—#3924—$7.36
- Nora Sayre—#3925—$7.18
- Douglas K. or Ann L. Bush—#3926—$309.70

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 11:42 a.m.