The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 08, 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 September 01, 2016 with the following correction: (¶ 6) … (approved the appointment of) “Linn Baxa as board member of the Upshur County Fire Board as recommended by Rick Harlow, Upshur County Firefighter’s Association President.”

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the West Virginia Records Management and Preservation Board Grant Application for fiscal year 2017-2018 in the amount of $10,000 for the benefit of the Office of the Circuit Clerk. The grant requires a 10% cash match for all grant funds expended and will be used for digitizing records from 1928 through 1939.

After review and discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved a request from Craig D. Presar, WVU Extension Service representative, to use the Courthouse Plaza on Friday, September 9, 2016 from 8:00 a.m. to 3:00 p.m. for the annual CEOS mini fair.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the reappointment of Sonny Matthews as board member of the Elkins Road Public Service District as recommended by Carrie A. Wagner, board chairperson (copy included). Mr. Matthews’ term will expire on September 30, 2022.

No action was taken on the request from Vicky L. Hawkins to fill the Elkins Road PSD board vacancy (copy included), due to previous action to reappoint Sonny Matthews to fill the position.

Lori Ulderich-Harvey, Upshur County Family Resource Network Director, appeared before the Commission and read the National Suicide Prevention Awareness Day Proclamation which designates September 10, 2016 as National Suicide Prevention Awareness Day in Upshur County and the National Preparedness Month (September 2016) with the purpose of raising awareness of the need to prepare for “real-world threats and disasters” in order to increase the probability of survival in the event of terrorist attack or natural disasters (copies included). Ms. Ulderich-Harvey provided hand-out materials for recording pertinent information to keep handy. After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved and authorized the signing of the proclamations.

Kendra Sullivan, Literacy Volunteers Director, appeared before the Commission and read the International Literacy Day (September 8, 2016) Proclamation to “recognize, honor and thank the dedicated tutors and other volunteers” and encourage residents to “support in the efforts to combat illiteracy (copy included). After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the signing of the proclamation.

Carrie Wallace provided a review/update of revisions being considered for the “Procedures to Dispatch Wrecker Services”. Ms. Wallace will follow up with preparing the item for action at the next Commission meeting. The Commission discussed U.S. Cellular Services for local government concerning fleet management/tracking as presented at the June 30, 2016 Commission meeting. Commissioners were in agreement that they considered the plan to be valuable. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to table discussion and/or action, pending review with the Policy Board.

At 9:55 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 10:34 a.m. No decisions were made in executive session.

Carrie Wallace provided an update/status report concerning tabled agenda item #1, concerning a request from Robin Keough for a revision to the Lewis-Upshur Animal Control Facility Volunteer Program. Ms. Wallace reported that Lewis County has approved the proposal for the revision and she has spoken with Jannella Cochran, Facility Director for her input. After discussion, the Commission declined to take action pending review of a “hold harmless” agreement.
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The Commission discussed tabled agenda item #2 concerning the submitted bid for contractor services for the repair/replacement of a portion of the Upshur County Courthouse pressed metal shingle roof. Huffman Corporation from Bridgeport, WV submitted the only bid received in the amount of $179,900 with an alternate bid with an additional $6,000 for roof anchors. Carrie Wallace advised that the grant and match is only in the amount of $97,200 which is a shortage of approximately $68,700, which will have to be covered by other means. WYK, Inc. representative Joe Sinclair, previously proposed that a better price may be negotiated by eliminating structural repairs that are not immediately necessary and Tabatha Perry advised that the County can apply for another grant to cover additional repairs in future years. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to move forward with the project with the acceptance of the September 01, 2016 bid with a change order in the amount of $19,158 (reduction) for additional repairs, which will be addressed at a later date.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Deputy State Auditor, Ora L. Ash, providing notice of the 2016 State Auditor’s Training Seminar for County and Municipal Boards and Authorities
2. Correspondence from Robert L. Pennington, P.E, Deputy State Highway Engineer-Programming and Planning, revising the comment deadline from September 16, 2016 to September 9, 2016 concerning the 2016-2021 Statewide Transportation Improvement Plan (STIP).
3. Upshur County Farm Bureau Newsletter 2016
4. James W. Curry Public Library Calendar—September 2016
5. Upshur County Regional Airport Flyer—Buckhannon Flying Eagles Day—September 24, 2016 from 10:00 a.m. to 4:00 p.m.
6. Save-the-Date—After Hours Event at the Peak Pavilion—September 14, 2016 from 4:30 p.m. to 6:30 p.m.
9. Agendas and/or Notice of Meetings:
   - Elkins Road PSD — September 6, 2016
   - Upshur County Safe Sites & Structures Ord. Enforcement Bd.— September 8, 2016
   - B-U Airport Authority —September 8, 2016
10. Meeting Minutes:
    - Upshur County Family Resource Network —August, 2016
11. Meetings:
    - 09/01/16-7:00 p.m.-Banks District VFD
    - 09/01/16-7:00 p.m.-Selbyville VFD
    - 09/06/16-5:30 p.m.-Elkins Road PSD
    - 09/06/16-6:00 p.m.-Hodgesville PSD
    - 09/07/16-6:30 p.m.-Upshur County Development Authority-Exec. Bd.
    - 09/08/16-1:00 p.m.- Adrian PSD
    - 09/08/16-3:00 p.m.-Tennerton PSD
    - 09/08/16-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
    - 09/08/16-4:00 p.m.-B-U Airport Authority—UCDA Office
    - 09/08/16-7:30 p.m.-Buckhannon VFD
    - 09/12/16-12:00 p.m.-Upshur County Family Resource Network
    - 09/12/16-4:30 p.m.-Upshur County Solid Waste Authority
    - 09/12/16-6:00 p.m.-B-U Recreational Park Advisory Board
    - 09/12/16-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis-Cancelled
    - 09/12/16-7:30 p.m.-Adrian VFD
    - 09/13/16-6:00 p.m.-Buckhannon River Watershed Association
    - 09/14/16-12:00 p.m.-Upshur County Senior Center Board
    - 09/14/16-6:00 p.m.-Upshur County Citizens Corp-CERT
    - 09/15/16-6:30 p.m.-Upshur County Youth Camp Board
    - 09/18/16-6:00 p.m.-Washington District VFD
    - 09/19/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
    - 09/19/16-6:00 p.m.-Buckhannon Upshur Board of Health
    - 09/20/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
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- 09/20/16-6:30 p.m.-Upshur County Fire Board
- 09/20/16-5:00 p.m.-Upshur County EETAB
- 09/21/16-12:00 p.m.-Lewis Upshur LEPC—Lewis location
- 09/21/16-6:30 p.m.-Upshur County Development Authority
- 09/21/16-7:00 p.m.-Ellamore VFD
- 09/23/16-3:30 p.m.-Upshur County Farmland Protection Board
- 09/27/16-4:00 p.m.-Upshur County Public Library Board
- 09/28/16-1:30 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
- 09/28/16-10:00 a.m.-James W. Curry Advisory Board
- 09/28/16-7:00 p.m.-Warren District VFD
- TBA-6:00 p.m.- Upshur County Fire Fighters Association

12. Appointments Needed or Upcoming:
- 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.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following “Settlements” (copies included):
- Morgan L. Perry-Final Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Bradley W. or Morgan Bailey —#3954—Corrective Ticket
- Sean Carpenter—#3955—$228.02
- Sean Carpenter —#3956—$775.96
- Dockside Marine Services, LLC—#3957—$160.76
- Mary Baisden—#3958—$8.53
- Mark C. or Andrea J. Allen—#3959—$435.26
- Shelia F. Hobbs—#3960—$40.98

The Commission approved the following “Request to Attend Meeting” (copies included):
- Brian Shreves—October 27

The Commission approved the following “Consolidation of Land Tracts” (copies included):
- Warren District—Map 5C Parcel 1 with Map 5C Parcel 2.1 blended to make Map 5C Parcel 1—owner Mark T. Marple

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 12:09 p.m.