UPSHUR COUNTY COMMISSION MEETING  
September 15, 2016

The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 15, 2016 at 9:00 a.m. Terry Cutright called the meeting to order. Present were; Terry Cutright, Commissioner; JC Raffety, Commissioner; Carrie Wallace, County Administrator; Tabatha Perry, Assistant County Administrator; and Jacqueline Dinklocker Secretary. Troy A. Brady, Commissioner; was not in attendance. 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 JC Raffety, seconded by Terry Cutright, the Commission approved the regular meeting minutes of September 08, 2016 as submitted.

After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved Election Officials, Alternates and Emergency Ballot Commissioners for the November 8, 2016 General Election as requested by Debbie Thacker Wilfong, Upshur County Clerk.

After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Standard Form of Agreement Between Owner and Contractor and Change Order No. 1 for the repair/replacement of a portion of the Upshur County Courthouse pressed metal shingle roof that will be funded in part by the grant award made by the WV Courthouse Facilities Improvement Authority. This Change Order decreases the Contract Sum from $185,900 to $166,742 by removing structural repairs that are not immediately necessary.

At 9:15 a.m., on motion by JC Raffety, seconded by Terry Cutright, 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, Carrie Wallace and Tabatha Perry. The Commission returned to open session at 9:35 a.m. No decisions were made in executive session.

Terry Cutright advised that after reviewing the availability of prospective properties, the Commission has determined that the acquisition of a facility adequate for the housing of the Family Court Chambers and offices will have an estimated cost of from $200,000 to $500,000. Due to the (anticipated) reduction of revenues in the current and upcoming fiscal years, the Commission will be focusing on renovating a property that is currently owned by the county instead of acquiring additional real estate. After discussion, on motion by Terry Cutright, seconded by JC Raffety, the language (for the purpose of future agenda listing) shall be changed to “Relocation of the Seventeenth Family Court Circuit” and approved Terry Cutright and Carrie Wallace to meet with tenants who may be affected by the proposed relocation.

After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Change Order No. 1 for the Upshur County Courthouse chimney repair project. This contract change consists of the demolishing and removal of existing brick chimney (flue) that was discovered inside the existing chimney. This portion of work was undiscovered prior to project construction and will cost $1,250 which will be deducted from the $5,000 contingency allowance.

The Commission discussed the proposed update to “Procedures to Dispatch Wrecker Services”. After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved to defer action pending additional review and full Commission participation.

After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved the appointment of Dirk Burnside as member of the Upshur County Enhanced Emergency Telephone Advisory Board, (EETAB) to serve as EMS representative as recommended by Rebecca Phillips, EMS Office Manager.

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

1. Correspondence from Michael D. Riley, Insurance Commissioner with the WV Offices of the Insurance Commissioner, notifying WV state and local governmental entities and non-profit organizations that flood insurance may be available through the National Flood Insurance Program (NFIP).
2. St. Joseph’s Hospital Free Film Screening of “Being Mortal” – October 4, 2016 at 5:30 p.m. in the St. Joseph’s Hospital Library
3. Correspondence from Robert C. Orndorff, Director of State and Government Affairs, WV, regarding Dominion Hope and Dominion Transmission and enclosing the following documents:
a. An Open Letter to Dominion Hope and Dominion Transmission Customer’s assuring customers there will be no interruption of service and operations of all facilities will continue.

b. Memorandum of Agreement

*Carrie Wallace advised that per morning news reports, the “Lockout” has been lifted

4. Upshur County Building Permits-August 2016

5. Upshur County E911 Communication Reports – August 2016
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report

6. Agendas and/or Notice of Meetings:
   - Lewis-Upshur Community Corrections Board — September 12, 2016
   - B-U Recreational Park Advisory Board—September 12, 2016
   - Buckhannon City Council—September 15, 2016
   - Upshur County Fire Board—September 20, 2016

7. Meeting Minutes:
   - B-U Recreational Park Advisory Board — July 11, 2016
   - Upshur County Solid Waste Authority — August 8, 2016
   - Adrian Public Service District — August 18, 2016

8. 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
   - 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
   - 09/22/16 - 3:30 p.m.-Upshur County Farmfield 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

9. 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.
2. Review and discuss US Cellular services for local government.
The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following “Settlements” (copies included):
   - Russell Deuley-Final Settlement
   - Ethel Jenkins-Final Settlement
   - Regina Gay Kelley-Final Settlement
The Commission recessed at 10:45 a.m.
The Commission attended meetings of the Upshur County Department Supervisors and the Upshur County Policy Board (copies included)
The Commission reconvened at 3:00 p.m.
With no further business, on motion by JC Raffety, seconded by Terry Cutrgh, the Commission meeting adjourned at 3:01 p.m.