The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 22, 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 JC Raffety, seconded by Terry Cutright, the Commission approved the regular meeting minutes of September 15, 2016 with typographical corrections.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the Justice Assistance Grant Award Contract and related documents in the amount of $20,000 (copies included). Proceeds from this grant will provide funding for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved a request from the Buckhannon-Upshur Parks and Recreation Advisory Board for the placement of (3) signs at designated spots along Upshur County Recreation Park Cooperative Trail Complex (copy included). The signs are designed to promote designated trail use.

Craig Presar, West Virginia University Extension Service Agent, appeared before the Commission as representative of the Community Educational Outreach Services (CEOS) and read the Proclamation for WV Breast Cancer Awareness Day (October 3) and Breast Cancer Awareness Month (October 2016). Mr. Presar extended an invitation to the Commission to attend the annual Breast Cancer Awareness event which will be held at the Stockert Youth Center on October 3. The event will consist of a luncheon and a short program. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the signing of the proclamation (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign correspondence to the Region VII Planning and Development Council requesting an amendment to the current Hazard Mitigation Plan, strategies to include additional structural projects; specifically, Mitigation Reconstruction (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Angela K. Meyer as volunteer for the Lewis-Upshur Animal Control Facility.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Mary Ippoliti-Smith, Executive Leadership team with Maddie’s Fund, announcing the award of a grant in the amount of $1,000 for the Lewis-Upshur Animal Control Facility.
2. Correspondence from Governor Earl Ray Tomblin approving a Justice Assistance Grant (JAG) award in the amount of $20,000 for the funding of one Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School.
3. CASH MOB Buckhannon Flyer-Ye Olde Computer Shoppe, Thursday. September 22nd from 10:00 a.m. to 5:00 p.m.
4. Upshur County Employee and Dependent Flu Clinic Flyer-Event to be held on Friday, September 30th from 1:00 p.m. to 4:00 p.m. in the Commission meeting room
5. Upshur County Animal Control Officer Dog Report-August 2016
7. Upshur County Sheriff’s Financial Statement for period ending July 2016
8. James W. Curry Public Library Calendar of Events-October 2016
9. Couponing with the Nifty Thrifty Lady Flyer-1:00 pm. On October 17th at the James W. Curry Public Library

10. Upshur County Mileage Reports
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections
   - Dog Pound

11. Agendas and/or Notice of Meetings:
   - Wes-Mon-Ty RC&D Board of Directors — September 20, 2016
   - Elkins Road PSD-Special Meeting—September 20, 2016
   - Upshur County Public Library Board—September 20, 2016
   - Upshur County Farmland Protection Board—September 20, 2016
   - Buckhannon City Council-Special Session—September 27, 2016

12. Meeting Minutes:
   - Buckhannon-Upshur Chamber of Commerce — August 15, 2016
   - Upshur County Public Library Board—August 23, 2016

13. 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.-Tennenton 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
UPSHUR COUNTY COMMISSION MEETING
September 22, 2016

- 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 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

14. 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. Carrie Wallace advised that the request will be sent for review by Kay, Casto and Chaney.

2. Review and discuss US Cellular services for local government – the equipment is being tested in one private vehicle currently. (Program changes can be made) Commissioner Brady suggested that the equipment should be tested in additional vehicles before making a decision.

3. Approval and Adoption of Updated Procedures to Dispatch Wrecker Services-Carrie Wallace will follow up with two additional revisions to the document which will be placed on a future agenda for action.

Robert Sargent, Upshur County resident, appeared before the Commission on behalf of Parents of Murdered Children. Mr. Sargent read the National Day of Remembrance for Murder Victims Proclamation which designates September 25, 2016 as a day to honor victims and their families and loved ones. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the signing of the proclamation (copy included).

Laura Queen, Victims Services Coordinator, appeared before the Commission and provided a review of the Victims of Crime Act (VOCA) grant program which provides funding for assistance and compensation to help with the recovery and rehabilitation of crime victims. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the grant contract in the amount of $34,662 and related documents (copy included).

Brian Gaudet, Upshur County Circuit Clerk, appeared before the Commission and requested to meet in executive session to discuss personnel issues. On motion by JC Raffety, seconded by Troy A. Brady, the Commission entered executive session per WV Code §6-9A-4 at 10:00 a.m. Present were Terry Cutright, JC Raffety, Troy A. Brady, Carrie Wallace, Tabatha Perry and Brian Gaudet. The Commission returned to open session at 10:17 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 resignation of Harley Squires, Deputy Circuit Clerk, effective September 28, 2016.

Sheriff David Coffman, and Chief Tax Deputy, Heather Parke, appeared before the Commission to discuss the renewal of the PTS Solutions, Annual Maintenance Agreement. Per a 2008 agreement between Virgil Miller and Kenny Davidson, (Sheriff and Mayor at the time), the County has participated in a software sharing agreement with the City of Buckhannon Police Department for the use of incident software. Due to a billing error, the City of Buckhannon has not invoiced the County for the years 2014, 2015 and 2016 and the line item was removed from the current budget. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to restore the line item to the Sheriff’s budget and to pay the amount of $4,480 to the City of Buckhannon and approved and authorized the President to sign the Maintenance Agreement. This amount covers back billing and upgrades to the software program. Commissioners acknowledged that the County would have to pay much more for software which is essential to the operation of the Sheriff’s Department, without the software sharing agreement.

The Commission discussed the relocation of the Seventeenth Family Court Circuit. Terry Cutright advised that in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court, the Commission has reviewed several options and ruled out the acquisition of additional real estate to house the Family Court. Commissioner Cutright announced that the Commission’s proposal is to relocate the Upshur County Commission Administrative Offices to the county owned property at 91 West Main Street. Currently, the space is used by the WVU Extension Office and the Neuromuscular Massage Therapy Center. The lease agreement for the Massage Therapy Center is due to expire and will not be renewed and the County Administrative offices will relocate there. The WVU Extension Service offices will not be affected. With the relocation of the County Administrative Offices, the Family Court offices and chamber will then move into the offices which are now occupied by Carrie Wallace, Jeanne Zickefoose and the Commission meeting room. Ms. Zickefoose will relocate to the office currently utilized by Tabatha Perry, and the Commission meeting room will still be available for Thursday County Commission meetings and for special meetings. Commissioner Cutright noted that the relocation plan is at least a temporary solution. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the relocation plan.

Craig Presar, WVU Extension Agent, appeared before the Commission to discuss salary issues and requested to meet in executive session. On motion by Troy A. Brady, seconded by JC Raffety, the Commission entered executive session per WV Code §6-9A-4 at 10:45 a.m. Present were Terry Cutright, JC Raffety, Troy A. Brady, Carrie Wallace, Tabatha Perry and Craig Presar. The Commission returned to open session at 11:05 a.m. No decisions were made in executive session. Terry Cutright asked for a motion to increase WVU Extension Office employee salaries; however, the issue died for lack of a motion.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following “Settlements” (copies included):
- William Charles Andrcavage-Final Settlement
- Margaret Jane Bailey-Final Settlement
Norm Edward Hawkins-Final Settlement
Velma Jean Marsh-Final Settlement
Donald Lynn Parks-Final Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Tommy Garis-Lester or Donald D. Lester—#3961—$26.34
- Barbara Zickefoose—#3962—$586.83
- Barbara Zickefoose—#3963—$30.47
- Hartzel and Mary Marple—#3964—$86.42
- Dennis C. or Mary Z. Cutright—#3965—$214.00
- Robert F. Russell et al—#3966—$43.21
- Robert F. Russell et al—#3967—$43.14
- Robert F. Russell et al—#3968—$57.35
- Jerry E. Mullkin—#3969—$42.54
- Charles R. or Brittany (Marple) Tenney—#3970—Corrective Ticket

The Commission approved the following “Requests to Attend Meeting” (copies included):
- Carrie Wallace—October 13, 2016
- Brandi Walton—January 11, 2017

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 1:08 p.m.