The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, October 13, 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 October 6, 2016 with typographical corrections.

Lori Ulderich-Harvey, Upshur County Family Resource Network Director, appeared before the Commission and read the Unity Day Proclamation which designates October 19 as Unity Day and November as National Bullying Prevention Month in Upshur County. The proclamation brings awareness and encourages all citizens to participate in the prevention of bullying in the community. Ms. Ulderich-Harvey requested citizens to wear orange on October 19th in recognition of Bullying Prevention. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the signing of the proclamation.

Carrie Wallace provided an update concerning the responsibility of placement of a street sign as discussed at the October 6 meeting of the Upshur County Commission during which Robert Ware, French Creek resident expressed concerns about who is responsible for placement of the signage. Ms. Wallace advised that after researching the ownership of lots in the subdivision, it has been determined that the French Creek Estates land developer no longer owns any tracts in the development, therefore, (per E911 Addressing and Mapping Ordinance Section 7.2) the responsibility of the placement of signage will now fall on the Homeowners Association or property owners residing on the road in question. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the signing/sending of correspondence to Robert Ware to inform him of the update.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign loan documents relating to the purchase of (1) 2016 Ford F150 Super Crew 4x4 vehicle for the Sheriff’s Department (copy included). The loan will be in the amount of $31,434 and financed through Progressive bank with an interest rate of 2.99%.

After review and discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the Upshur County Emergency Communications Center Policy and Procedure for the retention and release of records and information (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Jordan Barnes as Volunteer Intern for the Upshur County Office of Emergency Management.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Press Release-Atlantic Coast delays in-service date to 2019
2. WV Courthouse Facilities Improvement Authority Fund 13th Cycle-Progess Report for the Courthouse Roof Repair Project
3. Newsletters and/or Event Notifications:
   - Revised Couponing with the Nifty Thrifty Lady Flyer-12:00 p.m. on October 17th at the James W. Curry Public Library
   - Buckhannon Police Department Press Release-Trunk or Treat-October 28th from 6:00 p.m. to 7:00 p.m. at the Public Safety Complex Parking lot across from Jawbone Park
   - 2016-2017 Upshur County 4H Calendar
   - Buckhannon Upshur Chamber of Commerce Newsletter-October 10, 2016
   - Dominion Transmission, Inc.-Atlantic Coast Pipeline-Project Update: October 2016-Special Addition
4. Agendas and/or Notice of Meetings:
   - Upshur County Convention & Visitors Bureau — October 13, 2016
   - Upshur County Safe Structures and Sites Enforcement Board—October 13, 2016
   - Lewis Upshur Community Corrections Board—October 17, 2016
   - Upshur County Fire Board, Inc.—October 18, 2016
5. Meeting Minutes:
   - Upshur County Solid Waste Authority — September 12, 2016
6. Meetings:
   - 10/03/16-12:00 p.m.-Upshur County Family Resource Network – Special Meeting
   - 10/04/16-5:30 p.m.-Elkins Road PSD
   - 10/04/16-6:00 p.m.-Hodgesville PSD
10/05/16 6:30 p.m.-Upshur County Development Authority-Exec. Bd.
10/06/16 7:00 p.m.-Banks District VFD
10/06/16 7:00 p.m.-Selbyville VFD
10/10/16 12:00 p.m.-Upshur County Family Resource Network - Cancelled
10/10/16 4:30 p.m.-Upshur County Solid Waste Authority
10/10/16 6:00 p.m.-B-U Recreational Park Advisory Board-Cancelled
10/10/16 6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis - Cancelled
10/17/16 6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis - Special Meeting – Lewis County
10/11/16 6:00 p.m.-Buckhannon River Watershed Association
10/11/16 7:30 p.m.-Adrian VFD
10/12/16 12:00 p.m.-Upshur County Senior Center Board
10/12/16 6:00 p.m.-Upshur County Citizens Corp-CERT
10/12/16 7:00 p.m.-Ellamore VFD
10/12/16 7:00 p.m.-Warren District VFD
10/13/16 1:00 p.m.- Adrian PSD
10/13/16 3:00 p.m.-Tennerton PSD
10/13/16 4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.
10/13/16 4:00 p.m.-B-U Airport Authority-UCDA Office
10/13/16 7:30 p.m.-Buckhannon VFD
10/16/16 6:00 p.m.-Washington District VFD
10/17/16 12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
10/17/16 6:00 p.m.-B-U Recreational Park Advisory Board-Special Meeting
10/18/16 10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
10/18/16 4:00 p.m.-Upshur County Public Library Board
10/18/16 5:00 p.m.-Upshur County EETAB
10/18/16 6:30 p.m.-Upshur County Fire Board
10/19/16 12:00 p.m.-Lewis Upshur LEPC—Upshur location
10/19/16 6:00 p.m.-Buckhannon Upshur Board of Health
10/19/16 6:30 p.m.-Upshur County Development Authority
10/20/16 6:30 p.m.-Upshur County Youth Camp Board
10/24/16 10:00 a.m.-Mountain CAP of West Virginia, CDC
10/24/16 3:30 p.m.-Upshur County Farmland Protection Board-Special Meeting
10/26/16 10:00 a.m.-James W. Curry Advisory Board
10/26/16 1:30 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
10/27/16 3:30 p.m.-Upshur County Farmland Protection Board-Cancelled
10/31/16 6:00 p.m.- Upshur County Fire Fighters Association

7. Appointments Needed or Upcoming:
   - Buckhannon-Upshur Parks and Recreation Advisory Board (Vacant Position 6-30-18)-Commission
   - The Commission approved all invoices for payment (copies included)
   - The Commission approved all Vacation Orders
   - The Commission approved the following “Settlements” (copies included):
     - Sandra L. Hoffman-Final Settlement
     - Wilda F. Woody-Final Settlement
   - The Commission approved the following “Exonerations and/or Refunds” (copies included):
     - Philip Abel Auctions — #3984 — $2,10
   - The Commission approved the following “Request to Attend Meeting” (copies included):
     - Carrie L. Wallace-November 17, 2016
   - The Commission reviewed a request for a budget revision. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved a revision of the Levy Estimate (Budget). The “Request for Revision to Approved Budget” and Resolution will be sent to the Office of the State Auditor for approval (copy included).
   - 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 11:14 a.m.