The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, November 05, 2015, at 9:00 a.m. JC Raffety called the meeting to order. Present were JC Raffety, Commissioner; Troy A. Brady, Commissioner; Terry Cutright, Commissioner; Carrie Wallace, County Administrator; Tabatha R. 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 Terry Cutright, the Commission approved the regular meeting minutes of October 29, 2015 with typographical corrections and the October 29, 2015 minutes of the Joint Meeting of the Upshur County Commission and the Buckhannon City Council as submitted.

Patty Adams, Upshur County resident, appeared before the Commission and read the World Pancreatic Cancer Day Proclamation which promotes the awareness of Pancreatic Cancer and designates November 13, 2015 as World Pancreatic Cancer Day in Upshur County. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the proclamation (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign the West Virginia Secretary of State FOIA online Database Access forms (copies included) to allow Carrie L. Wallace and Tabatha R. Perry to access the Freedom of Information Act online database.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the Division of Justice and Community Services, Victims of Crime Act (VOCA) Grant Award Contract Agreement, Project Number 15-VA-033 in the amount of $34,662 and related documents (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the Commission to sign the certified correspondence to the West Virginia Secretary of State “Information” which allows MZQ Consulting, LLC to complete Forms 1094-C and 1095-C (Affordable Care Act) on behalf of the Upshur County Commission.

Carrie Wallace reviewed information concerning the payment of medical expenses incurred as a result of an incorrect Schedule of Benefits Coverage (SBC) disbursed by EBSO, Inc. for plan year 2014. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized payment of the medical expenses by the Upshur County Commission. Only one employee was affected by the error and a corrected Schedule of Benefits has been distributed to employees.

Commissioner Brady recommended delaying action on agenda item number 6 until after the 9:30 a.m. appointment of Sheriff, David Coffman.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the request from Steve Linger, E911 Communications Center Director, for the promotion of Sandra K. Bowman to full time tele communicator at her current rate of pay.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the resignation of Amanda R. Ray as Administrative Assistant for the Addressing and Mapping Office effective November 2, 2015.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the advertisement/job posting for the part time position of Secretary/Administrative Assistant for the Upshur County Commission, Addressing and Mapping Office (copy included). The part time position is for approximately 19.5 hours per week. Applications must be received before the close of business on November 18, 2015. JC Raffety reviewed the following “For Your Information” items (copies included):
1. Upshur County Sheriff’s Financial Statement for period ending September 2015
2. Upshur County Extension Service -November and December 2015 Calendar of Events
3. Upshur County Family Resource Network Newsletter-November 2015
4. Buckhannon Upshur Chamber of Commerce Newsletter-November 2015
5. Upshur County E911 Communication Center Reports-October 2015
   • Monthly Call Summary Report
   • Monthly Departmental Summary Report
   • Monthly and YTD Wrecker Report
6. Agendas and/or Notice of Meetings:
   - 26th Judicial Circuit Community Corrections—November 2, 2015
   - Elkins Road Public Service District—November 3, 2015
   - Upshur County Solid Waste Authority—November 9, 2015
   - Upshur County Family Resource Network—November 9, 2015
   - Buckhannon City Council—November 5, 2015

7. Meeting Minutes:
   - James W. Curry Library and Park Advisory Board—September 23, 2015
   - Upshur County Family Resource Network-Director’s Report—October, 2015
   - Upshur County Family Resource Network—October 5, 2015

8. Meetings:
   - 11/05/15-7:00 p.m.-Banks District VFD
   - 11/05/15-7:00 p.m.-Selbyville VFD
   - 11/03/15-6:00 p.m.-Hodgesville PSD
   - 11/03/15-5:30 p.m.-Elkins Road PSD
   - 11/11/15-12:00 p.m.-Upshur County Senior Center Board
   - 11/11/15-1:30 p.m.-Upshur County Conventions & Visitors Bureau—UCDA Office
   - 11/11/15-6:00 p.m.-Upshur County Citizens Corp-CERT
   - 11/11/15-7:00 p.m.-Warren District VFD
   - 11/12/15-1:00 p.m.-Adrian PSD
   - 11/12/15-3:00 p.m.-Tennerton PSD
   - 11/12/15-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   - 11/12/15-7:30 p.m.-Buckhannon VFD
   - 11/12/15-4:00 p.m.-B-U Airport Authority—meeting held at Airport
   - 11/09/15-12:00 p.m.-Upshur County Family Resource Network-Cancelled
   - 11/09/15-12:00 p.m.-Upshur County Family Resource Network-Special Meeting
   - 11/09/15-4:30 p.m.-Upshur County Solid Waste Authority
   - 11/09/15-6:00 p.m.-B-U Recreational Park Advisory Board
   - 11/16/15-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis County
   - 11/02/15-6:00 p.m.-Lewis-Upshur Community Corrections Board-Special Meeting
   - 11/04/15-6:00 p.m.-Buckhannon River Watershed Association
   - 11/17/15-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   - 11/10/15-7:00 p.m.-Adrian VFD
   - 11/18/15-7:00 p.m.-Ellamore VFD
   - 11/18/15-12:00 p.m.-Lewis Upshur LEPC—Lewis location
   - 11/15/15-6:30 p.m.-Upshur County Youth Camp Board
   - 11/17/15-6:30 p.m.-Upshur County Fire Board
   - 11/18/15-7:00 a.m.-Upshur County Development Authority
   - 11/04/15-7:00 a.m.-Upshur County Development Authority—Exec. Board
   - 11/15/15-6:00 p.m.-Washington District VFD
   - 11/16/15-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
   - 11/17/15-5:00 p.m.-Upshur County EETAB
   - 11/17/15-4:00 p.m.-Upshur County Public Library Board
   - 11/26/15-3:30 p.m.-Upshur County Farmland Protection Board-Cancelled
   - 11/30/15-3:30 p.m.-Upshur County Farmland Protection Board-Committee Meeting
   - 11/30/15-3:30 p.m.-Upshur County Farmland Protection Board-Special Meeting
   - 11/25/15-10:00 a.m.-James W. Curry Advisory Board
   - TBA-6:00 p.m.- Upshur County Fire Fighters Association
   - 11/19/15-6:00 p.m.-Buckhannon Upshur Board of Health

9. Appointments Needed or Upcoming:
   - Upshur Fire Board (Vacant Position-6-30-16)-1st District Community Representative
   - Upshur County Farmland Preservation Board (Vacant Position-06-30-15)-At Large-Non Farming

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved to remove “Tabled Items—Upshur County Commercial Dog Breeding Operations… (Tabled 9-3-2015)” from the agenda until the item is ready for action.

Upshur County Sheriff, David H. Coffman, appeared before the Commission and requested the employment of Seth R. Cutright as a Probationary Deputy Sheriff. Sheriff Coffman said that by hiring Mr. Cutright now, a training spot could be secured at the WV State Police Academy in January. Commissioner Brady commented that even though he feels that Mr. Cutright would be an excellent police officer, he has concerns about the likelihood of
budgetary shortages in the next fiscal year and requested justification for the hiring of an additional officer. Sheriff Coffman advised that he is not asking for an additional slot, as there is a vacancy due to the resignation of Virgil Miller and the position is already in the budget. In addition, Sheriff Coffman has been informed that the number of State Police officers is expected to be cut leaving a shortage of law enforcement personnel in the County. Sheriff Coffman expressed that the number one priority should be the safety and protection of the citizens of Upshur County especially since drug use and the crime rate has been steadily increasing. Commissioners Raffety and Cutright expressed that even though they both are in agreement with Commissioner Brady about their fiscal responsibilities, public safety should come first. After discussion, on motion by Terry Cutright, seconded by JC Raffety, the Commission approved the employment of Seth R. Cutright as Probationary Deputy Sheriff. Effective date of employment is November 15, 2015 at the rate of $17.00 per hour with an increase to $17.31 per hour upon completion of training at the West Virginia State Police Academy. (Note: Cutright and Raffety for, Brady against)  

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the resignation of Seth R. Cutright as Animal Control Officer, effective November 14, 2015.  

John Haymond and Calvin McCutcheon, Tennerton Lions Club representatives appeared before the Commission and reviewed information concerning the effects of diabetes on eyesight issues. Mr. Haymond read the Diabetes Awareness Month Proclamation which points to diabetes as a leading cause of blindness and designates November as Diabetes Awareness Month in Upshur County. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the proclamation.  

Carrie Wallace reviewed a Road Name Request Application. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved Elm Meadows Way for the private drive way off of County Club Road (copy included). The Commission approved all invoices for payment (copies included). The Commission approved all Vacation Orders. The Commission approved the following “Exonerations and/or Refunds” (copies included):  
• Jared A. Rozich—#3736  
• Jared A. Rozich—#3737  
• Kevin Hawkins—#3738  
• Nancy J. Wooddell—#3739  
• David L. and/or Virginia A. Linger—#3740  
• Christa D. and Marty S. Thornton—#3741  
• Leslie W. and Christina Riley—#3742  
• Mildred Lewis or Bekki J. Leigh—#3743  

The Commission approved the following “Request to Attend Meeting” (copies included):  
• Terry Jo Bennett-November 16 through 19, 2015  

The Commission approved the following “Consolidation of Land Tracts” (copies included):  
• Meade District—Map 5P Parcel 28 with Map 5P Parcel 29, Map 5P Parcel 29.1 and Map 5P Parcel to make Map 5P Parcel 29—owners Bertha J. and Michael W. Phipps  

With no further business, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission adjourned at 11:55 a.m.