The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, November 10, 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 November 03, 2016 and the special meeting minutes of November 04, 2016 as submitted.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved WYK Associates, Inc., Addendum No. 1 to the Upshur County Public Library Roof Replacement Project Manual dated November 4, 2016 (copy included).

Carrie Wallace provided a review of the Lincoln Financial Group, AD&D insurance proposal which was presented to the Upshur County Policy Board on Thursday, November 04, 2016. Ms. Wallace advised that board members either approved or provided no negative comments regarding the proposal with the exception of the Prosecuting Attorney’s office expressed concerns about the frequency of insurance changes and providing personal information. Ms. Wallace advised that Mutual of Omaha (current provider) allows early cancellation with no penalty. Commissioners agreed that the proposal would provide better coverage for employees at a lower rate. After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission approved and authorized the President to sign a letter of cancellation (copy included) to the current provider and to sign Lincoln Financial Group life and AD&D insurance proposal and any related documents.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the signing of correspondence to Upshur County Youth Baseball Association’s President, Jason Westfall, regarding a revision to the building permit requirement contained in the Property Use Agreement, dated March 12, 2016 (copy included). The revision is due to the City’s annexation of the property.

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

1. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority, announcing the financial assistance request for courthouse improvements has been approved. The project involves making renovations to the Circuit Courtroom in an effort to bring the Courtroom into compliance with the Americans with Disabilities Act Standards. The maximum amount of the award is $100,000 with the County to make a 20% funding match.

2. Correspondence from April Pierson-Keating with the Mountain Lakes Preservation Alliance enclosing a questionnaire from Eight Rivers Council to their running candidates for the Pocahontas County Commission. The answers that 2 of the 3 candidates provided are also enclosed.

3. Newsletters and/or Event Notifications:
   - Buckhannon-Upshur Chamber of Commerce Newsletter -- November 7, 2016
   - Cash MOB – Lenora’s Custom Framing – Nov. 17th from 9:00 a.m. to 5:00 p.m.

4. Agendas and/or Notice of Meetings:
   - Upshur County Convention & Visitors Bureau November 10, 2016
   - Mountain Lakes Preservation Alliance November 10, 2016
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- Upshur County Solid Waste Authority November 14, 2016
- Upshur County Fire Board, Inc. November 15, 2016
- WesMonTy RC&D Board of Directors November 15, 2016

5. Meeting Minutes:
   - Upshur County Fire Board September 20, 2016

6. Meetings:
   - 11/01/16 6:00 p.m. Hodgesville PSD
   - 11/03/16 7:00 p.m. Banks District VFD
   - 11/03/16 7:00 p.m. Selbyville VFD
   - 11/08/16 6:00 p.m. Buckhannon River Watershed Association
   - 11/08/16 7:30 p.m. Adrian VFD
   - 11/09/16 12:00 p.m. Upshur County Senior Center Board
   - 11/09/16 6:00 p.m. Upshur County Citizens Corp - CERT
   - 11/09/16 7:00 p.m. Ellamore VFD
   - 11/09/16 7:30 p.m. Warren District VFD
   - 11/10/16 1:00 p.m. Adrian PSD
   - 11/10/16 3:00 p.m. Tennerton PSD
   - 11/10/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board - cancelled
   - 11/10/16 7:30 p.m. Buckhannon VFD
   - 11/10/16 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
   - 11/10/16 6:00 p.m. Buckhannon-Upshur Board of Health
   - 11/14/16 12:00 p.m. Upshur County Family Resource Network
   - 11/14/16 4:30 p.m. Upshur County Solid Waste Authority
   - 11/14/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
   - 11/15/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
   - 11/15/16 6:30 p.m. Upshur County Fire Board
   - 11/15/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
   - 11/16/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
   - 11/16/16 7:00 a.m. Upshur County Development Authority
   - 11/17/16 9:00 a.m. Buckhannon Upshur Airport Authority–Stonewall Jackson Resort
   - 11/17/16 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
   - 11/20/16 6:00 p.m. Washington District VFD
   - 11/21/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
   - 11/28/16 6:00 p.m. Upshur County Fire Fighters Association
   - 11/29/16 4:00 p.m. Upshur County Public Library Board
   - 12/06/16 5:30 p.m. Elkins Road PSD
   - 12/12/16 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
   - 03/22/17 10:00 a.m. James W. Curry Advisory Board
   - 01/19/17 4:00 p.m. Upshur County Farmland Protection Board

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following “Settlements” (copies included):
   - Roger Lynn Hinchman-Final Settlement Waiver
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- Warren A. Losh-Final Settlement Waiver
- Glenna Vera Wilfong-Final Settlement Waiver

The Commission approved the following “Consolidation of Land Tracts” (copies included):
- Warren District – Map 5B Parcel 23 blend with Map 5B Parcel 24, Map 5B Parcel 25, Map 5B Parcel 26, Map 5B Parcel 27, Map 5B Parcel 28 and Map 5B Parcel 29 to make Map 5B Parcel 27- owner William P. Russell

At 9:30 a.m., Carrie Wallace opened and reviewed bids for contractor services for the Upshur County Public Library Roof Replacement project. Carrie Wallace advised that six contractors attended the pre bid meeting which was held on October 27, 2016. Companies submitted bids for the roof repair and an alternate bid for adding a skylight which is a replacement for one that is currently existing. WYK Associates representative, Joe Sinclair, advised that the existing skylight is not in use, but is covered with a drop ceiling and florescent lighting. The following bids were received for the project (copy included):

- Harris Bros. …(base) $207,225 …(alternate) $24,000 … (total) $231,225
- Tri-State …(base) $281,930 …(alternate) $20,545 … (total) $302,475
- Boggs Roofing …(base) $303,600…(alternate) $12,340 … (total) $315,940
- NF Mansuette and Sons …(base) $283,980 …(alternate) $13,455 … (total) $297,435
- Sutter Roofing …(base) $211,300 …(alternate) $14,500 … (total) $225,800
- Mecklenburg Roofing …(base) $335,200…(alternate) $21,400 … (total) $356,600

After discussion, Commissioners requested further information concerning warranty for the proposed skylight. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission tabled the item pending review of warranty information. Mr. Sinclair left at that time to follow up,

Commissioners continued discussion and expressed concerns about the additional expenditure, possibility of the skylight leaking and that the addendum would be an unnecessary architectural feature. Mr. Sinclair was requested to return for a final decision.

With the return of Mr. Sinclair to the meeting, (10:05 a.m.) on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved to remove the review and discussion of the Library Roof bid award as a tabled item on next week’s agenda, and awarded the bid contract to Harris Brothers as the lowest (base) quote at $207,225 (copy included).

Commissioners reviewed Commission requirements and responsibilities with newly elected, Sam Nolte. Mr. Nolte will replace JC Raffety as Commissioner beginning January 1, 2017 with his first Commission meeting being on January 5, 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 12:25 p.m.