The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, December 15, 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 Troy A. Brady, the Commission approved the regular meeting minutes of December 08, 2016 as submitted. (Note: a typographical correction was made on Page 1, Paragraph 8—Region VII Development Authority was changed to read Region VII Planning and Development Council)

Brownfield Agency representative, Patrick Kirby, appeared before the Commission and provided a review of the Selbyville Tar Pit site clean-up proposal and a summary of the Brownfield Clean-up Grant in the amount of $200,000. Mr. Kirby discussed the $40,000 Cost Share portion of the grant and advised that the funding can be satisfied through allowable in kind services/materials.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President and Administrator to sign the “Resolution …Authorizing the Submission of an Application to the United States Environmental Protection Agency Brownfield Clean-Up Program (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the Recommendation for Extension of Time to Settle Estate in the Estate of John Earl Rusmisell, deceased as requested by Daya Masada Wright, Fiduciary Commissioner (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the Recommendation for Extension of Time to Settle Estate in the Estate of Betty Marie Rusmisell, deceased as requested by Daya Masada Wright, Fiduciary Commissioner (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the signing of correspondence to George Lantz, concerning Upshur County Safe Sites & Structures Ordinance Enforcement Bd., case number 091015-01, expressing the Commission’s appreciation for his removal of debris and clean-up of the property (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved a request from Allegheny Veterinary Services to be added to the list of participants for the Lewis-Upshur Animal Control Facility spay-neuter voucher program (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the renewal of membership in NAEIR (National Association for the Exchange of Industrial Resources) (copy included). The renewal is in the amount of $495 for 4 catalogs. NAEIR membership provides free merchandise such as office supplies and janitorial supplies to non-profit organizations, and provided merchandise valued at $4,994 over a ten month period.

The Commission discussed correspondence from Doyle R. Cutright, E911 Communications Center Director, requesting the Commission to consider allowing four employees to carry over vacation time that exceeds the permitted annual carry-over allowance. Mr. Cutright appeared before the Commission and provided a clarification of his request and advised that crucial staffing levels resulted in having to limit and/or deny employee vacation requests which cannot be made up before the new calendar year. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the request.

Dirk Burnside, EMS representative, and Delegate Bill Hamilton, appeared before the Commission to present a “Certificate of Excellence” to the Upshur County E911 Emergency
Medical Dispatch for Life Saving Procedures (copy included). E911 dispatchers assisted with childbirth and provided critical instructions to assist a child with a blocked airway. Mr. Burnside provided information concerning the history of the EMS in Upshur County and Mr. Hamilton discussed the introduction of legislation requiring EMS and trained/certified E911 dispatch in Upshur County.

Troy A. Brady excused himself from discussion and voting concerning agenda item number 8 due possible conflict of interest due to the origination of the request from Angela J. Brady, Magistrate Court Clerk, his wife (copy included). After discussion, on motion by JC Raffety, seconded by Terry Cutright, the Commission approved the employment of Geneva Peggs as temporary part-time Worthless Check Clerk at the rate of $10.00 per hour, effective January 3, 2017. Ms. Peggs will work ten hours per week. The Commission will review the option of a raise at a future time.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Dale Burges as part time Deputy Assessor effective December 22, 2016.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Brittany Hitt as Lewis Upshur Animal Control Facility volunteer.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Kenneth Howell regarding the Commission’s review of the Bailey Ridge Road Member’s correspondence requesting assistance in the process of obtaining a grant or grants for the Mount Hope Water System Association.
2. Statewide Transportation Improvement Program (STIP) FFY 2016-2021 Program Amendment dated December 5, 2016
3. Upshur County Sheriff’s Financial Statement for period ending September 2016
4. Upshur County Sheriff’s Financial Statement for period ending October 2016
5. Newsletters and/or Event Notifications:
   - The Santa Cause Flyer—From 2:00 to 4:00 p.m. on December 17th at Meadowland Trailer Court and Renny’s Mobile Village
6. Agendas and/or Notice of Meetings:
   - Buckhannon-Upshur Parks and Recreation Advisory Board—December 12, 2016
   - Buckhannon-Upshur Airport Authority- December 13, 2016
   - Upshur County Farmland Protection Board-December 15, 2016
   - Buckhannon City Council-December 15, 2016
7. Meeting Minutes:
   - Upshur County Family Resource Network-August 8, 2016
   - Upshur County Family Resource Network-September 12, 2016
   - Elkins Road Public Service District-November 1, 2016
   - Upshur County Family Resource Network-November 14, 2016
   - Buckhannon-Upshur Parks and Recreation Advisory Board—November 14, 2016
   - Upshur County Solid Waste Authority-November 14, 2016
8. Meetings:
   - 12/01/16-7:00 p.m.-Banks District VFD
   - 12/01/16-7:00 p.m.-Selbyville VFD
   - 12/06/16-5:30 p.m.-Elkins Road PSD
12/06/16-6:00 p.m.-Hodgesville PSD
12/08/16-1:00 p.m.- Adrian PSD
12/08/16-3:00 p.m.-Upshur County Conventions & Visitors Bureau–UCDA Office
12/08/16-3:00 p.m.-Tennerton PSD
12/08/16-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Enforcement Bd.- cancelled
12/08/16-4:00 p.m.- Buckhannon Upshur Airport Authority
12/08/16-6:00 p.m.-Buckhannon Upshur Board of Health
12/08/16-7:30 p.m.-Buckhannon VFD
12/12/16-12:00 p.m.-Upshur County Family Resource Network
12/12/16-4:30 p.m.-Upshur County Solid Waste Authority
12/12/16-6:00 p.m.-B-U Recreational Park Advisory Board
12/12/16-6:00 p.m.-Lewis-Upshur Community Corrections Board-Upshur
12/13/16-7:30 p.m.-Adrian VFD
12/14/16-6:00 p.m.-Buckhannon River Watershed Association
12/14/16-6:30 p.m.-Upshur County Development Authority-Exec. Bd.
12/14/16-12:00 p.m.-Upshur County Senior Center Board
12/14/16-7:00 p.m.-Ellamore VFD
12/14/16-6:00 p.m.-Upshur County Citizens Corp-CERT
12/14/16-7:00 p.m.-Warren District VFD
12/18/16-7:00 p.m.-Washington District VFD
12/19/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
12/20/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
12/20/16-6:30 p.m.-Upshur County Fire Board-Cancelled
12/20/16-5:00 p.m.-Upshur County EETAB
12/21/2016-12:00 p.m.-Lewis Upshur LEPC-Upshur location-Cancelled
12/26/2016-6:00 p.m.- Upshur County Fire Fighters Association
01/17/2017-4:00 p.m.- Upshur County Public Library Board
01/19/17-6:30 p.m.-Upshur County Youth Camp Board-WVU Extension Office
03/22/17-10:00 a.m.-James W. Curry Advisory Board

9. Appointments Needed or Upcoming:
   • Upshur County Building Commission (Joe Malcolm-11-10-2016)--Commission

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders

The Commission approved the following “Settlements” (copies included):
   • Dakota Michael Bull—Release of Guardian
   • Irene H. Cutlip—Final Settlement Waiver
   • Jean Louise Jackson Trust for Lisa A. Karickhoff —Second Annual Settlement

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 12:35 p.m.