The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, December 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 Troy A. Brady, the Commission approved the regular meeting minutes of December 15, 2016 as submitted.

The Commission reviewed a December 16, 2016 Proclamation by Governor Earl Ray Tomblin regarding the closure of business on the afternoon of Friday, December 23, 2016 as a legal holiday and permits County Commissions throughout the state to excuse county employees from their work duties without charge against their accrued annual leave. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the holiday status for the afternoon of December 23, 2016 and the closure of the Upshur County Courthouse, Annex and County facilities with essential employees compensation as other legal holidays.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved a request from Ken Lieu, Chief, Real Estate Office U.S. Army Corps of Engineers, Pittsburgh District to receive spatial data for parcel mapping, including owner names (copy included).

Carrie Wallace provided a review of a request from the City of Buckhannon concerning the Upshur County Regional Airport Waterline and Pump Station as discussed at the December 8, 2016 meeting of the City of Buckhannon Water Board. Mayor McCauley has requested a donation of 50% of the cost of the repairs to the waterline and pump station, which Chapman Technical engineers have estimated to be around $7,500. After discussion, on motion Troy A. Brady, seconded by JC Raffety, the Commission agreed not to take action at this time, on the Mayor’s request due to budget shortfalls. Commissioners stressed that this is a “stand alone decision” which is due to the current and near future financial situation and is not to be viewed as “a sign of future cooperation” with the City.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the reappointment of Lori B. Ulderich-Harvey as board member of the James W. Curry Library Board (copy included). Ms. Ulderich-Harvey’s term will expire on December 31, 2021.

After discussion, on motion Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the signing of correspondence to Larry Cogar expressing appreciation for bringing into compliance Safe Structures and Sites Ordinance Enforcement Board’s Case Number 071113-01 (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Donald Rice as Upshur County Assessor effective December 31, 2016.

After discussion, on motion Troy A. Brady, seconded by JC Raffety, the Commission approved a request from James T. Farrell, Office of Emergency Management Director, to take a temporary unpaid leave of absence effective December 15, 2016.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved Kenneth “Brian” Shreves as Interim Office of Emergency Management Director, during the length of Mr. Farrell’s absence (copy included). Mr. Shreves will temporarily increase his working hours to no more than 25 hours per week at his current rate of pay.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of part-time maintenance employee, Michael E. Dean effective December 24, 2016 (copy included).
UPSHUR COUNTY COMMISSION MEETING  
December 22, 2016

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the resignation of Beth A. Burkhart, Tri-County Child Exchange and Visitation Program Coordinator. The Commission congratulates Ms. Burkhart for her election to the position of Lewis County Circuit Clerk.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Judith Piercy as Tri-County Child Exchange and Visitation Program Site Supervisor effective December 14, 2016.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Shannon Garrett and Michelle Bleigh as Tri-County Child Exchange and Visitation Program Monitors effective December 23, 2016 at the rate of $8.75 per hour for no more than 19 hours per week (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the change of employment status of Chastity Watson from Tri-County Child Exchange and Visitation Program Monitor to Site Supervisor as requested by Beth Burkhart, Program Coordinator. Ms. Watson will work no more than 19 hours per week at the hourly rate of $9.50 and will be retroactive to December 11, 2016 (copy included).

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Governor Earl Ray Tomblin announcing the application to the Small Cities Block Grant program for the Elkins Road Public Service District, phase III Water System Improvement project has been approved in the amount of $1,500,000. Carrie Wallace advised that Region VII Planning and Development Council will manage this grant
2. 2017 Standard Mileage Rates for Business, Medical and Moving announced—December 13, 2016
3. Administrative Order-Supreme Court of Appeals of WV-2016 Holiday Time Off for Court Employees
5. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority approving the previously filed request for extension for the roof repair project. The new grant deadline is now January 31, 2017
6. Newsletters and/or Event Notifications:
   • James W. Curry Public Library Calendar of Events-January 2017
7. Agendas and/or Notice of Meetings:
   • Buckhannon City Council-Special Session-January 5, 2017
   • Buckhannon City Council-January 5, 2017
   • Elkins Road Public Service District-January 10, 2017
8. Meeting Minutes:
   • Upshur County Family Resource Network-October 3, 2016
   • Upshur County Citizens Corp Council -October 12, 2016
   • Adrian Public Service District - November 10, 2016
   • Adrian Public Service District - November 17, 2016
9. Meetings:
   • 01/03/17-5:30 p.m.-Elkins Road PSD
   • 01/03/17-6:00 p.m.-Hodgesville PSD
The Commission approved the following “Settlements” (copies included):

- Lurena N. Coe—Final Settlement
- Orville Harold Dever—Final Settlement Waiver
- John N. George—Final Settlement Waiver
- Junior Ray Kittle—Final Settlement

10. Appointments Needed or Upcoming:

- Upshur County Building Commission (Joe Malcolm-11-10-2016)—Commission
- Upshur County Civil Service Board (Dennis J. Willett, Esq.-12-31-16)-Bar Assoc.—
  After discussion, on motion by JC Raffety seconded by Troy A. Brady, the Commission
  approved the reappointment of Dennis Willett as board member. Mr. Willett’s term
  will expire on 12-31-2020.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders
The Commission approved the following “Settlements” (copies included):

- Lurena N. Coe—Final Settlement
- Orville Harold Dever—Final Settlement Waiver
- John N. George—Final Settlement Waiver
- Junior Ray Kittle—Final 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 11:35 a.m.