The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, September 17, 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.

On motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the regular meeting minutes of September 03, 2015 as submitted.

JC Raffety reviewed the terms of the request for the financing for the purchase of a police vehicle for the Sheriff’s Office as was discussed at the August 27, 2015 meeting of the Upshur County Commission. Two of the three vehicles approved will be purchased from Sheriff’s/Law Enforcement funds. The Commission will finance the third vehicle through a loan from Progressive Bank in the amount of $25,788 which includes a recording fee of $15.00 and a loan fee in the amount of $140.00. The interest rate is 2.69 per cent over three years, with payments being made annually. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the financing terms (copy included) and authorized the President to sign loan documents for the purchase.

Craig Presar, WVU Extension Service, 4-H Youth Development Assistant Professor, appeared before the Commission and reviewed a Proclamation which designates October 4 thru 10 as National 4-H Week. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the Commission to sign the Proclamation. Mr. Presar announced that a 4-H Fun Fair will be held at Jawbone Park in Buckhannon on October 4 from 2 p.m. to 9 p.m. The event will feature activity booths, food, games and movie. Mr. Presar also provided a flyer with information concerning the SPIN (Special Interest) Club and requested volunteer participants willing to share their “passion” for a minimum of 6 sessions. Mr. Presar suggested possible themes for sessions such as fishing, photography or any interest that someone might come and instruct and/or discuss with members.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the reappointment of Rodney Rolenson as Upshur County Enhanced Emergency Telephone Advisory Board member (copy included). Mr. Rolenson’s term expiration will be June 30, 2018.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the change of meeting time for the Upshur County Safe Structures and Sites Ordinance Enforcement Board from 4:30 p.m. to 4:00 p.m. on the second Thursday of each month (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the registration sign in sheet for persons wishing to address the County Commission per WV Code §6-9A-3 (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the request from Guy Derico, Upshur County resident for the removal of the road name of Slater Lane for a previously named private driveway. After meeting all guideline requirements and payment of required fees, which includes a non-refundable $50 deposit, the application will come back to the Commission for final approval of the removal of the road name.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign the lease agreement by and between Q4 holdings, LLC and Lewis-Upshur Community Corrections for the rental of office space located at 31 North Spring Street, Buckhannon, WV at the rate of $800 per month (copy included).

JC Raffety reviewed a request from Buck Edwards, Project Manager and Deputy Director of Emergency Management, for a cash contribution for the Hampton-Ivanhoe Project. The requested donation is to be used for the purpose of providing stone for the parking lot area and boat ramp. After discussion, on motion Terry Cutright, seconded by Troy A. Brady, the Commission approved a donation in the amount of $1,000 (copy included).

Bob Post, American Legion representative, appeared before the Commission and provided a review of several proclamations (copies included). Mr. Post acknowledged the presence and military service of veterans, Morgan Perry and Miles Paugh. After discussion, the Commission approved and authorized the President to sign the following proclamations:

- **Labor Day September 7th**—recognition of the historic significance of Labor Day.
- **“A Day to Remember”**—recognition and remembrance of the victims of the September 11, 2001 terrorist attacks on the nation.
- **Community Proclamation “The American Legion Day”**—designates September 16, 2015 as American Legion Day in Upshur County and recognizes Legionnaires and their contributions to our community.
• National POW/MIA Recognition Day—honors the commitment and sacrifices made by this nation’s prisoners of war and those who are still missing in action and their families and recognizes September 18, 2015 as National POW/MIA Recognition Day.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the time for “Trick or Treat” to be set for Saturday, October 31, 2015 from 6:00 p.m. to 8:00 p.m. in Upshur County.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the resignation of Darla Riffle as Tax Deputy in the Office of the Sheriff effective September 14, 2015.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the resignation of Evin Thomas as Program Director of the 26th Judicial Circuit Community Corrections effective September 24, 2015.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the resignation of Ashley Brooke Ware as Case Manager for the 26th Judicial Circuit Community Corrections effective September 11, 2015.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the employment of Amanda R. Ray as part time Administrative Assistant in the E911 Addressing and Mapping Office as requested by Terri Jo Bennett, Coordinator. Effective date of employment is September 21, 2015 at the rate of $9.00 per hour. Ms. Ray will work no more than 19.5 hours per week.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved Kathryn Riley, Alayna Wright, Natalie Parkins and Elaine Ashman as volunteers for the Lewis-Upshur Animal Control Facility.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved Matthew R. Lorusso and Ryan R. Rado as volunteers for the Office of Emergency Management.

JC Raffety reviewed the following “For Your Information” items (copies included):
1. Correspondence from Paul A. Mattox, Jr., P.E., Secretary of Transportation, Commissioner of Highways, providing an update regarding the June 26, 2015 request for the installation of a traffic control light at the intersection of Kesling Mill Road and Route 33 in Upshur County.
2. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Paul Chapman regarding an extension of the previously set deadline to bring his property into compliance with the Safe Structures and Sites Ordinance.
3. Correspondence from April Keating, Mountain Lakes Preservation Alliance; Chris Hale, Friends of Water and Angie Rosser, WV Rivers Coalition concerning Virginia Gallion’s presentation which was conducted on September 3, 2015 during the regularly scheduled Upshur County Commission meeting.
4. Correspondence from Mary Jo Thompson, West Virginia Development Office representative, regarding the submission of Land and Water Conservation Fund applications for 50 per cent funding of outdoor recreation projects for the 2015 Fiscal Year funding cycle.
5. Upshur County Family Resource Network Newsletter—September 2015
6. Upshur County Extension Office Newsletter—September and October 2015
7. James W. Curry Public Library Newsletter—September 2015
9. Cat Report—August 2015
10. Building Permits—August 2015
11. Atlantic Coast Pipeline Project Update—September 2015
12. Agendas and/or Notice of Meetings:
   • Elkins Road Public Service District—September 1, 2015
   • Upshur County Family Resource Network—September 14, 2015
   • Community Corrections—September 14, 2015
   • Upshur County Fire Board, Inc.—September 15, 2015
   • Buckhannon City Council—September 17, 2015
13. Meeting Minutes:
   • James W. Curry Library and Park Advisory Board—July 22, 2015
Upshur County Family Resource Network Director’s Report—August, 2015
Upshur County Family Resource Network—August 10, 2015
Elkins Road Public Service District—August 11, 2015
Upshur County Safe Structures and Sites Ordinance Enforcement Board—August 13, 2015

14. Meetings:
- 09/03/15-7:00 p.m.-Banks VFD
- 09/03/15-7:00 p.m.-Selbyville VFD
- 09/01/15-6:00 p.m.-Hodgesville PSD
- 09/01/15-5:30 p.m.-Elkins Road PSD
- 09/09/15-12:00 p.m.-Upshur County Senior Center Board
- 09/09/15-1:30 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
- 09/09/15-6:00 p.m.-Upshur County Citizens Corp-CERT
- 09/09/15-7:00 p.m.-Warren District VFD
- 09/10/15-1:00 p.m.-Adrian PSD
- 09/10/15-3:00 p.m.-Tennerton PSD
- 09/10/15-4:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
- 09/10/15-7:30 p.m.-Buckhannon VFD
- 09/08/15-4:00 p.m.-B-U Airport Authority—meeting held at Airport
- 09/14/15-12:00 p.m.-Upshur County Family Resource Network
- 09/14/15-4:30 p.m.-Upshur County Solid Waste Authority
- 09/14/15-6:00 p.m.-B-U Recreational Park Advisory Board
- 09/14/15-6:00 p.m.-Lewis-Upshur Community Corrections Board
- 09/02/15-6:00 p.m.-Buckhannon River Watershed Association
- 09/15/15-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 09/08/15-7:00 p.m.-Adrian VFD
- 09/16/15-7:00 p.m.-Ellamore VFD
- 09/16/15-12:00 p.m.-Lewis Upshur LEPC—Lewis location
- 09/20/15-6:30 p.m.-Upshur County Youth Camp Board
- 09/15/15-6:30 p.m.-Upshur County Fire Board
- 09/09/15-7:00 a.m.-Upshur County Development Authority-Exec. Board
- 09/20/15-6:00 p.m.-Washington District VFD
- 09/21/15-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 09/15/15-5:00 p.m.-Upshur County EETAB
- 09/22/15-4:00 p.m.-Upshur County Public Library Board
- 09/24/15-3:30 p.m.-Upshur County Farmland Protection Board
- 09/23/15-10:00 a.m.-James W. Curry Advisory Board
- TBA-6:00 p.m.-Upshur County Fire Fighters Association
- 09/17/15-6:00 p.m.-Buckhannon Upshur Board of Health

15. Appointments Needed or Upcoming:
- Upshur Fire Board (Vacant Position-6-30-16)-1st District Community Representative
- Sourcewater Protection Committee-County Representative-Must be PSD board member or employee

Carolyn Crozier, Regent, and other representatives of the Elizabeth Zane Chapter of the Daughters of the American Revolution, appeared before the Commission and Ms. Crozier read the Proclamation, Constitution Week 2015 which designates September 17 thru 23, 2015 as Constitution Week in Upshur County. Ms. Crozier advised that the DAR will distribute 220 copies of the Constitution to the Buckhannon-Upshur High School and encouraged all citizens to read the document.

The Commission approved all invoices for payment (copies included).
The Commission approved all Vacation Orders.
The Commission approved the following “Settlements”:
- Ernest W. Little-Final
- Mary Gertrude Sutton-Final
The Commission approved the following “Request to Attend Meeting(s)” (copies included)
- Carrie Wallace-September 17, 2015
The Commission approved the following “Consolidation of Land Tracts” (copies included)
- Washington District-Map 6H Parcel 66.4 with Map 6H Parcel 66.5, Map 6H Parcel 66.6 and Map 6H Parcel 66.7-to make Map 6H Parcel 66.5-owners-Benton G. Jr. and Joyce F. Powers
The Commission recessed at 12:00 p.m.
The Commission attended the meeting of the Upshur County Department Supervisors (copy included).
The Commission attended the meeting of the Upshur County Policy Board (copy included).
The Commission reconvened at 2:55 p.m.
With no further business, on motion by JC Raffety, seconded by Terry Cutright, the Commission adjourned at 2:55 p.m.