The County Commission of Upshur County, West Virginia, held a special meeting at the Courthouse Annex on Thursday, September 24, 2015, at 10:45 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 17, 2015 as submitted.

Robert Grandusky did not appear for his 11:00 a.m. appointment regarding first responder concerns in Ellamore and will be rescheduled to appear at a future meeting.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the agreement between Menard Consulting, Inc. and the Upshur County Commission for services in connection with Governmental Accounting Standards Board 45 financial reporting requirements in the amount of $1,900 for Fiscal Year 2015 Valuation.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign the Employer Mandate Reporting Services Contract with MZQ Consulting, LLC to prepare and file Form 1094-C and Form 1095 Cs with the IRS on behalf of the Upshur County Commission and to provide an electronic file of the appropriate Form 1095-Cs to the Upshur County Commission for distribution to employees. The total estimated cost for 2015 is $3,250 (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the change of employment status of Jerry Lewis from part time Case Aide to full time Case Aide at his current rate of $10.07 per hour effective September 14, 2015 as requested by Rodney Rolenson, Project Director/Home Confinement Supervisor of the 26th Judicial Circuit Community Corrections (copy included).

JC Raffety reviewed correspondence from Joyce Harris-Thacker advising of the employment of Lori B. Ulde rich-Harvey as part-time Upshur County Family Resource Director effective September 28, 2015. Ms. Harris-Thacker is requesting that the Upshur County Commission continue to administer payroll accounts for the FRN Director’s position at the rate of $19.50 per hour for 19.5 hours per week, with reimbursement to be made to the Commission from the WV DHHR, Bureau of Children and Families/FRN Grant on a quarterly basis (copy included). After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved Ms. Harris-Thacker’s request.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the job posting/advertisement for the position of full time and/or part time E911 Tele communicator (copy included).

JC Raffety reviewed the following “For Your Information” items (copies included):

1. Correspondence from Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, providing a preliminary estimate of the employer contribution rate in order to assist with the budgeting process. The estimated employer contribution percentage will increase from 13.5% to 14.5% effective July 1, 2016. Once the official contribution rate is determined, a letter will be sent to the Upshur County Commission.
2. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Public Service District Members regarding the vacancy on the Source Water Protection Committee. The Source Water Protection Committee meetings are held on the first Monday of each month at 3:30 p.m. at City Hall in Buckhannon.

3. Correspondence from Joe T. Scarberry, Supervisor, Office of Land and Streams, Division of Natural Resources, granting the Upshur County Commission for a period of one year, a Right of Entry, for the purpose of constructing a ten foot by sixty foot stream access ramp along the Buckhannon River, Buckhannon District, Upshur County, West Virginia.

4. Correspondence from Tabatha R. Perry, Assistant County Administrator to Dr. Stankus, Principal of Union Elementary School, providing the students with an update regarding their request for the installation of a traffic signal at the intersection of Kesling Mill Road and Route 33 in Upshur County, WV.

5. Correspondence from Jacob E. Reger, Judge of the 26th Judicial Circuit, apprising the Upshur County Commission of concerns he received regarding the accessibility of the Courtroom and the need to insure compliance with the Americans with Disabilities Act.


7. Upshur County E911 Communication Center Reports—August 2015
   - Monthly Call Summary Report
   - Monthly Departmental Summary Report
   - Monthly and YTD Wrecker Report

8. Statewide Transportation Improvement Program (STIP) FFY 2014-2019 Program Amendment

9. Agendas and/or Notice of Meetings:
   - Lewis-Upshur LEPC—September 16, 2015

10. Meeting Minutes:
    - Upshur County Farmland Protection Board—June 25, 2015
    - Upshur County Farmland Protection Board—July 23, 2015
    - Adrian Public Service District—August 13, 2015
    - Lewis-Upshur LEPC—August 19, 2015

11. Meetings:
    - 09/03/15-7:00 p.m.-Banks District 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
UPSHUR COUNTY COMMISSION MEETING
September 24, 2015

- 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

12. 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

Craig Presar, WVU Extension Service representative appeared with CEOS representatives and read the Breast Cancer Awareness Day and Breast Cancer Awareness Month Proclamation which designates October 5, 2015 as Breast Cancer Awareness Day and October 2015 as Breast Cancer Awareness Month in Upshur County. The proclamation encourages women to engage in periodic screening for early detection. After discussion, on motion by Troy Brady seconded by Terry Cutright, the Commission approved and authorized the Commission to sign the proclamation. Mr. Presar announced that there will be an event held at Jawbone Park at 11:00 on October 5. Local doctors will provide information on self-exams and screening and breast cancer survivors will be recognized. A light lunch and cake will be served.

The Commission recessed at 11:25 a.m.

The Commission reconvened at 11:30 a.m.

Bill Burns, Tate Communications, LLC representative, appeared before the Commission and provided information on the Univerge SV9100 Communications Server telephone system for the E911 Communications Center. Tate Communications, LLC has submitted a quote in the amount of $14,864.26 (copy included). The server will replace the current outdated system for which parts are no longer available. The quote includes Office of Emergency Management phone system. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the quote for the new telecommunications system.

Debbie Anderson, Human Resource Development Foundation, Inc. representative, appeared before the Commission and provided a review of the services the Foundation provides. Ms. Anderson advised that the National Dislocated Worker Grant has provided funds to employ and train individuals for stream cleanup throughout sixteen counties across the state including Upshur County. Ms. Anderson is seeking assistance from the Commission in determining areas in Upshur County in need of clean up. The Commission provided several recommendations and agencies for referral.
The Commission approved all invoices for payment (copies included).
The Commission approved all Vacation Orders.

The Commission approved the following “Settlements”:
- Carl Thomas Beverage-Final
- Rella G. Blagg-Final
- Will Jean Caynor-Final
- Julius Stephen Feola-Final
- Kathryn L. Feola-Final
- Bonnie B. Harris-Final
- Gary Allen Harris-Final
- Evelyn Sue Phillips-Final
- Winnie Mae Queen-Final
- Armillis L. Reese-Final
- M. Conard St. Clair-Final

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Neil G. Long--3705--Corrected Ticket
- Basil H. Tenney Estate--3706--Corrected Ticket
- Myron D. Zirkle II--3707--Corrected Ticket
- James M. and Sabrina L. Wiley--#3708--Corrected Ticket
- James M. and Sabrina L. Wiley--#3709--Corrected Ticket
- James M. and Sabrina L. Wiley--#3710--Corrected Ticket
- James M. and Sabrina L. Wiley--#3711--Corrected Ticket
- James M. and Sabrina L. Wiley--#3712--Corrected Ticket
- James M. and Sabrina L. Wiley--#3713--Corrected Ticket
- Kathleen Champ--#3714--Corrected Ticket (duplicate)
- Rodney A. or Jamie Davis--#3715--Corrected Ticket (duplicate)
- Stacy L. Phillips--#3716--Corrected Ticket (duplicate)
- Timothy W. or Joy Stanton--#3717--Corrected Ticket (clerical)
- Martha or Waldo Cochran--#3718--Corrected Ticket (duplicate)
- Martha or Waldo Cochran--#3719--Corrected Ticket (duplicate)
- John Petruka III or Eric Brunn--#3720--Corrected Ticket (duplicate)

The Commission approved the following “Request to Attend Meeting(s)” (copies included):
- Tabatha R. Perry-October 27, 2015
- Carrie Wallace-October 27, 2015

Carrie Wallace reviewed two Road Name Request Applications. After discussion, on
motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved road names,
Mawgirl Ct and Paul Ln for private driveways located off of Smith Ave.

With no further business, on motion by Terry Cutright, seconded by Troy A. Brady, the
Commission adjourned at 1:35 p.m.