The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, April 16, 2015, at 9:00 a.m. JC Raffety called the meeting to order. There were present JC Raffety, Commissioner; Troy A. Brady, Commissioner; Terry Cutright, Commissioner; Carrie L. Wallace, County Administrator; Tabatha R. Perry, Assistant County Administrator; and Toni C. Newman, 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 reading of the minutes, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the regular meeting minutes of April 9, 2015, as submitted.

JC Raffety welcomed the new Assistant County Administrator, Tabatha R. Perry.

Carrie Wallace requested postponement of the discussion of findings from Terrocon’s inspection of the hillside slip located at the Office of Emergency Management/E911 Communication Center pending receipt of inspection results.

Carrie Wallace provided a review of the current problems with the AS400 system and provided three options for consideration, with a recommendation to replace the current system. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the purchase a new AS400 system from Software Systems Incorporated in the amount of $46,712.00, which includes product and a three year service agreement. On motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized Carrie L. Wallace to sign the contract and related documents (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the contract/membership renewal with the Naer Corporation in the amount of $495.00 (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the authorization for Tabatha R. Perry to use JC Raffety’s official signature stamp to sign required documentation on behalf of the Upshur County Commission (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the request from Donald Rice, Assessor, to convert any and all of his unused leave for service credit upon retirement, as required in the Retirement Plan of the Employee Handbook of Personnel Guidelines (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the employment of Mimi R. Riffle as full time Deputy Assessor at the rate of $11.00 per hour, effective April 20, 2015, as requested by Donnie Rice, Assessor (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the employment of Sierra J. Warner as full time E911 Communications Center Tele-communicator at the rate of $10.00 per hour, effective April 27, 2015, as requested by Steve Linger, E911 Director (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the employment of Roberta J. Samples as full time Legal Assistant at the rate of $10.75 per hour, effective April 20, 2015, increasing to $11.75 per hour on July 1, 2015. The request made by David Godwin, Prosecuting Attorney, was for a starting rate of $11.75 per hour (copy included), increasing to $12.75 on July 1, 2015. Mr. Godwin appeared before the Commission and advised that Ms. Samples may not agree to the decreased rate. On motion by Terry Cutright, seconded by Troy A. Brady, the Commission withdrew the approval until Mr. Godwin discusses the new rate with Ms. Samples.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the employment of Seth R. Blake as full time seasonal Pool Director at the weekly salary of $500.00, effective May 16, 2015, as requested by Carrie Wallace (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the resignation of Micah Harris as Community Corrections Program Director, effective date to be determined. Troy A. Brady noted that Ms. Harris’ performance was outstanding and she would be difficult to replace.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the advertisement for a Community Corrections Program Director and/or Case Manager, with a typographical correction (change room 303 to room 302). Applications must be postmarked on or before April 25, 2015 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved Troy Avison and Brianna Smith as Lewis Upshur Animal Control Facility volunteers.

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

2. Correspondence from Carrie Wallace to WV Counties Risk Pool (WVCoRP) announcing Upshur County’s intention to review the Property/Casualty and Worker’s Compensation insurance policies with the WVCoRP.

3. Correspondence from Carole A. McCoy, Dominion Transmission Inc., providing an update on the Atlantic Coast Pipeline Project.

4. Agendas and/or Notice of Meetings:
   • City Council—Special Session—April 9, 2015

5. Meeting Minutes:
   • Elkins Road PSD-March 3, 2015
   • Adrian PSD-March 12, 2015

6. Meetings
   • 04/02/15-7:00 p.m.-Banks District VFD
   • 04/02/15-7:00 p.m.-Selbyville VFD
   • 04/07/15-6:00 p.m.-Hodgesville PSD
   • 04/07/15-5:30 p.m.-Elkins Road PSD
   • 04/08/15-12:00 p.m.-Upshur County Senior Center Board
   • 04/08/15-1:30 p.m.-UC Conventions & Visitors Bureau–UCDA Office
   • 04/08/15-6:00 p.m.-Upshur County Citizens Corp-CERT
   • 04/08/15-7:00 p.m.-Warren District VFD
   • 04/09/15-1:00 p.m.-Adrian PSD
   • 04/09/15-3:00 p.m.-Tennerton PSD
   • 04/09/15-4:30 p.m.-UC Safe Sites & Structures Ordinance Board
   • 04/09/15-7:30 p.m.-Buckhannon VFD
   • 04/14/15-4:00 p.m.-B-U Airport Authority–meeting held at Airport
   • 04/13/15-12:00 p.m.-Upshur County Family Resource Network
   • 04/13/15-4:30 p.m.-Upshur County Solid Waste Authority
   • 04/13/15-6:00 p.m.-B-U Recreational Park Advisory Board
   • 04/13/15-6:00 p.m.-Lewis-Upshur Community Corrections Board
   • 04/01/15-6:00 p.m.-Buckhannon River Watershed Association
   • 04/21/15-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   • 04/14/15-7:00 p.m.- Adrian VFD
   • 04/08/15-7:00 p.m.-Ellamore VFD
   • 04/15/15-12:00 p.m.-Lewis Upshur LEPC—Upshur location
   • 04/16/15-6:30 p.m.-Upshur County Youth Camp Board
   • 04/21/15-6:30 p.m.-Upshur County Fire Board
   • 04/08/15-7:00 a.m.-UC Development Authority–Exec. Board
   • 04/19/15-6:00 p.m.-Washington District VFD
   • 04/20/15-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
   • 04/21/15-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
   • 04/21/15-4:00 p.m.-UC Public Library Board
   • 04/22/15-7:00 a.m.-UC Development Authority–Full Board
   • 04/23/15-4:00 p.m.-Upshur County Farmland Protection Board
   • 04/27/15-10:00 a.m.-Mountain CAP of West Virginia, CDC
   • 04/22/15-10:00 a.m.-James W. Curry Advisory Board
   • TBA-6:00 p.m.-Upshur County Fire Fighters Association

7. Appointments Needed or Upcoming:
   • UC Safe Structures and Sites Board (Vacant Position–6-30-14)—Community
   • UC Enhanced Emergency Telephone Board (Vacant Position–6-30-13)—Community
   • Upshur County Civil Service Board (Vacant Position–12-31-13)—Commission

The Commission approved all invoices for payment (copies included).
The Commission approved all Vacation Orders.
The Commission approved the following “Exonerations and/or Refunds”:
   • Lloyd K. McCauley—#3573—$50.30
   • Bradley T. Liggett—#3574—$3,024.94

The Commission approved the following Settlements:
   • Evelyn M. Carter—Final Settlement
   • Wanda Corathers—Final Settlement
The Commission recessed at 11:45 a.m.

At 12:00 p.m., the Commission attended the Child Abuse and Neglect Prevention & Memorial Day Flag luncheon at the Chapel Hill United Methodist Church.

The Commission reconvened at 1:15 p.m.

David Godwin appeared before the Commission regarding the employment of Roberta Samples. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the employment of Roberta J. Samples as full time Legal Assistant at the rate of $10.75 per hour, effective April 20, 2015.

With no further business, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission adjourned at 2:00 p.m.