The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 03, 2013 at 9:00 a.m. Donnie R. Tenney called the meeting to order. There were present Donnie R. Tenney, Commissioner; JC Raffety, Commissioner; Troy A. Brady, Commissioner; William A. Parker, County Administrator; Megan J. Pomeroy, 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 JC Raffety, seconded by Troy A. Brady, the Commission approved the recommendation for Donnie R. Tenney to serve as the Commission President for the 2013 calendar year.

On motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the recommendation to establish the time of the Upshur County Commission meetings to be held weekly on Thursday at 9:00 a.m.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the hours of operation for the Courthouse as Monday through Friday, 8:00 a.m. to 4:30 p.m. The following exceptions will apply:

- Friday-March 29, 2013-Closed all day
- Friday-May 17, 2012-Close at 12:00 p.m.
- Friday-December 20, 2012-Close at 12:00 p.m.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the 2013 calendar year holidays as submitted. (copy included)

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the Commission appointments to the various boards as follows:

- Region VII Planning & Development Council-Donnie R. Tenney
- Upshur County Youth Council, Inc.(SYC)-Donnie R. Tenney
- Upshur County Extension Service Committee-Donnie R. Tenney
- Upshur County 4H Foundation-Donnie R. Tenney
- Lewis-Upshur Local Emergency Planning Committee- JC Raffety
- Upshur County Senior Citizens Board- JC Raffety
- Upshur County Development Authority-JC Raffety
- Upshur County Fire Board Inc.- JC Raffety
- Corridor H Authority Board-JC Raffety
- Mountain CAP of West Virginia, Inc.- JC Raffety
- Lewis-Upshur-Braxton Community Corrections Board- Troy A. Brady
- Upshur County Farmland Protection Board-Troy A. Brady
- Upshur County Enhanced Emergency Telephone Advisory Board-Troy A. Brady
- Region VI Workforce Local Elected Officials Board- Troy A. Brady
- Upshur County Family Resource Network- Troy A. Brady
- Upshur County Parish House-Crosslines-Troy A. Brady
After reading of the minutes, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of December 20, 2012 with the correction of typographical errors.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the employment of Christal Dawn Gibson and Mikel Edward Brown as part time Monitors for the Tri County Child Visitation and Exchange Program. Effective date of employment for both is January 03, 2013 at the rate of $7.55 per hour. William A. Parker advised that the agency is one of several that the Upshur County Commission provides payroll services for, with reimbursement from the agencies on a quarterly basis.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved Nina Monroe as volunteer for the Upshur County Office of Emergency Management/CERT.

Donnie R. Tenney provided a review of the “Proposed Valuation Fund Budget” as submitted to the Property Valuation Training and Procedures Commission (PVC) by Helen R. Phillips, Upshur County Assessor (copy included). William A. Parker advised that the budget proposal is comparable to the fiscal year 2012-2013 proposed budget.

Upshur County Sheriff, David H. Coffman, appeared before the Commission and provided a review his request for the employment of Virgil D. Miller as Chief Deputy of Administration effective January 01, 2013 at the rate of $18.38 per hour. Sheriff Coffman addressed concerns from Commissioner Troy Brady and advised that he is not requesting additional funds for salary. Duties will include investigations, service of papers, traffic and administrative activities. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the request.

Sheriff Coffman requested to employ Richard L. Moore for part time Service of Process/Bailiff duties. Sheriff Coffman advised that Mr. Moore’s employment will be an interim position until an employee is hired. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the temporary part time employment of Richard L. Moore effective January 03, 2013 at the rate of $12.33 per hour for up to 25 hours per week until the position is filled.

Sheriff Coffman advised the Commission of the reappointments of Shelia M. Adams as Chief Tax Deputy and of Michael R. Kelley as Chief Deputy Law Enforcement, both at their current rate of pay.

Sheriff Coffman requested approval of advertisement for the position of part time Service of Process-Bailiff at the rate of $11.00 per hour with an average of thirty seven hours or less per week. After discussion, on motion by JC Raffety, seconded by Troy, A. Brady, the Commission approved the request. Sheriff Coffman advised that he is working to fill an additional deputy position as well as the position of Prevention Resource Officer (PRO) for the high school.

The Commission reviewed the following “For Your Information” items:

1. Minor Boundary Annexation Application & Governing Statute—WV Armory National Guard Location, Upshur County Wellness Complex and related property for utility right-of-way in the Brushy Fork area—Hearing at 10:30 a.m. on Thursday, 01-24-2013
2. Correspondence from the State of West Virginia, Property Tax Division, concerning upgrade of Assessment System of IASWORLD Property Tax System

3. 2013 Activity Report from the Office of Emergency Management

4. Agendas and/or Notice of Meetings:
   - Stockert Youth Center-January 14, 2013
   - Upshur County Solid Waste Authority-January 14, 2013

5. Meeting Minutes and/or Financial Reports:
   - Lewis-Upshur LEPC-December 17, 2012
   - Tennerton Public Service District-November 14, 2012
   - Upshur County Citizens Corp-CERT-December 12, 2012
   - Upshur County Family Resource Network-December 2012

6. Meetings:
   - 01/02/13-6:00 p.m.-Hodgesville Public Service District
   - 01/02/13-6:00 p.m.-Elkins Road Public Service District
   - 01/02/13-12:00 p.m.-Upshur County Senior Center Board
   - 01/03/13-7:00 p.m.-Banks District Volunteer Fire Department
   - 01/03/13-7:00 p.m.-Selbyville Volunteer Fire Department
   - 01/08/13-7:00 p.m.-Adrian Volunteer Fire Department
   - 01/08/13-7:00 p.m.-Ellamore Volunteer Fire Department
   - 01/08/13-7:00 p.m.-WVLA-Upshur County Chapter-Hinkle Drive
   - 01/09/13-7:30 a.m.-Upshur County Development Authority – Exec. Board
   - 01/09/13-1:30 p.m.-Upshur County Conventions & Visitors Bureau
   - 01/09/13-6:00 p.m.-Upshur County Citizens Corp - CERT
   - 01/09/13-7:30 p.m.-Warren District Volunteer Fire Department
   - 01/10/13-1:00 p.m.-Adrian Public Service District
   - 01/10/13-1:00 p.m.-Tennerton Public Service District
   - 01/10/13-6:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   - 01/10/13-7:30 p.m.-Buckhannon Volunteer Fire Department
   - 01/11/13-7:00 a.m.-Buckhannon Upshur Airport Authority
   - 01/14/13-12:00 p.m.-Upshur County Family Resource Network
   - 01/14/13-4:30 p.m.-Upshur County Solid Waste Authority
   - 01/14/13-6:00 p.m.-Lewis-Upshur-Braxton Community Corrections Board
   - 01/14/13-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
   - 01/14/13-6:00 p.m.-Buckhannon River Watershed Association
   - 01/15/13-4:00 p.m.-Upshur County Public Library Board
   - 01/15/13-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   - 01/15/13-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
   - 01/16/13-7:00 p.m.-Lewis Upshur LEPC
   - 01/17/13-6:30 p.m.-Upshur County Youth Camp Board
01/17/13-6:30 p.m.-Upshur County Fire Board
01/20/13-7:30 p.m.-Washington District Volunteer Fire Department
01/21/13-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
01/21/13-7:00 p.m.-Upshur County Fair Association
01/23/13-7:00 a.m.-Upshur County Development Authority – Full Board
01/24/13-4:00 p.m.-Upshur County Farmland Preservation Board
01/28/13-6:00 p.m.-Upshur County Firefighters Association
Feb. 2013-10:00 a.m.-James W. Curry Advisory Board
TBA-6:30 p.m.-Region VII Planning & Development Council

7. Appointments Needed or Upcoming:
- Buckhannon-Upshur Parks & Recreation Board- (Doug Bush - 06-30-12)- Bd. of Ed.
- Buckhannon-Upshur Parks & Recreation Board- (Joe Fealy- 06-30-12)-County
- Buckhannon-Upshur Parks & Recreation Board- (Laura Reed- 06-30-12)- County
- Buckhannon-Upshur Parks & Recreation Board- (Vacant Position- 06-30-13)- County
- Elkins Road Public Service District- (Vacant Position-09-30-16)
- James W. Curry Advisory Board- (William A. Parker-12-30-12)- County
- James W. Curry Advisory Board- (Mark Riggs- 12-30-12)- County
- James W. Curry Advisory Board- (Vacant- 12-30-12)- County
- Region VII Planning & Development Council- (William A. Parker-12/31/12)- County
- Region VII Planning & Development Council- (Connie Tenney- 12/31/12)- County
- Region VII Planning & Development Council- (Sam Nolte-12/31/12)-County
- Region VII Planning & Development Council- (Dr. Pamela Balch-12/31/12)- County
- Region VII Planning & Development Council- (A.G. Trusler-12/31/12)- County
- Upshur County Convention & Visitors’ Bureau- (Vacant – Tourism- 06/30/15)- County
- Upshur County Building Commission- (Richard Ralston II-11-10-12)- County
- Upshur County Civil Service Board- (Terry D. Reed-12-31-12)-County
- Bar Association
- UC Enhanced Emergency Telephone Advisory Board- (Rodney Rolenson - 06-30-12)-Law Rep
- UC Enhanced Emergency Telephone Advisory Board- (Vacant Position- 06-30-12)
- Upshur County Solid Waste Authority- (Robert Wines - 06-30-12)-Soil Conservation District
William A. Parker provided an update/status report on board vacancies. After review and discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the following appointments/reappointments with term expiration dates as listed:

- Joe Fealy-Buckhannon-Upshur Parks and Recreation Board-06/30-2014
- Laura Reed- Buckhannon-Upshur Parks and Recreation Board-06/30-2014
- William A. Parker-James W. Curry Advisory Board-12/30/2015
- William A. Parker-Region VII Planning & Development Council-12/31/2013
- Connie Tenney-Region VII Planning & Development Council-12/31/2013
- Sam Nolte-Region VII Planning & Development Council-12/31/2013
- Dr. Pamela Balch-Region VII Planning & Development Council-12/31/2013
- A. G. Trusler-Region VII Planning & Development Council-12/31/2013
- Ron Smith-Upshur County Convention & Visitors’ Bureau-06/30/2015
- Richard Ralston II-Upshur County Building Commission-11/10/2017
- Terry D. Reed-Upshur County Civil Service Board-12/31/2016
- Rodney Rolenson-Upshur County Enhanced Emergency Telephone Advisory Board-06/30/2015
- Dirk Burnside-Upshur County Enhanced Emergency Telephone Advisory Board-06/30/2013

Mr. Parker advised that no recommendations have been received for the remaining unfilled board vacancies.

Terri Jo Bennett, Addressing and Mapping Coordinator, appeared before the Commission and presented a road name request. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved Ms. Bennett’s recommendation of **Brody Dr** for the private driveway off of Frenchton Road as required per Upshur County 911 Addressing and Mapping Ordinance (copy included).

The Commission approved all invoices for payment (copies included)

The Commission approved all Vacation Orders.

The Commission approved the following Settlements:

- Elsie Lois Alderman-Final Settlement
- David Palchik-Final Settlement
- Mary Marie Simmons-Final Settlement
- Garnet Ray Tenney-Final Settlement
- Macil M. Simmons-Final Settlement
- Greg Alan Murphy-Final Settlement
- Earl Wayne Foley-Final Settlement
- Daisy Lea Black-Final Settlement
- John E. G. Greiner-Final Settlement

The Commission approved the following “Exonerations and/or Refunds”:

(copies included)

- George R. Sanders-#3156-$16.02
The Commission approved the following “Request to Attend Meeting”: (copies included)

- James Farry and James Farrell-January 23, 2013
- James Farry-March 26 and 27, 2013
- James Farry-April 16 and 17, 2013
- James Farry-June 17, 18, and 19, 2013

The Commission approved the following “Time Out of Office” for Commission employees: (copies included)

- William A. Parker-January 18, 2013 and January 22, 2013

With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission meeting adjourned at 11:45 a.m.