UPSHUR COUNTY COMMISSION MEETING
January 17, 2013

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

After reading of the minutes, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of January 10, 2013 as submitted.

Samantha Dalton and Priscilla Peggs, Women’s Aid in Crisis representatives, and Laura Queen, Victims Advocate, appeared before the Commission and presented the “National Stalking Awareness Month” proclamation. Ms. Dalton read the proclamation which encourages citizens to be alert to the increasing incidence and dangers of stalking. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the proclamation designating January 2013 as “Stalking Awareness Month” in Upshur County (copy included)

David Coffman, Upshur County Sheriff, appeared before the Commission and provided an update/status report on personnel matters. Sheriff Coffman has filled the Prevention Resource Officer (PRO) position at the Buckhannon-Upshur High School with the assignment of Rocky Hebb, Deputy Sheriff.

Sheriff Coffman has received a request for internship from Sharon O’Hearn. Ms. O’Hearn comes highly recommended with excellent references. The item will be placed on next week’s agenda for action with an effective date of January 17, 2013.

Sheriff Coffman introduced James Mitchell Kennedy as candidate for the position of Deputy Sheriff. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Mr. Kennedy effective January 27, 2013 at the rate of $15.50 per hour increasing to $16.00 per hour after successful completion of training at the Police Academy in South Charleston, WV.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the advertising with change of hearing date from February 14, 2013 to February 21, 2013 for the “Notice of Public Hearing—Amendment to Enhanced 911 Ordinance”— 11:00 a.m. on Thursday February 21, 2013— Increase from Current Monthly Fee of $2.65 to: Residential $4.50, Business & Centrex $6.50.

William A. Parker provided a review of the request from Virgil D. Miller for the Commission to consider approval of usage of sick time (120) days earned as Deputy Sheriff to be credited to Public Employees Retirement System (PERS) as Service Credit (copy included). Mr. Parker reviewed the policy in the “Upshur County Employee Handbook of Personnel Guidelines” which outlines the time line and requirements for documentation. (No documentation was received within the specified time period by the Commission) After discussion, no action was taken.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of April D. Smith as E911 Communications
Center Dispatcher, effective January 24, 2013. William A. Parker was requested to follow up with Ms. Smith to schedule an exit interview.

William A. Parker provided a review of proposed budget revisions for the General County Fund and the Coal Severance Fund. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the budget revisions as submitted (copy included).

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. Notification from Oilfield Trucking Solutions-Chesapeake Energy Corporation regarding facility closure per “terms of the Worker Adjustment & Retraining Notification Act (WARN)

3. Correspondence from Region VII Planning & Development Council regarding 2013 Small Cities Block Grant (SCBG) Program Application Timelines

4. Agendas and/or Notice of Meetings:
   - Upshur-Buckhannon Health Department-January 24, 2013
   - Upshur County Public Library Board-January 15, 2013
   - Upshur County Youth Camp Board-January 17, 2013

5. Meeting Minutes and/or Financial Reports:
   - Adrian Public Service District-November 08, 2012
   - Adrian Public Service District-December 06, 2012
   - Adrian Public Service District-December 20, 2012
   - Elkins Road Public Service District-December 04, 2012
   - Upshur County Fire Board-December 20, 2012
   - Upshur County Solid Waste Authority-January 14, 2013

6. Board of Equalization & Review:
   - February 01, 2013 - 09:00 a.m. - Friday---Review Property Books-no appointments
   - February 06, 2013 – 09:00 a.m. – Wednesday
   - February 07, 2013 – 01:00 p.m. – Thursday
   - February 12, 2013 – 09:00 a.m. – Tuesday—Mineral Hearings
   - February 15, 2013 – 09:00 a.m. – Friday
   - February 21, 2013 – 01:00 p.m. – Thursday
   - February 22, 2013 – 09:00 a.m. – Friday
   - February 27, 2013 – 09:00 a.m. – Wednesday – Adjourn

7. Meetings:
   - 01/08/13-6:00 p.m.-Hodgesville Public Service District
   - 01/08/13-6:00 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
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- 01/08/13-7:00 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

8. Appointments Needed or Upcoming:
- Buckhannon-Upshur Parks & Recreation Board- (Doug Bush - 06-30-12)- Bd. of Ed.
- 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-(Vacant- 12-30-12)- County
Terry Gould, Manager of the Tennerton Public Service District, and Dave Watson and other representatives of Thrasher Engineering, appeared before the Commission and provided an update/status report on the PSD’s request of a boundary adjustment for sewer service in the Lorentz area. After discussion, the Commission requested the agenda item to be continued at next week’s meeting with input and additional information from Sam Ludlow, City of Buckhannon Sewer Department Director.

The Commission approved all invoices for payment (copies included)

The Commission approved all Vacation Orders.

The Commission approved the following Settlements:
- Donald R. Byrd-Final Settlement
- Frank A. Grigaliunas-Final Settlement
- Bonnie Mae Hurst-Final Settlement
- Hazel T. Lane-Final Settlement
- Roy Burner Lane-Final Settlement
- Glenn O. McCartney-Final Settlement
- Clifford Allyn Massie-Final Settlement
- Lois Lynn Massie-Final Settlement
- William T. Shobe-Final Settlement
- A. Ruth Shobe-Final Settlement

The Commission approved the following “Exonerations and/or Refunds”: (copies included)
- Matthew Conrad-#3158-$18.00
- David R. Gregory, Jr.-#3159-$24.24
- David R. Gregory, Jr.-#3160-$25.16

The Commission approved the following “Request to Attend Meeting”: (copies included)
- Megan Pomeroy-January 22, 2013
- Megan Pomeroy-February 22, 2013

The Commission recessed at 11:45 a.m.
The Commission reconvened at 1:30 p.m.

The Commission met with Samantha Woods, representative of the Office of the West Virginia State Auditor, who reviewed the audits for fiscal year ended June 30, 2011 and fiscal year ended June 30, 2012 and performed an exit interview. The Commission will review the comments and adjustments at a future meeting.

The Commission met with Debbie Thacker Wilfong, Upshur County Clerk and David Coffman, Upshur County Sheriff to review and discuss audit issues.
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Greg Harris, Director of Facility Operations, appeared before the Commission to discuss replacing the fire panel located in the Annex building. Mr. Harris was requested to follow up with estimates and report back at a future meeting.

With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission meeting adjourned at 3:30 p.m.