The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 07, 2013 at 9:00 a.m. Donnie R. Tenney called the meeting to order. There were present Donnie R. Tenney, Commissioner; JC Raffe, 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.

Minutes for the January 31, 2013 meeting of the Upshur County Commission were unavailable and will be placed on next week’s agenda for approval.

Upshur County Sheriff, David H. Coffman, appeared before the Commission and provided a review of his request for the employment of Richard Kitzmiller as part time Process Server/Bailiff. Sheriff Coffman presented the Commission with a letter of resignation from Mr. Kitzmiller as Upshur County Civil Service Board member (copy included). After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the board resignation of Mr. Kitzmiller effective February 07, 2013. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Richard Kitzmiller as part time Process Server/Bailiff effective February 11, 2013 at the rate of $11.00 per hour.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved Sherrie L. Walsh as volunteer for the Office of Emergency Management/CERT.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved West Virginia Wesleyan College student, Cory Kircher, as intern for the Lewis-Upshur-Braxton Community Corrections Program.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Patti Jo Gum as Animal Control Officer effective February 15, 2013.

William A. Parker provided a review of the employment request of Greg Harris, Director of Facility Operations, for the position of Animal Control Officer. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the employment of Michael Douglas Miller as Animal Control Officer. Effective date of employment is February 11, 2013 at the rate of $9.00 per hour as recommended by Greg Harris.

Virgil D. Miller, Chief Deputy of Administration, appeared before the Commission and provided a review of his request for service credit for usage of sick time (120 Days) earned as Deputy Sheriff to be credited to the Public Employees Retirement System (PERS). The Commission heard comments from Helen R. Phillips, Assessor and Debbie Thacker Wilfong, Upshur County Clerk. Donnie R. Tenney provided a review of the policy as stated in the “Employee Handbook”. Mr. Tenney advised that the Commission will not make a decision until after review with legal counsel.

John Michael Coffman, Magistrate presented his request for usage of sick leave balance for retirement service credit. William A. Parker advised that Mr.
Coffman is not a county employee, and therefore is not covered by the policy. The Commission will also review Mr. Coffman’s request with legal counsel.

Donnie R. Tenney introduced Kathleen Rohr, Executive Director of the Buckhannon Chamber of Commerce and welcomed her to the community.

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

1. “Notice of Public Hearing”-Amendment to Enhanced 911 Ordinances---11:00 a.m. on Thursday, February 21, 2013---Increase from current monthly fee of $2.65 to: Residential $4.50  Business and Centrex $6.50

2. Correspondence from the West Virginia Division of Culture and History concerning Grant Award from the Records Management and Preservation Board

3. Upshur County Sheriff's Financial Statement for December 2012

4. General County Fund Financial Information
   - Fiscal Year-to-Date Revenues & Expenditures as of December 2012
   - Revenues-Expenditures-End of Month Cash Balance-December 2012

5. Building Permit Report-January 2013

6. Agendas and/or Notice of Meetings:
   - Elkins Road Public Service District—February 05, 2013

7. Meeting Minutes and/or Financial Reports: None

8. Board of Review & Equalization:
   - 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

9. Meetings:
   - 02/05/13-6:00 p.m.-Hodgesville Public Service District
   - 02/05/13-6:00 p.m.-Elkins Road Public Service District
   - 02/07/13-7:00 p.m.-Banks District Volunteer Fire Department
   - 02/07/13-7:00 p.m.-Selbyville Volunteer Fire Department
   - 02/08/13-7:00 a.m.-Buckhannon Upshur Airport Authority
   - 02/11/13-12:00 p.m.-Upshur County Family Resource Network
   - 02/11/13-4:30 p.m.-Upshur County Solid Waste Authority
   - 012/11/13-6:00 p.m.-Lewis-Upshur-Braxton Community Corrections Board
   - 02/11/13-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
   - 02/11/13-6:00 p.m.-Buckhannon River Watershed Association
   - 02/12/13-7:00 p.m.-Adrian Volunteer Fire Department
UPSHUR COUNTY COMMISSION MEETING
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- 02/12/13-7:00 p.m.- Ellamore Volunteer Fire Department
- 02/13/13 - 7:30 a.m.- Upshur County Development Authority – Exec. Board
- 02/13/13-12:00 p.m.- Upshur County Senior Center Board
- 02/13/13-1:30 p.m.- Upshur County Conventions & Visitors Bureau
- 02/13/13-6:00 p.m.- Upshur County Citizens Corp - CERT
- 02/13/13-7:30 p.m.- Warren District Volunteer Fire Department
- 02/14/13-1:00 p.m.- Adrian Public Service District
- 02/14/13-1:00 p.m.- Tennerton Public Service District
- 02/14/13-6:30 p.m.- Upshur County Safe Sites & Structures Ordinance Board
- 02/14/13-7:30 p.m.- Buckhannon Volunteer Fire Department
- 02/17/13-7:30 p.m.- Washington District Volunteer Fire Department
- 02/18/13/2013-12:00 p.m.- Buckhannon Upshur Chamber of Commerce
- 02/18/13-7:00 p.m.- Upshur County Fair Association
- 02/19/13-10:00 a.m.- Wes-Mon-Ty Resource Conservation & Development
- 02/19/13-4:00 p.m.- Upshur County Public Library Board
- 02/19/13-5:00 p.m.- UC Enhanced Emergency Telephone Advisory Board
- 02/20/13-7:00 p.m.- Lewis Upshur LEPC
- 02/21/13-6:30 p.m.- Upshur County Youth Camp Board
- 02/21/13-6:30 p.m.- Upshur County Fire Board
- 02/25/13-10:00 a.m.- Mt. CAP of West Virginia, CDC
- 02/25/13-6:00 p.m.- Upshur County Firefighters Association
- 02/27/13-7:00 a.m.- Upshur County Development Authority – Full Board
- 02/27/13-10:00 a.m.- James W. Curry Advisory Board
- 02/28/13-4:00 p.m.- Upshur County Farmland Preservation Board
- TBA-6:30 p.m.- Region VII Planning & Development Council

10. Appointments Needed or Upcoming:
   - 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
   - James W. Curry Advisory Board-(Vacant- 12-30-12)- County
   - Upshur County Solid Waste Authority-(Robert Wines - 06-30-12)- Soil Conservation District

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:
   - Robert T. Horstman-Final Settlement
   - Virginia B. Westfall-Final Settlement
   - Richard W. Westfall-Final Settlement
   - Wilma Jean Grandinette-Final Settlement
• Gracie M. Forinash-Final Settlement
• Michael Lynn Kesling-Final Settlement
• Lillian Alice White-Final Settlement

The Commission recessed at 10:10 a.m.
The Commission reconvened at 10:30 a.m.

Donnie R. Tenney announced that residents who have recently received address information from the United States Postal Service should follow up with the Upshur County Addressing and Mapping Office for verification.

Dennis, Xander, Upshur County Public Library Board representative, appeared before the Commission to discuss the board’s proposed usage of property adjacent to the library. Mr. Xander expressed the need for additional parking for library patrons. Donnie R. Tenney advised that since the structure located on the property is sound, the Commission would like to use the property as a temporary source of revenue but would take the boards suggestions into consideration.

Margie Parsons, E911 Communications Center Dispatcher, appeared before the Commission and requested to meet in executive session to review past work history issues. At 11:10 a.m., on motion by JC Raffety, seconded by Troy A. Brady, the Commission entered executive session per WV Code § 6-9A-4. Present were Donnie R. Tenney, JC Raffety, Troy A. Brady, William A. Parker, Megan J. Pomeroy and Margie Parsons. The Commission returned to open session at 12:15 p.m. No decisions were made during executive session.

The Commission recessed at 12:15 p.m.
The Commission reconvened at 1:30 p.m. as the Board of Review and Equalization (BORE) for review of property books.
The Commission recessed as the Board of Review and Equalization (BORE) at 3:30 p.m.
The Commission reconvened at 3:30 p.m.
The Commission met with Jacob E. Reger, Prosecuting Attorney, concerning the request from Virgil D. Miller and John Michael Coffman for usage of sick time to be credited to the Public Employees Retirement System (PERS). No action was taken. The item will be placed on next week’s agenda for action.

With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission meeting adjourned at 4:15 p.m.