The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 09, 2012 at 9:00 a.m. Donnie R. Tenney called the meeting to order. There were present Donnie R. Tenney, Commissioner; Creed G. Pletcher, Commissioner; JC Raffety, Commissioner; William A. Parker, Administrator and Terri Jo Bennett, Administrative Assistant. The meeting began with a moment of silent meditation and prayer, followed by the Pledge of Allegiance. All motions passed unanimously unless otherwise stated.

Virgil D. Miller, Upshur County Sheriff, appeared before the Commission to discuss personnel.

After discussion, on motion by Creed G. Pletcher, seconded by JC Raffety, the Commission approved Jason Queen as full time Deputy Sheriff. Effective date of employment is February 19, 2012 at the rate of $15.77 per hour.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved Troy Brady III as temporary part time (less than 20 hours per week) Chief Deputy of Investigations. Effective date of employment is February 09, 2012 at his former hourly rate.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved, West Virginia Wesleyan College student Michael Peart, as intern through April 2012.

Linda Mealy, Director of One Unique Recovery (OUR) House, and Laura Queen, Board of Directors member, appeared before the Commission and provided an overview of programs and statistics (copy included) and requested funding for the 2012-2013 fiscal year. No action was taken. The Commission will review and consider the request during budget meetings in March.

After reading of the minutes, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved the regular meeting minutes of February 02, 2012 with typographical corrections.

Luke Elser, Project Manager, Northern Brownfield Assistance Center, appeared before the Commission and presented a check in the amount of $5000 to be used for the Upshur County Youth Camp for environmental clean up studies. (copy included)

The Commission recessed at 9:40 a.m.

The Commission reconvened at 10:00 a.m.

After review by William A. Parker on motion by Creed G. Pletcher, seconded by JC Raffety, the Commission approved the number of Election Workers, Poll Workers and Emergency Absentee Ballot Commissioners for the May Primary Election. (copy on file in the Office of the Upshur County Clerk)

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved the transfer of Greg Harris to the position of Director of Facility Operations effective February 12, 2012 at the annual salary of $45,000. The duties of the position will include supervision and responsibilities regarding the
Maintenance Department, supervision of the Animal Control Officer, and continuation as the Upshur County Safe Structures and Sites Ordinance Officer and other facility related functions.

After discussion, on motion by Creed G. Pletcher, seconded by JC Raffety, the Commission approved the assignment of Animal Control Officer duties and responsibilities to Michael W. Kelly. Mr. Kelly will continue to assist with the maintenance of grounds and buildings in addition to Animal Control Officer duties. The Commission will review his hourly rate during budget preparation.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved the assignment of grounds keeping duties and responsibilities to Hartsel L. Cool. Mr. Cool will assist with the maintenance of buildings as well as animal control. The Commission will review his hourly rate during budget preparation.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved the assignment of Building Permit and Flood Plain Management and associated duties to Terri Jo Bennett. Ms. Bennett will continue her current responsibilities and duties as Administrative Assistant to the Commission and as Addressing and Mapping Coordinator. The Commission will review her hourly rate during budget preparation.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved the assignment of duties and responsibilities regarding attendance at weekly Commission meetings for the purpose of recording matters for minute preparation to Jacqueline R. Dinklocker. Ms. Dinklocker will continue her current duties and responsibilities of minute preparation, minute indexing and duties as Secretary to the Commission. The Commission will review her hourly rate during budget preparation.

After discussion, on motion by Creed G. Pletcher, seconded by JC Raffety, the Commission approved the employment of Michael Haler as full time Maintenance Department employee. Effective date of employment is February 21, 2012 at the rate of $13.50 per hour.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved the transfer of Micah Hitt-Harris to the position of Program Director and Case Manager for the Lewis-Upshur-Braxton Community Corrections Program effective February 19, 2012 at the annual salary of $30,000.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved the employment of Stacy Truman as temporary part time Case Manager for the Lewis-Upshur-Braxton Community Corrections Program. Effective date of employment is February 08, 2012 at the rate of $12.00 per hour.

After discussion, on motion by Creed G. Pletcher, seconded by JC Raffety, the Commission approved the increase in the hourly rate of pay of Twila J. Wolford from
$10.29 to $10.79, and of Krista A. Jackson from $10.00 to $10.50. Effective date of the pay increases for both is February 26, 2012.

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved and authorized the President to sign the Cooperative Grant Agreement and all related documents with Volunteer West Virginia in the amount of $3,200 for the benefit of the Upshur County Citizen Corp. (copy included)

After discussion, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission approved and authorized the Commission to sign the “Letter of Support” for the Upshur County Development Authority’s Transportation Grant proposal. (copy included)

The Commission reviewed the following “For Your Information” items:
1. Copy of Correspondence from Jimmy Gianato, Director for the Division of Homeland Security and Emergency Management regarding the Statewide Addressing & Mapping Project-update by Terri Jo Bennett
4. Agendas and/or Notice of Meetings:
   • Buckhannon-Upshur Airport Authority-February 10, 2012
   • Elkins Road Public Service District-February 07, 2012
   • Upshur County Development Authority-Ex. Bd.-February 08, 2012
5. Meeting Minutes and/or Financial Reports:
   • Upshur County Development Authority-Ex. Bd. November 09, 2011
6. Board of Review & Equalization Schedule
   • February 01, 2012-Wednesday-Review Property Books-09:00
   • February 06, 2012-Monday-Appointments May Begin at 09:00
   • February 08, 2012-Wednesday-Appointments May Begin at 09:00
   • February 10, 2012-Friday-Appointments May Begin at 09:00
   • February 15, 2012-Wednesday-Appointments May Begin at 09:00
   • February 16, 2012-Thursday-Appointments May Begin at 13:30
   • February 17, 2012-Friday-Coal, Oil & Gas Hearings–Begin at 09:00
   • February 21, 2012-Tuesday-Appointments Begin at 09:00
   • February 23, 2012-Thursday-Appointments-13:30-Adjourn as BORE
7. Meetings:
   • 01/30/12-7:00 p.m.-Region VII Planning & Development Council
   • 02/06/12-6:00 p.m.-Farmland Preservation Board
   • 02/07/12-6:00 p.m.-Hodgesville Public Service District
   • 02/07/12-6:00 p.m.-Elkins Road Public Service District
   • 02/08/12-7:00 a.m.-Upshur County Development Authority – Executive Board
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- 02/08/12-12:00 p.m.-Upshur County Senior Center Board
- 02/08/12-1:30 p.m.-Upshur County Conventions & Visitors Bureau
- 02/09/12-1:00 p.m.-Adrian Public Service District
- 02/09/12-3:00 p.m.-Tennerton Public Service District
- 02/09/12-6:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
- 02/10/12-7:30 a.m.-Buckhannon Upshur Airport Authority
- 02/13/12-Buckhannon-Upshur Chamber of Commerce
- 02/13/12-12:00 p.m.-Upshur County Family Resource Network
- 02/13/12-4:30 p.m.-Upshur County Solid Waste Authority
- 02/13/12-6:00 p.m.-Community Corrections Board
- 02/13/12-6:30 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 02/15/12-4:00 p.m.-Upshur County Public Library Board
- 02/15/12-7:00 p.m.-Lewis Upshur LEPC
- 02/16/12-6:30 p.m.-Upshur County Fire Board
- 02/16/12-6:30 p.m.-Upshur County Youth Camp Board
- 02/20/12-7:00 p.m.-Upshur County Fair Association
- 02/21/12-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 02/21/12-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 02/22/12-10:00 a.m.-James W. Curry Advisory Board
- 02/29/12-7:00 a.m.-Upshur County Development Authority

8. Appointments Needed or Upcoming:
   - Buckhannon-Upshur Airport Authority-(Richard Clemens-06/30/12)-City
   - Buckhannon-Upshur Airport Authority-(Vacant-06/30/14)-County
   - Buckhannon-Upshur Health Department-(Dalton Cutright-06/30/12)-City
   - Buckhannon-Upshur Parks & Recreation Board-(Richard Edwards-06-30-12)-City
   - Buckhannon-Upshur Parks & Recreation Board-(Doug Bush-06-30-12)-Bd. of Education
   - 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-(Kelly Davis-06-30-13)-County
• James W. Curry Advisory Board-(William A. Parker-06-30-12)-County
• James W. Curry Advisory Board-(Mark Riggs-06-30-12)-County
• James W. Curry Advisory Board-(Amanda Craig-06-30-12)-County
• Elkins Road Public Service District-(Carey Wagner-09-30-12)-County
• Hodgesville Public Service District-(Robert Wright-06-30-12)-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 Building Commission-(Richard Ralston II-11-10-12)-County
• Upshur County Civil Service Board-(Terry D. Reed-12-31-12)-County
• Upshur County Development Authority-(Sam Nolte-06-30-12)-County
• Upshur County Development Authority-(Dennis Klingensmith-06-30-12)-County
• Upshur County Development Authority-(Dave Thomas-06-30-12)-County
• Upshur County Development Authority-(Emiel Butcher-06-30-12)-County
• Upshur County Development Authority-(Terry D. Reed-06-30-12)-County
• Upshur County Development Authority-(Terry D. Ware-06-30-12)-County
• UC Enhanced Emergency Telephone Advisory Board-(Rodney Rolenson-06-30-12)-Law Rep
• UC Enhanced Emergency Telephone Advisory Board-(Steve Long-06-30-12)-Fire Service
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- Upshur County Fire Board-(Joe Malcolm-06-30-12-2nd Term)-Fire Association
- Upshur County Fire Board-(Ed Beer-06-30-12-1st Term)-County
- Upshur County Library Board-(Dennis Xander-06-30-12)-County or Bd. of Education
- Upshur County Safe Structures & Sites Board-(Jeff Wamsley-06-30-12)-Fire Chief
- Upshur County Safe Structures & Sites Board-(Dr. Ramirez-06-30-12)-County
- Upshur County Safe Structures & Sites Board-(Mary Anne Newman-06-30-12)-County
- Upshur County Solid Waste Authority-(Joyce L. Harris-Thacker-06-30-12)-County
- Upshur County Solid Waste Authority-(Robert Wines - 06-30-12)-Soil Conservation District

The Commission approved all invoices for payment. (copy included)
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:
- Felix Bryan Bailey-Final Settlement
- Petar Cemovic-Final Settlement
- Mildred Antonia Hefner-Final Settlement
- Virgie Grace McCray-Final Settlement
- Waneta L. Sommerville-Final Settlement

The Commission approved the following “Exonerations and/or Refunds”:
(copy included)
- Robert F. Woodson-#3001-$40.96
- Michelle Adkins-#3002-$38.76
- Michelle Adkins-#3003-$40.40
- Michelle Adkins-#3004-$40.90
- Michelle Adkins-#3005-$41.52
- Michelle Adkins-#3006-$45.62
- Michelle Adkins-#3007-$48.02
- Michelle Adkins-#3008-$99.50

The Commission approved the following “Consolidation of Land Tracts”: (copy included)
- Washington District-Map 7M Parcel 20 with Map 7M Parcel 20.3 owners Diana L. and Bennie T. Nazelrod II.

The Commission recessed at 10:30 a.m.
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The Commission reconvened at 10:45 a.m.
The Commission met with Debbie Thacker-Wilfong to review matters concerning the recording of Upshur County Commission minutes.
The Commission recessed at 11:30 a.m.
The Commission attended the meeting of the Upshur County Policy Board at 1:00 p.m.
The Commission attended the meeting of the Upshur County Departmental Supervisors at 2:00 p.m.
The Commission reconvened at 2:55 p.m.
The Commission met with Greg Harris for a discussion on maintenance issues concerning the WVU County Extension Office, the Upshur County Recreational Park pool and the roof leak and electrical issues at the Upshur County Public Library.
With no further business, on motion by JC Raffety, seconded by Creed G. Pletcher, the Commission meeting adjourned at 4:00 p.m.