UPSHUR COUNTY COMMISSION MEETING
March 21, 2013

The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 21, 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 March 14, 2013 as submitted.

Alicia Rapking, Crosslines Director, appeared before the Commission and provided an overview of services provided by the agency. Crosslines provides assistance to low income recipients in the form of food, clothing, transportation and monetary help for housing/utilities, furnishings, medical and educational needs. Ms. Rapking expressed appreciation for the continued support of the Upshur County Commission. Ms. Rapking provided financial data (copy included) and requested funding for Fiscal Year 2013/14. The Commission will review and consider the request during budget meetings.

Greg Harris, Director of Facility Operations, appeared before the Commission and requested the purchase of a utility tractor for maintenance projects. Mr. Harris provided information to corroborate the need for the new equipment. Mr. Harris has obtained cost estimates from several (4) sources as follows (copy included): L & T Farm Equipment, Inc., $21,583.00; State Equipment, Inc., $22,200.00; Middletown Tractor Sales, $22,267.47 and Burrs Power Equipment, $23,933.00. Mr. Harris has made the recommendation to purchase a John Deere model at a cost of $22,267.47 from Middletown Tractor Sales in Fairmont, WV. After discussion, the Commission requested Mr. Harris to obtain an additional quote from the John Deere dealership in Flatwoods, WV before making a final decision.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to provide a “Letter of Support” for the Buckhannon River Watershed Association’s Smooth Rock Lick Acid Remediation Project (copy included). William A. Parker was requested to follow up.

William A. Parker provided an update concerning repairs to the West Virginia University Extension Service, Upshur County Office which resulted from an automobile accident. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the contract with Reliable Builders in the amount of $19,400 for the repairs. The cost of the repair is fully covered by the insurance carrier of the “at fault” driver.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved William A. Parker as the Upshur County Commission representative to the Upshur County Convention and Visitors Bureau Board of Directors. Mr. Parker’s term will end May 2016 (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Richard Fredrick Dille as temporary Seasonal
Grounds keeping (Maintenance) personnel as recommended by Greg Harris. Effective date of employment is March 31, 2013 at the rate of $8.00 per hour.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Debra Kay Carlyle as full time Administrative Assistant at the WVU Extension Service-Upshur County Office as recommended by Gary Rapking, Extension Service Director. Ms. Carlyle’s effective date of employment is April 8, 2013 at the rate of $8.00 per hour.

William A. Parker provided a review of the request for a pay increase for Michael Wayne Campbell, full time Maintenance Department personnel from $11.58 per hour to $14.18 per hour. Mr. Campbell has recently obtained his license as Journeyman Electrician. After discussion, on motion by JC Raffety, seconded by Donnie R. Tenney, the Commission approved the wage (step) increases for Michael Wayne Campbell as follows: March 24, 2013—increase from $11.58 to $12.88; June 16, 2013—increase-proposed 2% (minimum $600) to $13.16-(contingent on approval of budget) and September 22, 2013-increase from July 5th check rate to $14.46. Pay increases to be based upon successful job performance and maintenance of HVAC and Electrician’s licenses. (Note: Raffety and Tenney for, Brady against)

William A. Parker provided a review of the request for a pay increase for Megan Jane Pomeroy, Assistant County Administrator from $32,500 per year to $37,550 per year. After discussion, on motion by JC Raffety, seconded by Donnie R. Tenney, the Commission approved the wage (step) increases for Ms. Pomeroy as follows: March 31, 2013—increase from $32,500 to $35,000: June 23, 2013-increase $700- proposed 2% -(contingent on approval of budget) and September 29, 2013-increase from $35,700 to $38,200. Pay increases to be based on successful job performance with additional job duties and responsibilities. (Note: Raffety and Tenney for, Brady against)

Troy A. Brady expressed concerns about the inequality of increase of pay rates for other County employees.

Donnie R. Tenney, recognized Jerry Kimble, Upshur County resident as a loyal attendee of Upshur County Commission meetings. Mr. Kimble has been regularly attending meetings for over three (3) years.

Donnie R. Tenney advised of a grant award to the Upshur County Circuit Clerk’s office in the amount of $12,000 from the Records Management and Preservation Board, West Virginia Division of Culture and History. Funding will be used for the purchase of a (paper) shredder and imaging of Chancery records.

William A. Parker advised the Commission of an “ethics” ruling that henceforth, a listing of invoices will be included with the minutes.

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, April 04, 2013—Increase from current monthly fee of $2.65 to: Residential $4.50 Business and Centrex $6.50
2. Correspondence from the Division of Justice & Community Services:
   • Receipt of Juvenile Accountability Block Grant—$15,000
   • Victims of Crime Act—$34,175
3. Upshur County E911 Communications Center Reports:
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- Monthly Call Summary Report-February 2013
- Monthly Departmental Call Summary Report-February 2013
- Monthly Wrecker Log Report-February 2013

4. Upshur County Budget Hearings:
   - March 13, 2013-Wednesday-9:00 a.m.-Commission Review
   - March 13, 2013-Wednesday-10:00 a.m.-City of Buckhannon-Joint Programs-SYC-Park & Pool, etc...
   - March 13, 2013-Wednesday-11:00 a.m.-Commission Review
   - March 15, 2013-Friday-9:00 a.m.-Buckhannon-Upshur Airport Authority
   - March 15, 2013-Friday-10:00 a.m.-Upshur County Public Library
   - March 15, 2013-Friday-10:30 a.m.-Commission Review
   - March 18, 2013-Monday-9:00-Commission Review
   - March 19, 2013-Tuesday-9:00 a.m.-Commission Review
   - March 19, 2013-Tuesday-9:30 a.m.-Gregory Blaine Harris-Facility Operations and Maintenance-Janitorial
   - March 19, 2013-Tuesday-10:15 a.m.-Steven M. Linger-E911 Communications Center
   - March 19, 2013-Tuesday-11:00 a.m.-James Leon Farry, Jr.-Office of Emergency Services
   - March 19, 2013-Tuesday-1:30 p.m.-David Harrington Coffman-Law Enforcement, Tax Office, Service of Process, Home Confinement
   - March 20, 2013-Wednesday-9:00 a.m.-Commission Review
   - March 20, 2013-Wednesday-9:30 a.m.-Brian Patrick Gaudet-Office of the Circuit Clerk
   - March 20, 2013-Wednesday-10:15 a.m.-Janella Lynn Cochran-Lewis-Upshur Animal Control
   - March 20, 2013-Wednesday-11:00 a.m.-Jacob Eugene Reger-Office of the Prosecuting Attorney
   - March 20, 2013-Wednesday-2:00 p.m.-Debbie Thacker Wilfong-Office of the County Clerk
   - March 21, 2013-Thursday-1:30 p.m.-Joyce L. Harris-Thacker-Upshur County Family Resource Network & Child Visitation Center
   - March 21, 2013-Thursday-2:00 p.m.-Steven E. Foster-Upshur County development Authority
   - March 21, 2013-Thursday-2:30 p.m.-Helen Ruth Phillips-Office of the Assessor
   - March 22, 2013-Friday-9:00 a.m.-Commission Review
   - March 25, 2013-Monday-9:00 a.m.-Commission Review
   - March 26, 2013-Tuesday-9:00 a.m.-Special Meeting-Budget Approval

5. Agendas and/or Notice of Meetings:
   - Upshur County Public Library Board-March 20, 2013
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- Upshur County Youth Camp Board-March 21, 2013

6. Meeting Minutes and/or Financial Reports:
   - Buckhannon-Upshur Chamber of Commerce-February 18, 2013
   - Buckhannon River Watershed Association-March 11, 2013
   - Upshur County Citizens Corp Council-March 13, 2013
   - Upshur County Convention & Visitors Bureau-March 13, 2013

7. Meetings:
   - 03/05/13-6:00 p.m.-Hodgesville Public Service District
   - 03/05/13-6:00 p.m.-Elkins Road Public Service District
   - 03/07/13-7:00 p.m.-Banks District Volunteer Fire Department
   - 03/07/13-7:00 p.m.-Selbyville Volunteer Fire Department
   - 03/08/13-7:00 a.m.-Buckhannon Upshur Airport Authority
   - 03/11/13-12:00 p.m.-Upshur County Family Resource Network
   - 03/11/13-4:30 p.m.-Upshur County Solid Waste Authority
   - 03/11/13-6:00 p.m.-Lewis-Upshur-Braxton Community Corrections Bd.
   - 03/11/13-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Bd.
   - 03/11/13-6:00 p.m.-Buckhannon River Watershed Association
   - 03/12/13-7:00 p.m.-Adrian Volunteer Fire Department
   - 03/12/13-7:00 p.m.-Ellamore Volunteer Fire Department
   - 03/13/13-7:30 a.m.-Upshur County Development Authority – Exec. Bd.
   - 03/13/13-12:00 p.m.-Upshur County Senior Center Bd.
   - 03/13/13-1:30 p.m.-Upshur County Conventions & Visitors Bureau
   - 03/13/13-6:00 p.m.-Upshur County Citizens Corp - CERT
   - 03/13/13-7:30 p.m.-Warren District Volunteer Fire Department
   - 03/14/13-1:00 p.m.-Adrian Public Service District
   - 03/14/13-1:00 p.m.-Tennerton Public Service District
   - 03/14/13-6:30 p.m.-Upshur County Safe Sites & Structures Ordinance Bd.
   - 03/14/13-7:30 p.m.-Buckhannon Volunteer Fire Department
   - 03/17/13-7:30 p.m.-Washington District Volunteer Fire Department
   - 03/18/13/2013-12:00 p.m.-Buckhannon Upshur Chamber of Commerce
   - 03/18/13-7:00 p.m.-Upshur County Fair Association
   - 03/19/13-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   - 03/19/13-4:00 p.m.-Upshur County Public Library Bd.
   - 03/19/13-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Bd.
   - April 2013-12:00 p.m.-Lewis Upshur LEPC
   - 03/21/13-6:30 p.m.-Upshur County Youth Camp Bd.
   - 03/21/13-6:30 p.m.-Upshur County Fire Bd.
   - 03/25/13-10:00 a.m.-Mt. CAP of West Virginia, CDC
   - 03/25/13-6:00 p.m.-Upshur County Firefighters Association
The Commission approved all invoices for payment (copies included).

The Commission approved all Vacation Orders.

The Commission approved the following Settlements:
- Nancy Jo Anderson—Final Settlement
- Phoebe J. Schwark aka Phoebe J. Bates—Final Settlement
- Charles Junior Tenney—Final Settlement
- Margaret Gene Gaston Smega—Fourth Annual Settlement

The Commission approved the following “Exonerations and/or Refunds”: (copies included)
- S. C. Rusmisell Est.—#3177—$4.38
- Gary & Nora Sayre—#3178—Corrective Ticket

The Commission approved the following “Consolidation of Land Tracts”: (copies included)
- Meade District—Map 4N Parcel 74 with Map 64N Parcel 78 and Map 64N Parcel 64—Owners John B. and Monna D. Young

The Commission recessed at 11:30 a.m.

The Commission reconvened at 1:00 p.m.

Greg Harris, Director of Facility Operations, appeared before the Commission and provided further information concerning the purchase of a utility tractor. Mr. Harris obtained an additional quote from Flatwoods Lawn and Garden Supply in the amount of $21,400. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the purchase of the John Deere tractor from the Flatwoods location.

With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission meeting adjourned at 1:15 p.m.