The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, May 12, 2016 at 9:00 a.m. Terry Cutright called the meeting to order. Present were Terry Cutright, Commissioner; JC Raffety, Commissioner; Troy A. Brady, Commissioner; Carrie Wallace, County Administrator; Tabatha Perry, 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 discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the regular meeting minutes of May 5, 2016 with typographical corrections.

Carrie Wallace provided a review of the Environmental Protection Agency’s (EPA) Brownfield Grant program and introduced Upshur County resident, Don “Woody” Martin, who has been active in pursuing funding for and continuing development of the Upshur County Youth Camp. If approved, the Brownfields Grant would be used for clean-up of the “tar pit” area of the Youth Camp. Prior to Upshur County’s ownership of the land (1945), it was owned by Buckhannon Chemical Company in the early 1900’s and the “tar pit” area was used as a disposal site for wastes generated by the plant. Since the land was acquired by the County and developed into the 4H Camp and subsequently, the Youth Camp, the land has been unusable and unauthorized access and exposure has been protected by an 8’ perimeter fence. Mr. Martin and board members feel that the property could be utilized better and Mr. Martin is requesting the Commission to approve the EPA Region 3 Brownfields Assessment Grant Property Approval Questionnaire for Hazardous Substance Sites and to grant right-of-entry to conduct work at the Upshur County Youth Camp Tar Pit Site. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the Grant Questionnaire to be submitted and to grant right-of-entry to the tar pit area. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved to use $5,000 from previously awarded 2012 FOCUS WV Brownfields Program funding to be used for the clean-up of the tar pit area.

Terry Cutright reviewed the following “For Your Information” items (copies included):
1. Correspondence from Tabatha R. Perry, Assistant County Administrator, to George Lantz, Upshur County resident, regarding an extension of the previously set deadline to bring his property located in Union Tax District into compliance with the Safe Structures and Sites Ordinance.
2. Correspondence from Janie Moore, Director of Magistrate Court Services Division of the Supreme Court of Appeals, clarifying how funds from the Worthless Check Fund are to be appropriated.
3. Correspondence from Robert L. Pennington, P.E., Deputy State Highway Engineer-Programming and Planning, enclosing the Statewide Transportation Improvement Plan (STIP) listing of proposed amendments to the approved 2016-2017 STIP.
4. Memorandum from Mary Jo Thompson, Director of the Community Development Division of the WV Development Office, regarding the Fiscal Year 2016 Land and Water Conservation Fund Notice; Invitation to submit applications.
5. Notice of changes associated with the Motor Fuel Tax Refund Application – WV/MFR-14
6. Upshur County Mileage Reports – April 2016
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Addressing and Mapping
   - Community Corrections
7. Upshur County E911 Communication Reports—April 2016
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report
8. Upshur County Family Resource Network Newsletter – May 2016
9. Agendas and/or Notice of Meetings:
   - Upshur County Parks and Recreation Board—May 9, 2016
   - Buckhannon City Council-Town Hall Meeting—May 12, 2016
   - Upshur County Fire Board, Inc.—May 17, 2016
UPSHUR COUNTY COMMISSION MEETING
May 12, 2016

10. Meeting Minutes:
   - Upshur County Family Resource Network, Director’s Report — April, 2016
   - Elkins Road Public Service District — April 5, 2016

11. Meetings:
   - 05/03/16-5:30 p.m.-Elkins Road PSD
   - 05/03/16-6:00 p.m.-Hodgesville PSD
   - 05/04/16-7:00 a.m.-Upshur County Development Authority-Executive Board-
   - 05/05/16-7:00 p.m.-Banks District VFD
   - 05/05/16-7:00 p.m.-Selbyville VFD
   - 05/09/16-12:00 p.m.-Upshur County Family Resource Network
   - 05/09/16-4:30 p.m.-Upshur County Solid Waste Authority
   - 05/09/16-6:00 p.m.-B-U Recreational Park Advisory Board
   - 05/09/16-6:00 p.m.-Lewis-Upshur Community Corrections Board-Lewis
   - 05/10/16-6:00 p.m.-Buckhannon River Watershed Association
   - 05/10/16-7:30 p.m.-Adrian PSD
   - 05/11/16-6:00 p.m.-Buckhannon Upshur Board of Health
   - 05/11/16-12:00 p.m.-Upshur County Senior Center Board
   - 05/11/16-1:30 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
   - 05/11/16-6:00 p.m.-Upshur County Citizens Corp-CERT
   - 05/11/16-7:00 p.m.-Warren District VFD
   - 05/12/16-1:00 p.m.-Adrian VFD
   - 05/12/16-3:00 p.m.-Tennerton PSD
   - 05/12/16-4:00 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   - 05/12/16-7:30 p.m.-Buckhannon VFD
   - 05/12/16-4:00 p.m.-B-U Airport Authority—meeting held at Airport
   - 05/05/16-6:30 p.m.-Upshur County Youth Camp Board-Special Meeting
   - 05/15/16-6:00 p.m.-Washington District VFD
   - 05/16/16-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
   - 05/17/16-4:00 p.m.-Upshur County Public Library Board
   - 05/17/16-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   - 05/17/16-6:30 p.m.-Upshur County Fire Board
   - 05/17/16-5:00 p.m.-Upshur County EETAB
   - 05/18/16-7:00 p.m.-Ellamore VFD
   - 05/18/16-12:00 p.m.-Lewis Upshur LEPC—Lewis location
   - 05/18/16-7:00 a.m.-Upshur County Development Authority
   - 05/25/16-10:00 a.m.-James W. Curry Advisory Board
   - 05/26/16-3:30 p.m.-Upshur County Farmland Protection Board
   - TBA-6:00 p.m.- Upshur County Fire Fighters Association

12. Appointments Needed or Upcoming:
   - Upshur County Civil Service Board (Vacant Position-12-31-2016)—Bar
     Association
   - The Commission approved all invoices for payment (copies included)
   - The Commission approved all Vacation Orders
   - The Commission approved the following “Settlements” (copies included):
     - Stanley Mullins—Annual Settlement
     - Allen Ray West Trust—Eighth Periodic Settlement

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the employment of seasonal Buckhannon-Upshur Recreational Park staff members with pay rates as follows: (Assistant Managers), Kristen E. Cosner, Adam D. Brumley @ $9.85/hr. and Renee Carr @ $9.60/hr.; (lifeguard/swim lessons) Steven D. Wilson and Brooke L. Newcome @ $8.75/hr. (lifeguards) John Allen @ $9.00/hr.; Shawn L. Workman, Andrew W. Rapking, Mackenzie T. Bosley, Lindsey N. Bosley, Kailyn R. Bosley, Gregory A. Mach, Corey D. Johnston, Haley Williams, Ivy P. Ward @ $8.75/hr. (lifeguards-pending certification) Mary B. Simms, Joseph R. Hochgesang and Tyler Perske @ $8.75/hr. (admissions) Kylie A. Cosner and Samantha C. Barlow @ $8.75/hr.; (Water Aerobics) Melanie Sandy-Groves @ $20/session. Effective date of employment for all is May 16, 2016 (copy included).
After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of seasonal kitchen/housekeeping staff members for the Upshur County Youth Camp with pay rates as follows: Rosalyn Freeman–Head Cook-$9.10/hr., Cendall Cowan, Cori Cowan, Rebecca Demastes, Roberta Huffman, Monica Leigh, Morgan Rice, Elsie Sayre and Brittany Vaughn @ $9.00/hr., and grounds keeping/lifeguard staff: Zachary Haddix, Lance Wyatt and Richard Dille @ $9.00/hr. Effective date of employment for Zachary Haddix is May 16, 2016; all other staff members will begin their employment on May 31, 2016 (copies included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the advertisement/job posting for the position of full time Tax Deputy in the Office of the Upshur County Sheriff pending written notification of resignation letter from Arlene Harper as Tax Deputy (copy included). Applications must be received no later than the close of business on Monday, May 23, 2016.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the Job Description for the position of Director of E911 Communications Center as submitted by Steve Linger.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the advertisement/job posting for the position of full time Tax Deputy in the Office of the Upshur County Sheriff pending written notification of resignation letter from Arlene Harper as Tax Deputy (copy included). Applications must be received no later than the close of business on Friday, May 27, 2016 (copy included). The position is for full time employment and will prepare the applicant to take over the position of full time E911 Communications Center Director upon the retirement of current Director, Steve Linger which is expected in September.

Seth Blake, Buckhannon Upshur Recreational Facility Pool Director, appeared before the Commission for discussion concerning pool operations. Mr. Blake provided information and answered inquiries concerning daily bank deposits/night deposits, staff scheduling and overtime. Mr. Blake advised that he is planning to cut back 1 lifeguard per shift and expects that it will result in a savings of approximately $5,500 for the season and will still be in compliance of safety/staffing regulations. Terry Cutright requested that financial reporting provide more of a breakdown of income sources. Mr. Blake will provide weekly reports of pool activities which will include data such as the number of swimmers per day, usage of pool passes or pay at door, safety/incident reports and any information pertinent to pool operations.

At 10:30 a.m., Upshur County Sheriff, David Coffman, appeared before the Commission for discussion concerning FY 2017 budget and employee compensation and requested to meet in executive session per WV Code §6-9A-4. Present were Terry Cutright, JC Raffety, Troy A. Brady, Carrie Wallace and David Coffman. Sheriff Coffman exited the meeting at 11:50 a.m. The Commission returned to open session at 12:05 p.m. No decisions were made in executive session. JC Raffety made a motion to take discussion items under advisement for future consideration, with second from Troy A. Brady.

The Commission recessed at 12:10 p.m.
The Commission reconvened at 1:30 p.m.
Carrie Wallace reviewed a request from Carol Dean, E911 Communications Center Supervisor, and recommended by Steve Linger, E911 Director to become a member of the Critical Incident Stress Foundation (copy included). After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the request.

The Commission reviewed the opening/closing schedule for the restrooms located on the alley side of the Annex building as discussed at a previous Commission meeting and requested Carrie Wallace to advise Greg Harris, Courthouse Facilities Director, of the scheduling as follows: closed (nighttime) Sunday through Wednesday and open Thursday through Saturday nights during the Strawberry Festival.

The Commission also discussed conditions at the Ellamore FEMA lot and Safe Structures and Sites letters which will be discussed at the next Commission meeting.

With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission meeting adjourned at 2:45 p.m.