The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, May 16, 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; 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 Upshur County Commission regular meeting minutes of May 09, 2013, Donnie R. Tenney advised that ¶ 18 concerning the request from Debbie Thacker Wilfong to amend payroll procedure contained an error and “Any paycheck not picked up after (3) business days will be mailed (prior notice given to employees)” should be deleted. Mr. Tenney reiterated that the decision was made that payroll checks would not be mailed unless a written request was submitted by the employee.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Annette Young as Secretary in the Upshur County Sheriff’s Office effective April 19, 2013.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the resignation of Richard Moore as Process Server/Bailiff effective May 07, 2013.

Stacy Saunders, Hall Neighbors’ House representative, appeared before the Commission and reviewed the “Mental Health Month 2013 – Pathways to Wellness” proclamation which designates May 2013 as Mental Health Month in Upshur County. The proclamation encourages awareness and understanding of mental health issues and needs. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the proclamation.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the employment of seasonal part time pool employees for positions at the hourly rates of pay as follows: Admission/concession workers—Jessica Hardman @ $7.25; Christopher Armentrout @ $7.25; Samantha Gregory @ $7.85; Aleena Griffen @ $7.85; Tia Bennett @ $7.25 and Zoe Hughes @ $7.25; Lifeguards—John Allen @ $8.15; Erin Beer @ $7.55; Ethan Beer @ $7.55; Matthew Bellamy @ $7.85; Seth Blake @ $8.15; Adam Brumley @ $8.75; Courtney Miller @ $8.45; Maggie Miller @ $7.55; Emily Nestor @ $8.45; Mikenze Poling @ $7.85; Shannon Smith @ $7.85; Jordan Thomas @ $7.55; Logan Warner @ $7.55; Steven Wilson @ $7.85; Mackenzie Bosley @ $7.25; Head Lifeguard, Chase Long @ $9.05; Assistant Manager, Hartsel Cool @ $10.25; Water Aerobics Instructor, Melanie Groves @ $20.00 per session; and Admission/Concession Manager, Kristen Cosner @ $350.00 per week. Effective date of hire is May 19, 2013 for all (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Breanna N. Kaubisch and Joseph L. Wyatt at $7.25 per hour effective May 28, 2013 for both as Upshur County Youth Camp employees (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved Albert L. Lake as board member for the James W. Curry Library and Park Advisory Board (copy included).

The Commission recessed at 9:25 a.m.

The Commission reconvened at 9:30 a.m.

Joyce L. Harris-Thacker, Upshur County Family Resource Network Director, appeared before the Commission with representatives from various Upshur County Law Enforcement agencies. Ms. Harris-Thacker read a poem and the “Peace Officers’ Memorial Day” proclamation which calls upon Upshur County citizens to observe May 15, 2013 as Peace Officers’ Memorial Day and May 13-19, 2013 as Police Week in memory and honor of deceased or disabled law enforcement officers. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the Commission to sign the proclamation (copy included). Msd. Harris-Thacker presented “Certificates of Appreciation” to representatives of the law enforcement agencies.
Ms. Harris-Thacker announced the showing of the movie “Finding Faith” at the Chapel Hill United Methodist Church on Monday, May 20 at 6 p.m. and encouraged county residents to attend. The film deals with internet safety and is based on real life events.

David Coffman, Upshur County Sheriff, appeared before the Commission to discuss staffing and personnel issues. Sheriff Coffman advised that Patricia Westfall has requested to move into the secretarial position left vacant by the resignation of Annette Young. Sheriff Coffman requested the hiring of one (1) full time employee who will assume the part time responsibilities as Process Server/Bailiff which would require approximately 24 hours per week. Additionally, the employee will assume secretarial duties for the remaining 16 hours per week.

Sheriff Coffman made a recommendation to hire Robert Hawkins at the rate of $10.00 per hour to fill the requested position and reviewed Mr. Hawkins’ qualifications and advised that Mr. Hawkins has indicated that he will decline insurance benefits.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the lateral transfer of Patricia Westfall as Law Enforcement Secretary and the employment of Robert Hawkins at the rate of $10.00 per hour as full time Process Server/Bailiff/Office Assistant with and effective date of June 01, 2013.

The Commission reviewed the following “For Your Information” items:
1. Statewide Transportation Improvement Program (STIP) Notification
2. Agendas and/or Notice of Meetings:
   - BU Airport Authority—Special Meeting-May 20, 2013
   - Upshur County Development Authority - April 17, 2013
3. Meeting Minutes and/or Financial Reports:
   - Elkins Road Public Service District-April 02, 2013
   - Upshur County Development Authority - April 17, 2013
   - Adrian Public Service District-April 18, 2013
   - Upshur County Solid Waste Authority- May 13, 2013
4. Meetings:
   - 05/02/13-7:00 p.m.-Banks District Volunteer Fire Department
   - 05/02/13-7:00 p.m.-Selbyville Volunteer Fire Department
   - 05/06/13-10:00 a.m.-Mt. CAP of West Virginia, CDC
   - 05/07/13-6:00 p.m.-Hodgesville Public Service District
   - 05/07/13-6:00 p.m.-Elkins Road Public Service District
   - 05/08/13 -7:30 a.m.-Upshur County Development Authority – Exec. Bd.
   - 05/08/13-12:00 p.m.-Upshur County Senior Center Bd.
   - 05/08/13-1:30 p.m.-Upshur County Conventions & Visitors Bureau
   - 05/08/13-6:00 p.m.-Upshur County Citizens Corp - CERT
   - 05/08/13-7:30 p.m.-Warren District Volunteer Fire Department
   - 05/09/13-1:00 p.m.-Adrian Public Service District
   - 05/09/13-1:00 p.m.-Tennerton Public Service District
   - 05/09/13-6:30 p.m.-Upshur County Safe Sites & Structures Ordinance Bd.
   - 05/09/13-7:30 p.m.-Buckhannon Volunteer Fire Department
   - 05/10/13-7:00 a.m.-Buckhannon Upshur Airport Authority
   - 05/13/13-12:00 p.m.-Upshur County Family Resource Network
   - 05/13/13-4:30 p.m.-Upshur County Solid Waste Authority
   - 05/13/13-6:00 p.m.-Lewis-Upshur-Braxton Community Corrections Bd.
   - 05/13/13-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Bd.
   - 05/13/13-6:00 p.m.-Buckhannon River Watershed Association
   - 05/14/13-7:00 p.m.-Adrian Volunteer Fire Department
   - 05/14/13-7:00 p.m.-Ellamore Volunteer Fire Department
   - 05/15/13-12:00 p.m.-Lewis Upshur LEPC
   - 05/16/13-6:30 p.m.-Upshur County Youth Camp Bd.
   - 05/19/13-7:30 p.m.-Washington District Volunteer Fire Department
UPSHUR COUNTY COMMISSION MEETING
May 16, 2013

- 05/20/13/ 2013-12:00 p.m.-Buckhannon Upshur Chamber of Commerce
- 05/20/13-7:00 p.m.-Upshur County Fair Association
- 05/21/13-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 05/21/13-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Bd.
- 05/22/13-7:00 a.m.-Upshur County Development Authority – Full Bd.
- 05/22/13-10:00 a.m.-James W. Curry Advisory Bd.
- 05/23/13-4:00 p.m.-Upshur County Public Library Bd.
- 05/23/13-4:00 p.m.-Upshur County Farmland Preservation Bd.
- 05/23/13-6:30 p.m.-Upshur County Fire Bd.
- TBA-6:00 p.m.-Upshur County Firefighters Association
- July 2013-6:30 p.m.-Region VII Planning & Development Council

10. Appointments Needed or Upcoming:
- Adrian Public Service District-(Vacant Position-10-31-17)-County
- Buckhannon-Upshur Parks & Recreation Bd.-(Vacant Position- 06-30-12)-County
- Buckhannon-Upshur Parks & Recreation Bd.-(Vacant Position- 06-30-13)-County
- James W. Curry Advisory Bd.-(Vacant- 12-30-12)- County
- James W. Curry Advisory Bd.-(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:
- Jimmy Monroe Ball-Final Settlement
- Richard Doyle Dayton-Final Settlement
- Doris R. Lough-Final Settlement
- Betty L. Stout-Final Settlement
- Donis J. Cutright-Final Settlement

The Commission approved the following “Exonerations and/or Refunds”: (copies included)
- Edward S. Burnside-#3191-$51.92

The Commission approved the following “Request to Attend Meeting” for Commission employees: (copies included)
- Terri Jo Bennett-June 3 and 4, 2013

On motion by JC Raffety, seconded by Troy A. Brady, the commission entered into executive session per WV Code 6-9A-4 at 10:00 a.m. to review options for the employment of a County Administrator. Present were Donnie R. Tenney, JC Raffety, Troy A. Brady. Megan J. Pomeroy entered the meeting at 10:20 a.m. The Commission returned to open session at 10:30 a.m. No decisions were made in executive session.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the special meeting minutes of May 09, 2013 with the following correction - ¶ 18 –remove wording as follows: “Any paycheck not picked up after (3) business days will be mailed (prior notice given to employees)”.

With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission meeting adjourned at 10:45 a.m.