UPSHUR COUNTY COMMISSION MEETING  
July 11, 2013

The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, July 11, 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, County Administrator; Jennifer Dinkelo, 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 June 27, 2013 as submitted.

Donnie R. Tenney provided a review of the Certified Animal Euthanasia Technician (CAET) and Humane Officer Certification(s) for Michael D. Miller, Animal Control Officer. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved Mr. Miller’s title change to “Upshur County Animal Control and Humane Officer” and pay raise in the amount of $0.50 per hour effective July 14, 2013 as discussed during budget review (copies included).

Megan J. Pomeroy provided a review of the West Virginia Community Corrections Grant number 14-CC-15 in the amount of $247,495. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the grant agreement and related documents (copy included).

Megan J. Pomeroy provided a review of the VAWA (STOP Violence Against Women Act) Grant Project Number 12-VAW-020 in the amount of $30,000. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the grant agreement and related documents (copy included).

Megan J. Pomeroy provided a review of the Governor’s Community Participation Grant Award, Project Number 13LEDA0236 in the amount of $10,000 for the benefit of Upshur County Disabled American Veterans Chapter 36 for building repairs. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the grant agreement and related documents (copy included).

Megan J. Pomeroy provided a review of the Lewis-Upshur Animal Control Facility volunteer application form and Spay/Neuter Assistance Voucher (copies included). The forms have been updated to provide more specific and/or needed information. JC Raffety requested that the forms be amended to include student or rescue information. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved the forms with amendments as discussed.

Megan J. Pomeroy advised that she has followed up with current James W. Curry Library and Park Advisory Board members for their recommendation to fill the vacant seat as discussed at the June 13, 2013 commission meeting. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the appointment of Ervin B. Lake as board member of 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.

Representatives of the West Virginia Professional Women's Club appeared before the Commission in support of the WV Professional Women's Week Proclamation. Spokesperson Jewel Fisher read the Proclamation. The purpose of the proclamation is to “promote equity for all women and to help create better conditions for working women through the study of social, educational and economic issues impacting women in the workplace” and designates July 7 through 13, 2013 as West Virginia Professional Women's Week in Upshur County. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the proclamation (copy included).

The Commission recessed at 9:35 a.m.

The Commission reconvened at 9:45 a.m.

Phil Loftis, Buckhannon-Upshur Airport Authority representative, appeared before the Commission to discuss the renewal of a line of credit loan agreement with Progressive Bank and establish signatories. The 10 year renewable line of credit in the amount of $300,000 has a current balance of $291,300. The new agreement will amend the renewable term to 5 years and the number of signatories will be expanded to six instead of the current three and will include county officials Donnie R. Tenney, Megan J. Pomeroy, City/Airport Authority official Rich Clemens and Airport Authority officials Phil Loftis, Tom O'Neill and Bill Thomas. The loan closing cost in the amount of $375.00 will be the responsibility of the B-U Airport Authority. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President and/or Megan J. Pomeroy to sign any documents related to the renewable line of credit agreement by and between the Buckhannon-Upshur Airport Authority and Progressive Bank.

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

1. Upshur County E911 Communication Center Reports
   - Monthly Call Summary Report—June 2013
   - Monthly Departmental Summary Report—June 2013
   - Monthly and YTD Wrecker Report—June 2013
5. Agendas and/or Notice of Meetings:
   - Elkins Road Public Service District—July 02, 2013
   - Stockert Youth Center—July 08, 2013
   - Upshur County Solid Waste Authority—July 08, 2013
6. Meeting Minutes and/or Financial Reports:
   - Elkins Road Public Service District—June 04, 2013
   - Elkins Road Public Service District –Special Meeting—June 25, 2013
7. Meetings:
   - 07/02/2013-6:00 p.m.—Hodgesville PSD
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- 07/02/2013-6:00 p.m.-Elkins Road PSD
- 07/04/2013-7:00 p.m.-Banks District VFD
- 07/04/2013-7:00 p.m.-Selbyville VFD
- 07/08/2013-12:00 p.m.-Upshur County Family Resource Network
- 07/08/2013-4:30 p.m.-Upshur County Solid Waste Authority
- 07/08/2013-6:00 p.m.-Lewis-Upshur-Braxton Community Corrections Board
- 07/08/2013-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
- 07/08/2013-6:00 p.m.-Buckhannon-Upshur Watershed Association
- 07/09/2013-7:00 p.m.-Adrian VFD
- 07/09/2013-7:00 p.m.-Elamore VFD
- 07/10/2013-7:00 a.m. -Upshur County Development Authority – Exec. Board
- 07/10/2013-6:00 p.m.-Upshur County Citizens Corp - CERT
- 07/10/2013-7:30 p.m.-Warren District VFD
- 07/11/2013-1:00 p.m.-Adrian PSD
- 07/11/2013-3:00 p.m.-Tennerton PSD
- 07/11/2013-6:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
- 07/11/2013-7:30 p.m.-Buckhannon VFD
- 07/12/2013-7:00 a.m. -Buckhannon Upshur Airport Authority
- 07/12/2013-6:00 p.m.-Washington District VFD
- 07/15/2013-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 07/15/2013-7:00 p.m.-Upshur County Fair Association
- 07/16/2013-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
- 07/16/2013-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 07/17/2013-7:00 p.m.-Lewis Upshur LEPC
- 07/18/2013-6:30 p.m. -Upshur County Youth Camp Board
- 07/22/2013-10:00 a.m.-Mt. Cap of West Virginia, CDC
- 07/22/ 2013-6:00 p.m.-Region VII Planning & Development Council
- 07/24/2013-7:00 a.m. -Upshur County Development Authority – Full Board
- 07/24/2013-10:00 a.m.-James W. Curry Advisory Board
- 07/25/2013-4:00 p.m.-Upshur County Farmland Preservation Board
- 07/25/2013-4:00 p.m. -Upshur County Public Library Board
- 07/25/2013-6:30 p.m.-Upshur County Fire Board
- TBA -6:00 p.m.-Upshur County Fire Fighters Association
- 07/31/2013-12:00 p.m.-Upshur County Senior Center Board

8. 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
The Commission approved all invoices for payment: (copies included).
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:
- Lorena Jane Farrar-Final Settlement
- Viola G. Fisher-Final Settlement
- Earl D. Karickhoff-Final Settlement
- Veta Elizabeth Lewis-Final Settlement
- Alice P. Wilson-Final Settlement
- Charles R. Wilfong-Final Settlement
- Burla Fitzgerald Loudin-Final Settlement

The Commission approved the following “Request for Time Out of Office” for Commission employees: (copies included)
- Megan J. Pomeroy—December 23, 24 (1/2 day), 26, 27, 30 and 31 (1/2 day) 2013
- Jennifer Dinkelo—September 26, 27 and 30, 2013

The Commission approved the following “Request to Attend Meeting” for Commission employees: (copies included)
- Megan Pomeroy—August 4 through 7, 2013
- Jennifer Dinkelo—August 4 through 7, 2013
- James Farry—August 26 through 28, 2013

The Commission meeting recessed at 11:15 a.m.
The Commission reconvened at 1:00 p.m.

Terri Jo Bennett, Addressing and Mapping Coordinator appeared before the Commission and reviewed a road name request application for a private driveway that is proposed to have three house locations. After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved Curryfay Dr for the private driveway located off of Teter Rd in Hodgesville per the requirements of the E911 Addressing and Mapping Ordinance (copy included).

The Commission meeting recessed at 1:05 p.m.
The Commission attended the meeting of the Upshur County Policy Board at 1:05 p.m. (copy of meeting minutes included)
The Commission attended the meeting of the Upshur County Department Supervisors at 2:00 p.m. (copy of meeting minutes included)
The Commission reconvened at 2:45 p.m.

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