The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, July 25, 2013, at 9:00 a.m. Donnie R. Tenney called the meeting to order. There were present Donnie R. Tenney, 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 Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the regular meeting minutes of July 18, 2013 as submitted.

Megan J. Pomeroy provided a review of services provided by Johnson Controls as presented by representative David A. D’Orazio at last week’s meeting. Johnson Controls is a consultant and provider of energy saving solutions for efficient operations of facilities. Ms. Pomeroy reviewed the “Utility Benchmark Analysis—Memorandum of Understanding” by and between the Upshur County Commission and Johnson Controls for a preliminary energy audit/analysis at no cost to the County. After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the President to sign the agreement (copy included). The agreement is for an evaluation only and does not obligate the County for any future purchase of services or products.

The Commission discussed the board vacancy on the Buckhannon-Upshur Health Department Board of Directors. At this time, the County does not have a recommendation for the vacancy. Commissioner Tenney requested that interested parties contact the County Commission. The criterion for the Commission appointee is for a Republican and a resident of Washington District.

Megan J. Pomeroy provided an update/status report on the James W. Curry Library and Park Advisory Board. After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the appointment of Megan J. Pomeroy as board member. Ms. Pomeroy’s term will expire on December 31, 2015 (copy included).

Megan J. Pomeroy provided an update/status report on the Court Security Fund Grant award in the amount of $38,176 for the purpose of enhancing the county’s court security. After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the President to sign the grant agreement and related documents (copy included).

Megan J. Pomeroy provided a review of new or updated Lewis-Upshur Animal Control Facility forms (copies included). The Volunteer Program Policies and Procedures, Rescue Agreement and Animal Surrender Agreement have been amended to provide better policy understanding of rights and responsibilities between volunteers, facility administrators, adopting parties and rescue organizations. The new/updated forms will also facilitate improved tracking and record keeping. After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the forms.

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the following volunteers for the Lewis-Upshur Animal Control facility: Teri Riffle, Robin Keough, Cristy Lloyd, Sheley Phillips, Nikole English, Sandra
Bennett and Christy Riffle. Approval of these volunteers is conditional upon their acceptance (signed document) of “Volunteer Program Policies and Procedures”.

At 9:30 a.m., on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission entered executive session per WV Code 6-9A-4 to discuss the employment of a part time Administrative Assistant for the Office of the Upshur County Commission. Present were Donnie R. Tenney, Troy A. Brady, Megan J. Pomeroy, Jennifer Dinkelo. The Commission returned to open session at 9:55 a.m. No decisions were made in executive session.

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the employment of Erin Fletcher as part time Upshur County Commission Administrative Assistant at the rate of $8.00 per hour. Effective date of employment is August 12, 2013. (Note: Erin Fletcher retracted her acceptance of this position on 7/26. The position remains open.)

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

1. Statewide Transportation Improvement Program (STIP) Notification-Review and Comment—Period through July 29, 2013
2. Agendas and/or Notice of Meetings:
   - Lewis-Upshur LEPC-July 17, 2013
3. Meeting Minutes and/or Financial Reports:
   - Lewis-Upshur LEPC-June 18, 2013
   - Buckhannon-Upshur Airport Authority-July 12, 2013
4. Meetings:
   - 08/01/2013-7:00 p.m.-Banks District VFD
   - 08/01/2013-7:00 p.m.-Selbyville VFD
   - 08/05/2013-10:00 a.m.-Mt. Cap of West Virginia, CDC
   - 08/06/2013-6:00 p.m.-Hodgesville PSD
   - 08/08/2013-1:00 p.m.-Adrian PSD
   - 08/08/2013-3:00 p.m.-Tennerton PSD
   - 08/08/2013-6:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   - 08/08/2013-7:30 p.m.-Buckhannon VFD
   - 08/09/2013-7:00 a.m. -Buckhannon Upshur Airport Authority
   - 08/12/2013-12:00 p.m.-Upshur County Family Resource Network
   - 08/12/2013-7:00 a.m. -Upshur County Development Authority – Full Board
   - 08/12/2013-4:30 p.m.-Upshur County Solid Waste Authority
   - 08/12/2013-6:00 p.m.-Lewis-Upshur-Braxton Community Corrections Board
   - 08/12/2013-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
   - 08/12/2013-6:00 p.m.-Buckhannon-Upshur Watershed Association
   - 08/13/2013-7:00 p.m.-Adrian VFD
   - 08/13/2013-6:00 p.m.-Elkins Road PSD
   - 08/13/2013-7:00 p.m.-Ellamore VFD
   - 08/14/2013-12:00 p.m.-Upshur County Senior Center Board
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- 08/14/2013-1:30 p.m.- Upshur County Conventions & Visitors Bureau
- 08/14/2013-6:00 p.m.- Upshur County Citizens Corp - CERT
- 08/14/2013-7:30 p.m.- Warren District VFD
- 08/15/2013-6:30 p.m.- Upshur County Fire Board
- 08/15/2013-6:30 p.m. - Upshur County Youth Camp Board
- 08/18/2013-6:00 p.m.- Washington District VFD
- 08/19/2013-12:00 p.m.- Buckhannon-Upshur Chamber of Commerce
- 08/19/2013-7:00 p.m.- Upshur County Fair Association
- 08/20/2013-6:00 p.m.- Lewis Upshur LEPC
- 08/20/2013-4:00 p.m.- Upshur County Farmland Preservation
- 08/20/2013-5:00 p.m. - UC Enhanced Emergency Telephone Advisory Board
- 08/21/2013-7:00 p.m.- Wes-Mon-Ty Resource Conservation & Development
- 08/22/2013-4:00 p.m.- Upshur County Public Library Board
- 08/28/2013-6:00 p.m.- Upshur County Fire Fighters Association
- 09/11/2013-7:00 a.m. - Upshur County Development Authority – Exec. Board
- October-6:00 p.m.- Region VII Planning & Development Council

5. Appointments Needed or Upcoming:
- Buckhannon-Upshur Parks & Recreation Bd.- (Vacant Position- 06-30-12)- County
- Buckhannon-Upshur Parks & Recreation Bd.- (Vacant Position- 06-30-13)- 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:
- Bessie Edith Dennison Koon - Final Settlement
- William Wellings II - Final Settlement
- Charles Robert Cupp - Final Settlement

The Commission approved the following “Exonerations and/or Refunds: (copies included)
- Elmer K. and Carolyn Tenney -- #3221-- $102.61
- Larry H. Jr. and Tabatha R. Perry -- #3222-- $130.00
- Patrick and Ilene Murray -- #3223-- $147.50
- Joseph H. and June E. Lubin -- #3224-- $623.58
- Cashues and Carol A. Lanham -- #3225-- $174.96
- Cashues and Carol A. Lanham-- #3226-- Corrective Ticket
- Shelley Carr -- #3227-- $82.44
- Sanford B. or Claudia Zirkle -- #3228-- $310.10
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- Robinson Family Chiropractor--#3229--$239.61
- Geraldine F. Eskew--#3230--$135.69
- Timothy E. or Debra Gooden--#3231--$4.18
- James L. and Virgie Sarver--#3232--$19.68
- Jeffrey A. and Erin M. Tenney--#3233--$302.33
- Hinkleville Pre Owned Autos--#3234--$59.84
- Loye and Carol Roth--#3235--$2.10
- Mickey D. Hakes--#3236--$203.92
- Tammy K. Williams--#3237--$174.96
- Brenda E. Collins--#3238—Corrective Ticket
- Mitchell Collins--#3239--$58.63

The Commission approved the following “Request for Time Out of Office” for Commission employees: (copies included)
- Greg Harris –July 26, 2013, August 09, 2013; September 23 thru 27, 2013; November 22, 25, 26 and 27, 2013, December 06, 09, 13, 20, 27 and December 24, 2013 (½ day) and December 31, 2013 (½ day)

The Commission approved the following “Request to Attend Meeting” for Commission employees: (copies included)
- Megan Pomeroy –August 14, 2013
- Megan Pomeroy –September 30, 2013
- Jennifer Dinkelo—August 14, 2013
- Jennifer Dinkelo—October 3 and 4, 2013

The Commission approved the following “Consolidation of Land Tracts”: (copies included)
- Buckhannon District-Map 4E Parcel 45.1 with Map 4E Parcel 45.3 -owner James N. and Leona M. Flesher
- Buckhannon Corporation District-Map 11 Parcel 33, Map 11 Parcel 301.1 and Map 11 Parcel 301.2, owner, Kerry W. Crosby

With no further business, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission meeting adjourned at 11:30 a.m.