The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, October 30, 2014, at 9:00 a.m. J.C. Raffety called the meeting to order. There were present J.C. Raffety, Commissioner; Donnie R. Tenney, Commissioner; Troy A. Brady, Commissioner; Kelley J. Cunningham, County Administrator and Carrie L. Wallace, Assistant County Administrator. 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 October 16, 2014, as submitted.

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the Commission to sign the 2015-2016 Records Management and Preservation Board Grant Application and Resolution (copy included).

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the James W. Curry Library & Park Board & Staff Responsibilities Memorandum (copy included).

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved the Upshur County Communications Social Media Posting Policy, dated October 30, 2014 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the Employee Handbook of Personnel Guidelines current revision, dated July 30, 2014 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the Lewis Upshur Animal Control Facility Volunteer Program Policies and Procedures current revision, dated October 30, 2014 (copy included).

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved the Lewis Upshur Animal Control Facility Volunteer Application revision (copy included).

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the following Lewis-Upshur Animal Control Facility Volunteers: Casey Gilbert, Allyson Cutlip, and Jessica Lynch (copies included).

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the Commission to sign the letters to Mr. Trent Davidson and Mr. Travis Davidson regarding Safe Structures and Sites Case # 050913-04 which is now in compliance with the Safe Structures and Sites Ordinance (copies included).

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady the Commission approved and authorized the Commission to sign the letter to Upshur County Emergency Medical Services (EMS) recognizing Upshur County EMS as an emergency medical service provider in Upshur County (copy included).

After discussion, there was not a motion to move forward on the Land and Water Conservation Fund Grant for a water slide or splash pad at the Upshur County Pool. County Administrator, Kelley Cunningham, provided explanation on additional costs that were not factored into the estimates the Commission had received. She also stated the time frame limited the ability to perform necessary research prior to entering into a binding contract with the Land and Water Conservation Fund.

After discussion, the Commission tabled the review of estimates for the cable and antennae repairs of the Tallmansville radio tower until more information is provided. The Commission requested Carrie Wallace to schedule an appointment with Steve Linger and Dirk Burnside to gather additional information.
J.C. Raffety reviewed the following “For Your Information” items (copies included):
1. Correspondence from Roy H. Wager, Upshur County Superintendent, regarding the reappointment of Rick Reynolds to the Parks and Recreation Board.
2. Correspondence from Melissa Garretson Smith, Courthouse Facilities Improvement Authority, regarding the denial of the grant application to repair the Courthouse chimneys.
3. Correspondence from Michael D. Riley, Insurance Commissioner, regarding flood insurance through the National Flood Insurance Program (NFIP).
4. Upshur County E911 Communication Center Reports---September 2014
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly & YTD Wrecker Report
7. Invitation from the DHHR to attend Results Based Accountability training on October 30, 2014, from 1:00 p.m. to 4:00 p.m. in the Lewis DHHR building.
8. Agendas and/or Notice of Meetings:
   - Buckhannon Upshur Airport Authority October 21, 2014
   - West-Mon-Ty RC&D Board of Directors October 21, 2014
   - Lewis/Upshur LEPC October 15, 2014
9. Meeting Minutes
   - Buckhannon Upshur Airport Authority September 12, 2014
   - Elkins PSD September 2, 2014
10. Meetings
   - 11/06/14  7:00 p.m.  Banks District VFD
   - 11/06/14  7:00 p.m.  Selbyville VFD
   - 11/04/14  6:00 p.m.  Hodgesville PSD
   - 11/10/14  5:30 p.m.  Elkins Road PSD
   - 11/12/14 12:00 p.m.  Upshur County Senior Center Board
   - 11/12/14 1:30 p.m.  Upshur County Conventions & Visitors Bureau
   - 11/12/14 6:00 p.m.  Upshur County Citizens Corp – CERT
   - 11/12/14 7:30 p.m.  Warren District VFD
   - 11/13/14 1:00 p.m.  Adrian PSD
   - 11/13/14 3:00 p.m.  Tennerton PSD
   - 12/11/14 4:30 p.m.  Upshur County Safe Sites & Structures Ordinance Board
   - 11/13/14 7:30 p.m.  Buckhannon VFD
   - 11/14/14 7:00 a.m.  Buckhannon Upshur Airport Authority
   - 11/10/14 12:00 p.m.  Upshur County Family Resource Network
   - 11/10/14 4:30 p.m.  Upshur County Solid Waste Authority
   - 11/10/14 6:00 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
   - 11/10/14 6:00 p.m.  Lewis-Upshur Community Corrections Board
   - 11/10/14 6:00 p.m.  Buckhannon-Upshur Watershed Association
   - 11/11/14 10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development
   - 11/11/14 7:00 p.m.  Adrian VFD
   - 11/11/14 7:00 p.m.  Ellamore VFD
   - 11/19/14 6:30 p.m.  Lewis Upshur LEPC
   - 11/20/14 6:30 p.m.  Upshur County Youth Camp Board
   - 11/18/14 6:30 p.m.  Upshur County Fire Board
UPSHUR COUNTY COMMISSION MEETING
October 30, 2014

- 11/12/14 7:00 a.m. Upshur County Development Authority–Exec. Board
- 11/12/14 6:00 p.m. Washington District VFD
- 11/17/14 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 1/18/14 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 11/18/14 4:00 p.m. Upshur County Public Library Board
- 11/22/14 7:00 a.m. Upshur County Development Authority–Full Board
- 11/20/14 4:00 p.m. Upshur County Farmland Protection Board
- 11/24/14 10:00 a.m. Mountain CAP of West Virginia, CDC
- 03/25/15 10:00 a.m. James W. Curry Advisory Board
- 11/26/14 7:00 a.m. Upshur County Development Authority
- TBA 6:00 p.m. Upshur County Fire Fighters Association

11. Appointments Needed or Upcoming:
- Buckhannon-Upshur Parks & Rec Board (Vacant Position–06-30-14)---Board of Education
- Upshur County Safe Structures and Sites Board (Vacant Position–6-30-14)---Community
- Upshur County Safe Structures and Sites Board (Vacant Position–6-30-14)---Community
- Upshur County Civil Service Board (Vacant Position–12-31-13)---Commission
- Upshur County Enhanced Emergency Telephone Board (Vacant Position–06-30-13)---Community

At 9:15 a.m., Tarani Day, BUMS student, Cathy McCauley, BUMS Counselor, and Tanya Zickfoose, Academy Counselor, along with many other Upshur County students presented the Red Ribbon Day Proclamation. On motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the Commission to sign the Proclamation which supports awareness, education, and on-going initiatives to prevent illegal drug use and proclaims October 27 to October 31, 2014, as Red Ribbon Week (copy included).

At 9:42 a.m., Buck Edwards appeared before the Commission and requested support from the Commission to construct a sidewalk along Route. 20 South from Hardees to the Tallmansville stop light and beyond. Mr. Edwards presented a petition with 250 signatures supporting the sidewalk. Donnie Tenney suggested the Commission make contact with Region VII to discuss grant possibilities and then contact the SunnyBuck Gardens owner for financial support. The Commission requested that Carrie Wallace contact Buck Edwards to move forward with the project.

At 10:00 a.m., Ron Fowler, Disabled American Veterans (DAV), appeared before the Commission and presented a report on the new Disabled American Veterans Facility and new projects that have been implemented. Mr. Fowler announced that the DAV’s Veteran’s Day Program will be held November 15, 2014, beginning at 11:00 am at the Disabled American Veteran’s Facility in French Creek. Their annual Turkey Dinner will be held on the same day from 12:00 pm to 6:00 pm. Mr. Fowler requested the Commission’s active moral support by attending the event.

At 10:07 a.m., Michael Doss, City Administrator, appeared before the Commission and discussed manpower issues City Firefighters were having when responding to calls outside of their jurisdiction. Mr. Doss explained that the City was in preliminary stages of increasing the City Fire Fees to provide additional revenue and resources and suggested that the City and County partner to resolve the issue. Mr. Doss will contact the county with additional information in the new year.
At 10:20 a.m., Patty Adams appeared before the Commission to present the Pancreatic Cancer Awareness Month Proclamation. On motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the Commission to sign the Proclamation which declares the month of November as Pancreatic Cancer Awareness Month and urges residents to educate themselves on the disease (copy included).

The Commission approved all invoices for payment (copies included).

The Commission approved all Vacation Orders.

The Commission approved the following Exoneration/Refund: (copy included)
- Biller, Linda Ray---#3525----$8.40
- Lost Creek Leasing LLC---#3527----$1956.90
- Lewis, George R., Jr. & Kirston---#3528----$220.82

The Commission approved the following Settlements:
- Cutright, Anita Mae Sayer---Final Settlement
- Malcomb, Olin G.---Final Settlement
- Marple, John Rae---Final Settlement
- Oldaker, Sharon Sue---Final Settlement
- Sapp, Marcelene Anice---Final Settlement
- Schabinger, John Robert---Final Settlement
- Williams, Fred A.---Final Settlement
- Miller, Patricia Ann, Trust for Suzanne Miller---Fourth Annual Settlement

The Commission approved the following “Request for Time Out of Office:”
- Carrie L. Wallace---January 8-9, 2015.
- Kelley J. Cunningham---November 3 & 10; December 24, 26, 29-31, 2014.

The Commission approved the following “Request to Attend Meeting:”
- Kelley Cunningham---December 4-5, 2014.

The Commission recessed at 12:10 p.m.

The Commission reconvened at 1:10 p.m.

The Board of Assessment Appeals scheduled for 1:00 p.m. for D. Miller was cancelled.

On motion by JC Raffety, seconded by Troy A. Brady, the Commission extended assessment appeals as per WV State Code §11-3-24b.

With no further business, on motion by Troy A. Brady, seconded by J.C. Raffety, the Commission adjourned at 2:03 p.m.