The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, November 14, 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 October 31, 2013 as submitted.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the West Virginia Certified Develop Community (CDC) Program—Resolution of Participation (copy included). The resolution is a pledge of support for industrial and economic development in the Community through the Upshur County Development Authority and reflects the commitment of Upshur County to participate in economic development programs.

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the Commission to sign the approval for the number of Election Officials and Election Commissioners for the February 8, 2014 School Levy Election (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the approval for the number of sets of Emergency Absentee Voting Commissioners for the February 8, 2014 School Levy Election (copy included).

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved payment of $15,000.00 (WV Code §7-7-6b) to Helen R. Phillips, Upshur County Assessor, for “Additional Duties” as delineated in WV Code §7-7-6a (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the “Commercial Lease Amendment” by and between Q4 Holdings as landlord and the Lewis-Upshur-Braxton Community Corrections as tenant effective December 1, 2013 in the amount of $800 per month (copy included). The amended Lease Agreement replaces the agreement dated June 27, 2013.

After discussion, on motion by JC Raffety, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the West Virginia Division of Homeland Security and Emergency Management Nondisclosure (Confidentiality) Agreement (copy included). The agreement concerns MISS Utility County Service Grid Datasets.

Megan J. Pomeroy provided a review of the Governor’s Community Participation Grant Program Contract for project number 13LEDA0712 in the amount of $4,000 for the benefit of the Banks District Volunteer Fire Department for the purchase of equipment. After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved and authorized the President to sign the grant contract and all related documents (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the resignation of Jaclyn L. Tenney as full time E911 Communications Center Dispatcher effective November 01, 2013 (copy included).

After discussion, on motion by Troy A. Brady, seconded by JC Raffety, the Commission approved the employment of Brittany Nicole Morgan as full time Fire Fee Clerk effective December 02, 2013 at the rate of $9.00 per hour (copy included).

Donnie R. Tenney and Megan J. Pomeroy reviewed the following “For Your Information” items: (copies included).

1. Notice of Election to authorize continuation of the additional levies for FY 2014–2018—General current expenses of the public schools in Upshur County, West Virginia
2. Correspondence from United States Department of Commerce—Suspension of the 2014 Boundary and Annexation Survey
3. Regional Jail Authority Statement for October 2013—$58,093
4. Review of Quit Claim Deed Process for Paper Street per request from Bennett Surveying
5. Upshur County Building Permit Report-October 2013
6. Upshur County Dog Warden Report-October 2013
7. Upshur County Cat Report-October 2013
8. Upshur County Communications Center Reports-October 2013
   • Monthly Call Summary Report
   • Monthly Departmental Call Summary Report
   • Monthly Wrecker Rotation—Log Report
9. Agendas and/or Notice of Meetings:
   • Community Corrections Special Agenda—November 4, 2013
   • Elkins Road Public Service District—November 5, 2013
   • Buckhannon-Upshur Airport Authority—November 8, 2013
   • Upshur County Development Authority —November 13, 2013
   • Family Resource Network—November 18, 2013
   • Upshur County Solid Waste Authority —November 18, 2013
   • Wes-Mon-Ty RC & D Board—November 19, 2013
10. Meeting Minutes and/or Financial Reports:
   • Elkins Road Public Service District—September 3, 2013
   • Upshur County Development Authority —September 11, 2013
   • Wes-Mon-Ty RC & D Board— September 17, 2013
   • Elkins Road Public Service District—October 1, 2013
   • Community Corrections Board—October 7, 2013
   • Upshur Citizen Corp Council— October 9, 2013
   • Buckhannon River Watershed Association—November 4, 2013
   • Buckhannon-Upshur Airport Authority—November 8, 2013
11. Meetings:
   • 11/04/2013-6:00 p.m.-Lewis-Upshur-Braxton Community Corrections Board
   • 11/04/2013-6:30 p.m.-Upshur County Fire Board
   • 11/05/2013-6:00 p.m.-Hodgesville PSD
   • 11/05/2013-6:00 p.m.-Elkins Road PSD
   • 11/07/2013-7:00 p.m.-Banks District VFD
   • 11/07/2013-7:00 p.m.-Selbyville VFD
   • 11/08/2013-7:00 a.m. -Buckhannon Upshur Airport Authority
   • 11/11/2013-6:00 p.m.-Buckhannon-Upshur Watershed Association
   • 11/12/2013-1:00 p.m.-Adrian VFD
   • 11/12/2013-7:00 p.m.-Adrian PSD
   • 11/12/2013-7:00 p.m.-Ellamore VFD
   • 11/13/2013-7:00 a.m. -Upshur County Development Authority – Exec. Board
   • 11/13/2013-12:00 p.m.-Upshur County Senior Center Board
   • 11/13/2013-1:30 p.m.-Upshur County Conventions & Visitors Bureau
   • 11/13/2013-6:00 p.m.-Upshur County Citizens Corp - CERT
   • 11/13/2013-7:30 p.m.-Warren District VFD
   • 11/14/2013-3:00 p.m.-Tennerton PSD
   • 11/14/2013-4:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   • 11/14/2013-7:30 p.m.-Buckhannon VFD
   • 11/17/2013-6:00 p.m.-Washington District VFD
   • 11/18/2013-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
   • 11/18/2013-12:00 p.m.-Upshur County Family Resource Network
The Commission approved all invoices for payment: (copies included).
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:
- Allien H. Berry-Final Settlement
- Virginia B. Carpenter-Final Settlement
- Hubert H. Fleming-Final Settlement
- James Willis Hamner-Final Settlement
- Paul R. Hickman-Final Settlement
- Dorie McHugh O’Brien-Final Settlement
- Franklin Stalnaker-final Settlement
- Guyda Ernestine Queen Stone-Final Settlement
- Clarence Leslie Warner-Final Settlement
- Eugene Minter Williams-Final Settlement
- Ronnie Allen Landis-Second Annual Settlement
- William Fisher Gregory-Final Settlement
- Margaret Gae Kelley-Final Settlement
- Ollena Mae McQuain-Final Settlement
- Mildred Ann Miller-Final Settlement
- Steven W. Rowan-Final Settlement
- Frances Marie Sharpolisky-Final Settlement
- Ora Ellen Snyder-Final Settlement

The Commission approved the following "Exonerations and/or Refunds: (copies included)
- Ryan D. Silbaugh-#3921-$91.60

The Commission approved the following “Request for Time Out of the Office” for Commission employees (copies included):
- Terri Jo Bennett-November 12, 2013, November 22, 2013 (1/2 day) and December 12, 2013
• Jan Cochran—November 8, 2013 and November 25, 26 and 27, 2013
  The Commission approved the following “Consolidation of Land Tracts” (copies included):
  • Buckhannon District-Map 5F Parcel 31.1 with Map 5F Parcel 31.2 and Map 5F Parcel 31.3—owners Ronald and Nancy Davidson
  The Commission recessed at 11:00 a.m.
  The Commission attended the meeting of the Upshur County Department Supervisors at 1:00 p.m. (copy of meeting minutes included)
  The Commission attended the meeting of the Upshur County Policy Board at 2:00 p.m. (copy of meeting minutes included)
  The Commission reconvened at 3:55 p.m.
  Helen R. Phillips, Assessor, appeared before the Commission to discuss assessment concerns (Note: not on agenda, report only).
  With no further business, on motion by JC Raffety, seconded by Troy A. Brady, the Commission meeting adjourned at 4:15 p.m.