The County Commission of Upshur County, West Virginia, held their regular meeting at the Courthouse Annex on Thursday, December 18, 2014, at 9:00 a.m. JC Raffety called the meeting to order. There were present JC Raffety, Commissioner; Donnie R. Tenney, Commissioner; Troy A. Brady, Commissioner; Kelley J. Cunningham, County Administrator; Carrie L. Wallace, 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 December 11, 2014 as submitted.

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the job posting/advertisement for the part time Secretarial-Administrative position for the Upshur County Commission Addressing and Mapping Office. Applications must be received on or before the close of business on January 16, 2015 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved the job posting/advertisement for the full time position of Deputy Circuit Clerk. Applications must be received on or before the close of business on January 12, 2015 (copy included).

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved the job posting/advertisement for the full time position of Assistant Prosecuting Attorney. Applications must be received on or before the close of business on January 7, 2015 (copy included).

The Commission discussed the hours of operation for the Courthouse and Annex on Friday December 26, 2014. Kelley J. Cunningham advised that the closing of government offices as ordered by President Obama, is only effective for federal employees and does not apply to state and county workers. The order would not apply to state and county workers, unless Governor Tomblin would declare December 26 a legal holiday. Ms. Cunningham advised that although other counties will be closing on that date, by doing so, “closure would be at our peril” and the county would be open for litigation. No action was taken.

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the amendment to the county’s Dental/Vision Insurance plan with the Guardian Life Insurance Company of America. The amendment will decrease the policy requirement for coverage of prosthetics from ten (10) years to five (5) years (copy included).

After discussion, on motion by Donnie R. Tenney, seconded by Troy A. Brady, the Commission approved and authorized the President to sign the contract between Kramer Entertainment Agency, Inc. and the James W. Curry Public Library for the one day rental of a Planetarium Dome Theater in the amount of $1,675 (copy included). The Planetarium Dome Theater event and related activities will take place on Saturday, June 20, 2015 and will be open to the general public.

After discussion, on motion Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the President to sign the annual maintenance contract with Valley Business Systems in the amount of $787.77. The contract is for service to the printer located at the James W. Curry Library.

After discussion, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission approved and authorized the President to sign the annual maintenance agreement in the amount of $700 with PTS Solutions for Incident Software used by the Upshur County Sheriff (copy included). JC Raffety noted that the service contract is paid for by law enforcement account.

JC Raffety reviewed the following “For Your Information” items (copies included):
1. Correspondence from John McGarity, Land & Water Conservation Fund, providing a review of the Buckhannon Recreational Park Inspection
2. Atlantic Coast Pipeline—Open House Schedule January 2015
3. Upshur County Cat Report—November 2014
4. Correspondence from Columbia Pipeline Group providing explanation of engineering, environmental and cultural resource surveys
5. Agendas and/or Notice of Meetings:
   • Buckhannon Upshur Airport Authority December 11, 2014
   • Buckhannon City Council December 18, 2014
6. Meeting Minutes
   • Buckhannon Upshur Airport Authority December 11, 2014
   • Upshur County Safe Structures and Sites October 9, 2014
7. Meetings
- 12/04/14  7:00 p.m.  Banks District VFD
- 12/04/14  7:00 p.m.  Selbyville VFD
- 12/02/14  6:00 p.m.  Hodgesville PSD
- 12/02/14  5:30 p.m.  Elkins Road PSD
- 12/10/14  12:00 p.m.  Upshur County Senior Center Board
- 12/10/14  1:30 p.m.  Upshur County Conventions & Visitors Bureau
- 12/10/14  6:00 p.m.  Upshur County Citizens Corp-CERT
- 12/10/14  7:30 p.m.  Warren District VFD
- 12/11/14  1:00 p.m.  Adrian PSD
- 12/11/14  3:00 p.m.  Tennerton PSD
- 12/11/14  4:30 p.m.  Upshur County Safe Sites & Structures Ordinance Board
- 12/11/14  7:30 p.m.  Buckhannon VFD
- 12/12/14  7:00 a.m.  Buckhannon Upshur Airport Authority
- 12/08/14  12:00 p.m.  Upshur County Family Resource Network
- 12/08/14  6:00 p.m.  Upshur County Solid Waste Authority
- 12/08/14  6:00 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
- 12/08/14  6:00 p.m.  Lewis-Upshur Community Corrections Board
- 12/08/14  6:00 p.m.  Buckhannon-Upshur Watershed Association
- 12/09/14  10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development
- 12/09/14  7:00 p.m.  Upshur County Citizens Corp-CERT
- 12/09/14  7:00 p.m.  Adrian VFD
- 12/09/14  7:00 p.m.  Ellamore VFD
- 12/17/14  12:00 p.m.  Lewis Upshur LEPC
- 12/18/14  6:30 p.m.  Upshur County Youth Camp Board
- 12/16/14  6:30 p.m.  Upshur County Fire Board
- 12/10/14  7:00 a.m.  Upshur County Development Authority–Exec. Board
- 12/10/14  6:00 p.m.  Washington District VFD
- 12/15/14  12:00 p.m.  Buckhannon-Upshur Chamber of Commerce
- 12/16/14  5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
- 12/16/14  4:00 p.m.  Upshur County Public Library Board
- 01/21/15  10:00 a.m.  Upshur County Development Authority–Full Board
- 01/22/15  4:00 p.m.  Upshur County Farmland Protection Board
- 12/22/14  10:00 a.m.  Mountain CAP of West Virginia, CDC
- 03/25/15  10:00 a.m.  James W. Curry Advisory Board
- TBA  6:00 p.m.  Upshur County Fire Fighters Association

8. Appointments Needed or Upcoming:
- 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

JC Raffety recognized Donnie R. Tenney for his 18 years of service as Upshur County Commissioner. Mr. Raffety and Mr. Brady thanked Mr. Tenney for mentoring them. Mr. Tenney provided comments about his years as Commissioner and expressed appreciation and thanked everyone for their support.

The Commission approved all invoices for payment (copies included).
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:
- Lloyd Delbert Arbogast---Final Settlement
- Bettie Marie Bailey---Final Settlement
- Leonard B. Bergfeld---Final Settlement
- Bennie Elwood Carpenter---Final Settlement
- Thirl Edward Caynor---Final Settlement
- Beulah Oneita Collins---Final Settlement
- Eleanor Ruth Harris---Final Settlement
- Carl Heiberg---Final Settlement
- Jean Louise Jackson---Final Settlement
- Herbert O’Neal McClain---Final Settlement
- Arden Leon Potts---Final Settlement
- Enora C. Rohr---Final Settlement
The Commission approved the following "Request for Time Out of Office":
- Terri Jo Bennett---December 23, (1/2 day) and December 24, 26, 29, 30, and 31
- Terri Jo Bennett---January 2, 2015
- Terri Jo Bennett---December 15, 2014 and December 19, 2014 (1/2 day)
- Kelley J. Cunningham---January 2, 2015

The Commission approved the following correction of "Request for Time Out of Office":
- Terri Jo Bennett---will work December 18, 2014 (was previously approved to be off)

The Commission approved the following "Consolidation of Land Tracts":
- Buckhannon Corporation District—Map 6 Parcel 130 with Map 6 Parcel 140.2-owners, Larry K. and Barbara M. Loudin

The Commission recessed at 11:15 a.m.

The Commissioners attended the Department Supervisor’s meeting at 1:00 p.m. (copy of minutes included).

The Commissioners attended the Policy Board meeting at 2:00 p.m. (copy of minutes included).

The Commission reconvened at 2:45 p.m.

With no further business, on motion by Troy A. Brady, seconded by Donnie R. Tenney, the Commission adjourned at 2:45 p.m.