UPSHUR COUNTY COMMISSION MEETING  
FEBRUARY 26, 2009

The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, February 26, 2009 at 9:00 a.m. Donnie R. Tenney called the meeting to order. There were present Donnie R. Tenney, Commissioner; Eugene C. Suder, Commissioner; Creed G. Pletcher, Commissioner; William A. Parker, Administrator and Terri Jo Bennett, Administrative Assistant. The meeting began with a moment of silent meditation and prayer, followed by the Pledge of Allegiance. All motions passed unanimously unless otherwise stated.

Creed G. Pletcher made a motion to approve the regular meeting minutes of February 19, 2009. Eugene C. Suder stated that corrections needed to be made. After discussion, no action was taken.

Jacob E. Reger, Prosecuting Attorney reviewed the Victims of Crime Act (VOCA) grant. Laura Queen presented an update/review of the grant program. After discussion, on motion by Eugene C. Suder, seconded by Creed G. Pletcher, the Commission approved and authorized the President to sign the grant application and related documentation. (copies included)

Merrily M. Cheek, Case Manager, 26th Judicial Circuit Community Corrections Program and Rodney Rolenson, Deputy Sheriff for Home Confinement, appeared before the Commission to provide an update/status report on the Court Security grant application. After discussion, on motion by Creed G. Pletcher, seconded by Eugene C. Suder, the Commission approved and authorized the President to sign the grant application and related documentation. (copies included)

After discussion, on motion by Creed G. Pletcher, seconded by Eugene C. Suder, the Commission approved the job description for the Director of the Office of Emergency Management, which is required for the submission of the Vista Grant. (copies included)

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

The Commission approved the following purchase orders:

- Dayton Legal Blank-#09000322-$1,215.00
- R.D. Wilson – Sons & Co.-#09000323-$1,000.00
- Ralston Press, Inc.-#09000324-$350.00
- Wal-Mart Community BRC-#09000325-$250.00
- Hi Tech Auto & Tire-#09000326-$190.00
- Staples Credit Plan-#09000327-$500.00
- Brenda Phipps-#09000328-$250.00
- Vision Quest-#09000329-$199.00
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- M & S Services-#09000330-$3,700.00
- Modern Office-#09000331-$1,700.00

The Commission approved the following “time out of the office” for Commission employees: (copies included)
- Louise Bleigh-March 30, 2009 thru April 3, 2009-approved
- Kimbra Davis-March 30, 2009 thru April 3, 2009-approved
- Margie Weese-March 30, 2009 thru April 3, 2009-approved
- Kelli Babbitt-March 30, 2009 thru April 3, 2009-approved
- Terri Jo Bennett-March 30, 2009 thru April 3, 2009-approved
- Terri Jo Bennett-March 5, 2009-approved
- Terri Jo Bennett-March 15, 16, 17, 2009-approved
- William A. Parker-March 03, 2009-approved

The Commission approved the following exonerations and/or refunds: (copies included)
- Simeon Matthew Duke Layfield-#2449-$2.16
- Triple R Supply-#2448-$807.53

The Commission approved the following Final Settlements:
- Elmo O. Adkins, Jr.-Final Settlement
- Elmer Clinton Chidester-Final Settlement
- Nancy M. Lantz-Final Settlement
- Sally Catherine Roby-Final Settlement
- Helen Louise Shreve-Final Settlement
- Sarah McMasters-Final Settlement

The Commission reviewed the following information: (copies included)
1. Newsletter (Mountain Views) from the West Virginia Counties Risk Pool
2. Statewide Financial Information Concerning Limited Video Lottery:
   - Alphabetic Listing by County
   - Listing by Low to High on amount played by County
3. Copy of Correspondence from Mitch Tacy, Fire Chief for the City of Buckhannon to the Upshur County E911 personnel
5. Building Permits-January, 2009
6. Board of Review & Equalization Schedule
   - February 02, 2009-Monday-Review Property Books
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- February 05, 2009- Thursday-Appointments-1:30 p.m.
- February 09, 2009- Monday-Coal, Oil & Gas Hearings
- February 10, 2009- Tuesday-Coal, Oil & Gas Hearings
- February 12, 2009- Thursday-Industrial Hearings
- February 17, 2009- Tuesday-Appointments-9:00 a.m.
- February 19, 2009- Thursday-Appointments-1:30 p.m.
- February 20, 2009- Friday- Appointments-9:00 a.m.
- February 25, 2009- Wednesday- Appointments-9:00 a.m.
- February 26, 2009- Thursday-Appointments-2:00 p.m.

7. Budget Meetings-Sessions
- Monday- March 9, 2009-Budget Overview
- Tuesday-March 10, 2009- 09:00-Buckhannon –Upshur Airport Authority
- Tuesday-March 10, 2009-09:30-Circuit Clerk-Brian P. Gaudet
- Tuesday-March 10, 2009-10:00-County Clerk-Debbie Thacker Wilfong
- Tuesday-March 10, 2009-10:30-Prosecuting Attorney-Jacob E Reger
- Tuesday-March 10, 2009-11:00-General County/Coal Severance Budget
- Wednesday-March 11, 2009-09:00-Sheriff-Virgil D. Miller
- Wednesday-March 11, 2009-10:00-Assessor-Helen R. Phillips
- Wednesday-March 11, 2009-10:30- Maintenance-Gary E. Bailey
- Wednesday-March 11, 2009-11:00-Addressing and Mapping-Terri Jo Bennett
- Wednesday-March 11, 2009-01:30-E911 Center-N. Louise Bleigh
- Wednesday-March 11, 2009-02:00-Animal Control/Dog Warden-Janella Cochran and Greg Harris
- Wednesday-March 11, 2009-02:30-Community Corrections-Merrily Cheek and Rodney Rolenson
- Wednesday-March 11, 2009-03:00-Housekeeping/Janitorial-Chris Smith
- Wednesday-March 11, 2009-03:00-General County/Coal Severance Budget
- Thursday-March 12, 2009-02:00-UCFRN/CV Center-Joyce L. Harris Thacker and others
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- Thursday-March 12, 2009-03:00-UC Emergency Medical Service
- Thursday-March 12, 2009-03:30-General County/Coal Severance Budget
- Wednesday-March 18, 2009-01:30-Office of Emergency Services-James Farry
- Wednesday-March 18, 2009-02:00-CERT-Darrell Bennett and/or others
- Wednesday-March 18, 2009-02:30-UC Development Authority-Steve Foster
- Wednesday-March 18, 2009-03:00-General County/Coal Severance Budget
- Thursday-March 19, 2009-02:30-Upshur County Public Library
- Thursday-March 19, 2009-03:00-James W. Curry Advisory Board
- Thursday-March 19, 2009-03:30-General County/Coal Severance Budget
- Friday-March 20, 2009-09:00-General County/Coal Severance Budget
- Friday-March 20, 2009-09:30-Upshur County Youth Camp Board
- Friday-March 20, 2009-10:00-General County/Coal Severance Budget

8. Agendas and/or Notice of Meetings:
- Upshur County Development Authority-February 25, 2009
- Upshur County Youth Camp Board-February 19, 2009

9. Meetings Minutes and/or Financial Reports:
- Adrian Public Service District-January 9, 2009
- Adrian Public Service District-January 16, 2009
- Adrian Public Service District–February 5, 2009
- Upshur County Development Authority-January 30, 2009


11. Meetings:
- 03/03/09-6:00 p.m.-Elkins Road Public Service District
- 03/03/09-7:00 p.m.-Hodgesville Public Service District
- 03/04/09-6:30 p.m.-SUBA-Dinner
- 03/09/09-12:00 p.m.-Upshur County Family Resource Network
- 03/09/09-6:00 p.m.—Buckhannon-Upshur Recreational Park Advisory Board
- 03/09/2009-6:00 p.m.-Upshur County Solid Waste Authority
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- 03/10/2009-7:00 a.m.-Buckhannon Upshur Airport Authority
- 03/11/09-7:00 a.m.-Upshur County Development Authority-Ex. Board
- 03/11/09-3:00 p.m.-Tennerton Public Service District
- 03/11/09-6:00 p.m.-Buckhannon River Watershed Association
- 03/11/09-7:00 p.m.-Upshur County Litter Control Committee
- 03/12/09-6:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
- 03/13/09-1:00 p.m.-Adrian Public Service District
- 03/16/09-7:00 p.m. Upshur County Fair Association
- 03/17/09-10:00 a.m.-Wes-Mon-Ty RCD
- 03/17/09-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 03/18/09-10:00 a.m.-James W. Curry Advisory Board
- 03/18/09-4:00 p.m.-Upshur County Public Library Board
- 03/18/09-7:00 p.m.-Lewis Upshur LEPC
- 03/18/09-6:00 p.m.-26th Judicial Circuit Community Corrections Board
- 03/19/09-6:30 p.m.-Upshur County Fire Board
- 03/19/09-6:30 p.m.-Upshur County Youth Camp Board
- TBA-6:00 p.m.-Region VII Planning & Development Council
- 03/25/09-7:00 a.m. Upshur County Development Authority Board

12. Appointments needed or upcoming:
- Region VII Planning & Development Council-William A. Parker 12/31/08-County
- Region VII Planning & Development Council-Connie Tenney-12/31/08-County
- Region VII Planning & Development Council-Commissioner-12/31/08-County
- Region VII Planning & Development Council-French Armstrong-12/31/08-County
- Region VII Planning & Development Council-Dr. Pamela Balch-12/31/08-County
- Region VII Planning & Development Council-Andy Duncan-12/31/08-County
- Upshur County Building Commission-AG Trusler-11/10/08-County
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- Upshur County Civil Service Board-Terry D. Reed-12/31/08-Bar Association
- Upshur County Development Authority-Vacant Position-06/30/11-County
- UC Enhanced Emergency Telephone Advisory Board-Vacant Position-6/30/11-EMS
- UC Safe Structures & Sites Ordinance Board-G. Bonnett -6/30/08-Fire Chief-County

The Commission recessed at 10:30 a.m.
The Commission reconvened at 11:10 a.m.

After discussion, on motion by Creed G. Pletcher, seconded by Eugene C. Suder, the Commission approved the recommendation from the Upshur County Development Authority to appoint Sam Nolte and Emiel Butcher to the board with a term ending June 30, 2009 and the Commission approved the appointment of Sue Johnson Phillippe with a term ending on June 30, 2011. (copy included)

The Commission recessed at 11:30 a.m.
The Commission reconvened at 1:30 p.m. to open bidding on the Tower Construction Project. The Commission will review and make a decision at a future meeting. The following bids were received: (copies included)

- Premier Construction Group, LLC-$156,967.60-$175,967.60
- United States Tower Service-$259,058.88
- Advance Wireless Solutions, Inc.-$383,479.00

Dirk Burnside appeared before the Commission to review/update the Tower Construction Project and radio equipment owned by the Buckhannon Volunteer Fire Department/City of Buckhannon. Mr. Burnside will follow up with the Fire Department and report back at a future meeting.

Eugene C. Suder initiated a discussion regarding the Minutes of the February 19, 2009 Commission meeting with a review of the board members of the James W. Curry Advisory Board. Eugene C. Suder also referenced the Small City Block Grant and noted that the Adrian Public Service District was not on the priority reports for Region VII. After discussion, on motion by Donnie R. Tenney, seconded by Creed G. Pletcher, the Commission approved the February 19, 2009 meeting minutes with corrections.

William A. Parker provided an update/review of the “Procedures to Dispatch Wrecker Services”. After discussion, on motion by Eugene C. Suder, seconded by Creed G. Pletcher, the Commission approved the policy. (copy included)
After discussion, the Commission took no action on the Courthouse HVAC Renovation Project. The Commission will follow up at a future meeting. (copy included)

After discussion, on motion by Eugene C. Suder, seconded by Creed G. Pletcher, the Commission approved the Help Wanted Ad for the Upshur County Clerk after confirmation with Debbie Thacker Wilfong regarding the wording of the job description. (copy Included)

After discussion, on motion by Eugene C. Suder, seconded by Creed G. Pletcher, the Commission approved the following road names: (copies included)

- Sunflower Drive
- Jenleigh Drive
- Utopia Lane

With no further business, the meeting adjourned at 2:55 p.m.