The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 29, 2015 at 9:00 a.m. JC Raffety called the meeting to order. There were present JC Raffety, Commissioner; Troy A. Brady, Commissioner; Terry Cutright, Commissioner; Kelley J. Cunningham, County Administrator; Carrie 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 Terry Cutright, the Commission approved the regular meeting minutes of January 22, 2015 as submitted.

Carrie Wallace requested to postpone agenda items #1 and 2 to provide adequate time for Ashley McMillion and Kammie Markwood to appear before Commission concerning Mr. Linger’s request (copy included).

The Commission recessed at 9:12 a.m.

The Commission reconvened at 9:20 a.m.

JC Raffety reviewed the request from Patricia Stuney, Housekeeper/Custodian, to reduce work hours from 29.5 to 10 per week, January 23 through February 6 and resignation on February 6, 2015. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved Ms. Stuney’s request.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the job posting/advertisement for the position for full time Animal Control Officer. Applications must be received on or before the close of business on Friday, February 13, 2015 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the job posting/advertisement for the position for part time Housekepper/Custodian. Applications must be received on or before the close of business on Friday, February 13, 2015 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved employment of Toni Newman, as part time temporary Fire Fee Clerk effective February 1, 2015 at the rate of $10.50 per hour. Ms. Newman will work no more than 29.5 hours per week which will include the hours she works in the Office of the Upshur County Clerk. The temporary employment status for the position of temporary Fire Fee Clerk will be for no more than 120 consecutive days (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign the lease agreement with Wendy Higgins and Rhonda Surrette, owners and operators of Neuromuscular Massage Therapy Center which occupies offices in the county owned building of the West Virginia University Extension Service located at 91 West Main Street (copy included). The lease agreement is for a period of one year in the amount of $450 per month.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the Buckhannon-Upshur Parks and Recreation Hours of Operation and Fee Schedule for the 2015 Season (copy included).
After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign the STOP Violence Against Women (VAWA) Grant Program Application in the amount of $30,000 for the 2015 fiscal year (copy included).

JC Raffety provided a review of the request from the West Virginia Strawberry Festival, Publicity Director, Carol Long for a sponsorship donation in the amount of $350 (copy included). The requested donation is to be used for the printing and distribution of Festival brochures. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the request.

JC Raffety reviewed the following “For Your Information” items: (copies included).
1. Correspondence from Kelly Workman, WV Development Office, announcing 2015 fiscal year
2. Correspondence from Sgt. Marshall W. Powers, Upshur County Deputy Sheriff’s Department, K9 Handler, concerning the upcoming retirement of K9 Officer, Wyatt, estimated to become effective on May 1, 2015.
3. Agendas and/or Notice of Meetings:
   - Solid Waste Authority—February 9, 2015
4. Meeting Minutes: None
5. Meetings:
   - 02/05/2015-7:00 p.m.- Banks District VFD
   - 02/05/2015-7:00 p.m.- Selbyville VFD
   - 02/03/2015-6:00 p.m.- Hodgesville PSD
   - 02/03/2015-5:30 p.m.- Elkins Road PSD
   - 02/11/2015-12:00 p.m.- Upshur County Senior Center Board
   - 02/18/2015-1:30 p.m.- Upshur County Conventions & Visitors Bureau- UCDA Office
   - 02/11/2015-6:00 p.m.- Upshur County Citizens Corp - CERT
   - 02/11/2015-7:30 p.m.- Warren District VFD
   - 02/12/2015-7:00 p.m.- Adrian PSD
   - 02/12/2015-3:00 p.m.- Tennerton PSD
   - 02/12/2015-4:30 p.m.- Upshur County Safe Sites & Structures Ordinance Board
   - 02/12/2015-7:30 p.m.- Buckhannon VFD
   - 02/12/2015-7:00 a.m. - Buckhannon Upshur Airport Authority—meeting at airport
   - 02/09/2015-12:00 p.m.- Upshur County Family Resource Network
   - 02/09/2015-4:30 p.m.- Upshur County Solid Waste Authority
   - 02/09/2015-6:00 p.m.- Buckhannon-Upshur Recreational Park Advisory Board
   - 02/09/2015-6:00 p.m.- Lewis-Upshur Community Corrections Board
   - 02/09/2015-6:00 p.m.- Buckhannon-Upshur Watershed Association
   - 02/17/2015-10:00 a.m.- Wes-Mon-Ty Resource Conservation & Development
   - 02/10/2015-1:00 p.m.- Adrian VFD
   - 02/10/2015-7:00 p.m.- Ellamore VFD
   - 02/18/2015-7:00 p.m.- Lewis Upshur LEPC
   - 02/19/2015-6:30 p.m. - Upshur County Youth Camp Board
   - 02/17/2015-6:30 p.m.- Upshur County Fire Board
UPSHUR COUNTY COMMISSION MEETING
January 29, 2015

- 02/11/2015-7:00 a.m. - Upshur County Development Authority – Exec. Board (cancelled)
- 02/15/2015-6:00 p.m.-Washington District VFD
- 02/16/2015-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
- 02/17/2015-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
- 02/17/2015-4:00 p.m. - Upshur County Public Library Board
- 02/18/2015-7:00 a.m. - Upshur County Development Authority – Full Board
- 02/26/2015-4:00 p.m.-Upshur County Farmland Preservation
- 02/23/2014-10:00 a.m.-Mountain CAP of West Virginia, CDC
- 03/25/2015-10:00 a.m.-James W. Curry Advisory Board
- TBA-6:00 p.m.- Upshur County Fire Fighters Association
- 02/02/2015-1:00 p.m.-No Appointments - Review Property Books
- 02/03/2015-9:00 a.m.-Board of Review and Equalization
- 02/06/2015-9:00 a.m. - Board of Review and Equalization
- 02/11/2015-9:00 a.m.-Board of Review and Equalization
- 02/12/2015-1:00 p.m.-Board of Review and Equalization
- 02/18/2015-9:00 a.m.-Coal, Oil and Gas and Industrial Appointments
- 02/19/2015-1:00 p.m.- Adjournment as BORE

6. Board of Review and Equalization Meeting Schedule

- 01/29/2015-1:00 p.m.- No Appointments - Review Property Books
- 02/03/2015-9:00 a.m.-Board of Review and Equalization
- 02/06/2015-9:00 a.m. - Board of Review and Equalization
- 02/11/2015-9:00 a.m.-Board of Review and Equalization
- 02/12/2015-1:00 p.m.-Board of Review and Equalization
- 02/18/2015-9:00 a.m.-Coal, Oil and Gas and Industrial Appointments
- 02/19/2015-1:00 p.m.- Adjournment as BORE

7. Appointments Needed or Upcoming:

- Upshur County Safe Structures and Sites Board-(Vacant Position- 06-30-14)- Community
- Upshur County Enhanced Emergency Telephone Advisory Board-(Vacant Position- 06-30-13)- Community
- Upshur County Civil Service Board-(Vacant Position- 12-31-13)- Commission

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the request from Steve Linger, E911 Communications Center Director, for the termination of full time Tele Communicator, Ashley N. McMillion, effective January 29, 2015 (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the request from Steve Linger, E911 Communications Center Director, for the termination of full time Tele Communicator, Kammie L. Markwood, effective January 29, 2015 (copy included).

At 9:30 a.m., on motion by Terry Cutright, seconded by Troy A. Brady, the Commission entered into executive session per WV Code §6-9A-4 to discuss the employment of a County Administrator. Present were JC Raffety, Troy A. Brady, Terry Cutright, Kelley Cunningham, and Carrie Wallace. The Commission returned to open session at 9:43 a.m. No decisions were made in executive session.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the employment of Carrie L. Wallace as Upshur County Administrator, effective February 1, 2015 at the annual salary of $55,000. Commissioners welcomed Ms. Wallace as the new Administrator, and Kelley Cunningham agreed that she is leaving the position in good hands.
At 10:35 a.m., Brittany Hornbeck appeared before the Commission and requested to meet in executive session for the purpose of providing an exit interview. Ms. Hornbeck resigned her position as Fire Fee Clerk, effective January 8, 2015. On motion by Terry Cutright, seconded by Troy A. Brady, the Commission entered into executive session per WV Code §6-9A-4. Present were JC Raffety, Troy A. Brady, Terry Cutright, and Carrie Wallace. Ms. Hornbeck exited executive session at 11:00 a.m. The Commission returned to open session at 11:10 a.m. No decisions were made in executive session.

The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:

- Eddie Dean Adkins-Final Settlement
- Mildred Ann Black Carpenter-Final Settlement
- Jackie Lee Curtis-Final Settlement
- Ruby Dale Grandinette-Final Settlement
- Thelma E. Holtsclaw-Final Settlement
- Regina Mae Snider-Final Settlement
- Patricia Beth Dean-First Annual Settlement
- Robert L. Wharton-First Annual Settlement

The Commission recessed at 11:45 a.m.

At 1:00 p.m. the Commission reconvened as the Board of Review and Equalization.

At 2:40 p.m., on motion by Troy A. Brady, seconded by Terry Cutright, the Board of Review and Equalization meeting recessed.

With no further business, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission meeting adjourned at 2:40 p.m.