UPSHUR COUNTY COMMISSION MEETING
March 26, 2015

The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, March 26, 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; Carrie Wallace, County Administrator and Jacqueline Dinklocke, 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 Terry Cutright, seconded by Troy A. Brady, the Commission approved the regular meeting minutes of March 19, 2015 as submitted.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the budget for Fiscal Year 2015-2016 (copy included).

JC Raffety reviewed correspondence from the Upshur County Development Authority requesting approval of a $40,000 (forty thousand dollars) donation in lieu of the appropriated $56,625.00 (fifty six thousand, six hundred and twenty five dollars) principle and interest payment allocated for the WVARG Project Bond in the FY 2015 budget. The UCDA agrees to assume full responsibility for the remaining balance of the principal and interest payment due on May 15, 2015 (copy included). After discussion, on motion by Terry Cutright, seconded by JC Raffety, the Commission approved the request. (Note: Cutright and Raffety for, Brady against)

JC Raffety reviewed correspondence from Mr. and Mrs. Guy DeRico concerning their request for removal of the Slater Lane road name designation and waive the $272.00 fee (copy included). No action was taken.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the President to sign correspondence to the West Virginia Board of Veterinary Medicine regarding Certified Animal Euthanasia Technician (CAET) Training for Daniel Boone, Animal Control Officer (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the employment of Tabatha Perry as Assistant County Administrator, effective April 13, 2015 at the annual salary of $40,000 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved Lisa Severe as full time Deputy Assessor effective April 13, 2015 at the rate of $11.00 per hour as recommended by Helen Phillips, Assessor (copy included).

Carrie Wallace requested to postpone action on agenda item # 7 until after meeting with Micah Hitt-Harris, Community Corrections Director at 11:00 a.m.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the advertisement/job posting for the temporary part time Grounds Keeping positions (copy included). The part time position is for seasonal personnel for 19.5
hours per week for no more than 120 days. Applications must be received on or before the close of business on Friday, April 3, 2015.

Carrie Wallace requested to postpone action on agenda item # 9 until after meeting with Micah Hitt-Harris, Community Corrections Director at 11:00 a.m.

JC Raffety reviewed the following “For Your Information” items: (copies included).

1. Correspondence from Helen Phillips, Assessor, announcing the employment of Venus Drummond as full time Data Entry Clerk and Office Assistant, effective April 13, 2015. Ms. Drummond’s salary will be paid from the Revaluation Fund
2. Correspondence from Governor Earl Ray Tomblin announcing a Records Management and Preservation Board grant award in the amount $10,000 to provide improvements for the Upshur County Circuit Clerk’s Office
3. Lewis-Upshur Animal Control Facility Adoption Financial Transactions—February 2015
4. Agendas and/or Notice of Meetings
5. Meeting Minutes
6. Meetings:
   • 03/05/2015-7:00 p.m.-Banks District VFD
   • 03/05/2015-7:00 p.m.-Selbyville VFD
   • 03/03/2015-6:00 p.m.-Hodgesville PSD
   • 03/03/2015-5:30 p.m.-Elkins Road PSD—Cancelled
   • 03/11/2015-12:00 p.m.-Upshur County Senior Center Board
   • 03/11/2015-1:30 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
   • 03/11/2015-6:00 p.m.-Upshur County Citizens Corp - CERT
   • 03/11/2015-7:30 p.m.-Warren District VFD
   • 03/12/2015-7:00 p.m.-Adrian PSD
   • 03/12/2015-3:00 p.m.-Tennerton PSD
   • 03/12/2015-4:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   • 03/12/2015-7:30 p.m.-Buckhannon VFD
   • 03/12/2015-7:00 a.m. -Buckhannon Upshur Airport Authority—meeting at airport
   • 03/09/2015-12:00 p.m.-Upshur County Family Resource Network
   • 03/09/2015-4:30 p.m.-Upshur County Solid Waste Authority
   • 03/09/2015-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
   • 03/09/2015-6:00 p.m.-Lewis-Upshur Community Corrections Board
   • 03/04/2015-6:00 p.m.-Buckhannon River Watershed Association
   • 03/17/2015-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   • 03/10/2015-1:00 p.m.-Adrian VFD
   • 03/11/2015-7:00 p.m.-Ellamore VFD
   • 03/18/2015-7:00 p.m.-Lewis Upshur LEPC
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- 03/19/2015-6:30 p.m. - Upshur County Youth Camp Board
- 03/17/2015-6:30 p.m. - Upshur County Fire Board
- 03/11/2015-7:00 a.m. - Upshur County Development Authority – Exec. Board
- 03/15/2015-6:00 p.m. - Washington District VFD
- 03/16/2015-12:00 p.m. - Buckhannon-Upshur Chamber of Commerce
- 03/17/2015-5:00 p.m. - UC Enhanced Emergency Telephone Advisory Board
- 03/17/2015-4:00 p.m. - Upshur County Public Library Board
- 03/18/2015-7:00 a.m. - Upshur County Development Authority – Full Board
- 03/26/2015-4:00 p.m. - Upshur County Farmland Preservation
- 03/23/2014-10:00 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
- 03/25/2015-2:00 p.m. - FY 16 Court Security Grant

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

Carrie Wallace advised that she will be out of the office on Tuesday, April 7, 2015 and will be sending out the meeting agenda for the April 9 Commission meeting on Monday, April 6. Ms. Wallace requests that agenda items be forwarded to her by 12:00 p.m. on Monday, April 6.

The Commission recessed at 9:25 a.m.
The Commission reconvened at 9:30 a.m.

Bill Duranti, President of the Community Emergency Response Team (CERT) appeared before the Commission and provided background and data about the mission of CERT. The volunteer organization assists the Office of Emergency Management in matters of disaster preparedness and relief and Community events. Cert members and other volunteers were recognized for their efforts during the recent winter storm Thor with Certificates of Appreciation. The CERT Team, Bill Nicholson, Julie Sterling, Rose Clutter and Gilbert Valdez received Certificates.

Burl Smith and Joyce Harris-Thacker, Upshur County Solid Waste Authority representatives, and Callie Sams, West Virginia Department of Environmental Protection representative, appeared before the Commission and provided information concerning April 2015 Community Clean-up events. Ms. Sams provided information on “Adopt-a-Spot” and “Adopt-a-Highway” programs and Mr. Smith provided information on upcoming community recycling and trash disposal events.

Joyce Harris-Thacker read the “April 2015 Make-It-Shine Month” proclamation which designates the month of April 2015 as Make It Shine Month in Upshur County and encourages
all citizens to participate in Adopt-A-Highway, Adopt-A-Spot and activities which promote a clean environment (copy included).

Joyce Harris-Thacker, Upshur County Family Resource Network Director and spokesperson for Upshur County Partners in Prevention (PIP) reviewed statistics relating to child abuse, and sexual and domestic violence and extended an invitation to the Commission to attend the “Child Abuse and Neglect Prevention and Awareness” luncheon on April 16, 2015 at the Chapel Hill United Methodist Church.

Erin Metz, Women’s Aid In Crisis representative reviewed the “Sexual Assault Awareness Month” proclamation (copy included) which promotes awareness and prevention of the increasing incidence of sexual violence in Upshur County and nationwide. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the proclamation designating April 2015 as “Sexual Assault Awareness Month” in Upshur County.

Tracy Shoyer-Carlyle, Mountain CAP Child Advocacy Center representative, reviewed the “Child Abuse Prevention and Awareness Month”, April 2015” proclamation (copy included) which encourages Upshur County residents’ support and participation in preventing child abuse. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the Commission to sign the proclamation designating April 2015 as “Child Abuse Prevention and Awareness Month” in Upshur County.

Mary Austin, Director of Lewis-Upshur Department of Health and Human Resources reviewed the “Children’s Memorial Flag Day, April 2015” proclamation (copy included) which memorializes children and teenagers who die violently each year and encourages citizens to become involved in the prevention of child abuse and neglect. After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved and authorized the Commission to sign the proclamation designating April 25, 2015 as Children’s Memorial Flag Day in Upshur County.

Commissioners and Partners In Prevention representatives participated in the raising of the Children’s Memorial Flag Ceremony in the Courtyard.

The Commission recessed at 10:30 a.m.

The Commission reconvened at 11:00 a.m.

Micah Hitt-Harris and Rodney Rolenson, Community Corrections representatives appeared before the Commission to discuss staffing issues. On motion by Terry Cutright, seconded by Troy A. Brady, the Commission entered executive session at 11:00 a.m. per WV Cod 6-9A-4. Present were JC Raffety, Troy A. Brady, Terry Cutright, Carrie Wallace, Micah-Hitt Harris and Rodney Rolenson. The Commission returned to open session at 11:07 a.m. No decisions were made in executive session.

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved the resignation of Ashley Brooke Ware as Legal Assistant in the Office of the Prosecuting Attorney, effective April 3, 2015.
After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the advertisement/job posting for the full time position of Legal Assistant in the Office of the Prosecuting Attorney. Applications must be received on or before the close of business on Tuesday, April 7, 2015.

After discussion, on motion by Terry Cutright seconded by Troy A. Brady, the Commission waived the advertising/job posting for the position of full time case manager for Community Corrections.

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

The Commission approved all Vacation Orders.

The Commission approved the following Settlements:
- Joseph Lamar Coker-Final Settlement
- Glenna Lou Geib-Final Settlement
- Brody Wayne Hamilton-Final Settlement
- Ruby N. Heatherly-Final Settlement
- Edward Claude Morrison-Final Settlement
- Jerry Alan Teets-Final Settlement

The Commission approved the following “Exonerations and/or Refunds” (copies included):
- Chester D. Cutright--#3561--$389.20
- Chester D. Cutright--#3562--$396.29
- Chester D. Cutright--#3563--$402.95
- Maria J. Adams--#3564--$539.02
- Deidra K. or Idella Loudin (Jordan)--#3565--$42.80
- David V. or Lori D. Harris--#3566--$23.64

The Commission recessed at 12:00 p.m.

The Commission reconvened at 1:00 p.m.

James Powell, Loudin Insurance Agency representative, appeared before the Commission and provided an overview of services/insurance alternatives offered by his company for personal property. Mr. Powell’s presentation did not include health insurance options. After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved Carrie Wallace to follow up with preparation of a “letter of intent” to investigate other insurance options to be sent to WVCoRP. The letter is a required 90 day notification to the current carrier in case change is made and does not obligate Upshur County to make a change. Steve Rawlings, WVCoRP representative will appear at next week’s meeting.

With no further business, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission meeting adjourned at 1:50 p.m.