The County Commission of Upshur County West Virginia, held their regular meeting at the Courthouse Annex on Thursday, January 15, 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; 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 08, 2015 as submitted.

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the job description of the Animal Control/Humane Officer (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the job description of the Upshur County Commission Assistant Administrator (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the job description of the E-911 Tele communicator (Dispatcher) (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the job description of the E-911 Communications Supervisor (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the E-911 Upshur County Communications Center Security Bulletin: Mobile Device Management, dated January 15, 2015 (copy included).

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the resignation of Brittany N. Hornbeck as Fire Fee Clerk, effective January 8, 2015 (copy included).

After discussion, on motion by Terry Cutright, seconded by Troy A. Brady, the Commission approved the 2015 standard mileage rates. Beginning on January 1, 2015 the standard mileage rates for the use of a car, van, pickup or panel truck will be 57.5 cents per mile for business miles driven, up from 56 cents in 2014 (copy included). (Note: Cutright and Raffety, yes, Brady, no)

After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the President to sign correspondence to the Office of the Upshur County Assessor and the Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property and/or mineral accounts. Any adjustments made after January 29, 2015 must be forwarded to the Commission sitting as the Board of Review and Equalization (copy included).

JC Raffety reviewed correspondence from Gregory B. Harris, Upshur County Safe Structures and Sites Ordinance Enforcement Board representative, requesting the Commission to take action concerning Case Number 061214-02 requiring clean-up of the referenced property (copy included). After discussion, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission approved and authorized the Commission to sign and send correspondence to the property owners as requested.

JC Raffety reviewed the following “For Your Information” items: (copies included).
1. Correspondence from Sergeant S. M. Pettry, WV State Police, regarding the Satisfactory on-site WEAPON audit of the Upshur County E911 Center
2. Upshur County E911 Communication Center Reports---December 2014
   • Monthly Call Summary Report
   • Monthly Departmental Summary Report
   • Monthly & YTD Wrecker Report
UPSHUR COUNTY COMMISSION MEETING
January 15, 2015

4. Agendas and/or Notice of Meetings:
   • Buckhannon Upshur Airport Authority—January 8, 2015
   • Upshur County Public Library—January 13, 2015
   • Elkins Road Public Service District—January 13, 2015
   • Buckhannon City Council—January 15, 2015

5. Meeting Minutes:
   • Citizens Corp Council—November 12, 2014
   • Buckhannon Upshur Airport Authority —December 11, 2014
   • Adrian Public Service District—December 18, 2014

6. Meetings:
   01/01/2015-7:00 p.m.-Banks District VFD
   01/01/2015-7:00 p.m.-Selbyville VFD
   01/06/2015-6:00 p.m.-Hodgesville PSD
   01/06/2015-5:30 p.m.-Elkins Road PSD –Cancelled due to weather
   01/13/2015-5:30 p.m.-Elkins Road PSD--Rescheduled
   01/14/2015-12:00 p.m.-Upshur County Senior Center Board
   01/21/2015-1:30 p.m.-Upshur County Conventions & Visitors Bureau-UCDA Office
   01/14/2015-6:00 p.m.-Upshur County Citizens Corp - CERT
   01/14/2015-7:30 p.m.-Warren District VFD
   01/08/2015-7:00 p.m.-Adrian PSD
   01/08/2015-3:00 p.m.-Tennerton PSD
   01/08/2015-4:30 p.m.-Upshur County Safe Sites & Structures Ordinance Board
   01/08/2015-7:30 p.m.-Buckhannon VFD
   01/08/2015-7:00 a.m.-Buckhannon Upshur Airport Authority—meeting at airport
   01/12/2015-12:00 p.m.-Upshur County Family Resource Network
   01/12/2015-4:30 p.m.-Upshur County Solid Waste Authority -Cancelled
   01/19/2015-4:30 p.m.-Upshur County Solid Waste Authority –Rescheduled
   01/12/2015-6:00 p.m.-Buckhannon-Upshur Recreational Park Advisory Board
   01/12/2015-6:00 p.m.-Lewis-Upshur Community Corrections Board
   01/12/2015-6:00 p.m.-Buckhannon-Upshur Watershed Association
   01/13/2015-10:00 a.m.-Wes-Mon-Ty Resource Conservation & Development
   01/13/2015-1:00 p.m.-Adrian VFD
   01/13/2015-7:00 p.m.-Ellamore VFD
   01/21/2015-7:00 p.m.-Lewis Upshur LEPC
   01/15/2015-6:30 p.m.-Upshur County Youth Camp Board
   01/20/2015-6:30 p.m.-Upshur County Fire Board
   02/11/2015-7:00 a.m.-Upshur County Development Authority – Exec. Board (cancelled)
   01/18/2015-6:00 p.m.-Washington District VFD
   01/19/2015-12:00 p.m.-Buckhannon-Upshur Chamber of Commerce
   01/19/2015-7:00 p.m.-Upshur County Fair Association
   01/20/2015-5:00 p.m.-UC Enhanced Emergency Telephone Advisory Board
   01/13/2015-4:00 p.m.-Upshur County Public Library Board
   01/21/2015-7:00 a.m.-Upshur County Development Authority – Full Board
   01/26/2015-4:00 p.m.-Upshur County Farmland Preservation
   12/22/2014-10:00 a.m.-Mountain CAP of West Virginia, CDC
   TBA -6:00 p.m.-Upshur County Fire Fighters Association
   03/25/2015-10:00 a.m.-James W. Curry Advisory Board

7. Board of Equalization and Review
   01/29/2015-1:00 p.m.- No Appointments -Review Property Books
   02/03/2015-9:00 a.m.-Board of Review and Equalization
   02/06/2015-1:00 p.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
   02/19/2015-9:00 a.m.-Adjournment as BORE

8. Appointments Needed or Upcoming:
   • Upshur County Safe Structures and Sites Board-(Vacant Position- 06-30-14)-Community
The Commission approved all invoices for payment (copies included)
The Commission approved all Vacation Orders.
The Commission approved the following Settlements:
- Jeffrey Michael Chidester-Final Settlement
- Caroline Randolph Stalnaker-Final Settlement
The Commission approved the following “Exonerations and/or Refunds”: (copies included)
- Roy W. and Hazel G. Walton--#3545--Corrective Ticket
- D. Kevin and Melinda L. Smith--#3546-$36.69
Craig Presar, WVU Extension Service, Upshur County Office, Program Coordinator/Youth Development, appeared before the Commission and provided an update of services and programs and introduced new staff members. Debbie Carlyle, Reception/Administration; Abbie Jo Golden, 4H Coordinator and Tasha Harris, Agriculture and Natural Resource Extension Agent, have assumed the duties of long time employees, Gary Rapking, Mavis Shifflett and Jill Bentley who all retired last year with over 60 years of combined experience. Mr. Presar said that although the agency has “lost institutional memory”, he is “encouraged about the future” and looking forward to trying new things.
Steve Linger, E911 Communications Center Director, appeared before the Commission and requested to meet in executive session per WV Code §6-9A-4 to discuss personnel issues. On motion by Troy A. Brady, seconded by Terry Cutright, the Commission entered into executive session at 10:00 a.m. Present were JC Raffety, Troy A. Brady, Terry Cutright, Kelley Cunningham and Steve Linger. The Commission returned to open session at 10:30 a.m. No decisions were made in executive session.
E911 Communications Center Dispatchers, Cecilia Stewart, Carol Dean, Michelle McIe, Stephanie Jack, Brandi Walton, Ashley McMillion, and Kammie Markwood appeared before the Commission to discuss personnel matters. Steve Linger requested that they meet in executive session. On motion by Troy A. Brady, seconded by Terry Cutright, the Commission entered executive session at 10:30 a.m per WV Code§6-9A-4. Present were JC Raffety, Troy A. Brady, Terry Cutright, Kelley Cunningham and dispatchers as follows (individually): Cecilia Stewart from 10:30a.m. to 11:00; Carol Dean from 11:00 to 11:20; Michelle McIe from 11:20 to 11:30; Stephanie Jack from 11:30 to 12:00 p.m.; Brandi Walton from 12:13 p.m. to 12:40, Ashley McMillion from 12:40 to 1:15 and Kammie Markwood from 1:15 to 1:55p.m. The Commission returned to open session at 2:45 p.m. No decisions were made in executive session.
Commissioner Brady advised that the Department Supervisor’s and the Policy Board meetings were cancelled due to executive session meetings.
Mary Sturm, WV State Tax Department Auditor, appeared before the Commission and provided an exit interview. Ms. Sturm advised that her report cited only 2 findings; Segregation of Duties and Cash Refunds/Change in the Office of the County Clerk. (copy included) The first, “Segregation of Duties” was due to the number of employees and would not have a resolution. Debbie Thacker Wilfong, Upshur County Clerk, questioned how other departments/counties deal with the issue of giving change for checks written for amounts over and above fees charged. Ms. Sturm advised that some counties maintain a separate refund account for making change. Ms. Wilfong stated that because of extra bookkeeping, that solution would not be practical. Ms. Sturm advised that the County was not required to “fix” the problem, but that it would continue to be cited in future Audit reports as long as it continues to occur.
With no further business, on motion by Troy A. Brady, seconded by Terry Cutright, the Commission meeting adjourned at 3:15 p.m.