

**Upshur County Commission
Meeting Agenda**

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 21, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 14, 2017

Scheduled Appointments:

9:15 a.m. Bid Opening and Award for the replacement of a portion of the Upshur County Courthouse and Annex surveillance system and supporting equipment.

Items for Discussion / Action / Approval:

1. Review and approval of Annex B to the Upshur County Emergency Operations Plan as submitted by Brian Shreves, Office of Emergency Management Director. The previous annex used in the 2015 EOP is dated 2012.
2. Review and approval of Annex C to the Upshur County Emergency Operations Plan as submitted by Brian Shreves, Office of Emergency Management Director. The previous annex used in the 2015 EOP is dated 2012.
3. Correspondence from Gregory B. Harris, Upshur County Safe Structures & Sites Enforcement Board Permit / Ordinance Officer, requesting that the Commission order clean-up of case number 051117-01.
4. Correspondence from Gregory B. Harris, Upshur County Safe Structures & Sites Enforcement Board Permit / Ordinance Officer, requesting that the Commission order clean-up of case number 041317-02.
5. Approval and signature of correspondence to vacation rental owners conducting business within the County regarding Upshur County Hotel Occupancy Tax remittance. Tax Forms will be enclosed with the correspondence.
6. Correspondence from Joshua Hinchman requesting consideration to serve on the Buckhannon-Upshur Recreational Park Advisory Board. If approved, Mr. Hinchman's term will expire on June 30, 2018.
7. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Site Supervisor, requesting the employment of Alexis Brockleman-Clark as a Monitor, effective September 24, 2017, pending background check results. Upon approval, Ms. Brockleman-Clark's rate of pay will be \$8.75 per hour and she will not work more than 19 hours per week.
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility

Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. U.S. Environmental Protection Agency (EPA) Cooperative Agreement and Notice of Award in the amount of \$200,000. This assistance agreement will provide funding to Upshur County Commission to clean up the Upshur County Youth Camp Tar Pit. The cleanup of the Tar Pit site will expand recreational opportunities to the camp, and to the broader community. The Commission plans for the site to be used as open space, as well as an archery range.
2. Lewis – Upshur Animal Control Facility Adoption Financial Transactions for August 2017
3. Upshur County Animal Control / Humane Officer Dog Report – August 2017
4. Upshur County Mileage Reports – August 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Appointments Needed or Upcoming:
 - Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative
 - Upshur County Fire Board (Community Representative – 3rd District) – June 30, 2017
 - Buckhannon-Upshur Recreational Park Advisory Board – June 30, 2018 – Commission

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. US Census Bureau local updated census address project

**Next Regular Meeting of the Upshur County Commission
September 28, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex**