

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: January 12, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 5, 2017
- 9:15 a.m. Laura Ward – Country Roads Transit - Presentation of report on fiscal year 2016-2017 and funding request for fiscal year 2017-2018
- 9:30 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director and Addie Helmick, Women’s Aid in Crisis – Presentation of Stalking Awareness Month Proclamation – January 2017
- 9:45 a.m. Heather Parke, Chief Tax Deputy—Final Disposition List for Tax Year 2015. Approval and signature of the Affidavit of Acceptance by the Upshur County Commission

### Items for Discussion / Action / Approval:

1. Approval of Upshur County Commission photography contest announcement. The Commission will be accepting Upshur County landscape photography submissions from Upshur County 6-12 graders to be displayed in the Administrative Annex. Electronic submissions are due no later than 2:00 p.m. on Wednesday, January 25<sup>th</sup>.
2. Approval of press release regarding the hours of operation for the Addressing and Mapping Office.
3. Approval and signature of WV Division of Homeland Security and Emergency Management 2016 Emergency Management Performance Grant Application.
4. Approval and signature of the Plan Maintenance Agreement with Verdin Bells & Clocks in the amount of \$795, for the calendar year 2017.
5. Consider signing letter on behalf of the WV Classic Wheels Car Club to the Consolidated Board of Public Works and the Buckhannon City Council urging them to consider allowing the annual “Blast from the Past” to be held on Main Street again.
6. Correspondence from Lori Ulderich Harvey, chair of the Upshur County Tobacco Prevention Coalition, requesting permission to have a display table in the Courthouse Annex from February 16<sup>th</sup> through March 17<sup>th</sup> for two upcoming anti-tobacco-related events, “Through with Chew Week” and “Kick Butts Day” .
7. Correspondence from James T. Farrell, Office of Emergency Management Director, announcing his resignation effective immediately. Per prior approval, Mr. Farrell was on an unpaid temporary leave of absence, effective December 15, 2016.

*Item may lead to Executive Session per WV Code §6-9A-4*

*(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or*

8. Correspondence from Dr. Joseph Reed requesting appointment to the Upshur County Safe Structures and Sites Enforcement Board with the understanding that when time permits in his schedule, the Health Department's Sanitarian, Chris Garrett, will fill the position. Upon approval, Dr. Reed would fill the vacant position to be held by the County Health Officer or their designee.
9. 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. Correspondence from the Buckhannon Youth Football Board Members advising they will no longer need access to the County property leased to the Upshur County Pony League at Brushy Fork.
2. Correspondence from Mary Jo Thompson, Director of the WV Development Office, stating their office will assist in every way possible concerning the Upshur County Commission's request to the U.S. Department of Environmental Protection for financial assistance in the amount of \$200,000 for the Brownfields Assessment and Cleanup Grant. This will certify that the requirements of the State's Intergovernmental Review Process have been met, and the State Process is in concurrence with the project.
3. Correspondence from Chief Magistrate Mike Coffman and Magistrate Kay Hurst requesting for the Upshur County Communication Center to page or call them for all after hour calls that require a Magistrate's attention.
4. Upshur-Lewis Animal Control Facility Cat Report – December 2016
5. Upshur County Animal Control Officer Monthly Dog Report – December 2016
6. Upshur County E911 Communication Reports ---December 2016
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
7. Upshur County Mileage Reports – November 2016
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping

- Community Corrections
- Dog Pound

8. Newsletters and/or Event Notifications:

- Upshur County Family Resource Network Newsletter – January 2017
- Curry Courier – December 28, 2016
- James W. Curry Public Library Calendar of Events – January 2017

9. Agendas and/or Notice of Meetings:

- Buckhannon-Upshur Parks & Recreation Advisory Board January 9, 2017
- Upshur County Family Resource Network January 9, 2017
- Elkins Road PSD January 10, 2017
- Upshur County Safe Sites and Structures Enforcement Board January 12, 2017
- Buckhannon-Upshur Airport Authority January 12, 2017
- Upshur County Fire Board, Inc. January 17, 2017

10. Meeting Minutes:

- Upshur County Family Resource Network December 12, 2016
- Upshur County Family Resource Network Director’s Report December 2016
- Upshur County Solid Waste Authority December 12, 2016

11. Meetings:

- 01/10/17 5:30 p.m. Elkins Road PSD
- 01/03/17 6:00 p.m. Hodgesville PSD
- 01/05/17 7:00 p.m. Banks District VFD
- 01/05/17 7:00 p.m. Selbyville VFD
- 01/09/17 12:00 p.m. Upshur County Family Resource Network
- 01/09/17 4:30 p.m. Upshur County Solid Waste Authority
- 01/09/17 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 02/13/17 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
- 01/10/17 7:30 p.m. Adrian VFD
- 01/05/17 6:00 p.m. Buckhannon-Upshur Board of Health -- CANCELLED
- 01/18/17 7:00 a.m. Upshur County Development Authority
- 01/11/17 12:00 p.m. Upshur County Senior Center Board
- 01/12/17 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 01/11/17 6:00 p.m. Upshur County Citizens Corp – CERT
- 01/11/17 7:30 p.m. Warren District VFD
- 01/12/17 1:00 p.m. Adrian PSD
- 01/12/17 3:00 p.m. Tennerton PSD
- 01/12/17 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 01/12/17 7:30 p.m. Buckhannon VFD
- 01/12/17 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/19/17 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 01/15/17 6:00 p.m. Washington District VFD
- 01/16/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/17/17 4:00 p.m. Upshur County Public Library Board
- 01/17/17 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development

- 01/17/17 6:30 p.m. Upshur County Fire Board
- 01/17/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/11/17 7:00 p.m. Ellamore VFD
- 01/18/17 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 03/22/17 10:00 a.m. James W. Curry Advisory Board
- 01/19/17 3:00 p.m. Upshur County Farmland Protection Board – Farm Bureau Office
- 01/30/17 6:00 p.m. Upshur County Fire Fighters Association
- 01/11/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors

12. Appointments Needed or Upcoming:

- Upshur County Building Commission (Joe Malcolm – 11-10-16) --- Commission
- Upshur County Farmland Protection Board (unexpired term – 6-30-2019) – Farmer
- Upshur County Safe Structures and Sites Enforcement Board (unexpired term – 6-30-2018) – Community Member

13. Board of Review & Equalization Meeting Schedule

- 02/01/2017 1:00 p.m. No appointments ---Review Property Books
- 02/03/2017 9:00 a.m.
- 02/06/2017 1:00 p.m. Coal, Oil & Gas and Industrial Appointments (3:00 p.m.)
- 02/09/2017 1:00 p.m.
- 02/14/2017 9:00 a.m.
- 02/16/2017 9:00 a.m. Adjournment

Tabled Items

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

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2017, and shall continue until the work is complete but will adjourn no later than the close of business on the 16<sup>th</sup> day of February, 2017.

Next Regular Meeting of the Upshur County Commission  
 January 19, 2017 --- 9:00 a.m.  
 Upshur County Courthouse Annex