

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: January 14, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 7, 2016

### Items for Discussion / Action / Approval:

1. Authorization for Carrie L. Wallace, County Administrator, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission.
2. Authorization for Tabatha R. Perry, Assistant County Administrator, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission.
3. Authorization for Mildred J. Zickefoose, Temporary Commission Assistant, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission.
4. Approval and signature of Lease Agreement with Jan Filomena, Owner and Operator of Hair Nail Express. The rental period is for one year from the date of the agreement and is in the amount of \$450.00 per month.
5. Correspondence from A. G. Trusler requesting reappointment to the Region VII Planning and Development Council effective January 1, 2016. Upon approval, Mr. Trusler's term would expire on December 31, 2016.
6. Correspondence from Dr. Boyd Creasman, Dean of West Virginia Wesleyan College, Vice President for Academic Affairs, requesting consideration to fill a private sector vacancy on the Region VII Planning and Development Council. Upon approval, Dr. Creasman's term would begin on January 1, 2016 and expire on December 31, 2016.
7. Approval of Lewis-Upshur Animal Control Facility Volunteers, Chasity Feather and Andrea Chidester.
8. Approval of Upshur County Prosecuting Attorney Victim Services Division Volunteer, Lea Propst Fedder.
9. Correspondence from LeRoy E. Dixon, Jr. submitting his resignation from the Board of the Upshur County Public Library and requesting that his name be removed from the Library signature cards at First Community Bank.
10. Correspondence from Dennis Xander, member of the Upshur County Public Library Board of Trustees, requesting the appointment of J. R. Tenney to fill the unexpired five year term vacancy on the Upshur County Public Library Board. Upon approval, Mr. Tenney's term will expire June 30, 2019.
11. Correspondence from James T. Farrell, Director of the Upshur County Office of Emergency Management, requesting the employment of Alexander Brant Harris as part-time Deputy Director of

Emergency Management, effective January 17, 2016. Upon approval, Mr. Harris would not work more than 19.5 hours per week at a pay wage rate of \$11.00 per hour

12. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, 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 Brenda Dasher, Independent Living Resource Specialist, The Northern West Virginia Center for Independent Living, requesting consideration for funding for the fiscal year 2016/2017.
2. Cornerstone Community Church Backpack Program Flyer
3. Upshur County Health Department Newsletter – January 2016
4. Cat Report --- December 2015
5. Upshur County E911 Communication Reports --- December 2015
  - Monthly Call Summary Report
  - Monthly Departmental Summary Report
  - Monthly and YTD Wrecker Report
6. Agendas and/or Notice of Meetings
  - Upshur County Family Resource Network January 11, 2016
  - Upshur County Safe Structures and Sites Enforcement Board January 14, 2016
  - Upshur County Fire Board January 19, 2016
  - Elkins Road Public Service District February 2, 2016
7. Meeting Minutes
  - Elkins Road Public Service District December 1, 2015
8. Meetings
  - 01/07/16 7:00 p.m. Banks District VFD
  - 01/07/16 7:00 p.m. Selbyville VFD
  - 01/05/16 6:00 p.m. Hodgesville PSD
  - 01/05/16 5:30 p.m. Elkins Road PSD
  - 01/13/16 12:00 p.m. Upshur County Senior Center Board
  - 01/13/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
  - 01/13/16 6:00 p.m. Upshur County Citizens Corp - CERT
  - 01/13/16 7:30 p.m. Warren District VFD
  - 01/14/16 1:00 p.m. Adrian PSD
  - 01/14/16 3:00 p.m. Tennerton PSD
  - 01/14/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
  - 01/14/16 7:30 p.m. Buckhannon VFD

- 01/14/16 4:00 p.m. Buckhannon Upshur Airport Authority–meeting held at Airport
- 01/11/16 12:00 p.m. Upshur County Family Resource Network
- 01/11/16 4:30 p.m. Upshur County Solid Waste Authority
- 01/11/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 01/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
- 01/12/16 6:00 p.m. Buckhannon River Watershed Association
- 01/19/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 01/12/16 7:30 p.m. Adrian VFD
- 01/20/16 7:00 p.m. Ellamore VFD
- 01/20/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 01/17/16 6:30 p.m. Upshur County Youth Camp Board
- 01/19/16 6:30 p.m. Upshur County Fire Board
- 01/20/16 7:00 a.m. Upshur County Development Authority
- 01/17/16 6:00 p.m. Washington District VFD
- 01/18/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/19/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/19/16 4:00 p.m. Upshur County Public Library Board
- 01/28/16 4:00 p.m. Upshur County Farmland Protection Board – CANCELLED
- 01/08/16 12:00 p.m. Upshur County Farmland Protection Board – Committee Meeting
- 01/08/16 2:00 p.m. Upshur County Farmland Protection Board – Special Meeting
- 03/23/16 10:00 a.m. James W. Curry Advisory Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 02/10/16 6:00 p.m. Buckhannon-Upshur Board of Health

9. Board of Review & Equalization Meeting Schedule

- 02/01/2016 1:00 p.m. No appointments ---Review Property Books
- 02/05/2016 9:00 a.m.
- 02/10/2016 9:00 a.m.
- 02/11/2016 1:00 p.m.
- 02/16/2016 1:00 p.m. Coal, Oil & Gas and Industrial Appointments (2:30 p.m.)
- 02/17/2016 9:00 a.m.
- 02/18/2016 1:00 p.m. Adjournment

10. Appointments Needed or Upcoming:

- Upshur County Fire Board (Vacant Position – 6-30-16) --- 1<sup>st</sup> District Community Representative
- Upshur County Farmland Preservation Board (Vacant Position – 06-30-15) – At large – Non Farming
- Region VII Planning and Development Council (12-31-15 – Connie Tenney) --- County
- Region VII Planning and Development Council (12-31-15 – (Private Sector) ---County
- Region VII Planning and Development Council (12-31-15 – WVWC Representative) --- County
- Region VII Planning and Development Council (12-31-15 – A.G. Trusler) --- County
- Corridor H Authority (Vacant Position – 06-30-16) – Commission

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, 2016, and shall continue until the work is complete but will adjourn no later than the close of business on the 18<sup>th</sup> day of February, 2016.

Next Regular Meeting of the Upshur County Commission  
January 21, 2016 --- 9:00 a.m.  
Upshur County Courthouse Annex