

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 5, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- December 22, 2016
- December 28, 2016 – Special Meeting

Items for Discussion / Action / Approval:

1. Election of Commission President for 2017 Calendar Year
2. Oath of Office for the Commission President
3. Establish date and time for regular Commission Meetings
4. Approval of Local Rules for Commission Meetings
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3
6. Discuss agenda format and material inclusion contents
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex
8. Approval of 2017 Holiday Schedule and Administrative Closures
9. Approval of Upshur County Seal
10. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature
11. Consider Commissioner Board Appointments:
 - Lewis-Upshur Community Corrections Board
 - Upshur County Farmland Protection Board
 - Lewis-Upshur Emergency Planning Committee
 - Region VI Work Force Investment Board
 - Region VII Planning & Development Council
 - Upshur County 4H Foundation
 - Upshur County Development Authority
 - Upshur County Enhanced Emergency Telephone Board
 - Upshur County Extension Service Committee
 - Upshur County Fire Board Incorporated
 - Upshur County Senior Center Board
 - Upshur County Family Resource Network
 - Upshur County Youth Council, Incorporated (SYC)
 - Corridor H Authority

12. Approval of press release regarding the Commission's relocation to 91 West Main Street, Suite 101, Buckhannon.
13. Approval of Board of Review & Equalization 2017 schedule
14. Approval of Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review and 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 16th day of February, 2017.
15. Approval and signature of correspondence to the Upshur County Assessor and 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 February 1, 2017, must be forwarded to the Commission sitting as the Board of Review & Equalization.
16. Approval and signature of Valley Business Systems Service Contract for a machine located at the James W. Curry Library. Annual charges would be \$474.00 and the terms of service would be effective December 1, 2016 through November 30, 2017. Coverage includes parts, labor, mileage, inspections and consumable supplies not excluded.
17. Approval and signature of correspondence to Charlie Heater regarding a complaint filed with the Upshur County Safe Structures and Sites Board in regards to property located in Banks Tax District – Tax Map 2Q – Parcel Number 46 in April of 2012. This letter serves as a written warning requesting that Mr. Heater take corrective actions in order to bring the property into compliance with the Safe Structures and Sites Ordinance.
18. Approval of Recommendation for Waiver of Bond in the Estate of Anna Bell Hamner. The amount of funds to be received is de minimis, less than \$1,000, relative to the annual cost of the security bond required of each Guardian.
19. Discussion regarding the appointment of a permanent successor to the office of the County Clerk through the certification of the November, 2018 general election. Discussion may lead to an appointment.

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
20. Approval of Advertisement for Temporary Grounds Keeping / Maintenance Position for the 2017 spring/summer seasons, beginning in mid-March and going through late September. The rate of pay is \$9.00 per hour, with no benefits provided for this position. Applications must be received on or before the close of business on Friday, February 10, 2017.
21. Correspondence from James T. Farrell announcing his resignation from the Upshur County Safe Structures and Sites Enforcement Board. This is a general public position with a term set to expire on June 30, 2018.

22. 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 Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, State of West Virginia Department of Revenue State Tax Department, regarding the Assessor's proposed 2017-2018 Valuation Fund Budget. Written evidence showing that a lesser amount than the amount requested by the assessor would be adequate must be submitted to the Property Tax Division on or before January 15, 2017.
2. EQT Midstream Partners, LP – Natural Gas Pipeline Safety Brochure
3. Correspondence from Robert C. Orndorff, State Policy Director of WV State & Local Affairs, Dominion, asking public officials to partner with Dominion in a safety initiative by promoting safe digging throughout our community.
4. Upshur County Building Permits – December 2016
5. Upshur County Sheriff's Financial Statement for period ending November 2016
6. Upshur County E911 Communication Reports ---November 2016
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
7. Newsletters and/or Event Notifications:
 - Buckhannon-Upshur Chamber of Commerce – America's Mattress ribbon cutting at noon on Tuesday, January 10th
8. Agendas and/or Notice of Meetings:
 - Upshur County Solid Waste Authority January 9, 2017
9. Meeting Minutes:
 - Upshur County Farmland Protection Board September 22, 2016
10. Meetings:
 - 01/03/17 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
- 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

11. 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

Tabled Items

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Next Regular Meeting of the Upshur County Commission
January 12, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex