

**Upshur County Commission
Agenda**

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 27, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 20, 2016

10:00 a.m. David H. Coffman, Upshur County Sheriff – Discuss Bailiff salaries and hours as they relate to the addition of a Judge to the 26th Judicial Circuit Court
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

10:30 a.m. Adjourn or Extend Assessment Appeals as per WV State Code §11-3-24b
(i) The board of assessment appeals shall meet as often as necessary until the work of the board is completed: Provided, That the board shall adjourn sine die not later than October 31 of the tax year unless the board, by majority vote, agrees to extend the term if necessary to afford the parties due process and to complete its work, after which it shall adjourn sine die.

2:30 p.m. Pre-Bid Conference for Upshur County Public Library Roof Replacement Project

Items for Discussion / Action / Approval:

1. Approval of Early Voting Clerks for the November 2016 General Election.
2. Approval of Financial Statement – Fiscal year ended June 30, 2016. Commissioner Raffety was not present for approval on October 20, 2016.
3. Approval of Recommendation for Removal of Mary Martha Straight as Executrix in the Estate of Robert James Stansbury, deceased. Upon approval of the Recommendations, Mary Martha Straight will be removed as Executrix in the Estate of Robert James Stansbury, deceased; Ms. Straight will be ordered to turn over any and all documentation regarding the Estate within 10 days of her removal and the Sheriff of Upshur County will be appointed as Executor of the Estate.
4. Correspondence from Doyle R. Cutright, II, E911 Director, requesting the employment of Michalla D. Kelley, Michelle D. White and Amy E. Arbogast as full time Telecommunicators at the wage rate of \$11.00 per hour, effective October 30, 2016.
5. Approval and signature of correspondence to Thomas Moates requesting the clean-up of property located in Warren Tax District – Tax Map 6C – Parcel Number 41. This letter requests a response by November 16, 2016 and sets this matter for discussion on November 17, 2016.

6. 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. Assessor's Certificate of Compliance from Walt Helmick, Commissioner of Agriculture, regarding Donald W. Rice's completion of the Farm Census of 2016, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.
2. Correspondence from Michael Kelemen, Suddenlink Director of Government Relations, notifying customers that Fusion TV will no longer be carried on Suddenlink's channel lineup in our community effective November 10, 2016.
3. Correspondence from Carrie Wallace, County Administrator, to Wendy Higgins and Rhonda Surette, owners of Neuromuscular Massage Therapy Center, serving as official notice of termination of the lease agreement for office space situate at 91 West Main Street, Buckhannon, WV effective November 15, 2016, per their request.
4. Upshur County Sheriff's Financial Statement for period ending August 2016
5. Upshur County Animal Control Officer Dog Report – September 2016
6. NACo Prescription Drug Discount Card Program breakdown from 2005 to September 2016
7. Newsletters and/or Event Notifications:
 - 4-H Achievement Night – 6:00 p.m. on November 7th at Chapel Hill United Methodist Church
 - Buckhannon-Upshur Chamber of Commerce Newsletter – October 24, 2016
 - James W. Curry Public Library Calendar of Events – November 2016
8. Agendas and/or Notice of Meetings:
9. Meeting Minutes:
 - Adrian PSD September 8, 2016
 - Adrian PSD September 15, 2016
 - Upshur County Youth Camp Board September 15, 2016
10. Meetings:
 - 11/01/16 5:30 p.m. Elkins Road PSD
 - 11/01/16 6:00 p.m. Hodgesville PSD
 - 11/03/16 7:00 p.m. Banks District VFD
 - 11/03/16 7:00 p.m. Selbyville VFD
 - 11/14/16 12:00 p.m. Upshur County Family Resource Network
 - 11/14/16 4:30 p.m. Upshur County Solid Waste Authority

- 11/14/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 12/12/16 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 11/08/16 6:00 p.m. Buckhannon River Watershed Association
- 11/08/16 7:30 p.m. Adrian VFD
- 11/10/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 11/16/16 7:00 a.m. Upshur County Development Authority
- 11/09/16 12:00 p.m. Upshur County Senior Center Board
- 11/10/16 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 11/09/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 11/09/16 7:30 p.m. Warren District VFD
- 11/10/16 1:00 p.m. Adrian PSD
- 11/10/16 3:00 p.m. Tennerton PSD
- 11/10/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board - cancelled
- 11/10/16 7:30 p.m. Buckhannon VFD
- 11/17/16 9:00 a.m. Buckhannon Upshur Airport Authority–Stonewall Jackson Resort
- 11/17/16 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 11/20/16 6:00 p.m. Washington District VFD
- 11/21/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 11/29/16 4:00 p.m. Upshur County Public Library Board
- 11/15/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 11/15/16 6:30 p.m. Upshur County Fire Board
- 11/15/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 11/09/16 7:00 p.m. Ellamore VFD
- 11/16/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 03/22/17 10:00 a.m. James W. Curry Advisory Board
- 11/24/16 4:00 p.m. Upshur County Farmland Protection Board – cancelled
- 11/28/16 6:00 p.m. Upshur County Fire Fighters Association

11. Appointments Needed or Upcoming:

Tabled Items

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**Next Regular Meeting of the Upshur County Commission
November 3, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex**