

**Upshur County Commission
Agenda**

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 6, 2016

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

Approval of Minutes:

- September 29, 2016

9:15 a.m. Addie Helmick, Women's Aid in Crisis – Presentation of Domestic Violence Awareness Month Proclamation – October 2016

9:30 a.m. Discussion regarding email correspondence from Mr. and Mrs. Robert Ware regarding a missing street sign for Sunny Acres Drive in French Creek, WV. Approval and signature of correspondence in response.

Items for Discussion / Action / Approval:

1. Approval of Upshur County Public Library Roof Replacement Project Manual prepared by WYK Associates, Inc. and advertisement of project. This manual includes an Invitation for Bids for the replacement of the Upshur County Public Library roof. There will be a mandatory pre-bid conference at 2:30 p.m. on Thursday, October 27, 2016. All sealed bids must be received no later than 9:15 a.m. on Thursday, November 10, 2016. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:30 a.m. on Thursday, November 10, 2016.
2. Approval and signature of correspondence to Gerald Zirkle, President of the Upshur County Youth Baseball Association, regarding a revision to the building permit requirement contained in the Property Use Agreement dated March 12, 2015. This revision is due to the City's annexation of the property.
3. Approval of Order Directing Release of Funds in the Estate of Madeline Thomas, deceased. The Commission approved a request from the Upshur County Sheriff during a regularly scheduled meeting held on August 25, 2016 to release funds from oil and gas royalties being held by Mountain V Oil & Gas, Inc. in order to satisfy claims against the Estate.
4. Approval and signature of Upshur County Commission Chimney Repair Change Order dated September 29, 2016. The change contained in this order allows for chimney joint repointing in the amount of \$800. Upon approval, the remaining contingency allowance will be \$2,950.
5. Correspondence from Lourie Hommema, President of the Tennerton Elementary School PTO, requesting a donation to be used as prizes in a raffle drawing to be conducted during November called "30 Days of November". There will be a drawing every day of November with a grand prize awarded.
6. Approval of Non-Conversion Agreement for Structures in the 100-year Floodplain.
7. Correspondence from David E. Godwin, Prosecuting Attorney, requesting the consideration of reinstating the \$2,000 appropriation the Child Advocacy Center received in FY 2016 into the FY 17 budget. This organization did not receive County funds for FY 2017.

8. 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 John M. Anguilli, Field Regulatory Specialist for SWN Production Company, LLC, enclosing the Maintenance Plan/Monitoring and Emergency Action Plan for the Upshur County Freshwater Impoundments.
2. Upshur County Building Permits – September 2016
3. National 4-H Week Flyer – October 2nd through 8th
4. Buckhannon-Upshur Chamber of Commerce Newsletter – October 3, 2016
5. Upshur County E911 Communication Reports ---September 2016
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
6. Agendas and/or Notice of Meetings:

• James W. Curry Library/Park Advisory Board	September 28, 2016
• Upshur County Family Resource Network	October 3, 2016
• Elkins Road PSD	October 4, 2016
• City Council of Buckhannon	October 6, 2016
• Upshur County Solid Waste Authority	October 10, 2016
7. Meeting Minutes:

• Upshur County Farmland Protection Board	June 30, 2016
• Upshur County Farmland Protection Board	July 28, 2016
• Upshur County Youth Camp Board	August 24, 2016
• James W. Curry Library and Park Advisory Board	August 24, 2016
8. Meetings:

• 10/04/16	5:30 p.m.	Elkins Road PSD
• 10/04/16	6:00 p.m.	Hodgesville PSD
• 10/06/16	7:00 p.m.	Banks District VFD
• 10/06/16	7:00 p.m.	Selbyville VFD
• 10/10/16	12:00 p.m.	Upshur County Family Resource Network – Cancelled
• 10/03/16	12:00 p.m.	Upshur County Family Resource Network – Special Meeting
• 10/10/16	4:30 p.m.	Upshur County Solid Waste Authority
• 10/10/16	6:00 p.m.	Buckhannon-Upshur Recreational Park Advisory Board –Cancelled
• 10/17/16	6:00 p.m.	Buckhannon-Upshur Recreational Park Advisory Board – Special Meeting
• 10/10/16	6:00 p.m.	Lewis-Upshur Community Corrections Board-Upshur County
• 10/11/16	6:00 p.m.	Buckhannon River Watershed Association

- 10/11/16 7:30 p.m. Adrian VFD
- 10/19/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 10/19/16 7:00 a.m. Upshur County Development Authority
- 10/05/16 7:00 a.m. Upshur County Development Authority – Executive Board - Cancelled
- 10/12/16 12:00 p.m. Upshur County Senior Center Board
- 10/26/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 10/12/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 10/12/16 7:30 p.m. Warren District VFD
- 10/13/16 1:00 p.m. Adrian PSD
- 10/13/16 3:00 p.m. Tennerton PSD
- 10/13/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 10/13/16 7:30 p.m. Buckhannon VFD
- 10/13/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 10/20/16 6:30 p.m. Upshur County Youth Camp Board
- 10/16/16 6:00 p.m. Washington District VFD
- 10/17/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 10/18/16 4:00 p.m. Upshur County Public Library Board
- 10/18/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 10/18/16 6:30 p.m. Upshur County Fire Board
- 10/18/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 10/12/16 7:00 p.m. Ellamore VFD
- 10/19/16 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 10/26/16 10:00 a.m. James W. Curry Advisory Board
- 10/27/16 4:00 p.m. Upshur County Farmland Protection Board – Cancelled
- 10/24/16 4:00 p.m. Upshur County Farmland Protection Board – Special Meeting
- 10/31/16 6:00 p.m. Upshur County Fire Fighters Association
- 10/24/16 10:00 a.m. Mountain CAP of West Virginia, CDC

9. Appointments Needed or Upcoming:

- Buckhannon-Upshur Parks & Recreation Advisory Board (Vacant Position – 6-30-18)- Commission

Tabled Items

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1. Correspondence from Robin Keogh requesting a revision of the Lewis-Upshur Animal Control Facility Volunteer Program. Ms. Keogh requests (1) the volunteer age limit be changed from 18 years of age to 16 years of age with the stipulation that the volunteer be supervised by an adult volunteer, (2) the volunteer application be modified to address younger applicants and (3) hours for volunteering be expanded on Saturday to 9:00 a.m. to 12:00 p.m. and offer Sunday hours.
2. Review and discuss US Cellular services for local government.

**Next Regular Meeting of the Upshur County Commission
October 13, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex**