

**Upshur County Commission
Agenda**

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 17, 2016

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

Approval of Minutes:

- November 10, 2016
- 2016 General Election Canvassing Minutes

9:15 a.m. Patty Adams on behalf of Pancreatic Cancer Action Network – Presentation of Proclamation declaring November 17th as “World Pancreatic Cancer Day” in Upshur County, WV

9:30 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41

11:00 a.m. General 2016 Election Certifications

Items for Discussion / Action / Approval:

1. Review and approval of Final Hearing Recommendations in the Estate of Richard Reed Woody, deceased. The Estate of Richard Reed Woody owes Tamra Chadwell \$570.06 for payments for the months of December 2015, January 2016 and February 2016 for a previous Home Depot debt. Daya Masada Wright, Fiduciary Commissioner recommends the claim of Tamra Chadwell against the Estate be approved for the amount of \$570.06 and for the Estate to be responsible for the \$500 Fiduciary Commissioner hearing fees.
2. Approval of Master Plan Document Amendment #1A for the Master Plan Document and Summary Plan Description for the Upshur County Commission Employee Medical Benefits Plan. This amendment specifies that “31 days” in the plan document is actually “31 calendar days”.
3. Review and approval of Change Order Number 3 for the Upshur County Chimney Repair Project. This change order allows for the remaining contingency allowance of \$2,950 be to be credited back to the Upshur County Commission. The amended contract sum will be \$88,250.
4. Review and approval of Change Order Number 2 for the Upshur County Roof Repair Project. After removing the existing shingles, it was discovered that approximately 1,400 square feet of wood decking needs to be replaced. This change order utilizes the entire \$4,000 contingency allowance, the \$600 allowance for 100 square foot of decking and leaves a balance of \$1,234 to be paid by the Upshur County Commission. The amended contract sum will now be \$167,976.
5. Approval and signature of the Service Contract between Valley Business Systems and the Upshur County Commission for the color copier in the Commission office for the amount of \$634. This includes everything except paper, staples and computer/networking service. This contract is effective 11/01/2016 to 10/31/2017.
6. Approval of the advertisement of a Public Notice announcing the Upshur County Commission’s plans to submit a 2017 Brownfields Cleanup grant application to the US Environmental Protection Agency. A

public meeting will be held at the Upshur County Youth Camp on Tuesday, December 6th from 6:00 p.m. to 7:00 p.m. to foster community involvement, answer questions and obtain comments.

7. Correspondence from the Buckhannon-Upshur Park and Recreation Advisory Board requesting for the Commission to collaborate with other entities as needed and plan for improvements in three areas being sports fields, trails and river access.
8. Correspondence from Tabatha Perry, Assistant County Administrator, requesting to change the Buckhannon-Upshur Park and Recreation Advisory Board meeting time from 6:00 p.m. to 5:30 p.m. on the second Monday of every month. This correspondence also requests the approval of a 4th trail sign location as proposed by the Board.
9. Approval of WV Board of Veterinary Medicine Animal Euthanasia Facility Initial Registration/Renewal and Certification Renewal for Animal Euthanasia Technicians for the Lewis-Upshur Animal Control Facility.
10. Approval of Lewis-Upshur Animal Control Facility Volunteer, Dianne L. Shoemaker.
11. Approval of Application for Donated Leave and discussion of granting leave under the Family and Medical Leave Act
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
12. 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 Mark W. Matkovich, State Tax Commissioner, certifying that Donald Rice, Assessor of Upshur County, has substantially complied with the “assessor’s additional duties” as delineated in WV Code §7-7-6a, which entitles him to additional compensation in the amount of \$15,000 as provided in WV Code §7-7-6b.
2. Correspondence from North Central Regional EMS Board regarding changes made to the structure of WV EMS TSN, Inc. Due to budget cuts and a decrease in grant funds throughout the State, the Regional EMS Field Offices will have a total of 5 employees instead of 12 starting November 11, 2016 and is expected to be limited even further in the 2018 fiscal year. The Board is requesting Counties and agencies represented in the service area to assist with any funding, resources, co-operative employment opportunities or in-kind donations that would enable them to continue the employment of an employee who will be unemployed as of December 31, 2016 until a permanent source of income can be established.

3. Correspondence from Paul Becker, Vice President of Construction and Engineering for Peoples, providing public awareness and safety information.
4. Correspondence from April Pierson-Keating, Mountain Lakes Preservation Alliance, enclosing two articles from November 3, 2016.
5. Correspondence from April Pierson-Keating, Mountain Lakes Preservation Alliance enclosing an article regarding a pipeline breach in Florida.
6. Dominion Supply Header Project – Project Update – November 2016
7. Newsletters and/or Event Notifications:
 - 4-H 2016 Toy Drive Flyer
 - Buckhannon-Upshur Chamber of Commerce Newsletter – November 14, 2016
 - Stonewall Jackson Memorial Hospital Physician Services Open House and Ribbon Cutting – 1:00 p.m. on November 21st at 132 Cinema Circle, Buckhannon.
 - Winter Waters Exercise – Upshur County Office of Emergency Management Announcement – 8:00 a.m. on December 8th at the Upshur County Emergency Operations Center
 - Artistry on Main Christmas Open House – 5:00 p.m. to 8:00 p.m. on December 9th
8. Agendas and/or Notice of Meetings:

• Upshur County Family Resource Network	November 14, 2016
• Buckhannon Upshur Park and Recreation Advisory Board	November 14, 2016
• Buckhannon-Upshur Airport Authority	November 17, 2016
• City Council of Buckhannon	November 17, 2016
• Buckhannon-Upshur Chamber of Commerce	November 21, 2016
• Elkins Road PSD	December 6, 2016
9. Meeting Minutes:

• Buckhannon-Upshur Parks and Recreation Advisory Board	September 12, 2016
• Upshur County Solid Waste Authority	October 10, 2016
• Upshur Citizens Corps Council	October 12, 2016
• WesMonTy RC&D Board of Directors	October 18, 2016
10. Meetings:

• 12/06/16	5:30 p.m.	Elkins Road PSD
• 12/06/16	6:00 p.m.	Hodgesville PSD
• 12/01/16	7:00 p.m.	Banks District VFD
• 12/01/16	7:00 p.m.	Selbyville VFD
• 12/12/16	12:00 p.m.	Upshur County Family Resource Network
• 12/12/16	4:30 p.m.	Upshur County Solid Waste Authority
• 12/12/16	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 12/12/16	6:00 p.m.	Lewis-Upshur Community Corrections Board-Upshur County
• 12/13/16	7:30 p.m.	Adrian VFD
• 12/08/16	6:00 p.m.	Buckhannon-Upshur Board of Health
• 12/14/16	7:00 a.m.	Upshur County Development Authority – Executive Board

- 12/14/16 12:00 p.m. Upshur County Senior Center Board
- 12/08/16 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 12/14/16 6:00 p.m. Upshur County Citizens Corp – CERT
- 12/14/16 7:30 p.m. Warren District VFD
- 12/08/16 1:00 p.m. Adrian PSD
- 12/08/16 3:00 p.m. Tennerton PSD
- 12/08/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 12/08/16 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
- 12/20/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 12/20/16 6:30 p.m. Upshur County Fire Board
- 12/20/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 12/14/16 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
- 01/19/17 4:00 p.m. Upshur County Farmland Protection Board
- 11/28/16 6:00 p.m. Upshur County Fire Fighters Association
- 12/14/16 7:00 p.m. Buckhannon River Watershed Association - Board of Directors

11. Appointments Needed or Upcoming:

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
 December 1, 2016 --- 9:00 a.m.
 Upshur County Courthouse Annex

*****ATTENTION***** The Commission meeting on Thursday, November 24, 2016 has been cancelled due to the Courthouse being closed for Thanksgiving