

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 2, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- October 19, 2017
 - October 24, 2017 – Special Meeting (Board of Assessment Appeals)
 - October 26, 2017

Scheduled Appointments:

- 9:05 a.m. Ann Slaughter on behalf of the Tennerton Lion's Club – Presentation of Proclamation for Diabetes Awareness Month
- 9:15 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during August 31st meeting*)
- 9:30 a.m. Correspondence from Mary Herndon requesting the closure of an unused paper alley located between parcels of land that she owns in Buckhannon District. This application has been submitted per WV Code §7-1-3h.
- 9:45 a.m. Burl Smith, Upshur County Solid Waste Authority Director and Terry Carrington, WV Make It Shine Coordinator – Provide a review of the WV Make It Shine Clean County Award 2017

Items for Discussion / Action / Approval:

1. Approval and Signature of Resolution of Participation for the West Virginia Certified Development Community (CDC) Program for the Upshur County Development Authority.
2. Approval and signature of the Service Contract between Valley Business Systems and the Upshur County Commission for the color copier located in the Commission office for the annual amount of \$584. This includes everything except paper, staples and computer/networking service. This contract is effective 11/01/2017 to 10/31/2018.
3. Approval and signature of Service Contract with Cleveland Brothers to perform semi-annual service and annual maintenance service for the engine, generator and GENSET located at the E-911 Communication Center. The total cost of \$1,268.30 includes all parts, travel time, mileage and labor for these two inspections.
4. 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 Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority announcing that the previously requested time extension for the Circuit Courtroom project has been approved. The new deadline for completion is February 28, 2018.
2. Correspondence from Tabatha R. Perry, Assistant Administrator, to Todd Spencer Walter Gould regarding his property located in Washington Tax District – Tax Map 7J – Parcel Number 11. During the regularly scheduled Commission Meeting conducted on October 26, 2017, the Commission moved to grant Mr. Gould a 60 day extension to bring the property into full compliance with the Ordinance.
3. Correspondence from Tabatha R. Perry, Assistant Administrator, to Frank Kelley regarding his property located in Washington Tax District – Tax Map 7J – Parcel Number 11.1. During the regularly scheduled Commission Meeting conducted on October 26, 2017, the Commission moved to grant Mr. Kelley a 60 day extension to bring the property into full compliance with the Ordinance.
4. Release of Liability executed by Ronald Skidmore Jr. on behalf of the Barbour County Office of Emergency Management and E-911 for hydrant data received from the Upshur County Addressing and Mapping Office as of November 2, 2017.
5. Upshur County Road Name Index as of 10/26/17 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator.
6. Upshur County Mileage Reports – September 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
7. Appointments Needed or Upcoming:
 - Tennerton Public Service District – July 31, 2017

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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1. US Census Bureau local updated census address project

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

****The regularly scheduled Commission Meeting to be held on Thursday, November 23, 2017 has been CANCELLED**
