

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: December 22, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• December 15, 2016

Items for Discussion / Action / Approval:

1. Review Proclamation made by Governor Earl Ray Tomblin on December 16, 2016 permitting public employees of this State to be permitted to generally cease business on the afternoon of Friday, December 23, 2016, in acknowledgement of the holiday season. This proclamation further states the public employees of this State may be excused from their work duties on that afternoon for four hours without charge against accrued annual leave. In accordance with subsection (c), section one, article two, chapter two of the WV Code, County Commissions may treat the afternoon of Friday, December 23, 2016 as if it were a legal holiday, and the Courts may do the same.
2. Request from Ken Lieu, Real Estate Office Chief of the U.S. Army Corps of Engineers Pittsburgh District, requesting the spatial data for parcel mapping, including owner names, in which the county has established.
3. Discussion of monetary contribution to the booster station serving the Upshur County Regional Airport per Mayor McCauley's request during the December 8th Water Board Meeting. Review of Agreement dated September 22, 1998 between the Water Board of the City of Buckhannon and the Buckhannon-Upshur Regional Airport Authority and relative correspondence.
4. Correspondence from Lori B. Ulderich Harvey requesting reappointment to the James W. Curry Library Board for another 5 year term. Upon approval, her new term would end on December 31, 2022.
5. Approval and signature of correspondence to Larry Cogar expressing the Commission's appreciation of the corrective action taken to the property located in Meade Tax District – Tax Map 1 – Parcel Number 76.
6. Correspondence from Donald Rice, Upshur County Assessor, announcing his resignation effective December 31, 2016.
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
7. Memorandum from Carrie L. Wallace, County Administrator, on behalf of James T. Farrell, Office of Emergency Management Director, requesting the approval of an unpaid temporary leave of absence, effective December 15, 2016.
Item may lead to Executive Session per WV Code §6-9A-4 (A)

8. Memorandum from Carrie L. Wallace, County Administrator, recommending that Kenneth “Brian” Shreves be appointed as Interim Office of Emergency Management Director during the length of Mr. Farrell’s absence. Upon approval, Mr. Shreves will remain at the same rate of pay and will temporarily increase his working hours to no more than 25 per week.

Item may lead to Executive Session per WV Code §6-9A-4 (A)

9. Correspondence from Michael E. Dean, part-time employee of the maintenance department, announcing his resignation effective December 14, 2016.

Item may lead to Executive Session per WV Code §6-9A-4 (A)

10. Correspondence from Beth A. Burkhart, Tri-County Child Exchange & Visitation Program Coordinator, announcing her resignation, effective December 24, 2016.

Item may lead to Executive Session per WV Code §6-9A-4 (A)

11. Correspondence from Beth A. Burkhart, Tri-County Child Exchange & Visitation Program Coordinator, announcing the resignation of Judith Piercy, Monitor, effective December 14, 2016.

Item may lead to Executive Session per WV Code §6-9A-4 (A)

12. Correspondence from Beth A. Burkhart, Tri-County Child Exchange & Visitation Program Coordinator, requesting the employment of Shannon Garrett as a Monitor, effective December 23, 2016, pending background check results. Upon approval, Ms. Garrett’s rate of pay will be \$8.75 per hour and she will not work more than 19 hours per week.

13. Correspondence from Beth A. Burkhart, Tri-County Child Exchange & Visitation Program Coordinator, requesting the employment of Michelle Bleigh as a Monitor, effective December 23, 2016, pending background check results. Upon approval, Ms. Bleigh’s rate of pay will be \$8.75 per hour and she will not work more than 19 hours per week.

14. Correspondence from Beth A. Burkhart, Tri-County Exchange & Visitation Program Coordinator, requesting the promotion of Chastity Watson from Monitor to Site Supervisor retroactive to December 11, 2016 to begin the pay period. Upon approval, Ms. Watson’s rate of pay will be \$9.50 per hour and she will not work more than 19 hours per week.

15. 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 Governor Earl Ray Tomblin announcing the application to the Small Cities Block Grant program for the Elkins Road Public Service District, Phase III Water System Improvement Project has been approved in the amount of \$1,500,000. Of this amount, \$283,434 has been committed from the fiscal year 2016 Small Cities allocation and the remaining \$1,216,566 will be evaluated and committed in a future year’s allocation, based upon the Upshur County Commission’s ability to proceed and the availability of federal funds.

2. 2017 Standard Mileage Rates for Business, Medical and Moving Announced – December 13, 2016
3. Administrative Order –Supreme Court of Appeals of WV – 2016 Holiday Time Off for Court Employees
4. United States of America Federal Energy Regulatory Commission – Notice of Schedule for Environmental Review of the WB Xpress Project (December 9, 2016)
5. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority approving the previously filed request for extension. The new grant deadline is now January 31, 2017.
6. Newsletters and/or Event Notifications:
 - James W. Curry Public Library Calendar of Events – January 2017
7. Agendas and/or Notice of Meetings:
 - City Council of Buckhannon – Special Session January 5, 2017
 - City Council of Buckhannon January 5, 2017
 - Elkins Road PSD January 10, 2017
8. Meeting Minutes:
 - Upshur County Family Resource Network October 3, 2016
 - Upshur Citizens Corps Council October 12, 2016
 - Adrian PSD November 10, 2016
 - Adrian PSD November 17, 2016
9. 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
- TBA 3:00 p.m. Upshur County Farmland Protection Board
- 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

10. Appointments Needed or Upcoming:

- Upshur County Building Commission (Joe Malcolm – 11-10-16) --- Commission
- Upshur County Civil Service Board (Dennis J. Willett, Esq. – 12-31-16) – Bar Association

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

January 5, 2017 --- 9:00 a.m.

Upshur County Courthouse Annex

*****ATTENTION*** The Commission meeting on Thursday, December 29, 2016 has been cancelled**