

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 16, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 9, 2017
- 9:15 a.m. Christine Mitchell and Ben Hardesty, Dominion Resources, Inc. – Atlantic Coast Pipeline Update
- 9:30 a.m. Judith Williams, James W. Curry Public Library Head Librarian – 2016 Year in Review and Presentation and Approval of FY 18 Curry Library and Curry Park Budgets
- 9:45 a.m. David H. Coffman, Upshur County Sheriff – Discuss future Court Bailiff vacancy and announcement of R.W. Kitzmiller’s resignation effective April 15, 2017
Item may lead to Executive Session per WV Code §6-9A-4
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
- 10:00 a.m. Brandi Miller – Discussion regarding land owner rights and consideration of economics regarding the pipeline
- 1:00 p.m. Board of Review and Equalization - Adjournment

Items for Discussion / Action / Approval:

1. Review and approval of Recommendation to Appoint Debra Dean as Administratrix with the Will Annexed in the Estate of Susan J. Osborn, deceased. Daya Masada Wright, Fiduciary Commissioner, recommends for Debra Dean to be appointed to serve as Administratrix with the Will Annexed, for Ms. Dean to receive no Administratrix fee for her efforts and for the Sheriff of Upshur County to turn over all documentation regarding the Estate within ten days of entry of the Order.
2. Correspondence from Kelly Workman, CDBG Program Manager, regarding the recent Community Development Block Grant award of \$283,434 to assist in Design and Administration of the Elkins Road Public Service District, Phase III Water System Improvement Project. Approval and signature of CDBG-Small Cities Block Grant Agreement and Resolution.
3. Approval and signature of correspondence to Patrick Morrissey, West Virginia Attorney General, regarding concerns in relation to inflated gasoline prices in Upshur County compared to surrounding counties.
4. Approval and signature of correspondence to Jessica Bennington providing notification of the existing Safe Structures and Sites Case that is open against her property located in Banks Tax District –Tax Map 2Q – Parcel Number 46 and providing her 60 days to bring the property into compliance with the Safe

Structures and Site Ordinance. Further review of the condition of this property will take place during the regularly scheduled Commission Meeting on Thursday, April 6, 2017 at 9:15 a.m.

5. Correspondence from Hillary Woofter, WV Conservation Agency District Manager, requesting the 2017 fiscal year funds for the operation and maintenance of the Pecks Run Channel. Per the agreement dated February 24, 2000, Tygarts Valley Conservation District is to be paid \$3,900 annually.
6. Approval of Request for Bids for the Grounds Keeping Contract for 2017. Grounds keeping will commence on or around March 27, 2017 and will conclude on or around September 29, 2017. All sealed bids must be received no later than 8:00 a.m. on March 16, 2017. Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, March 16, 2017.
7. Correspondence from Rick Harlow, President of the Upshur County Firefighter's Association, recommending the appointment of Patrick Traxler to the Enhanced Emergency Telephone Advisory Board, effective immediately. Upon approval, Mr. Traxler would fill the unexpired term previously occupied by Bennie Nazelrod that is through June 30, 2018.
8. Correspondence from Carol J. Dean, E911 Supervisor, announcing her resignation as a supervisor for the 911 Center, effective March 1, 2017 and requesting to remain as a front line telecommunicator.
Item may lead to Executive Session per WV Code §6-9A-4
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
9. 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 Charles K. McKinney, Assistant Chief Inspector of the Chief Inspector Division, including a copy of the audit report of the Upshur County Commission for the fiscal year ended June 30, 2015. This report is available for inspection in the office of the Upshur County Commission.
2. Correspondence from Chris Garrett, R.S., Upshur-Buckhannon Health Department Sanitarian, providing a monthly progress inspection report for the Rick Carrier Property, Safe Structures and Sites Case #061214-02. The inspection found progress towards correction of the health hazard.
3. Lewis-Upshur Animal Control Facility Cat Report – January 2017
4. Upshur County Animal Control Officer Dog Report – January 2017
5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – January 2017

6. Upshur County Mileage Reports – January 2017

- Upshur 911
- Maintenance
- Emergency Management
- Sheriff
- Addressing and Mapping
- Community Corrections
- Dog Pound

7. Newsletters and/or Event Notifications:

- 10th Annual WV Scholar Program Application Announcement
- Buckhannon-Upshur Chamber of Commerce Newsletter February 13, 2107
- Upshur County Family Resource Network Newsletter February 2017

8. Agendas and/or Notice of Meetings:

- Upshur County Family Resource Network February 13, 2017
- City Council of Buckhannon – Special Session February 16, 2017
- City Council of Buckhannon February 16, 2017
- Upshur County Fire Board, Inc. February 21, 2017
- WesMonTy RC&D Board of Directors February 21, 2017
- Mountain Lakes Preservation Alliance Community Meeting February 23, 2017

9. Meeting Minutes:

- Upshur County Solid Waste Authority January 9, 2017
- Upshur County Family Resource Network January 9, 2017
- Upshur Citizen Corp Council January 10, 2017
- Elkins Road PSD January 10, 2017
- Upshur County Safe Structures and Sites Enforcement Board January 12, 2017
- Upshur County Public Library Board January 17, 2017
- Upshur County Safe Structures and Sites Enforcement Board January 20, 2017

10. Meetings:

- 03/07/17 5:30 p.m. Elkins Road PSD
- 03/07/17 4:00 p.m. Hodgesville PSD
- 03/02/17 7:00 p.m. Banks District VFD
- 03/02/17 7:00 p.m. Selbyville VFD
- 03/13/17 12:00 p.m. Upshur County Family Resource Network
- 03/13/17 4:30 p.m. Upshur County Solid Waste Authority
- 03/13/17 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 03/06/17 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 02/14/17 7:30 p.m. Adrian VFD
- 03/02/17 6:00 p.m. Buckhannon-Upshur Board of Health
- 02/15/17 7:00 a.m. Upshur County Development Authority – Executive Board
- 03/08/17 12:00 p.m. Upshur County Senior Center Board
- 03/09/17 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 03/08/17 6:00 p.m. Upshur County Citizens Corp – CERT
- 03/08/17 7:30 p.m. Warren District VFD

- 03/09/17 1:00 p.m. Adrian PSD
- 03/08/17 3:00 p.m. Tennerton PSD
- 03/09/17 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 03/09/17 7:30 p.m. Buckhannon VFD
- 03/09/17 4:00 p.m. Buckhannon Upshur Airport Authority
- 02/16/17 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 02/19/17 6:00 p.m. Washington District VFD
- 02/20/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/21/17 4:00 p.m. Upshur County Public Library Board
- 02/21/17 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development – Tygarts Valley Conservation District Office
- 02/21/17 6:30 p.m. Upshur County Fire Board
- 02/21/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/08/17 7:00 p.m. Ellamore VFD
- 02/15/17 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 03/22/17 10:00 a.m. James W. Curry Advisory Board
- 02/16/17 3:00 p.m. Upshur County Farmland Protection Board – Farm Bureau Office
- 02/27/17 6:00 p.m. Upshur County Fire Fighters Association
- 03/08/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
- 02/27/17 10:00 a.m. Mountain CAP of West Virginia, CDC
- 03/10/17 11:00 a.m. Reunion VI – Local Elected Officials – Doddridge County – The Fairview

11. Appointments Needed or Upcoming:

- Mountain CAP of West Virginia, CDC -- Commissioner
- Upshur County Building Commission (Joe Malcolm – 11-10-16) --- Commission
- Upshur County Safe Structures and Sites Enforcement Board (unexpired term – 6-30-2018) – Community Member

12. Board of Review & Equalization Meeting Schedule

- 02/01/2017 1:00 p.m. No appointments ---Review Property Books
- 02/03/2017 9:00 a.m.
- 02/06/2017 1:00 p.m. Coal, Oil & Gas and Industrial Appointments (3:00 p.m.)
- 02/09/2017 1:00 p.m.
- 02/14/2017 9:00 a.m.
- 02/16/2017 9:00 a.m. Adjournment

Tabled Items

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

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2017, and shall continue until the work is complete but will adjourn no later than the close of business on the 16th day of February, 2017.

Next Regular Meeting of the Upshur County Commission
February 23, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex