

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 4, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 28, 2016
- 9:15 a.m. Laura Ward – County Roads Transit – Review of Calendar Year 2015 services and request for Fiscal Year 2017 funding
- 9:30 a.m. Craig Presar –WVU Extension Office-Presenting Budget for Fiscal Year 2017
- 9:45 a.m. Seth Blake – Upshur County Pool 2015 season review and discussion of 2016 fee rate and schedule
- 10:00 a.m. John R. Simons –Discussion of Safe Structures and Sites, Case Number 051211-01

Items for Discussion / Action / Approval:

1. Approval and signature of Appointment of Ballot Commissioners for a two (2) year term to begin serving February 1, 2016.
2. Approval and signature of the Order to Approve the Number of Election Officials and Election Commissioners for the May 10, 2016 Primary Election.
3. Approval and signature of the Order to Approve the Number of Sets of Emergency Absentee Voting Commissions for the May 10, 2016 Primary Election.
4. Approval of “Request for Proposal” for Architectural / Engineering Services for the repair/replacement of a portion of the pressed metal shingle roof and the tuck-point repair of two brick chimneys both on the Upshur County Courthouse. Sealed Proposals must be received by the Commission no later than 9:00 a.m. on Thursday, February 25, 2016. All Proposals will be publicly opened, reviewed and read aloud by the Upshur County Commission at 10:30 a.m. on Thursday, February 25, 2016.
5. Approval and signature of the Designated Center for Medicare and Medicaid Services (CMS) Filing Authorization for the 2015 calendar year.
6. Approval and signature of the request for the Buckhannon Upshur Airport Authority to draw \$25,000 from the AIP Grant account. This is requested to assist the airport in covering expenses incurred in airport operations.
7. Approval and signature of an official request to Terri Moxley for Expert Benefit Solutions (EBSO) to remove the “Association Fee” from the Upshur County health insurance plan, effective March 1, 2016.

8. Approval and signature of Lease Agreement with Wendy Higgins and Rhonda Surette, Owners and Operators of Neuromuscular Massage Therapy Center. The rental period is for one year from the date of the agreement and is in the amount of \$450.00 per month.
9. 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 Joseph N. Geiger Jr., Director West Virginia Archives and History, in reference to the Records Management and Preservation Board grant award in the amount of \$10,000 for the Circuit Clerk to digitize chancery and law case files.
2. Correspondence from the WV Department of Revenue, State Tax Department, Property Tax Division, in reference to the Statewide Computer Network budget amount estimate of \$48,263 for the year 2017.
3. Correspondence from Glen B. Gainer III, WV State Auditor, announcing in-service training seminar for County Commissioners on Monday, August 22, 2016 at Days Inn and Suites in Flatwoods.
4. Upshur County Building Permits – January 2016
5. Upshur County Road Name Index through February 1, 2016
6. Cat Report – January 2016
7. Upshur County Health Department Newsletter – February 2016
8. Upshur County Family Resource Network Newsletter – February 2016
9. Atlantic Coast Pipeline Project Update Newsletter for January 2016
10. Agendas and/or Notice of Meetings
 - Elkins Road Public Service District February 2, 2016
 - Upshur County Solid Waste Authority February 8, 2016
 - Upshur-Buckhannon Health Department February 10, 2016
11. Meeting Minutes
 - Upshur County Family Resource Network January 11, 2016
 - Upshur County Family Resource Network-Director’s Report January 2016
12. Meetings
 - 02/02/16 5:30 p.m. Elkins Road PSD
 - 02/02/16 6:00 p.m. Hodgesville PSD
 - 02/04/16 7:00 p.m. Banks District VFD
 - 02/04/16 7:00 p.m. Selbyville VFD

- 02/08/16 12:00 p.m. Upshur County Family Resource Network
- 02/08/16 4:30 p.m. Upshur County Solid Waste Authority
- 02/08/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 02/08/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
- 02/09/16 6:00 p.m. Buckhannon River Watershed Association
- 02/09/16 7:30 p.m. Adrian VFD
- 02/10/16 7:00 a.m. Upshur County Development Authority – Executive Board Meeting
- 02/10/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 02/10/16 12:00 p.m. Upshur County Senior Center Board
- 02/10/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 02/10/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 02/10/16 7:30 p.m. Warren District VFD
- 02/11/16 1:00 p.m. Adrian PSD
- 02/11/16 3:00 p.m. Tennerton PSD
- 02/11/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 02/11/16 7:30 p.m. Buckhannon VFD
- 02/11/16 4:00 p.m. Buckhannon Upshur Airport Authority–meeting held at Airport
- 02/15/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/16/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 02/16/16 6:30 p.m. Upshur County Fire Board
- 02/16/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/16/16 4:00 p.m. Upshur County Public Library Board
- 02/17/16 7:00 p.m. Ellamore VFD
- 02/17/16 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 02/21/16 6:30 p.m. Upshur County Youth Camp Board
- 02/21/16 6:00 p.m. Washington District VFD
- 02/22/16 10:00 a.m. Mountain CAP of West Virginia, CDC
- 02/24/16 7:00 a.m. Upshur County Development Authority
- 02/25/16 4:00 p.m. Upshur County Farmland Protection Board
- 03/23/16 10:00 a.m. James W. Curry Advisory Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association

13. Board of Review & Equalization Meeting Schedule

- 02/01/16 1:00 p.m. No Appointments ---Review of Property Books
- 02/05/16 9:00 a.m. Board of Review & Equalization
- 02/10/16 9:00 a.m. Board of Review & Equalization
- 02/11/16 1:00 p.m. Board of Review & Equalization
- 02/16/16 1:00 p.m. Board of Review & Equalization
- 2:30 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/17/16 9:00 a.m. Board of Review & Equalization
- 02/18/16 1:00 p.m. Adjournment

14. Appointments Needed or Upcoming:

- Upshur County Fire Board (Vacant Position – 6-30-16) --- 1st District Community Representative
- Upshur County Fire Board (Vacant Position – 6-30-16) --- 1st District Community Representative
- Upshur County Airport Authority (Vacant Position – 06-30-17) – Commission

Tabled Items

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The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2016, and shall continue until the work is complete but will adjourn no later than the close of business on the 18th day of February, 2016.

Next Regular Meeting of the Upshur County Commission
February 11, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex