

**Upshur County Commission
Agenda**

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

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- March 2, 2017
 - March 13, 2017 – Special Meeting
- 9:15 a.m. Bid Opening and Award - Grounds Keeper Contract for various Commission owned properties located within Upshur County
- 9:30 a.m. April Pierson-Keating, Mountain Lakes Preservation Alliance and members of the Buckhannon River Watershed Association – Presentation on the importance of clean water
- 9:45 a.m. Callie Cronin Sams, WVDEP Office of Environmental Advocate, promoting the Make it Shine Challenge scheduled for March 19th and Burl Smith, Upshur County Solid Waste Authority, presenting a Proclamation for approval and signature declaring April 2017 as Make it Shine Month
- 10:00 a.m. Dr. Joseph Reed - Approval and signature of Tobacco Prevention Coalition National Kick Butts Day Proclamation - A Campaign for Tobacco-Free Kids
- 10:15 a.m. Sheriff David H. Coffman – Requesting the employment of Douglas K. White as part-time Court Bailiff at the pay wage rate of \$11.50 per hour, effective April 16, 2017. Upon approval, he will work no more than 19 ½ hours per week or 1,039 hours annually. Sheriff Coffman is also requesting the employment of Virgil D. Miller as part-time Court Bailiff at the pay wage rate of \$11.50 per hour, effective April 16, 2017. Upon approval, he will work no more than 19 ½ hours per week or 1,039 hours annually.
- 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

Items for Discussion / Action / Approval:

1. Approval and signature of WV CDBG-Small Cities Block Grant Program Request for Approval of Evidentiary Materials for the Elkins Road PSD Phase III Water System Improvement Project and signature of Agreement for Administrative Services between the Upshur County Commission and Region VII Planning and Development Council.
2. Approval of “Request for Proposals” for the expansion and relocation of a portion of the Upshur County Courthouse surveillance system. A mandatory pre-bid conference will be held on Thursday, March 30, 2017 at 4:00 p.m. Sealed bids must be received no later than 8:15 a.m. on Thursday, April 6, 2017 and will be opened and read aloud by the Upshur County Commission during their regularly scheduled meeting on the same day at 9:30 a.m.

3. Approval of "Request for Proposals" for Accessible Circuit Courtroom Seating. Sealed bids must be received by 8:00 a.m. on Thursday, April 27, 2017. Sealed bids received by this deadline will be opened, reviewed and read aloud by the Commission during the regularly scheduled Commission Meeting at 9:15 a.m. on April 27, 2017.
4. Approval and signature of a Proclamation declaring April 2017 as Fair Housing Month.
5. Review and approval of Blue Mountain Inc. service agreement for the Upshur County GIS Website as well as Miscellaneous GIS Services for a one year period commencing March 2017. Upon approval, these services will cost \$3,000 per year for the website and \$65 per hour for any given task outside of the regular GIS Website maintenance and updates.
6. Correspondence from Debra Hupp, President of the 76th WV Strawberry Festival, requesting use of the Courthouse Plaza from May 13th through May 17th and further requests that the picnic tables be moved from the Buckhannon-Upshur Recreational Park to Spring Street for use. Ms. Hupp is also requesting sponsorship of the King's Float, King's Scholarship, King's Expenses, ½ Law Enforcement Breakfast and Communications in the amount of \$5,000.
7. Approval of Upshur County Office of Emergency Management Volunteer, James T. Farrell.
8. Correspondence from Dr. Joseph Reed requesting for his designee, William C. Garrett, Sanitarian, to replace him on the Upshur County Safe Structures and Sites Board, effective immediately.
9. Correspondence from Paula L. McGrew, Director of Library Services at the Annie Merner Pfeiffer Library, announcing her resignation from the James W. Curry Library Advisory Board, effective immediately and recommending Sue Roth as her replacement.
10. Correspondence from Susan Roth, Cataloger at the Annie Merner Pfeiffer Library, requesting consideration to fill Ms. McGrew's position on the James W. Curry Library Advisory Board. Upon approval, Ms. Roth would fill the unexpired term that is set to expire on December 31, 2019.
11. 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 Susan M. Pierce, Deputy State Historic Preservation Officer, regarding the proposed alterations to make the Circuit Courtroom in the Courthouse ADA compliant using grant funding from the WV Courthouse Facilities Improvement Authority. No further consultation is necessary regarding the architectural resources.
2. Correspondence from Governor Jim Justice announcing a Records Management and Preservation Board grant award of \$10,000 to provide improvements for the Upshur County Circuit Clerk's Office.

3. Upshur County Sheriff's Financial Statement for period ending January 2017
4. Press Release dated March 7, 2017 – Mon Power and Potomac Edison File Plan with State and Federal Regulators to Secure Generation (proposal would lower rates for companies', WV customers and yield additional economic benefits)
5. Upshur County Addressing and Mapping Project FOIA data request from Donnie R. Tenney on behalf of the Mt. Hope Water Association and response provided by Terri Jo Bennett, Coordinator.
6. Various articles submitted by April Pierson-Keating, Mountain Lakes Preservation Alliance
7. Upshur County Building Permits for February 2017
8. Upshur County Animal Control Officer's Dog Report for February 2017
9. Lewis-Upshur Animal Control Facility Cat Report for February 2017
10. Lewis-Upshur Animal Control Facility Adoption Financial Transaction for February 2017
11. Newsletters and/or Event Notifications:
 - "We Care" Flyer – March 25th at 10:30 a.m. – Holbrook on the Hill
 - Project SUCCESS event – March 30th from 6:00 p.m. to 8:00 p.m. at 47 Cleveland Avenue
 - Buckhannon-Upshur Chamber of Commerce Newsletter March 13, 2017
 - Upshur County Family Resource Network Newsletter March 2017
 - Job Fair on April 4, 2017 at the Event Center at Brushy Fork
 - Run Like a Fool 5K/1K – April 1st at 10:30 a.m. – Buckhannon River Walk
 - Family Connections Flyer – March 30th at 12:00 p.m. – Tennerton Library
 - Altice USA and TV One's Black History Month Video Contest Announcement – videos due March 31, 2017
12. Agendas and/or Notice of Meetings:
 - Elkins Road PSD March 7, 2017
 - Buckhannon-Upshur Airport Authority March 9, 2017
 - Buckhannon-Upshur Parks and Recreation Advisory Board March 13, 2017
 - Upshur County Family Resource Network March 13, 2017
 - City Council of Buckhannon March 16, 2017
 - Upshur County Fire Board, Inc. March 21, 2017
13. Meeting Minutes:
 - Upshur County Family Resource Network Director's Report January 2017
 - Upshur Citizen Corp Council February 8, 2017
14. 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
- 03/14/17 7:30 p.m. Adrian VFD
- 03/02/17 6:00 p.m. Buckhannon-Upshur Board of Health
- 03/15/17 7:00 a.m. Upshur County Development Authority
- 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
- 03/16/17 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 03/19/17 6:00 p.m. Washington District VFD
- 03/20/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 03/21/17 4:00 p.m. Upshur County Public Library Board
- 03/21/17 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 03/21/17 6:30 p.m. Upshur County Fire Board
- 03/21/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/08/17 7:00 p.m. Ellamore VFD
- 03/15/17 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 03/22/17 10:00 a.m. James W. Curry Advisory Board
- 03/16/17 3:00 p.m. Upshur County Farmland Protection Board – Farm Bureau Office
- 03/27/17 6:00 p.m. Upshur County Fire Fighters Association
- 03/08/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
- 03/10/17 11:00 a.m. Region VI – Local Elected Officials –Doddridge County–The Fairview

15. Appointments Needed or Upcoming:

- Upshur County Safe Structures and Sites Enforcement Board (unexpired term – 6-30-2018) – Community Member

16. Budget Hearing Schedule

The Commission will hold budget hearings on the following dates. For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org.

- Monday, March 13th beginning at 9:00 a.m.
- Tuesday, March 14th beginning at 1:00 p.m.
- Wednesday, March 15th beginning at 9:00 a.m.
- Thursday, March 16th beginning at 1:00 p.m.
- Friday, March 17th beginning at 9:00 a.m.

Tabled Items

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

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