

Upshur County Commission Agenda

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

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 23, 2017
- 9:15 a.m. Jason Westfall -- Discussion regarding the Upshur County Youth Baseball Association lease for property known as the Wellness Complex located on Brushy Fork Road.
- 9:30 a.m. Bob Helmick and Bill Wilson, Upshur County Youth Livestock Association – Discuss the construction of a portable restroom at the Buckhannon Upshur Recreational Complex

Items for Discussion / Action / Approval:

1. Approval and signature of 2017 BORE meeting minutes
2. Review and signature of Point & Pay Client Application for the Upshur County Addressing & Mapping, Building Permit and Floodplain Office
3. Correspondence from Dr. Joseph B. Reed requesting for waste haulers of the County to dispose of large dead animals making a charge similar to their pickup of large items for waste or the recommendation of another solution.
4. Correspondence from Joe Malcolm requesting reappointment to the Upshur County Building Commission. Upon approval, Mr. Malcolm's reappointment would be for a five year term to expire on November 10, 2021.
5. Correspondence from Callie Cronin Sams, on behalf of the Youth Environmental Program, requesting the donation of pool passes to serve as prizes for the Make It Shine Youth Challenge on March 19th.
6. Correspondence from Rock Cave PTO, Inc. seeking the donation of pool passes for their spring bingo fundraiser to be held on May 7, 2017. Money raised will help fund enrichment activities including field trips and in school events, provide a yearly scholarship and update playground equipment.
7. Review and signature of Professional Services Agreement between the Upshur County Commission and the Region VII Planning and Development Council to obtain GIS professional services to assist with the telephone conversion portion of the addressing and mapping project. Upon approval, the project would be completed no later than December 31, 2017 and would cost \$10,000 to be made in two payment installments.
8. Memorandum from Greg Harris, Facilities Director, requesting the employment of Loretta L. Koone as part time seasonal Grounds Keeper, effective March 12, 2017. If approved, Ms. Koone will work up to twenty-nine and one-half hours per week at the pay wage rate of \$9.00 per hour. This temporary position will last through September or October, depending on the weather.

9. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting the continued temporary seasonal employment of Seth Blake as Pool Director for the 2017 season. Upon approval, Mr. Blake will begin work on or around May 1, 2017 in order to assist the Facilities Director at the hourly wage rate of \$10 up until he begins full-time employment on or around May 14, 2017, at which time he will receive a weekly salary of \$525.00.
10. Correspondence from Carol J. Smith, County Clerk, announcing the resignation of Jeroldine Kopelov, part-time Deputy County Clerk, effective February 22, 2017 and requesting to advertise for a full-time Deputy Clerk Bookkeeper. Approval of Ms. Kopelov's resignation and to advertise for a full-time Deputy Clerk Bookkeeper with the salary based on experience and education and applications to be accepted until the close of business on March 27, 2017.
11. Correspondence from Brian P. Gaudet, Circuit Clerk, requesting the employment of Jessica Ann Foster as full-time Deputy Circuit Clerk, effective March 13, 2017. Upon approval, Ms. Foster's rate of pay will be \$9.00 per hour.
12. 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. Executed Agreement between The City of Buckhannon and the Upshur County Sheriff's Department for the purchase of "incident reporting" software together with an "MS SQL database" from PTS Solutions. The Upshur County Sheriff's Department has agreed to pay 18% of \$18,000 for support costs and 50% of \$3,240 for software costs.
2. Dominion Transmission, Inc. Supply Header Project Update – February 2017
3. April Pierson-Keating, Mountain Lakes Preservation Alliance, submission of "Saudis Kick Off \$50 Billion Renewable Energy Plan to Cut Oil Use" article.
4. Newsletters and/or Event Notifications:
 - James W. Curry Public Library March Calendar of Events
 - Shoe Sensation Ribbon Cutting March 9th at 9:00 a.m. – 80 Skyline Plaza Dr.
 - Upshur County Community Baby Shower – 10:00 a.m. on March 18th at the WVWC Benedum Campus Center Building
5. Agendas and/or Notice of Meetings:

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| • Mountain CAP of WV, Inc., a CDC | February 27, 2017 |
| • City Council of Buckhannon | March 2, 2017 |
| • Lewis-Upshur Community Corrections Board | March 6, 2017 |
| • Upshur County Solid Waste Authority | March 13, 2017 |

6. Meeting Minutes:

- Upshur County Fire Board, Inc. January 17, 2017
- Upshur County Farmland Protection Board January 19, 2017

7. 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 – Annual Dinner
- 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

8. 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

9. 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 16, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex

*****ATTENTION***** The Commission meeting on Thursday, March 9, 2017 has been cancelled