

**Upshur County Commission
Agenda**

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: March 23, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• March 16, 2017
- 9:15 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41
- 9:30 a.m. Cheyenne Walters, Program Director for Community Corrections and Rodney Rolenson, Corporal and Home Confinement Supervisor – Request to hire two part-time case aides and requesting the approval of advertisement. Upon approval, the position would be up to 19.5 hours per week at the starting wage rate of \$9.50 per hour. Applications must be received by the close of business on March 31, 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
- 2:00 p.m. FY 17 Court Security Grant Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Virgil D. Miller, Community Corrections Case Aide, announcing his 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
2. Approval and signature of the FY 2017 Victim of Crime Act (VOCA) Victim Assistance Grant Application, and Standard Conditions and Assurances, requesting the amount of \$34,662 for victim advocate services.
3. Approval and signature of Upshur County 2017 – 2018 fiscal year budget.
4. Review and approval of revised Buckhannon-Upshur Parks & Recreation Advisory Board By-Laws.
5. Approval of the Rental Contract for use at the Buckhannon-Upshur Recreational Park for the 2017 season.
6. Approval of “Request for Bids” for Assessor’s vehicle. Sealed Proposals must be received by the Assessor no later than 4:00 p.m. on Wednesday, April 19, 2017. All Proposals will be publicly opened, reviewed and read aloud by the Assessor at 9:15 a.m. on Thursday, April 20, 2017.

7. 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 Douglas L. Davis, Assistant Attorney General, to gasoline retailers in Buckhannon, WV requesting a response to the recently filed complaints regarding the high gasoline prices in Buckhannon as compared to surrounding areas.
2. Correspondence from Douglas L. Davis, Assistant Attorney General, enclosing responses received from gasoline retailers in Buckhannon, WV.
3. Correspondence from Sandra Rogers, WV DEP Rehabilitation Environmental Action Plan Manager, regarding the established guidelines for how many collection events managed by the REAP Pollution Prevention and Open Dump Program that each county may hold within a given annual year based on population of the county. There is one event allowed for Upshur County. A date, time and place for the tire collection event will be determined.
4. Upshur County Addressing and Mapping Project FOIA data request from Theresa A. Post on behalf of Schillace Law Office and response provided by Terri Jo Bennett, Coordinator.
5. Upshur County E911 Communication Reports ---February 2017
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
6. Upshur County Mileage Reports – February 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
7. Newsletters and/or Event Notifications:
 - Ribbon Cutting – Movement Mortgage, 41 East Main St. – March 23rd at 1 p.m.
 - Free Diabetes Class – Thursday, March 30th from 6 p.m. to 7 p.m. at St. Joseph’s Hospital
 - Buckhannon-Upshur Chamber of Commerce Annual Dinner – April 27th from 6 p.m. to 9 p.m.
 - Upshur County OEM Nixle alert announcement
 - Cineflix USA announcement – American Pickers to Film in WV
 - James W. Curry Public Library Calendar of Events for April 2017

8. Agendas and/or Notice of Meetings:

- Upshur County Farmland Protection Board March 16, 2017
- Buckhannon-Upshur Chamber of Commerce March 20, 2017
- WesMonTy RC&D Board of Directors March 21, 2017
- Upshur County Public Library March 21, 2017
- Upshur County CVB Special Meeting March 23, 2017
- Elkins Road PSD April 4, 2017
- City Council of Buckhannon May 2017

9. Meeting Minutes:

- Adrian PSD November 10, 2016
- Adrian PSD December 15, 2016
- Adrian PSD January 12, 2017
- Adrian PSD February 9, 2017
- Upshur County Family Resource Network February 13, 2017
- Upshur County Solid Waste Authority February 13, 2017
- Upshur County Farmland Protection Board February 16, 2017

10. Meetings:

- 04/04/17 5:30 p.m. Elkins Road PSD
- 04/04/17 4:00 p.m. Hodgesville PSD
- 04/06/17 7:00 p.m. Banks District VFD
- 04/06/17 7:00 p.m. Selbyville VFD
- 04/10/17 12:00 p.m. Upshur County Family Resource Network
- 04/10/17 4:30 p.m. Upshur County Solid Waste Authority
- 04/10/17 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/08/17 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
- 04/11/17 7:30 p.m. Adrian VFD
- 05/04/17 6:00 p.m. Buckhannon-Upshur Board of Health
- 04/19/17 7:00 a.m. Upshur County Development Authority – Executive Board
- 04/12/17 12:00 p.m. Upshur County Senior Center Board
- 04/13/17 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 04/12/17 6:00 p.m. Upshur County Citizens Corp – CERT
- 04/12/17 7:30 p.m. Warren District VFD
- 04/13/17 1:00 p.m. Adrian PSD
- 04/12/17 3:00 p.m. Tennerton PSD
- 04/13/17 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 04/13/17 7:30 p.m. Buckhannon VFD
- 04/13/17 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/20/17 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 04/16/17 6:00 p.m. Washington District VFD
- 04/17/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/18/17 4:00 p.m. Upshur County Public Library Board
- 04/18/17 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 04/18/17 6:30 p.m. Upshur County Fire Board
- 04/18/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/12/17 7:00 p.m. Ellamore VFD

- 04/19/17 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 04/26/17 10:00 a.m. James W. Curry Advisory Board
- 04/20/17 3:00 p.m. Upshur County Farmland Protection Board – Farm Bureau Office
- 04/24/17 6:00 p.m. Upshur County Fire Fighters Association
- 04/12/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
- 04/24/16 10:00 a.m. Mountain CAP of West Virginia, CDC – Annual Meeting

11. Appointments Needed or Upcoming:

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

Tabled Items

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

1. Bid Award - Grounds Keeper Contract for various Commission owned properties located within Upshur County

**Next Regular Meeting of the Upshur County Commission
March 30, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex**