

**Upshur County Commission  
Agenda**

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: April 13, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• April 6, 2017

9:15 a.m. Janet Spry, Partnership Specialist – US Census Bureau, presentation of local updated census address project

**Items for Discussion / Action / Approval:**

1. Discuss agenda format and amending Local Rules for Commission Meetings
2. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting the seasonal employment of Carla J. Cosner as Concession Stand Manager at the Buckhannon-Upshur Recreational Park. Upon approval, Ms. Cosner will begin part-time work on or around May 1, 2017 and commence full-time employment on May 14, 2017 at the pay wage rate of \$10 an hour.
3. Review and approval of request for employment of Elizabeth Kelley as a part-time case aide for the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center Upshur County office, effective April 16, 2017; pending background check results. Upon approval, her rate of pay will be \$9.50 per hour and she will work up to 19.5 hours per week.
4. Review and approval of request for employment of James Lough, Jr. as a part-time case aide for the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center Lewis County office, effective April 16, 2017; pending background check results. Upon approval, his rate of pay will be \$9.50 per hour and he will work up to 19.5 hours per week.
5. Approval of Lewis-Upshur Animal Control Facility Volunteer, Kenny Saffle.
6. 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 Tabatha R. Perry, Assistant County Administrator, to Jessica Bennington regarding the Commission's decision to grant her a 60 day extension to bring the property located in Banks Tax District – Tax Map 2Q – Parcel Number 46 into compliance with the Safe Structures and Sites Ordinance.
2. Upshur County Animal Control Officer Monthly Dog Report – March 2017

3. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – March 2017
4. Newsletters and/or Event Notifications:
  - Upshur County Family Resource April 2017
  - Buckhannon Upshur Choral Society – 7:00 p.m. on April 29<sup>th</sup> at Wesley Chapel
5. Agendas and/or Notice of Meetings:
  - BU Parks and Recreation Advisory Board April 10, 2017
  - Upshur County Family Resource Network April 10, 2017
  - Upshur County Convention & Visitors Bureau April 13, 2017
  - Buckhannon-Upshur Airport Authority April 13, 2017
  - Upshur County Safe Structures and Sites Enforcement Board April 13, 2017
  - Upshur County Farmland Protection Board April 14, 2017
6. Meeting Minutes:
  - Elkins Road PSD March 7, 2017
  - Upshur County Solid Waste Authority March 13, 2017
  - Upshur County Family Resource Network Director’s Report March 2017
7. 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
  - 04/16/17 6:00 p.m. Washington District VFD
  - 04/17/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce -- CANCELLED
  - 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 – CANCELLED
- 04/14/17 11:00 a.m. Upshur County Farmland Protection Board – Special Meeting
- 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

8. 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)

Next Regular Meeting of the Upshur County Commission  
 April 20, 2017 --- 9:00 a.m.  
 Upshur County Courthouse Annex

\*\*\*There will be a Special Commission Meeting held at the Upshur County Administrative Annex on Tuesday,  
 April 18, 2017 at 9:00 a.m.\*\*\*