

**Upshur County Commission
Agenda**

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: May 11, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 4, 2017

Scheduled Appointments:

1:30 p.m. Terri Moxley, EBSO and Joe Stanton, Thornburg Insurance Agency – Phone conference to review EBSO Health Insurance Plan Renewal for FY 2018
Item may lead to Executive Session per WV Code §6-9A-4(6)

Items for Discussion / Action / Approval:

1. Correspondence from James R. Strader requesting the closure of two unused paper alleys located between parcels of land that he owns in Buckhannon District. This application has been submitted per WV Code §7-1-3h. Approval for the Commission President to sign the Public Notice setting the hearing date and time for considering the request for Monday, June 5, 2017 at 9:30 a.m. in the Upshur County Administrative Annex.
2. Review and signature of correspondence to Tony O’Leary, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Adrian PSD Phase VI Water Extension in the amount of \$30,588.24. This is for drawdown request # 16.
3. Approval of “Request for Bids” and Vehicle Specifications for 1 Sport Utility Police Vehicle. All sealed bids must be received no later than 4:00 p.m. on Wednesday, May 24, 2017. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 10:30 a.m. on Thursday, May 25, 2017.
4. Approval of “Request for Proposals” for the fabrication, delivery and installation of an Accessor I (VMW) Wheelchair Lift for the witness stand area located in the Upshur County Circuit Courtroom. Sealed bids must be received by 4:00 p.m. on Wednesday, June 7, 2017. Sealed bids received by this deadline will be opened, reviewed and read aloud by the Commission during the regularly scheduled Commission Meeting at 9:45 a.m. on Thursday, June 8, 2017.
5. Correspondence from Rick Johnson, Vice Chair for WV Swimming and assistant coach for the USA Southern Zones Team for WV Swimming, requesting use of the Buckhannon-Upshur Recreational Park Pool the morning of Sunday, June 11, 2017.
6. Approval of revised Buckhannon-Upshur Recreational Park Hours of Operation & Fee Schedule for the 2017 Season. This revision sets forth the hours and weekly fee for group swim lessons and moves lap swimming to 8:00 a.m. Monday through Friday.
7. Approval of pool opening advertisement. The Upshur County Pool will open to the public May 27, 2017.

8. Approval and signature of WV Board of Pharmacy Application for Permit Renewal for the Lewis-Upshur Animal Control Facility to Handle Controlled Substances for period July 1, 2017 to June 30, 2018.
9. Correspondence from Kimbra L. Wachob, Assistant Director of the Upshur County E-911 Communications Center requesting permission to advertise in the Record Delta, Intermountain and the Exponent Telegram for full-time E911 telecommunicator (dispatch) positions. Approval of advertisement specifying the starting rate of pay at \$11.00 per hour. Applications will be received until the positions are filled.
10. Approval of revised Upshur County OEM Director of Emergency Management Job Description.
11. Memorandum from Tabatha R. Perry, Assistant Administrator, requesting the seasonal employment of Benjamin Hummer as a lifeguard for the 2017 season at the Buckhannon-Upshur Recreational Facility. Upon approval, Mr. Hummer will begin work on or around May 14, 2017 and will receive the hourly wage of \$9.05.
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. Upshur County Building Permits --- April 2017
2. Upshur County Sheriff's Financial Statement for Period Ending March 2017
3. Upshur County E911 Communication Reports ---April 2017
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
4. Appointments Needed or Upcoming:

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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1. US Census Bureau local updated census address project
2. Correspondence from Jennifer K. Bennett, Buckhannon Swim Club Treasurer, requesting use of the Buckhannon-Upshur Recreational Park pool for swim practice and swim meets on the listed days and times.
3. Bid award for Accessible Circuit Courtroom Seating

Next Regular Meeting of the Upshur County Commission
May 18, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex