

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: May 12, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 5, 2016
- 9:15 a.m. Don "Woody" Martin – Upshur County resident / project volunteer – Presentation of Phase I Environmental Site Assessment and draft Sampling and Analysis Plan

Approval of EPA Region 3 Brownfields Assessment Grant Property Approval Questionnaire for Hazardous Substance Sites

Discuss willingness to grant right-of-entry and access to conduct work at the Upshur County Youth Camp Tar Pit Site
- 9:30 a.m. Seth Blake, Buckhannon Upshur Recreational Facility Pool Director – Discussion regarding pool hours, staffing and general management
- 10:30 a.m. David H. Coffman, Upshur County Sheriff – Discussion regarding FY '17 budget and employee compensation
Item may lead to Executive Session per WV Code §6-9A-4
(A) 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 of employment of B-U Recreational Facility staff, effective May 16, 2016.
2. Approval of employment for Upshur County Youth Camp Staff, effective on date specified in attachment.
3. Approval of full-time Tax Deputy job advertisement; applications must be received by the close of business on Monday, May 23, 2016.
4. Approval of E911 Communications Director Job Description.
5. Approval of E911 Communications Center Director in Training advertisement; applications must be received by the close of business on Friday, May 27, 2016. Applicants must currently be employed as Supervisors with the Upshur County Communications Center and meet the requirements set forth in the attached job description.

6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, 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 George Lantz regarding an extension of the previously set deadline to bring his property located in Union Tax District into compliance with the Safe Structures and Sites Ordinance.
2. Correspondence from Janie Moore, Director of Magistrate Court Services Division of the Supreme Court of Appeals, clarifying how funds from the Worthless Check Fund are to be appropriated.
3. Correspondence from Robert L. Pennington, P.E., Deputy State Highway Engineer – Programming and Planning, enclosing the Statewide Transportation Improvement Plan (STIP) listing of proposed amendments to the approved 2016-2021 STIP.
4. Memorandum from Mary Jo Thompson, Director of the Community Development Division of the WV Development Office, regarding the Fiscal Year 2016 Land and Water Conservation Fund Notice; Invitation to Submit Applications.
5. Notice of changes associated with the Motor Fuel Tax Refund Application – WV/MFR-14
6. Upshur County Mileage Reports – April 2016
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
7. Upshur County E911 Communication Reports ---April 2016
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
8. Upshur County Family Resource Network Newsletter – May 2016
9. Agendas and/or Notice of Meetings:
 - Upshur County Parks and Recreation Board May 9, 2016
 - Buckhannon City Council – Town Hall Meeting May 12, 2016
 - Upshur County Fire Board, Inc. May 17, 2016
 - Elkins Road PSD June 7, 2016

10. Meeting Minutes:

- Upshur County Family Resource Network Director's Report April 2016
- Elkins Road PSD April 5, 2016

11. Meetings:

- 05/03/16 5:30 p.m. Elkins Road PSD
- 05/03/16 6:00 p.m. Hodgesville PSD
- 05/04/16 7:00 a.m. Upshur County Development Authority – Executive Board Meeting
- 05/05/16 7:00 p.m. Banks District VFD
- 05/05/16 7:00 p.m. Selbyville VFD
- 05/09/16 12:00 p.m. Upshur County Family Resource Network
- 05/09/16 4:30 p.m. Upshur County Solid Waste Authority
- 05/09/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/09/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Lewis County
- 05/10/16 6:00 p.m. Buckhannon River Watershed Association
- 05/10/16 7:30 p.m. Adrian VFD
- 05/11/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 05/11/16 12:00 p.m. Upshur County Senior Center Board
- 05/11/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 05/11/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 05/11/16 7:30 p.m. Warren District VFD
- 05/12/16 1:00 p.m. Adrian PSD
- 05/12/16 3:00 p.m. Tennerton PSD
- 05/12/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 05/12/16 7:30 p.m. Buckhannon VFD
- 05/12/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 05/05/16 6:30 p.m. Upshur County Youth Camp Board – Special Meeting
- 05/15/16 6:00 p.m. Washington District VFD
- 05/16/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 05/17/16 4:00 p.m. Upshur County Public Library Board
- 05/17/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 05/17/16 6:30 p.m. Upshur County Fire Board
- 05/17/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 05/18/16 7:00 p.m. Ellamore VFD
- 05/18/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 05/18/16 7:00 a.m. Upshur County Development Authority
- 05/23/16 10:00 a.m. James W. Curry Advisory Board
- 05/26/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association

12. Appointments Needed or Upcoming:

- Upshur County Civil Service Board (Vacant Position – 12-31-16) --- Bar Association

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
May 26, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex

*****ATTENTION***** The Commission meeting on Thursday, May 19, 2016 has been cancelled

Special Meeting of the Upshur County Commission
May 19, 2016 --- 4:00 p.m.
Upshur County Courthouse Annex