

## Upshur County Commission Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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 17, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- May 3, 2018
- May 10, 2018
- 2018 Primary Election Canvassing Minutes

9:05 a.m. Chief James "JB" Kimble -- Discuss Heart Safe Program and request for AED's to be placed outside for public use when an emergency arises

9:15 a.m. Donnie Tenney – Request to plant wildflowers on County owned FEMA properties

9:30 a.m. Jeffery W. Harvey, Owner and Preparedness Division Manager of JH Consulting LLC – Discuss proposal for professional services for the Court Security Plan project

9:45 a.m. Mike Cozad, Community Liaison – Update regarding the Atlantic Coast Pipeline timeline and project expectations

10:00 a.m. 2018 Primary Election Certifications -- County and Municipal

### Items for Discussion / Action / Approval:

1. Approval of Order to appoint the Sheriff of Upshur County as the Administrator of the Estate of Garry D. Adams, deceased.\*
2. Approval and signature of the DEP Voluntary Remediation Program Application for the Upshur County Youth Camp Archery Range Project.\*
3. Review and signature of WV Counties Risk Pool 2018-2019 Acceptance to Renew Coverage of proposal dated May 3, 2018. Upon approval, the total annual contribution will be \$181,309.\*
4. Approval and signature of correspondence to Captain Benson with the WV DNR, requesting for his office to visit the properties owned by Thomas Moates and Todd Spencer Walter Gould. \*
5. Correspondence from Chris Cook requesting appointment to the Upshur County Safe Structures and Sites Enforcement Board to fill the unexpired community member/general public vacancy. This term is set to expire on June 30, 2018. Upon approval, Mr. Cook's appointment will be effective immediately and will expire on June 30, 2020. \*
6. Correspondence from Craig D. Presar, WVU Extension Agent, requesting use of the large pavilion during the week of June 25<sup>th</sup> through 29<sup>th</sup>, free of charge. The Upshur County Extension Service, with

assistance from the Upshur County 4-H Foundation, plans to host a 4-H Cloverbud Day Camp and anticipate that 25 area youth will be in attendance. In addition to the aforementioned request, Mr. Presar is also requesting for the pool entry fees for the camp participants and registered staff to be waived.\*

7. Approval of “Memorial Day Bash at the Pool” advertisement. The Upshur County Recreational Park Pool will be open on Memorial Day from 1p.m. to 5 p.m. free of charge.\*
8. Approval of pool opening advertisement. The Upshur County Pool will open to the public, for the season, on June 1, 2018\*.
9. Memorandum from Tabatha R. Perry, Assistant Administrator, announcing the resignation of Taylor Powell, Buckhannon-Upshur Recreational Facility lifeguard, effective immediately and further requesting the seasonal employment of Cade Garrett as lifeguard. Upon approval, Mr. Garrett will begin work effective May 20, 2018, at the pay wage rate of \$9.35 an hour, after completing all required documentation and submitting his certifications.\*
10. Correspondence from Craig D. Presar, WVU Extension Agent / County Program Coordinator, and Tasha Harris, WVU Extension Agent, requesting for the job title of Stacie Wentz to be changed from 4-H Assistant to Extension Program Assistant. Due to the increase in job responsibility, they are also asking for Ms. Wentz’s salary to be increased by 50 cents an hour, effective immediately.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
11. Correspondence from James Lough, Case Aide for the Community Corrections & Day Report Center, announcing his resignation, effective May 23, 2018.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
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. Updated Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester
2. Letter from Maureen Lewis, Administrative Law, with the Secretary of State, State of West Virginia, requesting the filing of a list of all Public Service Districts (PSD’s) and their current board members along with the board member’s term of office by July 1, 2018.
3. Appointments Needed or Upcoming:
  - Upshur County Safe Structures and Sites Enforcement Board (unexpired term- June 30, 2018) – Community Member

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
May 24, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission meeting on Thursday, May 31, 2018 has been cancelled \*\***