

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: May 26, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 12, 2016
- 9:10 a.m. State Election Certification
- 9:30 a.m. Steve Butler – Upshur County Farmland Protection Board Chairman and Administrator of the WV Farm Bureau – Presentation of Upshur County Farmland Protection Board Program Handbook for approval
- 9:45 a.m. David Beckner – Waste Stream Manager for Ryan Environmental, LLC – Requesting the County to assist Upshur County Youth Soccer in locating an area to construct new soccer fields for the youth in Buckhannon
- 10:00 a.m. James Farry – Citizens Corp Council Member -- Discuss County budget and related spending / authorization procedures with respect to CERT  
  
Approval of Agreement between the Upshur County Commission and CERT Basic Training course Instructors for the Expenditure of certain CERT funds under the fiduciary care of the Office of Emergency Management.
- 10:15 a.m. Discuss E911 Communication Center mobile device policy
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Policy Board Meeting

### Items for Discussion / Action / Approval:

1. Discuss correspondence from John Haymond, President of the Tennerton Lions Club, regarding the Buckhannon Upshur Recreational Park and informing the Commission that the Tennerton Lions Club is willing and able to provide the helping hands for park renovations.
2. Approval and signature of WV Board of Pharmacy Application for Permit Renewal to Handle Controlled Substances for period July 1, 2016 to June 30, 2017.
3. Approval and Signature of Purchase Agreement for Chemicals and Service.
4. Approval and Signature of correspondence to Paul Chapman regarding property located in Banks Tax District – Tax Map 7S –Parcel Number 2.1. This letter informs the property owner that the Commission will take corrective action to the property if compliance is not made before June 30, 2016.

5. Approval and signature of Oath and Certificates for the personal property books and real land books.
6. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$175 payable to Skateland for rink rental on July 19<sup>th</sup>. This is for the grand finale event for the "On your mark, get set...READ" and "Get in the Game" summer reading programs.
7. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$179.40 payable to Mark Coffindaffer of West Virginia Tai Chi for speaker/instructor fee and mileage as part of the "Get in the Game" summer reading program.
8. Approval of advertisement regarding Upshur County Pool opening.
9. Approval of employment of B-U Recreational Facility staff, effective May 29, 2016.
10. Approval of employment of Courtney Miller and Mckenzie Bosley as seasonal coaches for the "Splashers" swim team. Upon approval, their employment will be effective immediately and their cost of pay will be reimbursed to the County in full by "Splashers". Upon approval, Ms. Miller will be paid \$2,000 for the season and Ms. Bosley will be paid \$1,300 for the season.
11. Correspondence from Melanie Edmond, Community Corrections Case Manager, Parenting and BIPP facilitator, announcing her resignation, effective May 20, 2016.  
*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
12. Review and approval of request for employment of Janet McCourt as a full-time case manager for the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center Lewis County office, effective June 6, 2016. Upon approval, her pay rate will be \$11.00 per hour.
13. Review and approval of request for employment of Samantha Riberio Matos as a full-time case manager for the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center Lewis County office, effective June 6, 2016. Upon approval, her pay rate will be \$11.00 per hour.
14. Approval of correspondence from Beth A. Burkhart, Tri-County Child Exchange & Visitation Program Coordinator accepting the resignation of Christal Gibson, Monitor, effective April 20, 2016.  
*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
15. Correspondence from Beth A. Burkhart, Tri-County Exchange & Visitation Program Coordinator, requesting the employment of Bethany Jayne Burkhart as Site Supervisor, effective immediately. Upon approval, Ms. Burkhart's rate of pay will be \$9.50 per hour.

16. Correspondence from Cecilia Stewart, E911 Communication Center Supervisor, announcing her resignation, effective May 16, 2016.  
*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
17. Correspondence from Arlene F. Harper, Tax Deputy, announcing her resignation, effective May 20, 2016.  
*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
18. Correspondence from Mark D. Holstine, P.E. Executive Director of the WV Solid Waste Management Board regarding Joyce Harris-Thacker's term expiration. Approval of Joyce Harris-Thacker's reappointment to the WV Solid Waste Management Board effective July 1, 2016 for a four year term ending on June 30, 2020. The Upshur County Solid Waste Authority voted for Joyce Harris-Thacker's reappointment during their May 9, 2016 meeting.
19. Correspondence from Stephanie Brown, Member Services Manager with WV Counties Risk Pool, enclosing the WVCoRP Self-Insurance Renewal Package.
- Review and Signature of WV Association of Counties Group Self Insurance Risk Pool Coversheet to Member Agreement.
  - Review and Signature of Uninsured Motorists Coverage Offer.
  - Review and Signature of Underinsured Motorists Coverage Offer.
20. Correspondence from Melodie Stemple, Secretary/Treasurer of Create Buckhannon, requesting permission to install a "Little Free Library" at the County Health Department. The materials needed to install the library will be provided and the library will be sponsored to keep books supplied for this location.
21. Correspondence from Edwin Beer requesting to be reappointed to the Upshur County Safe Structures and Sites Ordinance Enforcement Agency/Board for another two year term. Upon approval, his term will expire on June 30, 2018.
22. Correspondence from James Farrell requesting to be reappointed to the Upshur County Safe Structures and Sites Ordinance Enforcement Agency/Board for another two year term. Upon approval, his term will expire on June 30, 2018.
23. 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. Memorandum from Joshua B. Woofter, Justice Programs Monitor with the Division of Justice & Community Services, advising that a member of the Division of Justice and Community Services staff will be conducting an on-site visit on June 6, 2016 at 1:00 p.m. This is in regards to Grant 14-VAW-021.
2. Memorandum from Joshua B. Woofter, Justice Programs Monitor with the Division of Justice & Community Services, advising that a member of the Division of Justice and Community Services staff will be conducting an on-site visit on June 6, 2016 at 2:30 p.m. This is in regards to Grant # 15-VA-033.
3. Reminder of deadlines for submitting budget revisions from Ora L. Ash, Deputy State Auditor
4. Correspondence from Charles K. McKinney, Assistant Chief Inspector, Chief Inspector Division of the Office of the State Auditor enclosing a copy of the Report on Applying Agreed-Upon Procedures of the Upshur County Magistrate Court for the period ending December 31, 2015. Report is available for public review in the Upshur County Commission Office.
5. United States of America Federal Energy Regulatory Commission – Supplemental Notice of Intent to Prepare an Environmental Impact Statement and Proposed Land and Resource Plan Amendment(s) for the Proposed Atlantic Coast Pipeline, Request for Comments on Environmental Issues Related to New Route and Facility Modifications, and Notice of Public Scoping Meetings (May 3, 2016)
6. Adoption Financial Transaction – April 2016
7. Dog Report – April 2016
8. Cat Report – April 2016
9. Agendas and/or Notice of Meetings:
  - Upshur County Safe Structures and Sites Enforcement Board May 12, 2016
  - Buckhannon-Upshur Airport Authority May 12, 2016
  - Upshur County Public Library May 17, 2016
  - Buckhannon City Council May 26, 2016
  - City of Buckhannon – Public Meeting May 31, 2016
10. Meeting Minutes:
  - Upshur County Solid Waste Authority May 9, 2016
  - Upshur County Solid Waste Authority – Director’s Report April 12-May 9, 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
- 05/25/16 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)**

1. 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*

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**Next Regular Meeting of the Upshur County Commission**

**June 2, 2016 --- 9:00 a.m.**

**Upshur County Courthouse Annex**

**\*\*\*ATTENTION\*\*\* The Commission meeting on Thursday, June 23, 2016 has been cancelled**