

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: June 2, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
- 2016 Primary Election Canvassing Minutes
  - May 19, 2016 -- Special Meeting Minutes
  - May 26, 2016
- 9:15 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
- 9:30 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Requesting the approval of the World Elder Abuse Awareness Day Proclamation designating June 15, 2016 as World Elder Abuse Awareness Day
- Reading of “Do you really see me?”
- 9:45 a.m. James W. Curry Advisory Board – Request for full-time employment of Judith L. Williams, Head Librarian
- 10:30 a.m. Steve Linger, E911 Director – Discuss the staffing and operations of the E911 Communication Center
- 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 Order Overruling Response to Estate Claim of West Virginia University Hospitals.
2. Approval of Upshur County Commission’s mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services.
3. Approval of Upshur County Courthouse Roof Repair Project Manual prepared by WYK Associates, Inc. and advertisement of project. This manual includes an Invitation for Bids for the repair of the Courthouse Roof that will be funded by the grant award made by the WV Courthouse Facilities Improvement Authority. There will be a mandatory pre-bid conference at 3:00 p.m. on Thursday, June 16, 2016. All sealed bids must be received no later than 9:00 a.m. on Thursday, June 30, 2016. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:00 a.m. on Thursday, June 30, 2016.

4. Approval and signature of letter to Artesian Process Chemicals Group cancelling water treatment services, effective July 1, 2016.
5. Approval and Signature of Purchase Agreement for Chemicals and Service by and between Industrial Water Resources, Inc. (IWR) and the Upshur County Commission in the monthly sum of \$225, effective July 1, 2016.
6. Approval and signature of Memorandum of Understanding between Mountain CAP of WV, Inc. a CDC and the Upshur County Recreational Park, effective May 2016 through July 2016. This memorandum sets forth the rights and responsibilities of each partner insofar as they relate to the planning and operation of the Summer Food Service Program.
7. Approval and signature of Pitney Bowes State and Local Fair Market Value Lease for a term of 60 months in the monthly amount of \$708.94, billed quarterly at \$2,126.82.
8. Approval of 2016 Upshur County Pool Policy Manual.
9. Approval of E911 Communications Center Director in Training advertisement; applications must be received by the close of business on Friday, June 17, 2016. Applicants must have at least three years of telecommunicator experience, six months experience as an E911 supervisor and meet the requirements set forth in the job description that is available upon request.
10. Approval of correspondence from David H. Coffman, Sheriff of Upshur County, accepting the resignation of Patty Clark, Law Enforcement Administrative Assistant, effective May 12, 2016.  
*Item may lead to Executive Session per WV Code §6-9A-4*  
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11. Approval of full-time Law Enforcement Administrative Assistant advertisement. Applications must be received by 4:00 p.m. on Monday, June 13, 2016.
12. 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. James W. Curry Public Library June 2016 Calendar
2. James W. Curry Public Library July 2016 Calendar
3. James W. Curry "On Your Mark, Get Set...Read!" Flyer

4. Upshur County Sheriff's Office April 2016 Mileage Report
5. Upshur County Sheriff's Financial Statement for period ending March 2016
6. Agendas and/or Notice of Meetings:
  - James W. Curry Library/Park Advisory Board May 23, 2016
  - Upshur County Parks and Recreation Board May 23, 2016
  - Upshur County Farmland Protection Board May 26, 2016
  - City Council of Buckhannon June 2, 2016
  - Upshur County Solid Waste Authority June 13, 2016
7. Meeting Minutes:
  - Upshur County Fire Board March 15, 2016
  - Upshur County Farmland Protection Board March 24, 2016
  - Upshur County Safe Structures & Sites Enforcement Board April 14, 2016
  - Upshur County Fire Board April 19, 2016
  - James W. Curry Library and Park Advisory Board April 27, 2016
8. Meetings:
  - 06/07/16 5:30 p.m. Elkins Road PSD
  - 06/07/16 6:00 p.m. Hodgesville PSD
  - 06/08/16 7:00 a.m. Upshur County Development Authority – Executive Board Meeting
  - 06/02/16 7:00 p.m. Banks District VFD
  - 06/02/16 7:00 p.m. Selbyville VFD
  - 06/13/16 12:00 p.m. Upshur County Family Resource Network
  - 06/13/16 4:30 p.m. Upshur County Solid Waste Authority
  - 06/13/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
  - 07/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
  - 06/14/16 6:00 p.m. Buckhannon River Watershed Association
  - 06/14/16 7:30 p.m. Adrian VFD
  - TBA 6:00 p.m. Buckhannon-Upshur Board of Health
  - 06/22/16 12:00 p.m. Upshur County Senior Center Board
  - 06/22/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
  - 06/08/16 6:00 p.m. Upshur County Citizens Corp - CERT
  - 06/22/16 7:30 p.m. Warren District VFD
  - 06/09/16 1:00 p.m. Adrian PSD
  - 06/09/16 3:00 p.m. Tennerton PSD
  - 06/09/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
  - 06/09/16 7:30 p.m. Buckhannon VFD
  - 06/09/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
  - 06/16 /16 6:30 p.m. Upshur County Youth Camp Board
  - 06/19/16 6:00 p.m. Washington District VFD
  - 06/20/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
  - 06/21/16 4:00 p.m. Upshur County Public Library Board
  - 06/21/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
  - 06/21/16 6:30 p.m. Upshur County Fire Board
  - 06/21/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board

- 06/15/16 7:00 p.m. Ellamore VFD
- 06/15/16 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 06/22/16 7:00 a.m. Upshur County Development Authority
- 06/27/16 10:00 a.m. James W. Curry Advisory Board
- 06/23/16 4:00 p.m. Upshur County Farmland Protection Board
- 06/27/16 10:00 a.m. Mountain CAP of West Virginia, CDC
- TBA 6:00 p.m. Upshur County Fire Fighters Association

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

**Upshur County Courthouse Annex**

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