

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: June 30, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• June 16, 2016
- 9:00 a.m. Bid Opening and Review---Contractor Services for the repair/replacement of a portion of the Upshur County Courthouse pressed metal shingle roof that will be funded by the grant award made by the WV Courthouse Facilities Improvement Authority
- 9:30 a.m. Discuss Paul Chapman's property located in Banks Tax District – Tax Map 7S – Parcel Number 2.1
- 9:45 a.m. Debbie Anderson --- Human Resource Development Foundation – Discuss stream and flood damage clean-up
- 10:00 a.m. Brad L. Waldo, US Cellular – Review of US Cellular services for local government
- 10:15 a.m. Potential property acquisition
Item may lead to Executive Session per WV Code §6-9A-4
(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;

Items for Discussion / Action / Approval:

1. Approve County Financial Institutions as Depositories as Required by WV Code §7-6-1 --- Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Premier Bank, Progressive Bank and Citizens Bank of WV.
2. Correspondence from Michelle Vass, Controller, enclosing Depository Bonds of First Community Bank for the period July 1, 2016 through June 30, 2017 for deposits in the name of the Sheriff of Upshur County. Approval of Depository Bonds of First Community Bank --- July 1, 2016 through June 30, 2017.
3. Approval and signature of the Community Work Experience Program (CWEP) Contract Between West Virginia Department of Health and Human Resources and Upshur County Commission – Addendum/Renewal effective July 1, 2016 through June 30, 2017.

4. Approval and signature of the Joint Opportunities for Independence (JOIN) Contract Between West Virginia Department of Health and Human Resources and Upshur County Commission – Addendum/Renewal effective July 1, 2016 through June 30, 2017.
5. Correspondence from Judith L. Williams, Director of the James W. Curry Public Library, requesting the approval for Consulting Forester Nate Kennedy to mark trees on the Curry property in preparation for a timber sale in FY 16-17 after a sealed bid process. The fee will be 9% of the timber sale value.
6. Approval of WYK Associates, Inc. Addendum No. 1 dated June 22, 2016 to the Upshur County Courthouse Roof Repair Project Manual.
7. Approval and signature of letter to Amy W. Tenney expressing appreciation for bringing the property located in Buckhannon Tax District – Tax Map 5 – Parcel Number 30 into compliance with the Safe Structures and Sites Ordinance.
8. Approval and signature of Employee Health Reimbursement Plan Amendment # 2 and Master Plan Document Amendment # 6, both to be effective on July 1, 2016.
9. Correspondence from Jennifer K. Bennett, Treasurer of Splashers Buckhannon Swim Club, requesting permission to utilize the pool for an additional hour, from 7:45 a.m. to 8:45 a.m. Monday through Friday. The Splashers currently utilize the pool from 9:00 a.m. to 11:45 a.m.
10. Correspondence from Crystal Moreland, Site Coordinator of Appalachian Impact, requesting the use of the Buckhannon-Upshur Recreational Park Pool on July 5, 2016 from 10:00 a.m. to 12:00 p.m.
11. Correspondence from Bob Skinner, President of the Upshur County Development Authority requesting the approval of Board Members for fiscal year 2017 noted in the attachment. Upon approval, terms will begin July 1, 2016 and expire June 30, 2019 with the exception of Skip Gjolberg’s term that would be from July 1, 2016 to June 30, 2017.
12. Correspondence from Dennis Xander President of the Board of Trustees for the Upshur County Public Library Board recommending the reappointment of Michelle Strader to the Upshur County Public Library Board of Trustees for a five year term beginning July 1, 2016.
13. Correspondence from Rick Harlow 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.
14. Correspondence from David H. Coffman, Sheriff of Upshur County, requesting the employment of Kelly Pugh as full-time Law Enforcement Administrative Assistant at the starting rate of pay of \$10.00 per hour, effective July 5, 2016.
15. Correspondence from Steve Linger, E911 Director, announcing the resignation of Bobbie Jo Queen, E911 telecommunicator, effective May 28, 2016.
16. 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. Upshur County Mileage Reports – May 2016
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections

2. Upshur County Sheriff's Financial Statement – April 2016

3. Upshur County Sheriff's Financial Statement – May 2016

4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – May 2016

5. UCARE Flyer

6. Summer Food Wagon Flyer

7. CWVCPC 9th Annual Charity Golf Tournament Flyer

8. Federal Energy Regulatory Commission – Office of Energy Projects – Project Update for the WB Xpress Project Docket #CP16-38-000 – June 2016

9. Agendas and/or Notice of Meetings:
 - Upshur County Fire Board, Inc. June 28, 2016
 - Elkins Road PSD June 28, 2016
 - Upshur County Farmland Protection Board – Special Meeting June 30, 2016
 - Elkins Road PSD July 5, 2016
 - Upshur County Solid Waste Authority July 11, 2016

10. Meeting Minutes:
 - Adrian PSD May 12, 2016
 - Adrian PSD May 19, 2016
 - James W. Curry Library and Park May 23, 2016

11. Meetings:
 - 07/05/16 5:30 p.m. Elkins Road PSD
 - 07/05/16 6:00 p.m. Hodgesville PSD
 - 07/07/16 7:00 p.m. Banks District VFD
 - 07/07/16 7:00 p.m. Selbyville VFD
 - 07/11/16 12:00 p.m. Upshur County Family Resource Network
 - 07/11/16 4:30 p.m. Upshur County Solid Waste Authority
 - 07/11/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
 - 07/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County

- 07/12/16 6:00 p.m. Buckhannon River Watershed Association
- 07/12/16 7:30 p.m. Adrian VFD
- 07/07/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 07/27/16 12:00 p.m. Upshur County Senior Center Board
- 07/27/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 07/13/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 07/27/16 7:30 p.m. Warren District VFD
- 07/14/16 1:00 p.m. Adrian PSD
- 07/14/16 3:00 p.m. Tennerton PSD
- 07/14/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 07/14/16 7:30 p.m. Buckhannon VFD
- 07/14/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 07/21/16 6:30 p.m. Upshur County Youth Camp Board
- 07/17/16 6:00 p.m. Washington District VFD
- 07/18/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 07/26/16 4:00 p.m. Upshur County Public Library Board
- 07/19/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 07/19/16 6:30 p.m. Upshur County Fire Board
- 07/19/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 07/20/16 7:00 p.m. Ellamore VFD
- 07/20/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 07/27/16 10:00 a.m. James W. Curry Advisory Board
- 07/28/16 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
- Upshur County Farmland Preservation Board (Unexpired Term – 6-30-19) -- Farmer

Tabled Items

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

**Next Regular Meeting of the Upshur County Commission
July 7, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex**

*****ATTENTION***** The Commission meeting on Thursday, July 28, 2016 has been cancelled