

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: June 9, 2016

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

- June 2, 2016
- June 3, 2016 – Special Meeting Minutes

Items for Discussion / Action / Approval:

1. Approval of Bob Waggy's resignation from the "farmer" position on the Upshur County Farmland Protection Board via correspondence from Steve Butler, Chairman. Mr. Waggy's term is set to expire on June 30, 2019.
2. Approval and signature of a letter of commitment to the Central WV Development Association regarding the potential Community Center at the James W. Curry Library from UCDA Broadband Expansion Project funding.
3. Correspondence from Tabatha R. Perry, Assistant County Administrator, requesting the approval to change lap swimming at the Buckhannon Upshur Recreational Park from 6:45 a.m. on Saturdays and Sundays to 10:30 a.m. Upon approval, lap swimming will remain at 6:45 a.m. on Monday through Friday.
4. Review and discuss two proposals for technical GIS support services for Upshur County, WV from Landmark geospatial. After discussion, approval and signature of one contract. This contract provides upon an "as-needed" basis, the Upshur County Office of Addressing and Mapping may contact Landmark with general GIS support inquiries and minimal GIS tasks. Option 1--All GIS work and technical support provided by Landmark outside of the bounds of any current or future contracts with Upshur County for \$450 per month and \$65 per hour for all work exceeding 8 hours a month. Option 2 – All GIS work and technical support provided by Landmark outside of the bounds of any current or future contracts with Upshur County will be billed at an hourly rate of \$65 per hour.
5. Correspondence from Patty Adams, Chairman of the Upshur County Republican Executive Committee, requesting the use of the Courthouse Plaza on Monday, June 20, 2016 from 11:00 a.m. to 1:00 p.m. to celebrate West Virginia's Birthday with cake and drinks. Ms. Adams is also requesting that the Committee be provided the use of two tables and ten chairs.
6. Correspondence from Rachael Adkins, Newspapers in Education Director, requesting the donation of pool passes for the purpose of a raffle to raise money for the Newspapers in Education group, a non-profit organization managed by the Inter-Mountain.
7. Approval of advertisement for full-time E911 Communications Center Supervisor. Applicants must currently be employed with the Upshur County Communications Center and meet the requirements set

forth in the attached job description. Applications must be received before the close of business on Friday, June 24, 2016.

8. Approval of correspondence from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Joseph R. Hochgesang, Buckhannon Upshur Recreational Park lifeguard, effective May 31, 2016.
9. Approval of correspondence from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Mary B. Simms, Buckhannon Upshur Recreational Park lifeguard, effective May 31, 2016.
10. Approval of Application for Donated Leave
11. Correspondence from E911 telecommunicator requesting a short leave of absence from the Communication Center. This employee intends to return to work on June 9, 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. 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 David Beckner, Volunteer Upshur County Youth Soccer Coach, regarding the lack of adequate soccer fields.
2. Correspondence from Michael Kelemen, Director of Government Relations with Suddenlink, regarding the termination of out-of-market stations that have duplicate network affiliations with other existing in-market stations, effective June 29, 2016.
3. Correspondence from Russell Rollyson, Senior Deputy State Auditor, County Collections Division of the WV State Auditors Office, enclosing a list of properties that will be offered for sale on July 12, 2016.
4. Building Permits – May 2016
5. Buckhannon Upshur Chamber of Commerce Newsletter
6. Upshur County Family Resource Network Newsletter – June 2016
7. Notice of Ribbon Cutting Ceremony at Tomblyn-Clutter Funeral & Cremation – June 11, 2016
8. Notice of Upshur County Family Resource Network fundraising event – June 28, 2016

9. Upshur County E911 Communication Reports ---May 2016

- Monthly Call Summary Report
- Monthly Department Summary Report
- Monthly and YTD Wrecker Report

10. Agendas and/or Notice of Meetings:

- Elkins Road PSD June 7, 2016
- Upshur County Safe Structures and Sites Enforcement Board June 9, 2016

11. Meeting Minutes:

- Upshur County Family Resource Network Director's Report May 2016
- Upshur County Family Resource Network May 9, 2016

12. 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
-- Cancelled
- 06/15/16 7:00 a.m. Upshur County Development Authority – Executive Board Meeting
-- Special 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
- 06/22/16 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

13. 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

(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

2. 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.

Next Regular Meeting of the Upshur County Commission

June 16, 2016 --- 9:00 a.m.

Upshur County Courthouse Annex

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