

**Upshur County Commission
Meeting Agenda**

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: August 10, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 3, 2017

Scheduled Appointments:

9:15 a.m. Dr. Joseph Reed – Reading and signature of the Green Bean Weekend 2017 Proclamation declaring August 10-12, 2017 as the Second Annual Green Bean and Volunteerism Weekend; Announcement of the upcoming Green Bean Stroll to be held at the River Walk on Saturday, August 12th at 9:00 am.

9:30 a.m. Corporal Charles “C.J.” Day III – Certificate of Recognition in honor of being named West Virginia Prevention Resource Officer (PRO) of the Year

9:45 a.m. Bernard Keating, on behalf of the Mountain Lakes Preservation Alliance and Upshur Indivisible, requesting a funding appropriation from the fiscal year 2018 budget for the upcoming "Water Celebration" to be held on August 24th. Upshur Indivisible is partnering with WV Rivers, MLPA, and Buckhannon River Watershed Association on this event.

Items for Discussion / Action / Approval:

1. Discuss settlement options proposed by Appalachian Midstream Services, LLC for taxes owed for years 2014, 2015 and 2016 as a result of a Relief from Erroneous Assessment filed by the Upshur County Assessor and approved by the Upshur County Commission during their regularly scheduled meeting on July 27, 2017.
2. Review of loan proposals for the possible refinancing of the HVAC system located within the Courthouse.
3. Correspondence from Software Systems, Inc. regarding changes in maintenance contract amounts. Review and approval of 2017-2018 maintenance levels. This maintenance includes program updates, telephone support and time spent performing data conversions and other on-site tasks depending upon which level is requested for each system.
4. Correspondence from Craig Presar, WVU Extension Agent, on behalf of the Upshur County Community Education Outreach Service (CEOS) requesting use of the Courthouse Plaza to hold their annual mini fair on Friday, September 8, 2017 from 8:00 am to 3:00 pm. A copy of the Certificate of Liability Insurance will be provided to Carrie Wallace, County Administrator, prior to the event.
5. Approval of “Requests for Bids” and Minimum Vehicle Specifications for a Police Vehicle – Sedan. Sealed Proposals must be received no later than 3:00 pm on August 30, 2017 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 10:30 am on Thursday, August 31, 2017

6. Approval of "Request for Proposals" for the replacement of a portion of the Upshur County Courthouse and Annex surveillance system and supporting equipment. A mandatory pre-bid conference will be held on Thursday, August 31, 2017 at 1:00 pm. Sealed bids must be received no later than 4:30 pm on September 20, 2017 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, September 21, 2017.
7. Request from Upshur County Clerk, Carol J. Smith, for the Sheriff of Upshur County to serve as Administrator of the Estate of Thomas Ray Shipley, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
8. Request from Upshur County Clerk, Carol J. Smith, for the Sheriff of Upshur County to serve as Administrator of the Estate of Rodney Wayne Landis, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
9. Correspondence from Quayla A. Bennett, Deputy County Clerk, announcing her resignation from her full time position, effective August 4, 2017.
Item may lead to Executive Session per WV Code §6-9a-4
10. Correspondence from Carol J. Smith, Upshur County Clerk, requesting the change of employment status for Quayla A. Bennett from full-time to part-time, working an average of less than 12 hours per week, effective immediately to help with upcoming scheduled vacations and training of her replacement.
11. Approval of the advertisement/job posting for a full-time Deputy County Clerk. Applications will be accepted by the Clerk through the close of business on September 8, 2017.
12. Approval of the advertisement/job posting for a part-time Executive Director for the Tri-County Visitation and Exchange Center. Applications will be accepted by the Board until the position is filled.
13. 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. Correspondence from Jason Westfall, Upshur County Youth Baseball President, expressing appreciation for the utilization of the Wellness Complex property located off of Brushy Fork Road and regretfully announcing the termination of their lease of the property due to its location within the flood zone.
2. Correspondence from Nesco, Inc. providing notice of blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection commencing August 23, 2017 and continuing through August 24, 2018 from sunrise to sunset.

3. Correspondence from Governor Jim Justice announcing the Community Corrections program grant award for FY 18 in the amount of \$180,000.00. These funds will be utilized for the continued operation of a community corrections program in Upshur and Lewis Counties.

4. Newsletters and/or Event Notifications:
 - Upshur-Buckhannon Health Department Newsletter July-September, 2017
 - Hope and Help Assembly (H.A.H.A.) at Jawbone Park September 9, 2017

5. Agendas and/or Notice of Meetings:
 - City Council of Buckhannon August 8, 2017
 - Elkins Road PSD August 8, 2017
 - Buckhannon Upshur Airport Authority August 10, 2017
 - Upshur County Solid Waste Authority August 14, 2017
 - Upshur County Fire Board, Inc. August 15, 2017

6. Meeting Minutes:

7. Meetings:
 - 08/08/17 5:30 p.m. Elkins Road PSD
 - 08/01/17 4:00 p.m. Hodgesville PSD
 - 08/03/17 7:00 p.m. Banks District VFD
 - 08/03/17 7:00 p.m. Selbyville VFD
 - 08/14/17 12:00 p.m. Upshur County Family Resource Network
 - 08/14/17 4:30 p.m. Upshur County Solid Waste Authority
 - 08/14/17 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
 - 09/11/17 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
 - 08/08/17 7:30 p.m. Adrian VFD
 - 09/07/17 6:00 p.m. Buckhannon-Upshur Board of Health
 - 08/16/17 7:00 a.m. Upshur County Development Authority – Executive Board
 - 08/09/17 12:00 p.m. Upshur County Senior Center Board
 - 08/10/17 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
 - 08/09/17 6:00 p.m. Upshur County Citizens Corp – CERT
 - 08/09/17 7:30 p.m. Warren District VFD
 - 08/10/17 1:00 p.m. Adrian PSD
 - 08/09/17 3:00 p.m. Tennerton PSD
 - 08/10/17 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
 - 08/10/17 7:30 p.m. Buckhannon VFD
 - 08/10/17 4:00 p.m. Buckhannon Upshur Airport Authority
 - 08/17/17 6:30 p.m. Upshur County Youth Camp Board
 - 08/20/17 6:00 p.m. Washington District VFD
 - 08/21/17 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
 - 08/22/17 4:00 p.m. Upshur County Public Library Board
 - TBD 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
 - 08/15/17 6:30 p.m. Upshur County Fire Board, Inc.
 - 08/15/17 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
 - 08/09/17 7:00 p.m. Ellamore VFD
 - 08/16/17 12:00 p.m. Lewis Upshur LEPC --- Upshur location

- 08/23/17 10:00 a.m. James W. Curry Advisory Board
- 08/17/17 3:00 p.m. Upshur County Farmland Protection Board
- 08/28/17 6:00 p.m. Upshur County Fire Fighters Association
- 08/09/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
- 10/23/17 11:00 a.m. Region VI Local Elected Officials – Annual Meeting
- 08/28/17 10:00 a.m. Mountain CAP of West Virginia, CDC

8. Appointments Needed or Upcoming:

- Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative
- Upshur County Fire Board (Community Representative – 3rd District) – June 30, 2017

Tabled Items

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

1. US Census Bureau local updated census address project

Next Regular Meeting of the Upshur County Commission

August 17, 2017 --- 9:00 a.m.

Upshur County Courthouse Annex

*****The Regularly Scheduled Commission Meeting on August 24th has been CANCELLED*****