

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: August 25, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• August 11, 2016

9:15 a.m. Discussion and selection of E911 Communications Center Supervisors and Assistant to the Director

*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*

9:30 a.m. Discussion regarding operational hours of the public restrooms in the Chancery Street Alley

9:45 a.m. Potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court

*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;

10:15 a.m. Jeff Smell, Owner of Country Roads Leasing, LLC and representatives of the Mt. Hope Water Association – Discussion regarding financing a truck for the Mt. Hope Water Association using tax-exempt funds through a Master Lease and Sublease Purchase Agreement

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

3:00 p.m. Review and Discuss “Procedures to Dispatch Wrecker Services” most recently amended on June 18, 2015

Items for Discussion / Action / Approval:

1. Approval of E911 Assistant to the Director Job Description.
2. Correspondence from Software Systems, Inc. regarding changes in maintenance contract amounts. Review and approval of 2016-2017 levels of maintenance. 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.
3. Review and approval of everbridge renewal quote – 2 options (1) the recurring amount of \$2,935.50 per year for a contract period of 3 years or (2) the amount of \$3,000 for a one year renewal. This service is for the limited capacity free public notification system referred to as nixle 360. Upon approval, the contract start date would be November 23, 2016.
4. Correspondence from David H. Coffman, Sheriff of Upshur County, requesting a certified Order in regards to the Estate of Madeline Thomas to release funds from oil and gas royalties being held by Mountain V Oil & Gas, Inc. in order to satisfy claims against the Estate. Upon approval, Daya Masada Wright will prepare the Order.
5. Approval and signature of Order and Notice of Election for an Additional County Commission Levy for payment of costs to operate the Buckhannon Upshur Parks and & Recreation Complex, consisting of payroll and related expenses of pool staff, materials and equipment for maintenance and upkeep of facilities, supplies and utilities (November 8, 2016).
6. Approval and signature of the Grant Offer for Airport Improvement Program Project No. 3-54-0039-030-2016 at the Upshur County Regional Airport in Buckhannon, WV. The project consists of removing obstructions (acquire land, 1 parcel, 3.67 acres) and remove obstructions (tree removal). The Federal Aviation Administration, for and on behalf of the United states, offers and agrees to pay 90% of the allowable costs with the maximum obligation amount payable being \$85,463.
7. Correspondence from J. Edward McDaniels, Pastor of Christian Fellowship Church, requesting the use of the Courthouse Plaza on Sunday, September 11, 2016 from 3:00 p.m. to 5:00 p.m. for a special service to honor veterans, the police force, fire departments and all other community service personnel.
8. Correspondence from Joe Malcolm requesting reappointment to the Upshur County Fire Board. Upon approval, his term would be for an additional three years to expire on June 30, 2019.
9. Correspondence from Lacy Harbert, E911 telecommunicator, announcing her resignation effective September 3, 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*
10. Approval of advertisement for full-time E911 telecommunicator (dispatch) positions. Starting rate of pay is \$11.00 per hour. Applications will be received until the positions are filled.
11. Approval of Lewis-Upshur Animal Control Facility Volunteer, Ashley Shain.

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 Doug Blackwell, President of Deepwell Energy Services, LLC, providing notice of a workforce reduction affecting 177 traffic control flagger's working out of the Buckhannon facility.
2. The Rotary Club of Buckhannon Fall Blood Screening Flyer – October 8<sup>th</sup> and 15<sup>th</sup> – 6:30 a.m. until 10:00 a.m.
3. USDA Rural Energy for America Program Grant Info Session Flyer
4. Buckhannon-Upshur Chamber of Commerce Newsletter – August 15, 2016
5. Federal Energy Regulatory Commission – Office of Energy Projects – Project Update for the Atlantic Coast Pipeline and Supply Header Project Docket Nos. CP15-554-000, CP15-555-000, CP15-554-001 – August 2016
6. Lewis-Upshur Animal Control Facility – Adoption Financial Transactions – July 2016
7. Upshur County Mileage Reports – July 2016
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
8. Upshur County E911 Communication Reports ---July 2016
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
9. Agendas and/or Notice of Meetings:
  - City Council of Buckhannon August 18, 2016
  - WesMonTy RD&D Board of Directors August 23, 2016
10. Meeting Minutes:
  - Upshur County Fire Board May 17, 2016
  - Adrian Public Service District June 9, 2016
  - Adrian Public Service District June 16, 2016
  - Upshur County Fire Board June 21, 2016

- Upshur County Fire Board June 28, 2016
- Adrian Public Service District July 7, 2016
- Upshur County Safe Structures and Sites Enforcement Board July 14, 2016
- Adrian Public Service District July 14, 2016
- Upshur County Fire Board July 19, 2016

#### 11. Meetings:

- 09/06/16 5:30 p.m. Elkins Road PSD
- 09/06/16 6:00 p.m. Hodgesville PSD
- 09/01/16 7:00 p.m. Banks District VFD
- 09/01/16 7:00 p.m. Selbyville VFD
- 09/12/16 12:00 p.m. Upshur County Family Resource Network
- 09/12/16 4:30 p.m. Upshur County Solid Waste Authority
- 09/12/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 09/12/16 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
- 09/13/16 6:00 p.m. Buckhannon River Watershed Association
- 09/12/16 7:30 p.m. Adrian VFD
- 09/19/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 09/21/16 12:00 p.m. Upshur County Development Authority
- 09/07/16 7:00 a.m. Upshur County Development Authority – Executive Board
- 09/14/16 12:00 p.m. Upshur County Senior Center Board
- 09/28/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 09/14/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 09/28/16 7:30 p.m. Warren District VFD
- 09/08/16 1:00 p.m. Adrian PSD
- 09/08/16 3:00 p.m. Tennerton PSD
- 09/08/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 09/08/16 7:30 p.m. Buckhannon VFD
- 09/08/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 09/15/16 6:30 p.m. Upshur County Youth Camp Board
- 09/18/16 6:00 p.m. Washington District VFD
- 09/19/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 09/27/16 4:00 p.m. Upshur County Public Library Board
- 09/20/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 09/20/16 6:30 p.m. Upshur County Fire Board
- 09/20/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 09/21/16 7:00 p.m. Ellamore VFD
- 09/21/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 09/28/16 10:00 a.m. James W. Curry Advisory Board
- 09/23/16 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 Fire Board (Vacant Position – 6-30-19) --- Fire Association Representative
- Upshur County Fire Board (6-30-16 – Joe Malcolm) – Fire Association Representative
- Buckhannon-Upshur Parks & Recreation Advisory Board (Vacant Position – 6-30-18)- Commission
- Hodgesville Public Service District (8-5-16 – Donnie Kincaid)

## Tabled Items

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

1. Correspondence from Robin Keough requesting a revision of the Lewis-Upshur Animal Control Facility Volunteer Program. Ms. Keogh requests (1) the volunteer age limit be changed from 18 years of age to 16 years of age with the stipulation that the volunteer be supervised by an adult volunteer, (2) the volunteer application be modified to address younger applicants and (3) hours for volunteering be expanded on Saturday to 9:00 a.m. to 12:00 p.m. and offer Sunday hours.

**Next Regular Meeting of the Upshur County Commission  
September 1, 2016 --- 9:00 a.m.  
Upshur County Courthouse Annex**