

Upshur County Commission
Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 14, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 7, 2017

Scheduled Appointments:

9:15 a.m. Craig Presar, WVU Extension Service Agent, on behalf of the Community Educational Outreach Services (CEOS) – Presentation of Proclamation for WV Breast Cancer Awareness Day (October 2, 2017) and Breast Cancer Awareness Month (October 2017)

9:30 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Proclamation of National Preparedness Month

9:45 a.m. Jodi McQuillan, Community Coordinator WV Healthy Start/HAPI Project – Presentation of Proclamation of National Infant Mortality Awareness Month

Items for Discussion / Action / Approval:

1. Correspondence from Carol J. Smith, Upshur County Clerk, requesting the temporary employment of Early Voting Clerks for the October 7, 2017 Special Election (Road Bond). Upon approval, these clerks will begin work on September 22, 2017 and end on October 4, 2017, at the wage rate of \$8.75 per hour.
2. Approval and signature of Office of State Treasurer Claim Form and Instructions.
3. Approval and signature of 2017 Letter of Intent for 2017 CDBG – Small Cities Block Grant Program for the Elkins Road PSD Phase III Water Extension Project.
4. Approval of renewal of membership in NAEIR (National Association for the Exchange of Industrial Resources) free supplies program. The renewal rate options are (1) \$495 for 4 catalogs or (2) \$595 for 5 catalogs, effective January 1, 2018.
5. Establish date and time for Trick or Treat – City of Buckhannon will be Tuesday, October 31st from 6:00 p.m. to 7:30 p.m.
6. Correspondence from George and Lannette Karnes requesting an unknown amount of back Hotel/Motel Occupancy Taxes owed to Upshur County be waived due to a misunderstanding of information. Mr. and Mrs. Karnes own a vacation rental home in Tenmile. Moving forward, the Karnes' will begin charging a 6% occupancy tax which will be remitted to the Upshur County Commission on a monthly basis.

7. Correspondence from Dustin Zickefoose, County Assessor, requesting the termination of Venus Drummond, full time Deputy Clerk in the Assessor's Office, effective September 12, 2017.
Item may lead to Executive Session per WV Code §6-9A-4(A)
8. 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. Upshur County Building Permits -- August 2017
2. 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
 - Buckhannon-Upshur Recreational Park Advisory Board – June 30, 2018 – Commission

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

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
September 21, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex**