

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 15, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 8, 2016

9:15 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;

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Approval of Election Officials, Alternates, and Emergency Ballot Commissioners for the November 8, 2016 General Election.
2. Approval and signature of Standard Form of Agreement Between Owner and Contractor and signature of Change Order No. 1 for the repair/replacement of a portion of the Upshur County Courthouse pressed metal shingle roof that will be funded in part by the grant award made by the WV Courthouse Facilities Improvement Authority. This Change Order decreases the Contract Sum from \$185,900 to \$166,742 by removing structural repairs that are not immediately necessary.
3. Approval and signature of Change Order No. 1 for the Upshur County Courthouse chimney repair project. This contract change consists of the demolishing and removal of existing brick chimney (flue) that was discovered inside the existing proposed chimney. This portion of work was undiscovered prior to project construction and will cost \$1,250 which, upon approval, will be deducted from the \$5,000 contingency allowance.
4. Approval and adoption of Updated Procedures to Dispatch Wrecker Services.

5. Correspondence from Rebecca Phillips, EMS Office Manager, requesting the appointment of Dirk Burnside to the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately. Upon approval, Mr. Burnside would serve as the EMS representative.
6. 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 Michael D. Riley, Insurance Commissioner with the WV Offices of the Insurance Commissioner, notifying WV state and local governmental entities and non-profit organizations that flood insurance may be available through the National Flood Insurance Program (NFIP).
2. St. Joseph’s Hospital Free Film Screening of “Being Mortal”– October 4, 2016 at 5:30 p.m. in the St. Joseph’s Hospital Library.
3. Correspondence from Robert C. Orndorff, Jr., Director of State and Local Government Affairs, WV, regarding Dominion Hope and Dominion Transmission and enclosing the following documents:
 - a. An Open Letter to Dominion Hope and Dominion Transmission Customers assuring customers there will be no interruption of service and operations of all facilities will continue.
 - b. Memorandum of Agreement
4. Upshur County Building Permits – August 2016
5. Upshur County E911 Communication Reports ---August 2016
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
6. Agendas and/or Notice of Meetings:

• Lewis-Upshur Community Corrections	September 12, 2016
• Upshur County Parks and Recreation Board	September 12, 2016
• City Council of Buckhannon	September 15, 2016
• Upshur County Fire Board, Inc.	September 20, 2016
7. Meeting Minutes:

• Buckhannon-Upshur Parks and Recreation Advisory Board	July 11, 2016
• Upshur County Solid Waste Authority	August 8, 2016
• Adrian PSD	August 18, 2016
8. 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
- 09/13/16 7:30 p.m. Adrian VFD
- 09/19/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 09/21/16 7:00 a.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
- 09/14/16 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
- 09/20/16 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
- 09/14/16 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
- 09/22/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association

9. Appointments Needed or Upcoming:

- Buckhannon-Upshur Parks & Recreation Advisory Board (Vacant Position – 6-30-18)- Commission
- Hodgesville Public Service District (8-5-16 – Donnie Kincaid)

Tabled Items

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1. Correspondence from Robin Keogh 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.
2. Review and discuss US Cellular services for local government.

**Next Regular Meeting of the Upshur County Commission
September 22, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex**