Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 8, 2015

9:00 Moment of Silent Meditation --- Pledge of Allegiance

- Approval of Minutes: December 18, 2014

10:00 Steve Linger --- Discussion of Personnel Issues at the E911 Communication Center
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

10:15 Interview of E911 Telecommunicators - Discussion of Personnel Issues at the E911 Communication Center
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

1:00 Exit Interview --- Sharon Hosaflook
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

Items for Discussion / Action / Approval:

1. Election of Commission President for 2015 Calendar Year

2. Establish date and time for regular Commission Meetings

3. Approval of Local Rules for Commission Meetings

4. Establish Hours of Operation for the Upshur County Courthouse and Annex

5. Approval of 2015 Holiday Schedule and Administrative Closures

6. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature

7. Consider Commissioner Board Appointments:
   - Community Corrections Board
   - Farmland Protection Board
   - Lewis-Upshur Emergency Planning Committee
   - Mountain CAP of West Virginia, Incorporated
   - Region VI Work Force Investment Board
   - Region VII Planning & Development Council
   - Upshur County 4H Foundation
   - Upshur County Development Authority
   - Upshur County Enhanced Emergency Telephone Board
   - Upshur County Extension Service Committee
   - Upshur County Fire Board Incorporated
   - Upshur County Senior Center Board
   - Upshur County Family Resource Network
   - Upshur County Youth Council, Incorporated (SYC)

8. Request from James T. Farrell to serve as a member of the Safe Sites and Structures Board and fill an unexpired term which would expire 6/30/16

9. Request from Joyce Harris-Thacker to serve an additional term on the James W. Curry Library Board, term would begin 1/1/15 and expire 12/31/17

10. Request from Donnie Tenney to serve as the Private Sector member of the Region VII Planning & Development Council Board and fill an unexpired term which would expire 6/30/15

11. Request from Tappan Squires, Splasher's Swim Club, asking permission to host the Annual North Central Swim Association Championship Meet at the Upshur County Pool July 10-11, 2015

12. Discussion of correspondence from Alliance Petroleum Corporation (APC) regarding the option to receive revenue payments via electronic funds transfer (EFT) for the James W. Curry Library and Park

13. Approval of Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review & Equalization beginning at 1:00 pm on the 29th day of January, 2015, and shall continue until the work is complete but will adjourn no later than the close of business on the 19th day of February, 2015.

14. Discussion of non-filers in the Assessor's records for 2014 Oil & Gas Revenue

15. Approval and signature of correspondence to the Office of the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after January 29, 2015, must be forwarded to the Commission sitting as the Board of Review & Equalization.

16. Approval and signature of lease agreement with Jan Filomena, Owner and Operator of Hair Nail Express. The rental period is for one year from the date of the agreement and is in the amount of $450.00 per month.

17. Approval and adoption of NACo Health and Dental Discount Program; this program will be available for all Upshur County residents and is in addition to the NACo Prescription Discount Program.

18. 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 Robert R. Hinton IV, Development Authority, concerning payroll processing; the UCDA will process payroll internally starting December 21, 2014

2. Correspondence form Jeff Amburgey, Property Evaluation Training and Procedures Commission, regarding the Assessor's proposed 2015-2016 Evaluation Fund Budget; written evidence supporting a lesser amount must be submitted to the Property Tax Division on or before January 15, 2015

3. Correspondence from Mutual of Omaha regarding their information sharing practices, as required by the Financial Services Modernization Act

4. Correspondence from Lewis L. Anderson agreeing to serve on the Civil Service Board as the Deputies Association appointee; Mr. Anderson's four year term will begin 1/1/15 and expire 12/31/18

5. Correspondence from April Keating inviting the public to an informational pipeline meeting on January 17, 2015 at 2:00 pm at Jackson's Mill in the West Virginia Building

6. Correspondence from Brenda Nott requesting support for the "Sarah Nott's Law"

7. James W. Curry Library Newsletter --- December 2014

8. James W. Curry Calendar of Events --- January 2015

9. Family Resource Network Calendar of Events --- January 2015

10. Sheriff's Financial Statement – November 2014

11. Building Permits --- December 2014

12. NACo Prescription Drug Discount Card Program --- November 2014

13. Agendas and/or Notice of Meetings:

- Elkins Road PSD — January 6, 2015
- Safe Sites and Structures Board — January 8, 2015
- Family Resource Network — January 12, 2015
- Park and Recreation Advisory Board — January 12, 2015
- Community Corrections — January 12, 2015

- Solid Waste Authority — January 19, 2015

14. Meeting Minutes
    - Adrian PSD — November 13, 2014
    - Family Resource Network — December 8, 2014

15. Meetings
    - 01/01/15 7:00 p.m. Banks District VFD
    - 01/01/15 7:00 p.m. Selbyville VFD
    - 01/06/15 6:00 p.m. Hodgesville PSD
    - 01/06/15 5:30 p.m. Elkins Road PSD CANCELED DUE TO WEATHER
    - 01/13/15 5:30 p.m. Elkins Road PSD RESCHEDULED
    - 01/14/15 12:00 p.m. Upshur County Senior Center Board
    - 01/21/15 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
    - 01/14/15 6:00 p.m. Upshur County Citizens Corp - CERT
    - 01/14/15 7:00 p.m. Warren District VFD
    - 01/08/15 1:00 p.m. Adrian PSD
    - 01/08/15 3:00 p.m. Tennerton PSD
    - 01/08/15 4:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
    - 01/08/15 7:30 p.m. Buckhannon VFD
    - 01/08/15 4:00 p.m. Buckhannon Upshur Airport Authority – meeting held at Airport
    - 01/12/15 12:00 p.m. Upshur County Family Resource Network
    - 01/12/15 4:30 p.m. Upshur County Solid Waste Authority CANCELED
    - 01/19/15 4:30 p.m. Upshur County Solid Waste Authority RESCHEDULED
    - 01/12/15 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
    - 01/12/15 6:00 p.m. Lewis-Upshur Community Corrections Board
    - 01/12/15 6:00 p.m. Buckhannon-Upshur Watershed Association
    - 01/13/15 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
    - 01/13/15 7:00 p.m. Adrian VFD
    - 01/13/15 7:00 p.m. Ellamore VFD
    - 01/21/15 12:00 p.m. Lewis Upshur LEPC
    - 01/15/15 6:30 p.m. Upshur County Youth Camp Board
    - 01/20/15 6:30 p.m. Upshur County Fire Board
    - 02/11/15 7:00 a.m. Upshur County Development Authority – Exec. Board
    - 01/18/15 6:00 p.m. Washington District VFD
    - 01/19/15 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
    - 01/20/15 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
    - 01/13/14 4:00 p.m. Upshur County Public Library Board
    - 01/21/15 7:00 a.m. Upshur County Development Authority – Full Board
    - 01/26/15 4:00 p.m. Upshur County Farmland Protection Board
    - 01/29/15 6:00 p.m. Upshur County Extension Service Committee
    - 12/22/14 10:00 a.m. Mountain CAP of West Virginia, CDC
    - 03/25/15 10:00 a.m. James W. Curry Advisory Board
    - TBA 6:00 p.m. Upshur County Fire Fighters Association

16. Board of Review & Equalization Meeting Schedule
    - 01/29/15 1:00 p.m. No Appointments --- Review of Property Books
    - 02/03/15 9:00 a.m. Board of Review & Equalization
    - 02/06/15 9:00 a.m. Board of Review & Equalization
    - 02/11/15 9:00 a.m. Board of Review & Equalization
    - 02/12/15 1:00 p.m. Board of Review & Equalization
    - 02/18/15 9:00 a.m. Coal, Oil & Gas and Industrial Appointments
    - 02/19/15 1:00 p.m. Adjournment as BORE

17. Appointments Needed or Upcoming:
    - Upshur County Safe Structures and Sites Board (Vacant Position – 6-30-14) --- Community
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    - Upshur County Enhanced Emergency Telephone Bd (Vacant Position – 06-30-13) --- Community
    - Upshur County Building Commission (Vacant Position – 11-10-14) --- Commission
    - Region VII Planning & Development Council (Vacant Position – 6-30-14) --- Commission
    - James W. Curry Advisory Board (Vacant Position – 12-31-14) --- Commission
    - James W. Curry Advisory Board (Vacant Position – 12-31-14) --- Commission
    - Upshur County Civil Service Board (Vacant Position – 12-31-13) --- Commission
    - Upshur County Civil Service Board (Vacant Position – 12-31-14) --- Deputies Association

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Next Regular Meeting of the Upshur County Commission
January 15, 2015 --- 09:00 a.m.
Upshur County Courthouse Annex