Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 03, 2013

09:00  Moment of Silent Meditation --- Pledge of Allegiance

09:00  Organizational Matters:
  •  Election of President
  •  Date & Time of Regular Meeting
  •  Courthouse Hours – Holidays & Other Closings
  •  Commission Representative - Appointments to Boards & Committees
    o  Region VII Planning & Development Council
    o  Upshur County Youth Council – SYC
    o  Upshur County Extension Service Committee
    o  Upshur County 4-H Foundation
    o  Lewis-Upshur Local Emergency Planning Commission
    o  Upshur County Senior Citizens Board
    o  Upshur County Development Authority
    o  Upshur County Fire Board
    o  Corridor H Authority Board
    o  Mt. Cap of West Virginia Board
    o  Lewis-Upshur-Braxton Community Corrections Board
    o  Upshur County Farmland Protection Board
    o  Upshur County Enhanced Emergency Telephone Advisory Board
    o  Region VI Work Force Investment Board – Local Elected Officials
    o  Upshur County Family Resource Network
    o  Upshur County Parish House - Crosslines

09:00  Approval of Minutes: December 20, 2012

09:30  David H. Coffman, Sheriff
  •  Employment and/or Reappointment of Personnel
    o  Employment of Virgil D. Miller as Chief Deputy of Administration with an Effective Date of January 01, 2013 at the rate of $18.38 Per Hour
    o  Employment of Richard L. Moore as Part-Time Service of Process – Bailiff with an Effective Date of January 3, 2013 at the rate of $12.33 Per Hour for Up to Twenty-Five (25) Hours Per Week Until the Part-Time Position is Filled
    o  Request Approval of Advertisement of Part-Time Service of Process – Bailiff for an Average of Thirty-Seven Hours or Less Per Week at the Rate of $11.00 Per Hour
    o  Reappointment of Shelia M. Adams as Chief Tax Deputy – Compensation the Same
    o  Reappointment of Michael R. Kelley as Chief Deputy Law Enforcement – Compensation the Same

Items for Discussion / Action / Approval:

1. Employment – Child Visitation Center
  ■  Christal Dawn Gibson as a Part-Time CVC Monitor with an Effective Date of January 03, 2013 at the Rate of $7.55 Per Hour
  ■  Mikel Edward Brown as a Part-Time CVC Monitor with an Effective Date of January 03, 2013 at the Rate of $7.55 Per Hour
2. Approve Nina Monroe as Volunteer for Upshur County CERT / OEM


4. Approve Invoices, Purchase Orders, 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. Minor Boundary Annexation Application & Governing Statute --- WV Armory National Guard Location, Upshur County Wellness Complex and Related Property for Utility Right-of-Way in the Brushy Fork Area --- Hearing at 10:30 a.m. on Thursday, 01-24-2013

2. Correspondence from the Property Tax Division Concerning Upgrade of Assessment System to IASWORLD Property Tax System

3. 2013 Activity Report from the Office of Emergency Management

4. Agendas and/or Notice of Meetings:
   • Stockert Youth Center January 14, 2013
   • Upshur County Solid Waste Authority January 14, 2013

5. Meeting Minutes and/or Financial Reports:
   • Lewis Upshur LEPC December 17, 2012
   • Tennerton Public Service District November 14, 2012
   • Upshur County Citizens Corp – CERT December 12, 2012
   • Upshur County Family Resource Network December 2012

6. Meetings:
   • 01/02/13 6:00 p.m. Hodgesville Public Service District
   • 01/02/13 6:00 p.m. Elkins Road Public Service District
   • 01/02/13 12:00 p.m. Upshur County Senior Center Board
   • 01/03/13 7:00 p.m. Banks District Volunteer Fire Department
   • 01/03/13 7:00 p.m. Selbyville Volunteer Fire Department
   • 01/08/13 7:00 p.m. Adrian Volunteer Fire Department
   • 01/08/13 7:00 p.m. Ellamore Volunteer Fire Department
   • 01/08/13 7:00 p.m. WVLA – Upshur County Chapter – Hinkle Drive
   • 01/09/13 7:30 a.m. Upshur County Development Authority – Exec. Board
   • 01/09/13 1:30 p.m. Upshur County Conventions & Visitors Bureau
   • 01/09/13 6:00 p.m. Upshur County Citizens Corp - CERT
   • 01/09/13 7:30 p.m. Warren District Volunteer Fire Department
   • 01/10/13 1:00 p.m. Adrian Public Service District
   • 01/10/13 3:00 p.m. Tennerton Public Service District
   • 01/10/13 6:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
• 01/10/13 7:30 p.m. Buckhannon Volunteer Fire Department
• 01/11/13 7:00 a.m. Buckhannon Upshur Airport Authority
• 01/14/13 12:00 p.m. Upshur County Family Resource Network
• 01/14/13 4:30 p.m. Upshur County Solid Waste Authority
• 01/14/13 6:00 p.m. Lewis-Upshur-Braxton Community Corrections Board
• 01/14/13 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
• 01/14/13 6:00 p.m. Buckhannon River Watershed Association
• 01/15/13 4:00 p.m. Upshur County Public Library Board
• 01/15/13 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
• 01/15/13 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
• 01/16/13 7:00 p.m. Lewis Upshur LEPC
• 01/17/13 6:30 p.m. Upshur County Youth Camp Board
• 01/17/13 6:30 p.m. Upshur County Fire Board
• 01/21/13 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
• 01/21/13 7:00 p.m. Upshur County Fair Association
• 01/23/13 7:00 a.m. Upshur County Development Authority – Full Board
• 01/24/13 4:00 p.m. Upshur County Farmland Preservation Board
• 01/28/13 6:00 p.m. Upshur County Firefighters Association
• Feb. 2013 10:00 a.m. James W. Curry Advisory Board
• TBA 6:30 p.m. Region VII Planning & Development Council

7. Appointments Needed or Upcoming:
• Buckhannon-Upshur Parks & Recreation Board --- (Doug Bush - 06-30-12) --- Bd. of Education
• Buckhannon-Upshur Parks & Recreation Board --- (Joe Fealy - 06-30-12) --- County
• Buckhannon-Upshur Parks & Recreation Board --- (Laura Reed - 06-30-12) --- County
• Buckhannon-Upshur Parks & Recreation Board --- (Vacant Position - 06-30-13) --- County
• Elkins Road Public Service District --- (Vacant Position - 09-30-16) --- County
• James W. Curry Advisory Board --- (William A. Parker - 12-30-12) --- County
• James W. Curry Advisory Board --- (Mark Riggs - 12-30-12) --- County
• James W. Curry Advisory Board --- (Vacant - 12-30-12) --- County
• Region VII Planning & Development Council --- (William A. Parker - 12/31/12) --- County
• Region VII Planning & Development Council --- (Connie Tenney - 12/31/12) --- County
• Region VII Planning & Development Council --- (Sam Nolte - 12/31/12) --- County
• Region VII Planning & Development Council --- (Dr. Pamela Balch - 12/31/12) --- County
• Region VII Planning & Development Council --- (A.G. Trusler - 12/31/12) --- County
• Upshur County Convention & Visitors’ Bureau --- (Vacant - Tourism - 06/30/15) --- County
• Upshur County Building Commission --- (Richard Ralston II - 11-10-12) --- County
• Upshur County Civil Service Board --- (Terry D. Reed - 12-31-12) --- County Bar Association
• UC Enhanced Emergency Telephone Advisory Board - (Rodney Rolenson 06-30-12) - Law Rep
• UC Enhanced Emergency Telephone Advisory Board - (Vacant Position - 06-30-13)
• Upshur County Solid Waste Authority --- (Robert Wines - 06-30-12) - Soil Conservation District

Next Regular Meeting of the Upshur County Commission
January 10, 2013 --- 09:00 a.m.
Upshur County Courthouse Annex