Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 09, 2012

09:00 Moment of Silent Meditation --- Pledge of Allegiance
  • Approval of Minutes: February 02, 2012

09:00 Virgil D. Miller, Sheriff of Upshur County
  • Employment of Deputy Sheriff
  • Appointment of Intern

09:15 Linda Mealy, Director of One Unique Recovery (OUR) House & Laura Queen, Member of the Board of Directors
  • Review of Programs & Request for Funding

09:30 Luke Elser, Project Manager – Northern Brownfield Assistance Center
  • 2012 FOCUS WV Brownfields Program Grant

13:00 Upshur County Policy Board – Elected Officials

14:00 Upshur County Commission Supervisors Meeting

Items for Discussion / Action / Approval:

1. Approve Number of Election Workers – Poll Workers – Emergency Absentee Ballot Commissioners

2. Approve Transfer of Gregory Blaine Harris to Director of Facility Operations as of February 12, 2012 at the Annual Salary of $45,000 --- Position will Include Supervision and Responsibilities Regarding the Maintenance Department; Supervision of the Animal Control Officer; Upshur County Safe Structures and Sites Ordinance Officer and Other Facility Related Functions

3. Assignment of Animal Control Officer Duties & Responsibilities to Michael W. Kelly – Assist with Maintenance of Grounds and Buildings --- Hourly Rate to be Reviewed During Budget Preparation

4. Assignment of Grounds Keeping Duties & Responsibilities to Hartsel L. Cool – Assist with Maintenance of Buildings & Animal Control --- Hourly Rate to be Reviewed During Budget Preparation

5. Assignment of Building Permit Duties & Responsibilities and Flood Plain Management to Terri Jo Bennett --- Continue Duties & Responsibilities as Addressing & Mapping Coordinator and Assist with Commission Office Responsibilities --- Hourly Rate to be Reviewed During Budget Preparation

6. Assignment of Duties and Responsibilities Regarding Attendance at Commission Meetings for the Purpose of Recording Matters for Minute Preparation to Jacqueline R. Dinklocker --- Continue Duties & Responsibilities of Minute Preparation, Minute Indexing and Duties as Secretary to the Commission --- Hourly Rate to be Reviewed During Budget Preparation
7. Employment of Two Individuals - Full-Time Positions at the Maintenance Department

8. Approve Transfer of Micah R. Hitt-Harris to Program Director & Case Manager for the Lewis-Upshur-Braxton Community Corrections Program as of February 19, 2012 at the Annual Salary of $30,000

9. Employment of Stacy M. Truman, as a Temporary Part-Time Case Manager for the Lewis-Upshur-Braxton Community Corrections Program as of February 08, 2012 at the Hourly Rate of $12.00

10. Increase Hourly Rate for Twila J. Wolford from 10.29 to $10.79 Effective February 26, 2012

11. Increase Hourly Rate for Krista A. Jackson from $10.00 to $10.50 Effective February 26, 2012

12. Approval of Cooperative Grant Agreement with Volunteer West Virginia for a $3,200 Grant for the Upshur County Citizens Corp

13. Approve Letter of Support for the Upshur County Development Authority’s Transportation Grant Proposal

14. 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. Copy of Correspondence from Jimmy Gianato, Director for the Division of Homeland Security and Emergency Management Regarding the Statewide Addressing & Mapping Project Page 8-10


4. Agendas and/or Notice of Meetings:
   • Buckhannon-Upshur Airport Authority February 10, 2012 Page 14
   • Elkins Road Public Service District February 07, 2012 Page 15
   • Upshur County Development Authority – Ex. Bd. February 08, 2012 Page 16

5. Meeting Minutes and/or Financial Reports:

6. Board of Review & Equalization Schedule
   • February 01, 2012 Wednesday 09:00 -- Review Property Books
   • February 06, 2012 Monday Appointments May Begin at 09:00
   • February 08, 2012 Wednesday Appointments May Begin at 09:00
   • February 10, 2012 Friday Appointments May Begin at 09:00
   • February 15, 2012 Wednesday Appointments May Begin at 09:00
   • February 16, 2012 Thursday Appointments May Begin at 13:30
   • February 17, 2012 Friday Coal, Oil & Gas Hearings – Begin at 09:00
   • February 21, 2012 Tuesday Appointments May Begin at 09:00
   • February 23, 2012 Thursday Appointments - 13:30 - Adjourn as BORE
7. Meetings:
- 01/30/12 7:00 p.m. Region VII Planning & Development Council
- 02/06/12 6:00 p.m. Farmland Preservation Board
- 02/07/12 6:00 p.m. Hodgesville Public Service District
- 02/07/12 6:00 p.m. Elkins Road Public Service District
- 02/08/12 7:00 a.m. Upshur County Development Authority – Executive Board
- 02/08/12 12:00 p.m. Upshur County Senior Center Board
- 02/08/12 1:30 p.m. Upshur County Conventions & Visitors Bureau
- 02/09/12 1:00 p.m. Adrian Public Service District
- 02/09/12 3:00 p.m. Tennerton Public Service District
- 02/09/12 6:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 02/10/12 7:00 a.m. Buckhannon Upshur Airport Authority
- 02/13/12 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/13/12 12:00 p.m. Upshur County Family Resource Network
- 02/13/12 4:30 p.m. Upshur County Solid Waste Authority
- 02/13/12 6:00 p.m. Community Corrections Board
- 02/13/12 6:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 02/15/12 4:00 p.m. Upshur County Public Library Board
- 02/15/12 12:00 p.m. Lewis Upshur LEPC
- 02/16/12 6:30 p.m. Upshur County Fire Board
- 02/16/12 6:30 p.m. Upshur County Youth Camp Board
- 02/20/12 7:00 p.m. Upshur County Fair Association
- 02/21/12 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 02/21/12 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/22/12 10:00 a.m. James W. Curry Advisory Board
- 02/29/12 7:00 a.m. Upshur County Development Authority

8. Appointments Needed or Upcoming:
- Buckhannon-Upshur Airport Authority --- (Richard Clemens --- 06/30/12) --- City
- Buckhannon-Upshur Health Department --- (Dalton Cutright --- 06/30/12) --- City
- Buckhannon-Upshur Parks & Recreation Board --- (Richard Edwards --- 06-30-12) --- City
- 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 --- (Kelly Davis --- 06-30-13) --- County
- James W. Curry Advisory Board --- (William A. Parker --- 06-30-12) --- County
- James W. Curry Advisory Board --- (Mark Riggs --- 06-30-12) --- County
- James W. Curry Advisory Board --- (Amanda Craig --- 06-30-12) --- County
- Elkins Road Public Service District --- (Carey Wagner --- 09-30-12) --- County
- Hodgesville Public Service District --- (Robert Wright --- 06-30-12) --- 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 Building Commission --- (Richard Ralston II --- 11-10-12) --- County
- Upshur County Civil Service Board --- (Terry D. Reed --- 12-31-12) --- County Bar Association
- Upshur County Development Authority --- (Sam Nolte --- 06-30-12) --- County
- Upshur County Development Authority --- (Dennis Klingensmith --- 06-30-12) --- County
- Upshur County Development Authority --- (Dave Thomas --- 06-30-12) --- County
Next Regular Meeting of the Upshur County Commission
February 16, 2012 --- 09:00 a.m.
Upshur County Courthouse Annex