Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: May 10, 2012

09:00  Moment of Silent Meditation --- Pledge of Allegiance
  • Approval of Minutes: May 03, 2012

09:00  Proclamation
  • “Peace Officers’ Memorial Day”  

10:30  Personnel --- Exit Interview with Dorinda D. Hall
  • Certain Matters May Be In Executive Session Per WV Code 6-9A-4

11:00  Personnel --- Interview with Rod Hunte
  • Certain Matters May Be In Executive Session Per WV Code 6-9A-4

13:30  Upshur County Policy Board --- Elected Officials

14:30  Upshur County Departmental Supervisor Meeting
  • Approval of Letter Concerning Usage of Incident Action Plan (IAP) --- National Incident Management System (NIMS) Incident Command System (ICS) Forms
  • Continuity of Operation Plans (COOP) Back-Up Area

**Items for Discussion / Action / Approval:**

1. Approval of Worthless Check Fund Agreement with the Administrative Office of the Courts of the State of West Virginia  

2. Approve Employment of Jamie R. Queen, Worthless Check Clerk, at the Rate of $10.00 per Hour with an Effective Date of June 04, 2012

3. Approve “Order of Recommendation for the Removal of Carolyn S. Wilson Collins as Executrix of the Estate of Nelma Barnett Collins, Decreased” and Appoint Virgil D. Miller, Sheriff of Upshur County, as Personal Representative

4. Approval of Volunteer for the Lewis-Upshur Animal Control Facility
  • Samantha Michelle Cobb

5. Resignations
  • Anastasia Bean, Office of the County Clerk, Effective Date --- May 11, 2012
  • Linda Hardesty, Child Visitation Center, Effective Date --- April 19, 2012

6. Approval of Employment:
  • Amanda M. Bachman, Part-Time Clerk for the James W. Curry Library at the Rate of $7.25 per Hour with an Effective Date of May 21, 2012
  • Upshur County Youth Camp Personnel

7. Review Joint Employer Status & Related Matters with Brain P. Gaudet, Clerk of the Circuit Court
8. 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. Correspondence from Corhart Refractories Concerning Notice of Planned Layoff Pursuant to Section 7 of the Worker Adjustment and Retraining Notification Act (WARN)  
   *Page 10-11*

2. Copy of Correspondence from Virgil D. Miller, Sheriff, to Debbie Thacker Wilfong, Clerk of the County Commission, Concerning the Estate of Alice L. Summers, Deceased  
   *Page 12*

3. Building Permits  
   April 2012  
   *Page 13*

4. Dog Warden Report  
   April 2012  
   *Page 14*

5. Upshur County Communication Center Reports:
   - Monthly Call Summary Report  
     April 2012  
     *Page 15-18*
   - Monthly Departmental Call Report  
     April 2012  
     *Page 19-27*
   - Monthly Wrecker Report  
     April 2012  
     *Page 28-32*

6. Agendas and/or Notice of Meetings:
   - Buckhannon-Upshur Airport Authority  
     May 11, 2012  
     *Page 33*
   - Lewis-Upshur-Braxton Community Corrections  
     May 14, 2012  
     *Page 34*
   - Upshur County Development Authority  
     May 09, 2012  
     *Page 35*
   - Upshur County Farmland Protection Board  
     May 24, 2012  
     *Page 36*
   - Upshur County Safe Structures & Sites Board  
     May 10, 2012  
     *Page 37*
   - Upshur County Youth Camp Board  
     May 03, 2012  
     *Page 38*

7. Meeting Minutes and/or Financial Reports:
   - Buckhannon-Upshur Airport Authority  
     April 27, 2012  
     *Page 39*
   - Elkins Road Public Service District  
     April 03, 2012  
     *Page 40-47*
   - Upshur County Development Authority  
     April 11, 2012  
     *Page 48-49*
   - Upshur County Safe Structures & Sites Board  
     April 12, 2012  
     *Page 50*

8. Meetings:
   - 05/01/12  6:00 p.m.  Hodgesville Public Service District
   - 05/01/12  6:00 p.m.  Elkins Road Public Service District
   - 05/09/12  12:00 p.m.  Upshur County Senior Center Board
   - 05/09/12  7:00 a.m.  Upshur County Development Authority – Executive Board
   - 05/09/12  1:30 p.m.  Upshur County Conventions & Visitors Bureau
   - 05/10/12  1:00 p.m.  Adrian Public Service District
   - 05/10/12  3:00 p.m.  Tennerton Public Service District
   - 05/10/12  6:30 p.m.  Upshur County Safe Sites & Structures Ordinance Board
   - 05/10/12  6:30 p.m.  Upshur County Fire Board
   - 05/11/12  7:00 a.m.  Buckhannon Upshur Airport Authority
   - 05/14/12  9:00 a.m.  Canvass – Primary Election
9. 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 --- 12-30-12) --- County
- James W. Curry Advisory Board --- (Mark Riggs --- 12-30-12) --- County
- James W. Curry Advisory Board --- (Amanda Craig --- 12-30-12) --- 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 CVB --- (Dale Darnell --- 5/2012) --- City --- Tourism Representative
- Upshur County CVB --- (Dale Hawkins --- 5/2012) --- BU Chamber --- Tourism Representative
- Upshur County CVB --- (Carol Long --- 5/2012) --- WV Strawberry Festival Representative
- Upshur County CVB --- (Dr. Joseph Reed --- 5/2012) --- Community Member Representative
- Upshur County CVB --- (John Waltz --- 5/2012) --- City of Buckhannon Representative
- 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
- Upshur County Development Authority --- (Emiel Butcher --- 06-30-12) --- County
- Upshur County Development Authority --- (Terry D. Reed --- 06-30-12) --- County
- Upshur County Development Authority --- (Terry D. Ware --- 06-30-12) --- County
- UC Enhanced Emergency Telephone Advisory Board - (Rodney Rolenson 06-30-12) - Law Rep
- UC Enhanced Emergency Telephone Advisory Board -- (Steve Long - 06-30-12) – Fire Service
Upshur County Fire Board --- (Joe Malcolm --- 06-30-12 --- 2nd Term) --- Fire Association
Upshur County Fire Board --- (Ed Beer --- 06-30-12 --- 1st Term) --- County
Upshur County Library Board --- (Dennis Xander --- 06-30-12) --- County or Bd. of Education
Upshur County Safe Structures & Sites Board --- (Jeff Wamsley --- 06-30-12) --- Fire Chief
Upshur County Safe Structures & Sites Board --- (Dr. Ramirez --- 06-30-12) --- County
Upshur County Safe Structures & Sites Board --- (Mary Anne Newman --- 06-30-12) --- County
Upshur County Solid Waste Authority --- (Robert Wines - 06-30-12) - Soil Conservation District

Next Regular Meeting of the Upshur County Commission
May 17, 2012 --- 09:00 a.m.
Upshur County Courthouse Annex