Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 9, 2014

9:00   Moment of Silent Meditation --- Pledge of Allegiance
       • Approval of Minutes: December 19, 2013
       • Election of Commission President for 2014 Calendar Year
       • Establish Date and Time for Regular Commission Meetings
       • Establish Hours of Operation for Upshur County Courthouse
       • Approval of 2014 Holiday Schedule and Administrative Closures
       • Consider Commissioner Board Appointments:
         o Community Corrections Board
         o Farmland Preservation Board
         o Lewis-Upshur Emergency Planning Committee
         o Mountain CAP of West Virginia, Incorporated
         o Region VI Work Force Investment Board – LEO
         o Region VII Planning & Development Council
         o Upshur County 4-H Foundation
         o Upshur County Development Authority
         o Upshur County Enhanced Emergency Telephone Advisory Board
         o Upshur County Extension Service Committee
         o Upshur County Fire Board Incorporated
         o Upshur County Senior Center Board
         o Upshur County Family Resource Network
         o Upshur County Youth Council, Incorporated (SYC)

9:30   David Coffman, Sheriff of Upshur County
       • Discussion Regarding Part-Time Temporary Deputy Employment

13:00  Steve Linger, Comm Center Director
       • Review of Matters Regarding Functions and Procedures of Upshur County Communication Center
       • Review to be in Executive Session Per WV Code 6-9A-4

6-9A-4. Exceptions.
(a) The governing body of a public agency may hold an executive session during a regular, special or emergency meeting, in accordance with the provisions of this section. During the open portion of the meeting, prior to convening an executive session, the presiding officer of the governing body shall identify the authorization under this section for holding the executive session and present it to the governing body and to the general public, but no decision may be made in the executive session.
(b) An executive session may be held only upon a majority affirmative vote of the members present of the governing body of a public agency. A public agency may hold an executive session and exclude the public only when a closed session is required for any of the following actions:
(2) To consider:
(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.

14:30  Lisa Unger, Former E911 Dispatcher
   • Exit Interview
   • Discussion to be in Executive Session Per WV Code 6-9A-4

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

1. Approval of Resignation --- Sherrie McDaniels, Upshur County Administrative Assistant, Effective December 20, 2013

2. Authorization for the Property Tax Department and/or the Office of the Upshur County Assessor to Make Changes to Real, Personal, and/or Mineral Valuations through January 30, 2014. Any Change in Valuation Made After January 30, 2014 is to be Reported to the County Commission Sitting as the Board of Equalization & Review

3. Approval of Recommendation for the Removal of Tina K. Miller Jones as Executrix of the Estate of Vincent W. Miller, Deceased, and Appointment of Sheriff of Upshur County as the Administrator of the Estate

4. Approval and Authorization for President to Sign Grant Contract and Related Documentation with the West Virginia Development Office --- Disabled American Veterans Chapter 36 --- Community Participation Grant 13-LEDA-0713 --- $8,000

5. 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 Upshur County Board of Education --- Appointment of Dr. Tammy Samples to Upshur County Parks and Recreation Advisory Board --- Term Jun 30, 2013 - June 30, 2015

2. Correspondence from Dominion Managing Director --- Pipeline Safety and Digging Information


4. Upshur County E911 Communication Center Reports --- December 2013
   - Monthly Call Summary Report
   - Monthly Departmental Summary Report
   - Monthly & YTD Wrecker Report

5. Agendas and/or Notice of Meetings:
   - Upshur County Development Authority January 8, 2014
   - Upshur County Family Resource Network January 13, 2014
   - Upshur County Solid Waste Authority January 13, 2014
   - Community Corrections January 13, 2014
   - Elkins Road Public Service District January 14, 2014 *(rescheduled from Jan 7, 2014)*

6. Meeting Minutes:
   - Upshur County Development Authority November 13, 2013
   - Upshur Citizen Corp Council Minutes December 11, 2013

7. Board of Equalization & Review
   - January 30, 2014 1:00 pm Thursday – Review Property Books – No Appointments
   - February 3, 2014 9:00 am Monday
   - February 6, 2014 9:00 am Thursday
   - February 7, 2014 9:00 am Friday
   - February 12, 2014 9:00 am Wednesday
   - February 18, 2014 9:00 am Tuesday – Mineral Hearings
   - February 19, 2014 9:00 am Wednesday
   - February 20, 2014 1:00 pm Thursday – Adjourn

8. Meetings:
   - 01/02/14 7:00 p.m. Banks District VFD
   - 01/02/14 7:00 p.m. Selbyville VFD
   - 01/07/14 6:00 p.m. Hodgesville PSD
   - 01/07/14 6:00 p.m. Elkins Road PSD *(Rescheduled due to weather – Jan 14, 2014)*
   - 01/08/14 12:00 p.m. Upshur County Senior Center Board
   - 01/08/14 1:30 p.m. Upshur County Conventions & Visitors Bureau
   - 01/08/14 6:00 p.m. Upshur County Citizens Corp - CERT
• 01/08/14 7:30 p.m. Warren District VFD
• 01/09/14 1:00 p.m. Adrian PSD
• 01/09/14 3:00 p.m. Tennerton PSD
• 01/09/14 4:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
• 01/09/14 7:30 p.m. Buckhannon VFD
• 01/10/14 7:00 a.m. Buckhannon Upshur Airport Authority
• 01/13/14 12:00 p.m. Upshur County Family Resource Network
• 01/13/13 4:30 p.m. Upshur County Solid Waste Authority
• 01/13/14 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
• 01/13/14 6:00 p.m. Lewis-Upshur-Braxton Community Corrections Board
• 01/13/14 6:00 p.m. Buckhannon-Upshur Watershed Association
• 01/14/14 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
• 01/14/14 7:00 p.m. Adrian VFD
• 01/14/14 7:00 p.m. Ellamore VFD
• 01/15/14 12:00 p.m. Lewis Upshur LEPC
• 01/16/14 6:30 p.m. Upshur County Youth Camp Board
• 01/16/14 6:30 p.m. Upshur County Fire Board
• 01/18/14 7:00 a.m. Upshur County Development Authority – Exec. Board (cancelled)
• 01/19/14 6:00 p.m. Washington District VFD
• 01/20/14 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
• 01/20/14 7:00 p.m. Upshur County Fair Association
• 01/21/14 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
• 01/21/14 4:00 p.m. Upshur County Public Library Board
• 01/22/14 7:00 a.m. Upshur County Development Authority – Full Board
• 01/23/14 4:00 p.m. Upshur County Farmland Preservation Board
• 01/27/14 10:00 a.m. Mountain CAP of West Virginia, CDC
• TBA 6:00 p.m. Upshur County Fire Fighters Association
• January 2014 6:00 p.m. Region VII Planning & Development Council
• 02/26/14 10:00 a.m. James W. Curry Advisory Board

9. Appointments Needed or Upcoming:
• Upshur-Buckhannon Health Dept --- (Vacant Position --- 06-30-13) --- Washington District
• Upshur County Fire Board --- (Vacant Position ---06-30-13) --- County

Next Regular Meeting of the Upshur County Commission
January 16, 2014 --- 09:00 a.m.
Upshur County Courthouse Annex