Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 25, 2012

09:00 Moment of Silent Meditation --- Pledge of Allegiance
  • Approval of Minutes: October 18, 2012

09:00 Joyce Harris-Thacker, Upshur County Family Resource Network
  • Request that the Upshur County Commission Provide Payroll Services for a Temporary
    Substance Abuse Prevention Grant Employee

09:15 Proclamation – Pancreatic Cancer Awareness Month

14:00 James Bryson VanNostrand, VanNostrand Architects
  • Cost Allocation for the E911 Project

Items for Discussion / Action / Approval:

1. Approve Submission of Records Preservation & Management Grant for the Benefit of the Office of
   the Circuit Clerk

2. Approve Upshur County Financial Statement for Fiscal Year Ended June 2012

3. Approve Employment of Early Voting Clerks

4. Authorize ACH Withdraws for Retirement and Other Contributions for Public Employees Retirement
   System (PERS) & Deputy Sheriff Retirement Fund (DSRF)

5. Authorize President to Sign Grant Contract and Related Documentation Related to the Community
   Partnership Grant ($4,000) for the Warren District Volunteer Fire Department

6. Resignation --- Jamie Queen as the Worthless Check Clerk located in the Magistrate Clerk Office as
   of October 18, 2012

7. Employment of Animal Control Officer --- Effective 11/13/2012 at the Rate of $9.00 Per Hour
   (May Require an Executive Session Per WV Code 6-9A-4 to Review and Discuss Applications)

8. Approve Moratorium through January 1, 2015 for Changes to Current Road and/or Street Names
   with an Effective Date of October 25, 2012

9. Review of Property Tax Book(s) Before Consideration in the Establishment of Upshur County
   Appraisal-Assessment Advisory Board

§7-1-3l. Authority to establish county appraisal-assessment board; functions and duties of board; duties of assessor.
In addition to all other powers and duties now conferred by law upon county courts, such courts are hereby authorized and
empowered to establish a county appraisal-assessment advisory board. The purpose for which this board is created is to
enable the county court, acting as the board of review and equalization, to better perform its duties in reviewing property
assessments and to better inform the public with regard to assessments generally. The board is hereby authorized to review
all appraisals made by the state tax commissioner under the provisions of section four, article nine-a, chapter eighteen of the
code and all assessments made by the assessor and to submit to the county court all pertinent data and information gathered
by the appraisal-assessment advisory board. The county assessor is hereby designated the secretary of the board. The
assessor shall attend all meetings of the board. He shall keep record of all proceedings and shall transmit a copy of all such
proceedings to the county court. The assessor shall also perform such other reasonable duties as may be required of him by
the board.
For Your Information:
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Agendas and/or Notice of Meetings:
   - James W. Curry Advisory Board  
     October 24, 2012  
     Page 3
   - Lewis-Upshur LEPC  
     October 17, 2012  
     Page 4
   - Upshur County Development Authority  
     October 24, 2012  
     Page 5
   - Upshur County Farmland Protection Board  
     October 25, 2012  
     Page 6

2. Meeting Minutes and/or Financial Reports:
   - Adrian Public Service District  
     September 23, 2012  
     Page 7-8
   - Lewis-Upshur LEPC  
     September 19, 2012  
     Page 9
   - Lewis-Upshur LEPC  
     October 17, 2012  
     Page 10
   - Upshur County Development Authority  
     September 26, 2012  
     Page 11-13
   - Upshur County Public Library Board  
     September 25, 2012  
     Page 14

3. Meetings:
   - 10/25/12 4:00 p.m.  
     Upshur County Farmland Preservation Board
   - 10/29/12 6:00 p.m.  
     Upshur County Firefighters Association
   - TBA 12:00 p.m.  
     Buckhannon-Upshur Chamber of Commerce
   - TBA 6:00 p.m.  
     Buckhannon River Watershed Association
   - 11/01/12 7:00 p.m.  
     Banks District Volunteer Fire Department
   - 11/01/12 7:00 p.m.  
     Selbyville Volunteer Fire Department
   - 11/05/12 12:00 p.m.  
     Upshur County Family Resource Network
   - 11/06/12 6:00 p.m.  
     Hodgesville Public Service District
   - 11/06/12 6:00 p.m.  
     Elkins Road Public Service District
   - 11/07/12 12:00 p.m.  
     Upshur County Senior Center Board
   - 11/08/12 1:00 p.m.  
     Adrian Public Service District
   - 11/08/12 3:00 p.m.  
     Tennerton Public Service District
   - 11/08/12 6:30 p.m.  
     Upshur County Safe Sites & Structures Ordinance Board
   - 11/08/12 7:30 p.m.  
     Buckhannon Volunteer Fire Department
   - 11/09/12 7:00 a.m.  
     Buckhannon Upshur Airport Authority
   - 11/12/12 4:30 p.m.  
     Upshur County Solid Waste Authority
   - 11/13/12 8:30 a.m.  
     Election Canvass
   - 11/13/12 7:00 p.m.  
     Adrian Volunteer Fire Department
   - 11/13/12 7:00 p.m.  
     Ellamore Volunteer Fire Department
   - 11/14/12 7:00 a.m.  
     Upshur County Development Authority – Exec. Board
   - 11/14/12 1:30 p.m.  
     Upshur County Conventions & Visitors Bureau
   - 11/14/12 7:30 p.m.  
     Warren District Volunteer Fire Department
   - 11/15/12 6:30 p.m.  
     Upshur County Youth Camp Board
   - 11/15/12 6:30 p.m.  
     Upshur County Fire Board
   - 11/18/12 6:00 p.m.  
     Washington District Volunteer Fire Department
   - 11/19/12 6:00 p.m.  
     Buckhannon-Upshur Recreational Park Advisory Board
   - 11/19/12 7:00 p.m.  
     Upshur County Fair Association
• 11/20/12 10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development
• 11/20/12 5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
• 11/21/12 7:00 p.m.  Lewis Upshur LEPC
• 11/26/12 6:00 p.m.  Upshur County Firefighters Association
• 11/27/12 4:00 p.m.  Upshur County Public Library Board
• 11/28/12 7:00 a.m.  Upshur County Development Authority – Full Board
• 11/28/12 10:00 a.m.  James W. Curry Advisory Board
• 11/29/12 4:00 p.m.  Upshur County Farmland Preservation Board
• 12/2012 6:00 p.m.  Lewis-Upshur-Braxton Community Corrections Board
• 01/2013 6:30 p.m.  Region VII Planning & Development Council

4. 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
   • 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
   • Upshur County Solid Waste Authority --- (Robert Wines - 06-30-12) - Soil Conservation District

Next Regular Meeting of the Upshur County Commission
   November 01, 2012 --- 09:00 a.m.
   Upshur County Courthouse Annex