Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 01, 2012

09:00 Moment of Silent Meditation --- Pledge of Allegiance
  • Approval of Minutes: October 25, 2012

13:00 James Bryson VanNostrand, VanNostrand Architects
  • Cost Allocation for the Recent Construction Project(s)

Items for Discussion / Action / Approval:

1. Approve Upshur County Financial Statement for Fiscal Year Ended June 2012 Separate Cover

2. Approve Employment of Two Additional Early Voting Clerks Separate Cover

3. Approve Engagement Letter with the Office of the State Auditor for Audit Services for the Fiscal Year Ended June 30, 2012 Page 1-6

4. Approval of Volunteers:
   • David A. Wellman --- Lewis-Upshur Local Emergency Planning Committee
   • Debra J. Groggs; Mary L. Albaugh; Arlene R. Smith; Christy A. Bush --- Office of Emergency Management - CERT

5. Authorize President to Sign the Project Completion and Certification Report for Reimbursement from FEMA Page 7-44

6. 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.

7. 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. Information from the National Association of Counties (NACo) and the County Commissioners’ Association of West Virginia (CCAWV) – Federal Budget Sequestration 101 – Perspectives through the County Lens Page 45-75
2. Correspondence from the County Commissioners’ Association of West Virginia:
   - Educational - Training Conference --- November 28th-30th --- Bridgeport  
   - Regional Meeting Agenda & Schedule

3. Correspondence from the West Virginia Ethics Commission:
   - WV Ethics Act – Prohibited Interest in a Public Contract
   - WV Ethics Commission- How to Seek a Contract Exemption

4. Employee Wage Information - Workers’ Compensation Classification Codes

5. State of Emergency Proclamation Issued by the Governor

6. State of Emergency Declaration Issued by the County Commission

7. Agendas and/or Notice of Meetings:
   - Upshur County Farmland Protection Board December 13, 2012
   - Upshur County Solid Waste Authority November 13, 2012

8. Meeting Minutes and/or Financial Reports: None

9. Meetings:
   - 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
   - 11/13/12 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
Upshur County Public Library Board
11/27/12 4:00 p.m.

Upshur County Development Authority – Full Board
11/28/12 7:00 a.m.

James W. Curry Advisory Board
11/28/12 10:00 a.m.

Upshur County Farmland Preservation Board
11/29/12 4:00 p.m.

Lewis-Upshur-Braxton Community Corrections Board
12/2012 6:00 p.m.

Region VII Planning & Development Council
01/2013 6:30 p.m.

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 --- (Richard 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 08, 2012 --- 09:00 a.m.
Upshur County Courthouse Annex