Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 08, 2012

09:00  Moment of Silent Meditation --- Pledge of Allegiance
   • Approval of Minutes: November 01, 2012

10:30 Joe Leighton --- Red Clay Development of West Virginia, LLC
   • Upshur Townhouses LP Housing Project

13:00 Upshur County Policy Board --- Elected Officials Meeting

14:00 Upshur County Departmental Supervisors Meeting

15:30 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. Provide Payroll and Related Services for the Upshur County Family Resource Network as Requested for the Employment of Amanda Hayes as Part-Time Grant Coordinator – Substance Abuse Prevention Services (SAPS) --- Funding Provided by West Virginia Department of Health & Human Resources for Behavioral Health & Health Facilities --- Effective November 11-08-2012 at the rate of $10.00 Per Hour

3. Review State of Emergency Declaration --- Consider Date for Cancellation

4. Approval of Community Proclamation --- Action Will be In Executive Session

   **§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:
      (10) To avoid the premature disclosure of an honorary degree, scholarship, prize or similar award;

5. 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.
6. Confirm Action Taken on Sunday, November 4, 2012 in the Relocation of:
   - Precinct #4 – Arlington Community Building to Rock Cave Elementary School
   - Precinct #25 – Alton-French Creek Elementary School to WV National Guard Armory
   - Precinct #27A – French Creek Elementary School to WV National Guard Armory
   - Precinct #27L – French Creek Elementary School to WV National Guard Armory

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. Monthly Building Permit Report  October 2012

2. Upshur County E911 Communication Center Reports:
   - Monthly Call Summary Report  October 2012
   - Monthly Departmental Call Report  October 2012
   - Monthly Wrecker Log Rotation Report  October 2012

3. Agendas and/or Notice of Meetings:
   - Upshur County Convention & Visitors’ Bureau  November 14, 2012

4. Meeting Minutes and/or Financial Reports: None

5. 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
• 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 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

6. 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 15, 2012 --- 09:00 a.m.
Upshur County Courthouse Annex

November 22, 2012 --- No Meeting Scheduled
November 29, 2012 --- No Meeting Scheduled