Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: July 19, 2012

09:00 Moment of Silent Meditation --- Pledge of Allegiance
• Approval of Minutes: July 12, 2012

10:45 Melissa Matheny, Summit Engineering
• Review of Available Services for County Governments

13:30 Interviews for Assistant County Administrator --- 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.

(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;

Items for Discussion / Action / Approval:

1. Consider Establishment of Upshur County Appraisal-Assessment Advisory Board --- Discuss Request from Helen R, Phillips, Assessor of Upshur County, to Conduct Meeting with Various Representatives from the Upshur County Assessor’s Office and the State Tax Department

§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.

2. Approve Replacement of High Voltage Cable at the Upshur County Parks & Recreation Facility from the Pool Transformer to the Transformer that Services the Pavilion Area ($12,750) --- Emergency Repairs Were Authorized by the County Administrator and Director of Facility Operations

3. Consider Replacement of Transformer at the Pool Facility – If Approved, Work to be Completed by ElectroTech ($11,350) as Scheduled by the Director of Facility Operations

4. Authorize the County Administrator and the Director of Facility Operations to Purchase Maintenance Vehicle – Cost not to Exceed $15,000

5. Approval of Justice Assistance Grant ($20,000) to Assist in Funding the Prevention Resource Officer Position at the Buckhannon-Upshur Middle School
6. Authorize the President to Sign Deed and Related Documentation Regarding the Settlement of the Civil Action 10-C-42 --- Allohak Council Incorporated  

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7. Approve Request from the Upshur County Community Educational Outreach Service Clubs (CEOS) to Use the Courthouse & Annex Plaza Areas on Friday, September 7, 2012  

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8. Consider Request from Steven M. Linger, E911 Director, to Assign Terminal Agency Coordinator (TAC) Duties to Carol J. Dean, E911 Dispatcher, and Increase Hourly Rate by Fifty Cents ($0.50)  

9. Consider Request From Steven M. Linger, E911 Director, to Appoint Cecilia Stewart, E911 Dispatcher, as Supervisor-In-Training for the Communications Center and Increase Hourly Rate by Fifty Cents ($0.50)  

10. Approve Reductions in Wage and Salary Amounts for the Community Corrections Program Staff to the 2011-2012 Fiscal Levels --- Grant Did Not Fund Wage Increases  

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12. 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 the West Virginia Development Office Concerning the Final Performance Report for the 2008 Fiscal Year Small Cities Block Grant for the Upshur County Development Authority Industrial Park Sewer Extension  

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2. Correspondence from Work Force West Virginia Regarding Unemployment Compensation Payments and/or Awards  

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3. Correspondence from the West Virginia Courthouse Facilities Improvement Authority Regarding Statewide Courthouse Study  

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4. Regional Jail Cost Information  

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5. Dog Warden Activity Report  

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6. Feline Activity Report  

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7. Upshur County Communication Center Reports:  

- Monthly Call Summary Report  
- Monthly Departmental Call Summary Report  
- Monthly Wrecker Rotation Report  

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8. Agendas and/or Notice of Meetings:  

- City of Buckhannon  

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9. Meeting Minutes and/or Financial Reports:
   - Adrian Public Service District April 12, 2012  Page 51
   - Adrian Public Service District May 10, 2012  Page 52-53
   - Adrian Public Service District June 08, 2012  Page 54
   - Adrian Public Service District June 14, 2012  Page 55
   - Adrian Public Service District June 22, 2012  Page 56-57
   - Upshur County Citizens Corp July 11, 2012  Page 58-59

10. Meetings:
   - 07/02/12 6:00 p.m. Elkins Road Public Service District
   - 07/03/12 6:00 p.m. Hodgesville Public Service District
   - TBA 12:00 p.m. Upshur County Senior Center Board
   - 07/05/12 7:00 p.m. Banks District Volunteer Fire Department
   - 07/05/12 7:00 p.m. Selbyville Volunteer Fire Department
   - 07/09/12 12:00 p.m. Upshur County Family Resource Network
   - 07/09/12 4:30 p.m. Upshur County Solid Waste Authority
   - 07/09/12 6:00 p.m. Community Corrections Board
   - 07/09/12 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
   - 07/10/12 7:00 p.m. Ellamore Volunteer Fire Department
   - 07/10/12 7:00 p.m. Adrian Volunteer Fire Department
   - TBA 7:00 a.m. Upshur County Development Authority – Executive Board
   - 07/11/12 1:30 p.m. Upshur County Conventions & Visitors Bureau
   - 07/11/12 7:30 p.m. Warren District Volunteer Fire Department
   - 07/12/12 1:00 p.m. Adrian Public Service District
   - 07/12/12 3:00 p.m. Tennerton Public Service District
   - 07/12/12 6:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
   - 07/12/12 7:30 p.m. Buckhannon Volunteer Fire Department
   - 07/13/12 7:00 p.m. Buckhannon Upshur Airport Authority
   - 07/15/12 6:00 p.m. Washington District Volunteer Fire Department
   - 07/16/12 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
   - 07/16/12 7:00 p.m. Upshur County Fair Association
   - 07/17/12 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
   - 06/19/12 4:00 p.m. Upshur County Public Library Board
   - 07/17/12 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
   - 07/17/12 4:00 p.m. Upshur County Public Library Board
   - 07/18/12 7:00 p.m. Lewis Upshur LEPC --- Lewis EMS
   - 07/19/12 6:30 p.m. Upshur County Youth Camp Board
   - 07/19/12 6:30 p.m. Upshur County Fire Board
   - 07/25/12 10:00 a.m. James W. Curry Advisory Board
   - 07/26/12 4:00 p.m. Upshur County Farmland Preservation Board
   - 07/30/12 6:00 p.m. Region VII Planning & Development Council
   - 08/01/12 12:00 p.m. Upshur County Development Authority – Annual Meeting
   - TBA 6:00 p.m. Buckhannon River Watershed Association

11. 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
Next Regular Meeting of the Upshur County Commission  
July 26 2012 --- 09:00 a.m.  
Upshur County Courthouse Annex