Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 19, 2015

9:00 a.m.  Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• November 5, 2015

9:15 a.m.  Riley Queen and Caitlyn Lampinen – Presentation of Backpack Food Drive for Academy Elementary School

9:30 a.m.  Discussion regarding property located in Union Tax District – Tax Map 6H – Parcel Number 68 owned by Philip Lantz
Discussion regarding property located in Meade Tax District – Tax Map 3K – Parcel Number 51, 52, 52.1 and 52.3 owned by John R. Simons and Rita F. Simons

9:45 a.m.  James Bostic – West Virginia Beef Industry Lease Agreement

10:00 a.m.  April Keating – Mountain Lakes Preservation Alliance – Discussion regarding concerns over gas infrastructure and the proposed Atlantic Coast Pipeline in Upshur County

1:00 p.m.  Supervisor Meeting

2:00 p.m.  Policy Board Meeting

Items for Discussion / Action / Approval:

1. Approval of “Request for Bids” for pest control services. All sealed bids must be received no later than 9:00 a.m. on December 3, 2015. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 10:00 a.m. on Thursday, December 3, 2015.

2. Correspondence from Terry D. Reed announcing his resignation as a member of the Upshur County Deputy Civil Service Commission.

3. Approval and signature of Staley Communications, Inc. Service Agreement and Attachment “A” for Upshur County 911. Upon approval, terms of service would begin December 1, 2015 and end November 30, 2016 and would cover the consoles and back room equipment at the 911 Center in addition to providing 24/7 service, parts and labor. The monthly total for this service would be $960.

4. Approval and signature of Valley Business Systems Service Contract for a machine located at the Upshur County E911 Center. Annual charges would be $540 and the terms of service would begin October 1, 2015 and end September 31, 2016. Coverage includes parts, labor, mileage, inspections and consumable supplies that are not excluded. Exclusions include paper, staples and computer/networking services.

5. Appointment of JC Raffety as a Commission representative at various Atlantic Coast Pipeline, or other pipeline, related meetings.
6. Approval and signature of letter to Amy W. Tenney regarding property located in Buckhannon Tax District – Tax Map 5 --- Parcel Number 30. This letter informs the property owner that a member of the Upshur County Sheriff’s Department will visit the property on or about the 15th day of each month and complete an inspection report to ensure progress is being made at the property.

7. Signature of correspondence to EBSO, Inc. regarding the payment of medical expenses incurred by an employees’ dependent in 2012.

8. Correspondence from Tappan Squires, Buckhannon Swim Club Team Representative, requesting permission to host the North Central WV Swim Association Championship Meet at the Splash Williams Recreational Park Pool on July 22nd and 23rd, 2016.

9. Correspondence from James T. Farrell, Office of Emergency Management Director, requesting approval and signature of the West Virginia Department of Military Affairs and Public Safety “Application for Authorization to Designate a Vehicle as an Emergency Vehicle in Order to Use Red Flashing Emergency Lights”. The approval of this application would authorize the use of red, flashing warning lights in accordance with WV Code §17C-15-26 for the 2008 Ford F-250 utilized by the local Office of Emergency Management.

10. Approval for Carrie Wallace, County Administrator, to serve as the fiscal agent for the State of WV Department of Military Affairs & Public Safety Homeland Security State Administrative Agency Sub-Grant Award in the sum of $6,000 for sub-grant period November 1, 2015 through March 31, 2016. Approval of fiscal agent’s signature of 2015 Sub-Grant Application, Eligibility Certification and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.


12. Approval of advertisement for the part-time Deputy Director of Emergency Management position with the Office of Emergency Management working 19.5 hours per week at the pay wage rate of $11.00 per hour. Applications will be accepted until the position is filled.

13. Approval of advertisement for the full-time Animal Control Officer position. The starting rate of pay will be $11.00 per hour and increase to $12.00 per hour after required certifications are obtained.

14. Applications must be received on or before the close of business on November 30, 2015.


16. Approval of Application for Donated Leave --- Lacy M. Harbert.

17. Correspondence from Amanda Woody announcing her resignation as legal assistant, effective November 20, 2015.

18. Approval of advertisement for the legal assistant position in the Prosecuting Attorney’s office with a starting rate of up to $11.75 per hour. Position is full-time; however, may be filled as a part-time
position, depending upon qualifications and circumstances of the applicants. Applications must be received by noon on December 30, 2015.

19. Correspondence from R. Dennis Xander submitting his letter of interest to be reappointed to serve on the Upshur County Building Commission for another five year term effective November 11, 2015. Upon approval, Mr. Xander’s new term would expire on November 10, 2020.

20. 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 Tabatha R. Perry, Assistant County Administrator, to Philip Lantz regarding property located in Union Tax District – Tax Map 6H – Parcel Number 68. This letter informed the property owner that the Commission would be meeting to discuss corrective action that needs to be taken to the property at 9:30 a.m. on November 19, 2015 during the regularly scheduled meeting in the Commission Meeting Room.

2. Correspondence from Tabatha R. Perry, Assistant County Administrator, to John R. Simons and Rita F. Simons regarding property located in Meade Tax District – Tax Map 3K – Parcel Number 51, 52, 52.1 and 52.3. This letter informed the property owners that the Commission would be meeting to discuss corrective action that needs to be taken to the property at 9:30 a.m. on November 19, 2015 during the regularly scheduled meeting in the Commission Meeting Room.

3. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority, announcing that the financial assistance request for courthouse improvements has been approved. The project involves the repair and replacement of the roof around the dome and the repair of damaged wooden structure on the main courthouse. The maximum amount of the award is $81,291.00 with the County to make a 20% funding match.

4. Correspondence from James S. Hollen, III, PE, City Engineer and Thomas E. Landis, Water Treatment Plant Supervisor regarding the City of Buckhannon’s water treatment plant improvement project and maintenance and scheduling concerns.

5. Correspondence from Joshua B. Wootfer, Justice Programs Monitor for the Division of Justice and Community Services Department of Military Affairs and Public Safety, announcing that a member of the Division of Justice and Community Services staff will be visiting on December 7, 2015 at 12:30 p.m. to meet with the Prevention Resource Officer, project director and fiscal officer for the WV Justice Assistance Grant.

6. Correspondence from Mark W. Matkovich, State Tax Commissioner, certifying that Helen R. Philipps, the former Assessor of Upshur County, and Donald W. Rice, the present Assessor of Upshur County, have substantially complied with the “assessor’s additional duties” as delineated in WV Code §7-7-6a, which entitles them to additional compensation.
7. Correspondence from Jacob E. Reger, 26th Judicial Circuit Judge, approving the expenditure of six hundred dollars ($600) from the Magistrate Court Fund for the modification of counsel tables in the Magistrate Courtroom.

8. Correspondence from Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission with the State of West Virginia Department of Revenue State Tax Department, notifying Donald W. Rice, Assessor of Upshur County, that his office is in compliance with the standards established by the Property Valuation Training and Procedures Commission.

9. Correspondence from Cheyenne Walters, 26th Judicial Circuit Community Corrections Program Director, announcing that during the Community Corrections Board Meeting conducted on November 16, 2015, Dennis J. Willett was approved to serve as the Public Defender Board Member representing Upshur County and Terri Flint was approved to serve as the Victim Advocate Board Member representing Lewis County.

10. Upshur County Building Permits – October 2015
11. Cat Report – October 2015
13. Upshur County Health Department Newsletter – November 2015

14. Agendas and/or Notice of Meetings
   • 26th Judicial Circuit Community Corrections November 16, 2015
   • Upshur County Fire Board, Inc. November 17, 2015
   • City Council of Buckhannon November 19, 2015

15. Meeting Minutes
   • Elkins Road Public Service District October 6, 2015
   • Adrian Public Service District October 8, 2015
   • Upshur County Solid Waste Authority November 9, 2015
   Board of Directors Meeting

16. Meetings
   • 12/03/15  7:00 p.m.  Banks District VFD
   • 12/03/15  7:00 p.m.  Selbyville VFD
   • 12/01/15  6:00 p.m.  Hodgesville PSD
   • 12/01/15  5:30 p.m.  Elkins Road PSD
   • 12/09/15  12:00 p.m. Upshur County Senior Center Board
   • 12/09/15  1:30 p.m.  Upshur County Conventions & Visitors Bureau – UCDA Office
   • 12/09/15  6:00 p.m.  Upshur County Citizens Corp - CERT
   • 12/09/15  7:30 p.m.  Warren District VFD
   • 12/10/15  1:00 p.m.  Adrian PSD—CANCELLED
   • 12/17/15  1:00 p.m.  Adrian PSD – Special Meeting
   • 12/10/15  3:00 p.m.  Tennerton PSD
   • 12/10/15  4:00 p.m.  Upshur County Safe Sites & Structures Ordinance Board
   • 12/10/15  7:30 p.m.  Buckhannon VFD
   • 12/10/15  4:00 p.m.  Buckhannon Upshur Airport Authority—meeting held at Airport
   • 12/14/15  12:00 p.m. Upshur County Family Resource Network
• 12/14/15  4:30 p.m.  Upshur County Solid Waste Authority
• 12/14/15  6:00 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
• 01/11/16  6:00 p.m.  Lewis-Upshur Community Corrections Board -- Upshur County
• 12/02/15  6:00 p.m.  Buckhannon River Watershed Association
• 12/15/15  10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development
• 12/08/15  7:30 p.m.  Adrian VFD
• 12/16/15  7:00 p.m.  Ellamore VFD
• 12/16/15  12:00 p.m.  Lewis Upshur LEPC --- Upshur location
• 12/20/15  6:30 p.m.  Upshur County Youth Camp Board
• 12/15/15  6:30 p.m.  Upshur County Fire Board
• 12/09/15  7:00 a.m.  Upshur County Development Authority -- Exec. Board
• 12/20/15  6:00 p.m.  Washington District VFD
• 12/21/15  12:00 p.m.  Buckhannon-Upshur Chamber of Commerce
• 12/15/15  5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
• 12/15/15  4:00 p.m.  Upshur County Public Library Board
• 12/24/15  4:00 p.m.  Upshur County Farmland Protection Board – CANCELLED
• TBA       TBA    Upshur County Farmland Protection Board -- Special Meeting
• 03/23/15  10:00 a.m.  James W. Curry Advisory Board
• TBA       6:00 p.m.  Upshur County Fire Fighters Association
• 12/17/15  6:00 p.m.  Buckhannon-Upshur Board of Health
• 12/07/15  10:00 a.m.  Mountain CAP of WV, CDC

17. Appointments Needed or Upcoming:
• Upshur County Fire Board (Vacant Position – 6-30-16) --- 1st District Community Representative
• Upshur County Farmland Preservation Board (Vacant Position – 06-30-15) – At large -- Non Farming
• Buckhannon-Upshur Recreational Park Advisory Board (Vacant Position – 06-30-16) --BOE
• Upshur County Building Commission (R. Dennis Xander – 11-10-15) --- Commission
• Corridor H Authority (Vacant Position – 06-30-16) -- Commission

Tabled Items
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission
December 3, 2015 --- 9:00 a.m.
Upshur County Courthouse Annex

***ATTENTION*** The Commission meeting on Thursday, November 26, 2015 has been cancelled due to the Courthouse being closed for Thanksgiving Day