Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: December 8, 2016

9:00 a.m.  Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
  • November 17, 2016
  • December 1, 2016

9:30 a.m.  Cheyenne Walters, 26th Judicial Circuit Community Corrections Director – Request to trade the Center’s 2009 Ford Focus and the 2004 Ford Explorer for Cpl. Rolenson’s 2010 Ford Expedition. This trade would allow for the Day Report Center staff to transport clients to community service, counseling and other groups.

10:30 a.m.  WV Hospital Association “Winter Waters” Multi-Region Emergency Exercise at the Office of Emergency Management

Items for Discussion / Action / Approval:

1. Approval and Signature of Resolution of Participation for the West Virginia Certified Development Community (CDC) Program for the Upshur County Development Authority.

2. Approval and signature of “Order of the Upshur County Commission designating the property located in Corporation District, Upshur County – Lot 57, as the “Upshur County Administrative Annex” so that the Commission and the Commission’s staff shall be able to use the property for conducting its regular affairs including but not limited to holding meetings (excluding regular weekly meetings), holding meetings of the Board of Assessment Appeals, holding meetings of the Board of Review and Equalization and holding Budget Hearings.

3. Approval of Recommendation for the Removal of Thomas R. Ross, II as Executor of the Estate of Susan J. Osburn, deceased. This Recommendation has been made by Daya Masada Wright, Fiduciary Commissioner as a result of the lack of responsiveness to the Fiduciary Commissioner’s request to finalize the estate or tender an Annual Settlement. Upon approval, Thomas R. Ross, II will be removed as Executor, Mr. Ross’ bond as executor will be revoked, Mr. Ross will be responsible for turning over all documentation regarding the Estate to the Sheriff of Upshur County within 10 days of his removal and the Sheriff of Upshur County will be appointed as the Administrator of the Estate.

4. Approval and signature of Standard Form of Agreement Between Owner and Contractor for the Upshur County Public Library Roof Replacement dated November 29, 2016. The work consists of the demolition and replacement of the roof from the metal decking up and the installation of two new roof drains. The stipulated sum is $207,225.00, subject to additions and deductions as provided in the Contract Documents.

5. West Virginia Courthouse Facilities Improvement Authority Funding Award Notice announcing the maximum amount approved of $100,000 to be used to make the Circuit Courtroom ADA compliant. The funding period will commence January 1, 2017 and end December 31, 2017. Approval and signature of
Funding Assistance Contract Agreement Between the West Virginia Courthouse Facilities Improvement Authority and the Upshur County Commission and signature of the WV Courthouse Facilities Improvement Authority (CFIA) 14th Cycle Funding Recipient Check-Off List.

6. Correspondence from Kenneth Howell, on behalf of the Bailey Ridge Road Members, requesting the assistance to help in the process of obtaining a grant or grants for the Mount Hope Water System Association to fund an upgrade of the present waterline to include allowing the installation of fire hydrants along a new main waterline. A petition was delivered by the Bailey Ridge Road Members to the Mount Hope Water System Association and forwarded on to Senator Joe Manchin, Senator Shelley Moore Capito and WV House of Delegate Bill Hamilton.

7. Approval and signature of Promissory Note Modification Agreement for loan number 117358. An original Loan Agreement was made and entered into on November 30, 2015 in the amount of $25,788. As of the Modification Agreement Date, the outstanding principal balance on the Promissory Note is $17,405.63 plus accrued interest and charges. By mutual agreement, the maturity date will be modified to be November 30, 2017.

8. Approval and signature of Staley Communication, Inc. Service Agreement in the monthly amount of $960 for the E911 Communications Center. The agreement covers labor and travel time necessary to keep equipment operating properly and includes an annual preventative maintenance check at customer request.

9. Correspondence from Abbie Jo Golden, WVU Upshur County Extension Service 4-H Assistant, announcing her resignation effective December 16, 2016.

   Item may lead to Executive Session per WV Code §6-9A-4
   (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; or

10. Discussion and approval of full-time WVU Upshur County Extension Service 4-H Assistant advertisement. Applications are to be received before the close of business on Friday, January 13, 2017.

11. Correspondence from Doyle R. Cutright, E911 Communications Center Director, requesting the Commission to consider allowing three employees to carryover vacation time that exceeds the 80 hours of vacation time permitted to be carried over annually or pay the employee for any vacation hours that exceed the permitted annual carryover allowance. This request is the result of having to limit and/or deny employee vacation requests due to staffing levels.

12. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, 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 Dominic Santanna, Manager of the National Processing Center regarding the recent Public Protection Classification survey for Adrian Fpsa and the Warren District Fpsa, effective March 1, 2017. ISO’s Public Protection Classification Program plays an important role in the underwriting process at insurance companies.

2. Correspondence from Carrie L. Wallace, County Administrator, to Shenandoah Valley Group cancelling Upshur County’s dental and vision insurance policy with Guardian, effective January 1, 2017.

3. Upshur County Building Permits – November 2016


5. Newsletters and/or Event Notifications:
   - Buckhannon-Upshur Chamber of Commerce Newsletter – December 5, 2016
   - Worldwide Candle Lighting Program – 6:30 p.m. on December 11, 2016 at the Meditation Chapel located at WV Wesleyan College
   - Upshur County Family Resource Network Newsletter – December 2016

6. Agendas and/or Notice of Meetings:
   - Elkins Road PSD December 7, 2016
   - Buckhannon-Upshur Airport Authority December 8, 2016
   - Upshur County Solid Waste Authority December 12, 2016

7. Meeting Minutes:

8. Meetings:
   - 12/06/16 5:30 p.m. Elkins Road PSD
   - 12/06/16 6:00 p.m. Hodgesville PSD
   - 12/01/16 7:00 p.m. Banks District VFD
   - 12/01/16 7:00 p.m. Selbyville VFD
   - 12/12/16 12:00 p.m. Upshur County Family Resource Network
   - 12/12/16 4:30 p.m. Upshur County Solid Waste Authority
   - 12/12/16 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
   - 12/12/16 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
   - 12/13/16 7:30 p.m. Adrian VFD
   - 12/08/16 6:00 p.m. Buckhannon-Upshur Board of Health
   - 12/14/16 7:00 a.m. Upshur County Development Authority – Executive Board
   - 12/14/16 12:00 p.m. Upshur County Senior Center Board
   - 12/08/16 3:00 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
   - 12/14/16 6:00 p.m. Upshur County Citizens Corp – CERT
   - 12/14/16 7:30 p.m. Warren District VFD
   - 12/08/16 1:00 p.m. Adrian PSD
   - 12/08/16 3:00 p.m. Tennerton PSD
   - 12/08/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board - CANCELLED
9. Appointments Needed or Upcoming:

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

Next Regular Meeting of the Upshur County Commission
December 15, 2016 --- 9:00 a.m.
Upshur County Courthouse Annex

***ATTENTION*** The Commission meeting on Thursday, December 29, 2016 has been cancelled