Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 1, 2015

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 24, 2015 – Special Meeting

9:15 a.m. Carolyn Crozier, Regent, Elizabeth Zane Chapter, Daughters of the American Revolution – Presentation of Proclamation honoring the Daughters of American Revolution’s 125 Years of Service to America

9:30 a.m. Addie Helmick with Women’s Aid in Crisis—Presentation of Proclamation declaring the month of October as Domestic Violence Awareness Month

1:30 p.m. Tour of Courthouse campus with Rock Cave Elementary School students

4:00 p.m. Tour of Courthouse campus with Upshur County Home Schooled students

Items for Discussion / Action / Approval:

1. Recommendation to Overrule Thomas Harris’ Objection to the Probate Assets filed September 17, 2015 by Daya Masada Wright, Esq., Fiduciary Commission. Approval of Order Overruling Objection in regards to the Estate of Shirley J. Hamner, deceased.

2. Correspondence from Kristen Greg requesting the use of the Upshur County Commission Meeting Room on October 19, 2015 from 10:00 a.m. to 2:00 p.m. for a Sam’s Club Membership Drive.

3. Approval of Master Plan Document Amendment #5 amending the Upshur County Commission Employee Medical Benefits Plan revising the Schedule of Benefits. Approval of Employee health Reimbursement Plan Amendment #1 revising the HRA maximum annual contribution, the Health Reimbursement Benefits and Maximum Benefits. Approval of revised Summary of Benefits for coverage beginning on or after 7/1/2015.

4. Approval of Transitional Reinsurance Fee selection and Addendum to Administrative Service Agreement with EBSO. The fee for EBSO to handle the enrollment notification and payment process is $500 and $44 per participant. The purpose of the fee is to fund some of the mandated changes by requiring group health plans to pay this fee/tax over three years – 2014 through 2016.

5. First reading of Ordinance Granting a Renewal Franchise to Cequel III Communications II, LLC, a Delaware Limited Liability Company doing business as Suddenlink Communications, to Operate and Maintain a Cable System in the County of Upshur, West Virginia; and Setting Forth Conditions Accompanying the Grant of Franchise; Superseding All Previous Franchise Ordinances for the County Commission of Upshur County.

6. Correspondence from Bennie Nazelrod requesting to be reappointed to serve on the Upshur County Enhanced Emergency Telephone Board for another three year term effective July 1, 2015. Mr. Nazelrod’s new term would expire June 30, 2018.
7. Correspondence from Toni C. Newman announcing her resignation from her permanent part-time position with the County Clerk’s office, effective October 3, 2015.

8. Correspondence from Joyce Harris-Thacker, Upshur County Family Resource Network, announcing her resignation from the James W. Curry Library Board, effective immediately, and recommending the appointment of Lori Ulderich-Harvey, the new Upshur County Family Resource Network Director, to fill the vacancy.

9. Correspondence from Carrie L. Wallace, Upshur County Administrator, requesting the amendment of the James W. Curry Advisory Board’s appointments. This change will only affect Joyce Harris-Thacker’s term and will bring the appointments in compliance with the Advisory Board’s Bylaws.

10. Correspondence from Joe Malcomb, Fire Board President, requesting the employment of Toni Newman as part-time fire fee clerk at the pay wage rate of $15.00 per hour, effective October 5, 2015. Upon approval, Ms. Newman will work no more than an average 30 hours per week.

11. Correspondence from Carrie L. Wallace, Upshur County Administrator, requesting the promotion of Carol J. Dean, Michelle D. McIe and Doyle R. Cutright II from E911 Communication Center Telecommunicators to E911 Communication Center Supervisors, effective October 4, 2015. The interview committee also requests these individuals receive a $1.00 an hour raise for their additional responsibilities and a fifty cent raise to Cecilia Stewart who was compensated an additional fifty cents when she was previously promoted.

12. 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. Assessor’s Certificate of Compliance from Walt Helmick, Commissioner of Agriculture, regarding Donald W. Rice’s completion of the Farm Census of 2015, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.


3. Upshur County Sheriff’s Financial Statement for period ending August 2015


5. Agendas and/or Notice of Meetings
   - Community Corrections September 29, 2015
   - City Council of Buckhannon October 1, 2015
   - Upshur County Solid Waste Authority October 12, 2015
   - City County of Buckhannon October 21, 2015
6. Meeting Minutes

- Upshur County Fire Board Meeting August 18, 2015
- James W. Curry Library and Park Advisory Board August 26, 2015
- Upshur County Farmland Protection Board August 27, 2015
- Upshur County Fire Board Meeting August 31, 2015

7. Meetings

- 10/01/15 7:00 p.m. Banks District VFD
- 10/01/15 7:00 p.m. Selbyville VFD
- 10/06/15 6:00 p.m. Hodgesville PSD
- 10/06/15 5:30 p.m. Elkins Road PSD
- 10/14/15 12:00 p.m. Upshur County Senior Center Board
- 10/14/15 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 10/14/15 6:00 p.m. Upshur County Citizens Corp - CERT
- 10/14/15 1:00 p.m. Adrian PSD
- 10/14/15 3:00 p.m. Tennerton PSD
- 10/14/15 4:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 10/08/15 7:30 p.m. Buckhannon VFD
- 10/08/15 4:00 p.m. Buckhannon Upshur Airport Authority – meeting held at Airport
- 10/12/15 12:00 p.m. Upshur County Family Resource Network – CANCELLED
- 10/07/15 6:00 p.m. Buckhannon River Watershed Association
- 10/20/15 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 10/13/15 7:30 p.m. Adrian VFD
- 10/21/15 7:00 p.m. Ellamore VFD
- 10/21/15 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 10/18/15 6:30 p.m. Upshur County Youth Camp Board
- 10/20/15 6:30 p.m. Upshur County Fire Board
- 10/21/15 7:00 a.m. Upshur County Development Authority
- 10/07/15 7:00 a.m. Upshur County Development Authority – Exec. Board
- 10/18/15 6:00 p.m. Washington District VFD
- 10/19/15 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 10/19/15 10:00 a.m. UC Enhanced Emergency Telephone Advisory Board
- 10/19/15 5:00 p.m. Upshur County Public Library Board
- 10/22/15 4:00 p.m. Upshur County Farmland Protection Board
- 10/28/15 10:00 a.m. James W. Curry Advisory Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 10/15/15 6:00 p.m. Buckhannon-Upshur Board of Health
- 10/26/15 10:00 a.m. Mountain CAP of West Virginia, CDC
8. Appointments Needed or Upcoming:
   • Upshur County Fire Board (Vacant Position – 6-30-16) --- 1st District Community Representative
   • Source Water Protection Committee – County Representative – Must be PSD board member or employee

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

1. Upshur County Commercial Dog Breeding Operations, Upshur County Commercial Dog Breeder Permit Application and WV Commercial Breeder Biannual Checklist (tabled 9-3-2015)

Next Regular Meeting of the Upshur County Commission
   October 8, 2015 --- 9:00 a.m.
   Upshur County Courthouse Annex