Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: March 5, 2015

9:00 a.m.  Moment of Silent Meditation --- Pledge of Allegiance
   • Approval of Minutes: February 19, 2015
   • Approval of Minutes: Board of Review and Equalization,

9:10 a.m.  Todd Gunter, Field Representative for Sen. Shelley Moore Capito --- Introduction

9:15 a.m.  Micah Hitt-Hariss, Community Corrections Supervisor --- Approval and Signature of FY 16
   Community Corrections Grant and Lewis-Upshur Agreement

9:30 a.m.  Tim Higgins, County Resident --- Discussion of HB 2208 and SB 109

9:45 a.m.  Helen Phillips, Assessor --- Office Resignations
   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

10:00 a.m. Bid Opening and Award --- Upshur County Grounds Keeping

10:30 a.m. Exit Interview --- Kammie Markwood
   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

Items for Discussion / Action / Approval:

1. Request from Greg Hariss for employment of Dan Boone as full time Animal Control Officer. Mr.
   Boone’s employment would become effective March 15, 2015 at the rate of $11 per hour and increase
   to $12 per hour after completion of required training.

2. Approval of advertisement for full time temporary Pool Director. Employment period begins on or
   about May 11th and will continue through approximately August 30th. A Certified Pool Operator (CPO)
   license is required. Applications must be returned on or before April 3, 2015.

3. Request from Adrian PSD Board of Directors for appointment of Philip Petroski to the Adrian PSD
   board. If approved, Mr. Petroski would fill an unexpired term, expiring October 31, 2015.
4. Request from BAES 2nd Grade Teachers for a summer pool pass to be included in the Buckhannon Academy Elementary School’s Summer Fun Basket to raise money to pay for 2nd grade field trips.

5. Request from Buckhannon-Upshur Parks and Recreation Board for four one-day pool passes and two family pool passes to use as prizes for the Buckhannon-Upshur First Annual Hometown Olympics, to take place June 6-7, 2015 at the Buckhannon-Upshur Recreational Park.

6. Request from Circuit Court Judge Reger for appropriations from the Magistrate Court Fund to provide parking for every member of the magistrate court staff, as per WV Code §50-3-4(b)(3) and Rule 8(f) of the West Virginia Administrative Rules for Magistrate Courts.

7. Correspondence from Greg B. Harris, Safe Sites and Structures Permit/Ordinance Officer, requesting that the Commission order clean-up of case number 061214-01.

8. Approval and signature of Global Science & Technology quote for Dell PowerEdge T110 Server, in the amount of $1385.78, to be used for the James W. Curry Integrated Library Management System.

9. Approval and signature of Customer Service Agreement with Book Systems, Inc, in the amount of $7,430.00, for the James W. Curry Integrated Library Management System software warranty, maintenance, support and updates.

10. Approval of advertisement for full time positions in the Assessor’s Office. Applications must be returned on or before Monday, March 16, 2015.

11. 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 Debbie Thacker-Wilfong regarding the FY 2015-2016 Public Utility Values.

2. Correspondence from Circuit Court Judge Reger regarding Courthouse closure protocol.

3. Correspondence from Carol Jordan, WV CORP, regarding the 2015-2016 Workers’ Compensation Experience Modification Factor.

4. Correspondence from Suddenlink Communications regarding an increase in rates, effective with customers’ April 2015 billing cycle.

5. Correspondence from J. Burton Hunter III regarding Family Court Security concerns.

6. Correspondence from West Virginia Division of Labor offering workplace coverage under the WV Occupational Safety and Health Act.
7. Correspondence from Steptoe & Johnson requesting a Board of Assessment Appeals hearing in October, 2015, on behalf of CNX Gas Company, LLC.

8. Correspondence from Office of the Governor regarding National Disaster Resilience Competition Notice of Public Hearing and Invitation to Comment on Phase 1 Application.

9. Notice of Hearing for Bertha Virginia Smith Estate on April 9, 2015 at 1:00 pm.

10. Lewis-Upshur Animal Control Facility Adoption Financial Transactions --- January 2015

11. NACo Prescription Drug Discount Program --- January 2015


14. Family Resource Network Calendar of Events --- March 2015

15. Agendas and/or Notice of Meetings:
   - Buckhannon Upshur Airport Authority February 23, 2015
   - City Council --- Town Hall Meeting March 3, 2015
   - Family Resource Network March 9, 2015
   - Solid Waste Authority March 9, 2015

16. Meeting Minutes
   - Adrian PSD January 8, 2015
   - Fire Board January 20, 2015
   - Fire Board --- Special Meeting January 27, 2015
   - Family Resource Network February 9, 2015
   - Citizen Corp Council February 11, 2015

17. Meetings
   - 03/05/15 7:00 p.m. Banks District VFD
   - 03/05/15 7:00 p.m. Selbyville VFD
   - 03/03/15 6:00 p.m. Hodgesville PSD
   - 03/03/15 5:30 p.m. Elkins Road PSD
   - 03/11/15 12:00 p.m. Upshur County Senior Center Board
   - 03/11/15 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
   - 03/11/15 6:00 p.m. Upshur County Citizens Corp - CERT
   - 03/11/15 7:00 p.m. Warren District VFD
   - 03/12/15 1:00 p.m. Adrian PSD
   - 03/12/15 3:00 p.m. Tennerton PSD
   - 03/12/15 4:30 p.m. Upshur County Safe Sites & Structures Ordinance Board
   - 03/12/15 7:30 p.m. Buckhannon VFD
   - 03/12/15 4:00 p.m. Buckhannon Upshur Airport Authority – meeting held at Airport
   - 03/09/15 12:00 p.m. Upshur County Family Resource Network
   - 03/09/15 4:30 p.m. Upshur County Solid Waste Authority
• 03/09/15 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
• 03/09/15 6:00 p.m. Lewis-Upshur Community Corrections Board
• 03/04/15 6:00 p.m. Buckhannon River Watershed Association
• 03/17/15 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
• 03/10/15 7:00 p.m. Adrian VFD
• 03/11/15 7:00 p.m. Ellamore VFD
• 03/18/15 12:00 p.m. Lewis Upshur LEPC
• 03/19/15 6:30 p.m. Upshur County Youth Camp Board
• 03/17/15 6:30 p.m. Upshur County Fire Board
• 03/11/15 7:00 a.m. Upshur County Development Authority – Exec. Board
• 03/15/15 6:00 p.m. Washington District VFD
• 03/16/15 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
• 03/17/15 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
• 03/17/15 4:00 p.m. Upshur County Public Library Board
• 03/18/15 7:00 a.m. Upshur County Development Authority – Full Board
• 03/26/15 4:00 p.m. Upshur County Farmland Protection Board
• 03/23/15 10:00 a.m. Mountain CAP of West Virginia, CDC
• 03/25/15 10:00 a.m. James W. Curry Advisory Board
• TBA 6:00 p.m. Upshur County Fire Fighters Association

18. Budget Hearing Schedule
The Commission will hold budget hearings on the following dates. For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org.

- Monday, March 9th beginning at 1:00 p.m.
- Tuesday, March 10th beginning at 9:00 a.m.
- Wednesday, March 11th beginning at 9:00 a.m.
- Thursday, March 12th beginning at 11:00 a.m.
- Friday, March 13th beginning at 9:00 a.m.

19. Appointments Needed or Upcoming:
- Upshur County Safe Structures and Sites Board (Vacant Position – 6-30-14) --- Community
- Upshur County Enhanced Emergency Telephone Bd (Vacant Position – 06-30-13) --- Community
- Upshur County Civil Service Board (Vacant Position – 12-31-13) --- Commission

Next Regular Meeting of the Upshur County Commission
March 12, 2015 --- 09:00 a.m.
Upshur County Courthouse Annex