Upshur County Commission
Special Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 24, 2015

10:45 a.m.  Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
   • September 17, 2015

11:00 a.m.  Robert Grandusky --- Presentation regarding first responder concerns in Ellamore
Item may lead to Executive Session per WV Code §6-9A-4B
(A) For the purpose of conducting a hearing on a complaint, charge or grievance against a public officer or employee, unless the public officer of employee requests an open meeting. General personnel policy issues may not be discussed or considered in a closed meeting. Final action by a public agency having authority for the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of an individual shall be taken in an open meeting;

11:15 a.m.  Margaret Riggs with Community Educational Outreach Services – Presentation of West Virginia Breast Cancer Awareness Day and Breast Cancer Awareness Month Proclamation

11:30 a.m.  Bill Burns – Tate Communications, LLC – Review and approval of telecommunications system for E911 Communication Center and Office of Emergency Management

11:45 a.m.  Debbie Anderson --- Human Resource Development Foundation – Presentation on stream clean-up

Items for Discussion / Action / Approval:

1. Correspondence from John Ritchie, ASA, MAAA, of Menard Consulting, Inc. regarding actuarial consulting services in connection with Governmental Accounting Standards Board 45 financial reporting requirements. Fee for the Fiscal year 2015 Valuation is $1,900. Approval and signature of agreement between Menard Consulting, Inc. and the Upshur County Commission

2. Approval and signature of Employer Mandate Reporting Services Contract with MZQ Consulting, LLC to prepare and file Form 1094-C and Form 1095-Cs with the IRS on behalf of the Upshur County Commission and to provide an electronic file of the appropriate Form 1095-Cs to the Upshur County Commission for distribution to employees. The total estimated cost for 2015 is $3,520.

3. Approval and signature of Courthouse Facilities Improvement Authority Resolution and Grant Application in the amount of $87,336 to repair and/or replace the roof that surrounds the dome.

4. Correspondence from Evin C. Thomas, Program Director of the 26th Judicial Circuit Community Corrections, requesting Jerry Lewis, part-time Case Aide, be promoted to full-time Case Aide at his current wage rate of $10.07 per hour, effective September 14, 2015.

5. Correspondence from Joyce Harris-Thacker, Family Resource Director, requesting the employment of Lori B. Ulderich Harvey as part-time FRN Director at the wage rate of $19.50 per hour, effective September 28,
2015. Upon approval, Lori B. Ulderich Harvey will work no more than 19.5 hours per week. This position is processed through the Upshur County Commission payroll and the funds are reimbursed to the Upshur County Commission through the WV DHHR, Bureau of Children and Families/FRN Grant on a quarterly basis.

6. Approval of advertisement for part-time and full-time E911 telecommunicator (dispatch) positions at the starting pay wage rate of $11.00 per hour. Applications are being accepted; however positions may not be immediately available.

7. 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 Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, providing a preliminary estimate of the employer contribution rate in order to assist with the budgeting process. The estimated employer contribution percentage will increase from 13.5% to 14.5% effective July 1, 2016. Once the official contribution rate is determined, a letter will be sent to the Upshur County Commission.

2. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Public Service District Members regarding the vacancy on the Source Water Protection Committee. The Source Water Protection Committee meetings are held on the first Monday of each month at 3:30 p.m. at City Hall in Buckhannon.

3. Correspondence from Joe T. Scarberry, Supervisor, Office of Land and Streams, Division of Natural Resources, granting the Upshur County Commission for a period of one year a Right of Entry for the purpose of constructing a ten foot by sixty foot stream access ramp along the Buckhannon River, Buckhannon District, Upshur County, West Virginia.

4. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Dr. Stankus, Principal of Union Elementary School, providing the students with an update regarding their request for the installation of a traffic signal at the intersection of Kesling Mill Road and Route 33 in Upshur County, WV.

5. Correspondence from Jacob E. Reger, Judge of the 26th Judicial Circuit, apprising the Upshur County Commission of concerns he received regarding the accessibility of the Courtroom and the need to insure compliance with the Americans with Disabilities Act.

6. Adoption Financial Transactions – August 1, 2015 through August 31, 2015

7. Upshur County E911 Communication Center Reports --- August 2015
   - Monthly Call Summary Report
   - Monthly Departmental Summary Report
   - Monthly and YTD Wrecker Report

8. Statewide Transportation Improvement Program (STIP) FFY 2014-2019 Program Amendment
9. Agenda and/or Notice of Meetings
   - Lewis/Upshur LEPC  September 16, 2015

10. Meeting Minutes
    - Upshur County Farmland Protection Board       June 25, 2015
    - Upshur County Farmland Protection Board       July 23, 2015
    - Adrian Public Service District                August 13, 2015
    - Lewis/Upshur LEPC                             August 19, 2015

11. Meetings
    - 09/03/15  7:00 p.m.  Banks District VFD
    - 09/03/15  7:00 p.m.  Selbyville VFD
    - 09/01/15  6:00 p.m.  Hodgesville PSD
    - 09/01/15  5:30 p.m.  Elkins Road PSD
    - 09/09/15  12:00 p.m. Upshur County Senior Center Board
    - 09/09/15  1:30 p.m.  Upshur County Conventions & Visitors Bureau – UCDA Office
    - 09/09/15  6:00 p.m.  Upshur County Citizens Corp - CERT
    - 09/09/15  7:30 p.m.  Warren District VFD
    - 09/10/15  1:00 p.m.  Adrian PSD
    - 09/10/15  3:00 p.m.  Tennerton PSD
    - 09/10/15  4:30 p.m.  Upshur County Safe Sites & Structures Ordinance Board
    - 09/10/15  7:30 p.m.  Buckhannon VFD
    - 09/10/15  4:00 p.m.  Buckhannon Upshur Airport Authority—meeting held at Airport
    - 09/14/15  12:00 p.m. Upshur County Family Resource Network
    - 09/14/15  4:30 p.m.  Upshur County Solid Waste Authority
    - 09/14/15  6:00 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
    - 09/14/15  6:00 p.m.  Lewis-Upshur Community Corrections Board
    - 09/02/15  6:00 p.m.  Buckhannon River Watershed Association
    - 09/15/15  10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
    - 09/08/15  7:30 p.m.  Adrian VFD
    - 09/16/15  7:00 p.m.  Ellamore VFD
    - 09/16/15  12:00 p.m. Lewis Upshur LEPC --- Lewis location
    - 09/20/15  6:30 p.m.  Upshur County Youth Camp Board
    - 09/15/15  6:30 p.m.  Upshur County Fire Board
    - 09/09/15  7:00 a.m.  Upshur County Development Authority – Exec. Board
    - 09/20/15  6:00 p.m.  Washington District VFD
    - 09/21/15  12:00 p.m. Buckhannon-Upshur Chamber of Commerce
    - 09/15/15  5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
    - 09/22/15  4:00 p.m.  Upshur County Public Library Board
    - 09/24/15  4:00 p.m.  Upshur County Farmland Protection Board
    - 09/23/15  10:00 a.m. James W. Curry Advisory Board
    - TBA        6:00 p.m.  Upshur County Fire Fighters Association
    - 09/17/15  6:00 p.m.  Buckhannon-Upshur Board of Health

12. 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 1, 2015 --- 9:00 a.m.
Upshur County Courthouse Annex