

Upshur County Commission Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: January 25, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- January 18, 2018
- January 24, 2018 – Special Meeting

9:05 a.m. Heather Parke, Chief Tax Deputy—Final Disposition List for Tax Year 2016. Approval and signature of the Affidavit of Acceptance by the Upshur County Commission

11:15 a.m. Presentation of Certificate of Appreciation to Chad Corley, Store Manager at Lowe's of Buckhannon WV #1805, for the material donation Lowe's made to the Upshur County Youth Camp (*will take place at Lowe's in Buckhannon*)

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board

Items for Discussion / Action / Approval:

1. Correspondence from Charles M. Baisden, WV State Commander for the Military Order of the Purple Heart, requesting the issuance of a proclamation declaring Upshur County as a Purple Heart County. Mr. Baisden's goal is to have all 55 counties to issue this proclamation. Review, approval and signature of Proclamation.
2. Review and signature of Resolution recognizing and endorsing the Application for the Industrial Access Road leading in the Upshur County Industrial Park and to Weyerhaeuser for the Upshur County Development Authority, submitted to the WV Development Office for funding in the amount of \$310,000.
3. Approval and signature of correspondence to Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority, requesting an additional time extension for the completion of the Circuit Courtroom ADA Compliance project.
4. Correspondence from Kathy McMurray, President of the UCDA, requesting the appointment of Dustin Zickefoose, Assessor of Upshur County, to the UCDA Board. Upon approval, his term will begin on February 1, 2018 and expire on June 30, 2021.
5. Correspondence from Rob Hinton, Upshur County Development Authority Director, requesting reappointment to the Corridor H Authority. His current term expired on June 30, 2017. Upon approval, Mr. Hinton's new term would expire on June 30, 2021.

6. Review and signature of TASC cancellation request form, effective December 31, 2017. TASC will prepare and electronically file to the IRS the employer forms for the current tax filing year and continue to bill through the end of the IRS filing period.
7. Correspondence from Bethany Burkhardt, Tri-County Child Exchange & Visitation Program Site Supervisor, requesting the promotion of Patty Hardman to Site Supervisor, effective January 21, 2018. As Site Supervisor, Ms. Hardman will be paid \$9.50 an hour and work a maximum of 19 hours per week.
8. Correspondence from Kimbra Wachob, Assistant Director of the Upshur County Emergency Communications Center, announcing the resignation of Meagan Linger, full-time telecommunicator, effective January 10, 2018.
Item may lead to Executive Session per WV Code §6-9A-4
9. Correspondence from Kimbra L. Wachob, Upshur County Emergency Communications Center Assistant to the Director, requesting the employment of Betty DeLaura Courtney as full-time telecommunicator, effective January 29, 2018. Upon approval, Ms. Courtney's rate of pay will be \$11.00 per hour.
10. 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. Atlantic Coast Pipeline Advisory for Hunters and Trail Users
2. Correspondence from Catherine McCauley, Buckhannon-Upshur Middle School Counselor, regarding the food pantry and ways that community members may contribute to help end hunger and improve hygiene within the school.
3. NACo Prescription Drug Discount Card Program breakdown from 2005 to December 2017
4. Upshur County Sheriff's Financial Statement for Period Ending December 2017
5. Upshur County E911 Communication Reports --- December 2017
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
6. Upshur County Mileage Reports – December 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping

- Community Corrections
- Dog Pound

7. Newsletters and/or Event Notifications:

8. Appointments Needed or Upcoming:

9. Board of Review & Equalization Meeting Schedule

- 02/01/2018 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/06/2018 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/09/2018 1:00 p.m. – 3:00 p.m.
- 02/14/2018 1:00 p.m. – 3:00 p.m.
- 02/16/2018 9:00 a.m. – 11:00 a.m. Adjournment

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2018, and shall continue until the work is complete but will adjourn no later than the close of business on the 16th day of February, 2018.

Next Regular Meeting of the Upshur County Commission
February 1, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex