

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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: September 26, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• September 19, 2019

### Items for Discussion / Action / Approval:

1. Approval and signature of Order Setting Forth Findings of Fact and Conclusions of Law, Upshur County Safe Sites and Structures Enforcement Agency --- Humphrey Case Number 121318-01 (Washington Tax District – Tax Map 6L – Parcel Number 11.3). \*
2. Determine Board of Assessment Appeals hearing schedule. \*
3. Correspondence from Carol J. Smith, Upshur County Clerk, requesting the employment of Sandra Williams as part-time Deputy County Clerk at the pay rate of \$10.50 per hour, effective September 30, 2019, pending background check. This is a part-time position not to exceed 1039 hours in a calendar year. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
4. Correspondence from Hannah Ferguson, Monitor at Tri-County Visitation Center, announcing her resignation effective September 29, 2019. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
5. Correspondence from Bethany Kirchberg, Program Coordinator, Tri-County Visitation Center, requesting employment of Alison Wagner to Tri-County Child Exchange & Visitation Program staff at the pay rate of \$8.75 per hour, effective September 26, 2019, pending background check. Upon approval, Ms. Wagner will work no more than 19 hours per week. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
6. Correspondence from Lindsey Woody, Manager, Adrian Public Service District, requesting the appointment of Carolyn Douglas to the Vice Chairman's position at the Adrian Public Service District for a term starting November 1, 2019. Upon approval, Ms. Douglas' term will expire on October 31, 2025. \*
7. 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. Assessor's Certificate of Compliance from Kent A. Leonhardt, Commissioner of Agriculture, regarding Dustin Zickefoose's completion of the Farm Census of 2019, 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.
2. Correspondence from Dawn Keller, Senior Regulatory Analyst for SWN Production Company LLC, enclosing the Maintenance Plan/Monitoring and Emergency Action Plan for the Upshur County Freshwater Impoundments. The entire Plan is available for viewing at the Upshur County Office of Emergency Management.
3. Correspondence to Carroll and Elouise Chapman providing notice that the Upshur County Safe Structures and Sites Case Number 101118-01 for property in Warren Tax District -Tax Map 6B – Parcel Number 11 has been tabled until further notification.
4. Correspondence from Robert R. Rodecker, Attorney, Kay Casto & Chaney PLLC, regarding the interest of the County Commission in facilitating sewer service to residents and business establishments along U.S. Routes 33 and 48 west of the City of Buckhannon.
5. Correspondence from Thomas J. O'Neill, Buckhannon City Attorney, announcing that the Buckhannon Sanitary Board opposes the enlargement of the Tennerton Public Service District to the west of the City of Buckhannon's corporate limits.
6. Upshur County Sheriff's Financial Statement for period ending August 2019.
7. Upshur County Mileage Reports – August, 2019
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
8. Appointments Needed or Upcoming:

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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

## Tabled Items

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

1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11).

Next Regular Meeting of the Upshur County Commission  
October 3, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The regularly scheduled Upshur County Commission Meeting on October 17, 2019 is CANCELLED**