

# Upshur County Commission Agenda

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Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: August 9, 2018

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

- July 26, 2018
- July 26, 2018 – Emergency Meeting

9:05 a.m. Samantha Atchinson, Vice President of the Animal Outreach Project – Discuss program offerings and request community support

10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff’s vehicles (1 sedan & 1 sport utility vehicle)

## Items for Discussion / Action / Approval:

1. Review and signature of correspondence to Todd Goddard, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$16,924.50. This is for Request for Funds #9.\*
2. Approval and signature of esri renewal quote in the amount of \$4,450 for term period October 1, 2018 to September 30, 2019. Of this amount, \$1,200 is to be paid by the Assessor’s Revaluation Fund.\*
3. Review and adoption of an Order for the refinancing of the construction, renovation, improvement, furnishing and equipping of certain property by the Upshur County Building Commission for use as the Upshur County 911 Center and related facilities by the County Commission of Upshur County; authorizing the execution and delivery of a base lease and sublease between the County Commission and the Upshur County Building Commission with respect to the lease revenue bonds to be issued by the Building Commission to refinance the 911 project; approving the Building Commission’s designation of the bonds as qualified tax exempt obligations; and authorizing other necessary actions in connection with the foregoing.\*
4. Review and approval of the Upshur County Emergency Operations Plan Annex F: Shelter and Mass Care.\*
5. Review and approval of the Upshur County Emergency Operations Plan Annex G: Health and Medical.\*
6. Approval and signature of correspondence to Clarence and Dorothy Rowan enclosing a Petition from the Upshur County Safe Structures and Sites Enforcement Board requesting an Order for the clean-up of property located in Union Tax District – Tax Map 9E – Parcel Number 22.8. This letter requests a response by September 5, 2018 and sets this matter for discussion on September 6, 2018.\*

7. Correspondence from Craig D. Presar, WVU Extension Agent, requesting use of the large pavilion on Monday, September 17<sup>th</sup> for an Upshur County CEOS Celebration Picnic, free of charge. The Upshur County CEOS members provide more than 38,000 hours of community service hours annually.\*
8. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution to the Corridor H Authority during fiscal year 2019.\*
9. Order to approve the number of Election Officials and Election Commissioners for the November 6, 2018 General Election.\*
10. Order to approve the number of sets of Emergency Absentee Voting Commissioners for the November 6, 2018 General Election.\*
11. Review and Approval of Recommendation for Removal of Jennifer Loudin as Administratrix of the Estate of Margaret "Peggy" Jane Loudin, deceased, by Fiduciary Commissioner, Daya Masada Wright.\*
12. Correspondence from Terry Gould, Hodgesville PSD Manager, requesting the reappointment of Robert Wright to the Hodgesville PSD Board of Directors. Upon approval, his term will renew on August 5, 2018 and expire on August 5, 2024. The Board approved the reappointment of Mr. Wright during a rescheduled meeting held on July 10, 2018.\*
13. Approval of Lewis - Upshur Animal Control Facility Volunteers, Carol Cook and Faina Reasons.\*
14. Memorandum from Carrie Wallace, County Administrator, on behalf of Greg Woody, Youth Camp Director, requesting the termination of Gavin Haymond, Seasonal Youth Camp Employee, effective, Friday, August 3, 2018.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
15. 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. Proclamation by Jim Justice, Governor of the State of WV, declaring that the unexpired term of office for Justice of the WV Supreme Court of Appeals be filled by the voters of WV at an election to be held concurrently with the general election on November 6, 2018.
2. Correspondence from John B. McCuskey, WV State Auditor, announcing this year's In-Service Training Seminar to be held on August 19<sup>th</sup> and 20<sup>th</sup> at the Days Hotel and Conference Center in Flatwoods, WV. According to WV Code §7-7-2, each official and, at his or her option, one or more of his or her employees shall participate in the program established by the State Auditor.
3. Correspondence from Michael Sutphin, WVDEP Project Manager, enclosing the signed and executed Voluntary Remediation Agreement for the subject site in Selbyville, WV.

4. Correspondence from John Mathias, M.D., Former Medical Director of the Upshur Buckhannon Health Department, recommending that members of the County Commission direct questions or concerns regarding the LIGHT Project to public health experts or infectious disease specialists.
5. Updated Contract Administration Notes for Millsite Run South '16 TS – Curry Park – Submitted by Nate Kennedy, Forester
6. Upshur County Building Permits – July 2018
7. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of June 2018
8. Upshur County Mileage Reports – June 2018
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
9. Appointments Needed or Upcoming:
  - Upshur County Public Library Board (unexpired term June 30, 2019) – Commission Appointment

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#### **Tabled Items**

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

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during April 5<sup>th</sup> meeting*)

**Next Regular Meeting of the Upshur County Commission**  
**August 16, 2018 --- 9:00 a.m.**  
**Upshur County Courthouse Annex**