

# Upshur County Commission

## 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: October 18, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• October 11, 2018
- 9:05 a.m. Public hearing and *second reading* of suggested revisions to the Upshur County Ordinance Imposing an Occupancy Tax on Hotels Located in Upshur County, WV, Which Are Not Located within the Corporation Limits of the City of Buckhannon, previously adopted on August 9, 2001 and amended on November 29, 2007.
- 9:15 a.m. Larry Lance, Upshur County Schools Counselor, Presentation of Red Ribbon Week Proclamation – October 23<sup>rd</sup> through 31<sup>st</sup>
- 9:30 a.m. Addie Helmick, Women’s Aid in Crisis – Presentation of Domestic Violence Awareness Month Proclamation – October 2018
- 9:45 a.m. Toni Newman, Fire Fee Clerk, presentation of the 2017-2018 and 2018-2019 Fire Board Financial Reports
- 1:00 p.m. Supervisor’s Meeting
- 2:00 p.m. Policy Board
- 3:00 p.m. Court Security Advisory Board Meeting

### Items for Discussion / Action / Approval:

1. Approval of Early Voting Poll Workers for the November 2018 General Election.\*
2. Review and approval of the Weyerhaeuser Giving Fund Grant in the amount of \$315,258.91 on behalf of the Upshur County Youth Camp.\*
3. Consider request for Kenneth “Brian” Shreves to be appointed as Upshur County Coroner.\*
4. Review and approval of “Request for Proposals” for a new radio console system and equipment room radio upgrade for the E911 Communications Center. Each distributor shall arrange a mandatory pre-bid tour of the facility prior to bid submission. Sealed bids must be received no later than 4:00 p.m. on November 7, 2018 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, November 8, 2018.
5. Correspondence from Jim Farry, Phyllis Sembello, William A. Duranti, and Susan Duranti, announcing their resignations from the Upshur County Citizens Corp Council, effective October 10, 2018.

6. 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. Correspondence from Michael Sutphin, WV DEP Project Manager, approving the Risk Assessment Response to Comments for the Upshur County Youth Camp Archery Range Project.
2. Update regarding a memorandum from State Auditor John B. McCuskey concerning electronic payments.
3. Correspondence from Clayton J. Fitzsimmons of Fitzsimmons Law Firm PLLC enclosing a Complaint filed on behalf of the Upshur County Commission relating to the opioid epidemic.
4. Upshur County Mileage Reports – September 2018
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
5. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of September 2018
6. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – September 2018
7. Appointments Needed or Upcoming:
  - Upshur County Enhanced Emergency Telephone Advisory Board – (June 30, 2021 Fire Service Provider Representative)

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**Tabled Items**

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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  
October 25, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex**

**\*\*There will be a Special Meeting on Friday, October 19, 2018 at 1:30 p.m.\*\***