

**Upshur County Commission
Meeting 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: October 26, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- October 12, 2017
 - October 13, 2017 - Canvassing Special (Road Bond) Election

Scheduled Appointments:

- 9:15 a.m. Discuss property owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1
- 9:30 a.m. Discuss property owned by Todd Spencer Walter Gould located in Washington Tax District – Tax Map 7J – Parcel Number 11
- 9:45 a.m. Adjourn or Extend Assessment Appeals as per WV State Code §11-3-24b
(i) *The board of assessment appeals shall meet as often as necessary until the work of the board is completed: Provided, That the board shall adjourn sine die not later than October 31 of the tax year unless the board, by majority vote, agrees to extend the term if necessary to afford the parties due process and to complete its work, after which it shall adjourn sine die.*

Items for Discussion / Action / Approval:

1. Approval for Terry Cutright, Commission President, to sign Promissory Note Modification Agreement for loan number 119834. An original Loan Agreement was made and entered into on October 13, 2016 in the amount of \$31,434. As of the Modification Agreement Date, the outstanding principal balance on the Promissory Note is \$10,306.19 plus accrued interest and charges. By mutual agreement, the maturity date will be modified to be October 13, 2018.
2. Review and approval of Policy on Human Trafficking for Upshur County staff and volunteers.
3. Review and approval of The Commission of Upshur County, West Virginia Policy on Use of Arrest and Conviction Records in Making Hiring Decisions.
4. Correspondence from Governor Jim Justice announcing the Justice Assistance Grant (JAG) Award in the amount of \$18,000 to be used to provide a Prevention Resource Officer at Buckhannon – Upshur Middle School. Approval for Terry Cutright, Commission President, to sign the Contract Agreement, Standard Conditions, Certifications and Resolution for this grant.
5. Correspondence from Governor Jim Justice announcing the Victims of Crime Act (VOCA) Grant Award in the amount of \$34,662 to be used to provide direct services to crime victims in Upshur County. Approval

for Terry Cutright, Commission President, to sign the Contract Agreement, Standard Conditions, Certifications and Resolution for this grant.

6. Correspondence from Larry Alkire requesting consideration to serve on the Upshur County Fire Board (Community Representative – 3rd District) effective immediately. If approved, Mr. Alkire's term will expire on June 30, 2020.
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. WV Courthouse Facilities Improvement Authority Fund 14th Cycle – Progress Report for the Upshur County Circuit Courtroom Project.
2. Upshur County Sheriff's Financial Statement for Period Ending September 2017.
3. Correspondence from Dustin Zickefoose, Assessor, announcing the employment of Amy Elizabeth Day Farnsworth as Deputy Assessor. Ms. Farnsworth's salary will be paid from the Revaluation Fund.
4. Appointments Needed or Upcoming:
 - Upshur County Fire Board (Community Representative – 3rd District) – June 30, 2017

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

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

1. US Census Bureau local updated census address project

**Next Regular Meeting of the Upshur County Commission
November 2, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex**