

Upshur County Commission Special 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 Administrative Annex, 91 West Main Street

Date of Meeting: December 7, 2018

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

Approval of Minutes:

- November 8, 2018
- 2018 General Election Canvassing Minutes
- November 15, 2018
- November 28, 2018 – Special Meeting

Items for Discussion / Action / Approval:

1. Approval and Signature of Resolution of Participation for the West Virginia Certified Development Community (CDC) Program for the Upshur County Development Authority.*
2. Discuss salvage yard permit rules and procedures per WV Code §17-23-4. *
3. Review and approval of Upshur County Assistant Administrator Job Description.*
4. Approve employment of Shannon Paul Helmick, as full-time case manager for the 26th Judicial Circuit Community Corrections Day Report Center, effective December 1, 2018. The Commission previously approved the hiring of a full-time case manager at the starting wage rate of \$12 per hour, during a regularly scheduled Commission Meeting held on October 25, 2018.*
5. Correspondence from Virgil D. Miller, part-time Court Bailiff, announcing his resignation, dated Thursday, November 29, 2018. His last day worked was October 24, 2018.*
Item may lead to Executive Session per WV Code §6-9A-4
6. Correspondence from Sheriff David H. Coffman requesting the advertisement for one (1) part-time Court Bailiff position. Applications must be received by 4:00 p.m. on December 20, 2018.*
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. Correspondence from Clayton J. Fitzsimmons providing an update on the West Virginia opioid litigation.

2. West Virginia Courthouse Facilities Improvement Authority Funding Award Notice announcing the approval of a financial assistance request in the amount of \$67,783 to be used to rebuild the old chimneys on the historic jail adjacent to the main courthouse.
3. Correspondence from April Cummings, Acting Director of the Mitigation Division for FEMA Region III, announcing the approval of the Region VII County Multi-Jurisdictional Hazard Mitigation Plan and providing recommendations to further strengthen the plan during the next update. The hazard mitigation plan is a federal and state requirement to maintain eligibility for hazard mitigation funding and, by that requirement, must be updated a minimum of every five (5) years.
4. Federal Aviation Administration Outlay Request Number 1 in the amount of thirty two thousand seven hundred thirty dollars (\$32,730) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.
5. Project Update for the Upshur County Youth Camp Archery Range Project – Prepared by Environmental Standards, dated December 3, 2018
6. Correspondence from Emily Laird, Cultural Resources Specialist for Environmental Resources Management, seeking comments on historic properties that may be impacted by the proposed 120-foot, Raw Land-New Build Monopole Cartier Valve Site. The referenced site is West of Democrat Ridge Road, Tallmansville, Upshur County. This is a correction to the document listed on the November 8, 2018 Commission Agenda.
7. Response to Invitation to Comment on Historic Properties Affected by Proposed 120-Foot, Raw Land-New Monopole Spruce Fork Valve Site. The referenced site is North of the intersection of Right Branch of Brushy Fork and Fink Run Road, Buckhannon, Upshur County.
8. Statewide Transportation Improvement Program (STIP) FFY 2016-2021 Program Amendment #22 dated November 7, 2018.
9. News Release – November 23, 2018: “New One Stop Business Portal Aims to Streamline Business Formation in West Virginia”
10. WorkForce West Virginia Labor Force Statistics by County – November 20, 2018
11. Upshur County Sheriff’s Financial Statement for period ending September 2018
12. Upshur County Fire Board, Inc. Financial Statements and Independent Auditor’s Report for Fiscal year Ended June 30, 2018
13. Upshur County Building Permits for November 2018
14. Upshur County Mileage Reports – October 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections

- Dog Pound

15. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of October 2018
16. Lewis-Upshur Animal Control Facility Cat Report for the month of October 2018
17. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – October 2018
18. Healthiestyou summary of savings year to date and annualized utilization – September 2018
19. The 26th Judicial Circuit Community Corrections Day Report Center will be utilizing the services of Barry Lynn Row as a contract counselor, effective November 29, 2018. The Commission previously approved the hiring of a contract counselor, effective immediately, with the rate of pay being \$50 per hour, during a regularly scheduled Commission Meeting held on October 25, 2018.
20. 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

Tabled Items

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1. Approval of Upshur County Addressing and Mapping, Building Permit and Floodplain Coordinator Job Description.
2. Approval of Addressing and Mapping Assistant Job Description.
3. Recommendation for removal of Tammy L. Smith as Administratrix, by Fiduciary Commissioner Daya Masada Wright.*

**Next Regular Meeting of the Upshur County Commission
December 13, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex**