

Upshur County Commission 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: February 1, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 25, 2018

1:00 p.m. Review property books (*will take place at Upshur County Administrative Annex – 91 West Main Street*)

3:00 p.m. Telephone conference with Fitzsimmons Law Firm regarding representation in potential opioid litigation (*will take place at Upshur County Administrative Annex – 91 West Main Street*)

Items for Discussion / Action / Approval:

1. Approval and signature of FFY 17 Stop Violence Against Women Act (VAWA) Grant Application.
2. Approval of Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services.
3. Review and approval of the Upshur County Emergency Operations Plan Weather Emergencies-Annex M.
4. Appointment of Ballot Commissioners for a two (2) year term to begin serving February 1, 2018.
5. Order to approve the Number of Election Officials and Election Commissioners for the May 8, 2018 Primary Election.
6. Order to approve the Number of Sets of Emergency Absentee Voting Commissioners for the May 8, 2018 Primary Election.
7. Adopt Policy Extending Emergency Absentee Voting.
8. Correspondence from Susan Roth announcing her resignation from the James W. Curry Library and Park Advisory Board, effective immediately.
9. Correspondence from Patricia Tolliver requesting appointment to the James W. Curry Library and Park Advisory Board. Upon approval, Ms. Tolliver's term would expire on December 31, 2019.
10. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Crystal S. Linger as part-time Circuit Court Bailiff at the pay wage rate of \$11.50 per hour, effective February 5, 2018. Upon approval, Ms. Linger will work no more than 19 ½ hours per week.

Item may lead to Executive Session per WV Code §6-9A-4

11. Correspondence from Nichole Campbell, full-time Housekeeper, announcing her resignation, effective February 2, 2018.

Item may lead to Executive Session per WV Code §6-9A-4

12. Approval of full-time housekeeping/custodial job advertisement. Applications must be received by 4:30 p.m. on Friday, February 16, 2018. The starting rate of pay is \$9.00 an hour with full county benefits.

13. 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 Ora L. Ash, Deputy State Auditor, regarding the levy estimate (budget) 2018-2019, the Assessor's Valuation Fund approved percentages and a budget sequence of events.

2. Correspondence from Charles K. McKinney, Assistant Chief Inspector of the Chief Inspector Division, including a copy of the audit report of the Upshur County Commission for the fiscal year ended June 30, 2016. This report is available for inspection in the office of the Upshur County Commission.

3. Appointments Needed or Upcoming:

4. Board of Review & Equalization Meeting Schedule

- 02/01/2018 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/06/2018 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/09/2018 1:00 p.m. – 3:00 p.m.
- 02/14/2018 1:00 p.m. – 3:00 p.m.
- 02/16/2018 9:00 a.m. – 11:00 a.m. Adjournment

These meetings will take place at the Upshur County Administrative Annex

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)

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2018, and shall continue until the work is complete but will adjourn no later than the close of business on the 16th day of February, 2018.

**Next Regular Meeting of the Upshur County Commission
February 8, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex**