

## Upshur County Commission Meeting 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: February 7, 2019

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

Approval of Minutes:

- January 25, 2019 – Canvassing Minutes
- January 31, 2019

9:15 a.m. Bid opening, presentation and award – Upshur County Department of Homeland Security and Emergency Management LE SIRN Mobile Radio Project

9:45 a.m. Rob Hinton, Director of the Upshur County Development Authority – Request for allocation from the Coal Reallocation Fund for use towards the Booster Station project at the Upshur County Industrial Park.

1:00 p.m. Board of Review and Equalization Hearings at the Administrative Annex

### 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 \$41,352.40. This is for Request for Funds #11.\*
2. Appointment of the Sheriff of Upshur County as Administrator of the Estate of Patricia Lee Robinson, deceased.\*
3. Discuss matters relating to the objection of the reopening of the Estate of Lois Dorothy Pickens, deceased.\*
4. Due to the resignation of the Personal Representative and at the request of an heir, consider reappointing the Sheriff of Upshur County as the Administrator for the Estate of James Edward Jamison, deceased.\*
5. Due to the resignation of the Personal Representative and at the request of an heir, consider appointing the Sheriff of Upshur County as the Administrator for the Estate of Linnie Geneva Jamison, deceased.\*
6. Correspondence from Casey Gilbert, Buckhannon Volunteer Center Coordinator, requesting use of the Courthouse Annex foyer during the week of March 11-15 to serve as a drop off location for donations to support the Feminine Hygiene Drive. Donations will benefit the Upshur Cooperative Parish House, BUMS, BUHS and Blessing Boxes throughout the City.\*

7. Correspondence from A.G. Trusler requesting reappointment to the Upshur County Building Commission. Upon approval, Mr. Trusler's new term will expire on November 10, 2023.\*
8. Correspondence from Michael Quinn requesting reappointment to the James Curry Library and Park Advisory Board. Upon approval, Mr. Quinn's new term will expire on December 31, 2021.\*
9. Correspondence from Seth Cutright, Deputy Sheriff, announcing his resignation effective February 16, 2019.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
10. Correspondence from Travis Anderson, E-911 telecommunicator, announcing his resignation effective February 18, 2019.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
11. 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 Joseph N. Geiger, Jr., Director of the WV Archives and History, announcing the award of \$10,737 to be used by the Assessor's office to scan and index various documents and for the Circuit Clerk's office to digitize chancery and law case files. Mr. Geiger is also requesting a response with the Commission's intent to pursue the records project.
2. Correspondence from Ora L. Ash, Deputy State Auditor, regarding the levy estimate (budget) 2019-2020, the Assessor's Valuation Fund approved percentages and a budget sequence of events.
3. NACo Prescription Drug Discount Card Program breakdown from 2015 to December 2018
4. Statewide Transportation Improvement Program (STIP) FFY 2016-2021 Program Amendment #23 dated January 15, 2019.
5. Upshur County Building Permits for the month of January 2019
6. Appointments Needed or Upcoming:
  - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
  - Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee
7. Board of Review & Equalization Meeting Schedule
  - 02/01/2019 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
  - 02/07/2019 1:00 p.m. – 3:00 p.m.

- 02/08/2019 1:00 p.m. – 3:00 p.m.
- 02/14/2019 9:00 a.m. – 11:00 a.m.\*  
9:30 a.m. – 3:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/15/2019 9:00 a.m. – 11:00 a.m. Adjournment

*These meetings will take place at the Upshur County Administrative Annex with the exception of February 14<sup>th</sup>\**

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](http://www.upshurcounty.org/agenda_and_minutes/index.php)

### Tabled Items

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

1. Approval and signature of correspondence to Hodgesville PSD and Tennerton PSD requesting a copy of their adopted budget and audit as required by WV Code §16-13A-10 and §16-13A-11 respectively.\*

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2019, and shall continue until the work is complete but will adjourn no later than the close of business on the 15<sup>th</sup> day of February, 2019.

Next Regular Meeting of the Upshur County Commission  
February 14, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

\*The regularly scheduled Commission Meeting scheduled for Thursday, February 28, 2019 has been CANCELLED\*