

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: March 15, 2018

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

- March 1, 2018
- March 7, 2018 – Special Meeting

Items for Discussion / Action / Approval:

1. Approve Poll Workers, Alternates, and Emergency Ballot Commissioners for the May 8, 2018 Primary Election.
2. Approval of James W. Curry Scholarship Announcement and Application for 2018.
3. Review and approval of the Atlas Geographic Data, Inc. service agreement for GIS website development and hosting for a one year period commencing April 1, 2018 through March 31, 2019. Upon approval, these services will cost \$250 per month or \$3,000 annually.
4. 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 \$4,632. This is for Request for Funds #7.
5. Correspondence from Todd Goddard, on behalf of the CDBD Program of the WV Development Office, regarding the recent Community Development Block Grant award of \$1,216,566 to assist the Upshur County Commission with the Elkins Road Public Service District, Phase III Water System Improvement Project. Approval and signature of CDBG-Small Cities Block Grant Agreement, Resolution, Memorandum of Understanding with the Elkins Road PSD and supporting grant documents.
6. Review and signature of Community Development Block Grant – Small Cities Block Grant Budget Amendment Request to reflect the approval of the additional SCBG funds from the February 18, 2018 announcements in the amount of \$1,216,566.
7. Correspondence from Sheri Crisp and Mindy Monteleone, PTO Presidents of Union Elementary School, requesting donations for an upcoming auction/carnival to benefit the school.
8. Review and signature of Renewal Agreement between The Upshur County Commission and Stanton Lawn Service for grounds keeping services for the 2018 season. Per the renewal clause, Owner and Contractor agree all terms set forth in the Agreement dated March 23, 2017 are in full force and effect for another one year period effective March 15, 2018 and continuing through September 28, 2018. Owner shall pay the Contractor, upon completion of all work, no more than the sum of \$15,885.

9. Memorandum from Greg Harris, Facilities Director, requesting the employment of Loretta L. Koone as part time seasonal Grounds Keeper, effective March 16, 2018. If approved, Ms. Koone will work up to twenty-nine and one-half hours per week at the pay wage rate of \$9.50 per hour. This temporary position will last through September or October, depending on the weather.
10. Correspondence from David E. Godwin, Prosecuting Attorney, announcing the resignation of Patty Repogle, full-time legal assistant, effective March 16, 2018.
Item may lead to Executive Session per WV Code §6-9A-4
11. Approval of advertisement for a full-time legal assistant position in the Prosecuting Attorney's office. Starting rate of pay will be based upon experience. Applications must be received by April 15, 2018.
12. Approval of Lewis - Upshur Animal Control Facility Volunteers, Renee Benz and Karen Anderson.
13. Correspondence from the Tri-County Child Exchange & Visitation Program requesting the promotion of Bethany Burkhart to Program Coordinator, effective March 18, 2018. As Program Coordinator, Ms. Burkhart will be paid \$10.50 an hour and work a maximum of 19 hours per week.
14. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Site Supervisor, requesting the promotion of Alexis Brockleman to Site Supervisor, effective March 18, 2018. As Site Supervisor, Ms. Brockleman will be paid \$9.50 an hour and work a maximum of 19 hours per week.
15. 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 Jeff Amburgey, Director of the Property Tax Division, State of WV Department of Revenue State Tax Department, providing a budget amount estimate in the sum of \$38,277 to assist in the task of preparing a FY 2018-2019 budget for the Statewide Computer Network, Account 408.
2. Correspondence from Carol J. Smith, County Clerk, regarding the 2018-2019 Public Utility Values.
3. Release of Liability executed by Sara Cassidy, on behalf of the U.S. Census Bureau, for centerline and address data for the unincorporated areas of Upshur County received from the Upshur County Addressing and Mapping Office as of March 15, 2018.
4. Upshur County Building Permits – February 2018
5. Upshur County Fire Board, Inc. Financial Statements and Independent Auditor's Report for the Fiscal Year Ended June 30, 2017.
6. WV Community Corrections Grant Program Application for FY2019 requesting \$349,421 in state funding to provide alternate sentencing and re-entry services for eligible offenders.

7. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – February 2018
8. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of February 2018
9. Lewis-Upshur Animal Control Facility Cat Report for the month of February 2018
10. Upshur County Mileage Reports – February 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound

11. Appointments Needed or Upcoming:

12. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org.

- Monday, March 12th beginning at 9:00 a.m.
- Tuesday, March 13th beginning at 9:00 a.m.
- Wednesday, March 14th beginning at 9:00 a.m.
- Thursday, March 15th beginning at 1:00 p.m.
- Friday, March 16th beginning at 9:30 a.m.

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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Next Regular Meeting of the Upshur County Commission
March 22, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex