

## 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: April 25, 2019

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

Approval of Minutes:

- April 18, 2019

9:05 a.m. Dr. Joseph Reed – Discuss potential topics for BUHS and WVWC students to choose from and prepare a presentation to be shared during a joint meeting of the City Council and the County Commission.

9:15 a.m. Sheriff David H. Coffman -- Request the employment of Joseph D. Barcus as a Deputy Sheriff, effective April 28, 2019 at the pay wage rate of \$18.36 per hour. Upon approval, Mr. Barcus will be sworn in.

12:00 p.m. Children’s Memorial Flag Luncheon – Chapel Hill United Methodist Church

2:00 p.m. Property inspection of Probation Office waiting area

### Items for Discussion / Action / Approval:

1. Correspondence from Lori Ulderich Harvey, Upshur County Family Resource Network Director, requesting permission to place a Foster Care Awareness Month display in the Courthouse Annex foyer during the month of May.\*
2. Correspondence from Annabell Brown requesting permission to utilize the FEMA lot located adjacent to her property at Norvell Drive for a vegetable garden and temporary horse enclosure. Upon approval, Ms. Brown would maintain and mow the lot.\*
3. Review the Upshur County Safe Structures and Sites Enforcement Board Petition for Order --- Case Number 101118-01 (Warren Tax District – Tax Map 6B – Parcel Number 11).\*
4. Approval and signature of Reference Services, Inc. credentialing paperwork that will allow the Commission to begin the process of transitioning from Credential Research to Reference Services, Inc. for employment background checks.\*
5. Correspondence from Jerry Wilfong expressing an interest to serve on the Upshur County Fire Board, Inc., as a community representative. Upon approval, Mr. Wilfong’s term will commence July 1, 2019 and expire on June 30, 2022.\*

6. Correspondence from Joseph A. Tenney, Chairman of the Tennerton Public Service District Board, requesting the appointment of John Barnes to fill an unexpired term on the Board effective immediately. Upon approval, Mr. Barnes' term will expire on July 31, 2019.\*
7. Approval of seasonal employment for Upshur County Youth Camp Staff, effective on May 20, 2019.\*
8. Correspondence from Cheyenne Troxell, Program Director for Community Corrections, requesting to utilize James Lough as a security guard during the parenting classes conducted in Lewis and Upshur Counties at the pay wage rate of \$20 per hour, reimbursed in full by the WV Supreme Court. Due to the nature of the classes, the State has requested for a security guard to be present. Upon approval, these hours will be count towards the 1,039 hours he is allotted per calendar year.\*
9. Correspondence from Cheyenne Troxell, Program Director for Community Corrections, requesting permission for Samantha Ribeiro Matos to teach parenting classes in Lewis and Upshur Counties at the pay wage rate of \$75 per class, reimbursed in full by the WV Supreme Court.\*
10. Approval of Lewis - Upshur Animal Control Facility Volunteers, Elizabeth Athey and Rachel Pickett.\*
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 Jim Mitchell, Upshur County Farm Bureau President, inviting the Commission to attend a Farm-City dinner on April 29<sup>th</sup> at 6:30 p.m. at Chapel Hill United Methodist Church.
2. Memorandum from Stuart Stickel, CPA, CFE, Deputy State Auditor for the Office of the State Auditor, regarding audit requirements for housing authorities. Effective for fiscal years beginning in 2020, the Chief Inspector Division of the WV State Auditor's Office will be overseeing the audit process of all Housing Authorities in the State of WV in accordance with statutory requirements and established procedures.
3. Upshur County Fire Board, Inc. 2018 2<sup>nd</sup> Disbursement
4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions for the month of March 2019
5. Appointments Needed or Upcoming:
  - Tennerton Public Service District (unexpired term – July 31, 2019)

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. Review floodplain fees for other West Virginia Counties and consider a revision to the Upshur County Floodplain Ordinance.\*

Next Regular Meeting of the Upshur County Commission

May 2, 2019 --- 9:00 a.m.

Upshur County Courthouse Annex