

## Upshur County Commission 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 26, 2018

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

Approval of Minutes:

- April 19, 2018
- April 20, 2018 – Special Meeting
- April 25, 2017 – Special Meeting

9:05 a.m. Magistrates Mike Coffman and Kay Hurst – Discuss FY19 court security funding allocation and request for security in the Magistrate Court on a full-time basis by means of employing one full-time bailiff or two part-time bailiffs.

10:30 a.m. Hearing on the Recommendation for Removal of Jason L. Dixon as Administrator in the Estate of Nathaniel Wayne Beckner, deceased.

### Items for Discussion / Action / Approval:

1. Order of recommendation to appoint the Sheriff of Upshur County as the Administrator of the Estate of Joyful Peace Sneed, deceased.
2. Order of recommendation to appoint the Sheriff of Upshur County as Guardian for Madison Paige Jack, infant.
3. Approval of the Replacement of Margaret Wilcher with Vernon Bennett as Early Voting Worker.
4. Approval and signature of WV Board of Pharmacy Application for Permit Renewal for the Lewis-Upshur Animal Control Facility to Handle Controlled Substances for period July 1, 2018 to June 30, 2019.
5. Correspondence from Susan Foster regarding the needle exchange program proposal by the Upshur County Health Department. Ms. Foster is requesting for the Commission to recommend to the Board of Health to delay implementation of the needle exchange component of the Harm Reduction Program until the citizens of Upshur County have an opportunity to consider the issues related to the plan, ask questions, obtain information and provide input as to how this program may impact our community.
6. Correspondence from Clifton Shaw requesting reappointment to the Upshur County Fire Board, Inc. for a second term, beginning July 1, 2018 and terminating June 30, 2021.
7. Correspondence from Jennifer Bennett, Treasurer for the Buckhannon Swim Club, requesting use of the Upshur County Recreational Park Pool for the 2018 season. Ms. Bennett is requesting permission for long course practice to take place on Monday, Wednesday and Friday from 7:45 a.m. to 8:45 a.m. and regular practice from 9:00 a.m. to 11:00 a.m., Monday through Friday. The \$400 fee was waived for the

2017 season. In addition, Ms. Bennett has also listed dates the team would like to reserve the pool for home swim meets and the NCWV Championship.

8. Correspondence from Carrie L. Wallace, on behalf of the Buckhannon-Upshur Chamber of Commerce, requesting for the rental fee to be waived when the Chamber utilizes the large pavilion on July 16<sup>th</sup> for their monthly meeting.
9. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting the temporary seasonal employment of Hannah N. Lively as Pool Director / Concession Stand Manager for the 2018 season. Upon approval, Ms. Lively will begin work on or around May 7, 2018 at the hourly wage rate of \$10 until she begins full-time employment on May 13, 2018, at which time she will receive a weekly salary of \$500.00. This seasonal employment will end on August 18, 2018.
10. Approval of seasonal employment of B-U Recreational Facility Assistant Managers, effective May 13, 2018:
  - Renee Carr -\$10.50 an hour,
  - Mackenzie T. Bosley-\$10.00; and,
  - Elizabeth M. Harris-\$10.00 an hour.
11. Approval of employment of Mackenzie Bosley and Tess Betler as seasonal coaches for the “Splashers” swim team. Upon approval, their employment will be effective June 1, 2018 and their cost of pay will be reimbursed to the County in full by “Splashers”. Upon approval, each coach will be paid \$1,500 for the season.
12. Correspondence from David E. Godwin, Prosecuting Attorney, requesting the employment of Madison Tenney as full-time administrative assistant, effective May 7, 2018; pending background check results. Upon approval, Ms. Tenney’s rate of pay will be \$11.25 per hour.
13. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Director, requesting the employment of Kaly Ocheltree as a part-time program monitor, effective May 1, 2018. As program monitor, Ms. Ocheltree will be paid \$8.75 an hour and work a maximum of 19 hours per week.
14. Correspondence from Kimbra Wachob, Assistant Director of the Upshur County Emergency Communications Center, announcing the resignation of Stephanie M. Jack, full-time telecommunicator, effective April 21, 2018.
  - Item may lead to Executive Session per WV Code §6-9A-4*
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 Janie Moore, Director of the Magistrate Court Services Division for the Supreme Court of Appeals of WV, commending the Commission of Upshur County for taking concerns about

security in the Upshur County Magistrate Court under advisement to protect the Upshur County Magistrates, staff and the citizens of Upshur County.

2. Upshur County Sheriff's Financial Statement for period ending March 2018
3. Mountain Lakes Drug and Violent Crime Unit Press Release
4. Upshur County E911 Communication Reports --- March 2018
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
5. "The Hub" Article dated April 17, 2018 – New Funding for Code Enforcement in WV
6. Appointments Needed or Upcoming:
  - Upshur County Safe Structures and Sites Enforcement Board (unexpired term- June 30, 2018) – Community Member

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#### Tabled Items

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

**Next Regular Meeting of the Upshur County Commission  
May 3, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex**

**\* \*The Commission meeting on Thursday, May 31, 2018 has been cancelled \*\***