

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: April 27, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 • April 20, 2017

Scheduled Appointments:

9:15 a.m. Bid opening and award for Accessible Circuit Courtroom Seating

9:30 a.m. Discussion and/or Action Regarding Employment of an Office of Emergency Management Director
Item may lead to Executive Session per WV Code §6-9A-4

9:45 a.m. Discussion and selection of E911 Communications Center Supervisor
Item may lead to Executive Session per WV Code §6-9A-4

1:00 p.m. Supervisor Meeting

Items for Discussion / Action / Approval:

1. Review of discussion/presentations in joint work session with Lewis County on April 25, 2017 regarding Drug Manufacturer Lawsuits.
2. Request from Upshur County Clerk Carol J. Smith for the Sheriff of Upshur County to serve as Administrator of the Estate of Anna Martha Landis, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
3. Request from Upshur County Clerk Carol J. Smith for the Sheriff of Upshur County to serve as Administrator of the Estate of Paul Junior Williams, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
4. Approval and signature of correspondence to Laura Meadows, Executive Director of the Upshur County CVB, temporarily appointing Tabatha Perry, Assistant County Administrator, to fill one of the Commission representative seats on the Convention and Visitor's Bureau during the current representative's planned leave this fall.
5. Approval and adoption of the Upshur County Volunteer Manual. The Policy Board unanimously voted to approve the manual in their regularly scheduled meeting on April 20, 2017.
6. Approval of Upshur County Employee Handbook of Personnel Guidelines current revision, dated April 27, 2017. The Policy Board unanimously voted to approve the revision in their regularly scheduled meeting on April 20, 2017.

7. Correspondence from Bethany Burkhart, Tri-County Visitation & Exchange Program Site Supervisor, announcing that Misty Lattea has rejected the employment opportunity as Monitor previously approved by the Commission during the meeting held April 6, 2017.
8. Correspondence from Brian P. Gaudet, Circuit Clerk, announcing the resignation of Jessica K. Foster as full-time Deputy Circuit Clerk, effective April 9, 2017.
Item may lead to Executive Session per WV Code §6-9A-4
9. Correspondence from Brian P. Gaudet, Circuit Clerk, requesting the employment of Leslie D. Trainer as full-time Deputy Circuit Clerk, effective May 8, 2017. Upon approval, Ms. Trainer's rate of pay will be \$9.00 per hour.
10. 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. Atlantic Coast Pipeline Project Update – April 2017
2. Upshur County Mileage Reports – March 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
3. Appointments Needed or Upcoming:
 - Upshur County Safe Structures and Sites Enforcement Board (unexpired term – 6-30-2018) – Community Member

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http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

1. US Census Bureau local updated census address project

**Next Regular Meeting of the Upshur County Commission
May 4, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex**