

## Upshur County Commission Agenda

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Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: May 25, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 18, 2017

### Scheduled Appointments:

10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff's vehicle.

Approval and signature of Resolution allowing Terry B. Cutright, President of the Upshur County Commission, to enter into a loan agreement and to sign any and all loan documents with Citizen's Bank of West Virginia to receive and administer loan funds for the purchase of a 2017 Police Interceptor SUV and light/decals package.

### Items for Discussion / Action / Approval:

1. Discussion and review of loan proposals for the refinancing of the E911 Communication Center located at 181 Pallottine Drive.
2. Approval and signature of Change Order Number 1 for the Upshur County Public Library Roof Replacement Project. This Change Order credits the contingency allowance, in the amount of \$10,000, to the Owner. The new contract sum will be in the amount of \$197,225.
3. Approval and signature of Gerber Life Insurance Company Stop-Loss Proposal for proposed policy term 7/1/17 to 6/30/18, Plan Sponsor Disclosure Statement and Contract Addenda.
4. Approval and signature of Master Plan Document Amendment #2A, effective July 1, 2017, amending the Master Plan Document and Summary Plan Description for Upshur County Commission Employee Medical Benefits Plan.
5. Approval and signature of Employee Health Reimbursement Plan Amendment #3, effective July 1, 2017.
6. Approval and signature of Memorandum of Understanding between Mountain CAP of WV, Inc. a CDC and the Upshur County Recreational Park, effective June 2017 through July 2017. This memorandum sets forth the rights and responsibilities of each partner insofar as they relate to the planning and operation of the Summer Food Service Program.
7. Memorandum from Tabatha R. Perry, Assistant Administrator, requesting the seasonal employment of Tyler Perske as a lifeguard for the 2017 season at the Buckhannon-Upshur Recreational Facility. Upon approval, Mr. Perske will begin work on June 4, 2017 and will receive the hourly wage of \$9.05.

8. Memorandum from Tabatha R. Perry, Assistant Administrator, requesting the seasonal employment of Melanie Sandy-Groves as water aerobics instructor at the Buckhannon-Upshur Recreational Facility. Upon approval, Ms. Groves will be paid \$25 per session.
9. Approval of 2017 Upshur County Pool Concession Stand Employee Manual.
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. Upshur County Mileage Reports – April 2017
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
2. Upshur County Sheriff's Financial Statement for Period Ending April 2017
3. Appointments Needed or Upcoming:
  - Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative

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**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  
June 8, 2017 --- 9:00 a.m.  
Upshur County Courthouse Annex**

**\*The regularly scheduled Commission Meeting scheduled to take place on June 1, 2017 has been CANCELLED\***

**\*There will be a Special Meeting held at the Upshur County Administrative Annex on Monday, June 5, 2017 at 9:30 a.m.**