

## 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: June 21, 2018

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

Approval of Minutes:

- June 7, 2018

9:05 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Requesting the approval of the World Elder Abuse Awareness Day Proclamation designating June as Elder Abuse Awareness Month

9:30 a.m. Discuss Rule 8 “Expenditures from magistrate court fund” of the WV Judiciary Administrative Rules for the Magistrate Courts

10:30 a.m. Doyle Cutright, E-911 Communication Center Director and representatives of Staley Communication, Inc. – Presentation of E-911 Center upgrade options at the Emergency Operations Center

### Items for Discussion / Action / Approval:

1. Approve County Financial Institutions as Depositories as Required by WV Code §7-6-1 --- Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Premier Bank, Community Bank and Citizens Bank of WV.\*
2. Approval of “Request for Bids” for one Super Duty Regular Cab Chassis Truck for the Upshur County Maintenance Department. Sealed bids must be received no later than 4:00 pm on July 18, 2018 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:05 am on Thursday, July 19, 2018.\*
3. Approval of “Request for Proposals” for janitorial services for various Commission owned properties. A mandatory pre-bid conference will be held on Monday, July 9, 2018 at 2:30 pm. Sealed bids must be received no later than 4:00 pm on July 18, 2018 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, July 19, 2018.\*
4. Approval and signature of the No Term, Non-Exclusive SaaS Agreement for use of Government Window’s Online Payment System. Upon approval, a non-exclusive license will be provided for the following departments: (1) Addressing & Mapping, Building Permit & Floodplain Management Office, (2) Assessor’s Office, (3) Commission Office, (4) E-911 Communication Center, (5) James W. Curry Library and Park and (6) Lewis-Upshur Animal Control Facility. All costs are covered by service fees charged to the End-User’s clients/customers upon using any of the Licensed Items.\*

5. Correspondence from Mark D. Holstine, P.E. Executive Director of the WV Solid Waste Management Board regarding James Hollen's term expiration. The Commission has the option to either reappoint Mr. Hollen or appoint someone new to replace him. Upon approval, Mr. Hollen's reappointment to the WV Solid Waste Management Board would be effective July 1, 2018 for a four year term ending on June 30, 2022. The Upshur County Solid Waste Authority has verbally recommended the reappointment of Mr. Hollen.\*
6. Correspondence from the Elkins Road PSD Board of Directors requesting the reappointment of Carey A. Wagner to the Elkins Road PSD Board of Directors. Upon approval, her term will renew on October 1, 2018 and expire on September 30, 2024. The Board voted to recommend Ms. Wagner's reappointment during a regular monthly meeting held on June 5, 2018.\*
7. Approval of Application for Donated Leave and the granting of leave under the Family and Medical Leave Act\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
8. Correspondence from Kimbra L. Wachob, Upshur County Emergency Communications Center Assistant to the Director, requesting the employment of Margie D. Parsons as full-time telecommunicator, effective June 25, 2018. Upon approval, Ms. Parsons' rate of pay will be \$11.00 per hour.\*
9. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of James W. Vance and Douglas K. White for the part-time positions of Courthouse Security at the pay wage rate of \$11.50 per hour, effective July 1, 2018. Upon approval, these individuals will be required to perform all Courthouse Security/Bailiff duties and will work no more than 19 ½ hours per week.\*
10. Correspondence from Jennifer Knicely Bennett, on behalf of the Splasher's Board of Directors, announcing the resignation of Tess Betler as Splasher's Swim Coach, effective June 7, 2018 and further requesting the employment of Kailyn Bosley as Splasher's Swim Coach, effective June 8, 2018. Upon approval, Ms. Bosley will be paid \$1,500 for the season which will be reimbursed to the County in full by "Splashers".\*
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 Michael Sutphin, Project Manager for the WV DEP, announcing the acceptance of a previously filed Voluntary Remediation Program Application for the Upshur County Youth Camp Archery Range in Selbyville, WV and setting forth the next steps of the program.
2. Correspondence from Judge Gary Johnson, WV Court Security Board Chairperson, approving a Court Security Fund Grant in the amount of \$12,888 for the purpose of enhancing the County's court security.
3. Statewide Transportation Improvement Program (STIP) FFY 2016-2021 Program Amendment #19 dated June 11, 2018.

4. Correspondence from Timothy VanReenen, on behalf of the WV Association of Conservation Districts, informing the Commission that the Upshur County Youth Camp Project was not chosen to be part of the grant funding.
5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – May 2018
6. Lewis-Upshur Animal Control Facility Cat Report for the month of May 2018
7. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of May 2018
8. Appointments Needed or Upcoming:
  - Upshur County Public Library Board (term expires June 30, 2018) – Commission Appointment

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### Tabled Items

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

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during April 5<sup>th</sup> meeting*)
2. Discuss property owned by Todd Spencer Walter Gould located in Washington Tax District – Tax Map 7J – Parcel Number 11 (*last extension was approved during April 5<sup>th</sup> meeting*)
3. Discuss property owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1 (*last extension was approved during April 5<sup>th</sup> meeting*)

**Next Regular Meeting of the Upshur County Commission**  
June 28, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission meeting on Thursday, July 5, 2018 has been cancelled \*\***

**\*\*The Commission meeting on Thursday, August 2, 2018 has been cancelled \*\***