

Upshur County Commission Meeting 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: June 6, 2019

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

Approval of Minutes:

- May 23, 2019

10:00 a.m. Bid opening for the Upshur County Youth Camp Timber Sale

** Bid acceptance will follow Upshur County Youth Camp Board's review of timber sale bids.*

Items for Discussion / Action / Approval:

1. Review and Approval of Notice of Public Auction.*
Item may lead to Executive Session per WV Code §6-9A-4(9)
2. Approval of "Requests for Bids" and Minimum Vehicle Specifications for one sport utility police vehicle. Sealed Proposals must be received no later than 4:00 p.m. on July 10, 2019 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 10:30 am on Thursday, July 11, 2019.*
3. Correspondence from Sarah Wysor Fink, Member Services Assistant with WV Counties Risk Pool, enclosing the WVCoRP Self-Insurance Renewal Package. Review and Signature of WV Association of Counties Group Self Insurance Risk Pool Coversheet to Member Agreement. The total annual contribution including workers' compensation is \$179,093.*
4. Memorandum from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Racheal Hulett, BU Recreation Park concession stand worker, effective May 30, 2019 and requesting permission to utilize Brooke Newcome in the concession stand, effective immediately at her current rate of pay.*
5. Correspondence from Carrie Wallace, County Administrator, requesting the temporary full-time employment of Mildred "Jeanne" Zickefoose at her current rate of pay, effective on or around August 4, 2019 for no more than 12 weeks. If approved, Ms. Zickefoose will continue to work part-time in her current position as Administrative Assistant in the Addressing and Mapping Department, but will also work part-time as a Commission Assistant during the upcoming short term vacancy expected in the Commission Office.*
6. 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 Joseph Armstrong, WV Court Security Board Chairperson, announcing the Court Security Board's approval of a Court Security Grant award in the amount of \$3,275 for the purpose of enhancing the county's court security.
2. Correspondence from Carrie L. Wallace, County Administrator, to the WV Dept. of Transportation Program Coordinator Mark Scoular expressing the Upshur County Commission's official support of the City of Buckhannon's application for funding assistance through the WV Department of Highway Transportation Alternatives Program.
3. Correspondence from Alex Shubert, Manager of the National Processing Center regarding the recent Public Protection Classification survey for Ellamore Fire Department, effective September 1, 2019. ISO's Public Protection Classification Program plays an important role in the underwriting process at insurance companies.
4. Correspondence from Ora L. Ash, Deputy State Auditor, providing a reminder of deadlines for submitting budget revisions.
5. Adrian Public Service District Independent Audit for Fiscal Years Ended June 30, 2016 and June 30, 2017.
6. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – April 2019
7. Lewis-Upshur Animal Control Facility Cat Report for the month of April 2019
8. Lewis-Upshur Animal Control Facility Animal Report for the month of April 2019
9. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of April 2019
10. Upshur County Building Permits for the month of May 2019
11. Appointments Needed or Upcoming:
 - a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)

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

Tabled Items

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

**Next Regular Meeting of the Upshur County Commission
June 13, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex**

****The regularly scheduled Commission Meeting on June 20, 2019 is CANCELLED due to the Courthouse being closed in observance of West Virginia Day****