

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: July 11, 2019

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

Approval of Minutes:

- June 27, 2019

9:05 a.m. Laura B. Meadows, Executive Director of the Upshur County Convention and Visitors Bureau – Annual Report

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.*

10:30 a.m. Bid opening, presentation and award—Upshur County Sheriff's vehicle (1 sport utility vehicle)

Items for Discussion / Action / Approval:

1. Approval and signature of the Management Representation Letter for a Non-Single Audit for period ending June 30, 2018.*
2. Approval and signature of Prevention Resource Officer Agreement between the Upshur County Board of Education, the Upshur County Sheriff's Office and the Upshur County Commission. This agreement is for fiscal year 2019-2020 to have a Deputy Sheriff assigned as Prevention Resource Officer at the Buckhannon-Upshur Middle School.*
3. Approval and signature of Prevention Resource Officer Agreement between the Upshur County Board of Education, the Upshur County Sheriff's Office and the Upshur County Commission. This agreement is for fiscal year 2019-2020 to have a Deputy Sheriff assigned as Prevention Resource Officer at the Buckhannon-Upshur High School.*
4. Approval and signature of Addendum to Prevention Resource Officer Agreement for Fiscal Year 2019-2020 Canine Officer. This agreement will supplement the above referenced Prevention Resource Officer Agreement and allow for the PRO to be in possession of a male Labrador retriever/German shorthaired pointer fully trained in narcotics detection and obedience to be utilized at the Buckhannon-Upshur High School. Once executed, this agreement will be reviewed by the Board of Education for approval. *
5. Approval for Samuel R. Nolte, President, to execute any and all documents necessary for the Promissory Note and Business Loan Modification Agreement between the Upshur County Commission, Buckhannon Upshur Airport Authority and Community Bank. The outstanding principal balance as of June 26, 2019 was one hundred fifty seven thousand three hundred ninety four dollars and forty six cents (\$157,394.46). The maturity date will be extended from July 14, 2019 to July 14, 2020.*

6. Approval and signature of Specified Disease – Organ & Tissue Transplant Application, effective July 1, 2019.*
7. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$175 payable to Skateland for rink rental on August 6th. This is for the grand finale event for the “Universe of Stories” summer reading program.*
8. Correspondence from Beth Rogers, Upshur County Public Library Assistant Director, requesting use of the large pavilion on August 1, 2019, free of charge. The library will be utilizing the pavilion for a “wrap-up party” for the month long summer reading program.*
9. Correspondence from Kristi L. Wilkerson, Director of the Upshur Parish House and Crosslines, outlining the Emergency Food and Shelter Program (EFSP) and requesting for the Upshur County Commission to appoint a County employee to serve as a Board member for the local EFSP group.*
10. Correspondence from Dr. Sara Lewis-Stankus, Superintendent of Upshur County Schools, recommending the reappointment of Katie Loudin to serve on the Buckhannon-Upshur Parks and Recreation Advisory Board. Upon approval, Ms. Loudin’s term will expire on June 30, 2021.*
11. Correspondence from Lowell Peterson requesting reappointment to the Upshur County Farmland Protection Board as a “county resident”. Upon approval, Mr. Peterson’s term will expire on June 30, 2023.*
12. Correspondence from Mary Hull expressing an interest to be appointed to the Buckhannon-Upshur Parks and Recreation Advisory Board, effective immediately. Upon approval, Ms. Hull’s term will expire on June 30, 2021.*
13. Correspondence from Kathy McMurray, President of the UCDA, requesting the appointment of Bobby Gompers, Lori Meadows, Bob Skinner, Doyle Tenney and Aaron Harris to the UCDA Board. Upon approval, these terms will begin on July 1, 2019 and expire on June 30, 2022.*
14. Approval of Lewis - Upshur Animal Control Facility Volunteers, Sharon M. Vinson and Sandra C. Craig.*
15. Memorandum from Carrie L. Wallace, County Administrator, announcing the resignation of Michael Campbell, maintenance employee, effective July 5, 2019.*
Item may lead to Executive Session per WV Code §6-9A-4
16. Approval of advertisement for a full-time maintenance department position. Applications must be received by 4:30 p.m. on July 24, 2019. A Journeyman’s Electrical License and HVAC License are preferred and the starting salary will be based upon experience.*
17. Approval of Application for Donated Leave*
Item may lead to Executive Session per WV Code §6-9A-4
18. Approval of revised 2019 Holiday Schedule and Administrative Closures list*
19. Approval of the James W. Curry Public Library and Park Budget for July 1, 2019 through June 30, 2020*
20. 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. Proclamation made by Governor Jim Justice on July 3, 2019 permitting public employees of this State to generally cease business the entire workday of Friday, July 5, 2019, in acknowledgement of the Fourth of July holiday. The proclamation further reads that public employees of this State may be excused from their work duties the entirety of the day without charge against accrued annual leave. In accordance with subsection (c), section one, article two, chapter two of the WV Code, County Commissions may treat the days as if they were a legal holidays, and the Courts may do the same.
2. Correspondence from 26th Judicial Circuit Court Judge Jacob E. Reger to WV Supreme Court of Appeals Court Administrator Joseph Armstrong requesting the approval of an expenditure in the amount of eight thousand five hundred forty dollars (\$8,540) from the Upshur County Worthless Check Fund to cover the cost of bailiff services for the Upshur County Magistrate Court for fiscal year 2019.
3. Correspondence from Alex Shubert, Manager of the National Processing Center regarding the recent Public Protection Classification survey for Rock Cave Fire Department, effective October 1, 2019. ISO's Public Protection Classification Program plays an important role in the underwriting process at insurance companies.
4. Fiscal Year 2019 Land and Water Conservation Fund Notice: Invitation to Submit Applications by October 31, 2019
5. Buckhannon Water Board Consumer Confidence Report 2019 – Covering Calendar Year 2018
6. Upshur County Sheriff's Financial Statement for period ending May 2019
7. Elkins Road PSD Annual Budget for July 1, 2019 through June 30, 2020
8. Appointments Needed or Upcoming:
 - a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)
 - b. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 City 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

July 18, 2019 --- 9:00 a.m.

Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on August 8, 2019 is CANCELLED ****