

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: July 14, 2016

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- July 7, 2016
 - July 8, 2016 – Special Meeting
- 9:15 a.m. Cheyenne Walters, Community Corrections Program Director, and Rodney Rolenson, Corporal and Home Confinement Officer requesting a cash match for the FY 17 Community Corrections Grant
- 9:30 a.m. Pat Jack, West Virginia Deputy Treasure of Local Government Services – 529 Plan payroll deductions
- 9:45 a.m. Potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court
Item may lead to Executive Session per WV Code §6-9A-4
(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;
- 10:00 a.m. Second Interview of E911 Communications Center Director in Training Applicant
- 11:00 a.m. Second Interview of E911 Communications Center Director in Training Applicant

Items for Discussion / Action / Approval:

1. Review and approval of Upshur County Commission Medical Coverage Plan Document/Summary Plan Description – July 2016
2. Approval of WYK Associates, Inc. Addendum No. 1 dated July 12, 2016 to the Upshur County Courthouse Chimney Repair Project Manual.
3. Approval and signature of Grievance Procedure for Complaints Relating to Suspected of Alleged Discrimination on the Basis of Handicapped Status in Upshur County, WV; Section 504 Transition Plan and Self-Evaluation for Compliance with Section 504 Of the Rehabilitation Act of 1973.

4. Correspondence from Kyle M. McGee, Justice Program Specialist, Division of Justice & Community Services, regarding recent West Virginia Community Corrections Grant Award in the amount of \$180,000. Review and signature of Grant Contract Agreement between the Division of Justice and Community Services and the Upshur County Commission, Standard and Special Terms and Conditions, Resolution and Certification Forms.
5. Correspondence from Sarah J. Brown, Senior Justice Program Specialist, Division of Justice & Community Services, regarding recent STOP Violence Against Women Grant Award in the amount of \$26,496. Review and signature of Grant Contract Agreement between the Division of Justice and Community Services and the Upshur County Commission, Resolution, Certification Forms and Supplemental Special Conditions.
6. Correspondence from David E. Godwin, Prosecuting Attorney, requesting a budget appropriation increase of \$1,308.50 for each assistant prosecutor to offset the decrease in the STOP Violence Against Women Grant appropriation from \$13,000 for each attorney to the approved grant amount of \$11,691.50. Upon approval, this increased appropriation will preserve the salary amount of \$78,680 for each attorney.
7. Correspondence from Jerry Kimble regarding the upcoming "Blast from the Past" event during the weekend of July 22nd and 23rd and requesting any corporate partnerships available to assist in offsetting the expenses of the event.
8. Correspondence from Robert N. (Bob) Skinner II expressing his willingness to continue serving on the Corridor H Highway Authority. Upon approval, his term would begin July 1, 2016 and expire June 30, 2020.
9. Approval of Request for Bids for a police vehicle – Crew Cab Truck. All sealed bids must be received no later than 9:00 a.m. on August 4, 2016. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 10:30 a.m. on Thursday, August 4, 2016.
10. Approval and signature of correspondence to David H. Coffman, Upshur County Sheriff, regarding his budget deficit for Law Enforcement (700) and Home Confinement (705) in FY 16.
11. Approval of Lewis-Upshur Animal Control Facility Volunteer, Alyssa Lubonski.
12. Correspondence from Beth A. Burkhart, Tri-County Exchange & Visitation Program Coordinator, requesting the employment of Chastity Watson as a Monitor, effective July 15, 2016. Upon approval, Ms. Watson's rate of pay will be \$8.75 per hour and she will not work more than 19.5 hours per week.
13. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting the transfer of John "Chip" Allen from lifeguard to assistant manager at the Buckhannon-Upshur Recreational Park Pool, effective immediately at his current rate of pay.

Item may lead to Executive Session per WV Code §6-9A-4

(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

14. Approval of correspondence from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Steven Wilson, Buckhannon-Upshur Recreational Park lifeguard, effective June 10, 2016.
15. Correspondence from Steve Linger, E911 Director, announcing the resignation of Christina Pickens, E911 telecommunicator, effective June 30, 2016 rather than July 9, 2016 as previously approved by the Commission.
16. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, 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 Earl Ray Tomblin, Governor, approving a STOP Violence Against Women Act grant award to the Upshur County Commission in the amount of \$26,496.
2. Correspondence from Roy H. Wager, Superintendent of the Upshur County Schools, reappointing Hannah Lively to the Upshur County Parks and Recreation Advisory Board for a two year term ending June 30, 2018.
3. Correspondence from James T. Farrell, OEM Director, regarding the billing of Nicholas County for June 2016 Flood response expenses as recommended by Shawn Dunbrack, WV Division of Homeland Security and Emergency Management Regional Liaison.
4. Invitation to Special Unveiling Ceremony for Joining of UHC/WVU Medicine – July 21, 2016 at 3:00 p.m.
5. Summer Food Wagon Flyer – July 13th and 27th
6. Buckhannon Blast from the Past Flyer – July 22nd and 23rd
7. Buckhannon-Upshur Chamber of Commerce Newsletter
8. Building Permits – June 2016
9. Upshur County E911 Communication Reports ---June 2016
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
10. Agendas and/or Notice of Meetings:

• Upshur County Parks and Recreation Board	July 11, 2016
• Upshur County Safe Structures and Sites Enforcement Board	July 14, 2016
• Upshur County Fire Board, Inc.	July 19, 2016
• Elkins Road PSD	August 2, 2016
11. Meeting Minutes:

- Elkins Road Public Service District Board of Directors June 7, 2016
- Upshur County Family Resource Network June 13, 2016

12. Meetings:

- 07/05/16 5:30 p.m. Elkins Road PSD
- 07/05/16 6:00 p.m. Hodgesville PSD
- 07/07/16 7:00 p.m. Banks District VFD
- 07/07/16 7:00 p.m. Selbyville VFD
- 07/11/16 12:00 p.m. Upshur County Family Resource Network
- 07/11/16 4:30 p.m. Upshur County Solid Waste Authority
- 07/11/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 07/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
- 07/12/16 6:00 p.m. Buckhannon River Watershed Association
- 07/12/16 7:30 p.m. Adrian VFD
- 07/07/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 07/27/16 12:00 p.m. Upshur County Senior Center Board
- 07/27/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 07/13/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 07/27/16 7:30 p.m. Warren District VFD
- 07/14/16 1:00 p.m. Adrian PSD
- 07/14/16 3:00 p.m. Tennerton PSD
- 07/14/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 07/14/16 7:30 p.m. Buckhannon VFD
- 07/14/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 07/21/16 6:30 p.m. Upshur County Youth Camp Board
- 07/17/16 6:00 p.m. Washington District VFD
- 07/18/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 07/26/16 4:00 p.m. Upshur County Public Library Board
- 07/19/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 07/19/16 6:30 p.m. Upshur County Fire Board
- 07/19/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 07/20/16 7:00 p.m. Ellamore VFD
- 07/20/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 07/27/16 10:00 a.m. James W. Curry Advisory Board
- 07/28/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 07/18/16 Corridor H Authority

13. Appointments Needed or Upcoming:

- Upshur County Civil Service Board (Vacant Position – 12-31-16) --- Bar Association

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

July 21, 2016 --- 9:00 a.m.

Upshur County Courthouse Annex

*****ATTENTION*** The Commission meeting on Thursday, July 28, 2016 has been cancelled**