

## Upshur County Commission Meeting 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: August 1, 2019

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

Approval of Minutes:

- July 25, 2019

9:05 a.m. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency --- Humphrey Case Number 121318-01 (Washington Tax District – Tax Map 6L – Parcel Number 11.3)

1:30 p.m. Wrecker Services Meeting –Discuss Procedures to Dispatch Wrecker Services

### Items for Discussion / Action / Approval:

1. Correspondence from Michelle Vass, Controller, enclosing Depository Bonds of First Community Bank for the period July 1, 2019 through June 30, 2020 for deposits in the name of the Sheriff of Upshur County. Approval of all the terms in full contained within the letter of credit from First Community Bank for the period of July 1, 2019 through June 30, 2020 in the amount of nine million dollars and accepting the letter of credit in lieu of bonds as presented.\*
2. Correspondence from Jamie Pugh, Chief of the Ellamore Volunteer Fire Department, requesting use of the Buckhannon-Upshur Recreational Park Pool on August 9<sup>th</sup> from 8:30 p.m. to 10:30 p.m. free of charge for all first responders and their families.\*
3. Approval and signature of a Proposal for Financing provided by Country Roads Leasing, LLC and Resolution Authorizing the Execution and Delivery of a Master Lease Equipment Lease-Purchase Agreement, and Related Instruments, and Determining Other Matters in Connection Therewith. The tax-exempt lease-purchase financing for the acquisition of a 2019 Dodge Charger, a 2020 Ford Utility Vehicle and a 2019 Dodge Ram 1500 Truck will cost one thousand nine hundred fifteen dollars and fifteen cents (\$1,915.15) per month over a period of four years resulting in a total acquisition cost of eighty two thousand four hundred thirty one dollars (\$82,431).\*
4. Review and signature of Change Order #2 for the Upshur County Youth Camp Brownfields Project. This Change Order reflects costs associated with soil cap improvements in response to small tar globules wicking to the surface from soils used for the cap, as well as improving soil cap conditions in barren areas. Additional costs of twelve thousand five hundred eighty three dollars and fifty cents (\$12,583.50) are being requested and this includes contracting the services of Envirocheck of Virginia, Inc. These funds are being provided through a U.S. Environmental Protection Agency Brownfields Cleanup grant.\*
5. Approval of revised Application for Employment.\*

6. Review and approval of an Internal Purchasing Policy for Department Supervisors that report to the Upshur County Commission.\*
7. Correspondence from Sandra Bowman, E-911 telecommunicator, announcing her resignation effective August 9, 2019.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
8. 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*
9. 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. Executed Commitment between the Upshur County Sheriff's Department and the Upshur County Board of Education to Implement D.A.R.E.
2. WV Ethics Commission training opportunity – Tuesday, August 20<sup>th</sup> beginning at 1:00 p.m. at the Harrison County Parks & Recreation Center
3. Correspondence from John B. McCuskey, WV State Auditor, announcing this year's In-Service Training Seminar to be held on August 25<sup>th</sup> and 26<sup>th</sup> at the Days Hotel and Conference Center in Flatwoods, WV. According to WV Code §7-7-2, each official and, at his or her option, one or more of his or her employees shall participate in the program established by the State Auditor.
4. Upshur County Notice of Auction of Delinquent and Nonentered Lands. Auction will take place August 27, 2019
5. Correspondence from John B. McCuskey, WV State Auditor, enclosing the report on applying agreed-upon procedures of the Upshur County Magistrate Court for the period ending December 31, 2018. Report is available for public review in the Upshur County Commission Office.
6. Upshur County Mileage Reports – June 2019
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
7. Appointments Needed or Upcoming:
  - a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 City Rep.)

b. Buckhannon-Upshur Airport Authority (7/1/19 – 6/30/2022 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](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  
August 15, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

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