

## Upshur County Commission Agenda

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Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: September 6, 2018

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

Approval of Minutes:

- August 30, 2018

9:05 a.m. Discuss property owned by Clarence and Dorothy Rowan located in Union Tax District – Tax Map 9E – Parcel Number 22.8

### Items for Discussion / Action / Approval:

1. Approval and signature of Elkins Road PSD Phase III Waterline Extension Request for Release of Funds and Certification.\*
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 2018-2019 to have a Deputy Sheriff serve as Prevention Resource Officer at the Buckhannon-Upshur High School.\*
3. Approval and signature of Addendum to Prevention Resource Officer Agreement for Fiscal Year 2018-2019 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. \*
4. Correspondence from Greg Harris, Facilities Director, requesting for Loretta L. Koone's employment as a groundskeeper to be changed from "seasonal" to "part-time", allowing her to work part-time year round as needed, effective November 25, 2018. Upon approval, Ms. Koone will continue to receive \$10 an hour and work no more than 29.5 hours per week. Ms. Koone's current temporary position was approved to continue through September or October, depending on the weather.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
5. Correspondence from Doyle R. Cutright, Upshur County Emergency Communications Center Director, requesting the reinstatement of employment of Stephanie M. Jack as full-time E-911 Communications Center Supervisor. Ms. Jack's certifications are current and valid at this time. Upon approval, Ms. Jack's hourly rate of pay will be \$12.50, effective September 9, 2018. Director Cutright further requests that the Commission make an exception to the advertisement requirement for appointment procedures per the Appointment Procedure Policy within the Employee Handbook of Personnel Guidelines.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
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 State Auditor John B. McCuskey providing notice of the 2018 State Auditor's Training Seminar for County and Municipal Boards and Authorities.
2. Appointments Needed or Upcoming:
  - Upshur County Public Library Board (unexpired term June 30, 2019) – Commission Appointment

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)**

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. Discussion and/or action regarding the scheduling of a hearing for the removal of Michael E. Vest as Administrator of the Estate of Ernest Junior Vest, deceased.
3. Discuss Animal Outreach Project's request for funds from the spay/neuter account to serve as a match for their grant award

**Next Regular Meeting of the Upshur County Commission  
September 13, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex**