

**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: September 7, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 31, 2017

Scheduled Appointments:

9:15 a.m. Ralph Oppenheim, Upshur County Public Library Director—Presentation of Proclamation acknowledging the month of September as “Library Card Sign-Up Month”

Items for Discussion / Action / Approval:

1. Approval and signature of the West Virginia Division of Justice and Community Services – VOCA Supplementary Special Conditions.
2. Approval and signature of Resolution allowing Terry B. Cutright, President of the Upshur County Commission, to enter into a loan agreement and to sign any and all loan documents with Citizen’s Bank of West Virginia to receive and administer loan funds for the purchase of a 2017 Police Interceptor Sedan.
3. Review and signature of correspondence to Tony O’Leary, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$4,632.00. This is for Request for Funds #2.
4. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, announcing that Amy Saunders has rejected the employment opportunity as Emergency Telecommunicator previously approved by the Commission during the meeting held August 31, 2017.
5. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Kayla Woody as full-time Emergency Telecommunicator, effective September 11, 2017. Upon approval, Ms. Woody’s rate of pay will be \$11.00 per hour.
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 Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, providing a preliminary estimate of the employer contribution rate in order to assist with the budgeting process. The estimated employer contribution percentage will decrease from 11.0% to 10.0% effective July 1, 2018. Once the official contribution rate is determined, a letter will be sent to the Upshur County Commission.
2. Correspondence from Tabatha R. Perry, Assistant Administrator, to Thomas Moates regarding his property located in Warren Tax District – Tax Map 6C – Parcel Number 4. During the regularly scheduled Commission Meeting conducted on August 31, 2017, the Commission moved to grant Mr. Moates a 60 day extension to bring the property into full compliance with the Ordinance.
3. Correspondence from Allan L. McVey, Insurance Commissioner with the WV Offices of the Insurance Commissioner, notifying WV state and local governmental entities and non-profit organizations that flood insurance may be available through the National Flood Insurance Program (NFIP).
4. Correspondence from State Auditor John B. McCuskey providing notice of the 2017 State Auditor’s Training Seminar for County and Municipal Boards and Authorities.
5. Correspondence from Chad A. Corley, Store Manager at Lowe’s of Buckhannon WV #1805, requesting community assistance for a Relief Supply Drive Lowe’s is leading to collect items for impacted employees and family members in Texas due to Hurricane Harvey.
6. Appointments Needed or Upcoming:
 - Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative
 - Upshur County Fire Board (Community Representative – 3rd District) – June 30, 2017
 - Buckhannon-Upshur Recreational Park Advisory Board – June 30, 2018 – Commission

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)

1. US Census Bureau local updated census address project
2. Further Discuss Request to Attend Meetings submitted by Dustin Hollen, Animal Control Officer, during the August 31, 2017 Commission Meeting

**Next Regular Meeting of the Upshur County Commission
September 14, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex**