

Upshur County Commission Meeting Agenda

- Location: Meeting will be held telephonically due to COVID-19. Please dial 1-800-719-6100 or 1-717-275-8940 Access Code: 898 8882 to enter the conference call
- Date of Meeting: April 2, 2020
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - March 26, 2020
- 11:00 a.m. Teleconference with Elected Officials to further discuss continued operations as they relate to COVID 19

Items for Discussion / Action / Approval:

1. Approval of advertisement for the Upshur County Civil Service Testing of Deputy Sheriffs. This testing will be part of the criteria used to establish an eligibility list for appointment to entry level positions as Deputy Sheriff. Applications will be accepted until the close of business on April 20, 2020. * Page 3-4
2. Approval and signature of the FY20 Victim of Crime Act (VOCA) Victim Assistance Grant Application, Standard Conditions and Assurances, for victim advocate services. The requested amount is \$37,815. *
3. 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. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:

• City Council of Buckhannon	April 2, 2020	<u>Page 5</u>
• Emergency Meeting of City Council of Buckhannon	April 2, 2020	<u>Page 6</u>
 - c) Meeting Minutes:
 - d) Meetings:

• 04/07/20 5:30 p.m.	Elkins Road PSD
• 04/07/20 4:00 p.m.	Hodgesville PSD
• 04/02/20 7:00 p.m.	Banks District VFD
• 04/02/20 7:00 p.m.	City Council of Buckhannon
• 04/02/20 7:00 p.m.	Selbyville VFD

- 04/13/20 12:00 p.m. Upshur County Family Resource Network
- 04/13/20 4:30 p.m. Upshur County Solid Waste Authority
- 04/13/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/04/20 6:00 p.m. Lewis-Upshur Community Corrections Board
- 04/14/20 7:30 p.m. Adrian VFD
- 05/01/20 6:00 p.m. Buckhannon-Upshur Board of Health
- 04/15/20 7:00 a.m. Upshur County Development Authority – Exec. Board
- 04/15/20 12:00 p.m. Upshur County Senior Center Board
- 04/08/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 04/08/20 7:00 p.m. Warren District VFD
- 04/02/20 3:00 p.m. Adrian PSD
- 04/08/20 3:00 p.m. Tennerton PSD
- 04/09/20 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 04/09/20 7:30 p.m. Buckhannon VFD
- 04/09/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/16/20 6:30 p.m. Upshur County Youth Camp Board
- 04/19/20 6:00 p.m. Washington District VFD
- 05/18/20 6:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/15/20 4:00 p.m. Upshur County Public Library Board
- 04/21/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 04/21/20 6:30 p.m. Upshur County Fire Board, Inc.
- 04/28/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/08/20 7:00 p.m. Ellamore VFD
- 04/15/20 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 05/21/20 2:00 p.m. Upshur County Farmland Protection Board
- 04/22/20 10:00 a.m. James W. Curry Advisory Board
- 04/27/20 7:00 p.m. Upshur County Fire Fighters Association
- 04/08/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 06/12/20 11:00 a.m. Region VI Local Elected Officials – Kingwood

*****NOTICE: All in person county board meetings have been cancelled until at least May 1st, at which time the Commission will re-assess CDC guidelines concerning gatherings and meetings. If meetings are necessary to continue operations, they must be performed via teleconference. *****

2. Appointments Needed or Upcoming:

Tabled Items

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

1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

The Regular Meetings of the Upshur County Commission are CANCELLED until further notice

Upshur County Sheriff's Office

David H. Coffman, Sheriff

Heather D. Sparks
Chief Deputy
Tax Division

38 W. Main Street, Room 101
Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

Michael R. Kelley
Chief Deputy
Law Enforcement

April 2, 2020

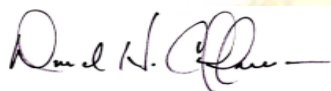
Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Commissioners:

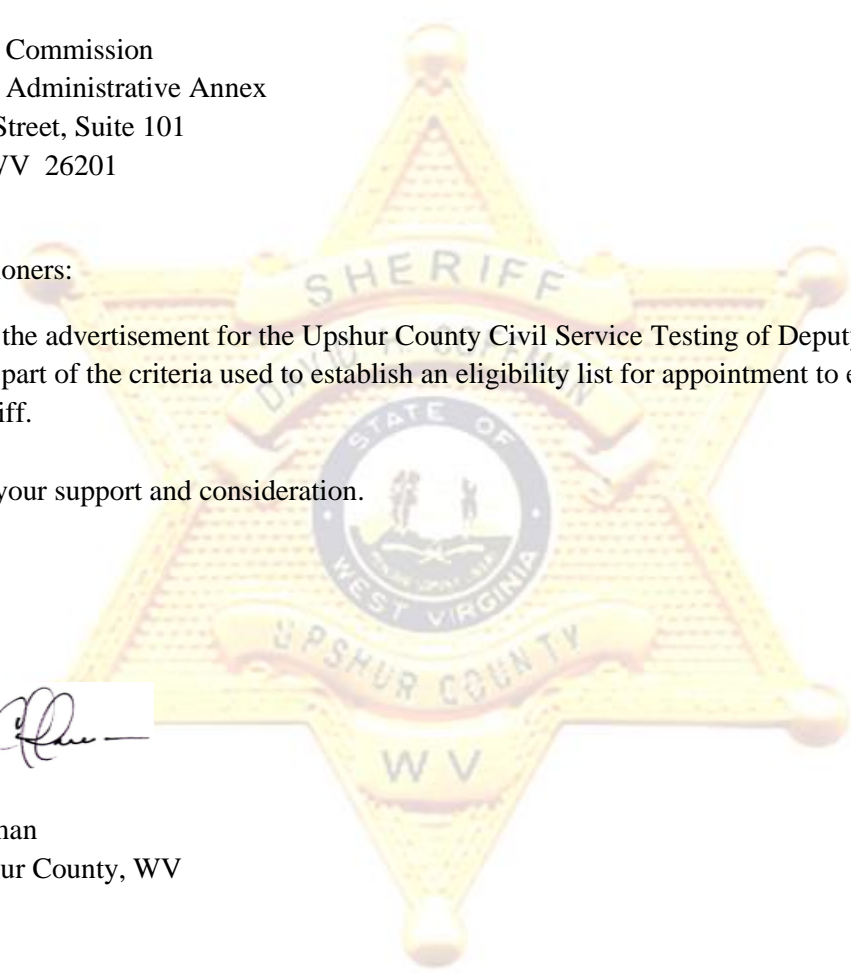
Please approve the advertisement for the Upshur County Civil Service Testing of Deputy Sheriffs. Such testing shall be part of the criteria used to establish an eligibility list for appointment to entry level positions of Deputy Sheriff.

Thank you for your support and consideration.

Respectfully,



David H. Coffman
Sheriff of Upshur County, WV



**UPSHUR COUNTY DEPUTY SHERIFF
POSITIONS
Sheriff of Upshur County**

The Upshur County Civil Service Commission for Deputy Sheriffs is announcing an open period for the purpose of accepting applications for admission to competitive examinations. Such examinations shall be part of the criteria used to establish an eligibility list for appointment to entry level positions of Deputy Sheriff.

The date for the physical agility test and written examination is set for Saturday May 2, 2020 at 9:00am. The location of testing will be given out when application is returned. Applicants must show valid photo identification in order to complete testing. Applicants must be no less than 18 years of age nor older than 45 years of age per Civil Service guidelines. Salary will be based on experience and certification.

Individuals may obtain an application at the following address:

**Upshur County Sheriff's Department
LAW ENFORCEMENT DIVISION
38 W. Main Street Room 103
Buckhannon, WV 26201**

Monday -Friday 8am - 4:00 pm

Applications must be RECEIVED in our office no later than close of business (4:00pm) on Monday April 20, 2020.

Please do not make phone inquiries about this position. Employment with the Sheriff of Upshur County is available to all qualified applicants without regard to race, creed, color, national origin, sex, age or disability. Upshur County has established a drug free and tobacco free work environment.

5

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, April 2, 2020**

Please join the meeting from your computer, tablet or smartphone by emailing to:
buckhannon@buckhannonwv.org

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings

B. Recognized Guests

- B.1 Jeffery W. Harvey, DEL, CEM

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Fire Chief- JB Kimble
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Mayor's Statements- COVID-19 Virus
 - March 13, 2020 Corona COVID-19 Virus
 - March 19, 2020 Pandemic, COVID-19 Virus
 - March 24, 2020 State Stay at Home Order
 - March 24, 2020 Letter to Walmart-COVID-19 Matters
 - March 26, 2020 COB COVID-19 Letter to Employees Exposure Policy
 - April 2, 2020 Pandemic, COVID-19 Virus- Additional Measures
 - March 30, 2020 Letter to St. Joseph's Hospital
 - March 30, 2020 Letter to Community Care
 - April 2, 2020 Pandemic, COVID-19 Virus
- D.2 Notice Lay the Levy on Tuesday, April 21, 2020 at 9:00am
- D.3 Notice of Proposed Adoption of Amendment to Municipal Zoning Ordinance
- D.4 PR: WV Secretary of State-Encourages West Virginians to Vote Early & Absentee in the May 12 Primary Election
- D.5 The U.S. Census Bureau is Hiring-Contact teresa.l.woody@2020census.gov
- D.6 FOIA Request-Property at 191 Sewer Plant Road
- D.7 Letter to Bywater, LTD RE: COB Health & Welfare Benefit Plan Termination effective 7-1-2020

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 03/19/2020
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Dr. Jeff Harvey Proposal- Discussion/Possible Approval to Conduct Ethnographic Case Study Project on B-U Response Recovery to COVID-19
- F.2 Approval Ordinance No. 444 Zoning Change of Property Owner A&T Enterprises LLC- Property on Brushy Fork Road from Military District to C2 Highway Commercial District -2nd Reading
- F.3 Approval Ordinance No. 445 Zoning Change of Property Owner UCDA-Property on Brushy Fork Road from Military District to Industrial District-2nd Reading
- F.4 Discussion/Action on the Insurance Committee's recommendation of either the HSA or HRA Employee Health Plan
- F.5 Vacancy on Municipal Building Commission
- F.6 Approval Agency Agreement WVPEIA
- F.7 Approval Resolution No. 2020-02 WVPEIA Participation
- F.8 Approval Sales Tax Banking Account
- F.9 Approval Resolution 2020-03 Discussion/Possible Declare State of Emergency for the City of Buckhannon

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

Posted 03/30/2020

Next Regular Scheduled City Council Meeting Thursday, April 16, 2020

Emergency Meeting of City Council of Buckhannon
Pursuant to West Virginia Code §6-9A-3(h)
Prior to City Council Regular Meeting in Council Chambers
7:00 p.m. April 2, 2020

Pursuant to West Virginia Code §6-9A-3(h)(2), the facts and circumstances of the emergency giving rise to the call for this Emergency Meeting are:

1. The Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak issued March 13, 2020 by the President of the United States.
2. Guidance on social distancing published by the United States Centers for Disease Control and Prevention applicable to the entirety of the United States of America, including the City of Buckhannon.
3. The State of Emergency Declaration to prepare for and respond to the outbreak of respiratory disease caused by a novel coronavirus now known as COVID-19, issued on March 16, 2020 by the Governor of the State of West Virginia

A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America

B. To Discuss and Approve the Operation Plans of the City of Buckhannon regarding the COVID-19 Pandemic

C. Adjournment into Regular Meeting

Posted 03/30/2020