

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: January 10, 2019

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

Approval of Minutes:

- January 3, 2019

Items for Discussion / Action / Approval:

1. Approval of "Request for Proposals" for the Community Oriented Policing Services (COPS) camera surveillance project. All sealed bids must be received no later than 4:00 p.m. Tuesday, March 5, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 11:00 a.m. on March 7, 2019.*
2. Approval of "Request for Proposals" for the dome cleaning and pigeon spike installation project. All sealed bids must be received no later than 4:00 p.m. Tuesday, February 12, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on February 14, 2019.*
3. Correspondence from Amberle Jenkins, City of Buckhannon Assistant Recorder/ Office Manager/ Director of Finance and Administration, on behalf of the City of Buckhannon Planning Commission, requesting permission to place a survey box in the Courthouse Annex foyer during the month of January. This survey will allow the community to help plan the direction of the City and the 2025 plan.*
4. Correspondence from Rodney Rolenson, President of the Deputy Sheriff's Association for Upshur County, requesting the appointment of Richard Kitzmiller to the Upshur County Civil Service Board Law Enforcement. Upon approval, Mr. Kitzmiller's term will commence immediately and expire on December 31, 2022.*
5. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Day Report Center Program Director, requesting to extend Taylor Rolenson's paid part-time internship through the spring semester. Upon approval, Ms. Rolenson would be compensated from the Day Report Center's "cash match" once her initial 12 week period has expired. As previously approved during the regularly scheduled Commission Meeting held on September 27, 2018, Ms. Rolenson will work up to 16 hours per week at a rate of \$8.75 per hour.*
Item may lead to Executive Session per WV Code §6-9A-4
6. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Danny R. Gould as part-time Circuit Court Bailiff at the pay wage rate of \$11.50 per hour, effective January 20, 2019. Upon approval, Mr. Gould will work no more than 19 ½ hours per week.*
Item may lead to Executive Session per WV Code §6-9A-4

7. 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 Ora L. Ash, Deputy State Auditor for Local Government Services, announcing the upcoming Regional Budget Preparation Workshops.
2. Upshur County Sheriff's Financial Statement for period ending: November 2018
3. Upshur County Building Permits for the month of December 2018
4. Project Update for the Upshur County Youth Camp Archery Range Project – Prepared by Environmental Standards, dated January 3, 2019
5. WV Spotlight 2017 National Human Trafficking Hotline Statistics
6. Upshur County Mileage Reports – November 2018
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
7. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
 - Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee

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)

Next Regular Meeting of the Upshur County Commission
January 17, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex