

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 3, 2019

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

Approval of Minutes:

- December 20, 2018
- December 21, 2018 – Special Meeting

1:30 p.m. Josh Calderon, OpenGov Account Executive -Provide a comprehensive overview of the OpenGov platform and county checkbook demonstration

Items for Discussion / Action / Approval:

1. Election of Commission President for 2019 Calendar Year*
2. Oath of Office for the Commission President*
3. Establish date and time for regular Commission Meetings*
4. Approval of Local Rules for Commission Meetings*
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3*
6. Discuss agenda format and material*
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex*
8. Approval of 2019 Holiday Schedule and Administrative Closures*
9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature*
10. Consider Commissioner Board Appointments*:
 - Court Security Advisory Board
 - Lewis-Upshur Community Corrections Board
 - Upshur County Farmland Protection Board
 - Lewis-Upshur Local Emergency Planning Committee
 - Region VI Work Force Investment Board
 - Region VII Planning & Development Council
 - Upshur County 4H Foundation
 - Upshur County Development Authority
 - Upshur County Enhanced Emergency Telephone Board
 - Upshur County Extension Service Committee
 - Upshur County Fire Board Incorporated

- Upshur County Senior Center Board
- Upshur County Family Resource Network
- Upshur County Youth Council, Incorporated (SYC)
- Corridor H Authority
- Mountain CAP of West Virginia, Incorporated
- Buckhannon-Upshur Airport Authority

11. Approval of Early Voting Poll Workers for the January 19, 2019 Special School Levy Election.*
12. Approval of Board of Review & Equalization 2018 schedule*
13. Approval of Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February, 2019, and shall continue until the work is complete but will adjourn no later than the close of business on the 15th day of February, 2019.*
14. Approval and signature of correspondence to the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after February 1, 2019, must be forwarded to the Commission sitting as the Board of Review & Equalization.*
15. Approval of “Request for Bids” for the Upshur County Department of Homeland Security and Emergency Management LE SIRN Mobile Radio Project. This project consists of purchasing, programming and installing 24 IRP encrypted mobile radios and 6 vehicle repeaters. All sealed bids must be received no later than 4:00 p.m. on January 22, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, January 24, 2019.*
16. Approval of Orders (1) dissolving the Upshur County Citizens Corps Council (CCC) and assuming ownership of all monies, resources, and equipment previously purchased, received and utilized by the CCC and (2) releasing the above acquired monies, resources and equipment previously purchased, received and utilized by the CCC and the Community Emergency Response Team (CERT) to the Upshur County Department of Homeland Security and Emergency Management (UCDHSEM). The UCDHSEM has volunteered to act as the local first responder agency sponsor of CERT.*
17. Approval and adoption of the 2019 Standard Mileage Rates for Business, Medical and Moving Announced – December 14, 2018*
18. Approval of Lewis - Upshur Animal Control Facility Volunteers: Cheryl Parker, William Michael Thomas and Mayara Lychywek.*
19. 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 Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, State of West Virginia Department of Revenue State Tax Department, regarding the Assessor's proposed 2019-2020 Valuation Fund Budget. Written evidence showing that a lesser amount than the amount requested by the Assessor would be adequate must be submitted to the Property Tax Division on or before January 15, 2019.

2. Upshur County E911 Communication Reports --- November 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report

3. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member

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

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**Next Regular Meeting of the Upshur County Commission
January 10, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex**