

Upshur County Commission 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 4, 2018

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

Approval of Minutes:

- December 21, 2017
- December 29, 2017 – Special Meeting

9:15 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during November 2nd meeting*)

9:30 a.m. Discuss property owned by Todd Spencer Walter Gould located in Washington Tax District – Tax Map 7J – Parcel Number 11 (*last extension was approved during October 26th meeting*)

9:45 a.m. Discuss property owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1 (*last extension was approved during October 26th meeting*)

Items for Discussion / Action / Approval:

1. Election of Commission President for 2018 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 2018 Holiday Schedule and Administrative Closures
9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature
10. Consider Commissioner Board Appointments:
 - 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

11. Approval of Board of Review & Equalization 2018 schedule

12. 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, 2018, and shall continue until the work is complete but will adjourn no later than the close of business on the 16th day of February, 2018.

13. 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, 2018, must be forwarded to the Commission sitting as the Board of Review & Equalization.

14. Review and signature of letter from Charlie McKinney, Assistant Chief Inspector, Chief Inspector's Division of the WV State Auditor's Office, confirming the services provided to the Upshur County Commission for the fiscal year ended June 30, 2017. The fee for the single audit services will be \$28,240.

15. Review and signature of proposal prepared by EBSO for Simplified ACA Reporting for Applicable Large Employers. Upon approval, these services would be for completing IRS filing requirements for the 2018 year. The flat annual reporting fee is \$2,500 and the W2 fee, in the amount of \$17 per full-time W-2 issued, is charged once the final census information is provided to EBSO in December of 2018.

16. 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 2018-2019 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, 2018.

2. Upshur County Building Permits for December 2017

3. Upshur County Sheriff's Financial Statement for period ending November 2017

4. Appointments Needed or Upcoming:

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 11, 2018 --- 9:00 a.m.

Upshur County Courthouse Annex