

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: June 13, 2019

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

Approval of Minutes:

- June 6, 2019

9:15 a.m. to 9:45 a.m. Kris Warner, State Director of Rural Development for the US Department of Agriculture – Overview of programs available within the USDA

Items for Discussion / Action / Approval:

1. Review and signature of Change Order #1 for the Upshur County Courthouse Dome Cleaning and Pigeon Spike Installation Project. TKS Contracting Inc. will provide the labor and equipment to patch holes, install angle trim and touch up paint the dome for the additional amount of \$11,120. Upon approval, the revised contract amount will be \$56,120.*
2. Approval and signature of FY 20 Court Security Grant (Project No. 19-CSF-20) Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances. The grant award is in the sum of \$3,275 to be used for the purpose of enhancing the county's court security.*
3. Approval and signature of Upshur County Basic Ordering Agreement for Courthouse Network Support, Administration & Consulting with Global Science and Technology, effective July 1, 2019. These services will be billed on a monthly basis in the sum of \$1,790.*
4. Correspondence from Gloria Burr, Director of UCEMS, Inc., requesting the re-appointment of Susie McKisic as the EMS representative on the Upshur County Enhanced Emergency Telephone Advisory Board. Upon approval, Ms. McKisic's term will expire on June 30, 2022. Ms. McKisic was previously appointed to fill a term which expires on June 30, 2019.*
5. Correspondence from Patricia L. Adams, Chairman of the Upshur County Republican Executive Committee, requesting use of the Courthouse Plaza on Thursday, June 20, 2019 to celebrate West Virginia's Birthday. Ms. Adams is also requesting that the Committee be provided the use of two tables and ten chairs. A certificate of liability insurance naming the Commission as a certificate holder will be provided before the event.*
6. Correspondence from Tabatha R. Perry, Assistant County Administrator, requesting the employment of Elizabeth O'Neill to be utilized in the concession stand at the Buckhannon-Upshur Recreational Park. Upon approval, Ms. O'Neill may begin work June 16, 2019 at the pay wage rate of \$8.75 an hour.*

Item may lead to Executive Session per WV Code §6-9A-4

7. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the temporary seasonal employment of Crystal Linger as Tax Deputy, at her current rate of pay, effective June 17, 2019 and concluding on September 30, 2019. Upon approval, Ms. Linger will not work more than 1-2 days per week in this capacity.*

Item may lead to Executive Session per WV Code §6-9A-4

8. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Richard R. Gordon and Mark A. Cunningham for the part-time positions of Courthouse Security at the pay wage rate of \$11.00 per hour, effective July 1, 2019. Upon approval, these individuals will be required to perform all Courthouse Security/Bailiff duties and will work no more than 19 ½ hours per week.*

Item may lead to Executive Session per WV Code §6-9A-4

9. 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. Remediation Completion Report for the Youth Camp Archery Range Project prepared by Environmental Standards and submitted to the WV Department of Environmental Protection on June 6, 2019.
2. Upshur County E911 Communication Reports --- May 2019
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
3. Appointments Needed or Upcoming:
 - a. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)
 - b. Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 City Rep.)

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
June 27, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on June 20, 2019 is CANCELLED due to the Courthouse being closed in observance of West Virginia Day****