

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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 27, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
- June 13, 2019
  - June 24, 2019 – Special Meeting
- 9:05 a.m. Patrick Marozzi, Account Executive for Advantage Technology – Company overview and review of projects Advantage Technology has provided K-12
- 9:15 a.m. Bid opening, presentation and award – Upshur County Former Jail Facility Project
- 9:30 a.m. Sheriff David H. Coffman and Lt. Paul Mark Davis – Discuss implementation of Drug Abuse Resistance Education (D.A.R.E.) program
- 9:45 a.m. Reading, approval and signature of 2019 Relay for Life Proclamation
- 10:30 a.m. Kent Leonhardt, Commissioner of Agriculture – Provide an overview of department activities and programs
- 10:45 a.m. Elissa Mills and Linda Lee White – Welcoming the Class of 1979 for their 40<sup>th</sup> class reunion
- 1:00 p.m. Court Security Advisory Board Meeting

### Items for Discussion / Action / Approval:

1. Approval and signature of Federal Aviation Administration Outlay Request Number 7 in the amount of one hundred seventy four thousand eight hundred forty five dollars (\$174,845) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.\*
2. Review and approval of the Weyerhaeuser Giving Fund Grant Application in the amount of \$310,508.91 on behalf of the Upshur County Youth Camp.\*
3. Approve County Financial Institutions as Depositories as Required by WV Code §7-6-1 --- Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Premier Bank, Community Bank and Citizens Bank of WV.\*
4. Approval and signature of Letter of Support for the City of Buckhannon's Abandoned Mine Lands (AML) Economic and Community Development Pilot Program Grant Application for the purpose of extending the Elizabeth J. "Binky" Poundstone River Walk Trail to the High School.\*

5. Correspondence from the Children's Festival Committee regarding the upcoming 2019 Upshur County Children's Festival and requesting monetary or in-kind contributions to help facilitate this free of charge activity.\*
6. Approval and signature of correspondence to Terry Gould providing both Hodgesville PSD and Tennerton PSD with final notice to remit a copy of their most recent audit to the Upshur County Commission.\*
7. Consider providing a letter of acknowledgement / endorsement for the Fraternal Order of Eagles Inc. Non-Intoxicating Floor Plan Extension On-Premise Application. The establishment would like to extend their floor plan on July 4<sup>th</sup> in order to have a community cook out. The application requires a letter signed by at least one County Commissioner.\*
8. Review and signature of revised letter from Johnathan Vickers, Assistant Director, Chief Inspector's Division of the WV State Auditor's Office, confirming services to be provided to the Upshur County Commission for the fiscal year ended June 30, 2018. The fee for the audit services will be \$32,230.\*
9. Review and signature of Change Order #1 for the Upshur County Youth Camp Brownfields Project. This Change Order reflects costs associated with additional services required to perform environmental site remediation services and includes contractor bid support, an extensive field study consisting of both Environmental Standards time and services provided by Envirocheck of Virginia, Inc.; preparation of an Addendum to the Remedial Action Work Plan and direct oversight of the remediation activities. In total, additional costs of \$20,036 were incurred. Upon approval, the new contract amount will be \$62,936.\*
10. Approval and signature of Sirius America Insurance Company Stop-Loss Proposal for proposed policy term 7/1/19 to 6/30/20, Plan Sponsor Disclosure Statement and Contract Addenda.\*
11. Approval and signature of Nationwide Guaranteed Minimum Interest Rate Change: Options Form and Fixed Account Amendment to Group Flexible Purchase Payment Deferred Variable Annuity Contract.\*
12. Correspondence from Brian Shreves, Upshur County Department of Homeland Security Director, requesting reappointment to the Upshur County Enhanced Emergency Telephone Advisory Board. Upon approval, Mr. Shreves' term will expire on June 30, 2022.\*
13. Correspondence from Thomas J. O'Neill requesting reappointment to the Upshur County Fire Board as a community representative. Upon approval, Mr. O'Neill's term will expire on June 30, 2022.\*
14. Approval of advertisement for a temporary part-time position in the Upshur County Assessor's Office. The grant funded position will be for a 30 week period with the employee working no more than 19.5 hours per week at the pay wage rate of \$10 an hour.\*
15. Correspondence from Bethany Kirchberg, Tri-County Child Exchange & Visitation Program Coordinator, announcing the resignation of Barb Smarr, program monitor, effective May 3, 2019.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*
16. Correspondence from Kaly Ocheltree, Tri-County Child Exchange & Visitation Program Monitor, announcing her resignation, effective June 2, 2019.\*  
*Item may lead to Executive Session per WV Code §6-9A-4*

17. Correspondence from Bethany Kirchberg, Tri-County Child Exchange & Visitation Program Coordinator, requesting the employment of Emily Hawkins as a part-time program monitor, effective June 28, 2019. As program monitor, Ms. Hawkins will be paid \$8.75 an hour and work a maximum of 19 hours per week.\*

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

18. Correspondence from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Renee Carr, Buckhannon-Upshur Recreational Park Assistant Manager, effective June 20, 2019.\*

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

19. Correspondence from Tabatha R. Perry, Assistant County Administrator, requesting the promotion of Brooke Newcome from lifeguard to assistant manager at the Buckhannon-Upshur Recreational Park, effective June 30, 2019. Upon approval, Ms. Newcome's pay wage rate will increase from \$9.54 an hour to \$10 an hour.\*

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

20. Correspondence from Sheriff David H. Coffman requesting the advertisement for Deputy Sheriff positions. Applications must be received by 4 p.m. on July 15, 2019. The date for the physical agility test and written examination is set for Saturday, August 10, 2019 at 8 a.m. at the Buckhannon-Upshur High School Athletic Building.\*

21. Correspondence from Sheriff David H. Coffman enclosing an invoice for Magistrate Court Bailiff Services for fiscal year ending June 30, 2019 and requesting for the invoice to be forwarded to the WV Supreme Court of Appeals, pursuant to Rule 3 of the WV Judiciary Administrative Rules for the Magistrate Courts. This invoice is in the amount of \$8,540.\*

22. Approval of Lewis - Upshur Animal Control Facility Volunteer Paula Stone.\*

23. 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 Michael A. Albert, Chairman of Public Service Commission of West Virginia, reappointing Jacqueline McDaniels as a member of the Board of Directors of the Upshur County Solid Waste Authority to a term expiring June 30, 2023.
2. Correspondence from Dustin Zickefoose, Assessor, announcing the employment of Jon Scott Wilson, as Appraiser, beginning July 1, 2019. Mr. Wilson's salary will be paid from the Revaluation Fund.
3. Upshur County Safe Structures and Sites Enforcement Board Petition for Order --- Case Number 121318-01 (Washington Tax District – Tax Map 6L – Parcel Number 11.3)
4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – May 2019

5. Lewis-Upshur Animal Control Facility Cat Report for the month of May 2019
6. Lewis-Upshur Animal Control Facility Animal Report for the month of May 2019
7. Upshur County Animal Control/Humane Officer Monthly Animal Report for the month of May 2019
8. Upshur County Mileage Reports – April and May 2019
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
9. 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](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  
July 11, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The regularly scheduled Commission Meeting on July 4, 2019 is CANCELLED due to the Courthouse being closed in observance of Independence Day\*\***