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 9, 2020

9:00 a.m.  Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
   • December 19, 2019
   • December 23, 2019 – Special Meeting

9:15 a.m.  Discuss Humphrey Case Number 121318-01 (Washington Tax District – Tax Map 6L – Parcel Number 11.3) – The Order Setting Forth Findings of Fact and Conclusions of Law entered on September 26, 2019 provided the property owner with ninety (90) calendar days to have all debris and trash removed from the property.

9:30 a.m.  Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Law Enforcement Appreciation Proclamation

10:00 a.m.  Public hearing and first reading of suggested revisions to the Upshur County Floodplain Ordinance, previously adopted on September 16, 2010.

6:00 p.m.  Tennerton PSD Boundary Extension Hearing – Circuit Courtroom

Items for Discussion / Action / Approval:

1.  Election of Commission President for 2020 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 2020 Holiday Schedule and Administrative Closures *

9.  Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature *

10. Consider Commissioner Board Appointments *:

12. Approval of Upshur County Commission’s mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services. *

13. Approval of Board of Review & Equalization 2020 schedule *

14. 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 30th day of January, 2020, and shall continue until the work is complete but will adjourn no later than the close of business on the 18th day of February, 2020. *

15. 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 January 30, 2020, must be forwarded to the Commission sitting as the Board of Review & Equalization. *


17. Approval and signature of a Proposal for Financing provided by Country Roads Leasing, LLC and Resolution Authorizing the Execution and Delivery of a Master Equipment Lease-Purchase Agreement, and Related Instruments, and Determining Other Matters in Connection Therewith. The tax-exempt lease-purchase financing for the acquisition of a 2020 Ford Explorer will cost $8,678.50 annually over a period of four years resulting in a total acquisition cost of $34,714. *

18. Approval of “Requests for Bids” and Minimum Vehicle Specifications for one police interceptor sedan. Sealed Proposals must be received no later than 4:00 p.m. on February 5, 2020 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 10:00 a.m. on Thursday, February 6, 2020. *
19. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution in the amount of $5,000 to the Corridor H Authority during fiscal year 2020. This item was tabled during the regularly scheduled Commission Meeting held on May 2, 2019.

20. Approval and signature of a Gold Service Agreement with ThyssenKrupp Elevator Corporation. ThyssenKrupp Elevator Corporation will provide a comprehensive maintenance program designed to protect and maximize the performance, safety, and life span of the hydraulic elevator located within the Upshur County Courthouse Annex. Upon approval, the agreement will be in effect immediately and the price for the services stated within the agreement will be $225 per month, payable annually in advance.


22. Approval and signature of an Authorization to Destroy Records.

23. Discuss E-911 Communication Center on-call scheduling proposal.

24. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exoneration/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. Representatives of the Water & Wastewater Division, Legal Division, and Engineering Division’s response to the Upshur County Commission/City of Buckhannon/Tennerton PSD/Hodgesville PSD Informal Request.

2. Correspondence from Joseph A. Tenney, Tennerton PSD Chairman regarding the public hearing scheduled for January 9, 2020.

3. Correspondence from Jason S. Harshbarger, Dominion Energy State Policy Director, regarding safe digging throughout the community.

4. Correspondence from Hannah Lively announcing her resignation from the Buckhannon-Upshur Parks and Recreation Advisory Board, effective immediately. This term expires on June 30, 2019 and is a Board of Education appointee.


6. Upshur County Safe Structures and Sites Enforcement Board Petition for Order --- Case Number 061319-02 (Banks Tax District – Tax Map 3P – Parcel Number 20.1)

7. Upshur County Building Permits for the month of December 2019
8. Upshur County E911 Communication Reports – November and December 2019
   • Monthly Department Summary Report
   • Monthly Wrecker Report

9. Upshur County Mileage Reports – November, 2019
   • Upshur 911
   • Maintenance
   • Emergency Management
   • Sheriff
   • Addressing and Mapping
   • Community Corrections
   • Dog Pound

10. 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 16, 2020 --- 9:00 a.m.
Upshur County Courthouse Annex