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: December 12, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• December 5, 2019

9:05 a.m. Ashleigh Raeder, U.S. Cellular Business Account Sales Executive – Introduction as new representative for this area

Items for Discussion / Action / Approval:

1. Review and signature of Change Order #1 for the Upshur County Former Jail Facility Project. Mortar testing was required before work could be performed, this testing was provided by Trisco Systems, Inc. in the amount of $2,180. Upon approval, the revised contract amount will be $84,743. This project is being funding by the WV Courthouse Facilities Improvement Authority. *

2. Review and signature of 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, 2019. The fee for the audit services will be $29,740. *

3. Review and signature of Memorandum of Understanding between the Upshur County Commission and the Supreme Court of Appeals of WV regarding the arrangements essential to establishing and maintaining Family Court facilities in Upshur County. Commencing July 1, 2019, the Commission shall invoice the Court for an amount not to exceed $706.50, which is equivalent to $6 per square foot. If approved, the Memorandum of Understanding will automatically renew for Fiscal Year 2021.

4. Correspondence from Lewis A. Simmons requesting reappointment to the James W. Curry Library & Park Advisory Board. Upon approval, his term will expire on December 31, 2024. *

5. Correspondence from Patricia Tolliver requesting reappointment to the James W. Curry Library & Park Advisory Board. Upon approval, her term will expire on December 31, 2024. *

6. Approval of Lewis–Upshur Animal Control Facility Volunteer Jade Parrish. *

7. Increase salaries for the Youth Camp Director and Community Corrections Director per the final rule issued by the Department of Labor increasing the salary-level threshold for white-collar exemptions to $684 a week from $455 a week. The final rule is effective January 1, 2020. *

Item may lead to Executive Session per WV Code §6-9A-4
8. Approval of Application for Donated Leave and the granting of leave under the Family and Medical Leave Act. *
   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. Update from Brian K. Cooper, WVDOH District Engineer, regarding the Safety Study being conducted at the Route 33 intersections in Upshur County.

2. Memorandum from Stuart T. Stickel, CPA, CFE, Deputy State Auditor for the Office of the State Auditor, regarding new reporting and examination requirements for state grants. The first state’s fiscal year for which these requirements will apply is for the fiscal year ended June 30, 2020.

3. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Carroll and Elouise Chapman, setting Safe Structures and Sites Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11) for hearing before the Upshur County Commission on January 30, 2020 at 9:05 a.m.

4. Upshur County Building Permits for the month of November 2019

5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – November 2019

6. Lewis-Upshur Animal Control Facility Cat Report for the month of November 2019

7. Lewis-Upshur Animal Control Facility Animal Report for the month of November 2019

8. Upshur County Animal Control/Humane Officer Monthly Animal Report for the month of November 2019

9. 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
   December 19, 2019 --- 9:00 a.m.
   Upshur County Courthouse Annex

*The regularly scheduled Commission Meetings on Thursday, December 26, 2019 and January 2, 2020 have been CANCELLED*