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 5, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• November 7, 2019 amended December 5, 2019
• November 21, 2019

9:05 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.

9:15 a.m. Abigail and Jon Benjamin – Discuss the Commission’s appointment to the Upshur County Public Library Board in 2020 and request consideration to serve on the Board

Items for Discussion / Action / Approval:

1. Consideration of Order waiving estate commission due to the Sheriff of Upshur County in his capacity as Co-Administrator of the Estate of Patricia Lee Robinson, deceased. *

2. Approval of Order Proposing the Expansion of the Territory of Tennerton Public Service District. A hearing on the proposed expansion of the boundaries of Tennerton Public Service District will be held on January 9, 2020 at 6:00 p.m. in the Circuit Courtroom, Upshur County Courthouse, 40 West Main Street, Buckhannon, WV. *

3. Approval and signature of an Examination and Lubrication Agreement with DC Elevator Company, Inc. Upon approval, DC Elevator Company, Inc. will complete maintenance on the platform lift located in the Circuit Courtroom at least four times per year and charge one hundred thirty dollars ($130) per inspection. *

4. Approval of revised Expense Reimbursement Log. *

5. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Dakota Linger for the position of Deputy Sheriff. Upon approval, Mr. Linger will begin employment on December 8, 2019 at the starting pay rate of $18.73 per hour. * Item may lead to Executive Session per WV Code §6-9A-4

6. Discuss potential changes to county employee health insurance plan effective July 1, 2020. *

7. 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, advising that the Assessor’s Office is in compliance with all areas that were reviewed by the Property Valuation Training and Procedures Commission on November 18, 2019.

2. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – October 2019

3. Lewis-Upshur Animal Control Facility Cat Report for the month of October 2019

4. Lewis-Upshur Animal Control Facility Animal Report for the month of October 2019


6. Upshur County Mileage Reports – October, 2019
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections
   - Dog Pound

7. 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)

1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11).

Next Regular Meeting of the Upshur County Commission
December 12, 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*