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: February 27, 2020

9:00 a.m.    Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 13, 2020
• February 19, 2020 – Special Meeting

9:15 a.m.    Bid Opening and Award- Grounds Keeping Contract for various Commission owned properties located within Upshur County

9:30 a.m.    Craig Presar –WVU Extension Office-Presentation of Budget for Fiscal Year 2021

10:00 a.m.   Erin Jones --- Altice USA Director of Government Affairs – Introduction and overview of services

Items for Discussion / Action / Approval:

1. Approval of James W. Curry Scholarship Announcement and Application for 2020. *

2. 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 2021. *

3. Correspondence from Beth Rogers, Upshur County Public Library Assistant Director, requesting use of the Upshur County Recreational Park pavilion for the Library’s summer reading wrap-up party on July 6th, free of charge. The event is open to all those who take part in the reading program, from young children through senior citizens as a thank you for participating. *

4. Correspondence from Toni Newman, Hodgesville Lions Club Secretary-Treasurer, requesting use of the Upshur County Recreational Park pavilion on July 18th for a multi-club picnic, free of charge. The Lions International Foundation is a nonprofit organization. *

5. Correspondence from Sandra Bennett, President of the WV Strawberry Festival Board of Directors, requesting use of the Courthouse Plaza from May 9th through 17th and further requests that the picnic tables be moved from the Buckhannon-Upshur Recreational Park to Spring Street for use in Vendors Alley. *

6. Correspondence from Cornerstone Community Church Pastor John Darnall requesting use of the Courthouse Plaza on May 7th from 6 p.m. to 7:30 p.m. for a prayer meeting on the National Day of Prayer. *
7. Approval and signature of a Consulting Agreement between USI Insurance Services LLC and the Upshur County Commission, effective July 1, 2020. During the term of the agreement, the fee will be $5,000 quarterly.

8. Approval and signature of World Vision Product Resources Cooperative Agreement.

9. Approval and signature of correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their FY21 grant application.

10. Review and approval of a Wrecker Service Complaint Form to be utilized by Fire Departments, Emergency Medical Services and Law Enforcement.

11. Correspondence from Sandra Williams, part-time Deputy Clerk, announcing her resignation effective January 14, 2020.

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

12. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Jason K. Knicely, as full-time Animal Control Officer, at the pay wage rate of $13.26 per hour, effective March 1, 2020.

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

13. Approval of advertisement for a part-time Deputy County Clerk. Applications must be received by 4:00 p.m. on March 23, 2020.

14. 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. Statewide Transportation Improvement Program (STIP) FFY 2020-2025 Program Amendment #1 dated February 6, 2020

2. WV Public Service Commission Initial Joint Staff Memorandum dated February 14, 2020

3. Electronic correspondence from Adrienne L. Hissam, Executive Secretary to the Superintendent, announcing the Board of Education’s appointment of Brett Robinson to the Buckhannon-Upshur Parks and Recreation Advisory Board, effective immediately. This term is set to expire on June 30, 2020.

4. Correspondence from Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, confirming the estimated employer contribution percentage will remain at 10.0% effective July 1, 2020.

5. Upshur County Sheriff’s Financial Statement for Period Ending January 2020

6. Appointments Needed or Upcoming:
   - Buckhannon-Upshur Parks and Recreation Advisory Board (BOE appointee – 6/30/2020)
7. Budget Hearing Schedule
The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org.

- Monday, March 9th beginning at 9:00 a.m.
- Tuesday, March 10th beginning at 9:00 a.m.
- Wednesday, March 11th beginning at 9:00 a.m.
- Thursday, March 12th beginning at 9:00 a.m.
- Monday, March 16th beginning at 9:00 a.m.

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)

1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

   **Next Regular Meeting of the Upshur County Commission**
   March 5, 2020 --- 9:00 a.m.
   Upshur County Courthouse Annex
   **The regularly scheduled Commission Meeting on March 19, 2020 is CANCELLED**