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: March 26, 2020

9:00 a.m.  
Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• March 12, 2020  
• March 20, 2020 – Emergency Meeting

9:15 a.m.  
Sue McKisic, Upshur-Buckhannon Health Department Nurse Director and Brian Shreves, Upshur County Department of Homeland Security Emergency Management Director – Provide COVID 19 Update

9:45 a.m.  
Approval and Signature of FY 21 Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP) Application on behalf of the Upshur County and Lewis County Board of Educations. If awarded, the grant will provide updated emergency notification telephone systems to both Upshur and Lewis County Board of Educations.

11:00 a.m.  
Meeting with Elected Officials to further discuss continued operations as they relate to COVID 19

Items for Discussion / Action / Approval:

1. Approval and signature of 2020 Board of Review and Equalization (BORE) meeting minutes. *

2. Approval and signature of Upshur County 2020 – 2021 fiscal year budget. *

3. Approval and signature of an Order allowing the Commission to join with the Upshur County Development Authority (UCDA) to form a Joint Development Entity, as permitted under Chapter 7, Article 12 of the Code of West Virginia. This Entity is required to receive new market tax credits (NMTC) for the Innovation Center. *

4. Correspondence from Shane Whitehair, Executive Director of Region VII Planning and Development Council regarding Small Cities Block Grant recipient requirements to affirmatively further fair housing. Approval and signature of a Resolution proclaiming April 2020 as Fair Housing Month. *

5. Approval and signature of the Mountaineer Trail Network Appalachian Regional Commission (ARC) POWER Implementation Grant Letter of Support. *

6. Approval and signature of an Agreement between the Department of Arts, Culture and History for and on behalf of Archives and History for and on behalf of the Records Management and Preservation Board and the Upshur County Commission for fiscal year July 1, 2020 through June 30, 2021. The award is for personnel costs to scan and index records in the amount of $3,000 in the Assessor’s Office and digitizing chancery and civil order books in the amount of $10,000 in the Circuit Clerk’s Office with a ten percent cash match to be provided by the County. *
7. Correspondence from Sheriff David H. Coffman requesting the lateral transfer of Crystal Linger from part-time Circuit Court Bailiff to full-time Law Enforcement Administrative Assistant, effective March 29, 2020 at the pay rate of $11.22 per hour.

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

8. Correspondence from Sheriff David H. Coffman requesting a lateral transfer of Mark Cunningham from Court Security Officer to Circuit Court Bailiff, effective March 29, 2020 at the pay rate of $12.00 per hour.

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

9. Correspondence from Sheriff David H. Coffman requesting the employment of Roger Lee Davis as a “fill-in” Court Security Officer, effective March 29, 2020.

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

10. Correspondence from Toni C. Newman, Fire Fee Clerk, requesting to decrease her work hours to 44 hours per pay period effective April 1, 2020.

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


12. 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. Order of the Public Service Commission of West Virginia entered March 18, 2020 regarding the “Petition for consent and approval to enlarge the service territory of the Tennerton Public Service District”.

2. Announcement of FY2021 Litter Control Grant Application offered through the WVDEP REAP Litter Control Grant Program

3. Press Release: Secretary Warner Encourages West Virginians to Vote Early and Absentee in the May 12 Primary Election.

4. Notice of Proposed Adoption of Amendment to Municipal Zoning Ordinance by the Council of the City of Buckhannon

5. Upshur County Sheriff’s Financial Statement for period ending February 2020

6. 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)

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

Next Regular Meeting of the Upshur County Commission
April 2, 2020 --- 9:00 a.m.
Upshur County Courthouse Annex