Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: March 26, 2015

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
• Approval of Minutes: March 19, 2015

9:30 a.m. Certificates of Appreciation presented to community members and organizations who volunteered during winter storm Thor --- CERT Team, Bill Nicholson, Julie Sterling, Rose Clutter and Gilbert Valdez

9:45 a.m. Burl Smith & Joyce Harris-Thacker
• Proclamation designating April 2015 as “Make It Shine Month”

10:00 a.m. Family Resource Network & Women’s Aid In Crisis
• Proclamation designating April 2015 as Sexual Assault Awareness Month
• Proclamation designating April 2015 as Child Abuse Prevention & Awareness Month
• Proclamation designating Friday, April 16, 2015 as Children’s Memorial Flag Day
• Raising of the Children’s Memorial Flag in the Courtyard

11:00 a.m. Micah Hitt-Hariss, Community Correction’s Director --- Employment of Case Manager
Item may lead to Executive Session per WV Code §6-9A-4
(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

1:00 p.m. James Powell, Loudin Insurance Agency --- Personal Property Insurance Quote

Items for Discussion / Action / Approval:

1. Approval of Upshur County 2015-2016 fiscal year budget.

2. Correspondence from the Upshur County Development Authority requesting a forty thousand dollar ($40,000.00) donation in lieu of the appropriated fifty six thousand, six hundred and twenty five dollar ($56,625.00) principle and interest payment allocated for the WVARNG Project Bond in the FY 15 budget. The UCDA agrees to assume full responsibility for the remaining balance of payment due on May 15, 2015.

3. Correspondence from Mr. & Mrs. Guy Derico requesting that Slater Lane be removed as an identified road within the Upshur County 911 Addressing & Mapping Ordinance without the associated removal fee of $272.00.
4. Approval and signature of correspondence to the West Virginia Board of Veterinary Medicine regarding Certified Animal Euthanasia Technician (CAET) Training for Daniel Boone, Animal Control Officer.

5. Correspondence from Carrie Wallace, Administrator, requesting the employment of Tabatha Perry as Assistant Administrator, effective April 13, 2015 at the annual salary of $40,000.00.

6. Correspondence from Helen Phillips, Assessor, requesting the employment of Lisa Severe as a full time Deputy Assessor, effective April 13, 2015 at the wage rate of $11.00 per hour.

7. Correspondence from Ashley Brooke Ware, Legal Assistant, announcing her resignation effective April 3, 2015.

8. Approval of advertisement for temporary part-time Grounds Keeping positions. The temporary positions will work 19.5 hours per week for no more than 120 days. Applications must be received on or before the close of business on Friday, April 3, 2015.

9. Approval of advertisement for the full time Legal Assistant position in the Prosecuting Attorney’s Office. Applications must be received on or before close of business on Tuesday, April 7, 2015.

10. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, 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 Helen Phillips, Assessor, announcing the employment of Venus Drummond as a full time Data Entry Clerk and Office Assistant, effective April 13, 2015. Ms. Drummond’s salary will be paid from the Revaluation Fund.

2. Correspondence from Governor Earl Ray Tomblin announcing a Records Management and Preservation Board grant award of $10,000 to provide improvements for Upshur County’s Circuit Clerk’s Office.

3. Lewis-Upshur Animal Control Facility Adoption Financial Transactions --- February 2015

4. Agendas and/or Notice of Meetings:

5. Meeting Minutes

6. Meetings
   - 03/05/15    7:00 p.m.    Banks District VFD
7. Appointments Needed or Upcoming:
   • Upshur County Safe Structures and Sites Board (Vacant Position – 6-30-14) --- Community
   • Upshur County Enhanced Emergency Telephone Bd (Vacant Position – 06-30-13) --- Community
   • Upshur County Civil Service Board (Vacant Position – 12-31-13) --- Commission

Next Regular Meeting of the Upshur County Commission
April 2, 2015 --- 09:00 a.m.
Upshur County Courthouse Annex