

**COMMISSIONERS COURT OF UPSHUR COUNTY, TEXAS  
SEPTEMBER 14, 2018  
9:00 AM REGULAR SESSION**

**Commissioners met in regular session with all members present.**

**1. Invocation and Pledges**

Prayers said by Judge Fowler

**2. Consider and take action on approval of:**

**A. The minutes of previous meeting:**

Motion to approve the minutes of previous meeting as written made by Don Gross

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved. (Minutes of meeting held on August 31st)

**B. Payroll changes:**

Motion to approve payroll changes made by Mike Spencer

Second by Frank Berka

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copies attached.

**C. Payroll:**

Motion to approve payroll made by Paula Gentry

Second by Don Gross Frank Berka abstained

Paula Gentry, Don Gross and Mike Spencer voted for.

Motion approved.

Copy attached.

**D. Budget amendments:**

Motion to approve budget amendments made by Mike Spencer

Second by Frank Berka

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copy attached.

**E. Accounts payable:**

**Expense Approval Report:**

Motion to approve accounts payable made by Don Gross

Second by Paula Gentry Mike Spencer abstained

Paula Gentry, Don Gross, Frank Berka voted for.

Motion approved.

Copy attached.

**F. Accept for recording: Auditor reports; Treasurer reports; Bonds; Oaths; Deputations; Certificates; refund of overpayment or erroneous tax payments in excess of \$2500.00; and applications for use of Upshur County roads and rights-of-way and permit requests.**

Motion to record all documents listed above made by Mike Spencer

Second by Paula Gentry

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copies attached.

**3. Discuss and take action to approve a Proclamation for the America Legion.**

Motion to approve the Proclamation and proclaim September 16, 2018 as America Legion Day made by Don Gross

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copy attached.

**4. Discuss and take action to approve resolution authorizing county grant to Meals on Wheels Ministry.**

Motion to approve the grant to Meals on Wheels made by Frank Berka

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copy attached.

**5. Discuss and take action to set Sheriff's and Constables' fees for 2019.**

Motion to approve the Sheriff's and Constables' fees for 2019 as proposed made by Mike Spencer

Second by Don Gross

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copies attached.

**6. Discuss and take action to grant discretionary exemptions under TX LGC 262.024 to purchase radio equipment and installation of the equipment from Motorola.**

No action taken at this time.

**7. Discuss and take action to change the Commissioners' Court meeting schedule and the payroll schedule to bi-weekly from semi-monthly beginning in January 2019.**

No action taken at this time.

**8. Discuss and take action to clarify accrual and use of time and recording of such for employees.**

Motion to adopt the policy regarding accrual and use of time and recording of such for employees made by Frank Berka

Second by Mike Spencer

Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.

Motion approved.

Copy attached.

**9. Discuss and take action to define policy on use of County owned vehicles for proper purposes and only by authorized personnel.**

No action taken at this time.

**10. Discuss and take action to not renew contract for insurance broker services with Hilltex Insurance Group.**

Judge Fowler excused himself and left the courtroom due to a conflict of interest affidavit filed in the County Clerk's Office. Commissioner Mike Spencer now resides.

Motion to not renew contract for insurance broker services with Hilltex Insurance Group made by Paula Gentry  
Second by Don Gross  
Paula Gentry, Don Gross, Frank Berka and Mike Spencer voted for.  
Motion approved.

**11. Discuss and take action of possible alternatives for insurance broker or human resources to handle insurance claims.**

No action taken at this time.

**12. Adjourn.**



Attest: Terri Ross, Upshur County Clerk

Attendance sheet placed into minutes for recording purposes only.

Bills previously approved placed into minutes for recording purposes only.

Jury payroll placed into minutes for recording purposes only.

