



Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: March 28, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• March 21, 2019
- 9:05 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director and team leader for Upshur County Partners in Prevention
• Requesting for the Month of April 2019 to be proclaimed as Child Abuse Prevention and Awareness Month; and, Page 5
• Presentation of Children's Memorial Flag Proclamation Page 6

(Recess for raising of flag)

- 9:30 a.m. Addie Helmick on behalf of Women's Aid in Crisis – Presentation of Sexual Assault Awareness Month Proclamation Page 7
- 9:45 a.m. Burl Smith with the Upshur County Solid Waste Authority -- Presentation of Proclamation for approval and signature declaring April 2019 as "Make it Shine Month" Page 8
- 1:30 p.m. Wrecker Services Meeting –Discuss Procedures to Dispatch Wrecker Services

Items for Discussion / Action / Approval:

1. Approval and signature of Upshur County 2019 – 2020 fiscal year budget.* Under separate cover
2. Consideration of FY20 health insurance changes* Page 9-10
3. Correspondence from Principal Amanda Craig and Christine Hamner, Rock Cave PTO President, requesting the donation of pool passes for their annual bingo fundraiser to be held May 4th.* Page 11
4. Approval and signature of welcome letter for the annual Strawberry Festival Souvenir Program Book and local newspapers.* Page 12
5. Approval and signature of FY 19 Court Security Grant Application, Resolution and Assurances requesting the amount of \$53,751 to purchase one additional camera, 6 mobile radios, 6 tasers, and shatterproof film for the Courthouse Annex Foyer and Courthouse Foyer doors.* Page 13
6. Approval and signature of the FY 19 Victim of Crime Act (VOCA) Victim Assistance Grant Application, Standard Conditions and Assurances, for victim advocate services.* Page 14-15

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7. Approval and signature of the FY 20 WV Community Corrections Grant Program Application requesting the amount of \$412,695 to be used to provide alternate sentencing and re-entry services for eligible offenders.*
Page 16-18
 8. Approval and signature of an Agreement between the County Commission of Upshur County, the Board of Education of the County of Upshur, the Board of Education of the County of Lewis, and Micrologic, Inc. for the COPS School Violence Prevention Program project. This agreement outlines the agreement by which the Contractor will provide services, hardware, software, and installation.*
Under separate cover
 9. Review and signature of Renewal Agreement between The Upshur County Commission and Stanton Lawn Service for grounds keeping services for the 2019 season. Per the renewal clause, Owner and Contractor agree all terms set forth in the Agreement dated March 23, 2017 are in full force and effect for another one year period effective March 28, 2019 and continuing through September 30, 2019. Owner shall pay the Contractor, upon completion of all work, no more than the sum of \$15,885.
Page 19-20
 10. Approval of granting leave under the Family and Medical Leave Act*
Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
 11. 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. Release of Liability executed by J.A.J. Houben, F.M. van Haaron Managing Director, for centerline and address data for the unincorporated areas of Upshur County received from the Upshur County Addressing and Mapping Office as of March 21, 2019.
Page 21
2. Upshur County Mileage Reports – February 2019
Page 22-33
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
3. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - b. Agendas and/or Notice of Meetings:
 - James W. Curry Library / Park

March 27, 2019 Page 34-35

c. Meeting Minutes:

- | | | |
|----------------------------------|-------------------|-------------------|
| • Upshur County Fire Board | February 19, 2019 | <u>Page 36-37</u> |
| • Upshur County Public Library | February 20, 2019 | <u>Page 38-40</u> |
| • Upshur County Youth Camp Board | February 21, 2019 | <u>Page 41-44</u> |

d. Meetings:

- | | | |
|------------|------------|---|
| • 04/04/19 | 5:30 p.m. | Elkins Road PSD |
| • 04/02/19 | 4:00 p.m. | Hodgesville PSD |
| • 04/04/19 | 7:00 p.m. | Banks District VFD |
| • 04/04/19 | 7:00 p.m. | Selbyville VFD |
| • 04/08/19 | 12:00 p.m. | Upshur County Family Resource Network |
| • 04/08/19 | 4:30 p.m. | Upshur County Solid Waste Authority |
| • 04/08/19 | 5:30 p.m. | Buckhannon-Upshur Recreational Park Advisory Board |
| • 05/06/19 | 6:00 p.m. | Lewis-Upshur Community Corrections Board-Upshur County |
| • 04/09/19 | 7:30 p.m. | Adrian VFD |
| • TBD | 6:00 p.m. | Buckhannon-Upshur Board of Health |
| • 04/17/19 | 7:00 a.m. | Upshur County Development Authority – Executive Board |
| • 04/10/19 | 12:00 p.m. | Upshur County Senior Center Board |
| • 04/11/19 | 3:00 p.m. | Upshur County Conventions & Visitors Bureau |
| • 04/17/19 | 6:00 p.m. | Upshur County Citizens Corp – CERT |
| • 04/10/19 | 7:00 p.m. | Warren District VFD |
| • 04/11/19 | 10:00 a.m. | Adrian PSD |
| • 04/10/19 | 3:00 p.m. | Tennerton PSD |
| • 04/11/19 | 4:00 p.m. | Upshur County Safe Sites & Structures Enforcement Board |
| • 04/11/19 | 7:30 p.m. | Buckhannon VFD |
| • 04/11/19 | 4:00 p.m. | Buckhannon Upshur Airport Authority |
| • 04/18/19 | 6:30 p.m. | Upshur County Youth Camp Board – WVU Extension Office |
| • 04/21/19 | 6:00 p.m. | Washington District VFD |
| • 04/15/19 | 12:00 p.m. | Buckhannon-Upshur Chamber of Commerce |
| • 04/17/19 | 4:00 p.m. | Upshur County Public Library Board |
| • 04/16/19 | 10:00 a.m. | Wes-Mon-Ty Resource Conservation & Development Council-TVCD |
| • 04/16/19 | 6:30 p.m. | Upshur County Fire Board, Inc. |
| • 04/25/19 | 12:00 p.m. | UC Enhanced Emergency Telephone Advisory Board |
| • 04/10/19 | 7:00 p.m. | Ellamore VFD |
| • 04/17/19 | 12:00 p.m. | Lewis Upshur LEPC --- Lewis location |
| • 04/18/19 | 2:00 p.m. | Upshur County Farmland Protection Board |
| • 03/27/19 | 10:00 a.m. | James W. Curry Advisory Board |
| • 04/29/19 | 6:00 p.m. | Upshur County Fire Fighters Association |
| • 04/10/19 | 6:00 p.m. | Buckhannon River Watershed Association - WVWC |
| • 06/14/19 | 11:00 a.m. | Region VI Local Elected Officials – Taylor County |
| • 04/22/19 | 12:00 p.m. | Region VII Planning and Development Council |
| • 04/22/19 | 10:00 a.m. | Mountain CAP of WV, Inc. a CDC |

4. Appointments Needed or Upcoming:

- Tennerton Public Service District (unexpired term – July 31, 2019)

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission
April 4, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

There will be a Special Commission Meeting held at 9:00 a.m. on Tuesday, April 16, 2019 at the Upshur County Administrative Annex

CHILD ABUSE PREVENTION AND AWARENESS MONTH
APRIL 2019



WHEREAS, preventing child abuse and neglect is a community problem that depends on involvement among people throughout the community;

WHEREAS, child maltreatment can occur when people find themselves in stressful situations, without community resources, and don't know how to cope;

WHEREAS, the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community;

WHEREAS, child abuse and neglect can be reduced by making sure each family has the support they need to raise their children in a healthy environment;

WHEREAS, child abuse and neglect not only directly harm children, but also increase the likelihood of criminal behavior, substance abuse, health problems such as heart disease and obesity, and risky behavior such as smoking;

WHEREAS, all citizens should become involved in supporting families in raising their children in a safe, nurturing environment;

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community;

NOW THEREFORE, THE UPSHUR COUNTY COMMISSION does hereby proclaim the month of **April** as **Child Abuse Prevention and Awareness Month** in **Upshur County** and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Signed on March 28, 2019

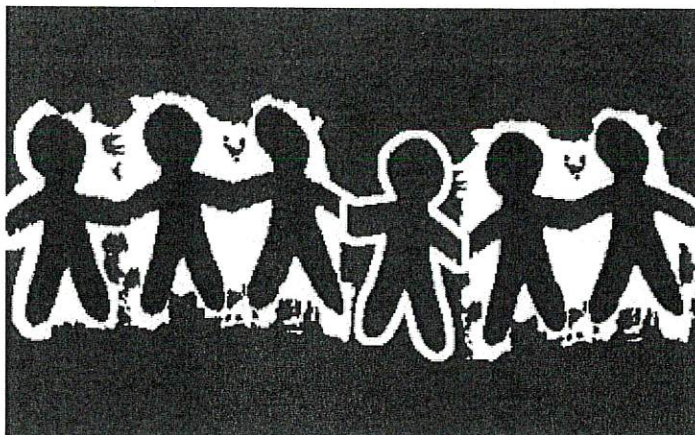
Samuel Nolte, President

Kristie Tenney

Terry Cutright

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Children's Memorial Flag Day April 25, 2019



WHEREAS, the Children's Memorial Flag is a symbol which reminds us that the death of a child through abuse and neglect is a reality. The blue figures on the flag represent the children with us today; however the child outlined in red represents those children who have lost their life to violence, neglect, and other preventable acts;

WHEREAS, the flag serves as a reminder to those who see it that one person can make the difference in the life of a child. If everyone who sees something and says something, then over three million cases of child abuse in our nation could drop dramatically;

WHEREAS, CWLA (Child Welfare League of America) is a leading voice for abused, neglected and otherwise vulnerable children and those who serve them. To help further understand about issues affecting children, CWLA works closely with the media to provide data, expertise, and insights on a variety of topics;

WHEREAS, the CWLA supports foster care, adoption, mental health and residential treatment, the public welfare system, public policy, juvenile justice, and child abuse and neglect awareness;

WHEREAS, by using the Children's Memorial Flag as a symbol, we share our vision of children growing up in safe, loving, and stable family;

NOW THEREFORE, the **Upshur County Commission** does hereby proclaim **April 25, 2019** as **Children's Memorial Flag Day in Upshur County** and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Signed on March 28, 2019

Samuel Nolte, President

Kristie Tenney

Terry Cutright

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Sexual Assault Awareness Month

Upshur County Proclamation

WHEREAS, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence against the citizens of Upshur County continues; and

WHEREAS, sexual violence is an intolerable violent crime that affects every person in Upshur County as a victim/survivor or as a family member, significant other, neighbor or co-worker of a victim/survivor; and

WHEREAS, to prevent the future violation of our citizens, it is critical to foster greater public awareness of the causes and effects of sexual violence, and to address this problem on every civic level; and

WHEREAS, Upshur County recognizes that no one person, organization, agency, or community can eliminate sexual violence on their own – we must work together to educate our entire population about what can be done to prevent sexual violence, support victim/survivors, and their significant others, and increase support for agencies providing services to victim/survivors; and

WHEREAS, West Virginia sexual assault programs, other professionals and supporters have joined together as the West Virginia Foundation for Rape Information and Services (WVFRIS) to support each other in their work and to provide the State of West Virginia and its citizens with a central source of information on sexual violence; and

WHEREAS, Women's Aid in Crisis staff and volunteers promote sexual assault prevention by offering educational services in Upshur County throughout the year; and

WHEREAS, Women's Aid in Crisis request public support and assistance as it continues to work toward a society where all women, children and men can live in peace, free from violence, and exploitation; and

NOW THEREFORE, WE

The Upshur County Commission, do hereby proclaim April 1 through April 30, 2019

Sexual Assault Awareness Month

And we commend this observance to all citizens.

County of Upshur

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PROCLAMATION

APRIL 2019

MAKE IT SHINE MONTH

WHEREAS:

The Upshur County Commission is aware that West Virginians are taking action to work toward the common goal of a clean, safe environment for this and future generations; and,

WHEREAS:

One of our most critical objectives must be to reduce the volume of solid waste being generated by our citizens and being disposed of in landfills; and,

WHEREAS:

Our legacy as a county, as a state, and as a people rests on our ability to clean up the environment and set the standards for ourselves and future generations; and,

THEREFORE:

WE, THE UPSHUR COUNTY COMMISSION, do hereby proclaim the month of April 2019 as:

"MAKE IT SHINE MONTH"

The Upshur County Commission urges all citizens to participate in programs that would accomplish these objectives. The Upshur County Commission would encourage participation in the **"Adopt-A-Highway and Adopt-A-Spot Programs."**

Given under our hands this 28th day of March, 2019

Terry B. Cutright
Commissioner

Samuel R. Nolte
President

Kristie G. Tenney
Commissioner

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| Medical Plan Changes | | | | |
|--|--|-------------------|------------------|---------------------|
| Medical Claims - Rolling 12 (3/1/18 - 2/28/19) Trended: | | \$1,223,572 | Premium Trended: | \$231,930 |
| Referenced Based Pricing (RBP) Move to an RBP Plan: RBP Applies to: | | Savings Range | | |
| | | Percentage | | Dollars |
| | | Facilities Only * | | Facilities Only * |
| | | Claims | Premium | Claims Premium |
| 100% of Medicare | | 25.0% | 53.9% | \$305,893 \$124,894 |
| 150% of Medicare | | 17.7% | 33.3% | \$215,961 \$77,310 |
| * PHCS would be the network utilized for Providers & RBP applies to Facilities Only. | | | | |

| Medical/HRA Plan Changes | | | | | |
|--|-----------------|---------------|------------------|---------------|---------------|
| Medical Claims - Rolling 12 (3/1/18 - 2/28/19) Trended: | | \$1,223,572 | Premium Trended: | \$231,930 | |
| Plan Option | Nat'l Avg. ** | Current | Option 1 | Option 2 | Option 3 |
| Deductibles | \$1312/\$4363 | \$250/\$500 | \$300/\$600 | \$425/\$850 | \$525/\$1050 |
| Coinsurance | 80%/20% | 70%/30% | 65%/35% | 65%/35% | 65%/35% |
| Max OOP | \$4090/\$13,600 | \$2320/\$4640 | \$2698/\$5395 | \$2779/\$5558 | \$2844/\$5688 |
| Estimated Low-end Savings | | N/A | \$19,142 | \$33,662 | \$45,637 |
| Estimated Higher-end Savings | | N/A | \$33,935 | \$62,203 | \$85,460 |
| Estimated Savings to add | | | | | |
| Referenced Based Pricing | | | | | |
| 100% of Medicare Facilities Only * | | \$430,787 | \$430,787 | \$430,787 | \$430,787 |
| 150% of Medicare Facilities Only * | | \$293,270 | \$293,270 | \$293,270 | \$293,270 |
| Estimated Low-end Savings for Plan Changes and RBP | | | | | |
| 100% of Medicare Facilities Only * | | \$430,787 | \$449,930 | \$464,449 | \$476,425 |
| 150% of Medicare Facilities Only * | | \$293,270 | \$312,413 | \$326,933 | \$338,908 |
| * PHCS would be the network utilized for Providers and RBP applies to Facilities Only. | | | | | |
| ** Source - KFF/HRET | | | | | |

| Contributions | | | | | |
|--|--------------|---------|-----------------------|--------------|---------------|
| Current Total Annual Cost | \$1,413,585 | Average | Employee Contribution | | |
| Monthly Plan Rates * | Current Cost | Counts | Current | 20% Increase | Nat'l Avg. ** |
| Employee (EE) | \$820.76 | 20.5 | \$20.00 | \$24.00 | \$147.74 |
| EE + Child(ren) | \$1,381.09 | 20.8 | \$30.00 | \$36.00 | \$400.51 |
| EE+ Spouse | \$1,598.80 | 10.4 | \$40.00 | \$48.00 | \$463.65 |
| Family | \$2,174.75 | 25.6 | \$50.00 | \$60.00 | \$630.68 |
| Annual Totals | \$1,413,585 | 77.3 | \$32,745.00 | \$39,294.00 | \$387,729.79 |
| Percent of Total Cost | | | 2.3% | 2.8% | 27.4% |
| National Average Percent of Total Cost ** | | | | | |
| Employee (EE) | | | 18% | | |
| Employee (EE) Plus Dependents | | | 29% | | |
| * Monthly Rates do not include the two lasers (\$300,000 combined) | | | | | |
| ** Source - KFF/HRET | | | | | |

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| Plan Changes | | | | |
|---|---------------------|-----------------------------------|----------------------------------|-------------|
| Medical Claims/Claimant/Year Period | 7/1/17 thru 6/30/18 | Annualized 7/1/18 thru 2/28/19 | Rolling 12 (3/1/18 - 2/28/19) | Average |
| Claims | \$1,279,671 | \$797,726.22 | \$1,122,543.37 | \$1,066,647 |
| Claimants | 174 | 213 | 271 | 219 |
| Claims/Claimant/Year | \$7,354 | \$3,745 | \$4,142 | \$4,863 |
| Coinsurance Changes Period | 7/1/17 thru 6/30/18 | Annualized 7/1/18 thru 2/28/19 | Rolling 12 (3/1/18 - 2/28/19) | Average |
| HRA Coinsurance Paid | \$59,510 | \$24,592 | \$62,804 | \$48,969 |
| 1. Savings at 30% to 35% | \$2,976 | \$1,230 | \$3,140 | \$2,448 |
| 2. Savings at 30% to 40% | \$5,951 | \$2,459 | \$6,280 | \$4,897 |
| Medical Claims - Rolling 12 (3/1/18 - 2/28/19) Trended: \$1,223,572 | | | | |
| Deductible Changes | Savings Range | | | |
| Increase the HRA Deductible of \$250/\$500 to: | Percentage | | Dollars | |
| | From | To | From | To |
| \$300/\$600 | 1.3% | 2.5% | \$16,002 | \$30,795 |
| \$425/\$850 | 2.5% | 4.8% | \$30,522 | \$59,062 |
| \$500/\$1000 | 3.3% | 6.3% | \$39,892 | \$77,200 |
| \$525/\$1050 | 3.5% | 6.7% | \$42,497 | \$82,320 |
| \$750/\$1500 | 5.5% | 11.1% | \$67,354 | \$135,219 |
| \$1000/\$2000 | 7.5% | 14.4% | \$91,349 | \$175,746 |
| Deductible and Coinsurance Changes | Savings Range | | | |
| Increase the HRA Deductible of \$250/\$500 & 30% Coins. to: | Percentage | | Dollars | |
| | From | To | From | To |
| \$300/\$600 & 35% | 1.6% | 2.8% | \$19,142 | \$33,935 |
| \$425/\$850 & 35% | 2.8% | 5.1% | \$33,662 | \$62,203 |
| \$500/\$1000 & 35% | 3.5% | 6.6% | \$43,032 | \$80,341 |
| \$525/\$1050 & 35% | 3.7% | 7.0% | \$45,637 | \$85,460 |
| \$750/\$1500 & 35% | 5.8% | 11.3% | \$70,494 | \$138,360 |
| \$1000/\$2000 & 35% | 7.7% | 14.6% | \$94,489 | \$178,887 |
| \$300/\$600 & 40% | 1.8% | 2.9% | \$22,282 | \$35,692 |
| \$425/\$850 & 40% | 3.0% | 5.2% | \$36,802 | \$63,959 |
| \$500/\$1000 & 40% | 3.8% | 6.7% | \$46,172 | \$82,097 |
| \$525/\$1050 & 40% | 4.0% | 7.1% | \$48,778 | \$87,216 |
| \$750/\$1500 & 40% | 6.0% | 11.5% | \$73,634 | \$140,116 |
| \$1000/\$2000 & 40% | 8.0% | 14.8% | \$97,629 | \$180,643 |

ROCK CAVE PTO, INC.

P.O. Box 83 • Rock Cave, WV 26234



304/924-6969 • Fax: 304/924-5541

Christine Hamner, President, (304) 924-6719 • April Sears, Vice-President, (304) 924-6969

Abigail Jeffries, Treasurer (304) 924-6835 • April Sears, Secretary, (304) 924-6969

Nicky Smith, Co-Treasurer, 304/924-6969

To: Community Partner

From: Amanda Craig, Principal 
Christine Hamner, PTO President 

Date: 2-12-19

RE: BINGO Fundraiser

Thank you for considering a donation for our BINGO, which will be May 4, 2019. Fundraising for our students is a team effort and we appreciate any donation you can provide. All funds raised supports field trips, school events and students!

Our school and PTO are both tax-exempt corporations, so anything you donate is tax deductible. Thank you for your support of our school and students. If you need further information or clarification, please contact either of us at the above numbers.

Thank you again!

UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

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Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

On behalf of the Upshur County Commission, welcome to the 78th Annual West Virginia Strawberry Festival. Ironically enough, strawberry roads did lead me to my home here in beautiful Upshur County nearly 30 years ago. At the young age of 18, I moved here from Maryland to open the business I still own and operate today, Sam's Pizza. I was welcomed by the community with open arms and that's something I'll never forget. Though you likely aren't here looking to relocate, it is my hope that you are welcomed just the same.

The West Virginia Strawberry Festival is Upshur County's largest attraction. In addition to the wide array of events that are scheduled to take place, we hope you enjoy the unique atmosphere downtown Buckhannon has to offer. Beyond the beautiful flowers which lead you through Main Street you'll find many quaint boutiques and delicious restaurants that are sure to please.

Our County is very fortunate to have dedicated volunteers organizing this annual event. These enthusiastic residents work year round to attract new performers, vendors and bands from across the country and the West Virginia Strawberry Festival simply wouldn't be possible without their countless hours of hard work. Between the parades, evening performances, crafts, car show, vendor exhibits and carnival, they guarantee there's something you'll enjoy!

Thank you for joining us in celebration of the 78th year of the festival. Enjoy making new memories that will have you thinking, "Strawberry Roads, Take Me Home" year after year!

Sincerely,

Samuel R. Nolte
County Commission President

An Equal Opportunity Employer

UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

Resolution

Whereas, the West Virginia Court Security Fund makes State grant funds available to county court facilities for the purpose of enhancing security of such courts; and,

Whereas, the West Virginia Division of Justice and Community Services and the West Virginia Supreme Court of Appeals have announced the availability of grant funds and have issued a Request for Proposals;

Whereas, the Upshur County Commission has applied for funding in the amount of **fifty three thousand seven hundred fifty one dollars (\$53,751)** to undertake the following project: **Upshur County Courthouse Security Enhancement**; and,

Whereas, the Upshur County Commission certifies that there exists sufficient manpower to operate and manage all equipment and all other items awarded or purchased through the grant.

Now, Therefore Be It Resolved, by the **County Commission of Upshur County, West Virginia** that **The Honorable Samuel R. Nolte, President of the County Commission of Upshur County,** is hereby authorized to execute said agreement and any other necessary documents on behalf of the County Commission of Upshur County, West Virginia and empowered to sign the contract and any agreement necessary to obtain these funds.

Date: March 28, 2019

Signed: _____

Samuel R. Nolte

Attest:

Carrie L. Wallace, Upshur County Administrator

Appendix B

FY 2019 Victim of Crime Act (VOCA) Victim
Assistance Grant

State of West Virginia




Application Form

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| | |
|---|--|
| Victim of Crime Act (VOCA) Victim Assistance Grant Program Application | General Administrative Information Page 1 |
|---|--|

| | | |
|--------------------------|--|---|
| Applicant Agency: | | Type of Agency |
| Address: | Upshur County Commission 38 W. Main St., Room 302 Buckhannon, WV 26201 | <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit |
| Phone: | 304-472-9699 | |
| Fax Number: | 304-472-2399 | |

| | |
|--|--|
| <u>Project Director:</u> David E. Godwin | <u>Fiscal Officer:</u> Carrie L. Wallace |
| Address: 38 W. Main St., Room 202 Buckhannon, WV 26201 | Address: 38 W. Main St., Room 302 Buckhannon, WV 26201 |
| Phone: 304-472-9699 | Phone: 304-472-0535 |
| Fax: 304-472-1452 | Fax: 304-472-2399 |
| Email: degodwin@upshurcounty.org | Email: clwallace@upshurcounty.org |

Amount Requested: **\$36,380.00** Amount Awarded: 

Project Period: **October 1, 2019 – September 30, 2020**

| | | |
|--------------------------------------|---|-------------------------|
| Percent Breakdown by Crime Category: | Number of years previously funded: <u>21</u> | Geographic Area Served: |
| 49% Domestic Violence | | County(ies): Upshur |
| 12% Sexual Assault | Estimated number of victims to be served by grant: <u>200</u> | Population: 24,632 |
| 15% Child Abuse | | Rural/Urban: Rural |
| 24% Underserved Pop. | | |

Project Title: **Victim Services Division, Upshur County Prosecuting Attorney's Office**

Project Description: The program will utilize resources to provide a comprehensive assistance program to victims of crime in Upshur County. Services provided will include but are not limited to: notification of the filing of criminal charges, notification of court proceedings, accompanying victims to court, personal advocacy, crisis counseling, restitution services, and assistance in filing Crime Victims Compensation Fund applications.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

| | |
|--|---|
| Authorized Official: Samuel R. Nolte | Title: President |
| Address: 38 W. Main St., Room 302 Buckhannon, WV 26201 | Phone: 304-472-0535 Fax: 304-472-2399 E-Mail: srnolte@upshurcounty.org |
| Signature: | Date: |

Appendix B

FY 2020 West Virginia
Community Corrections Grant Program
Application Forms



**West Virginia Community Corrections
Grant Program Application**

**General Administrative Information
Page 1**

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Applicant Agency: Upshur County Commission

Address:91
W. Main
Street, Suite
101
Buckhannon,
WV 26201

Phone:
304-472-9548
Fax Number:
304-472-8735

Type of Agency:

☐ Municipality

☒ County

Type of Application:

☒ For State Funds

☐ No State Funds

Project Director:

PD Title:Cpl. Rodney Rolenson
Project Director
Address:43 WBUC Rd
Buckhannon, WV 26201

Phone:304-472-9548
Fax:304-472-8735
Email:chevellegirl90@gmail.com

Fiscal Officer:

FO Title:Carrie Wallace County
Administrator
Address:91 W. Main Street, Suite
101 Buckhannon, WV 26201

Phone:304-472-0535
Fax:304-472-2399
Email:clwallace@upshurcounty.org

State Funds Requested: 412,695.00

Amount Awarded:

Local Funds Committed: 160,025.00

Project Period: July 1, 2019 – June 30, 2020

(for DJCS use only)

Number of years previously funded: 14 Previous Year Number Admitted: 236

Geographic Area(s) Served: Lewis/ Upshur Counties

Total Population: 41,206

Project Title: 26th Judicial Circuit Community Corrections Day Report Center

Project Description: To provide an alternate sentencing and re-entry services for eligible offenders

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances if funding is provided.

Authorized Official: Samuel R. Nolte

Address:91 W. Main Street, Suite 101 Buckhannon, WV 26201

AO Title: Commission President

Phone:304-472-0535

Fax:304-472-2399

E-Mail:

Signature:

Date:

COOPERATIVE AGREEMENT

Whereas, funding is being requested through a State Grant for the operation of a Community Corrections Program within Lewis and Upshur Counties, West Virginia; and

Whereas, The Upshur County Commission shall serve as the designated grantee for the grant submitted for the fiscal year 2019-2020 to the West Virginia Division of Justice and Community Service;

Whereas, All employees of the Lewis Upshur Community Corrections Day Report Center shall be co-employees of the Lewis Upshur Day Report Center and Upshur County Commission. As such, all reimbursable employee payments, withholdings, matching taxes, fringe benefits, and insurance shall be paid by and through Upshur County Commission; All employees will follow policies set forth in the Upshur County Commission Handbook of Personnel Guidelines.

Whereas, That for the fiscal year 2019-2020 the Lewis County Commission shall pay the requested match amount unto the Lewis Upshur Community Corrections Day Report Center for the operation and maintenance of the Day Report Center.

Whereas, A Local Community Criminal Justice Board shall be established for the Lewis Upshur Community Corrections Day Report Center pursuant to West Virginia Code § 62-11C-6 and shall meet bi-monthly and/or as needed;

Whereas, The Lewis Upshur Local Community Criminal Justice Board is charged with overseeing the operations of the Lewis Upshur Community Corrections Day Report Center. In addition, the Local Community Criminal Justice Board will collaborate with the Upshur County Commission on those issues that commonly represent the overall operations and management of the Community Corrections Program for Lewis and Upshur Counties; and the local Community Criminal Justice Board will issue recommendations to the Upshur County Commission pertaining to the hiring or firing of a Director and other staff for the Upshur County Community Corrections Day Report Center;

Now, Therefore, be it resolved that the undersigned for and on behalf of the County Commission of Upshur County and Lewis Upshur Local Community Criminal Justice Board do hereby agree to this cooperative agreement in consideration of the receipt of state grant funds and for the benefit of its Day Report Center.

Entered this 28 day of February, 2019.

Upshur County Commission President

Lewis Upshur LCCJB President

Renewal Agreement Between Owner and Contractor
On the Basis of a Stipulated Price

Date: March 28, 2019

THIS RENEWAL is by and between the County Commission of Upshur County, West Virginia ("OWNER") and Stanton Lawn Service ("CONTRACTOR") for grounds keeping services located within Upshur County, West Virginia. Per the renewal clause, Owner and Contractor agree *all terms* set forth in the Agreement dated March 23, 2017 are in full force and effect for another one year period effective March 28, 2019 and continuing through September 30, 2019. Specific commencement and completion dates must be coordinated with Greg Harris, Upshur County Facility Supervisor.

An updated Certificate of Insurance with at least \$1,000,000 in general liability coverage has been received by the Owner.

Owner shall pay the Contractor upon completion of all work no more than the sum of fifteen thousand eight hundred eighty five dollars (\$15,885).

By signature on this agreement the undersigned representative of the Contractor makes the following representations:

- 1) Contractor has examined and studied any documentation related to the scope of work for this project as outlined in Section 1 of the agreement dated March 23, 2017. Such documentation is sufficient to indicate and convey understanding for performance and furnishing of the work.
- 2) Contractor has visited the sites and/or is familiar with and is satisfied as to the general or local site conditions that may affect cost, process and performance of the work.
- 3) Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
- 4) Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained herein.

Any provision or part of this agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon Owner and Contractor.

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This Renewal will be effective on the 28th day of March, 2019.

OWNER:

CONTRACTOR:

County Commission of Upshur County

Stanton Lawn Service

By: _____

By: _____

Name: Samuel R. Nolte

Name: Justin Stanton

Title: Commission President

Title: Owner

Attest: _____

Attest: _____

Address for Giving Notices:

Address for Giving Notices:

Office of the Upshur County Commission
91 W Main Street, Suite 101
Buckhannon, WV 26201

40 Cleveland Avenue
Buckhannon, WV 26201

Telephone: 304 / 472.0535

Telephone: (304) 472-1197

Facsimile: 304 / 473.2802

Facsimile: N/A

Greg Harris, Facility Supervisor
(304) 613-1801



**Upshur County Addressing and Mapping,
Building Permit and Floodplain Office**

Judge Jack Dowell Jennings Annex
38 West Main Street, Room 303, Buckhannon, WV 26201
Phone: (304) 472-1673 • Fax: (304) 473-2801
www.upshurcounty.org

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On September 18, 2003, the Upshur County Commission enacted a 911 Addressing and Mapping Ordinance in order to uniformly assign and maintain street addresses, provide for easy identification and to promote the health, safety and welfare of the citizens of Upshur County.

Regarding your recent request for public records, the requested public records were created by Upshur County to comply with the Statewide Addressing and Mapping Project to be used in the Upshur County Communication Center for 911 emergency dispatch purposes and was not created nor intended for any other use. The Upshur County Commission does not warrant that the data is fit for any particular purpose or use by you or your organization and your use of this data for any purpose other than for its intent constitutes your own assumption of liability for any and all risk of damage, inaccuracy, personal injury or death, commercial loss and or injury.

You understand that the requested centerline and address data are for the unincorporated areas of Upshur County. The requested data is presumed to be correct and current to the best of our ability as of 3-21-2019.

The undersigned data recipient agrees to pay the Upshur County Commission the fair and reasonable cost of \$300.00 to reproduce the requested public records.

Data Recipient: HERE Global B.V.

Authorized
Signature:

Name:

Title: R.A.J. Houben

Date: Managing Director

E.M. van Haaren
Managing Director

12 MRT 2019



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: January 2019

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|-------------------|----------------------|-------------------|---------------|-------------|---------------|-------------|
| Doyle Cutright II | 2010 Ford Expedition | 1FMJU1G50AEB66213 | 119709 | 119829 | 120 | 20 |
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| GRAND TOTALS | | | | | 120 | 20 |

U P S H U R

CONFIDENTIAL - WEST VIRGINIA

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT:

Maintenance

MONTH / YEAR:

MONTH / YEAR: Feb. 2019

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|---------------|---------------------|---------------|---------------|-------------|---------------|-------------|
| Geeg Harris | 2008 Toyota Tundra | 5TBBV541B8551 | 74525 | 75,055 | 530 | 18 |
| Mike Campbell | | 4917 | | | 0 | 17.94 |
| Mike Hale | | | | | 0 | 22.0 |
| Loretta Koone | | | | | 0 | |
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| GRAND TOTALS | | | | | 530 | 57.94 |

U P S H U R

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Feb. 2019

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|---------------|---------------------|----------------|---------------|-------------|---------------|-------------|
| GREG HAREIS | 2019 Ford F-250 | 1FDBF2B69KEC81 | 652 | 893 | 241 | 16.55 |
| Mike Campbell | | 902 | | | 0 | |
| Mike Hale | | | | | 0 | |
| Louella Koene | | | | | 0 | |
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| GRAND TOTALS | | | | | 241 | 16.55 |

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| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|-----------|---------------------|-----------------|---------------|-------------|---------------|-------------|
| B Shreves | 2019 Chevy 2500 | 2GC2KREG1121064 | 840 | 1100 | 260 | 24 |
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| | | | GRAND TOTALS | | 260 | 24 |

Feb-19

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

27

| Officer | Cruiser | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|-----------------------|--------------------------|--------------------|---------------|-------------|---------------|-------------|
| DAVE COFFMAN - 900 | 2014 FORD EXPLORER | 1FM5K8AR9EGA71008 | N/A | N/A | N/A | N/A |
| MIKE KELLEY - 902 | 2010 FORD Explorer | 1FM5K8AR8GGB44629 | 53204 | 54748 | 1544 | 106.9 |
| MARK DAVIS - 903 | 2016 Ford Explorer | 1FM5K8AR0GGB43426 | 53484 | 54840 | 1356 | 37.9 |
| MARSHALL POWERS - 904 | 2016 Ford Explorer | 1FM5K8AR4GGB44630 | 61300 | 63320 | 2020 | 133 |
| CJ DAY - 905 | 2013 FORD TAURUS | 1FAHP2M86DG157805 | 58084 | 58467 | 383 | 28.8 |
| THERON CAYNOR - 906 | 2017 FORD EXPLORER (NEW) | 1FM5K8AR4HGC90351 | 35690 | 37336 | 1646 | 101.5 |
| DEWAIN LINGER - 907 | 2019 Ford Explorer | 1FM5K8AR5KGA29379 | 1242 | 2624 | 1382 | 81.5 |
| RODNEY ROLENSON - 908 | 2017 FORD F-150 (NEW) | 1FTEW1EFOHFA12892 | 21765 | 22379 | 614 | 30 |
| ROCKY HEBB - 909 | 2017 FORD TAURUS | 1FAHP2MK5HG119855 | 24911 | 26755 | 1844 | 121.5 |
| TYLER CHIDESTER - 912 | 2012 Ford EXPEDITION | 1FMJU1G50CEF29483 | 123920 | 126512 | 2592 | 232.3 |
| TYLER GORDON - 913 | 2019 FORD TAURUS | 1FAHP2MK4KG102939 | 3473 | 4913 | 1440 | 125.8 |
| BOBBY HAWKINS - 916 | 2010 FORD CROWN VICTORIA | 2FABP7BV2AX1010650 | 134137 | 135194 | 1057 | 63 |
| DANNY GOULD - 918 | Ford Crown Victoria 2010 | 2FABP7BV4AX100651 | 103442 | 103987 | 545 | 37.8 |
| CRYSTAL LINGER - 917 | 2010 Ford Expedition | 1FMJU1G52AEB66214 | 126260 | 126553 | 293 | 32.8 |
| DUSTIN HOLLEN - 930 | 2009 FORD F-150 | 1FTRX14W39FA27159 | 171754 | 172839 | 1378 | 78.9 |
| RODNEY ROLENSON (dc) | 2005 CHEVROLET EQUINOX | 2CNDL73F556160712 | 78222 | 79248 | 1026 | 58.5 |
| GRAND TOTAL | | | | | 19,120 | 1270.2 |

Additional Vehicles

| | |
|-----------------------------|--------------------|
| 2005 Yamaha ATV | 5Y4MO4Y55A013912 |
| 2005 Yamaha Grizzly 500- 4W | JY4AM03Y75C013912 |
| 2005 HMS Transport Trailer | 5HABH20265N049282 |
| 2010 Ford Expedition | 1FMJU1G50AEB66213 |
| 2001 Ford Explorer | 1FMZV72ZE41ZA57159 |
| 2006 Fleetwood Mallard | 1EF1B3020364011090 |
| 2006 Speed Trailer | 5F15S091761003152 |
| 2010 Dodge Charger | 2B3AA4CT9AH269160 |
| S.W.A.T. 1991 International | 1HT5LNEMOMH337402 |
| 2008 Ford Crown Victoria | 2FAFP71V88X123105 |
| 2010 Ford Expedition | 1FMJU1G52AEB66214 |

FOR SALE
FOR SALE

P. 001/001

FAX No. 304 472 4547

Upshur Co Sheriff WV

MAR/19/2019/TUE 07:52 AM

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1950年10月1日

CONFIDENTIAL

MONTH / YEAR: JAN. 2019 / Feb. 2019

[illegible]



UPSHUR

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT:

Comm Correction

MONTH / YEAR:

Feb - 2019

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|----------|---------------------|-----|---------------|-------------|---------------|-------------|
| | Focus | | 123442 | 123491 | 49 | 0 |
| | | | 123491 | 123568 | 77 | 0 |
| | | | 123568 | 123696 | 128 | 0 |
| | | | 123696 | 123755 | 59 | 0 |
| | | | 123755 | 123843 | 88 | 0 |
| | | | 123843 | 123912 | 69 | 0 |
| | | | 123912 | 123968 | 56 | 0 |
| | | | 123968 | 124038 | 70 | 0 |
| | | | 124038 | 124097 | 59 | 0 |
| | | | 124097 | 124173 | 76 | 0 |
| | | | 124173 | 124253 | 80 | 0 |
| | | | 124253 | 124398 | 145 | 0 |
| | | | 124398 | 124487 | 89 | 0 |
| | | | 124487 | 124606 | 119 | 0 |
| | | | 124606 | 124684 | 78 | 0 |
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| | | | GRAND TOTALS | | 1241 | 0 |
| | | | | | | 25.6 |

DEPARTMENT:

MONTHLY
Comm. Corrections

MONTH / YEAR: Jan - Feb

[illegible]

2851

U P S H U R

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: January 2019

[illegible]

EST. 1851

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: February 2019

| Employee | Vehicle Description | VIN | | End Mileage | Total Mileage | Fuel (Gal.) |
|-------------------|---------------------|-------------------|--|-------------|---------------|-------------|
| Jan Cochran | 2008 Ford 250 | 1FTSX21598EB86131 | | 102,501 | 102501 | |
| Truck was in shop | | | | | 0 | |
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| GRAND TOTALS | | | | | 0 | |

**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

March 27, 2019 at 10:00 am

At James W. Curry Public Library

Call to Order

Roll Call

Public Comment Period

Approval of October 24, 2018 minutes

Staff Report

Park

Library

Timber

- Release of Bid Bond?

Review/Report

Old Business:

Consideration of Bike Trails on Curry Property

DVD security

New Business:

Willful Retention Letters

FY 20 Budget Preparation

**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

Fundraising Committee (11:30 am)

- Community Quilt
 - Progress
 - Next Meeting
- 2019 Christmas Light Decorating Competition
 - One letter of interest returned
- Tie Dye – Summer Reading
- Brooks Hill Fair – Bake Sale
- Grant Opportunities

Upshur County Fire Board Meeting February 19, 2019

Members Present: Joe Malcolm, Joe Gower, Larry Alkire, and Clifton Shaw

Members Absent: Tom O'Neill, Linn Baxa, and Kristie Tenney

Others Present: Arthur Wilson-Guest and Toni Newman-Fire Fee Clerk

The Fire Board meeting was called to order by Joe Malcolm at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from January 15, 2019, were reviewed. On motion by Larry Alkire, and second by Joe Gower, the Board approved the minutes.

The Fire Fee Clerk reported the 2018 Fire Fees are at 88 percent collected. All reminders have been sent. Civil Suits could now be filed by the County Commission, but will be tabled for now.

Legal response from the attorney regarding the ownership of property was received: §17.10. (4), (8), and (9) allow the Board to acquire and own property for the benefit of the county.

The County Commission has approved Rick Harlow to replace Joe Malcolm on the Fire Board effective July 1, 2019 to June 30, 2022. Tom O'Neill has advised he will remain on the Board if a replacement is not found. If a replacement can be found he will not seek the second term due to his current schedule.

The checking account signatory documents were completed by members present for Community Bank.

The Fire Fee clerk advised several supplies need to be ordered including Ink Cartridges. On motion by Clifton and second by Joe Gower, the Board approved the purchase of necessary supplies.

The checking account balance as of 01/31/2019 was \$147,585.20. The disbursement from the Chief Tax Deputy for the month of January was \$6,885.10. On motion by Clifton Shaw and second by Larry Alkire, the Board will determine the amount of the next disbursement at the March meeting with plans to distribute in April.

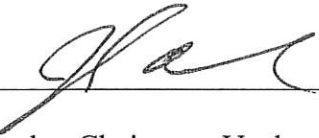
The following invoices were reviewed and approved upon motion Larry Alkire and second by Joe Gower:

- Software Systems---Invoice # 32386---Maintenance Charge January---\$216.00
- Upshur County Commission---Reimbursement---Payroll---October, November, December 2018---\$7,659.60.
- Upshur County Commission---Reimbursement---Legal Services---Civil Suits---November 2018---\$448.00
- Upshur County Commission---Reimbursement---Postage---Oct-Dec-2018---\$582.03
- Hart Office Solutions---Invoice # 179700---2/20/19-5/19/19---\$148.84

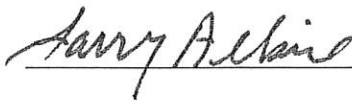
On motion by Clifton Shaw and second by Joe Gower, the Board approved the renewal of the WVCoRP Insurance for 2019-2020.

There were 5 *Requests for Relief of Erroneous Assessment* approved by the Fire Board. There were no corrective tickets this month.

There being no further business the meeting adjourned at 7:30p.m. The next meeting of the Board will be March 19, 2019.



Joe Malcolm, Chairman, Upshur County Fire Board



Board Member

Upshur County Public Library Board of Trustees Meeting
February 20, 2019

38

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, February 20 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, John Haymond, and Mike Kuba. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; and Connie Cutright, Business Manager, and Ann Slaughter, Friends of the Library Representative.

The minutes of the January meeting were approved on a motion made by Michelle and seconded by John.

The financial reports were approved on a motion made by Mike and seconded by Carol.

Director's Report – see attachment

The library is scheduled to appear at the county budget hearing on Monday, March 18 at 9:45 a.m.

The Inclement Weather Policy was revised to allow Paul discretion in closing after 5:00 p.m. and on Saturday's. The following line was inserted and approved on a motion made by John and seconded by Michelle: "Early closings and closings on the weekend shall be at the discretion of the director."

Handouts were passed out with Carrie Wallace's comments on background checks for library employees. Because staff is in contact with children daily, the board felt it would be prudent to begin doing background checks on new employees. The Employment Application will need to be revised to include a statement/check off box for the applicant to agree to a background check.

The board approved on a motion made by Michelle and seconded by Carol, for the library to be closed on Friday, March 15, 2019 for Service Center Day and to close at 2:00 p.m. on April 26 to prepare for the ramp dinner

Audit reports were given to everyone. The audit was approved on a motion by John and seconded by Mike.

Ann reported that the Friends of the Library will not be able to put up a banner advertising the Ramp Dinner across Main Street due to new DOH regulations but will have a banner on the fence at Buckhannon Academy. The Friends will have silent auction items and raffle baskets at the ramp dinner. They hope to have another bake/book sale and offer a bag sale to move the older books.

At its December, 2018 regular meeting, the Board unanimously decided that the Library Director should complete a self-evaluation as the key component of his six-month performance review. The period reviewed was from June 2018 through December 2018. The evaluation form included items in eight performance areas and, as required, the Director wrote a narrative explaining the self-ratings and future performance goals. The Director submitted the performance evaluation on January 2, 2019. It was reviewed individually by Board members. However, it was decided that all Board members should be present to discuss and participate in this review. As all members were in attendance at this meeting, the Board reviewed and discussed this matter in Executive session with the Director at the February 20th meeting. No action was taken thereafter.

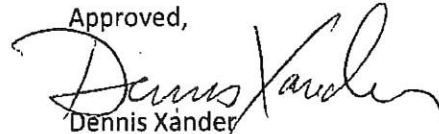
The next meeting will be Wednesday, March 20 at 4:00 p.m.

The meeting was then adjourned.

Respectfully submitted,


Connie Cutright
Business Manager

Approved,


Dennis Xander
Board President



Director's Report

UCPL Board Meeting – March 20, 2019

- I. Local funding
 - a. From County Commission meeting on 3/18/19, they are giving us \$31,500 (+ \$5000 for Curry), no change from last year.
- II. Parking lot
 - a. Any progress – Dennis?
- III. Internet Bandwidth Upgrade
 - i. Form 470 and Form 471 filed for e-Rate rebates so far.
 - ii. Waiting on Ramp Dinner proceeds to continue with implementing upgrades.
- IV. Programming
 - a. Ramp dinner preparation
 - i. First wave of Ramp Dinner marketing has been released. This included contacting 6-7 local newspapers and TV stations with a news release, 2 ramp dinner specific websites, Facebook and website marketing and the beginning of contacting corporate sponsorships.
 - ii. As of 3/18/19, we have a total of \$3800 known in sponsorships from 8 different individual and corporate sponsors, plus two smaller individual donations that don't meet our sponsorship levels.
 - iii. Second wave of marketing will go out later this week, which includes email blast and possibly some direct mailing of flyers. If the weather is nice, I also plan on walking up and down Main Street to distribute flyers and posters about the Ramp Dinner later this week.
 - iv. A third wave of marketing is planned around the middle of April as a reminder that time is running out to register for the Ramp Dinner. Hopefully this will include some interviews and articles in newspapers/TV, as well as more social media marketing and be more effective as it's closer to the actual date of the dinner.
 - b. Adult Winter Reading Book Bingo
 - i. Ended up receiving 7 completed bingo cards returned 6 normal bingos and 1 blackout card.
 - ii. Winners received an "I (heart) UCPL tote filled with a blank journal and reader supplies.
 - c. Book tasting on February 16th had 7 attendees.
 - d. Teen Events
 - i. Teen Craft night – Book Hedgehogs. Unfortunately we had no attendees, may try event in future for a younger crowd.
 - ii. Next teen event will be a Blackout Poetry event on April 10.
 - e. National Poetry Month (April)
 - i. Seeking community submissions for a display in the library.
 - f. Artist in Residence series
 - i. Trying to start this program up again.
 - ii. Sarah Golden has agreed to return as Artist in Residence again from May 6-10th.
- V. Outreach
 - a. FRN Social and Upshur/Lewis Parents as Teachers Read Across America Day
 - i. Hosted in February, both events went well. These events brought new people into the library and we received a number of positive comments about both events.
 - b. Families with Autism event
 - i. Second try cancelled due to inclement weather.
 - ii. Will try again April 17th at 11 a.m.
 - iii. A chance for families dealing with autism to offer suggestions on making library programs and services more accessible to people with autism.

- iv. Information learned can be used to identify service and resource targets and in applying for grants to better serve these members of our community.
- c. US Census event
 - i. Informational event for those interested in temporary employment as census takers in Upshur County to be held March 29th from 12-2 p.m.
- d. Volunteers
 - i. Wesleyan Interns
 - 1. A Wesleyan Service Scholar (Mya) has been helping with various tasks at the library on Tuesdays and Thursdays.
 - 2. Another Wesleyan clinical experience in Educational Studies student (Breanna) has been helping us mainly with going through our vertical file and trying to create a finding aid so that we know what is contained in the WV vertical file.
 - ii. Volunteer Open House
 - 1. Held on March 18th for individuals interested in volunteering in the library.
 - 2. We have 2 home-schooled high school students and three adults who are interested in becoming regular volunteers at the library.

VI. Affiliates

- a. Service Center Day held March 15th
 - i. Had 42 people attend
 - ii. Training included:
 - 1. Project Outcome - a program the Library Commission is using so that libraries can get feedback on programs and services through surveys and other feedback mechanisms.
 - 2. Social media training.
 - 3. Mindfulness.
 - 4. Notary service - enables 5 UCPL employees to apply for notary stamps, as well as several of our affiliates' employees.
- b. Paul visited Philippi to attend a board meeting this month. Also planning on visiting another affiliate for a board meeting and visiting others this week at some point.

UPSHUR COUNTY YOUTH CAMP BOARD

February 21, 2019

The Upshur County Youth Camp Board met in regular session on Thursday, February 21 in the WVU Extension Office. President Glen Hawkins called the meeting to order at 6:30 pm. Board members present were Glen, Gini Croaff, Debbie Hull, Craig Presar and Thanna Wentz. Greg Woody, camp manager, Nate Kennedy and Tabatha Perry also were in attendance.

The Secretary's report and financial statement were approved as presented through motions made and seconded by Craig and Debbie.

Nate Kennedy advised the board that the bid for the sale of the timber will be advertised mid March and the bid opening would be five (5) weeks later, probably in May. He is still working on making sure all right-of-ways to remove the timber have been cleared by property owners. He will be compensated 5% of the total sale of the timber for his part in the sale.

Tabatha Perry presented an in-depth overview of what will take place during the remediation of the charcoal pit:

1. The area has been surveyed
2. The DEP has approved the remediation plan
3. Work will begin in April after the danger of freezing weather is over
4. Work should be completed within two (2) weeks and must be completed before camps begin
5. There should be no further damage to the existing road into the camp, however if there is damage, Enviro-Check will not be held responsible
6. If there is no soil on the camp property to cover the affected area, it will be hauled in from other county properties in the area

The Board thanked Tabatha for taking time to explain to them exactly what would be taking place during the remediation.

While Tabatha had the floor, she also advised the Board that the State Auditors office had contacted her regarding audits for the camp board for fiscal years 16,17 and 18. Thanna has spoken with Michelle Hodge from the State Auditors' office and has learned that it is possible that we could be included in the county's 18 audit, but we will be responsible for the other two years. Debbie made a motion that we make a request to the Commission to be included (as a component unit) in their annual audit. Craig seconded this motion. Thanna will make the request to the Commission.

Craig stated that he had contacted the 4-H Foundation office in Morgantown regarding the remaining \$503.00 CPG grant money that is owed to us. He will send another copy of the bills showing the amount still owed.

The county CEO clubs have not made donations to the camp at this time. The camp was designated their annual project for 2019.

Gini has graciously agreed to design a brochure for the camp.

Glen stated that Debbie Huber, who is Dale Hawkins' spokesperson, has advised us not to have a fancy elimination dinner but rather to have an Italian buffet at the Fish Hawk Farm in Rock Cave. Dinners at the venue have been quite successful during the summer months. Craig will use his Jr. Leaders to help. A 50/50 drawing, silent auction,

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making apple butter to sell all were discussed. Plans will continue. The dinner will be held in July or August.

Thanna announced that we had received a \$500.00 donation from the Buckhannon Elks Club. She stated that there was no stipulation on how the money was to be used.

Our Board is scheduled to meet with the Commissioners on Monday, March 18 at 10:30 am for our annual budget meeting.. The meeting will be held in the Coordinator's office on West Main street.

Greg's comments:

1. Regarding uses for the Weyerhaeuser grant money - a roof on one of the cabins on the hill will cost \$4,00.00. Or possibly make a down payment on a lawn mower and pay it off when camp fees begin flowing.

He stated that the mower he would like to buy from Fettys' has increased in price \$1,000.00 from last year. Mr. Fetty still has a '19 model and is willing to hold it for us. Craig made a motion to buy the 2019 model zero turn mower from Fetty. The motion was seconded by Debbie and passed.

2. Asked if he should purchase the materials needed to install the two air conditioners in Heavner Hall. Craig made the motion to get the materials and install the air conditioners now while the county maintenance crew has time to help. Gini seconded this motion.

3. All pool chemicals will need to be purchased this year

4. The hunters cabin has been rented for the week of April 15.

5. The Johnston reunion will be held during the Labor Day week-end.

6 The dining hall floor is finished.

There being no further business, the meeting adjourned at 8:30 pm. The next meeting will be held in the WVU Extension Office on Thursday, March 21, 2019 at 6:30 pm.

Respectfully submitted,

Thanna West

UPSHUR COUNTY YOUTH CAMP BOARD AGENDA

February 21, 2019

Call to order 6:30 pm

Secretary report

Financial statement

1. Nate Kennedy Timber progress
2. Tabatha Perry
3. Brownfield progress
4. CPG
5. CEO donations
6. Brochure
7. Elimination dinner

New Business:

1. State Auditor's office
2. \$500.00 donation from the Buckhannon Elks Organizaton

Greg's Comments

Adjournment

Next meeting: March 21. 2019

WVU Extension Office 6:30 pm

Adjournment

Original 46 acres was purchased from the McDade heirs for \$6,000.00. 4-H members, civic organizations, and citizens raised \$2,000.00. The county paid the remainder.

An additional 126 acres was purchased in 1948 for \$2,500.00 from Alfred Andregg

First Flag was raised at the camp August 15, 1942

300 3-Her's attended that first camp. Each brought his own tick (bed) filled it with straw and slept on the floor. Camp fees were paid with garden vegetables, home canned food and live chickens

The 107 foot dam was built in 1962 for the purpose of raising the water level and better fishing

The hoped for swimming pool cost \$30,000.00 (the original bid was \$90,000.00)

There was two levies placed on ballots in 1962 and 1964 to build the 35' X 75' foot prefabricated pool. Each failed by 42% and 47% respectively. 4-H members and leaders sponsored polio and measles clinics and raised \$3,000.00. With the help of 800 4-Her's and the community holding bake sales and rummage sales, the fund grew to \$23,000.00. The camp board members at that time, signed a bank note for the remaining \$7,000.00. The camp fees were raised \$1,00 per camper.

The pool was officially opened by 4-Her's in the summer of 1968.

The first timber harvest was in '72-'73. The second was '94-'95.

This is taken from the original copy of Dr. Harold Almond's memoirs of the camp.

