

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: March 29, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- March 15, 2018
- March 22, 2018

9:05 a.m. Burl Smith with the Upshur County Solid Waste Authority, presenting a Proclamation for approval and signature declaring April 2018 as "Make it Shine Month"

Page 1

9:30 a.m. Ham giveaway drawing for the "Through with Chew" and "Kick Butts" program provided by the Upshur County Tobacco Prevention Coalition

Items for Discussion / Action / Approval:

1. Approval and signature of welcome letter for the annual Strawberry Festival Souvenir Program Book and local newspapers.* Page 2
2. Approval and signature of FY 18 Court Security Grant Application, Resolution and Assurances requesting the amount of \$13,088 to upgrade 10 surveillance cameras, install an additional 5 surveillance cameras, purchase a metal detector wand and two additional duress alarm buttons.* Page 3-19
3. Approval and signature of the FY 2018 Victim of Crime Act (VOCA) Victim Assistance Grant Application, Standard Conditions and Assurances, requesting the amount of \$34,555 for victim advocate services.* Under separate cover
4. Correspondence from Roy H. Wager, Superintendent of Upshur County Schools, revising Katie Loudin's term on the Buckhannon-Upshur Parks and Recreation Advisory Board to end on June 30, 2019 in order to accurately reflect the unexpired term she will be filling.* Page 20
5. Correspondence from Abigail Jeffries, Treasurer for the Rock Cave PTO, requesting the donation of pool passes for their annual bingo fundraiser to be held May 5th.* Page 21-22
6. 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. Correspondence from Kris A. Pinkerman, Tax & Revenue Manager for the Property Tax Division of the WV State Tax Department, scheduling for staff of the Property Tax Division to appear at Upshur County's Board of Assessment Appeals hearings on October 4th at 10:00 a.m. Page 23

2. Mountain Lakes Preservation Alliance "Knowledge is Power" pamphlet regarding the pipeline Page 24-25

3. Newsletters and/or Event Notifications:
 - Flyer - Wear Blue on April 6th in support of Child Abuse Prevention Month Page 26
 - Foster Care / Adoption Information Open House on April 9th from 6-7:30 p.m. at the Stockert Youth Center Page 27
 - Atlantic Coast Pipeline Construction Open House and Job Fair on April 11th from 5-7:30 p.m. at the Mountain View Event Center Page 28
 - U.S. Census Bureau Employment Opportunities in WV Page 29-31
 - WV Department of Health & Human Resources Job Opportunities in Braxton/Lewis/Upshur district Page 32

4. Agendas and/or Notice of Meetings:
 - Upshur County Solid Waste Authority April 9, 2018 Page 33

5. Meeting Minutes:
 - Upshur County Fire Board, Inc. February 20, 2018 Page 34

6. Meetings:

• 04/03/18	5:30 p.m.	Elkins Road PSD
• 04/03/18	4:00 p.m.	Hodgesville PSD
• 04/05/18	7:00 p.m.	Banks District VFD
• 04/05/18	7:00 p.m.	Selbyville VFD
• 04/09/18	12:00 p.m.	Upshur County Family Resource Network
• 04/09/18	4:30 p.m.	Upshur County Solid Waste Authority
• 04/09/18	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 05/07/18	6:00 p.m.	Lewis-Upshur Community Corrections Board-Lewis County
• 04/10/18	7:30 p.m.	Adrian VFD
• 05/03/18	6:00 p.m.	Buckhannon-Upshur Board of Health
• 03/21/18	7:00 a.m.	Upshur County Development Authority – Full Board
• 04/11/18	12:00 p.m.	Upshur County Senior Center Board
• 04/12/18	3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 04/11/18	6:00 p.m.	Upshur County Citizens Corp – CERT
• 04/11/18	7:30 p.m.	Warren District VFD
• 04/12/18	10:00 a.m.	Adrian PSD
• 04/11/18	3:00 p.m.	Tennerton PSD
• 04/12/18	4:00 p.m.	Upshur County Safe Sites & Structures Ordinance Board
• 04/12/18	7:30 p.m.	Buckhannon VFD
• 04/12/18	4:00 p.m.	Buckhannon Upshur Airport Authority
• 04/19/18	6:30 p.m.	Upshur County Youth Camp Board – Selbyville
• 03/18/18	6:00 p.m.	Washington District VFD
• 04/16/18	12:00 p.m.	Buckhannon-Upshur Chamber of Commerce
• 05/09/18	4:00 p.m.	Upshur County Public Library Board -- Special Meeting
• TBD	10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council
• 04/17/18	6:30 p.m.	Upshur County Fire Board, Inc.
• 04/17/18	5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board

- 04/11/18 7:00 p.m. Ellamore VFD
- 04/18/18 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 04/19/18 2:00 p.m. Upshur County Farmland Protection Board – CANCELLED
- 05/17/18 2:00 p.m. Upshur County Farmland Protection Board
- 03/28/18 10:00 a.m. James W. Curry Advisory Board
- 03/26/18 6:00 p.m. Upshur County Fire Fighters Association
- 04/11/18 7:00 p.m. Buckhannon River Watershed Association - Board of Directors

7. Appointments Needed or Upcoming:

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

April 5, 2018 — 9:00 a.m.

Upshur County Courthouse Annex

***There will be a Special Commission Meeting held at the Upshur County Administrative Annex on Tuesday, April 17, 2018 at 9:00 a.m. ***

County of Upshur

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PROCLAMATION

APRIL 2018

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 2018 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 29th day of March, 2018

Terry B. Cutright
Commissioner

Samuel R. Nolte
President

Troy A. Brady III
Commissioner

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

The Upshur County Commission welcomes you and your family to the 77th Annual West Virginia Strawberry Festival.

Stars, Stripes, and Strawberry's ... I can't think of a better theme for such a great event. Please join me in honoring those who have brought such deep meaning to our Stars and Stripes through their past and continued service both at home and abroad. Their sacrifices allow us to have events such as the WV Strawberry Festival in a peaceful town like Buckhannon.

The WV Strawberry Festival has been a staple event for locals of Upshur County and surrounding areas for 77 years now and, in my opinion, that is due to the wide array of events the Festival offers and its unique location on Main Street in Downtown Buckhannon. Whether you are a music enthusiast who enjoys listening to the bands that come from near and far to march in the parade and perform during the block parties or a food connoisseur that seeks out the wide variety of delectable strawberry treats that are offered throughout Main Street, there is something for everyone! Perhaps more importantly, children of all ages can enjoy the carnival rides and games while parents enjoy family time, see familiar faces and meet new friends. During the Festival the hustle and bustle of everyday life is put aside for what matters most ... our time with one another.

Many things have changed since the first Festival back in 1936, but one thing that has remained the same is the hospitality Buckhannon and Upshur County have to offer. Whether this is your first time here or you are enjoying your 77th Festival, I hope you find a warm welcome and enjoy all the wonderful events our volunteers on the WV Strawberry Festival Board of Directors have worked so diligently to provide.

Sincerely,

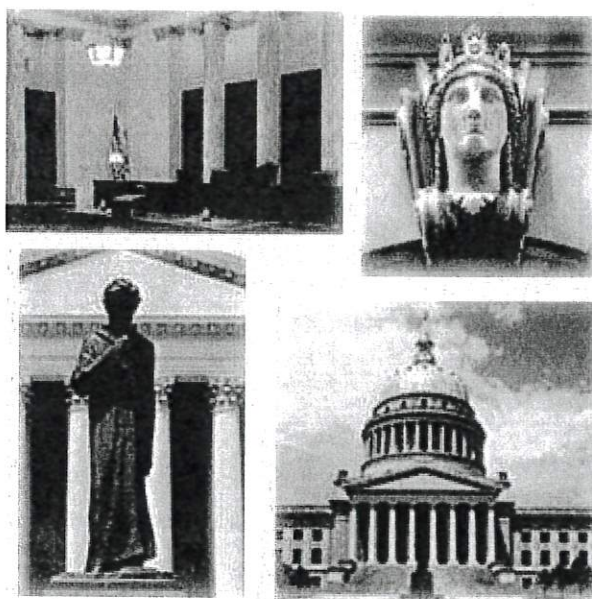
Samuel R. Nolte
County Commission President

An Equal Opportunity Employer



West Virginia Court Security Fund

GRANT APPLICATION



WV DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

WV DIVISION OF JUSTICE AND COMMUNITY SERVICES

1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323
Telephone (304) 558-8814
FAX (304) 558-0391
www.djcs.wv.gov

All Application Forms can be found at: www.djcs.wv.gov

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

**COURT SECURITY FUND
GRANT PROGRAM**

GRANT APPLICATION

PAGE – 1

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1. **Applicant:** Upshur County Commission
Address: 91 West Main Street, Suite 101
Buckhannon, WV 26201
Phone/Fax: 304.472.0535 / 304.473.2802
FEIN# 55-6000406

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Grant Funds Requested: \$: 13,088

2. **Project Director:** Tabatha Perry
Address: 91 West Main Street, Suite 101
Buckhannon, WV 26201
Phone/Fax: 304.472.0535x2 / 304.473.2802
Email: trperry@upshurcounty.org

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Staff Use Only

Court Security Plan Approved _____

3. **Fiscal Officer:** Carrie Wallace
Address: 91 West Main Street, Suite 101
Buckhannon, WV 26201
Phone/Fax: 304.472.0535x3 / 304.473.2802
Email: clwallace@upshurcounty.org

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Project Period:

Beginning Date: July 1, 2018

Ending Date: June 30, 2019

4. **Geographic Area Served:** Upshur County
Population: 24,632 (per 2012-2016 ACS 5Y)

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Type of Application:

☒ **Initial** ☐ **Continuation** ☐ **Revision**

9. **Project Title and Description:**

Upshur County Courthouse Security Upgrade Plan

10. **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 grant assistance is provided.

Authorized Official: Samuel R. Nolte
COUNTY COMMISSION PRESIDENT

Title: Commission President

Signature: _____

Date: _____

(ORIGINAL SIGNATURE)

COURT SECURITY FUND

ITEMIZATION OF FUNDS BY CATEGORY PAGE 2

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Applicant:

Upshur County Commission

Local
Matching
Funds
(If Applicable)

Grant Funds
Requested

Approved
(DJCS Use Only)

Personnel/Contractual UNALLOWABLE

Travel/Training UNALLOWABLE

Equipment (ITEMS COSTING MORE THAN \$5,000)

Interior Cameras

- 11 Dome-type Surveillance Cameras. 8 of these cameras will replace the antiquated stairwell cameras. Of the other 3 Dome-type Surveillance Cameras; two will be placed in the Annex foyer, the other will be placed in the Courthouse foyer.

Exterior Cameras

- 3 wide angled fisheye cameras for the exterior of the Courthouse Annex; one at each of the public restrooms doors and one at the Probation Office entry door with a new monitor, computer, and software.
- 1 Bullet-type Surveillance Camera directed towards the Probation Office.

Other

- 1 Handheld "Silent Alarm" Metal Detector – Probation Office
- 2 Duress Alarm Buttons – Family Court & Sheriff's Department

NO MATCH
REQUIRED

\$ 0

\$ 0

\$ 6,188

\$ 6,275

\$ 220

\$ 405

Total Local Funds

Total Grant Funds

Total Approved Project

\$ 13,088

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COURT SECURITY FUND		BUDGET SUMMARY	
		PAGE 3	
Applicant: Upshur County Commission		Federal Employer Identification Number: 55-6000406	
Category	Court Security Funds (A)*	Matching Funds (if applicable) (B)	Total Funds (A + B)
Personnel/ Contractual	-0-		
Travel/Training	-0-		
Equipment	\$ 12,463	\$ 0	\$ 12,463
Other	\$ 625	\$ 0	\$ 625
Total Budget	\$ 13,088	\$ 0	\$ 13,088

*

Total of column A shall be placed in the space on page one for Grant Funds Requested.

All funds must be rounded to the nearest whole dollar.

COURT SECURITY FUND

BUDGET NARRATIVE

PAGE 4

Provide here a justification and detailed explanation of the budget items shown on pages 3 and 4. (Add pages if necessary) This should contain criteria and data used to arrive at estimates and costs for all items listed. In completing the project budget narrative please identify data by the major budget category involved. **A prioritized listing of equipment needed to improve the security of the court facilities in the county, including cost estimates for such equipment. Please provide an explanation of additional staffing needed, if any, for requested equipment. (Court Security Funds will not pay for the additional personnel needed, if any, for the equipment).**

The Upshur County Commission is requesting funds to implement improvements to increase overall court security. The following projects are listed in order of priority and require no additional staff to successfully implement security upgrades.

Priority 1: Purchase and install 11-new interior video surveillance cameras
Equipment: The installation of eight of the eleven new 3-megapixel resolution, 2.8 mm lens, infrared dome cameras will replace the antiquated cameras that are located on each of the landings within the stairwells of the Annex building. The installation of two of the remaining cameras will be placed in the foyer of the Annex building while the other camera will be installed in the foyer of the main Courthouse building. These eleven cameras will be connected to the recently installed NVR system. The total for this equipment, which includes all ancillary equipment and labor is \$6,188.

Priority 2: Purchase and install 4-new exterior grade video surveillance cameras
Equipment: The installation of these items will include one 3-megapixel, infrared bullet camera and three 3-megapixel, infrared fisheye cameras. The bullet camera will be placed on the outside of the annex/sheriff's office and positioned to view the Probation Office main entry door. One of the fisheye cameras will be placed above the Probation Office main entry door. The other two fisheye cameras will be placed above each of the public restroom doors. These cameras together will allow for a 360° view of this critical area. Included with these cameras will be the installation of a new video monitor, computer, and the needed software to allow the Probation Office to view and playback the video and access the cameras while maintaining a separate network. The total for this equipment, which includes all ancillary equipment and labor is \$6,275.

Priority 3: Purchase of a handheld metal detector wand
Other: A handheld metal detector wand is needed for the Probation Office due to the greater potential of a higher threat risk population accessing the courthouse buildings here. The device specified is a silent alarm type with a vibrating mode. There are no other means available to screen individuals entering the Probation Office area for dangerous items. The total for this equipment is \$220.

Priority 4: Purchase and install two new duress alarm buttons
Other: Due to the proximity of the Family Court Judge's restroom and the waiting area for the Petitioner/Respondent, it has been determined that an additional duress alarm button is needed. The Sheriff's Department is also in need of an additional duress alarm for their front counter. This equipment will be connected to the existing duress alarm system that was previously installed. The total for this equipment is \$405.

All quotes for equipment have been obtained from reputable vendors with a history of providing superior service to the county, specifically on past Court Security Fund equipment purchases.

Quotes are attached and in order by designated priority.

Total equipment needed to implement Priorities 1 and 2: \$ 12,463
Total "other" equipment needed to implement Priorities 3, and 4: \$ 625

**PROJECT DESCRIPTION INSTRUCTIONS**

On a separate page(s), present and explain the project **using the following outline/format.**

COURT SECURITY PLAN

1. An assessment of the existing security measures in place and any problems or shortcomings with existing procedures;
2. A description of how the county responds to court security emergencies and whether the response is adequate;
3. A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county;
4. An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training;
5. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshall Service.
6. Background of applicant including past experiences, capabilities, and why the grant is proposed; and
7. Justification for why your project should be funded.

GOAL(S)

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the grantee. These goals may be both short and long range.

OBJECTIVE(S)

Specific statements of desired achievement which reflect project emphasis. Objectives should be clearly qualified, time-framed, and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific not general, and must be recognizable and understandable. Above all, objectives must be achievable and feasible within specific time frames.

IMPLEMENTATION (Key Activity/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. A milestone (grant) chart is recommended which provides a clear time line estimating the time necessary for each phase of this project.

PROJECT ASSESSMENT (Evaluation)

Specify the indicators and measures to be used to assess the results of this project as well as the means of collecting data. The methodology for the collection and type of measurements are important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.

COURT SECURITY FUND – PROJECT DESCRIPTION

UPSHUR COUNTY COURT FACILITIES SECURITY UPGRADE PLAN

1. An assessment of the existing security measures in place and any problems or shortcomings with existing procedures:

Existing security measures for the Upshur County Courthouse and facilities include video surveillance and duress alarms; however, a breach of security from outside the Courthouse is a major concern. Due to budget constraints, it is not feasible for the county to hire additional workforce to guard and survey court facility entrances; therefore, it was vital to review the existing security measures. During this review it was determined that a few security shortcomings exist.

The Commission has identified the following problems that can be addressed with this grant application:

- Antiquated cameras remain in the Annex stairwells. These cameras do not provide enough resolution to observe the necessary detail needed to aid in identifying individuals nor the actions of individuals within these stairwells. In addition, these cameras are not connected to the newly installed network video recording system.
- Currently, there are no surveillance cameras at the entry of the Courthouse Annex building and only one in the main Courthouse building entrance.
- Additionally, the entrance area from the street level for the Probation Office currently has no surveillance cameras.
- The County has reviewed their current duress alarm system and have identified that an area that is utilized by the Family Court Judge and Sheriff's Department Administrative Assistant remain vulnerable.

2. A description of how the county responds to court security emergencies and whether the response is adequate:

During an emergency, duress alarms can be activated. The newly installed Wave Plus System immediately transmits a recorded message containing the activated alarm location using a radio frequency that is utilized by the Sheriff's Department, Buckhannon Police Department, and the WV State Police. This notification is also sent to the 911 Communication Center (less than a mile from the courthouse) who then dispatches law enforcement. Immediate incident notification is the crucial first step in resolving emergencies as they occur, and this need has been met with the new duress system.

Employees of the county have undergone "active shooter training" with State Police Sergeant Anderson. This was a mandatory training of all employees to safeguard themselves and the public in the instance of an active shooter threat.

When funding allows, the Commission would like to secure the entrances to the courthouse and courthouse annex to increase security measures. The biggest hurdle with this security measure is the investment of personnel to staff the Courthouse and Courthouse Annex entrances. The

Commission has set aside \$25,000 in the FY 19 budget for Court Security. They plan to appoint a Court Security Committee and task them with creating a Court Security Plan within the \$25,000 allocation for FY 19 and a full Plan that can be implemented in FY 20 if funding allows.

3. A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county:

Recently, the layout of the Courthouse and Annex have changed to accommodate the addition of a second Circuit Court judge. The second Circuit Court judge is located in the former Family Court office within the Courthouse, and in an effort to keep the Family Court offices in close proximity, those offices were moved to the Commission's office, preventing them from relocating to a separate unsecure location.

There are no further recommendations to change the locations of the Court facilities at this time, as a consolidated space would require the acquisition of another building and parking lot which is not feasible given the current county budget. There is relatively limited space, but the layout is fairly well designed. The highest priority of the county is adding additional security measures to the current locations. Please see attached plans for a detailed description of the courthouse layout.

4. An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training:

Upshur County currently has three bailiffs (1 full-time, 2 part-time), all of whom complete annual trainings. The Commission hired the second part-time bailiff to accommodate the additional court days that are a result of having an additional Circuit Court judge. The Sheriff also provides additional bailiffs on an as-needed basis. The proposed project would not require additional bailiffs.

5. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshals Service:

The most recent Court Security Audit performed on 7/7/15 is attached. There were no deficiencies found, and it was noted that a prior deficiency had been corrected. However, during a March 2017 site visit, Arthur Angus of the Supreme Court noted that the Family Court is in need of ballistic material installed in front of the Family Court bench to protect the Judge, courthouse staff, and the public in the event of an incident. This material was purchased using Court Security Grant funding and installed in December, 2017.

6. Background of applicant including past experiences, capabilities, and why the grant is proposed:

The Upshur County Commission has successfully administered previous Court Security Grant awards to update security features in the Upshur County Court facilities. Previous grant awards have funded the purchase and installation of card readers to secure the entrance to the Courthouse, upgraded surveillance system with supportive recording equipment and monitors, hand-held metal detectors for each of the three courts, shatter-resistant window and blackout drapes in the Magistrate's office, bullet resistant panels and a walk-through metal detector for Family Court and an immediate notification duress alarm system.

Projects proposed in this grant cycle would help further secure the Courthouse by increasing surveillance of facilities and providing additional duress alarms for areas that were overlooked during the past grant cycle.

7. Justification for why your project should be funded:

According to incident data gathered by the Center for Judicial and Executive Security (CJES), in a 2013 report, the number of national security threats and violent incidents in court buildings has increased in recent years. While this is a challenge, doing nothing is not an option. Upshur County is located in small-town rural West Virginia but is not oblivious nor immune to the increase of threats across the Nation. Upshur County officials are of the mindset that taking proactive safety precautions is far better than reactive measures; however, the county is limited by budget constraints. Outside funding must be secured to improve security measures in the Upshur County Court facilities.

Providing safety to the public and courthouse staff is the main priority for the Upshur County Commission. Currently, there is opportunity for increased safety and security. Without secure offices and monitoring systems, emergencies can take place at any moment, threatening the safety of all of those in the courthouse. All equipment requested would greatly enhance security measures within the Upshur County Courthouse facilities and deter criminal activity that would harm the public and courthouse employees.

GOALS & OBJECTIVES

***Goals:** A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the grantee. These goals may be both short and long range.*

***Objectives:** Specific statements of desired achievement which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific not general, and must be recognizable and understandable. Above all, objectives must be achievable and feasible within specific time frames.*

Goal 1: Increase surveillance at Courthouse facilities.

Objective 1: Purchase and install surveillance video cameras at various locations within the Courthouse and Courthouse Annex.

Upshur County proposes to replace the antiquated analog cameras and DVRs located in the Annex stairwells with 8 indoor dome cameras. To more efficiently monitor the Courthouse and Annex, the Commission also proposes to install two-indoor dome cameras in the Annex foyer and one-indoor dome camera in the main Courthouse foyer. There is currently one camera viewing the Courthouse foyer; however, the addition of a camera in this area will provide full coverage of the entrance and staircases that lead to the second floor which houses the Circuit Courtroom. The last request for this portion of the project will be to upgrade the two fisheye cameras that are located on the outside of the Annex building which overlooks the public restrooms and alley. Upgrading these cameras with a high definition wide angled view will allow for a clearer picture of an area that is often used by the Magistrate staff as these restrooms are located next to the entrance the Magistrate Judge's office and are utilized when reporting for duty after hours or during the weekend. These cameras will be integrated into the previous year's NVR system and the antiquated DVR's will no longer be needed. By installing these video surveillance cameras, the Sheriff's Department and the 911 Communication Center will have the ability to monitor individuals for any suspicious activity as they enter the facility. Video surveillance installations can play an integral role in maintaining a proper level of courthouse security. The Courthouse is properly equipped to handle these additional surveillance cameras and there will be no added burden on the Sheriff or 911 Communication Center personnel.

Timeframe: 4 weeks for shipping and installation by vendor.

Goal 2: Increase surveillance at the Probation and Drug Court Office.

Objective 2: Purchase and install surveillance video cameras to monitor the entrance of the probation and Drug Court office.

The Commission proposes to install two-outdoor cameras; one bullet camera across the alley to view the probation office entry door and one fisheye camera placed above the same entry door that will enable the probation office to identify individuals at the entry and to also monitor as much of the entry area as possible. The Commission also proposes to install a new monitor and computer with software to allow the probation office to view and playback video from these cameras on a secondary network. The cameras will be monitored directly by this office as well as by the main Courthouse monitoring station. The Courthouse monitoring system is properly equipped to handle these additional surveillance cameras and there will be no added burden on the Sheriff or the 911 Communication Center.

Timeframe: 4 weeks for shipping and installation by vendor.

Goal 3: Increase security at the Probation and Drug Court Office.

Objective 3: Purchase a handheld metal detector wand for the Probation Officer.

A metal detector wand will increase security with the Probation and Drug Court office. In addition to checking individuals that are determined to be a security risk, when the probation officers find cause to arrest an individual, they would utilize the wand to check the offender before placing them in the holding cell where they wait to be transferred by a Deputy. The handheld is equipped with a silent and vibrating alarm.

Timeframe: 4-6 weeks for shipping and installation by vendor.

Goal 4: Increase security at the Family Court.

Objective 4: Purchase and install a new duress alarm button.

An additional duress alarm button is needed for the third-floor annex restroom that is utilized by the Family Court Judge. It was determined that this button is needed due to the proximity of the Judge's restroom to the Petitioner/Respondent waiting area. This additional alarm button will be connected to the Wave Plus System which has no delay and is currently in use at the Courthouse.

Timeframe: 2 weeks for installation by vendor.

Goal 5: Increase security in the Sheriff's Department.

Objective 4: Purchase and install a new duress alarm button.

An additional duress alarm button is needed for the counter window located within the Sheriff's Department. The Sheriff's Department Administrative Assistant is often in the office alone and tasked with monitoring inmates within the Sheriff's holding cell while waiting on residents that frequent the office. In the event of an emergency, the Administrative Assistant must currently return to her desk to activate an alarm; this addition would allow her to do so in place. The Sheriff has determined that this button would be beneficial should a danger present itself within this area. This alarm would alert nearby Deputies, the Buckhannon Police Department, and the WV State Police that a situation has arisen within the Department.

Timeframe: 2 weeks for installation by vendor.

IMPLEMENTATION (Key Activity/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should include specific activities, services, and procedures to be followed, and how achievement will be documented. A milestone (Gantt) chart is recommended which provides a clear time line estimating the time necessary for each phase of this project.

All activities necessary to implement the proposed projects include ordering equipment and having it installed by the vendor. Achievement of these activities will be documented by keeping track of ordering and installation dates of equipment. The county administrator and assistant administrator will oversee the coordination of these activities and any follow-up with the responsible parties to ensure the projected timeline is followed accordingly.

Below is a milestone chart for all project activities. All state and federal holidays have been observed in the timeline.

2018 Upshur County Courthouse Facilities Security Upgrades Milestone Chart												
Approximate Start Date: 05/01/2018						Approximate End Date: 06/30/2018						
	April			May			June			July		
	1	15	30	1	15	30	1	15	30	1	15	30
Application Submitted and Approx. Award												
Priority 1: Install Interior Surveillance Cameras												
Priority 2: Install Exterior Surveillance Cameras												
Priority 3: Install Handheld Metal Detector												
Priority 4: Install Duress Alarm Buttons												

PROJECT ASSESSMENT (Evaluation)

Specify the indicators and measures to be used to assess the results of this project as well as the means of collecting data. The methodology for the collection and type of measurements are important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.

The Upshur County Commission will inspect all equipment to make sure it is working properly and in the correct locations. Each department thereafter will be responsible to monitor the working order of equipment and notify the county administrator and assistant administrator of any issues.

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	COURT SECURITY FUND (CSF) SPECIAL CONDITIONS AND ASSURANCES
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1	SUFFICIENT MANPOWER: It is required of the applicant to have a resolution by the County Commission stating that sufficient manpower will be used to operate and manage all equipment and other items requested.
2	USE OF EQUIPMENT: If any grant purchased equipment is not being utilized, then Grantee will be liable for the cost of said equipment and shall be required to reimburse the Court Security Board for all costs.
3	X-RAY Scanner It is required of the applicant that in order to use approved Court Security Grant funds to purchase an X-Ray Scanner, the courthouse must be a secured facility. In addition, the X-Ray Scanner must be operated full-time. The facilities that have metal detectors are required to operate them in conjunction with the X-Ray Scanner. Failure to agree and comply with the above conditions will void the approval to purchase the X-Ray Scanner with Court Security Grant funds.
4	SILENT ALARM: It is required of the applicant that in order to use approved Court Security Grant funds to purchase Hand Held Metal Detectors the metal detectors must be the "Silent Alarm" type that vibrate . Failure to agree and comply with the above condition will void the approval to purchase the Hand Held Metal Detectors with Court Security Grant Funds.

I certify that I have read the entire Standard and Special conditions and assurances of this grant program and agree to comply with these requirements.

(Original) Authorized Official Signature

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**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Standard Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1124 Smith Street-Suite 3100
Charleston, West Virginia 25301-1323

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a **"REIMBURSEMENT ONLY"** mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized
Official: Samuel R. Nolte **Title:** Commission President

Signature: _____ **Date:** _____

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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 thirteen thousand, eight-eight dollars (\$ 13,088) to undertake the following project: **Upshur County Courthouse Security**; 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 this 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 sign all documents that are part of this grant application 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 for the completion of the project.

This resolution was passed with a quorum of the membership present and voting in the affirmative this 29th day of March, 2018.

Samuel R. Nolte, President
Upshur County Commission

ATTEST: _____
Carol J. Smith
Upshur County Clerk

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Upshur County Commission

Address: 91 West Main Street; Suite 101; Buckhannon, WV 26201

Is agency a; ☐ Direct or ☒ Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? ☐ Yes ☒ No

DUNS Number: 028608099 Vendor Number (only if direct recipient)

Name and Title of Contact Person: Carrie Wallace, County Administrator

Telephone Number: 304.472.0535 E-Mail Address: clwallace@upshurcounty.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- ☐ Less than fifty employees. ☐ Indian Tribe ☐ Medical Institution.
☐ Nonprofit Organization ☐ Educational Institution ☒ Receiving a single award(s) less than \$25,000.

I, Samuel R. Nolte, Commission President [responsible official], certify that the County Commission of Upshur County, West Virginia [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302. I further certify that the County Commission of Upshur County, West Virginia [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Samuel R. Nolte, President

03/29/2018

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

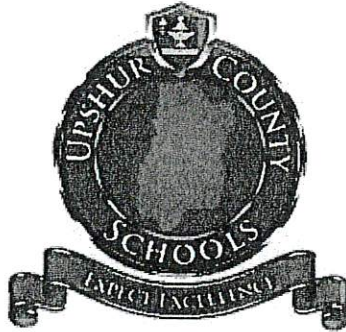
Signature

Date

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Administration

Roy H. Wager
Superintendent
Jack L. Reger
Assistant Superintendent



Board of Education

Tammy Samples, President
Alan Suder, Vice-President
Greenbrier Almond
Katie Loudin
Kristi Wilkerson

March 23, 2018

Ms. Carrie Wallace
Upshur County Administrator
Upshur County Court House
38 West Main Street
Buckhannon, WV 26201

Dear Ms. Wallace:

The Upshur County Board of Education, at its regular meeting on February 13, 2018, appointed Mrs. Katie Loudin to replace Greenbrier Almond on the Upshur County Parks and Recreation Board. Dr. Almond's term with the Recreation Board ends June 30, 2019. Mrs. Loudin is an appointed Board of Education member who is running for election for a board seat, and if she is elected, she could serve until the Parks & Recreation board term ends June 30, 2019. However, if she is not elected, we would need to appoint another person to complete that term at the first meeting in July 2018.

Mrs. Loudin's address is 298 Parkwood Drive, Buckhannon, WV, and her telephone number is 304-460-6019.

Thank you for the opportunity to partner with the community in providing recreational needs for our students.

Sincerely,

Roy H. Wager
Superintendent

RHW/alh

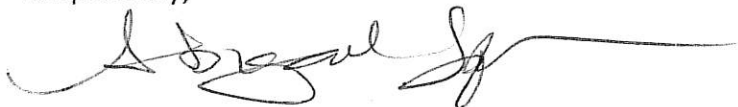
March 21, 2018

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Esteemed members of Upshur County Commission :

Rock Cave PTO, Inc. is seeking donations for our annual bingo fundraiser to be held May 5, 2018. In the past, the Commission has donated pool passes to support our event and we are inquiring if you would be able to do the same this year. Attached you will find our letterhead with 501 (c) 3 information. Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Abigail Jeffries', followed by a long horizontal flourish line.

Abigail Jeffries, Treasurer

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 • Donna Snider, Vice-President, (304) 924-5524

Abigail Jeffries, Treasurer (304) 924-6835 • Natasha Davis, Secretary, (304) 924-9817

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

(22)

To: Community Business Partners

Date: March 9, 2018

Re: Spring BINGO (May 5, 2018)

Thank you for considering supporting our organization. The RCES PTO is planning a BINGO on May 5, 2018. We are now seeking sponsors for items to be used for silent auction, concession stand and supplemental gifts. This is our largest fundraiser for the school year and the proceeds made will fund school field trips. Any donation would be greatly appreciated.

Should you need additional information about this event, please contact anyone listed above, or the school directly.

Thank you for your support.

We are a 501(C)3 Organization. EIN#061790329

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Dave Hardy
Secretary of Revenue

STATE TAX DEPARTMENT

Dale W. Steager
State Tax Commissioner

March 19, 2018



Upshur County Commissioners
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201

Re: October BOAA

Dear Commissioners:

As you are aware, under provisions of West Virginia Code §11-3-23a, a taxpayer may elect to have their protest heard in the fall when the county commission convenes as a board of assessment appeals. They must have filed a written protest with the Clerk of the County Commission no later than February 20th of the tax year that identifies the account to be protested and states generally the taxpayers reason or reasons for filing the protest. A copy is to be served on the assessor and the Tax Commissioner in the case of industrial and natural resources property.

Historically, the staff of the Property Tax Division has worked with the county offices in determining when our personnel will be available to appear at county hearings. However, due to ongoing budget constraints and shortage of Tax Department personnel, this practice has changed. It has become necessary to schedule hearings within the same proximity within a closer time-period.

On February 22, 2018, we contacted your office for a list of hearings requested. Using the information received at that time, we have scheduled your county as follows:

October 4, 2018 at 10:00 a.m.

(Please schedule Enervest and New River Energy last as they are also scheduled in Randolph County that evening.)

Should you have questions, please feel free to contact me at 304-558-8507.

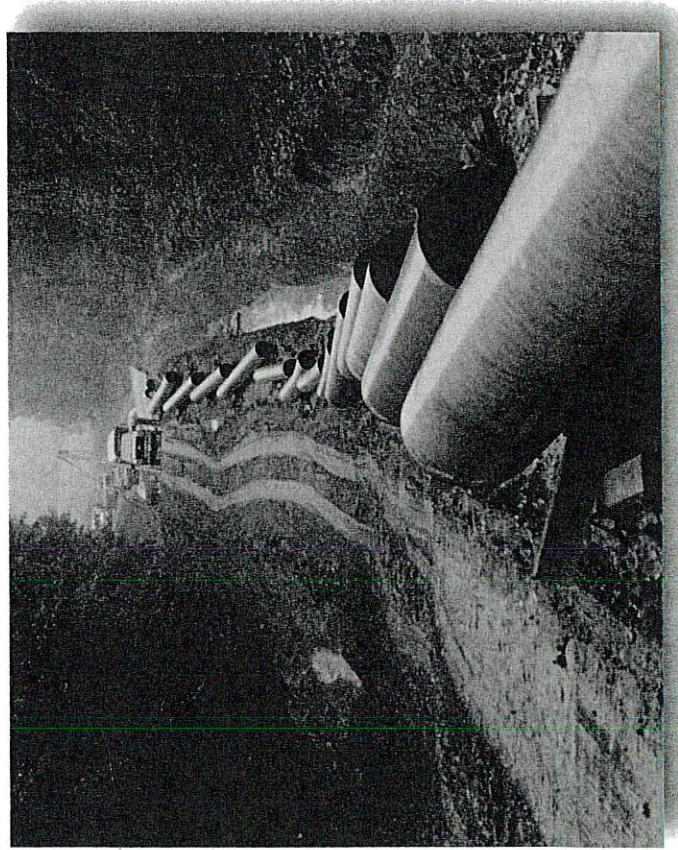
Sincerely,

Kris A Pinkerman
Tax & Revenue Manager
Assessment Standards / User Services
Property Tax Division

KP/chj

cc: All County Assessors
Property Tax Division, 1124 Smith Street, P.O. Box 2389, Charleston, WV 25328-2389
Telephone 304-558-3940
Fax 304-558-1843

KNOWLEDGE IS POWER.



Non Profit Org.
U.S. Postage
PAID
Buckhannon, WV
Permit #35



1 81 *****AUTO**SCH 5-DIGIT 26201
UPSHUR COUNTY COMMISSION
38 W MAIN ST RM 303
BUCKHANNON WV 26201-2259



24



How will you be affected? As an abutting property owner, you may experience negative effects of pipeline construction, such as noise, air pollution from large trucks, muddy and degraded roads, compromised water quality, methane leaks, and risk of fires and explosions. And pipeline companies won't pay you for loss of life or property.

Some things to consider:

Have you had your water tested? If not, call us for help in finding a sampling program that meets your needs.

Have you had your property assessed lately? After the pipeline goes in, your property values could change. Document them now, as they are, before construction begins.

Does your insurance company have a policy about being near gas pipelines, wells, compressors, and other infrastructure? These things can be dangerous for you and your family and can raise your insurance rates. You may not be able to get a second mortgage. With a 2-mile evacuation zone, will you and your family be safe?

What about jobs? Most of the high-paying jobs on this pipeline will go to skilled out-of-state workers, not local ones.

Even if you've been paid something for your land, it can never be enough to compensate for lowered property value, danger to your safety, and the loss of your children's inheritance.

The FERC decision is currently being challenged because it did not take all information into account. Its decision may not hold.

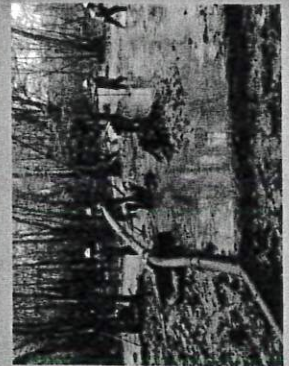
MLPA will be doing more trainings, including stream monitoring, visual recon/reporting, and citizen action training. Volunteers are needed. Stay tuned and keep in touch!

If you are concerned, please contact us for help!

protect@mlpawv.com
304-609-2089

www.mountainlakespreservation.org

Find us on Facebook!





April 6th, 2018



Prevent Child Abuse
West Virginia™

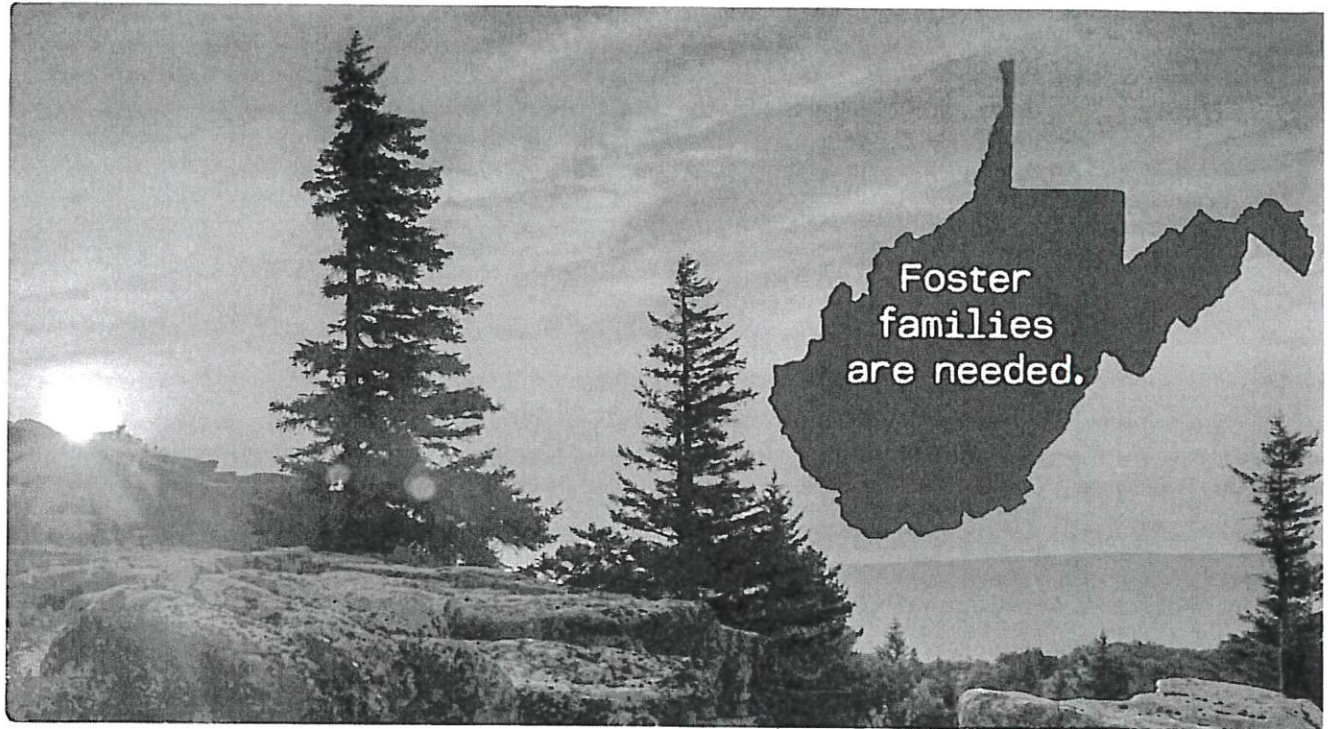
**APRIL IS
CHILD ABUSE
PREVENTION
MONTH**

Please join us in support
of children across
West Virginia.

**Wear BLUE on
Friday, April 6, 2018.**

<http://www.preventchildabusewv.org>

PLEASE JOIN US FOR A
FOSTER CARE/ADOPTION INFORMATION
OPEN HOUSE



Monday April 9th, 2018

6 - 7:30 PM

Stockert Youth Center

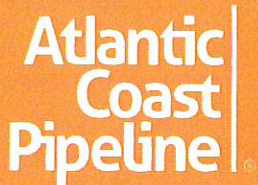
79 E Main St. Buckhannon, WV 26201 (Upstairs)

Refreshments will be provided.

Sponsored by Mission West Virginia and the Upshur County FRN
Questions: Kylee Hassan • 304.562.0723 • khassan@missionwv.org



Mission
WEST VIRGINIA



Construction Open House and Job Fair

You are invited to attend an Open House to learn more about what to expect during construction of the Atlantic Coast Pipeline. Local unions and inspection companies will be on hand to talk about training and job opportunities.

The Open House events will be held from 5 p.m. to 7:30 p.m. and include a short presentation at approximately 6 p.m. Project team members will be available to share information about construction activities, including safety measures in place to protect the community, our crew members, and the environment.

PLEASE JOIN US ON:

**Wednesday,
April 11, 2018**

5 p.m. – 7:30 p.m.

Upshur County

Mountain View Event Center
3 Billingsley Drive
Buckhannon, WV 26201

**Thursday,
April 12, 2018**

5 p.m. – 7:30 p.m.

Pocahontas County

Pocahontas County Parks and Recreation
926 Fifth Avenue
Marlinton, WV 24954

To learn more about construction of the Atlantic Coast Pipeline, please visit:
atlanticcoastpipeline.com

If you have any questions, please contact:
ACpipeline@dominionenergy.com

GENERAL INQUIRIES
844-215-1819

LANDOWNERS
888-895-8716



U.S. Census Bureau Employment Opportunities in WV

PART-TIME FIELD REPRESENTATIVES

are needed to conduct ongoing
monthly household surveys

Work from home!!

**West Virginia Pay Rate
is: \$12.53 - \$14.07
(depending on locality)
53.5¢ mileage
reimbursement**

**Temporary appointments of
1 year with possibility of a
1 year renewal**

- Must be available to work a flexible schedule of days, evenings, and weekends
- Must have home and/or cell phone with voicemail

**Call to inquire about available
testing sessions in your area!!**

1-866-564-5420

**The Philadelphia Regional Office of the
U.S. Census Bureau services: DE, DC,
KY, MD, OH, PA, TN, VA, and WV.**

Requirements:

- Must be a U.S. citizen and at least 18 years old
- Pass a written test and two scored interviews
- Possess a valid driver's license and use of an insured vehicle

For the full Field Representative job posting,
visit: [https://www.census.gov/about/
regions/philadelphia/jobs/all.html](https://www.census.gov/about/regions/philadelphia/jobs/all.html)



U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. The Census Bureau does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other nonmerit factor.

**Cabell County, WV**

Barboursville Public Library 728 Main Street Barboursville, WV 25504

Date and time: Thursday, April 12th Arrival at 9:30. Test will start at 10 AM.

Location: Meeting room

Monongalia County, WV

Where: Workforce West Virginia 304 Scott Avenue Morgantown, WV 26508

Date: and time: Wednesday, April 4th. Test starts at 9 AM.

Marion County, WV

Where: Workforce West Virginia

Date and time: Thursday April 5. Test starts at 9:30 AM

Harrison County, WV

Where: Workforce West Virginia 153 W. Main Street Clarksburg, WV

Date and time: Friday, April 6th. Test starts at 10 AM

Brooke County, WV

Where: Brooke County Public Library 945 Main Street Wellsburg, WV 26070

Date and time: Wednesday, April 11th. Test at 10:30 AM

Ohio County, WV

Where: Workforce West Virginia-Wheeling 1275 Warwood Avenue, Wheeling, WV 26003

Date and time: Thursday, April 12th. Test starts at 9 AM

Grant County, WV

Where: Petersburg Public Library 180 Mount View Street Petersburg, WV 26847 304.257.4122

Date and time: Wednesday, April 11th. Test at 9:30 AM

Hardy County, WV

Where: Workforce West Virginia 151 Robert C. Byrd Industrial Park Rd. Ste 1 Moorefield, WV 26836

Date and time: Tuesday, April 10th. Test starts at 9:30 AM

Kanawha County, WV

Where: Workforce West Virginia-Kanawha 1321 Plaza East Shopping center Charleston, WV 25330

Date and time: Friday, April 27th. Test will start at 9 AM

Boone County, WV

Where: Boone County Development Office 1 Avenue C Madison, WV 25130

Date and time: Thursday, April 26th. Test at 9 AM

Job Opportunities

DHHR's Bureau for Children and Families is now hiring for the following positions in the Braxton/Lewis/Upshur district:

Adult Protective Service Worker/Trainee
Child Protective Service Worker/Trainee
Economic Service Worker
Health and Human Services Aide
Office Assistant 2 and 3
Social Service Worker 3

Benefits include:

Medical, Dental, Vision and Life Insurance
Paid Vacation, Holiday and Sick Leave
Employee Education Reimbursement

Apply today: www.governmentjobs.com/careers/wv

For more information, call 304-269-6820.

*Minorities and women are encouraged to apply. Equal Employment Opportunity employer.
Drug screening and criminal background check required.*



AGENDA
UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, April 9, 2018

Time: 4:30 PM

Place: UCSWA Office, 380 Mudlick Rd, Suite 102, Buckhannon, WV 26201

1. Call to Order
2. Determine Quorum
3. Minutes of March 12, 2018 Meeting
4. Monthly Financial Report—Treasurer
5. Director's Report – Burl Smith
6. Recognition of Guests

Old Business:

1. FY 2019 SWMB Grant Application---
2. April Make-It-Shine Discussion ---
3. Office Computer Upgrade---
4. _____

New Business:

1. FY 2019 Budget Discussion---
2. BUMS Poster Judging---
3. _____

Board Member Comments:

Meeting Adjournment:

NEXT MEETING: May 14, 2018 – (Regular Schedule)

Upshur County Fire Board Meeting

February 20, 2018

Members Present: Joe Gower, Terry Cutright, Joe Malcolm, and Clifton Shaw

Members Absent: Larry Alkire, Tom O'Neill and Linn Baxa

Others Present: Art Wilson- Guest, 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 16, 2018, were reviewed. On motion by Terry Cutright, and second by Joe Gower, the Board moved to approve the minutes.

The Fire Fee Clerk reported the percentage of collected fees for 2017 is at 89%. All reminders have been sent. We still have numerous "bad" addresses. Clifton advised the fire chiefs may be able to assist with correct addresses.

The January disbursement from the Chief Tax Deputy was \$10,050.10. Checking account balance as of January 31, 2018, was \$139,627.36.

The following invoices were reviewed and approved upon motion by Joe Gower and second by Clifton Shaw:


- Software Systems Invoice #31256---\$269.00---Maintenance Charge January
- County Commission reimbursement---payroll-Oct-Dec---\$7,192.68

On motion by Terry Cutright and second by Joe Gower, the Board approved the final draft of the Audit report for the fiscal year ending on June 30, 2017.

The County Administrator had requested to know if the Board approved the granting of a pay raise for the Fire Fee Clerk for Fiscal Year 19, if the County granted raises to county employees. On motion by Clifton Shaw and second by Joe Gower, the Board approved to grant the Fire Fee Clerk the same pay raise as the County employees would receive.

There were no corrective tickets completed this month. The Fire Fee Clerk provided 16 *Requests for Relief of Erroneous Assessment*. The Board approved 15 and denied one request based on research from the Fire Fee Clerk and/or the Assessor's Office.

The next meeting of the Board will be March 20, 2018. There being no further business the meeting adjourned at 7:20 p.m.


Joe Malcolm, Chairman, Upshur County Fire Board


Board Member