

# Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: April 5, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• March 29, 2018
- 9:05 a.m. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during January 4<sup>th</sup> meeting*)
- 9:15 a.m. Discuss property owned by Todd Spencer Walter Gould located in Washington Tax District – Tax Map 7J – Parcel Number 11 (*last extension was approved during January 4<sup>th</sup> meeting*)
- 9:30 a.m. Discuss property owned by Frank Kelley located in Washington Tax District – Tax Map 7J – Parcel Number 11.1 (*last extension was approved during January 4<sup>th</sup> meeting*)
- 9:40 a.m. Addie Helmick and Bobbi Cox on behalf of Women’s Aid in Crisis –Presentation of Sexual Assault Awareness Month Proclamation Page 1
- 9:45 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director and team leader for Upshur County Partners in Prevention  
• Requesting the Month of April 2018 to be proclaimed as Child Abuse Prevention and Awareness Month; Page 2  
• Presentation of “Tie One to End Child Abuse” Proclamation; and,  
• Requesting For April 16, 2018 be proclaimed as Children’s Memorial Flag Day.
- (*Recess for raising of flag*)
- 10:15 a.m. Brian Clem with GST – Discuss County’s internet options. The current Frontier contract with the state will expire on December 31, 2018; however, a 15% price increase will take effect in July.
- 10:30 a.m. Kenneth ‘Brian’ Shreves, Office of Emergency Management Director--Consider Order to change the name of the Upshur County Office of Emergency Management to the Upshur County Department of Homeland Security and Emergency Management. This change will increase the likelihood of eligibility for additional grants. Page 3-4

## Items for Discussion / Action / Approval:

1. Review and approval of a Public Notice scheduling the inspection and testing of election equipment for the May 2018 Primary Election to take place at 9:00 a.m. on Friday, April 20, 2018 at the Upshur County Courthouse. Page 5
2. Review and approval of a Public Notice scheduling a special meeting at 9:00 a.m. on April 25, 2018 to consider the change of voting systems for Upshur County. This meeting will take place at the Administrative Annex. Page 6

3. Discussion regarding the possible creation of a Court Security Committee or Advisory Board. Signature of letter to Judicial Staff regarding the same.
4. Discuss Buckhannon-Upshur Recreational Park 2018 Hours of Operation and Fee Schedule. Page 7
5. Approval of the Rental Contract for use at the Buckhannon-Upshur Recreational Park for the 2018 season. Page 8-9
6. Review and signature of correspondence to Todd Goddard, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$6,168. This is for Request for Funds #8. Page 10-13
7. Approval and signature of Agreement between the Division of Culture and History for and on behalf of Archives and History for and on behalf of the Records Management and Preservation Board and the Upshur County Commission for fiscal year July 1, 2018 through June 30, 2019. The award amount is \$10,955 with a ten percent cash match to be provided by the County. Page 14-16
8. Correspondence from Shane Whitehair, Executive Director of Region VII Planning and Development Council regarding Small Cities Block Grant recipient requirements to affirmatively further fair housing. Approval and signature of a Resolution proclaiming April 2018 as Fair Housing Month. Page 17-19
9. Correspondence from Deidra Casto, Union Elementary School 5<sup>th</sup> grade teacher, requesting the donation of pool passes to be used as incentives for students who are taking the WV Standards Based Assessment. These incentives will be used to motivate the students to attend and do their best this year on the WVSBA. Page 20
10. Correspondence from Laura Meadows on behalf of the Parent Involvement Committee for Mountain CAP of WV, Creative Beginnings, requesting the donation of season passes to the Upshur County Recreational Park Pool to be used as prizes during an upcoming bingo fundraising event. Page 21
11. Correspondence from Kim Hanline, French Creek Elementary PTO Treasurer, requesting for the rental fee of the large pavilion on May 5<sup>th</sup> to be waived. The pavilion has been reserved to conduct a "Fun Run" fundraiser to raise money for the school. Page 22
12. Approval of Application for Donated Leave and the granting of leave under the Family and Medical Leave Act  
*Item may lead to Executive Session per WV Code §6-9A-4* Under separate cover
13. 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. Notice of Approval of the Levy Estimate (Budget) for the fiscal year beginning July 1, 2018 from the WV State Auditor Page 23

2. Upshur County E911 Communication Reports --- February 2018

Under separate cover

- Monthly Call Summary Report
- Monthly Department Summary Report
- Monthly and YTD Wrecker Report

3. Newsletters and/or Event Notifications:

- Two-Day Conversations on Lincoln Event to Provide Insight into the 16<sup>th</sup> President – April 6<sup>th</sup> and 7<sup>th</sup> Page 24-26
- “Opoly Fest” at the James W. Curry Public Library on Saturday, April 21<sup>st</sup> at 1:00 p.m. Page 27
- SKYWARN Weather Spotter Class from 6 to 9p.m. on April 26<sup>th</sup> at the Buckhannon Fire/Police Station Page 28

4. Agendas and/or Notice of Meetings:

- Elkins Road PSD April 3, 2018 Page 29
- City Council of Buckhannon April 5, 2018 Page 30

5. Meeting Minutes:

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
- 04/18/18 7:00 a.m. Upshur County Development Authority – Executive 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
- 04/15/18 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
- 04/25/18 10:00 a.m. James W. Curry Advisory Board
- 04/30/18 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 12, 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. \*\*\*



# Sexual Assault Awareness Month Proclamation

## Upshur County

Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in this community.

Rape, sexual assault, and sexual harassment harm our community, and statistics show one in five women and one in 71 men will be raped at some point in their lives.

Child sexual abuse prevention must be a priority to confront the reality that one in six boys and one in four girls will experience a sexual assault before age 18.

Young people experience heightened rates of sexual violence, and youth ages 12-17 were 2.5 times as likely to be victims of rape or sexual assault.

On campus, one in five women and one in 16 men are sexually assaulted during their time in college.

We must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions.

Prevention is possible when everyone gets involved. The first step is increasing education, awareness, and community involvement. It's time for all of us to take action to create a safer environment for all.

I join advocates and communities across the country in taking action to prevent sexual violence.

April is Sexual Assault Awareness Month, and each day of the year is an opportunity to create change for the future.

_____	_____
_____	_____
_____	_____

CHILD ABUSE PREVENTION AND AWARENESS MONTH  
APRIL 2018

2



**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 April 5, 2018*

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Samuel Nolte, President

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Troy "Buddy" Brady

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Terry Cutright

**IN THE COUNTY COMMISSION OF  
UPSHUR COUNTY, WEST VIRGINIA**

**IN RE: Change in name of the Upshur County Office of Emergency Management to the  
Upshur County Department of Homeland Security and Emergency Management**

**ORDER**

The County Commission of Upshur County, West Virginia ("Upshur County Commission") hereby finds and declares as follows:

(1) Changing the name of the Upshur County Office of Emergency Management to the Upshur County Department of Homeland Security and Emergency Management will properly align the local office with its State level agency parent, the West Virginia Division of Homeland Security and Emergency Management;

(2) The Upshur County Office of Emergency Management Director and the Upshur County E911 Communication Center Director are both Fusion Liaison Officers, certified by the West Virginia Division of Homeland Security and Emergency Management;

(3) Being staffed full-time, the Upshur County Office of Emergency Management is now able to proactively seek additional grant funding for its office and other emergency service entities; and

(4) Changing the name of the Office will increase the likelihood of eligibility for additional grants applications including Non-Disaster Grants through the Federal Emergency Management Agency as well as Officer Safety and Community Policing Law Enforcement Grants and Terrorism Prevention Grants through the West Virginia Division of Homeland Security and Emergency Management.

**WHEREFORE**, it is hereby **ORDERED** that the name of the Upshur County Office of Emergency Management be changed to the Upshur County Department of Homeland Security and Emergency Management effective immediately.

The adoption of the foregoing Order having been made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and unanimously adopted.

4

**WHEREUPON**, Samuel R. Nolte, President, declared said Order duly adopted; and it is therefore **ADJUDGED, ORDERED** and **DECREED** that this Order be, and the same is hereby adopted this \_\_\_\_ day of April, 2018.

\_\_\_\_\_  
Samuel R. Nolte, President

\_\_\_\_\_  
Troy A. Brady III, Commissioner

\_\_\_\_\_  
Terry B. Cutright, Commissioner

5

## **Public Notice**

### **Inspection & Test of Election Equipment For The May 2018 Primary Election**

Beginning at 9:00 a.m. on Friday, April 20, 2018, the Upshur County Commission will inspect and test election voting system and tabulating equipment to be utilized during Early Voting and Election Day for the May 2018 Primary Election. Inspection and test will be conducted at the following location:

Upshur County Courthouse  
40 West Main Street  
Buckhannon, West Virginia 26201

Individuals have the right and are welcome to attend and view this inspection and test of voting equipment.

*Samuel R. Nolte*

Samuel R. Nolte, President

Class I Legal Advertisement ---- Monday, April 16, 2018

Display Advertisement ----- Wednesday, April 18, 2018



**Public Notice**

**Special Meeting to Consider the Change of Voting Systems for Upshur County**

**per WV Code §3-4A-3**

The Upshur County Commission will conduct a public meeting at **9:00 a.m. on Wednesday, April 25, 2018** to consider the change of voting systems for Upshur County. The public meeting will be conducted in the **Administrative Annex, 91 West Main St., Suite 101, Buckhannon, WV 26201**. Any questions should be directed to the Upshur County Commission at the address listed above.

Samuel R. Nolte, Commission President

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# BUCKHANNON-UPSHUR RECREATIONAL PARK



## Hours of Operation & Fee Schedule

### 2018 Season

Opens to the public \_\_\_\_\_

Closing date: August 11, 2018

*Concession stand will be open during regular business hours*

*~~~UPGRADES!! Additional shaded areas~~~*

#### Hours of Operation/Daily Admission:

Monday—Saturday	11:30-5:30	\$5.00 per person - \$3 admission after 3 p.m.
Sundays-Family Fun Day	12:30-5:30	\$3.00 per person

No charge for children two (2) years old or younger  
All others entering the pool facility **must pay** admission

Season Pool Pass: \$120 for individual pass; \$30 each additional pass (immediate family)  
One day pool passes in books of 5 for \$20

Pool Parties: Hours: 6:00 pm - 8:00 pm \$175 under 40 people  
8:30 pm - 10:30 pm \$200 40 to 80 people  
\$225 80 plus people

#### Swimming Lessons:

Group Swim Lessons – Monday through Friday – 9:15 to 10:15 & 10:15 to 11:15 -- \$50 per week  
Private Lessons for children under 4 years of age – as available -- \$15 /45 minutes

#### Shelter Rental:

Large Shelter	\$75 (\$70.50 tax exempt) with kitchen
Large Shelter	\$50 (47.00 tax exempt) without kitchen
Small Shelter	\$25 (\$23.50 tax exempt)

Lap Swimming: Monday – Friday 8:00 am – 9:00 am \$50 each pass / \$3.00 per day  
Saturday and Sunday 10:15 am – 11:15 am

Water Aerobics: Mon –Wed –Fri \$5 per session  
9:15 am – 10:15 am  
Starting Monday, June 4<sup>th</sup>

Swim Teams: \$400

#### Discounts:

Camp Buccaneer / Child Development Centers	\$50.00 each pool pass
UC Public Library	\$175.00 each pool party
Camp Tommy	\$175.00 each pool party
UC 4H	\$175.00 each pool party
UC Schools	\$175.00 each pool party

**\*\* Prices include any applicable sales tax\*\***

# RENTAL CONTRACT

Buckhannon-Upshur Recreational Park  
 Tabatha R. Perry  
 91 West Main Street, Suite 101  
 Buckhannon, WV 26201  
 (304) 472-0535 x.2  
 trperry@upshurcounty.org

\_\_\_\_\_  
 Name of Individual

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Group or Organization

Tax Exempt ☐ Yes ☐ No

If yes, Certificate must be submitted

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip

**Facility to be rented** ☐ Pool

☐ Pavilion

**Date:** \_\_\_\_\_

☐ Small

☐ Large with kitchen access

☐ Large without kitchen access

Arrival time \_\_\_\_\_  
                     a.m.      p.m.

Departure Time \_\_\_\_\_  
                                     a.m.      p.m.

Rental Fee \$ \_\_\_\_\_

Rental Fee Due Date: \_\_\_\_\_

The rental fee is to be received by the Upshur County Commission Office on or before the designated due date. No refund will be issued once the contract is signed, returned and payment is received. No refunds will be given for "bad weather" on the day of your rental. (i.e. rain, cold temperatures, etc...)

**Cancellation** of a pool party by the Park Director, due to thunder and/or lightning or other conditions that would prohibit your group's use of the pool, will result in a voucher being issued to the reserving party for use by the end of the current pool season, or with permission by the Upshur County Commission, during the following season. Vouchers unused within one (1) year of issue date will be void.

Rental of the swimming pool is in two hour increments. Swimming may not begin earlier or last longer than your designated rental period. Food and non-alcoholic beverages are permitted. The concession stand will not be open during the rental period as it is only operational during regular public business hours. During your rental period you may utilize the deck chairs, shaded areas and attached pavilion area at no additional cost; however, you are not permitted to utilize the concession stand kitchen or appliances.

Pavilion rentals may begin at 9:00 a.m. and conclude no later than 9:00 p.m.

The person signing this rental contract agrees, either for himself or herself personally or on behalf of the organization listed, to be in attendance at the activity and to be financially responsible for any property damage or excessive littering done during the activity. The signer must be an adult, age 21 or older. For groups whose members are under 21 years of age, one chaperone must be provided for every 20 persons under the age of 21. The chaperone must be a parent of the groups' members, teachers, or sponsors of a school or business function.

The Park Director or any authorized representative has the authority to void any and all rental agreements and to further ask any and all individuals and or groups to vacate the park property. If in their discretion the individual(s) or group constitute a disruption of the safety and enjoyment of the park facilities by the general public at any given time.

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Signature of responsible individual

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Date

**Please make checks payable to the Upshur County Commission.**

Please note – The above fee includes a 6% WV Consumer Sales Tax. Please inform the Upshur County Commission Office if your group is tax exempt so the fee can be adjusted. You must provide the Upshur County Commission Office a copy of your organizations' tax-exempt certificate with the contract in order to be eligible for this adjustment.

10

UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

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

TDD Numbers  
Business: 472-9550

April 5, 2018

Mr. Todd Goddard  
Community Development Representative  
WV Development Office  
1900 Kanawha Boulevard, East  
Building 3, Suite 700  
Charleston, WV 25305

**RE: Upshur County Commission—Elkins Road PSD Phase III Water System Improvements  
Small Cities Block Grant Project #16SCBG0008  
Request for Funds #8**

Dear Mr. Goddard:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Administration**— All evidentiary materials have been submitted and exempt activities have been approved by the WVDO. Currently, the environmental review is in progress. Amount requested is \$0.00.
2. **Engineering**— Study and Report Phase is 100% complete, preliminary design phase is 100% complete and final design is 10% complete. Amount requested is \$6,168.00.

The total amount of this request is \$6,168.00. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Samuel R. Nolte  
President

Enclosure

**Community Development Block Grant -Small Cities Block Grant Program**  
**REQUEST FOR PAYMENT**

11

**TO:** West Virginia Development Office  
1900 Kanawha Boulevard, East  
Building 3, Room 700  
Charleston, WV 25305  
304-558-2234 304-558-3248

**FROM:** Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

<b>Project Name</b>	Elkins Road PSD Phase III Water System Improvements			<b>Project #</b>	16SCBG0008	
<b>Drawdown #</b>	8			<b>% of Project Complete</b>	4.3%	
<b>Time Period Covered by this Request:</b>				3/16/2018	TO	4/5/2018
<b>Amount of CDBG Funds on hand at the time of this Request</b>				\$ -		
<b>COST CATEGORIES</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>AMOUNT REQUESTED TO DATE</b>	<b>AMOUNT REQUESTED THIS DRAW</b>	<b>TOTAL AMOUNT REQUESTED</b>	<b>AMOUNT DISBURSED TO DATE</b>	<b>BALANCE</b>
Administration	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Arch/Engineering	\$263,434.00	\$58,365.00	\$6,168.00	\$64,533.00	\$53,733.00	\$198,901.00
Land Acquisition						
Construction	\$1,136,566.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,136,566.00
Permits/Ads/Fees						
Other						
Other						
<b>SUB-TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 58,365.00</b>	<b>\$ 6,168.00</b>	<b>\$ 64,533.00</b>	<b>\$ 53,733.00</b>	<b>\$ 1,435,467.00</b>
Less Income						
<b>TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 58,365.00</b>	<b>\$ 6,168.00</b>	<b>\$ 64,533.00</b>	<b>\$ 53,733.00</b>	<b>\$ 1,435,467.00</b>

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.**

Region VII Planning and Development Council has assisted the Commission with completing the Evidentiary Materials. The project engineers, Chapman Technical Group, has started the design and is 100% complete with the Study and Report Phase, 100% complete with the Preliminary Design and 10% complete with the Final Design.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

**Chief Elected Official**

**Date**

*Original Signature Required*

*Copies of Invoices Required*



# INVOICE

Elkins Road PSD

MAR 16 2018

RECEIVED

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

February 28, 2018

Project No: 0000007008.00

Invoice No: 0017316

Project 0000007008.00 Elkins Road PSD-Phase III WSI  
Re: Elkins Road PSD Phase III WSI  
Professional Services from January 28, 2018 to February 24, 2018  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	10.00	20,560.00
Bidding & Contracting	25,700.00	0.00	0.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	0.00	0.00
Financing Services	3,500.00	4.2857	150.00
Record Drawings	15,000.00	0.00	0.00
PSC Services	4,000.00	0.00	0.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
Total Fee	1,155,700.00		244,810.00
		Previous Fee Billing	224,250.00
		Current Fee Billing	20,560.00
		<b>Total Fee</b>	<b>20,560.00</b>
		<b>Total this Invoice</b>	<b>\$20,560.00</b>

Billing Note:  
SCBG Eligible (30%) \$ 6,168  
(except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
Chapman Technical Group  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptach.com

13

**INVOICE**

Project	0000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0017316
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	30,880.00
0017220	1/31/2018	15,440.00
<b>Total</b>		<b>154,781.00</b>

**PLEASE REMIT TO:**

Chapman Technical Group  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

**STATE OF WEST VIRGINIA**  
**Agreement between the**  
**Division of Culture and History**  
**For and on behalf of Archives and History**  
**For and on behalf of the Records Management and Preservation Board**  
**and the Upshur County Commission**

This AGREEMENT is made and entered into this the **1<sup>st</sup> day of July 2018** by and between the State of West Virginia, the Division of Culture and History and the Records Management and Preservation Board, hereinafter referred to as WVDCH, and the County Commission, hereinafter referred to as GRANTEE.

WHEREAS, the WVDCH is expressly authorized by Article 1, Chapter 29 of the *Code* of West Virginia, One Thousand Nine Hundred Thirty-One, as amended, on behalf of the Records Management and Preservation Board, in the exercise of its lawful duties, to administer state funds appropriated through the West Virginia Legislature from the public records and preservation revenue account to be granted by the Records Management and Preservation Board to county government entities participating in the County Records Management and Preservation Grant Program, Title 100 CSR1; and

WHEREAS, the GRANTEE submitted a request for funds to support a records project under the County Records Management and Preservation Grant Program, which the Records Management and Preservation Board approved on January 8, 2018 to provide **\$10,955** to the GRANTEE, as per Number 3 of this Agreement, and/or any provisos thereto stipulated by the Records Management and Preservation Board and agreed to by the GRANTEE.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The WVDCH and the GRANTEE agree to cooperate in the implementation of the records management and preservation project referenced above and in compliance with Records Management and Preservation Board rules, regulations and policies.
2. The term of this project shall be for fiscal year **July 1, 2018 through June 30, 2019**, or through completion of the project, whichever comes first.
3. The WVDCH agrees to grant to the GRANTEE the sum of \$10,955, the county must provide a cash match of at least ten percent (10%) of all grant funds expended. The Records Management and Preservation Board award must be expended as follows:

**Circuit Clerk:** \$10,000 to digitize chancery and law case files. It is the responsibility of the county and office holder to verify the digital images are exact duplicates of the original records and to provide copies of all images in JPEG or TIFF format to the State Archives. The images provided will not be retained beyond the life of the storage device.

**Assessor:** \$955 to purchase a color scanner that is compatible with the office's records management system.

4. The GRANTEE certifies that it has the required cash-matching capabilities as submitted in its referenced grant application.
5. The WVDCH only agrees to transfer funds to reimburse the grantee on a quarterly basis for eligible expenditures in the referenced grant as provided in the Grant Management Packet (Invoice and supporting documentation).
6. The GRANTEE agrees to comply with all applicable federal, state and county laws, rules, regulations and policies, including but not restricted to purchasing and competitive bidding rules and procedures for purchases of equipment, services, and hiring or employing staff or contract workers, promulgated thereunder.
7. The GRANTEE hereby represents that it possesses the legal authority to contract for this Agreement, as per copy of the resolution, motion or similar action which was clearly adopted by the County Commission; and further, that it has directed and authorized the official representative to act in connection with this Agreement.
8. The GRANTEE agrees to submit quarterly Project Status Reports, Project Financial Expenditure Status Reports, supporting documentation and forms. The Final Report is due within 90 days of completion of the grant project.
9. The GRANTEE agrees to provide Government Pricing for goods and services and to maintain accurate records in accordance with generally accepted accounting principles and procedures, and to comply with requirements of the Single Audit Act of 1984 and OMB Circular A-128, in connection with referenced grant.
10. The GRANTEE agrees to obtain prior approval from the director of Archives and History, as staff to the Records Management and Preservation Board, for any amendment to the scope of work, products, budget, or reporting requirements.
11. It is the understanding of all parties to this Agreement that the WVDCH, by joining in this Agreement, does not pledge, or promise to pledge, the assets of the State of West Virginia, and does not promise to pay any part of the contract sum provided in this agreement from the monies of the Treasury of the State of West Virginia, except such monies as shall be appropriated by the West Virginia Legislature.
12. The GRANTEE shall hold and save the WVDCH and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the GRANTEE.

13. This Agreement may be terminated with the consent of both parties or by either party because of non-performance by the other. Such termination must be in writing and GRANTEE must submit a final report, on the form provided in the Grant Management Packet, documenting work performed and expenditures incurred during the term of the Agreement. GRANTEE must request grant extensions in writing to the Director on or before April 1<sup>st</sup> of the grant year. The request must demonstrate a good faith effort to conduct and make progress on the project for which the RMPB funds were made available; include a statement explaining and providing justification for failure to complete the project and provide a written schedule and explanation for completion of the project within the period of time requested, this being no later than December 31 of the calendar year the grant was to have been completed. A county which receives a grant for the forthcoming fiscal year may not request an extension on the current fiscal year's grant.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

\_\_\_\_\_  
President of the County Commission

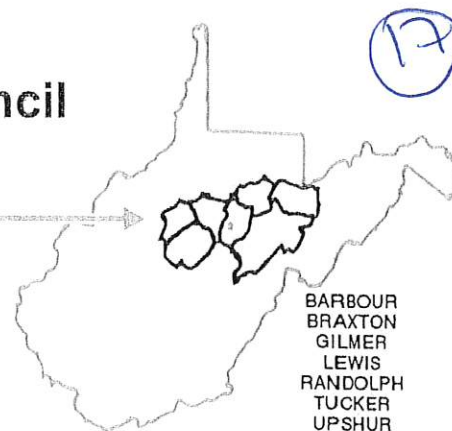
\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Archives and History

\_\_\_\_\_  
Date

# Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201  
PHONE: (304) 472-6564 • FAX (304) 472-6590



March 22, 2018

TO: Braxton County Commission  
Gilmer County Commission  
Lewis County Commission  
Town of Harman  
Tucker County Commission  
Upshur County Commission

## RE: April 2018—Acknowledging Fair Housing Month

Governor Jim Justice has proclaimed April as Fair Housing Month for the State of West Virginia. As a recipient of a Small Cities Block Grant (SCBG), you must take this opportunity for your community to affirmatively further fair housing and comply with this SCBG regulation.

You should have received a memo dated March 19, 2018 from the WV Development Office outlining examples of how you can comply with this requirement (enclosed for your reference). You may already have some of these examples in place, and if so, please revisit, update, and add to these efforts. Below, I am providing you with a summary of examples for you to complete to further your efforts and comply with this SCBG mandate:

1. At your next regularly scheduled meeting, declare April as Fair Housing Month in the form of the attached resolution.
2. Add to your letterhead and email signatures: "City/Town/Commission is an Equal Opportunity Employer (EOE)" and "This community supports Fair Housing practices".
3. Utilize the Equal Housing logo in all your general publications, ads, and communications. You can download this logo from the HUD website:  
<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>
4. Download and prominently display posters and brochures found on the HUD website:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/marketing](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing)

On your behalf, our office will be placing an advertisement/press release in your local paper as a public notice to show that your County/City is a fair housing community and promotes equal housing opportunities. This notice will be in the papers within the next couple of weeks.

Please complete these items as soon as possible and send our office a copy/statement of all the requirements you completed so we can include these in the project files. If you should have any questions or comments regarding this matter, please feel free to contact our office.

Sincerely,

Shane Whitehair  
Executive Director

(18)

**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

**FAIR HOUSING RESOLUTION**

Whereas, the Upshur County Commission desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring about mutual self-respect and understanding among all citizens and groups in Upshur County; and,

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the West Virginia State Fair Housing Law, Title 49-2-305, MCA, it is illegal to deny housing to any person because of race, sex, religion, color, age, physical or mental handicap or national origin;

Therefore, be it resolved the Upshur County Commission in West Virginia makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the "Equal Housing Opportunity" logo, will be displayed at the Upshur County Courthouse.

Therefore, be it also resolved that the following procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The Upshur County Commission shall inform all County employees of the County's commitment to fair housing.
2. The Upshur County Commission will post this resolution in County buildings and other public places and publicize it.
3. The Upshur County Commission shall direct all employees to forward immediately to the Commission President any reports they receive of housing discrimination.
4. The President of the Commission shall forward such complaints to the West Virginia Human Rights Commission, 1321 Plaza East, Room 108A, Charleston, West Virginia, 25301-1400, within 10 days of receipt of said complaint.

Now, therefore it be resolved that the Upshur County Commission does hereby proclaim April 2018 as Fair Housing Month.

---

Terry B. Cutright  
Commissioner

---

Samuel R. Nolte  
President

---

Troy A. Brady III  
Commissioner

*An Equal Opportunity Employer*





**UNION ELEMENTARY SCHOOL**  
*A West Virginia School of Excellence*  
492 HEAVENER ROAD  
BUCKHANNON, WV 26201



**Dr. Sara Stankus**

**304-472-1394**

**Principal**

**FAX 472-2780**

March 29, 2018

To whom it may concern:

My name is Deidra Casto, and I am writing on behalf of staff and students at Union Elementary in response to speaking with Carrie Wallace concerning a donation from the Upshur County Commission and Recreational Park for the Upshur County Pool. As an elementary educator, I am part of a team that is attempting to obtain incentives for our students who are taking the WV Standards Based Assessment.

We are a Title I school and our most recent report indicates that 74.11% of our school population is at the poverty level or below. Title I is a program that is federally funded and it is designed to meet the educational needs of low-achieving children in our Nation's highest-poverty schools, children with disabilities, neglected or delinquent children, young children in need of reading assistance, and to decrease the achievement gap between disadvantaged children and their more advantaged peers. For more information regarding Title I visit: <http://www2.ed.gov/policy/elsec/leg/esea02/pg1.html>

This letter is my formal request in hopes that you will be generous by supporting our efforts in motivating our students to attend and do their best this year on the WVSBA. We do have a limited budget and must ask for community support. If the Upshur County Commission and Recreational Park of Upshur County is willing to donate a few pool day passes, the students and staff at Union Elementary will be grateful. Thank you for considering this request

Sincerely,

A handwritten signature in cursive script that reads 'Deidra Casto'.

Deidra Casto  
Union Elementary School 5<sup>th</sup> Grade Teacher  
304-472-1394



March 28, 2018

Upshur County Commission  
38 West Main Street  
Buckhannon, WV 26201

Dear Upshur County Commission,

Mountain CAP Child Development Center (Creative Beginnings) is asking for your help! Our child development center, with the support of our Parent Involvement Committee, is gearing up for a family fun-inspired Bingo fundraiser later this spring. Our goal is to raise money to help with some much-needed playground equipment and improvements on the physical building to enhance the enjoyment for our beloved children who spend their days with us.

We request a donation of Season Passes to the Upshur County Pool, to be used as a raffle prize during our upcoming fundraising event.

Thank you for taking the time to consider partnering with us. Your generosity and consideration are very important to us!

With Gratitude,

Laura Meadows, on behalf of the Parent Involvement Committee for Mountain CAP of WV, Creative Beginnings

**Please make checks payable to: Mountain CAP of WV, Inc. and mail to 26 N. Kanawha Street – Suite 201, Buckhannon, WV 26201. Please include the word “Bingo” in the Memo line of the check.**

22

# FRENCH CREEK ELEMENTARY SCHOOL PTO

Dear Commissioners,

We are planning our 3<sup>rd</sup> Annual Fun Run on May 5, 2018. We would like to request the use of the B-U High School Pavilion, located at the cross country course/park again this year. We would also like to request that the usage fee be waived due to this being a public school fundraiser. We appreciate your time and consideration and look forward to working with you in the future.

Sincerely,



Kim Hanline  
French Creek Elementary PTO  
Treasurer



**State of West Virginia**  
**John B. McCuskey**

**State Auditor**

Office of the State Auditor  
Local Government Services  
153 West Main Street, Suite C  
Clarksburg, West Virginia 26301



Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 627-2417  
[www.wvsao.gov](http://www.wvsao.gov)

March 30, 2018

**NOTICE OF APPROVAL OF THE LEVY ESTIMATE (BUDGET)**

**TO: Upshur County Commission**

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2018.

With this written approval, the levying body shall meet on the third Tuesday in April (April 17) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Shellie Humphrey extension 5119, Tiffany Hess extension 5118 or Karen Drain extension 5101.

Sincerely,  
John B. McCuskey  
WV State Auditor

By: Ora L. Ash  
Deputy State Auditor  
Local Government Services



## **Two-Day Conversations on Lincoln Event to Provide Insight into the 16<sup>th</sup> President**

West Virginia Wesleyan College's Department of History, the Phi Alpha Theta history honor society, and the Annie Merner Pfeiffer Library are proud to co-sponsor the first "Conversations on Lincoln" to be held over two days on Friday, April 6 and Saturday, April 7, 2018. The proceedings, which are primarily student-organized, will feature a variety of speakers, re-enactments, exhibits, and entertainment events focused on the 16<sup>th</sup> president of the United States, Abraham Lincoln. Additionally, a keynote address by Dr. Michael E. Woods of Marshall University on Saturday will feature one of the region's leading experts on Lincoln.

The "Conversations on Lincoln" will kick off on Friday, April 6 with Lincoln re-enactor Robert Brugler speaking to students at Buckhannon-Upshur High School. Later that morning, he will speak to a history course at West Virginia Wesleyan College before making his way to the Upshur County Public Library in Tennerton for a public presentation at 1:00 p.m. Brugler and his wife, Barbara, who portrays Mary Todd Lincoln, will make a variety of other presentations throughout the event.

Other highlights of the weekend include a log splitting contest, high tea and conversation with Mary Todd Lincoln, and a keynote address by Marshall University professor Dr. Michael E. Woods. Additionally, two white glove tours will be given of the Charles Aubrey Jones Hon. '49 Abraham Lincoln collection, which is held in the Rare Book Room of the Annie Merner Pfeiffer Library. Charles Aubrey Jones was a 1904 alumnus of West Virginia Wesleyan and began collecting Lincoln artifacts, books, manuscripts, and ephemera after becoming acquainted with Colonel Osborn S. Oldroyd. Oldroyd was largely responsible for the preservation of the Petersen House in Washington, D.C., which is the home where Lincoln died. Oldroyd was also a prodigious Lincoln collector, which sparked Jones's interest.

The Jones Lincoln collection was believed to be the largest collection of Lincoln materials in Ohio, and the third largest east of the Mississippi River at the time it came to Wesleyan in 1971. The collection was officially donated to the College in 1985 as a gift of Charles Aubrey Jones's daughter, Elizabeth "Betty" Jones. In recent years, the Annie Merner Pfeiffer Library has attempted to increase usage of the collection for scholarship, educational purposes, and community outreach.

This effort was forged by students William Wasson, a senior from Martinsburg; Kathryne Newton, a junior from Buckhannon, WV; Madison Lapole, a junior from Inwood, WV; and Annie Fleming '17 from Beverly, WV. Kevin Spear '76, Board of Trustees member and longtime Lincoln fan, helped initiate this event, as well as impromptu Lincoln lectures on campus. Spear hopes to see one Lincoln-centered event every year.

The full schedule of events is below:

### **Friday, April 6**

8:00 a.m. – Abraham Lincoln (reenactor) speaks at Buckhannon-Upshur High School (for high school students only; not open to the public)

Location: Buckhannon-Upshur High School



10:00 a.m. – Speaker: Joie Johnston – “The Supreme Court during the Civil War”

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

10:30 a.m.-12:00 noon – White glove tour of the Charles Aubrey Jones Abraham Lincoln Collection

Location: Rare Book Room – 2<sup>nd</sup> floor; Annie Merner Pfeiffer Library, WVWC

1:00 p.m. – Abraham Lincoln (reenactor) – “Growing up to be President” with 4<sup>th</sup> and 5<sup>th</sup> grade students of Tennerton Elementary School (event is open to the public)

Location: Upshur County Public Library; Route 20 South, Tennerton

5:00 p.m. – High Tea and Reflections on Life in the White House with Mary Todd Lincoln (reenactor)

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

5:30 p.m. – Log Splitting Contest

Location: In front of the Annie Merner Pfeiffer Library, WVWC

5:30 p.m. – Abraham Lincoln (reenactor) makes a public speech

Location: Outside French A. See Dining Center, Benedum Campus Center, WVWC

6:30 p.m. – Speaker: Burrus Carnahan – “Emancipation as a weapon of war: the international roots of Lincoln’s Proclamation”

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

### **Saturday, April 7**

9:30 a.m. – Welcome and Opening Remarks by Kevin Spear (WVWC Trustee and Lincoln Collector)

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

10:00 a.m. – Speaker: Stephen Wilson – “Abraham Lincoln and Technology”

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

11:00 a.m. – Speaker: Dick Crews – “Abraham Lincoln the Radical”

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

12:00 – 1:30 p.m. – Lunch (on your own)

1:30 p.m. – Speaker: Wendy Allen – “A thirty-five year career painting Abraham Lincoln”

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

2:00 p.m. – Speaker: Beth Wasson – “Abraham Lincoln and Harper’s Ferry, West Virginia”



Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

2:30 p.m. – Speaker: David Kent – “Lincoln is for everyone, not just historians”

Location: Upshur Reading Room – 1<sup>st</sup> floor; Annie Merner Pfeiffer Library, WVWC

3:00 p.m. – Break

3:30 p.m. – Abraham Lincoln (reenactor) recites from his great speeches

Location: L.L. Loar Hall – Auditorium (1<sup>st</sup> floor)

4:30 p.m. – Keynote Address

Dr. Michael E. Woods – Associate Professor of History at Marshall University (WV)

Location: L.L. Loar Hall – Auditorium (1<sup>st</sup> floor)

5:30 p.m. (or at conclusion of keynote address) – White glove tour/exhibit of the Charles Aubrey Jones Abraham Lincoln Collection

Location: Rare Book Room; Annie Merner Pfeiffer Library, WVWC

All events (except those noted) are free and open to the public. Any history enthusiasts, students, and fans of Abraham Lincoln are encouraged to attend any or all public events. For more information, please contact Will Wasson at [wasson\\_wa@wwwc.edu](mailto:wasson_wa@wwwc.edu).

Erica Byrd, MA

Assistant Director of Public Relations

Adjunct Instructor of Communication

West Virginia Wesleyan College

59 College Avenue

Buckhannon, WV 26201

Byrd\_e@wwwc.edu

304.473.8111



# MONEY SMART WEEK®

**APRIL 21 - 28, 2018**



**HELP US KICK OFF MONEY SMART WEEK  
AT THE JAMES W. CURRY PUBLIC LIBRARY**

**SATURDAY, APRIL 21<sup>ST</sup>, 2018**

**AT 1:00 PM BY  
JOINING US FOR AN**

## **"OPOLY FEST"**

**COME TO THE LIBRARY SATURDAY AND JOIN  
IN A ROUSING GAME OF:**



**DINO-OPOLY  
HUNTING-OPOLY  
DOG-OPOLY OR  
HORSE-OPOLY OR  
"OTHER"-OPOLY**



**WE'LL PLAY FROM 1:00 - 2:30**

**AT 2:30 ALL PLAYERS WILL COUNT THEIR MONEY AND ASSETS  
AND THE PLAYER WITH THE HIGHEST AMOUNT IN EACH GAME  
WILL WIN A PRIZE.**

**WE HAVE SPACE FOR 24 PLAYERS,  
(ALL AGES WELCOME, BUT MUST PLAY ENTIRE  
TIME OR TO NATURAL END OF THE GAME. MAY  
NOT BE SUITABLE FOR SMALL CHILDREN)**

# **COME AND PLAY!**





Kaye Willis

Thursday April 26, 2018

## SKYWARN® Weather Spotter Class

Buckhannon Fire/Police Station

22 South Florida Street, Buckhannon, WV

600pm – 900pm

*SKYWARN spotters provide vital “ground truth” reports to the National Weather Service. Spotters serve their local community by acting as a valuable source of information when dangerous storms approach!*

*This class is free, open to the public and no registration is required.*

Find out more at [www.weather.gov/rlx/skywarn](http://www.weather.gov/rlx/skywarn).

Become a Weather Spotter

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Learn How to Stay Safe During Severe Weather

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Help Your Community!



NWSCharlestonWV



# ELKINS ROAD PUBLIC SERVICE DISTRICT

## Agenda



<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:30 PM</i>
<b>Date</b>	<i>Tuesday, April 3, 2018</i>	<b>Place</b>	<i>P.S.D. Office 4536 Old Elkins Rd, Buckhannon</i>

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Meeting Called to Order by Chairperson	5:30 PM
Pledge of Allegiance	
Roll Call Introduce Board of Directors	
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews	
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Sharon Burr;	
System Operator-David Wamsley	
Recognize Current Customers	
Approval of Minutes - February 6, 2018 Regular Monthly Meeting	<b>Vote</b>
Treasurer Report/Payment of Bills for March/bal of Feb. Invoices	<b>Vote</b>

### ITEMS FOR DISCUSSION

<b>Change July Meeting Date</b>	<b>Vote</b>
From the 3rd to the 9th	

<b>Phase III Extension Project Update</b>	<b>Vote</b>
Invoice payment approval	
MOU (Memorandum of Understanding)	
Between UCC & ERPSD	

### Maintenance Report

**Date & Time of May 2018 Meeting - Tuesday, May 1, 2018 @ 5:30 pm**

<b>Adjournment</b>	<b>Vote</b>
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**Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺)**



***Special City Council of Buckhannon – 6:30 pm in Council Chambers  
Meeting Agenda for Thursday, April 5, 2018***

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The purpose of the meeting is to continue discussion of possible probationary fire fighter hire.

The meeting will be called to order and Council will motion to adjourn into executive session per WV Code 6-9a-4 before the open session.

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, April 5, 2018***

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- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
  - A.3 Mayor's Greetings
- B. Recognized Guests
  - B.1 Gary Connell-WV Hillbilly Celebration
- C. Department & Board Reports
  - C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
  - C.2 Stockert Youth Center Director-Debora Brockleman
  - C.3 Public Works Director- Jerry Arnold
  - C.4 Finance Director- Amberle Jenkins
  - C.5 Fire Chief- J.B. Kimble
  - C.6 City Attorney- Tom O'Neill
    - .Update St. Joseph's Hospital Property/Alley Exchange
- D. Correspondence & Information
  - D.1 Press Release, Proclamation & Activities -Make It Shine Month
  - D.2 Press Release-"Compost your Grass Clippings, Don't Clog the Drain"
  - D.3 Press Release- BU Chamber of Commerce honors SYCC & City Director of Public Works
  - D.4 Local Government Lecture -Municipal Gov't Lecturer David McCauley
  - D.5 2020 US Census Bureau-Response Outreach
  - D.6 Set Time: 9:00a.m. to Lay the Levy on April 17, 2018
  - D.7 WVML Re: List of Candidates for May 8 Primary Election  
<https://sos.wv.gov/elections/Documents/2018%20Primary%20Certified%20List%20of%20Candidates.pdf>
- E. Consent Agenda
  - E.1 Approval of Minutes-Regular meeting 03/15/18 & Special meeting 03/29/18
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
  - E.4 UCCVB-Event Center-Temporary Extension of the ABCA Licensed Floor Plan May 1, 2018
- F. Strategic Issues for Discussion and/or Vote
  - F.1 Possible Approval to hire Probationary Fire Fighter
  - F.2 Discussion to join Statewide Lawsuit against Pharmaceutical Industry re: Distribution of Prescribed Opioid Drugs
  - F.3 Approval Public Safety Complex Training Room Policy & Request Form
  - F.4 Discussion/Possible Vote-Staffing for Fire & Emergency Response Grant (SAFER)
  - F.5 Approval Right of Entry & License Agreement Arch Coal Expansion of Non-Motorized Public Recreation Trails
- G. Comments and Announcements
  - G.1 Mary Albaugh
  - G.2 Pamela Cuppari
  - G.3 C J Rylands
  - G.4 Robbie Skinner
  - G.5 David Thomas
  - G.6 Susan Alois
- H. Mayor's Comments and Announcements
  - H.1 SYCC Narrative
  - H.2 Information on Buckhannon Dog Park-CPWB 03/22/18
  - H.3 Mayor's remarks at Sledgehammer Day-Colonial Theatre 03/20/18
  - H.4 Spring & Community Unity-World Storytelling Day at Jawbone Park 3/20/18
- I. Adjournment