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Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: April 26, 2018

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

Approval of Minutes:

- April 19, 2018
- April 20, 2018 – Special Meeting
- April 25, 2017 – Special Meeting

9:05 a.m. Magistrates Mike Coffman and Kay Hurst – Discuss FY19 court security funding allocation and request for security in the Magistrate Court on a full-time basis by means of employing one full-time bailiff or two part-time bailiffs. Page 5

10:30 a.m. Hearing on the Recommendation for Removal of Jason L. Dixon as Administrator in the Estate of Nathaniel Wayne Beckner, deceased. Under separate cover

Items for Discussion / Action / Approval:

1. Order of recommendation to appoint the Sheriff of Upshur County as the Administrator of the Estate of Joyful Peace Sneed, deceased. Under separate cover
2. Order of recommendation to appoint the Sheriff of Upshur County as Guardian for Madison Paige Jack, infant. Under separate cover
3. Approval of the Replacement of Margaret Wilcher with Vernon Bennett as Early Voting Worker. Page 6
4. Approval and signature of WV Board of Pharmacy Application for Permit Renewal for the Lewis-Upshur Animal Control Facility to Handle Controlled Substances for period July 1, 2018 to June 30, 2019. Page 7
5. Correspondence from Susan Foster regarding the needle exchange program proposal by the Upshur County Health Department. Ms. Foster is requesting for the Commission to recommend to the Board of Health to delay implementation of the needle exchange component of the Harm Reduction Program until the citizens of Upshur County have an opportunity to consider the issues related to the plan, ask questions, obtain information and provide input as to how this program may impact our community. Page 8-9
6. Correspondence from Clifton Shaw requesting reappointment to the Upshur County Fire Board, Inc. for a second term, beginning July 1, 2018 and terminating June 30, 2021. Page 10
7. Correspondence from Jennifer Bennett, Treasurer for the Buckhannon Swim Club, requesting use of the Upshur County Recreational Park Pool for the 2018 season. Ms. Bennett is requesting permission for long course practice to take place on Monday, Wednesday and Friday from 7:45 a.m. to 8:45 a.m. and regular practice from 9:00 a.m. to 11:00 a.m., Monday through Friday. The \$400 fee was waived for the 2017 season. In addition, Ms. Bennett has also listed dates the team would like to reserve the pool for home swim meets and the NCWV Championship. Page 11

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8. Correspondence from Carrie L. Wallace, on behalf of the Buckhannon-Upshur Chamber of Commerce, requesting for the rental fee to be waived when the Chamber utilizes the large pavilion on July 16th for their monthly meeting. Page 12
 9. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting the temporary seasonal employment of Hannah N. Lively as Pool Director / Concession Stand Manager for the 2018 season. Upon approval, Ms. Lively will begin work on or around May 7, 2018 at the hourly wage rate of \$10 until she begins full-time employment on May 13, 2018, at which time she will receive a weekly salary of \$500.00. This seasonal employment will end on August 18, 2018. Page 13
 10. Approval of seasonal employment of B-U Recreational Facility Assistant Managers, effective May 13, 2018: Page 14
Renee Carr -\$10.50 an hour,
Mackenzie T. Bosley-\$10.00; and,
Elizabeth M. Harris-\$10.00 an hour.
 11. Approval of employment of Mackenzie Bosley and Tess Betler as seasonal coaches for the "Splashers" swim team. Upon approval, their employment will be effective June 1, 2018 and their cost of pay will be reimbursed to the County in full by "Splashers". Upon approval, each coach will be paid \$1,500 for the season. Page 15
 12. Correspondence from David E. Godwin, Prosecuting Attorney, requesting the employment of Madison Tenney as full-time administrative assistant, effective May 7, 2018; pending background check results. Upon approval, Ms. Tenney's rate of pay will be \$11.25 per hour. Page 16
 13. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Director, requesting the employment of Kaly Ocheltree as a part-time program monitor, effective May 1, 2018. As program monitor, Ms. Ocheltree will be paid \$8.75 an hour and work a maximum of 19 hours per week. Page 17
 14. Correspondence from Kimbra Wachob, Assistant Director of the Upshur County Emergency Communications Center, announcing the resignation of Stephanie M. Jack, full-time telecommunicator, effective April 21, 2018.
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover
 15. 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 Janie Moore, Director of the Magistrate Court Services Division for the Supreme Court of Appeals of WV, commending the Commission of Upshur County for taking concerns about security in the Upshur County Magistrate Court under advisement to protect the Upshur County Magistrates, staff and the citizens of Upshur County. Page 18
2. Upshur County Sheriff's Financial Statement for period ending March 2018 Page 19-20

3. Mountain Lakes Drug and Violent Crime Unit Press Release		<u>Page 21</u>
4. Upshur County E911 Communication Reports --- March 2018		<u>Under separate cover</u>
• Monthly Call Summary Report		
• Monthly Department Summary Report		
• Monthly and YTD Wrecker Report		
5. "The Hub" Article dated April 17, 2018 – New Funding for Code Enforcement in WV		<u>Page 22</u>
6. Newsletters and/or Event Notifications:		
• Shedding Light on Mental Health conference brought in partnership by NAMI & West Liberty University – June 7 th and 8 th at the Highlands Event Center		<u>Page 23-24</u>
• 2018 Young Filmmakers Camp Flyer – June 25 th through 29 th		<u>Page 25</u>
7. Agendas and/or Notice of Meetings:		
• Upshur-Buckhannon Board of Health	May 3, 2018	<u>Page 26</u>
• City Council of Buckhannon	May 15, 2018	<u>Page 27</u>
8. Meeting Minutes:		
• James W. Curry Library and Park	October 25, 2017	<u>Page 28-29</u>
• Upshur County Safe Structures and Sites Enforcement Board	March 8, 2018	<u>Page 30-31</u>
• Upshur Citizen Corp Council	March 14, 2018	<u>Page 32</u>
• Upshur County Fire Board	March 20, 2018	<u>Page 33</u>
• Wes-Mon-Ty RC&D Board of Directors	March 20, 2018	<u>Page 34-35</u>
9. Meetings:		
• 05/01/18	5:30 p.m.	Elkins Road PSD
• 05/01/18	4:00 p.m.	Hodgesville PSD
• 05/03/18	7:00 p.m.	Banks District VFD
• 05/03/18	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
- 04/17/18 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
- 04/23/18 10:00 a.m. Mountain CAP of WV, Inc. a CDC

10. Appointments Needed or Upcoming:

- Upshur County Safe Structures and Sites Enforcement Board (unexpired term- June 30, 2018) – Community Member

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
May 3, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

* *The Commission meeting on Thursday, May 31, 2018 has been cancelled **

State of West Virginia

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Kay Hurst, Magistrate
Patty Jordon, Assistant
Upshur County Magistrate Court
Courthouse Annex
38 West Main Street, Room 203
Buckhannon, WV 26201
Phone: (304) 472-2259
Fax: (304) 472-2338



Angela J. Brady, Magistrate Clerk
Beth Miller, Deputy Clerk
Upshur County Magistrate Court
Courthouse Annex
38 West Main Street, Room 204
Buckhannon, West Virginia 26201
Phone: (304) 472-2053
Fax: (304) 472-2061

April 19, 2018

Upshur County Commission

Re: Court Security



I would like to first of all thank the Commission for setting aside the Twenty-five Thousand Dollars (\$25,000) to be utilized in some form or fashion for court security. Due to my previously scheduled hearings for this afternoon, I am unable to attend the meeting today regarding court security.

First, I would like to address the fact that in Magistrate Court we are the first court in most all criminal cases that have contact with the offender. Within the last couple of months we have noticed the increase of criminal cases coming through the door with a majority of those cases being felony charges. Many times the offender will appear in court without an officer bringing them in to be arraigned. This causes alarm as the offender can be here for some time before they can be arraigned as an officer cannot arrive at the court immediately or we may be in hearings and they will have to wait. No matter what the charge is for the offender, and unfortunately with the rise of drug related cases, we cannot anticipate what possible incidents could occur without law enforcement accompanying the offender.

At this point in time we have no form of security other than the cameras though out the building, which for the most part would provide possible video after the fact of an incident occurring, except for inside the Magistrate offices. There have been occasions within the last couple of months that law enforcement has been needed in Magistrate Court because of behavior of individuals who have entered the court. Even though the Sheriff's Department is in the same building we cannot always count on a deputy being available to assist in emergency situations.

I am an advocate for the use of the Twenty-five Thousand Dollars (\$25,000) that has been set aside for court security to be utilized for Magistrate Court to provide us with a bailiff, possible two (2) part-time, for us to have security on a full-time basis. I understand we live in a small community in West Virginia and we hope and pray that nothing major happens criminally; however, with recent incidents that have occurred we know we are not exempt. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Kay Hurst".

Kay Hurst, Magistrate

CAROL J. SMITH
UPSHUR COUNTY CLERK

Upshur County Courthouse
40 West Main Street, Room 101 • Buckhannon, West Virginia 26201
Telephone: (304) 472 - 1068 • Fax: (304) 472 -1029



April 24, 2018

County Commission of Upshur County
Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Honorable Commissioners:

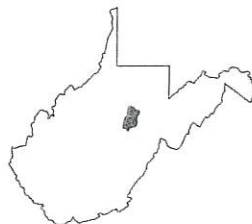
Please approve the replacement of Margaret Wilcher with Vernon Bennett as Early Voting Worker for the May 8, 2018 Primary Election for the same time period and rate of pay as previously approved April 19, 2018.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Carol J. Smith'.

Carol J. Smith
Upshur County Clerk



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Per Rule §15-1-14.4.2 renewal applications must be RECEIVED in our office by June 15th in order to allow time to process by June 30th

West Virginia Board of Pharmacy

2310 Kanawha Blvd. East

Charleston, WV 25311

APPLICATION FOR PERMIT OR RENEWAL TO HANDLE CONTROLLED SUBSTANCES

July 1, 2017 to June 30, 2018

All numbered lines must be completed or application will be returned.

Authority: Uniform CS Act 60A-3-301 & WV Legislative Rules 15-1-23 & 15-1-25

Name, Street Address, & Mailing Address of Facility Needing Permit: (Please Type)

LEWIS-UPSHUR ANIMAL CONTROL FACILITY
318 MUD LICK RD
BUCKHANNON WV 26201

License #: HS0000002 DEA #: ML0570451 Phone #: 304-472-0535 County: Upshur

1. Name of owner of this facility or researcher applying for permit:

Upshur County Commission

2. Name and license # of you Consultant Pharmacist NA

3. NA

Name of person with controlled substance power of attorney if different from applicant.

4. Will you have drugs on individual patient prescriptions? Yes _____ No X

5. Will an emergency box of drugs be kept for administration by healthcare professionals? Yes _____ No X

6. If yes, show name of usual pharmacy NA Lic: _____

7. Street Address: NA City: _____ State: _____

8. Circle applicable drug schedules: C-I C-II C-III C-IV C-V

9. 25.3.2 Hospital or Medical Clinic (without pharmacy) \$50.00

25.3.3 Extended Care Facility or Nursing Home \$25.00

25.3.4 Non-government Training Institution \$25.00

25.3.5 Non-government Researcher \$25.00

25.3.7 Jails or Correctional Facilities \$25.00

25.3.8 Rescue or Emergency Squads \$25.00

25.3.9 Non-government Human Societies \$25.00

25.3.10 All Government Agencies or Employees are exempt from fees.

10. Attach check or money order to application. Total Fees: 0

11. Commission President

Signature of Applicant, Managing Partner, or Officer

Title

Date

12. NA

Signature of Consultant Pharmacist NA

Date

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To: Upshur County Commission

From: Susan Foster, a concerned Upshur County citizen

Subject: Needle Exchange Program proposal by the Upshur County Health Department

Date: April 23, 2018

Dear Commissioners:

As I have spoken directly with Mr. Nolte and Mr. Bray about this issue and my concerns, I will not belabor the points we have previously discussed. I would like to be able to address the Commission directly and in person; however, due to work commitments, I will be unable to attend the Commission meetings for the next three weeks. Given the time frame in which the Health Department apparently plans to implement this needle exchange program, I feel that it is necessary to submit my concerns in writing and to urge you to exercise whatever authority you have to delay implementation of this program and to recommend that the Board of Health give the public more time to consider the issues related to this plan, ask questions, obtain information, and provide input as to whether we, the citizens of Upshur County, are in support of a needle exchange program.

In my conversations with Mr. Nolte and Mr. Brady, it was expressed that the Commission may not have much authority to influence the decisions of the Board of Health and Health Department in this matter. However, I respectfully disagree for the following reason(s) - the Health Department is supported by taxpayer funding, both from the state level as well as locally, and as the County Commission is responsible for the allocation of funding and financial resources within the county, I believe that you DO have the authority and the duty to question the use of taxpayer money that may be spent to support this program. As representatives of the citizens of Upshur County, I ask you to represent all of us, not just those who are unfortunately the self-inflicted "victims" of drug abuse. I understand that this "Harm Reduction" Program is primarily funded by outside, private sources; however, I ask the following questions for the Commission to consider in regard to the fiscal and financial operations of the Health Department:

- a. What percentage of Health Department employees' time will be spent on administering and operating the needle exchange program? Will that amount of employees' salaries be charged to a funding source that does NOT involve use of public, taxpayer monies for their compensation?
- b. What portion or percentage of local funding sources, provided by the Commission, will go toward indirect program costs? Specifically, since the County Commission provides the physical structure in which the Health Department operates, and the operating costs for heating, cooling, and other utilities and telephone/computer/internet services, will a portion of these operating

costs by reimbursed by outside funding sources? If not, then it can be argued that taxpayer monies are indeed being used to support this needle exchange program.

In conclusion, I would like to thank the County Commission for considering the concerns and issues raised about the needle exchange program. I would also ask that the Commission urge the Health Department to at least delay implementation of the needle exchange component of the Harm Reduction Program and to provide the citizens of Upshur County an opportunity to consider the merits and/or disadvantages of this program and to ask questions and obtain answers as to how this program may impact our community. Thank you so much for your attention and consideration of this matter.

Respectfully Submitted,
Susan Foster

April 18, 2018

Upshur County Commission
91 W. Main Street, Suite 101
Buckhannon, WV 26201

RE: Commission Re-Appointment to the Upshur County Fire Board, Inc.

Commissioners:

This letter serves as my official interest in re-appointment to the Upshur County Fire Board, Inc. for the 2nd term, beginning July 1, 2018 and terminating June 30, 2021.

If should have any questions, please do not hesitate to contact me.

Sincerely,

Clifton Shaw



2895 Selbyville Road
Rock Cave, WV 26234

(304)-439-9117



April 18, 2018

Dear Upshur County Commission:

The Buckhannon Swim Club would like to request the dates and times listed below for swim practice and swim meets. Your consideration is greatly appreciated.

Long Course Practice	Monday, Wednesday and Friday 7:45-8:45 am
Regular Practice	Monday-Friday 9:00-11:00am
Home Meet Dates	June 14, 21, 28 and July 5, 12 setting-up at 5:30pm, meet warm- ups at 6:00pm, meet starts at 6:30pm
NCWV Championships	Set-up Thursday 5:30pm July 19, meet will be all day July 20-21

Thank you,

Jennifer K. Bennett, Treasurer
Buckhannon Swim Club

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

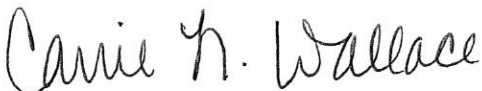
April 25, 2018

Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Commissioners,

The Buckhannon-Upshur Chamber of Commerce plans to hold their regular monthly meeting at the Buckhannon-Upshur Recreational Park on July 16th from 12p.m. to 1p.m. At this time, Chamber members will be afforded the opportunity to tour the facilities, including the pool and concession stand area. On behalf of the Chamber of Commerce, I would like to request for the rental fee of the large pavilion to be waived due to your membership therein and the short length of the meeting. Your consideration of this request will be greatly appreciated.

Best regards,



Carrie L. Wallace
BU Chamber of Commerce Member

INTEROFFICE MEMORANDUM

TO: UPSHUR COUNTY COMMISSION
FROM: TABATHA PERRY, ASSISTANT ADMINISTRATOR *YRP*
SUBJECT: POOL DIRECTOR/CONCESSION STAND MANAGER EMPLOYMENT
DATE: APRIL 24, 2018
CC: DEBBIE HULL, COUNTY BOOKKEEPER

Commissioners –

I would like to request the seasonal employment of Hannah N. Lively as the Pool Director/Concession Stand Manager for the upcoming season at the Buckhannon-Upshur Recreational Park, effective May 7, 2018. Ms. Lively ranked highest during the interviews conducted on April 19th and 20th and is qualified to carry out the duties of the position. Her employment is contingent upon successful completion of the Certified Pool Operator training that is scheduled to take place on May 16th and 17th.

If approved, Ms. Lively will receive the hourly wage rate of \$10 until her full-time employment begins on June 10, 2018, at which time she will receive a weekly salary of \$500.00. Her seasonal employment will end on August 18, 2018

Thank you,

Tabatha R. Perry
Assistant County Administrator

INTEROFFICE MEMORANDUM

TO: UPSHUR COUNTY COMMISSION
FROM: TABATHA PERRY, ASSISTANT ADMINISTRATOR *over*
SUBJECT: POOL ASSISTANT MANAGER EMPLOYMENT
DATE: APRIL 24, 2018
CC: DEBBIE HULL, COUNTY BOOKKEEPER

Commissioners –

I would like to request the seasonal employment of the following people for the 2018 season at the Buckhannon-Upshur Recreational Facility.

Renee Carr	Assistant Manager	\$10.50/hour
Mackenzie T. Bosley	Assistant Manager	\$10.00/hour
Elizabeth M. Harris	Assistant Manager	\$10.00/hour

If approved, these employees may begin work May 13, 2018 and will receive the hourly wage as listed above.

Thank you,

Tabatha R. Perry
Assistant County Administrator

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**P.O. Box 2192
Buckhannon, WV 26201**

April 18, 2018

Dear County Commission:

Listed below you will are our swim coaches for the 2018 season. Please pay them half of their salary around June 15th and the remainder around July 23rd.

Mackenzie Bosley (Coach)	\$1,500.00
Tess Betler (Coach)	\$1,500.00

Thank you,

Jennifer Knicley Bennett
Treasurer
304-472-0740

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UPSHUR COUNTY
OFFICE OF THE PROSECUTING ATTORNEY
J.D. JENNINGS ANNEX, ROOM 202
38 W. MAIN ST.
BUCKHANNON, WV 26201

Phone: 304-472-9699

FAX: 304-472-1452

DAVID E. GODWIN
Prosecuting Attorney

KELLEY J. CUNNINGHAM
Assistant Prosecuting Attorney
STEPHANIE MILLIRON
Assistant Prosecuting Attorney
KRISTA PYLES
Victim Services Coordinator

ROBERTA SAMPLES
Administrative Assistant
LINDA TOLER
Administrative Assistant

April 20, 2018

Upshur County Commission
91 W. Main Street
Buckhannon, WV 26201

RE: Request for approval of employee hiring

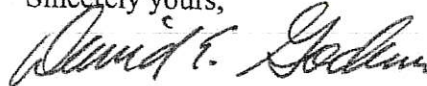
Dear Sirs:

I request that you approve the employment of Madison Tenney of Buckhannon as an Administrative Assistant to fill the current vacancy on my staff. She is a bright young lady who I believe will become a valuable member of the Prosecuting Attorney's staff. I have attached her resume for your review.

I have provided the necessary information to the County Administrator to cause a records check to be made.

I request that you approve her hiring with an initial date of employment of May 7, 2018 with pay at the rate of \$11.25 per hour.

Sincerely yours,



David E. Godwin

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P.O. Box 724 Weston, WV 26452

Phone (304) 269-8247

tricitychildwv@hotmail.com

Contact: Bethany Burkhart, Program Coordinator

To whom it may concern,

This letter is regarding the hiring approval of Kaly Ocheltree as Program Monitor.

On April 18, 2018 members of the Tri-County Child Exchange & Visitation Program voted and approved for Kaly Ocheltree to be hired as a Program Monitor. Mrs. Ocheltree will be not be permitted to work more than 19 hours/week at minimum wage. Employment is to begin May 1, 2018, pending background check.

Thank you.

Bethany Burkhart

Program Director

SUPREME COURT OF APPEALS
OF WEST VIRGINIA

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GARY L. JOHNSON
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0145
304-558-0145 – PHONE
304-558-1212 – FAX
WWW.COURTSWV.GOV

April 23, 2018

Upshur County Commission
Attn: Samuel R. Nolte, President
Terry B. Cutright, Commissioner
Troy A. Brady, III, Commissioner
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Commissioners:

I have been in contact with the Upshur County Magistrates, Magistrate Mike Coffman and Magistrate Glenda Hurst regarding their concerns about security in Upshur County Magistrate Courts. I want to thank you for considering setting aside funds for magistrate court bailiffs.

As all of you know, courthouses are vulnerable to acts of random violence. Magistrates deal with very serious situations with people under arrest, dealing with domestic issues and filing civil suits regarding landlord-tenant situations. These all, at times, can become heated situations.

Many times magistrates' protections are forgotten about by many counties. This is why I want to commend the Commission of Upshur County for taking this matter under advisement to protect the Upshur County Magistrates, staff and most of all, the citizens in Upshur County.

Once again, thank you so much!

Sincerely,

Janie Moore

Janie Moore, Director
Magistrate Court Services Division
Supreme Court of Appeals of West Virginia
Janie.Moore@courtsww.gov
Office Telephone# (304) 340-2745

JM:mj

cc: Mike Coffman, Upshur County Magistrate
Glenda Hurst, Upshur County Magistrate



Upshur County Sheriff's Financial Statement

For Period Ending: March 2018

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FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 967,264.72	\$ 1,266,432.62	\$ (629,496.17)	\$ 1,604,201.17
FUND - 002 COAL SEVERANCE TAX FUND	\$ 60,344.27	\$ 1.70	\$ (12,500.00)	\$ 47,845.97
FUND - 003 DOG AND KENNEL FUND	\$ 38,123.78	\$ 1,416.20	\$ (2,729.11)	\$ 36,810.87
FUND - 004 GENERAL SCHOOL FUND	\$ 39,294.84	\$ 10,667.66	\$ (33,131.92)	\$ 16,830.58
FUND - 005 MAGISTRATE COURT FUND	\$ 7,259.47	\$ 1,998.00	\$ (21.00)	\$ 9,236.47
FUND - 006 WORTHLESS CHECK FUND	\$ 136,933.38	\$ 576.16	\$ -	\$ 137,509.54
FUND - 007 E-911 FUND	\$ 476,383.35	\$ 37,195.85	\$ (186,067.41)	\$ 327,511.79
FUND - 008 HOME CONFINEMENT FUND	\$ 34,781.57	\$ 3,115.31	\$ (1,903.87)	\$ 35,993.01
FUND - 013 CURRY PARK FUND	\$ 54,690.43	\$ 1.79	\$ (339.77)	\$ 54,352.45
FUND - 015 CURRY LIBRARY FUND	\$ 74,258.38	\$ 30.10	\$ (21,104.01)	\$ 53,184.47
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 14,795.21	\$ 3,940.07	\$ (14,695.21)	\$ 4,040.07
FUND - 020 WIRELESS E-911 FUND	\$ -	\$ -	\$ -	\$ -
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 46,423.26	\$ 7,218.52	\$ (12,978.04)	\$ 40,663.74
FUND - 039 COAL REALLOCATION FUND	\$ 172,657.60	\$ 1.46	\$ -	\$ 172,659.06
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 1,083,959.41	\$ 78,859.44	\$ (24,290.52)	\$ 1,138,528.33
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 215,245.81	\$ 22,455.42	\$ (42,155.37)	\$ 195,545.86
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,224,454.36	\$ -	\$ (310,000.00)	\$ 914,454.36
FUND - 059 CONCEALED WEAPONS FUND	\$ 26,095.70	\$ 4,701.00	\$ (702.98)	\$ 30,093.72
FUND - 063 VOTER'S REGISTRATION FUND	\$ 4,976.45	\$ 0.04	\$ -	\$ 4,976.49
FUND - 071 JURY FUND	\$ 15,040.00	\$ 238.00	\$ -	\$ 15,278.00
FUND - 073 SPECIAL LAW ENFRMCT INVESTIGATION FUND	\$ 2,190.01	\$ 0.02	\$ -	\$ 2,190.03
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 27,789.69	\$ 7,585.47	\$ (6,182.86)	\$ 29,192.30
FUND - 079 SPAYING & NEUTERING FUND	\$ 49,578.57	\$ 350.00	\$ (500.00)	\$ 49,428.57
FUND - 080 COMM. CORR. FUND	\$ 175,379.13	\$ 13,173.78	\$ (25,804.23)	\$ 162,748.68
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ 18,469.00	\$ (18,469.00)	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 5,960.00	\$ -	\$ -	\$ 5,960.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 51,138.50	\$ (51,138.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 2,844.50	\$ (2,844.50)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 250.00	\$ (250.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 6,000.00	\$ (6,000.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 750.00	\$ (750.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 6,074.87	\$ (6,074.87)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 1,175.00	\$ (1,175.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 189,536.78	\$ 4,297.32	\$ (5,100.65)	\$ 188,733.45
FUND - 365 DELQ & NONENT LAND	\$ 77,327.78	\$ -	\$ -	\$ 77,327.78
FUND - 366 BOARD OF HEALTH FUND	\$ 336,706.82	\$ 6,912.25	\$ (36,010.79)	\$ 307,608.28
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 545.50	\$ 668.50	\$ (545.50)	\$ 668.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 807,546.74	\$ (807,546.74)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 408,958.46	\$ (408,958.46)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 79,917.03	\$ (79,917.03)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 9,590.03	\$ (9,590.03)	\$ -
FINAL TOTALS	\$ 5,558,002.37	\$ 2,864,550.81	\$ (2,758,973.54)	\$ 5,663,579.64

BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 7,168,551.14	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (5,007,010.18)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 3,500,288.68			
NET BANK BALANCE	\$ 5,661,829.64			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 5,663,579.64			

I, David H. Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

David H. Coffman

Sheriff & Treasurer, Upshur County

03/23/2018



Upshur County Sheriff's Financial Statement

For Period Ending: March 2018

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 412,081.89	\$ (5,517.28)	\$ 1,144,658.27	\$ 1,551,222.88
	COAL SEVERANCE-MMA	\$ 45,845.97	\$ -	\$ -	\$ 45,845.97
	E-911 -MMA	\$ 323,960.29	\$ -	\$ 1,019.00	\$ 324,979.29
	CURRY PARK-MMA	\$ 52,352.45	\$ -	\$ -	\$ 52,352.45
	CURRY LIBRARY-MMA	\$ 51,184.47	\$ -	\$ -	\$ 51,184.47
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 171,453.15	\$ -	\$ 22,092.71	\$ 193,545.86
	CONCEALED WEAPONS	\$ 30,080.70	\$ (371.98)	\$ 385.00	\$ 30,093.72
	GENERAL TAX ACCOUNT-MMA	\$ 1,808,730.58	\$ (1,908,186.87)	\$ 99,456.29	\$ -
	BOARD OF HEALTH-MMA	\$ 266,849.51	\$ -	\$ 758.77	\$ 267,608.28
	UPSHUR CO. FIRE FEE-IBCK	\$ 8,580.18	\$ (4,645.11)	\$ 105.00	\$ 4,040.07
	WIRELESS E-911 FUND-IBCK	\$ -	\$ -	\$ -	\$ -
	UP CO COAL REALLOCAT-IBCK	\$ 172,659.06	\$ -	\$ -	\$ 172,659.06
	EMPLOYEE BENEFITS-IBCK	\$ 1,139,578.33	\$ (1,050.00)	\$ -	\$ 1,138,528.33
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,190.03	\$ -	\$ -	\$ 2,190.03
	COMMUNITY CORR. FUND-IBCK	\$ 184,373.04	\$ (21,624.36)	\$ -	\$ 162,748.68
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 30.00	\$ (30.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 174,948.56	\$ (154,566.76)	\$ -	\$ 20,381.80
	TAX CLEARING ACCOUNT	\$ 28,168.14	\$ (36,359.02)	\$ 8,190.88	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,327.15	\$ (1,327.15)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 63,986.14	\$ (33,163.73)	\$ 24.08	\$ 30,846.49
	COAL SEVERANCE-CKNG	\$ 14,500.00	\$ (12,500.00)	\$ -	\$ 2,000.00
	DOG & KENNEL-CKNG	\$ 36,810.87	\$ -	\$ -	\$ 36,810.87
	GEN. CO. MISC-CKNG	\$ 26,067.05	\$ -	\$ -	\$ 26,067.05
	WORTHLESS CHECK FUND-CKNG	\$ 137,509.54	\$ -	\$ -	\$ 137,509.54
	E-911 -CKNG	\$ 181,135.98	\$ (178,603.48)	\$ -	\$ 2,532.50
	HOME DETENTION-IBCK	\$ 37,896.88	\$ (1,903.87)	\$ -	\$ 35,993.01
	CURRY PARK-CKNG	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	CURRY LIBRARY-CKNG	\$ 21,439.72	\$ (19,439.72)	\$ -	\$ 2,000.00
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 43,195.94	\$ (41,195.94)	\$ -	\$ 2,000.00
	VOTER'S REGISTRATION-IBCK	\$ 4,976.49	\$ -	\$ -	\$ 4,976.49
	JURY-CKNG	\$ 16,089.84	\$ (811.84)	\$ -	\$ 15,278.00
	SPAY.& NEUTER. DEP. FUND	\$ 49,478.57	\$ (50.00)	\$ -	\$ 49,428.57
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 5,960.00	\$ -	\$ -	\$ 5,960.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 21,112.69	\$ (26,174.50)	\$ 5,061.81	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 10,319.50	\$ (10,404.50)	\$ 85.00	\$ -
	STATE POLICE FUND-CKNG	\$ 680.00	\$ (750.00)	\$ 75.00	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 1,507.58	\$ (1,909,694.45)	\$ 1,908,186.87	\$ -
	TAX LEIN FUND-CKNG	\$ 191,171.39	\$ (2,437.94)	\$ -	\$ 188,733.45
	DELQ & NON-ENTERED LAND	\$ 77,327.78	\$ -	\$ -	\$ 77,327.78
	BOARD OF HEALTH-CKNG	\$ 30,018.82	\$ (10,018.82)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 478.50	\$ -	\$ 190.00	\$ 668.50
	BANK TOTAL	\$ 5,868,057.88	\$ (4,380,827.32)	\$ 3,190,288.68	\$ 4,677,519.24
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 1,224,454.36	\$ (310,000.00)	\$ -	\$ 914,454.36
	EE HEALTH CARE REIMB FUND	\$ 40,663.74	\$ -	\$ -	\$ 40,663.74
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ (310,000.00)	\$ 310,000.00	\$ -
	CHILD EXCHG & VISIT CTR	\$ 35,375.16	\$ (6,182.86)	\$ -	\$ 29,192.30
	BANK TOTAL	\$ 1,300,493.26	\$ (626,182.86)	\$ 310,000.00	\$ 984,310.40
SUMMARY:					
	TOTAL ALL BANKS	\$ 7,168,551.14	\$ (5,007,010.18)	\$ 3,500,288.68	\$ 5,661,829.64
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 5,663,579.64



Mountain Lakes Drug and Violent Crime Unit

P.O. Box 1208

Weston, WV 26452

Phone: (304) 517-2209 / (304) 517-2285

FAX: (681) 495-3200

Press Release

For Immediate Release

The Mountain Lakes Drug and Violent Crime Unit reports on Monday, April 23, 2018 at approximately 2PM, Upshur County Probation in conjunction with the Mountain Lakes Drug & Violent Crimes Unit performed a probation house check at 170 Camden Ave in Buckhannon WV. During the house check officers found and seized 10 Baggies of Meth, Oxycodone and Adderall Pills. Also seized was an undisclosed amount of cash. Arrested at the scene were Joshua and Christina Casada. Both were charged with Possession with Intent to Deliver a Controlled Substance. The Mountain Lakes Drug and Violent Crime Unit is composed of the following agencies: Buckhannon Police Department, Braxton County Sheriff's Department, Lewis County Sheriff's Department, Upshur County Sheriff's Department and the WV State Police.





From: "Kathy Yates" <kathy@wvaco.org>

To: commissioners-listserv@wvaco.org, clerks-listserv@wvaco.org, sheriffs-listserv@wvaco.org

Subject: [commissioners-listserv] FUNDING FOR CODE ENFORCEMENT

Date: 4/18/2018 8:52:16 AM

New Funding Available for Code Enforcement in West Virginia

Posted on 04.17.18 by The Hub

BY KATELYN CAMPBELL, APC VISTA, THE HUB

Abandoned houses are far too common in West Virginia, and the West Virginia Housing Development Fund (WVHDF) has recently made new resources available to do something about it.

The state agency recently announced a new component of its Property Rescue Initiative program that provides technical assistance support for small communities (20,000 residents or less for cities, < 50,000 residents or less for counties) looking to either start or grow their code enforcement programs.

The Code Enforcement Technical Assistance program allows municipalities, counties, or an organization designated by them to apply for a forgivable loan of up to \$10,000 to support code enforcement work. Funds can be used for:

Fees associated with adopting and updating ordinances designed to address neglected properties including but not limited to the International Building Code and International Property Maintenance Code

Procurement of certified code enforcement officials, including companies hired by a unit of government

Training in code enforcement procedures and practices

Costs associated with professional qualifications, individual certification and/or departmental accreditation

Contractor labor as it relates to demolition of dilapidated residential structures

Code enforcement officials perform a vital role when it comes to maintaining both rural areas and downtowns. They are responsible for ensuring that buildings and other property do not create hazardous conditions for the average passerby or the surrounding community.

Want to learn more about the West Virginia Property Rescue Initiative Code Enforcement Technical Assistance Support Program? Check out this page on the WVHDF's website, or contact Donna Martino at DMartino@wvhdf.com. The deadline for pre-applications is May 29 at noon.

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You received this message because you are subscribed to the Google Groups "WVACO Commissioners Listserv" group.

To unsubscribe from this group and stop receiving emails from it, send an email to commissioners-listserv+unsubscribe@wvaco.org.

To post to this group, send email to commissioners-listserv@wvaco.org.

To view this discussion on the web visit

<https://groups.google.com/a/wvaco.org/d/msgid/commissioners-listserv/CAPZ0VCyMqcrYN%2BE1mcLyQq8%2BQSeSBeNU4-bN5rX2xSRqvAvWeg%40mail.gmail.com>.



Shedding Light on Mental Health

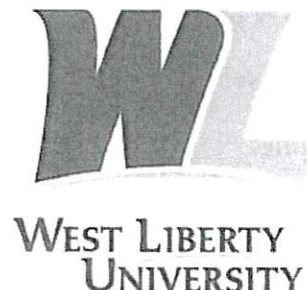
A mental health conference brought in partnership
by
NAMI (National Alliance on Mental Illness)
Greater Wheeling
&
West Liberty University

Early Bird Registration 2-day - \$99 - April 1st - 30th
Regular Registration 2-day - \$120 - May 1st - June 1st
Registration 1-day - \$65 - April 1st - June 1st

Registration ends June 1st
at
The Highlands Event Center



Greater Wheeling, WV
The Region's voice on Mental Illness



Questions - email julie.namigreaterwheeling@gmail.com or call 304-238-8277

Thursday, June 7th, 2018 AGENDA

REGISTRATION - 7:45am-8:30am

Kevin Hines - KEYNOTE SPEAKER
8:30am-10:00am

BREAKOUT SESSION 1 - 10:15am-11:45am

- 1 - UNDERSTANDING & SUPPORTING VETERANS WITH PTSD - JEREMY HARRISON
- 2 - PSYCHOSIS - DR. PERRY STANLEY
- 3 - TRAUMA INFORMED SCHOOLS - DR. CARLA WARREN

Lunch - 11:45am-12:45pm

BREAKOUT SESSION 2 - 1:00pm-2:30pm

- 1 - TEACHING CHILDREN MINDFULNESS - JESSICA WATT
- 2 - UNDERSTANDING & SUPPORTING MILITARY CONNECTED FAMILIES - JEREMY HARRISON
- 3 - IMPLEMENTING YOGA IN SCHOOLS - NIKKI KIGER

BREAKOUT SESSION 3 - 2:45pm-4:15pm

- 1 - EATING DISORDERS: WHAT YOU SHOULD KNOW - DR. CHRISTINA FISANICK
- 2 - NON SUICIDAL SELF INJURY - DR. GOODYKOONTZ
- 3 - EXPLORING AUTISM SPECTRUM DISORDER & CO-EXISTING CONDITIONS - DR. MARC ELLISON

FITNESS HAPPY HOUR - Yoga - 4:30pm-5:30pm

Friday, June 8th, 2018 AGENDA

REGISTRATION - 7:45am-8:30am

Jennifer Marshall - KEYNOTE SPEAKER
8:30am-10:00am

YOUTH MENTAL HEALTH FIRST AID CERTIFICATION
COURSE - 10:15AM - 5:30PM

—OR—

BREAKOUT SESSION 1 - 10:15am-11:45am

- 1 - DEPRESSION & ANXIETY IN ADOLESCENTS - DR. SAMIRA KHAN & DR. NEVINE ESTAPHAN
- 2 - MENTAL HEALTH ISSUES IN THE LGBTQ+ COMMUNITY: WHO? WHAT? WHERE? HOW? & WHY? - DR. CHRISTINE PAISLEY
- 3 - POSTPARTUM DEPRESSION - DR. ROBERT WETZEL

Lunch - 11:45am-12:45pm

BREAKOUT SESSION 2 - 1:00pm-2:30pm

- 1 - BIPOLAR DISORDER - DR. ALFREDO AGUIRRE
- 2 - MENTAL HEALTH FITNESS PLAN - AMY GAMBLE
- 3 - THE OPIOID PRESCRIPTION CRISIS & OVERDOSE EPIDEMIC - DR. PERRY STANLEY

BREAKOUT SESSION 3 - 2:45pm-4:15pm

- 1 - DISABILITY RIGHTS OF WV - SARAH MATHIS
- 2 - BULLYING & SOCIAL MEDIA: THE IMPACT ON ADOLESCENT MENTAL HEALTH - MELODY OSBORNE
- 3 - ASK THE NURSE QUESTIONS OF CONCERN - ELAINE MCLESKEY RN

FITNESS HAPPY HOUR - Tai Chi - 4:30pm-5:30pm

For additional information or to register online go to - www.namiwheeling.org

To pay via check:

- Make the check out to **NAMI Greater Wheeling**

- Complete the information below **AND** circle the sessions above you would like to attend

- Mail check **AND** this completed form to - **NAMI Greater Wheeling, PO Box 6027, Wheeling, WV 26003**

First & Last Name: _____

Address: _____

Phone: _____ Email: _____

Job/Title: _____ Company: _____

CEU's requested: ☐ Social Work ☐ Nursing ☐ Teaching ☐ Law Enforcement ☐ Counseling
☐ STARS ☐ Domestic Violence ☐ Graduate Credit ☐ NONE



2018



YOUNG FILMMAKERS CAMP

June 25th - 29th



This Summer, Jamie Johnson and ART26201 will offer a Young Filmmakers Camp at LASCAUX Micro-Theater in Buckhannon, West Virginia. The five-day workshop will teach students the fundamentals of filmmaking. This project is designed to engage the student in creative thinking and then to produce a film from their ideas. Students will receive hands-on experience in acting, directing, filming, editing and writing a narrative film. Students will experience what it is like to be on a film crew, and to work collaboratively. By the end of the week, students will not only complete a shot-by-shot remake of a famous Hollywood film scene, but they will also create a short film (3 to 5 minutes) based on one of the scripts developed at the camp that week. Snacks and drinks will be provided, however, students will be asked to bring a lunch daily.

All classes will be held at Lascaux Micro-Theater. At the end of the camp we plan to host a premiere of all completed work, and students, parents, and friends will get to see the participants films on the big screen. Participants from previous camps are encouraged to participate again this year in an advanced program.

Please contact info@ART26201.com to reserve your child's seat!

Place: LASCAUX Micro-Theater

Age: 10-15+/-

Time: 9:00AM - 4:00PM Daily

Seats: 6(min) - 12(max)

Fee: \$100



Jamie Johnson teaches English and Special Education in the Fayette County School System. She attended Watkins College of Art and Design, majoring in Directing, and obtained an MFA in Screenwriting from Hollins University. She served as Director of Chicago Scriptworks, a screenwriting nonprofit, and is currently working on a documentary about a 1960's high school basketball star from Burnsville, West Virginia.

Upshur-Buckhannon Board of Health – 6:00pm in Board Meeting Room
15 North Locust Street
Meeting Agenda for Thursday, May 3, 2018



- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
- C. Financial Report- Melinda Law
- D. Department Reports
 - D.1 Environmental- Chris Garrett, RS
 - D.2 Nurse Director- Sue McKisic, RN
 - D.3 Medical Director- Dr. Joseph Reed
 - D.4 Threat Preparedness- Patty Thrasher
 - D.5 Administrator's Report- Sue McKisic, RN
- E. Correspondence & Information
- F. Consent Agenda
 - F.1 Approval of Minutes- Regular Meeting 03/02/2018
- G. Strategic Issues for Discussion and/or Vote
 - G.1 Extended Evening Hours
 - G.2 ½ day closing of Health Department Friday, May 18th (WVSF)
- H. Board Member Comments and Announcements
 - H.1 Larry Carpenter
 - H.2 Charliena Eubank
 - H.3 Teresa Kee
 - H.4 Amy Queen
- I. Board Chairman Comments and Announcements
- J. Executive Session- (Personnel) WV Code 6-9A-4
 - H.1 Action from Executive Session
- K. Adjournment

***Rescheduled Meeting Notice of the City of
Buckhannon for the Regular Scheduled Meeting
Dates in the month of May 2018***

- ***The City of Buckhannon City Council meeting date of May 17, 2018 has been rescheduled for Tuesday, May 15, 2018 at 7:00 p.m. at City Hall. Due to conflict with the WV Strawberry Festival Events.***
- ***The City of Buckhannon Sanitary Board meeting date of May 17, 2018 has been rescheduled for Tuesday, May 15, 2018 at 4:00 p.m. at City Hall. Due to conflict with the WV Strawberry Festival Events.***

Posted 04/20/18



James W. Curry Library and Park Advisory Board

Meeting Minutes

October 25th, 2017

The October 25th, 2017 meeting of the James W. Curry Library/Park Advisory Board was called to order by board President, Mike Quinn at 10:00 am.

Roll Call: Present – Al Lake, Erv Lake, Tink Simmons, Sue Roth, Mike Quinn;

Absent: Carrie Wallace, Lori Ulderich Harvey;

Guests – Terri Cutright, Chair of the Upshur County Commission, Nate Kennedy;

Staff - Jonathan Freeman, Judith Williams.

Minutes: Minutes of the September 27th, 2017 Advisory Board Meeting read and approved; motion made by Erv, seconded by Tink; motion passed.

Public Comment Period:

There were no public comments.

Staff Reports:

Park: 3 campers, nothing to report – Leaves! – Jonathan needs gloves, cutting roads for logging; hasn't started yet.

Library staff report: Growing! DVD activity up. 12 new library patrons. 19 hunting permits – on track for the year.

Timber: Logger pulled out; expected start late winter, early spring.

Old Business:

Letter from Fulton to the Commissioners; camp sites – Mike Birdwell, pipe liners lease of camp sites. Motion by Al, seconded by Tink to contact Dominion about camp sites. Each site will have water, sewer, electric.


New Business

Election of officers: President, Mike Quinn – motion by Erv, seconded by Al. Vice President, Al Lake – motion by Sue, seconded by Tink. Secretary, Carrie Wallace – accepted, passed.

Motion to adjourn by Erv, seconded by Al; meeting adjourned at 11:10 am.



Members approving Minutes of October 25th, 2017 meeting:



Michael Quinn

Carrie Wallace



Albert Lake

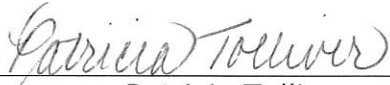


Ervin Lake

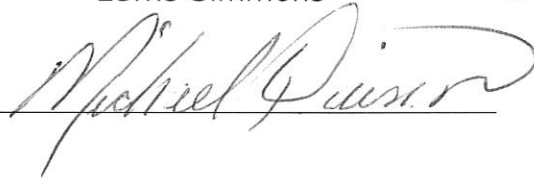


Lori Ulderich Harvey

Lewis Simmons



Patricia Tolliver



Upshur County Safe Structures and Sites
Enforcement Board
March 8, 2018

Members present: Greg Harris, Kenneth "Brian" Shreves, Chris Garrett, Ed Beer and Rick Harlow

Members absent: None

Others present: Tabatha Perry

The meeting was called to order at 4:00 p.m. by Greg Harris.

The February 8, 2018 meeting minutes were reviewed. On Motion by Brian Shreves, seconded by Ed Beer, the meeting minutes were approved as presented.

No guests were present and no public comment was made.

The Enforcement Board reviewed the following cases:

012017-01 and 012017-02 (George) – Brian Shreves reported that he spoke with DNR Officer Collins and was informed that items on the property had monetary value; therefore, this was not considered an "open dump". Chris Garrett will review WV Code and contact the Director of Public Health in Charleston.

020917-01 (Wojnovich) – No action taken. Waiting until the end of the 18 month period to see if the new owner brings the property into compliance.

110917-01 (DeMastes) – No contact has been made with the property owner. The Board reviewed photographs of the property and noted there have been no changes. On Motion by Ed Beer, seconded by Rick Harlow, the Board moved to provide a 30 day extension to bring the property into compliance.

121417-01 (Rowan) – Deadline to bring the property into compliance with the Ordinance is April 11, 2018. No action was taken.

121417-02 (Wilkins) – The Board reviewed photographs and noted that the property is now in compliance with the ordinance. On Motion by Rick Harlow, seconded by Brian Shreves, the Board moved to close this case.

The Enforcement Board reviewed the following new cases:

030818-01 (Cogar) The Board reviewed the complaint. On Motion by Rick Harlow, seconded by Brian Shreves, the Enforcement Board will proceed with the initial investigation.

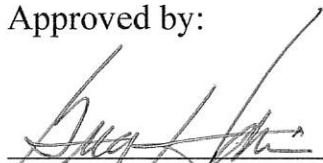
030818-02 (Linger) The Board reviewed the complaint. On Motion by Rick Harlow, seconded by Brian Shreves, the Enforcement Board will proceed with the initial investigation.

Other Business: None

The next meeting will be held on Thursday, April 12, 2018 at 4:00 p.m. in the Upshur County Administrative Annex located at 91 West Main Street, Suite 101.

By consensus of the Board, the meeting adjourned at 4:25 p.m.

Approved by:



Greg Harris, Enforcement Officer

04-12-18

Date



Chris Garrett, Board Member

4/12/18

Date

Ed Beer, Board Member

Date

Rick Harlow, Board Member

Date



Kenneth "Brian" Shreves, Board Member

4/12/18

Date

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Upshur Citizen Corp Council Minutes March, 2018 Meeting
Upshur Co. OEM Office. Buckhannon, WV 26201

Present: Bill Duranti, Susan Duranti Shannon Whited, Phyllis Sembello, Jim Farry, Tom Hinchman

Approved

Leave: Brad Montgomery

Unexcused:

Minute of Silence and Pledge of Allegiance

Meeting: Called to order at 6:00 PM by Bill Duranti, Meeting minutes were read for the month of January, 2018. (No meeting in February, 2018) A motion was made and seconded to approve the minutes.

Treasure: As of today (Mar 14, 2018) the account balance is \$2531.84. This is \$750 from the County Commission and \$1781.84 from our earnings being previously held by the LEPC. No change in the balance. A motion was made and seconded to approve the Treasure's.

Status of

Funding: Shannon reported that she isn't aware of any additional expenses at this time. Our budget hearing with the County Co. will be 3-15-18 at 1:00PM. Susan, Bill and Jim will attend as Shannon isn't available.

Update on

Training: We will still be holding a CPR class in the spring but no final date yet. Shannon stated that she and Steve have been talking about the VIPS training for CERT classes. He will be training 5 new VIPS employees but it is unclear at this time if the class will be open to the public. Shannon will follow up on that issue and get back with us. Jim reported that he will set up the Weather Spotters class and that it will be a 2 to 2 ½ hour class. He will try to get the training room at the police department to hold the class as it will hold more than the OEM training room. Bill noted that Jewel, a VIPS member, had stated that she thinks some of the VIPS people will want to attend. It will also be open to the public as well as any first responders, fire or police that would like to attend. A discussion was held in regards to purchasing water and some sort of small snack for the class due to the length of the class. She will report back to us after she talks with Tabatha to see if it is permissible to do so.

Update on

Equipment: Jim and Bill will set a meeting with Brian to check on the CERT equipment.

Grants:

No new report.

Information

Sharing: Susan reported that the Family Resource Network has requested our help with the 5K run for hunger that they having. The request is for help with the First Aid station that they would like for us to set up. It was voted that we would set up and man the first aid shelter.

Meeting: Training update: Future CERT classes, Follow up on 5K Run

Next Meeting

Date: April 11, 2018

Adjourned: 6:36 PM

Approved As Read:

Signed S. Duranti Date 4-14-18 Respectfully Submitted By: Susan Duranti, Secretary

Upshur County Fire Board Meeting March 20, 2018

Members Present: Joe Malcolm, Joe Gower, Terry Cutright, Larry Alkire, Linn Baxa and Clifton Shaw
Members Absent: Tom O'Neill

Others Present: Art Wilson, Karen Carlyle, Christie Tenney-Guests, and Toni Newman-Fire Fee Clerk

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

The meeting minutes from February 20, 2018, were reviewed. On motion by Terry Cutright, and second by Linn Baxa, the Board moved to approve the minutes.

The Fire Fee Clerk reported the percentage of collected fees for 2017 is at 91%.
Copies of the unpaid fees list were distributed to each member of the Board.
The Board was also shown the returned mail for 2017.

The January disbursement from the Chief Tax Deputy was \$4,645.11. Checking account balance as of February 28, 2018, was \$139,615.81.

The following invoices were reviewed and approved upon motion by Linn Baxa and second by Joe Gower:


- Software Systems---Invoice # 31353---\$269.00---Maintenance Charge February
- Ferrari & Associates, PLLC-Invoice # 0001023---Audit Year ending June 30, 2017-\$2520.00
- Hart Office Solutions---Invoice # 155295---contract coverage 2/20/18 to 5/19/18---\$141.75
- State Auditor's Office---Invoice # 18023---FY 2017 Audit---\$202.00

On motion by Terry Cutright and second by Larry Alkire, the Board approved the request from the Mapping and Addressing Office to include inserts in the 2018 Fire Fees.

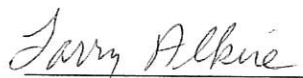
There were no corrective tickets or *Requests for Relief of Erroneous Assessment* this month.

On motion by Linn Baxa and second by Clifton Shaw, the Board voted to distribute \$9,000.00 to each VFD at the next meeting. The Fire Fee Clerk will invite each Fire Chief to the meeting.

The next meeting of the Board will be April 17, 2018. There being no further business the meeting adjourned at 6:52 p.m.



Joe Malcolm, Chairman, Upshur County Fire Board



Larry Alkire
Board Member

(34)

Wes-Mon-Ty RC&D Board of Directors
March 20, 2018 - 10:00 A.M.
Tygarts Valley Conservation District – Barbour County, WV

MEMBERS PRESENT: Jim Foster, Jim Nester, Tim McDaniel, Robert True, Don Headley, Bill Coffindaffer, Jim McDonald, John Sencindiver, Donnie Tenney, Joe Shaffer, Ed Utterback, Scott Springer, Jane Collins, Joe Gumm, Others Present: Martin Christ, Bill Bowers, and Sigrid Teets

Call to Order – *president Sencindiver* at 10:00AM

Pledge of Allegiance led by *Jim Foster*

Approval of Agenda – motion made by D. Tenney, 2nd by J. Shaffer. Motion passed.

Devotions – provided by John Sencindiver

Minutes of 2-20-18 – Motion to approve by D. Headley, 2nd by J. Gumm. Motion carried.

Treasurer's Report – B. True report account balances as of 2-28-18:

- CIG – 2013: \$350.49
- General Fund: \$6573.51
- CIG – 2016: \$11500.85
- WVU-ES Trail Project: \$995.45
- NFWF: (-\$130.00)
- WVCA FY-18: \$6375.00

J. Gumm moved to accept the treasurer's report and file it for audit, 2nd by J. Foster. Motion carried.

Correspondence – NRCS – Video Project Financial Report Request – S. Teets replied and submitted report as requested. Appalachian Forest Heritage Area letter of support request – S. Teets will provide more information during a later meeting; Credit Cards have been received; Bank Statements – checking account and savings bond statements were received and filed.

Committee Reports

By-Laws Committee – committee recommended two changes. By-laws will be sent to Board members for review.

Audit Committee – will be meeting after this meeting.

Annual Goals and Objectives Committee – 2018 Goals and Objectives were edited substantially and will be voted on during our next meeting.

Old Business

- 319 project planning – J. Foster moved to allow Executive Committee to help complete Buckhannon River Project. 2nd by J. Gumm. Motion passed.
- RC&D membership review – no action taken
- FY-18 WVCA Projects – D. Tenney moved to accept mid-year reports and final report for current projects and make second payments. 2nd by J. Nester. Motion Carried.
- Fundraising – B. Coffindaffer moved to purchase pollinator kits up to \$300 for resale. 2nd by J. Collins. Motion carried.

New Business

- Goal H: Improve Public Access to Natural Resources: M. Christ gave a report that several watershed groups are promoting stream access projects.

Coordinator's Report

- 2016 – USDA-NRCS Conservation Innovation Grant –Shared video during WVU-Extension/Conservation District Dinner Meetings. Very good sign-up rate. Expecting seed to be delivered any day.
- National Fish and Wildlife Foundation- "Pulling it Together" Grant –final reports completed and submitted.
- USDA – NRCS- Video Demonstrations – planning phase.
- Barbour County Fairgrounds Project – S. Teets is planning an event at the fairgrounds with the TVCD to be held on June 9, 2018.

Agency and Organization Reports

- Grassland Committee Report – *Bill Coffindaffer*
- Grange Report - *Jim Foster*
- WV Association of Conservation Districts Report – *Jim Foster*
- NACD, WV RC&D Association, Legislative and Budget Update - *Joe Gumm, Don Headley*
- Solid Waste Management/Recycling – *Joe Gumm, Jim McDonald*

Open Discussion

Next Meeting – April 17, 2018 in Marion County. Location TBD.