Upshur County Commission Agenda



Location of Meeting:

Upshur County Courthouse Annex

Date of Meeting:

May 3, 2018

9:00 a.m.

Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

April 26, 2018

9:15 a.m.

Bid Opening, presentation and award for the repair, patching, painting and sealing of the Upshur County Senior Center Parking Lots

Items for Discussion / Action / Approval:

- Approval and signature of Frontier Services Agreement. Upon approval, the services and equipment provided will cost \$525 per month for 100Mbps of service.*
- 2. Correspondence from Maria Bray, Buckhannon Dog Park Committee Co-Chair, requesting use of the Buckhannon-Upshur Recreational Park Pool for the last four hours of the season, for a "Drool in the Pool" fundraising event. If approved, for a donation, pets and their humans would be able to enjoy the pool, listen to music and celebrate the end of the Dog Days of Summer. Donations will be used to establish a fully developed site that will include a fenced off-leash dog area, agility course, trails and off-street parking.*
- Correspondence from Sheriff David H. Coffman requesting the advertisement for two (2) part-time court security positions. Applications must be received by 4:00 p.m. on May 14, 2018. Upon approval, these positions will be funded beginning July 1, 2018.*
- 4. Approval of seasonal employment for Upshur County Youth Camp Staff, effective on May 21, 2018 and various dates thereafter.*

 Page 11
- 5. Approval of seasonal employment of B-U Recreational Facility staff, effective May 13, 2018.* Page 12
- 6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

- Updated Contract Administration Notes for Millsite Run South '16 TS Curry Park Submitted by Nate Kennedy, Forester
- 2. Order Following April 26, 2018 Hearing in the Estate of Nathaniel Wayne Beckner, deceased Page 14

- 3. U.S. EPA Brownfields Grant Quarterly Progress Report Reporting Period January 1, 2018 through

 March 31, 2018

 Page 15-18
- 4. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of March 2018

<u>Page 19</u>

5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – March 2018

<u>Page 20</u>

- 6. Newsletters and/or Event Notifications:
 - United Way of Gilmer, Lewis & Upshur Golf Tournament at 9:00 a.m. on June 2nd at the Glenville Golf Club

 Page 21
- 7. Agendas and/or Notice of Meetings:

•	James W. Curry Library/Park Advisory Board	April 25, 2018	<u>Page 22-23</u>
•	Elkins Road PSD	May 1, 2018	Page 24
•	City Council of Buckhannon	May 3, 2018	Page 25
•	Upshur County Public Library - Special Meeting	May 9, 2018	Page 26

8. Meeting Minutes:

•	Adrian PSD	March 8, 2018	Page 27
•	James W. Curry Library/Park Advisory Board	March 28, 2018	Page 28-31

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
•	05/14/18	12:00 p.m.	Upshur County Family Resource Network
•	05/14/18	4:30 p.m.	Upshur County Solid Waste Authority
•	05/14/18	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
•	05/07/18	6:00 p.m.	Lewis-Upshur Community Corrections Board-Lewis County
•	05/08/18	7:30 p.m.	Adrian VFD
•	05/03/18	6:00 p.m.	Buckhannon-Upshur Board of Health
•	05/16/18	7:00 a.m.	Upshur County Development Authority – Full Board
•	05/09/18	12:00 p.m.	Upshur County Senior Center Board
•	05/10/18	3:00 p.m.	Upshur County Conventions & Visitors Bureau
•	05/09/18	6:00 p.m.	Upshur County Citizens Corp – CERT
•	05/09/18	7:30 p.m.	Warren District VFD
•	05/10/18	10:00 a.m.	Adrian PSD
•	05/09/18	3:00 p.m.	Tennerton PSD
•	05/10/18	4:00 p.m.	Upshur County Safe Sites & Structures Ordinance Board
•	05/10/18	7:30 p.m.	Buckhannon VFD
•	05/10/18	4:00 p.m.	Buckhannon Upshur Airport Authority
•	05/17/18	6:30 p.m.	Upshur County Youth Camp Board – Selbyville – CANCELLED
•	05/16/18	6:30 p.m.	Upshur County Youth Camp Board – Selbyville – Special Meeting
•	05/20/18	6:00 p.m.	Washington District VFD
•	05/21/18	12:00 p.m.	Buckhannon-Upshur Chamber of Commerce
•	05/09/18	4:00 p.m.	Upshur County Public Library Board Special Meeting

•	05/22/18	10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council	1
•	05/15/18	6:30 p.m.	Upshur County Fire Board, Inc.	1
•	05/15/18	5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board	
•	05/09/18	7:00 p.m.	Ellamore VFD	
•	05/16/18	12:00 p.m.	Lewis Upshur LEPC Lewis location	
•	05/17/18	2:00 p.m.	Upshur County Farmland Protection Board	
•	05/23/18	10:00 a.m.	James W. Curry Advisory Board	
•	05/28/18	6:00 p.m.	Upshur County Fire Fighters Association	
•	05/09/18	7:00 p.m.	Buckhannon River Watershed Association - Board of Directors	

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 10, 2018 --- 9:00 a.m. Upshur County Courthouse Annex

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



FRONTIER SERVICES AGREEMENT

Frontier Confidential

This Frontier Services Agreement ("FSA") is effective as of 04/12/2018 ("Effective Date"), by and between Frontier Communications of America, Inc. on behalf of itself and its affiliates which provide Equipment and Services identified in the Schedules ("Frontier"), and UPSHUR COUNTY OF, whose primary address is 91 W. Main Street, Suite 101, Buckhannon, West Virginia, 26201 ("Customer").

This document incorporates the complete Frontier Services Agreement terms and conditions at http://www.Frontier.com/FSA as an integral part of the agreement (collectively, the "FSA").

Provision of Services and Equipment

Frontier will provide and the Customer agrees to pay for the communications, installation and maintenance services (collectively "Service"), and/or purchase or lease equipment ("Equipment"), described in this FSA and Schedules issued by Frontier and executed by Customer.

Customer acknowledges that certain Services may be governed by tariff or price schedule filed with the Federal Communications Commission and/or the state public utilities commission. In the event of any inconsistencies between this FSA and an applicable tariff, the tariff shall control except with respect to pricing, early termination charges or cancellation charges for which this FSA shall control.

Term

The term of this FSA will commence as of the date identified in the introductory paragraph above or the date the FSA is executed by both Parties, whichever is later (the "Effective Date") and will continue through the Service Term with respect to any Service or Equipment provided pursuant to this FSA. Customer will purchase the Services, or lease Equipment, identified in each Schedule for the period of time stated in the Schedule (the "Service Term"). If neither party provides the other with written notice of its intent to terminate a Service at least sixty (60) days prior to expiration, the Service Term of each Service will automatically renew for additional one-year periods, subject to the terms and conditions of this FSA and at the then applicable one-year term rate, excluding promotional rates. If the parties agree to negotiated renewal terms, such terms will not be effective unless and until documented in writing and executed by both parties.

Payment

Customer shall pay all charges set forth in the Schedules and in applicable tariffs during the Service Term. Frontier will invoice Customer any non-recurring charges ("NRC"), monthly recurring charges ("MRC"), and usage based charges.

In addition to the applicable charges set forth in the tariffs and Schedules, Customer shall pay all applicable federal, state or local sales, use, privilege, gross receipts, utility, value added, excise or other taxes (excluding taxes based on Frontier's net income), or any charges in lieu thereof, and any applicable surcharges or fees, whether government mandated or Frontier initiated in the amounts applicable at the time of billing. Customer shall also be responsible for third party charges and penalties incurred as a result of Customer's use of the Services or Equipment.

Cancellation and Early Termination Charges

If Customer cancels any Service or Equipment prior to delivery of any Equipment or installation of the Service or Equipment, Customer shall pay a cancellation charge equal to the NRC and one (1) month of MRC for the Service, plus the total costs and expenditures of Frontier in connection with establishing the Service prior to Frontier's receipt of notice of cancellation, including but not limited to any Equipment restocking fees.

Following installation, Customer may terminate a Service or Equipment by providing at least thirty (30) days prior written notice to Frontier. All unpaid amounts shall be due upon termination of any Service identified in a Schedule for any reason. In addition, and unless otherwise specifically provided in the applicable Schedule, if any Service or Equipment is terminated by Customer for any reason other than breach by Frontier or by Frontier due to Customer's breach, then Customer shall pay Frontier a termination charge equal to the applicable MRC and all related taxes and surcharges multiplied by the number of months remaining in the Service Term. Partial months shall be prorated.

Customer agrees that Frontier's damages in the event of early termination will be difficult or impossible to ascertain, and that the charges identified in this FSA are intended to establish liquidated damages in the event of termination and are not intended as a penalty.

Dispute Resolution

Except as otherwise specifically provided in or permitted by this FSA, all disputes arising in connection with this FSA shall first be resolved through good faith negotiation. If, after negotiating in good faith for a period of ninety (90) calendar days, or any agreed further period, the parties are unable to resolve the dispute, then each party may seek resolution by exercising any rights or remedies available at law or in equity. Customer and Frontier agree that each may only bring claims against the other in an individual capacity and not as a plaintiff or class member in any purported class, representative, or private attorney general proceeding.

Authorization and Entire Agreement

Each party represents that the person executing this FSA is authorized to enter into this FSA on its behalf. This FSA, the terms and conditions, including the Limitation of liability, warranty, indemnification, breach and other terms and conditions, at http://www.Frontier.com/FSA, and any Schedules executed by the parties constitute the entire agreement between the parties pertaining to the subject matter herein and supersedes all prior oral and written proposals, correspondence and memoranda with respect thereto. This FSA may not be modified, amended or supplemented except by written agreement signed by an authorized representative of each party.

Frontier Communications of America, Inc.			UPSHUR COUNTY OF			
Frontier's Signature:			Customer's Signature:			
Printed Name:			Printed Name:			
Title:			Title:			
Date:			Date:			
Contractual Notice:	Frontier Communications 111 Field Street Rochester, NY 14620 Attn: Legal Department		Contractual Notice:	UPSHUR COUNTY OF 91 W. Main Street, Suite 101 Buckhannon, West Virginia, 26201 Attn: Carrie Wallace		



ETHERNET VIRTUAL PRIVATE LINE (EVPL) SCHEDUL

Frontier Confidential

This is Schedule Number S-0000184575 to the Frontier Services Agreement dated 04/12/2018 ("FSA") by and between UPSHUR COUNTY OF ("Customer") and Frontier Communications of America Inc. on behalf of itself and its affiliates ("Frontier"). Customer orders and Frontier agrees to provide Services and Equipment identified in the Schedule below.

38 W. Main Street, #302, Buckhannon, West Virginia, 26201 **Primary Service Location:**

Schedule Date:

04/12/2018

Schedule Type/Purpose:

Order for new Services

Service Term:

60

Service	NRC	MRC
Ethernet Access Circuit(s) (details in Table 1)	\$ 0.00	\$ 394.00
Managed Router (details in Table 1)	\$ 0.00	\$ 0.00
Static Block(s) (*NRC waived on Renewal; details in Table 2)	\$ 0.00	\$ 0.00
Ethernet Internet Access (EIA) Internet Port and Silver EVC (details in Table 3)	\$ 0.00	\$ 0.00
Ethernet Virtual Circuit(s) – EVC (details in Table 4)	\$ 0.00	\$ 131.00
Special Construction	\$ 0.00	\$ 0.00
Total:	\$ 0.00	\$ 525.00

Interstate / Intrastate Pricing Certification: "interstate in nature" means that the traffic transported by the Service originates in one state and terminates in another state or outside the United States, regardless of how it is routed. Designation may impact taxes and surcharges applicable to the Service. Customer certifies that its traffic over such more than 10% interstate in nature (subject to federal jurisdiction/fees) 2 10% or less interstate in nature (subject to state jurisdiction/fees)

Service	Service Address, and NPA NXX:	Service		Charges		
Location	Scivice Address, and it A IVAX.	du ja	-ivice	NRC	MRC	
A new	38 W. Main Street, Buckhannon, WV, 26201, 304 472	Access CIR (Mbps) Managed Router	100M Mbps Select	\$ 0.00 \$ 0.00	\$ 197.00 \$ 0.00	
B new	WVNET, Charleston, WV, 25523, 304 344	Access CIR (Mbps) Managed Router	100M Mbps Select	\$ 0.00 \$ 0.00	\$ 197.00	
С	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$	\$	
D	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$ \$	\$	
E	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$	\$	
F	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$	\$	
G	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$	\$	
Н	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$ \$	\$	
J	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$ \$	\$	
J	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$	\$	
К	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$	\$	
L	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$ \$	\$	
M	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$ \$	\$	
N	street, city, state, zip, NPA NXX	Access CIR (Mbps) Managed Router	Mbps Select	\$ \$	\$	

Table 2: IP Addresses					
Static Block (*NRC waived on Renewal)	NRC	MRC			
Service Location (from Table 1): select	no	ne			
Service Location (from Table 1): select		none			
Service Location (from Table 1): select	по	ne			
Service Location (from Table 1): select	no	ne			
Subtotal:	\$ 0.00	\$ 0.00			

Ver. 20160802 Page 1 of 3



ETHERNET VIRTUAL PRIVATE LINE (EVPL) SCHEDULE

Frontier Confidential

Internet Service added to LAN Solution	Internet Elements	Originating Access Location	Termination on the Internet	MRC
EIA Internet Port and Silver EVC	0 Mbps	Select	Internet Port	\$ 0.00
EIA Internet Port and Silver EVC	Mbps	Select	Internet Port	\$
EIA Internet Port and Silver EVC	Mbps	Select	Internet Port	\$
EIA Internet Port and Silver EVC	Mbps	Select	Internet Port	\$
			Subtotal:	\$ 0.00

Table 4: EVC					
Type of EVC (Silver, Gold, Platinum)	EVC CIR (Mbps)	Originating Access Service Location from Table 1	Terminating Access Service Location from Table 1	MRC	
Select new	100 Mbps	A	B	\$ 131.00	
Select	Mbps	Select	Select	\$	
Select	Mbps	Select	Select	\$	
Select	Mbps	Select	Select	\$	
Select	Mbps	Select	Select	\$	
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Select	Mbps	Select	Select	\$	
Select	Mbps	Select	Select	\$	
Select	Mbps	Select	Select	\$	

1. Service Description:

Ethernet Virtual Private Line is a data service providing point-to-point or point-to-multipoint Ethernet connections between a pair of User Network Interfaces (UNIs). EVPL is a carrier grade data networking service featuring Quality of Service (QoS) and the following progressively higher Class of Service (CoS) levels: Silver Service (Standard Data (SD) Service), Gold Service (Priority Data), or Platinum Service (Real Time). EVPL will be designed, provisioned and implemented

according to standard switched Ethernet components consisting of service multiplexed capability over UNIs, Network to Network Interfaces (NNIs) where available and Ethernet Virtual Connections (EVCs) through the use of Virtual Local Area Networks (VLANs) in order to secure traffic separation, privacy and security between Customer's Service Locations over Frontier's shared switch and backbone infrastructure. Ethernet Virtual Private Line will accept and carry untagged and or tagged traffic as described per IEEE 802.1Q networking standards specific to Frontier's Ordering Guidelines for this Service, available at



Frontier

ETHERNET VIRTUAL PRIVATE LINE (EVPL) SCHEDULE

http://frontier.com/wholesale/access-services/access-reference-documents, as may be modified by Frontier from time to time.

Managed Router Service: Frontier will configure the Router based on documented customer requirements. Customer shall permit Frontier to access the Router's Simple Network Management Protocol (SNMP) variables, and Customer shall, at Frontier's request, permit one or more Frontier network management systems to be the recipient of SNMP trap messages. Frontier will perform monitoring based on standard SNMP traps received from the Router. Frontier will work to isolate and determine the source and severity of the problems. If a problem is caused by either the network transport or the Router, Frontier and Customer will cooperate to restore the Router to operational condition. If the source of the problem is within the Router, Frontier will be responsible for the repair or replacement of the Router, in Frontier's sole discretion. If the source of the problem is not the Router, at Customer's request Frontier will cooperate with Customer to conduct testing and repair activities, subject to Frontier's standard technician rates. Frontier has no responsibility with respect to: (i) electrical work external to the Router, including but not limited to power or back-up power to or from the Router; (ii) Router failures caused by factors not related to the Router or outside Frontier's control, including but not limited to failure of the Service Location or any of Customer's other network equipment or facilities to conform with Frontier's specifications; (iii) use of the Router for any purpose other than as intended by the manufacturer; (iv) damage caused by anyone other than an Frontier employee or representative; (v) Router supplies, accessories, painting, or refurbishing; and (vi) any activity related to anything not furnished by Frontier, or use of Router which fails to conform to manufacturer or Frontier specifications.

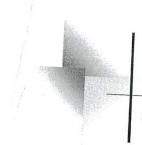
Special Construction: All Services are subject to availability and Frontier Network limitations. The rates identified in this Schedule are estimated based on standard installation costs and Services may not be available at all service locations at the rates identified. If Frontier determines, in its reasonable discretion, that the costs of provisioning Service to any service location are materially higher than normal, Frontier will notify Customer of the additional costs associated with provision of the Services and request Customer's acceptance of such costs as a condition to proceeding ("Special Construction"). Upon notification that Special Construction is required, Customer will have ten (10) business days to notify Frontier of its acceptance. If the Customer does not agree to the Special Construction within ten (10) business days, the Customer shall be deemed to have cancelled the Service Schedule without further liability. If the Customer agrees to the Special Construction, Frontier and Customer will execute a replacement Schedule.

Frontier Confidential

- 2. Obligations of Customer. Customer shall properly use any equipment or software, and all pass codes, personal identification numbers ("PINs") or other access capability obtained from Frontier or an affiliate or vendor of Frontier and shall surrender the equipment and software in good working order to Frontier at a place specified by Frontier and terminate all use of any access capability upon termination or expiration of this Schedule. Customer shall be responsible for all uses of PINs, pass codes or other access capability during or after the term hereof. Customer agrees that the Equipment and Service provided by Frontier hereunder are subject to the terms, conditions and restrictions contained in any applicable agreements (including software or other intellectual property license agreements) between Frontier and Frontier's vendors. Customer is responsible to ensure appropriate processes and protocols are in place for rate shaping to the amount of throughput ordered. Customer acknowledges that failure to comply with this responsibility may negatively impact Service performance.
- 3. Equipment or Software Not Provided by Frontier. Upon notice from Frontier that the facilities, services, equipment or software not provided or approved by Frontier is causing or is likely to cause hazard, interference or service obstruction, Customer shall immediately eliminate the likelihood of hazard, interference or service obstruction. If Customer requests Frontier to troubleshoot difficulties caused by the equipment or software not provided by Frontier, and Frontier agrees to do so, Customer shall pay Frontier at its then current rates.
- Internet Acceptable Use Policy and Security. For Customers ordering Internet integration into the network initially or during the Service Term, Customer shall comply, and shall cause all Service users to comply, with Frontier's Acceptable Use Policy ("AUP"), which Frontier may modify at any time. The current AUP is available for review at the following address, subject to change: http://www.frontier.com/policies/commercial aup/. Customer is responsible for maintaining awareness of the current AUP and adhering to the AUP as it may be amended from time to time. Failure to comply with the AUP is grounds for immediate suspension or termination of Frontier Internet Service, notwithstanding any notice requirement provisions of the FSA. Customer is responsible for the security of its own networks, equipment, hardware, software and software applications. Abuse that occurs as a result of Customer's systems or account being compromised or as a result of activities of third parties permitted by Customer may result in suspension of Customer's accounts or Internet access by Frontier. Customer will defend and indemnify Frontier and its affiliates with respect to claims arising from Customer's or third parties' usage of Frontier Internet access through Customer's hardware or software.

This Schedule is not effective and pricing, dates and terms are subject to change until signed by both parties, and may not be effective until approved by the FCC and/or applicable State Commission. This Schedule and any of the provisions hereof may <u>not</u> be modified in any manner except by mutual written agreement. The above rates do not include any taxes, fees or surcharges applicable to the Service. This Schedule, and all terms and conditions of the FSA, is the entire agreement between the parties with respect to the Services described herein, and supersedes any and all prior or contemporaneous agreements, representations, statements, negotiations, and undertakings written or oral with respect to the subject matter hereof.

Frontier Communications of America, Inc.	UPSHUR COUNTY OF	
Signature:	Signature:	
Printed Name:	Printed Name:	
Title:	Title:	
Date:	Date:	



BUCKHANNON DOG PARK



Buckhannon Dog Park Committee 70 East Main Street Buckhannon, WV 26201 Email: BuckhannonDgPark@hotmail.com

DEGETWED

APR 25 2018

By

April 22, 2018

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

Dear Commissioners,

The Buckhannon Dog Park would like your help to take the next step in developing the off-leash dog park in Buckhannon. Our goal is to raise \$25,000 to establish a fully developed site that will include a fenced off-leash dog area (the fence has been installed), agility course, trails and off-street parking.

We are hoping to host a "Drool in the Pool" fundraising event that is similar to the event held in Williamsburg, VA. If you would allow the Dog Park committee to utilize the pool for the last four hours of the season, we would invite vendors and visitors. For a donation, pets and their humans would be able to enjoy the pool, listen to music, and celebrate the end of the Dog Days of Summer.

Enclosed you will find a list of items still needed for the park.

Thank you for your consideration and support. If you have any questions, please contact me at telephone #304-997-5110 or via email at BuckhannonDogPark@hotmail.com.

Sincerely yours,

Maria Bray

Buckhannon Dog Park Committee Co-Chair

Upshur County Sheriff's Office



DAVID H. COFFMAN, SHERIFF

Heather D. Parke
Chief Deputy
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

Michael R. Kelley
Chief Deputy
Law Enforcement

May 3, 2018

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

Dear Commissioners:

Please approve the advertisement for two (2) part-time Courthouse Security positions. This advertisement will be run in the Record Delta beginning Monday, May 7, 2018 through Friday, May 11, 2018. The deadline for applications will be Monday, May 14, 2018.

Thank you for your support and consideration.

Respectfully,

David H. Coffman

Sheriff of Upshur County, WV



COURTHOUSE SECURITY Sheriff of Upshur County

The Sheriff of Upshur County is accepting applications for two (2) part-time Courthouse Security positions. Individuals will be required to perform all Courthouse Security/Bailiff duties. Employment for each position will begin on July 1, 2018.

Applicants must have a high school diploma or equivalent. Individuals may obtain an application and full job description at the following address:

Upshur County Sheriff's Department LAW ENFORCEMENT DIVISION

38 W. Main Street, Room 103 Buckhannon, WV 26201

Monday -Friday 8:00 am - 4:00 pm

Applications must be RECEIVED in our office no later than close of business (4:00pm) on Monday May 14, 2018.

Please do not make phone inquiries about this position. Employment with the Sheriff of Upshur County is available to all qualified applicants without regard to (actual or perceived) race, creed, color, national origin, sex, age or disability. Upshur County has established a drug free and tobacco free work environment.



UPSHUR COUNTY YOUTH CAMP SUMMER EMPLOYMENT 2018

KITCHEN/ CLEANING PERSONNEL FULL-TIME

- 1. Rosalyn Freeman \$9.60 per hour/starting date 5/21/18/Head Cook.
- 2. Lou Cassia Alderman \$9.00 per hour/starting date 5/21/18/Cook/Cleaning.
- 3. Breanna Bennett \$9.00 per hour/starting date 5/21/2018/Cook/Cleaning.
- 4. Mallory Bolyard \$9.00 per hour/starting date 6/2/18/Cook/Cleaning.
- 5. Cendall Cowan \$9.50 per hour/starting date 5/21/18/Cook/Cleaning.
- 6. Kianna Cutright \$9.00 per hour/starting date 6/2/18/Cook/Cleaning-
- 7. Aron Dille \$9.50 per hour/starting date 5/21/18/Cook/Cleaning -
- 8. Roberta Huffman \$9.50 per hour/starting date 5/21/18/Cook/Cleaning
- 9. Monica Leigh \$9.50 per hour/starting date 5/21/18/Cook/Cleaning ·

KITCHEN/CLEANING PERSONNEL PART-TIME

- 10. Patricia Groves \$9.50 per hour/starting date 5/21/18/Cook/Housekeeper
- 11. Carol Sue Page \$9.50 per hour/starting date 5/21/18/Cook/Housekeeper
- 12. Teia Page \$9.50 per hour/starting date 5/21/18/Cook/Housekeeper
- 13. Elsie Sayre \$9.50 per hour/starting date 5/21/18/Cook/Housekeeper
- 14. Monika Walton \$9.50 per hour/starting date 5/21/18/Cook/Housekeeper

GROUNDS PERSONNEL FULL-TIME

- 15. Rocky Cutright \$9.00 per hour/starting date 6/2/18/Grounds/Kitchen
- 16. Gavin Haymond \$9.00 per hour/starting date 5/21/18/Grounds

GROUNDS PERSONNEL PART-TIME

- 17. Richard Dille \$9.50 per hour/starting date 5/21/18/Grounds
- 18. Joseph Gregory \$9.50 per hour/starting date 5/21/18/Grounds/Kitchen

INTEROFFICE MEMORANDUM



TO: Upshur County Commission

FROM: Tabatha Perry, Assistant Administrator

SUBJECT: Employment B-U Recreational Facility employees

DATE: May 1, 2018

CC: Debra 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:

Melanie Sandy-Groves	Water Aerobics	\$25/session
Kristen Cosner	Admissions	\$10.45/hour
Brooke L. Newcome	Lifeguard	\$9.35/hour
Lindsey N. Bosley	Lifeguard	\$9.35/hour
Kailyn R. Bosley	Lifeguard	\$9.35/hour
Gregory A. Mach	Lifeguard	\$9.35/hour
Corey D. Johnston	Lifeguard	\$9.35/hour
Ivy P. Ward	Lifeguard*after becoming recertified	\$9.35/hour
Taylor Powell	Lifeguard	\$9.35/hour
Stephen Groves	Lifeguard	\$9.05/hour
Kalen A. Harley	Admissions	\$9.05/hour
Benjamin J. Hummer	Lifeguard*after becoming recertified	\$9.35/hour
Emma V. Reger	Lifeguard	\$8.75/hour
Andrew J. Burgess	Admissions	\$8.75/hour
Amanda H. Marteney	Concessions	\$8.75/hour
Andrea L. Burgess	Admissions	\$8.75/hour
William B. Sparks	Lifeguard	\$8.75/hour
Samuel C. Squires	Lifeguard	\$8.75/hour
Taylor L. Whyte	Concessions	\$8.75/hour
Samuel J. Walker	Lifeguard	\$8.75/hour
Merrody J. Malone	Lifeguard	\$8.75/hour
Drew A. Griffith	Lifeguard	\$8.75/hour

If approved, these employees will begin work on or around May 13, 2018 and will receive the hourly wage as listed above. The above wage rates include a \$0.30 pay increase for all returning employees. Employment at the B-U Recreational Facility will end on or around August 18, 2018.

Thank you,

Tabatha R. Perry, Assistant Administrator



UPDATED CONTRACT ADMINISTRATION NOTES CURRY PARK TS 2016

3/29/18 Spoke with Tim Key (NWHD). All logging jobs are having problems with the wet weather. They plan to wait out the weather rather than try to move Theo someplace else where he will have the same problems.

4/05/18 Cutting and setting out of logs is happening on top of ridge. After repair of skidder is complete, Theo will skid what he can to the landing.

4/11/18 Landing is stacked deep with logs and pulpwood. Dry weather has allowed Theo to focus on bringing logs into the landing and he has stacked logs as high as practical. NWHD @ Hacker Valley is nearly out of logs. They are tentatively planning on shutting down Thursday & Friday so they can set up for a full run all of next week.

4/20/18 After a very wet week, Theo and crew have begun to cut and set out logs along the lower road from the creek out. It is too wet and muddy to skid logs into the landing. The cut and set out operation is proceeding smoothly with no apparent problems.

Johnathan and Michael visited on the landing.

Developing issue is the chunk pile. Theo is waiting for NWHD to send a dump truck out to haul away chunks. Theo would be more than happy to give woody chunks away if people can pay the truck cost.



In Re: The Estate Nathaniel Wayne Becker, deceased

ORDER FOLLOWING APRIL 26, 2018 HEARING

Based upon the Upshur County Commission ruling, it is hereby **ORDERED** that:

- Jason L. Dixon shall immediately tender an original Second Annual Settlement to the Fiduciary Commissioner.
- 2. When the estate is in the posture to do so, Jason L. Dixon shall promptly tender an original Final Settlement with supporting documentation to the Fiduciary Commissioner.
- 3. When the estate is in the posture to do so Jason L. Dixon shall promptly tender the Fiduciary Commissioner fees for the First Annual Settlement, Fiduciary Commissioner fees for the Second Annual Settlement, Fiduciary Commissioner fees for the Final Settlement, First Annual Settlement filing fees, Second Annual Settlement filing fees, and Final Settlement filing fees to the Fiduciary Commissioner.
- Jason L. Dixon is not removed as Administrator of the Estate of Nathaniel Wayne Becker, deceased.
- 5. The Clerk of the Upshur County Commission is directed to send a copy of this Order to all parties of interest.

ENTERED:

Daya Masada Wright Fiduciary Commission

Upshur County, West Virginia

TOIS APR 27 S 3: 27
UPSHUR COUNTY CLERK



U.S. EPA Brownfields Grant Quarterly Progress Report Upshur County Commission Upshur County, WV

Grantee: Tabatha Perry, Project Manager

Upshur County Commission 91 West Main Street, Suite 101 Buckhannon, WV 26201 trperry@upshurcounty.org (304) 472-0535 ext. 2

Type of EPA Grant and Grant Number:

Cleanup Grant #BF96354301-0

Reporting Period: January 1, 2018 through March 31, 2018

Date Submitted: April 30, 2018

Submitted To:

Brett Gilmartin, Project Officer U.S. Environmental Protection Agency, Region III 1650 Arch Street (3HS51) Philadelphia, PA 19103-2029 (215) 814-3405 gilmartin.brett@epa.gov

Quarterly Summary:

A redevelopment committee meeting was held on January 9, 2018, at which time project updates, meeting times and group goals were discussed. Discussion was held regarding the need to advertise for an environmental consultant and a draft Request for Qualifications was reviewed and discussed. The project timeline was reviewed and amended slightly with most changes taking place between the months of January and September with regards to the advertising and hiring of a consultant, applying to be included in the Voluntary Remediation Program and the selection of a contractor. Specific ideas for a redevelopment plan were discussed and it was agreed that an archery range is still the best option for this site. The construction of a pavilion that could be used as shelter for the participants was discussed and grant funding may be sought for this after the clean-up project has been completed.

Another committee meeting was held via telephone conference on February 22, 2018, to quickly touch base about the RFQ. Ideally, the contract with the Environmental Consultant would begin on March 12, 2018.



The Upshur County Commission reviewed and approved a "Request for Qualifications" for Environmental Consultant Services necessary for the completion of the project during their regularly scheduled Commission Meeting held on January 18, 2018. The deadline for sealed Proposals was set for February 28, 2018. The RFQ was advertised as a Class II legal advertisement in the Record Delta on January 22nd and January 29th and in the Charleston Gazette on January 24th and January 31st. In addition to publishing in the newspapers, the RFQ was sent to several firms who reached out either to myself or Anna Withrow, posted on the Upshur County Commission website, posted on the bulletin board at the Courthouse Annex and Administrative Annex, and also published on the Brownfield Listings site. Eight proposals were received before the deadline and were publicly opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on Thursday, March 1, 2018. The Commission moved to form a Review Committee to review the proposals in depth, select the top three firms, conduct interviews and then make a recommendation of who should be retained.

The Committee reviewed each proposal and individually ranked them using a point system. After meeting on March 8, 2018, the Committee compiled their rankings and chose three firms to interview based upon the highest cumulative scores. Interviews were conducted on March 19, 2018 and the Committee unanimously voted to recommend Environmental Standards. It was noted that Environmental Standards offers a very experienced staff and will assist with completing the project in a timely and efficient manner.

During the regularly scheduled Commission Meeting held on March 21, 2018, the Review Committee recommended for the Commission to enter into an Agreement with Environment Standards. The Commission moved and approved entering into an Agreement with the firm. The proposed fee for the environmental consulting services is estimated at \$42,900, which includes a 10% contingency.

Lydia Work, Lead Representative on behalf of Environmental Standards, has commenced drafting the DEP Voluntary Remediation Program Application and a pre-application site visit with WVDEP staff took place on April 19, 2018.

Outputs and Outcomes:

- 1. Project updates were provided during Committee meetings.
- 2. Project timeline was compiled and revised.
- 3. Published Request for Qualifications for Environmental Consultant Services.
- 4. Retained an Environmental Consulting Firm and Licensed Remediation Specialist.
- 5. Draft site plan prepared by Amanda Hamilton, design assistant for the NBAC.
- 6. Quarterly progress report completed and in the process of being submitted.

Attachments:

- 1. Budget Table (Exhibit A)
- 2. Cost-Share Leveraged Funds Tracking Spreadsheets (Exhibit B)
- 3. January 9, 2018 meeting agenda (Exhibit C)
- 4. February 22, 2018 meeting agenda (Exhibit D)
- 5. Draft Timeline (Exhibit E)



- 6. Request for Qualifications for Environmental Consultant Services (Exhibit F)
- 7. Executed Proposal Agreement between the Upshur County Commission and Environmental Standards (Exhibit G)
- 8. Draft site plan (Exhibit H)

Budget Narrative:

- 1. No EPA funds were disbursed this quarter.
- 2. Cost share funds drawn down in the amount of \$287.44 were used for print advertisements from the supplies line under the approved Work Plan.
- 3. Cost share funds drawn down in the amount of \$475.50 (18.75 hours at \$20.8375 an hour & 3 hours at \$28.265576 an hour) represent personnel costs under our approved Work Plan.
- 4. Cost share funds drawn down in the amount of \$539.17 (3 months at \$179.72416 a month) represent fringe benefits for the quarter under our approved Work Plan.
- 5. Cost share funds drawn down in the amount of \$1,899.76 represent contractual services with the Northern Brownfield Assistance Center and reuse planning (Anna Withrow's time).

Total cost-share leveraged funds accrued this quarter = \$3,201.87

Budget Table:

Expense Category	Approved EPA Budget	Approved Share Budget	EPA Expenses this Quarter (1-1- 2018 thru 3- 31-2018)	Share Expenses this Quarter (1-1-2018 thru 3- 31-2018)	EPA Expense Cumulative	Share Expense Cumulative	Balance EPA	Balance Share
Personnel	_	\$8,627.00	_	\$475.50	_	\$1,918.99	-	\$6,708.01
Fringe	_	\$6,470.00	-	\$539.17	_	\$1,258.06	-	\$5,211.94
Travel	\$ 2,000.00	-	_	_	\$950.57	-	\$1,049.43	-
Equipment		£-	= /	-	-		_	-
Supplies	\$ 500.00	\$2,000.00	=:	\$287.44	-	\$675.57	\$500.00	\$1,324.43
Contractual Other	\$197,500.00	\$23,000.00	-	\$1,899.76	-	\$8,115.04	\$197,500.00	\$14,884.96 -
Total	\$200,000	\$40,097.00	\$0	\$3,201.87	\$950.57	\$11,967.66	\$199,049.43	\$28,129.34





MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION

FROM: Dustin L. Hollen, ANIMAL CONTROL/HUMANE OFFICER

SUBJECT: REPORT OF ANIMAL CONTROL OFFICER

DATE March 1, 2018- March 31, 2018

THE FOLLOWING IS AN ACCOUNT OF DOGS PROCESSED IN UPSHUR COUNTY DURING THE MONTH OF March 2018

NUMBER OF DOGS PICKED UP	13
NUMBER OF DOGS ADOPTED NO CHARGE	2 0
RESCUED DOGS	46
NUMBER OF DOGS RETURNED TO OWNER	1
NUMBER OF DOGS QUARANTINED	0
NUMBER OF DOGS IN DROP BOX	1
NUMBER OF DOGS BROUGHT IN	12
NUMBER OF DOGS EUTHANIZED	2
NUMBER OF HOURS INVOLVED	172 1/2
NUMBER OF OTHER ANIMALS BROUGHT IN BYLEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO.	12

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United Way of Gilmer, Lewis & Upshur Golf Tournament

Date of event: Saturday, June 2, 2018

Time: 9:00 AM Shotgun Start

Address: Glenville Golf Club

To Register
E-mail: lcunitedway@citynet.net

\$75 per person

\$300.00 per team

Continental Breakfast Drinks And Lunch Provided

Play Golf with us and help our United Way's 20 local non-profit agencies

James W. Curry Library/Park Advisory Board Meeting AGENDA



April 25th, 2018 at 10:00 am

At James W. Curry Public Library

Call to Order

Roll Call

Public Comment Period

Approval of March 28, 2018 minutes

Staff Report

Park

Library

Timber

Review/Report

Old Business:

2017 Trust Review

FY 19 Budget

ACP Usage of Campground

New Business:

WV Wesleyan Service Scholars

Usage Agreement: James W. Curry Advisory Board – Brooks Hill Community Building Trustees – Upshur County Commission

James W. Curry Library/Park Advisory Board Meeting <u>AGENDA</u>



Fundraising Committee (11:30 am)

- Lego Board and Quilt Ticket Sales
- WV Strawberry Festival Presence
- Ideas for Future Fundraisers
- Friends of the Library 501 c 3

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting

Regular Monthly Meeting

Start Time

5:30 PM

Date

Tuesday, May 1, 2018

Place

P.S.D. Office

4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson

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 - April 3, 2018 Regular Monthly Meeting

Treasurer Report/Payment of Bills for May/bal of April Invoices

Vote Vote

5:30 PM

ITEMS FOR DISCUSSION

WVCoRP Renewal Proposal

2018 - 2019

Vote

Phase III Extension Project Update

Invoice payment approval **Email Correspondences**

CTG Update Prop Purchase

Plan/Spec Review

CDBG-SCBG or ARC Project Schedule

Vote

Maintenance Report

Hydrant Flushing/Inspection

Mowing - tanks, pumpstations, hydrants, etc.

Spring Maintenance - Pumpstations (ac/heat); cleaning

Date & Time of June 2018 Meeting - Tuesday, June 5, 2018 @ 5:30 pm

Adjournment

Vote

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!!! (2)

> Rough Draft Prepared by Office Manager April 18, 2018 Prepared by Board Chair and Office Manager April 18, 2018 Posted and Available to the Public on April 27, 2018



City Council of Buckhannon - 7:00 pm in Council Chambers 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
- A.3 Mayor's Greetings

B. Recognized Guests

- B.1 WVML Executive Director Lisa Dooley & WVML Programs Mark Matkovich
- B.2 Delegate Bill Hamilton-Legislature Update
- B.3 Altice USA Director Government Affairs Erin Jones
- B.4 Colin Reger-TAP Program Synopsis and Request

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 SYCC Director- Debora Brockleman
- C.3 Public Works Director- Jerry Arnold
- C.4 Finance Director- Amberle Jenkins
- C.5 Police Chief-Matthew Gregory
- C.6 Fire Chief-J B Kimble
- C.7 City Attorney-Tom O'Neill

D. Correspondence & Information

- D.1 Response Letters re: FEMA HMG Grant Application
- D.2 City Council meeting date of May 17th Rescheduled for Tuesday, May 15, 2018 due to WVSF Events
- D.3 FOIA Request for Zoning Information- Chris & Annette Sauerwein
- D.4 FOIA Request for Zoning Information- Laura Rusmisell-Broker Coldwell Banker Armstrong Davis Realty

E. Consent Agenda

- E.1 Approval of Minutes-Regular 04/19/18
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Appointment of CALEA Policy Review Committee
- F.2 Discussion for Draft Ordinance Amendment-Animal Care & Control re: Tethering of Dogs/ Temperature Guideline
- F.3 Representation Agreement COB & The Webb Law Centre, PLLC re: Claims against Prescription Drug Distributors
- F.4 Resolution 2018-08 Acceptance Deed of Dedication -John Moss Gate Street Property
- F.5 Possible Fire Department Hire for Data Collecting for Accreditation Process PT 10 hrs/week at \$8.75
- F.6 Possible Recommendation to Hire Volunteer Center Coordinator

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Cuppari
- G.3 CJ Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Susan Aloi

H. Mayor's Comments and Announcements

- H.1 2nd Annual Wilbert Grubb Day May 16, 2018 at 3pm at PSC
- H.2 11th Annual Service to Youth Champion Award May 17, 2018 at 3pm at SYCC
- H.3 12th Annual Friendly Way Day Celebration May 18, 2018 at 3pm at PSC
- H.4 Mayor's Remarks at National Arbor Day
- H.5 Mayor's Remarks at Light Up Buckhannon Night

Adjournment



UPSHUR COUNTY PUBLIC LIBRARY Special Meeting Board of Directors May 9th, 2018, 4:00 p.m.

<u>Agenda</u>

11.	Reading/Approval of Minutes

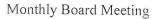
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report

Call to Order

I.

- a. Circulation reports
- b. Affiliates & Service Center Day
- c. Upcoming Programs:
 - i. Laiken Boyd Local folk music program
 - ii. Summer Reading Program '18
- V. Unfinished Business
 - a. Personnel manual revisions
 - b. Ramp Dinner results
- VI. New Business
 - a. Friends ex-officio member
 - b. Revising/Expanding hours for library
 - c. Replacing lightbulbs with energy efficient ones
 - d. FY '19 holiday list
 - e. FY '19 preliminary budget
- VII. Setting date of next Board meeting
- VIII. Adjournment

Adrian Public Service District March 08, 2018





Present from Adrian PSD were: Paul Spencer, Philip Petrosky, Eric Brunn and Nina Monroe. Visitors (see attached sing in sheet)

All motions are unanimous unless otherwise noted.

The meeting was called to order at 10:00 am by Chairman Spencer.

Minutes of the February 08, 2018 meeting were read. Motion to accept as read was made by Phil, second by Paul.

Invoices were presented – Motion to pay was made by Phil, second by Paul.

Old Business

- Phase VII No activity
- Phase VIII Nothing new to report
- Pickens Extension -59 people have signed up and paid tap fee
- Buckhannon Water Board meeting Nina and Lindsey attended the meeting on Feb 8th. They are considering our request for an increase in our purchase agreement. Their concern is that we are already using above our agreed amount and we need to get our water loss under control.
- Tyvonne Gibson delivered maps of areas where the Adrian VFD would like to have additional hydrants.
- Policies After determining that the other PSD's are not interested in having identical policies we will again look
 at the City of Buckhannon guidelines. Motion to adopt the following policies (attached) was made by Phil and
 second by Paul.
 - ✓ Application for Utility Service Policy
 - ✓ Rental Property Service Policy
 - ✓ Leak Adjustment Policy

New Business

• There was no new business

Maintenance - Eric

- Repaired leak on Frenchton Road
- Ordered starter motor coil for Beechtown PS
- Replaced phase protector at Alton PS
- Replaced PRV in Selbyville
- Replaced PRV in Wilsontown
- Replaced check valve at Horseshoe Bend

Office - Nina

Business as usual

The meeting adjourned at 12:30. Next regular meeting will be April 12, 2018.

Board of Directors

Paul Spencer, Chairman

Don B. Killingsworth, Vice Chairman

Philip L. Petrosky, Sec., Treas.

James W. Curry Library/Park Advisory Board Minutes March 28, 2018



The March 28, 2018 meeting of the James W. Curry Library/Park Advisory Board was called to order by President Mike Quinn at @ 10:00 am.

Introduction and Welcome to Patricia Tolliver, new board member

Roll Call: Present – Mike Quinn, Al Lake, Erv Lake, Lewis Simmons, Lori Ulderich-Harvey, Patricia Tolliver, Carrie Wallace

Absent: None

Guests: Nate Kennedy via telephone

Staff: Jonathan Freeman, Darlene Gregory, Judith Williams

Minutes: Minutes of the October 25, 2017 Advisory Board Meeting were approved; motion by Lori, seconded by Al; motion passed.

Public Comment Period:

There were no public comments.

Staff Reports:

Park: No major changes; weather has been prohibiting. Library: Lego board has been constructed (4 hours), rebuilt filing cabinet, legs on table, new heating element in popcorn machine and new sign posts for story-walk. Park: All equipment has been serviced, welding on small tractor and wheel on large, 1,100 lbs. of salt. Potential Summer Projects: Jonathan has gathered materials for new roof on the outbuilding. He is interested in extending the fence in front of the playground; half of the materials are on hand and the other half would need to be purchased.

Library: Reporting period is from end of February; slow month, held own through the winter. February was slower than the rest as we have lost some families due to relocation. One frequent family is having car trouble; circulation is down as a result. Cataloging has been a focus during down times.

Grants – received \$2,000 of the \$5,000 request for coding from Dominion Energy/ACP. The award isn't enough to complete the program. Mike Cozad is looking into the possibility of a hardware donation. A Dollar General grant was submitted for \$2,500 to make up the difference. Announcements will be made sometime in May; unsure of funds.



James W. Curry Library/Park Advisory Board Minutes March 28, 2018

Summer Reading Program: Judith was contacted by Pam Hissam, Rock Cave Title 1 Teacher, who is interested in coordinating their efforts for the summer. Rock Cave Elementary will focus on Math, Science and Writing. The Library will focus on Reading, Art and Music. Attendance will be kept and counted for Summer Reading challenge. Judith is hopeful the collaboration will continue into the future.

Fundraising: Both Raffles are ready! Tickets are available for purchase or sale. Community members have already picked up tickets to sell. The quilt was made in house by the children who attend the programs.

Lego Board \$1 each or 6 for \$5

Quilt \$1 each of 6 for \$5

Disbursement from World Vision on April 12th: incentives for Summer Reading drawings, office supplies, paper towel holders

Reviewed Upcoming Events and reiterated the need for volunteers at all events.

Old Business

There was no old business to report.

New Business:

ACP usage of campgrounds: really strong maybe; no firm commitment has been given. Jonathan and Judith met with Mike Cozad twice. A tour was given of Library and Campground and brochures were provided for distribution. Water access and waste removal were discussed. We can buy a water tank. Contractor is willing to come up and dump each individual camper for \$40 per camper; price is negotiable depending on the number of trips. Holding tanks run from 30-50 gallons. Some would have to be pumped once per week, some two.

Increasing rates to cover expenses were discussed.

Wi-fi availability concerns: Checked with GST – wi-fi reaches to the front of the campground. We need a booster to reach into the campground; however, streaming in the campground would have a negative effect on the Library's service. First person on would be ok, next 10 very slow, remainder wouldn't be usable. We simply don't have the infrastructure to support that kind of wi-fi use. Option for ACP: Frontier can install a tower with booster and bill ACP/Dominion directly. ACP will experience this issue across the length of the pipeline, especially in WV.

James W. Curry Library/Park Advisory Board Minutes March 28, 2018



Electric upgrades: We only have 3 sites that run off 50 amp. Jonathan can easily add 2 more 50 amp sites. 30 amp sites can't be upgrade without total re-wiring. Mike Cozad would like ACP contractors/employees to be adjacent to one another within the campground. There are 10 sites available that won't force anyone to be moved. All agreed that there will be issues and obstacles to solve. On motion by Al, seconded by Erv the board moved to hold off on any upgrades until we have a firmer commitment from Dominion/ACP; motion passed. The Board thanked Jonathan and Judith for their efforts.

Change in copy prices: We currently charge .05 per side for both color and black and white which is extremely low. We might have been breaking even, but the price on toner and paper is increasing! We are charged .06 for color copies on our contract, not counting the paper. Paper costs .013885 per sheet; labor excluded. All agreed that it was better to have a small increase now rather than large later. On motion by Carrie, seconded by Erv, the Board voted to increase prices to the following: \$0.10 for black and white, \$0.25 for color starting July with notice given immediately; all in favor.

4-wheeler encroachments: Mike reported side-by-side traffic on the gas well access road. There is a gate there that could be closed and posted. Jonathan will block the road/close the gate and post a sign (Foot Traffic Only). Mike or Jonathan will talk with Ford and let him know we don't want individuals using it.

Timber: No updates since the Timber Sale Contract Administrative Notes which are included in the agenda packet. Wet conditions may stall progress. Jonathan inspected the Davis Road and reported that it looks great; all hay bales are in place.

2017 Trust Review – The last report is on file and available for inspection. Carrie will have revenue estimates ready for next month and will share with Jonathan/Judith ASAP.

Fulton Financial's response to the Commissions letter requesting additional funding was reviewed. As a reminder, the Commission agreed to hold off on any additional requests until they can review 2018 performance.

FY 19 Budget: A draft will be available for review/approval next month. Final budget will be submitted to the Commission after Advisory Board approval.

Raises: The County approved 3% or minimum \$1,040 raise for all employees for the County, including the Curry staff.

Fund Raising Committee: Lori, Carrie and Judith will participate. Others are encouraged to participate; spouses, community members, etc. are invited. Meeting times will be 11:30 am

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following regular Advisory Board meetings. The possibility of creating a "Friends of the Library" 501-c-3 in order to be eligible for additional grants was discussed.

With no further business, the meeting adjourned at 11:10 am.

Members approving the March 28 th , 2018 minutes: Michael Quinn	Carrie Wallace
ABSENT Albert Lake	Gleri B. Lake
Lori Ulderich Harvey	Lewis Simmons
Patricia Tolliver	