

# Upshur County Commission Meeting Agenda



Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: January 3, 2019

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

- December 20, 2018
- December 21, 2018 – Special Meeting

1:30 p.m. Josh Calderon, OpenGov Account Executive -Provide a comprehensive overview of the OpenGov platform and county checkbook demonstration

## Items for Discussion / Action / Approval:

1. Election of Commission President for 2019 Calendar Year\*
2. Oath of Office for the Commission President\*
3. Establish date and time for regular Commission Meetings\*
4. Approval of Local Rules for Commission Meetings\* Page 5
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3\* Page 6
6. Discuss agenda format and material\*
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex\*
8. Approval of 2019 Holiday Schedule and Administrative Closures\* Page 7
9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature\* Page 8-13
10. Consider Commissioner Board Appointments\*: Page 14
  - Court Security Advisory Board
  - Lewis-Upshur Community Corrections Board
  - Upshur County Farmland Protection Board
  - Lewis-Upshur Local Emergency Planning Committee
  - Region VI Work Force Investment Board
  - Region VII Planning & Development Council
  - Upshur County 4H Foundation
  - Upshur County Development Authority
  - Upshur County Enhanced Emergency Telephone Board
  - Upshur County Extension Service Committee
  - Upshur County Fire Board Incorporated
  - Upshur County Senior Center Board
  - Upshur County Family Resource Network
  - Upshur County Youth Council, Incorporated (SYC)

- Corridor H Authority
- Mountain CAP of West Virginia, Incorporated
- Buckhannon-Upshur Airport Authority

11. Approval of Early Voting Poll Workers for the January 19, 2019 Special School Levy Election.\* Page 15
12. Approval of Board of Review & Equalization 2018 schedule\* Page 16
13. Approval of Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1<sup>st</sup> day of February, 2019, and shall continue until the work is complete but will adjourn no later than the close of business on the 15<sup>th</sup> day of February, 2019.\* Page 17
14. Approval and signature of correspondence to the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after February 1, 2019, must be forwarded to the Commission sitting as the Board of Review & Equalization.\* Page 18
15. Approval of "Request for Bids" for the Upshur County Department of Homeland Security and Emergency Management LE SIRN Mobile Radio Project. This project consists of purchasing, programming and installing 24 IRP encrypted mobile radios and 6 vehicle repeaters. All sealed bids must be received no later than 4:00 p.m. on January 22, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, January 24, 2019.\* Page 19
16. Approval of Orders (1) dissolving the Upshur County Citizens Corps Council (CCC) and assuming ownership of all monies, resources, and equipment previously purchased, received and utilized by the CCC and (2) releasing the above acquired monies, resources and equipment previously purchased, received and utilized by the CCC and the Community Emergency Response Team (CERT) to the Upshur County Department of Homeland Security and Emergency Management (UCDHSEM). The UCDHSEM has volunteered to act as the local first responder agency sponsor of CERT.\* Page 20-21
17. Approval and adoption of the 2019 Standard Mileage Rates for Business, Medical and Moving Announced – December 14, 2018\* Page 22-23
18. Approval of Lewis - Upshur Animal Control Facility Volunteers: Cheryl Parker, William Michael Thomas and Mayara Lychywek.\* Under separate cover
19. 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 Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, State of West Virginia Department of Revenue State Tax Department, regarding the Assessor's proposed 2019-2020 Valuation Fund Budget. Written evidence showing that a lesser amount



than the amount requested by the Assessor would be adequate must be submitted to the Property Tax Division on or before January 15, 2019.

Page 24-36

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

Under separate cover

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

3. Newsletters and/or Event Notifications:

4. Agendas and/or Notice of Meetings:


- |  |                  |                |
|--|------------------|----------------|
| • Buckhannon River Watershed Association | January 3, 2019  | <u>Page 37</u> |
| • City Council of Buckhannon             | January 3, 2019  | <u>Page 38</u> |
| • Elkins Road PSD                        | January 8, 2019  | <u>Page 39</u> |
| • Upshur-Buckhannon Board of Health      | January 10, 2019 | <u>Page 40</u> |

5. Meeting Minutes:

- |              |                   |                |
|--------------|-------------------|----------------|
| • Adrian PSD | November 8, 2018  | <u>Page 41</u> |
| • Adrian PSD | November 14, 2018 | <u>Page 42</u> |

6. Meetings:

- |            |            |   |
|------------|------------|---|
| • 01/08/19 | 5:30 p.m.  | Elkins Road PSD   |
| • 01/08/19 | 4:00 p.m.  | Hodgesville PSD   |
| • 01/03/19 | 7:00 p.m.  | Banks District VFD                                      |
| • 01/03/19 | 7:00 p.m.  | Selbyville VFD  |
| • 01/14/19 | 12:00 p.m. | Upshur County Family Resource Network                   |
| • 01/14/19 | 4:30 p.m.  | Upshur County Solid Waste Authority                     |
| • 01/14/19 | 5:30 p.m.  | Buckhannon-Upshur Recreational Park Advisory Board      |
| • 01/14/19 | 6:00 p.m.  | Lewis-Upshur Community Corrections Board-Upshur County  |
| • 01/08/19 | 7:30 p.m.  | Adrian VFD  |
| • 01/10/19 | 6:00 p.m.  | Buckhannon-Upshur Board of Health                       |
| • 01/16/19 | 7:00 a.m.  | Upshur County Development Authority – Full Board        |
| • 01/09/19 | 12:00 p.m. | Upshur County Senior Center Board                       |
| • 01/10/19 | 3:00 p.m.  | Upshur County Conventions & Visitors Bureau             |
| • 01/16/19 | 6:00 p.m.  | Upshur County Citizens Corp – CERT                      |
| • 01/09/19 | 7:30 p.m.  | Warren District VFD                                     |
| • 01/10/19 | 10:00 a.m. | Adrian PSD  |
| • 01/09/19 | 3:00 p.m.  | Tennerton PSD   |
| • 01/10/19 | 4:00 p.m.  | Upshur County Safe Sites & Structures Enforcement Board |
| • 01/10/19 | 7:30 p.m.  | Buckhannon VFD  |
| • 01/10/19 | 4:00 p.m.  | Buckhannon Upshur Airport Authority                     |
| • 01/17/19 | 6:30 p.m.  | Upshur County Youth Camp Board – WVU Extension Office   |
| • 01/20/19 | 6:00 p.m.  | Washington District VFD                                 |
| • 01/21/19 | 12:00 p.m. | Buckhannon-Upshur Chamber of Commerce                   |
| • 01/16/19 | 4:00 p.m.  | Upshur County Public Library Board                      |
| • TBD      | 10:00 a.m. | Wes-Mon-Ty Resource Conservation & Development Council  |
| • 01/15/19 | 6:30 p.m.  | Upshur County Fire Board, Inc.                          |
| • 01/29/19 | 12:00 p.m. | UC Enhanced Emergency Telephone Advisory Board          |

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- 01/09/19 7:00 p.m. Ellamore VFD
  - 01/16/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
  - 01/17/19 2:00 p.m. Upshur County Farmland Protection Board
  - 03/27/19 10:00 a.m. James W. Curry Advisory Board
  - 01/29/19 6:00 p.m. Upshur County Fire Fighters Association
  - 01/03/18 6:00 p.m. Buckhannon River Watershed Association - Board of Directors
  - 01/28/19 12:00 p.m. Region VII Planning & Development Council
  - 02/25/19 10:00 a.m. Mountain CAP of WV, Inc. a CDC

7. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
January 10, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex



**UPSHUR COUNTY COMMISSION**  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

## **Local Rules**

The Upshur County Commission will meet weekly on Thursdays, beginning at 9:00 am. Meetings will be held in the Commission Meeting Room, Room 301, on the third floor of the Courthouse Annex.

Agenda items and/or meeting presentations/appointments must be received no later than three business days prior to the meeting date by 12:00 pm.

Agendas will be sent to the public via email two business days before the meeting, as per WV State Code §6-9A-3. Agendas will be emailed to those who request an electronic version of the agenda. In order to be added to the email list, please contact the office of the Upshur County Commission at the number listed above. Printed copies of the agenda will be posted on the Courthouse Annex bulletin board in the Chancery Street Alley and on the Administrative Annex bulletin board at the address listed above.

Presentations/Appointments will be scheduled in 15 minute increments, beginning at 9:00 am. If there are multiple speakers present, the Commission reserves the right to limit times of speakers on both sides of an issue. Additional comments will be accepted in written form for review.

Those who are not listed on the official agenda and wish to address the Commission must register within 15 minutes prior to the meeting; however, the Commission will simply hear your comment. The Commission will not make a decision relative to the matter unless the item appears on the official agenda.

The Commission shall abide by the Open Meeting Laws set forth in WV State Code §6-9A-1.

Robert's Rules of Order are utilized as a guide only. The Commission controls the meeting, management, discussion and input.



# UPSHUR COUNTY COMMISSION

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

In accordance with WV Code **§6-9A-3**, those wishing to address the Commission must register below within 15 minutes prior to the meeting. As stated in the Commission's local rules, comments are limited to 15 minutes in length. If your name does not appear on the official agenda that is dispersed prior to the meeting, the Commission will simply hear your comment. They will not make a decision relative to the matter unless the item appears on the official agenda. In order to schedule an appointment on the agenda, please contact either Tabatha Perry or Carrie Wallace at the phone number listed above.

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

1.	_____	_____
	Printed Name	Signature
2.	_____	_____
	Printed Name	Signature
3.	_____	_____
	Printed Name	Signature
4.	_____	_____
	Printed Name	Signature
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	Printed Name	Signature
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	Printed Name	Signature
8.	_____	_____
	Printed Name	Signature
9.	_____	_____
	Printed Name	Signature
10.	_____	_____
	Printed Name	Signature

### 2019 Calendar Year Legal Holidays

January 1, 2019	Tuesday	New Year's Day
January 21, 2019	Monday	Martin Luther King Day
February 18, 2019	Monday	President's Day
May 27, 2019	Monday	Memorial Day
June 20, 2019	Thursday	West Virginia Day
July 4, 2019	Thursday	Independence Day
September 2, 2019	Monday	Labor Day
October 14, 2019	Monday	Columbus Day
November 11, 2019	Monday	Veterans' Day Observance
November 28, 2019	Thursday	Thanksgiving Day
November 29, 2019	Friday	Lincoln's Day
December 24, 2019	Tuesday	Christmas Eve – ½ Day
December 25, 2019	Wednesday	Christmas Day
December 31, 2019	Tuesday	New Year's Eve – ½ Day
January 1, 2020	Wednesday	New Year's Day

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The Upshur County Courthouse's hours of operation are Monday-Friday 8:00 a.m. to 4:30 p.m. with the following exceptions:

May 17, 2019	Friday	8:00 a.m. to 12:00 p.m.
December 13, 2019	Friday	8:00 a.m. to 12:00 p.m.



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**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL  
ESTABLISHING FACSIMILE SIGNATURE**

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

\_\_\_\_\_, after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is President (Title)  
of the Upshur County Commission , a political subdivision of  
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2019 .

Signature \_\_\_\_\_

I, Carol J. Smith Clerk of the County Commission of  
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this \_\_\_\_\_  
day of \_\_\_\_\_ , \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Clerk of the County Commission

of Upshur County, West Virginia

I, \_\_\_\_\_ , do certify that I am the President of the County  
Commission of Upshur County, and that Carol J. Smith  
whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

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

of Upshur County, West Virginia

Date \_\_\_\_\_

**CERTIFICATE OF SECRETARY OF STATE**

STATE OF WEST VIRGINIA,

I, \_\_\_\_\_, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,  
and caused the Great Seal of the State to be affixed  
hereto this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Secretary of State

(10)

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL  
ESTABLISHING FACSIMILE SIGNATURE**

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

David H. Coffman , after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is Sheriff (Title)  
of Upshur County , a political subdivision of  
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2020 .

Signature \_\_\_\_\_

I, Carol J. Smith Clerk of the County Commission of  
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this \_\_\_\_\_  
day of \_\_\_\_\_ , \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Clerk of the County Commission

of Upshur County, West Virginia

I, \_\_\_\_\_ , do certify that I am the President of the County Commission of Upshur County, and that Carol J. Smith whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

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

of Upshur County, West Virginia

Date \_\_\_\_\_



**CERTIFICATE OF SECRETARY OF STATE**

STATE OF WEST VIRGINIA,

I, \_\_\_\_\_, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,  
and caused the Great Seal of the State to be affixed  
hereto this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Secretary of State

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL  
ESTABLISHING FACSIMILE SIGNATURE**

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STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

Carol J. Smith

, after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is County Clerk (Title)  
of Upshur County , a political subdivision of  
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2024 .

Signature \_\_\_\_\_

I, Carol J. Smith Clerk of the County Commission of  
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this \_\_\_\_\_  
day of \_\_\_\_\_ , \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Clerk of the County Commission

of Upshur County, West Virginia

I, \_\_\_\_\_ , do certify that I am the President of the County Commission of Upshur County, and that Carol J. Smith whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

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

of Upshur County, West Virginia

Date \_\_\_\_\_

# **CERTIFICATE OF SECRETARY OF STATE**

STATE OF WEST VIRGINIA,

I, \_\_\_\_\_, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,  
and caused the Great Seal of the State to be affixed  
hereto this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Secretary of State



# 2019 Commission Board Appointments

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## **Commissioner Tenney:**

Upshur County Fire Board, Incorporated (monthly)

Upshur County Farmland Protection Board (monthly)

Upshur County Family Resource Network (monthly)

Mountain Cap of West Virginia, Inc (bi-monthly)

Upshur County Enhanced Emergency Telephone Advisory Board (monthly)

\*Buckhannon Upshur Parks & Rec – (monthly)

## **Commissioner Cutright:**

Region VI Workforce Investment Board – LEO (quarterly)

Region VII Planning & Development Council (quarterly)

Upshur County Senior Center Board (monthly)

Upshur County Extension Service Committee (annually)

Upshur County Development Authority (monthly)

Lewis Upshur Community Corrections Board (monthly)

Court Security Advisory Board (monthly)

\* James W. Curry Advisory Board (monthly March – October)

## **Commissioner Nolte:**

Upshur County Youth Council, Incorporated (SYC) (monthly)

Lewis-Upshur Local Emergency Planning Committee (monthly, alternates Lewis/Upshur)

Upshur County 4H Foundation (up to 3x's per year)

Buckhannon Upshur Airport Authority (monthly)

Corridor H Authority Board (as needed, teleconference is available)

## **Carrie Wallace:**

Upshur County Development Authority (monthly)

Chamber of Commerce Board of Directors (quarterly)

Chamber of Commerce (monthly)

Convention & Visitors Bureau (monthly)

James W. Curry Advisory Board (monthly March – October) - Secretary

Court Security Advisory Board (monthly) - Secretary

## **Tabatha Perry:**

\*Buckhannon Upshur Parks & Rec (monthly)

\*Safe Sites & Structures (monthly) – Secretary

\*Attends, not a member of the Board

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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

January 3, 2019

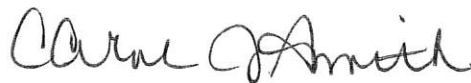
County Commission of Upshur County  
Administrative Annex  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

Dear Honorable Commissioners:

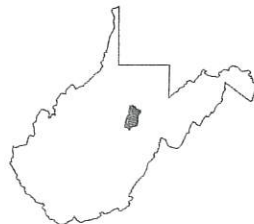
Please approve the hiring of Early Voting Clerks, Vernon Bennett, Loretta Dawson, Catherine Frye, Betty Heavner, Hallie Hurst, Eileen Johnston, Margaret Neely, Beulah Riffle, Catherine Vance, Thanna Wentz, Delores Wilson and Janet Kay Wilson for the January 19, 2019 Special School Levy Election. The positions are temporary, starting on January 4, 2019 and ending on January 16, 2019, at the rate of \$8.75 per hour.

Thank you for your consideration.

Sincerely,



Carol J. Smith  
Upshur County Clerk



## **2019 Board of Review & Equalization Meeting Schedule**

<b>02/01/2019</b>	<b>1:00-3:00 p.m.</b>	No appointments --- Review Property Books
<b>02/07/2019</b>	<b>1:00-3:00 p.m.</b>	
<b>02/08/2019</b>	<b>1:00-3:00 p.m.</b>	
<b>02/14/2019</b>	<b>9:00-11:00 a.m.</b>	
	<b>9:30 a.m.</b>	Coal, Oil & Gas Industrials
<b>02/15/2019</b>	<b>9:00-11:00 a.m.</b>	Adjourn Sine Die

## Notice to the Citizens of Upshur County

\*\*\*\*\*

### Board of Review & Equalization

At a regular session of the County Commission of Upshur County, West Virginia, held at the Courthouse Annex on the 3<sup>rd</sup> day of January, 2019, the matter of the County Commission sitting as a Board of Review and Equalization was reviewed and considered. The purpose of said Board is to review and equalize the assessments made by the Assessor of Upshur County. The County Commission will sit as a Board of Review and Equalization beginning at 1:00 p.m. on the 1<sup>st</sup> day of February, 2019, and shall continue until the work is complete but will adjourn no later than the close of business on the 15<sup>th</sup> day of February, 2019.

Property owners should receive notification of any increase in valuation if such increase is greater than ten percent (10%). If the increase relates to coal valuation, the notice will be from the State Tax Department. If the increase relates to producing oil and gas valuation, the notice will be from the State Tax Department. If the increase in valuation relates to land or buildings, the notice will be from the Office of the Upshur County Assessor. Please contact the Office of the Upshur County Assessor (304-472-4650) for any questions relative to increase in valuations.

**Any person(s) who desire a review of their current tax assessment must contact the Upshur County Assessor's Office (304-472-4650) as soon as possible for an informal review prior to scheduling an appointment with the Upshur County Commission / Board of Review and Equalization during the month of February.** Individuals may receive an application for assessment review from the Upshur County Assessor's Office or the Upshur County Commission Office. Individuals need to return the completed application(s) as soon as possible to ensure a complete review for all interested taxpayers. Please return the completed application to the following address:

Office of the Upshur County Commission  
Board of Review and Equalization  
91 West Main Street --- Suite 101  
Buckhannon, West Virginia 26201

Samuel R. Nolte, President  
Upshur County Commission



UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201



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

TDD Numbers  
Business: 472-9550

January 3, 2019

To: Office of the Upshur County Assessor  
Property Tax Division --- State Tax Department

*Re: Adjustments to Valuations for Real Property, Personal Property, and/or Mineral Property*

The County Commission of Upshur County, West Virginia, does hereby grant approval of the Office of the Upshur County Assessor and/or the Property Tax Division of the State Tax Department to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after February 1, 2019, must be forwarded to the Commission sitting as the Board of Review and Equalization. We are currently scheduled to adjourn on February 15, 2019; therefore, any adjustments may be made through February 14, 2019. However, if it is necessary to continue any hearings, and we are unable to adjourn on February 15, 2019, we will advise you of the new date through which changes may be made.

If you have any questions, please contact the County Commission at the above phone number or via email at [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

Sincerely,

\_\_\_\_\_, President  
Upshur County Commission

Request for Proposals  
Upshur County Dept. of Homeland Security and Emergency Management  
LE SIRN Mobile Radio Project

(19)

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced project.

Distributors shall provide an itemized quote for furnishing 24 IRP encrypted mobile radios, 6 Vehicle Repeaters and all labor necessary for installation and programming of the equipment. Quotes shall include all applicable charges and warranties; however, it should be noted the Upshur County Commission is a tax-exempt entity.

Questions regarding the equipment list shall be directed to Brian Shreves, UCDHSEM Director@  
[kbshreves@upshurcounty.org](mailto:kbshreves@upshurcounty.org).

Contractor shall furnish the following documentation along with their bid submission:

- West Virginia Business License
- Certificate of Liability Insurance naming the Upshur County Commission as an additional insured \$1,000,000 minimum general liability coverage
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Surety Bond
- Affidavit of Non-Collusion
- Completed NCIC Background Check forms for all employees that will be involved in the installation
- Any Additional Documentation as Required by the Owner

Any and all sealed bids must be received no later than 4 p.m. on  
January 22, 2019 at the following address:

Office of the Upshur County Commission  
Sealed Bid – HSEM-LE SIRN Mobile Radio Project  
91 W Main Street, Suite 101  
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, January 24, 2019.

The Upshur County Commission reserves the right to award the bid for the project based upon certain criteria, including but not limited to, submitted bid price, references, experience and/or any other factor determined to be in the best interest to the completion of the contract. The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

## ORDER OF THE UPSHUR COUNTY COMMISSION

**WHEREAS** the Upshur County Commission ("**Commission**") acknowledges that per the bylaws adopted on October 13, 2010 and amended on April 9, 2013, the Upshur County Citizens Corps Council ("**CCC**") must consist of a minimum of four (4) members;

**WHEREAS**, per Article IX of the bylaws, if the **CCC** should dissolve for any reason, all monies and resources of the Council shall be turned over to the **Commission** for disposal;

**WHEREAS**, four (4) of the eight (8) members resigned from **CCC** on October 10, 2018;

**WHEREAS**, per correspondence received on December 20, 2018 from Shannon Whited, the **CCC** desires to dissolve and no longer fulfill duties per the adopted Bylaws;

**WHEREAS**, the **CCC** maintains a 2010 Lark Trailer (VIN 5RTBE1625AD019306);

**WHEREAS**, the **CCC** reserves an account maintained by the **Sheriff of Upshur County** with a balance of two thousand eight hundred eighty two dollars (\$2,882.00), as of November 30, 2018;

**WHEREAS**, per the Bylaws, all monies and resources shall be turned over to the **Commission** for disposal;

### **WHEREFORE, IT IS HEREBY ORDERED, ADJUDGED, AND DECREED:**

That all monies, resources and equipment previously purchased, received and utilized by the **CCC** shall be turned over to the **Commission**, effective immediately.

That the **Commission** will, by a majority vote, determine how these monies, resources and equipment shall be disposed of in a timely manner.

Given under our hand and seal this 3<sup>rd</sup> day of January, 2019.

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

\_\_\_\_\_  
Kristie G. Tenney, Commissioner

\_\_\_\_\_  
Samuel R. Nolte, Commissioner

ATTEST:

SEAL:

\_\_\_\_\_  
Carol J. Smith, Clerk of the Commission

**Attachment: Exhibit A – Certificate of Title to a Motor Vehicle**  
**Exhibit B – Correspondence from Shannon Whited**



**ORDER OF THE UPSHUR COUNTY COMMISSION**

**WHEREAS**, the CCC ("Citizens Corp Council") was dissolved by the Upshur County Commission by way of an Order entered on **January 3, 2019**;

**WHEREAS**, the CCC was the parent organization to **CERT** ("Community Emergency Response Team");

**WHEREAS**, **CERT** members still wish to remain active volunteers;

**WHEREAS**, Volunteer West Virginia ("Volunteer WV"), the State Office responsible for overseeing **CERT** operations, requires that **CERT** have a local first responder agency sponsor;

**WHEREAS**, the Upshur County Department of Homeland Security and Emergency Management ("UCDHSEM") has volunteered to act as the local first responder agency sponsor of **CERT** and has filed the necessary Memorandum of Understanding ("MOU") with **Volunteer WV** in order to do so;

**WHEREAS**, the **Commission** has monies appropriated to **CERT** through the General County Budget for FY 19 with a balance of two thousand eight hundred eighty two dollars (\$2,882.00), as of November 30, 2018;

**WHEREAS**, the **Commission** holds title to a 2010 Lark Trailer (VIN 5RTBE1625AD019306) used for **CERT** operations;

**WHEREFORE, IT IS HEREBY ORDERED, ADJUDGED, AND DECREED:**

That all monies, resources and equipment previously purchased, received and utilized by the **CCC** and **CERT** be turned over to the **DHSEM**, effective immediately.

Given under our hand and seal this 3<sup>rd</sup> day of January, 2019.

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

\_\_\_\_\_  
Kristie G. Tenney, Commissioner

\_\_\_\_\_  
Samuel R. Nolte, Commissioner

ATTEST:

SEAL:

\_\_\_\_\_  
Carol J. Smith, Clerk of the Commission

**Attachment: Exhibit A – Certificate of Title to a Motor Vehicle**  
**Exhibit B – MOU between DHSEM and Volunteer WV**





## IRS issues standard mileage rates for 2019

---

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Notice-2019-02.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of Rev. Proc. 2010-51.

(23)

Notice 2019-02, posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

*Page Last Reviewed or Updated: 14-Dec-2018*

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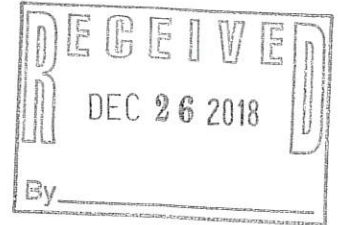


Dave Hardy  
Secretary of Revenue

STATE TAX DEPARTMENT

Dale W. Steager  
State Tax Commissioner

December 2018



ALL COUNTY COMMISSIONS  
ALL MUNICIPALITIES  
ALL COUNTY BOARDS OF EDUCATION  
STATE OF WEST VIRGINIA

West Virginia Code § 11-1C-8, as amended in 1998, authorizes the assessor to receive up to 2% of the previous year's projected tax collections. This money is to be used for the purpose of maintaining current valuations and performing periodic reevaluation of property.

In order to receive these funds, the assessor is required to prepare a budget detailing the proposed use of the money and submit the budget to the Property Valuation Training and Procedures Commission (PVC) by December 15<sup>th</sup> of each year. In addition, West Virginia Code § 11-1C-8 requires that a copy of the projected budget and justification is to be sent to the county commission, board of education, and all municipalities in the county. The PVC has directed the Property Tax Division to provide each entity with a copy of their assessor's proposed budget and justification. Neither the Property Tax Division nor the State Auditor's Office has reviewed the enclosed budget request. The levying body may present written evidence showing that a lesser amount than the amount requested by the assessor would be adequate. Written evidence to this effect should be submitted to the Property Tax Division on or before January 15, 2019. This information may be faxed to our office at 304-558-1843.

The PVC will meet after January 15, 2019 (date not yet determined) to review the Proposed Budget Document. Prior to February 1, 2019, the PVC must approve a percent that the assessor will receive from your property tax levies for the upcoming fiscal year.

After the PVC has approved a percent for each county assessor, the percent will be certified to the State Auditor's Office. Each county sheriff and levying body will be notified of the amount due from his or her property tax levies for the 2019-2020 Fiscal Year. The percent so certified should be used to calculate the property tax levy rate and to complete the levy page of the entity's budget.

If you have any questions or need clarification regarding the enclosed budget request, you may contact your county assessor or me at 304-558-0792.

Sincerely,

Jeff Amburgey, Chairman  
Property Valuation Training and Procedures Commission

JA/aj  
Enclosure

25

PROPERTY VALUATION TRAINING  
AND PROCEDURES COMMISSION

Pursuant to West Virginia Code § 11-1C-8 (b)

Budget Documentation in Support  
of Request for Valuation Funds

PROPOSED VALUATION FUND BUDGET

Upshur COUNTY, WEST VIRGINIA

Fiscal Year 2019 - 2020

SUMMARY OF CONTENTS

Declaration of Need - Submission Page.....Page 1

Projected Revenue - Valuation Fund.....Page 2

Projected Expenditure Schedule - Valuation Fund.....Pages 3 - 6

Summary.....Page 7

Justification.....Pages 8 - 9

Staffing / Funding.....Pages 10 - 11

RECEIVED

DEC 12 2018

State Tax Department  
Property Tax Division





## DECLARATION OF NEED

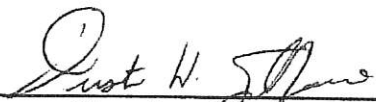
### SUBMISSION PAGE

I, Dustin W. Zickefoose Assessor of Upshur County,  
West Virginia, hereby declare that my valuation fund needs for the Fiscal Year 2019 - 2020  
will be 2.00% (enter percent) of the total proceeds from the regular levies of the county  
commission, county school board, and municipalities within the county.

This document and the attached written justification represents my projected expenditure  
budget for my valuation fund for the ensuing fiscal year as required to be submitted no later  
than December 15 each year by Section 8(b), Article 1C, Chapter 11 of the West Virginia  
Code. The following represents the number of real estate accounts and personal property  
accounts within Upshur County.

<u>Real Property</u>	<u>Personal Property</u>	<u>Grand Total</u>
Total Accounts: <u>31,551</u> (Real Property)	Total Accounts: <u>10,339</u> (Per. Property)	Accounts: <u>41,890</u> (Real & Per. Property)

Respectfully Submitted:

  
Signature of Assessor

12/12/18  
Date

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Upshur  
COUNTY

PROJECTED REVENUE - VALUATION FUND  
FISCAL YEAR 2019 - 2020

I. FUND BALANCES PROJECTED TO BE CARRIED FORWARD ON JULY 1 OF THE FISCAL

A. PROJECTED FUND BALANCE AS OF July 1, 2019

(299)	Checking Account Balance June 30, 2019	<u>\$125,000</u>
(299)	Money Market Account	<u>\$0</u>
(299)	Certificates of Deposit	<u>\$0</u>

B. OTHER AMOUNTS OWED VALUATION FUND

(331)	Projected County Clerk's Earnings July 1, 2019 to June 30, 2020	<u>\$6,000</u>
(336)	Projected Map Sales Revenue July 1, 2019 to June 30, 2020	<u>\$1,000</u>
(365)	Projected Interest Earned July 1, 2019 to June 30, 2020	<u>\$0</u>

SUBTOTAL: PROJECTED FUND BALANCE AND OTHER REVENUES	<u>\$132,000</u>
---	------------------

II. PROJECTED PROCEEDS FROM THE REGULAR LEVY

	PROJECTED TAX PROCEEDS FY 2019 - 2020	PERCENT* OF LEVY REQUESTED: <u>2.00%</u> (PERCENT)
(380) COUNTY COMMISSION	<u>\$4,658,200</u>	<u>\$93,164</u>
(380) SCHOOL BOARD	<u>\$6,386,750</u>	<u>\$127,735</u>
(380) COUNTY MUNICIPALITIES	<u>\$845,150</u>	<u>\$16,903</u>

TOTAL	<u>\$11,890,100</u>
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(380) SUBTOTAL: REVENUE PROJECTED FROM LEVY	<u>\$237,802</u>
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GRAND TOTAL OF REVENUES "I" & "II"	<u>\$369,802</u>
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\* Percent of levy requested may not exceed two percent (2%).

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND  
FISCAL YEAR 2019 - 2020

Object No.	No. of Employees	Personal Services	Valuation Fund	
		Personnel - Salaries & Wages	Projected FY19-20	Budgeted FY18-19
(103)	1	Chief Deputy @	\$15,163	\$41,600
(103)	1	Appraisers @	\$39,520	\$37,440
(103)	1	Mappers @	\$34,230	\$33,280
(103)		Field/Data Asst. @	\$0	\$0
(103)	3	Office Staff @	\$31,366	\$5,000
(103)		Computer Clerks @	\$0	\$0
(103)		Other (Describe): @	\$0	\$0
		@		
		@		
(103)	SUBTOTAL		\$120,279	\$117,320
BENEFITS				
(104)	FICA		\$7,711	\$8,500
(105)	GROUP INSURANCE		\$46,172	\$37,595
(106)	RETIREMENT		\$12,387	\$15,251
(108)	OVERTIME		\$4,200	\$3,600
(109)	EXTRA HELP		\$0	\$0
	OTHER: (DESCRIBE AND INDICATE OBJECT NO.)		\$0	\$0

SUBTOTAL: PERSONAL SERVICES

\$190,749\$182,266



Upshur  
COUNTY

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND (cont.)  
FISCAL YEAR 2019 - 2020

Object No.	Contractual Services	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(211)	TELEPHONE	\$2,400	\$3,000
(212)	PRINTING (INCLUDING COMPUTER RUNS) DESCRIBE:		
		\$3,000	\$1,000
(213)	UTILITIES	\$0	\$0
(214)	TRAVEL EXPENSES	\$3,000	\$3,000
(216)	MAINTENANCE & REPAIR - EQUIPMENT	\$2,500	\$3,000
(217)	MAINTENANCE & REPAIR - AUTO & TRUCKS	\$3,000	\$2,000
(218)	POSTAGE	\$0	\$0
(219)	BUILDING/EQUIPMENT RENTS	\$0	\$0
(220)	ADVERTISING/LEGAL PUBLICATIONS	\$3,000	\$600
(221)	TRAINING AND EDUCATION	\$6,000	\$6,000
(222)	DUES AND SUBSCRIPTIONS	\$3,000	\$3,000
(223)	PROFESSIONAL SERVICES	\$10,000	\$2,000
(224)	AUDIT COSTS	\$0	\$0
(226)	INSURANCE AND BONDS (INCLUDING WORKERS COMPENSATION AND UNEMPLOYMENT COMPENSATION)	\$20,000	\$17,000
(230)	CONTRACTED SERVICES	\$35,000	\$20,000
	OTHER: (DESCRIBE AND INDICATE OBJECT NO.)		

SUBTOTAL: CONTRACTUAL SERVICES

\$90,900

\$60,600





Upshur  
COUNTY

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND (cont.)  
FISCAL YEAR 2019 - 2020

Object No.	Commodities	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(341)	MAPPING AND APPRAISAL SUPPLIES/MATERIALS	\$6,000	\$6,000
(343)	AUTOMOBILE SUPPLIES	\$1,000	\$8,000
(345)	UNIFORMS	\$500	\$0
(353)	COMPUTER SOFTWARE	\$3,000	\$2,000

**SUBTOTAL: COMMODITIES** \$10,500 \$16,000

Object No.	Capital Outlay	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(459)	EQUIPMENT FOR PURCHASE THIS FISCAL YEAR (2019-20) DESCRIBE: 2 Computers, 4 Monitors, 2 LED Screens	\$10,000	\$20,000
	MONIES SET ASIDE FOR CAPITAL PURCHASE OF EQUIPMENT IN FUTURE YEARS (DESCRIBE) FOR PURCHASE OF: This money is being set aside to purchase office furniture, and interior remodel. Some additional funds are being set aside for		
	TOTAL PROJECT COST \$ 60,000		
(459)	AMOUNT TO BE SET ASIDE FY2019-20	\$25,000	\$24,653
(459)	AMOUNT SET ASIDE IN PAST YEARS	\$24,653	

**SUBTOTAL: CAPITAL OUTLAY** \$59,653 \$44,653

Object No.	Contingencies	Valuation Fund	
		Projected FY19-20	Budgeted FY18-19
(699)			
	THE PROPERTY VALUATION TRAINING AND PROCEDURES COMMISSION HAS APPROVED AN AMOUNT, IF NECESSARY, OF UP TO 3% OF YOUR TOTAL EXPENDITURE BUDGET	\$10,000	\$9,107

**SUBTOTAL: RESERVED FOR CONTINGENCIES** \$10,000 \$9,107

Upshur  
COUNTY

PROJECTED EXPENDITURE SCHEDULE - VALUATION FUND (cont.)

FISCAL YEAR 2019 - 2020

Object No.		Valuation Fund	
		Projected FY 19-20	Budgeted FY 18-19
	ASSESSOR CAPITAL PROJECTS		
(966)	GIS CAPITAL PROJECT	\$8,000	\$8,000
(977)	OTHER CAPITAL PROJECTS		
	PLEASE DESCRIBE:		
1	\$ 8,000 Additional Aerials of ACP Pipeline Project to be flown in 2020		
2	\$ for		
3	\$ for		

**SUBTOTAL: CAPITAL PROJECTS**

\$8,000

\$8,000

Upshur  
COUNTY

### SUMMARY

#### SUMMARY OF PROJECTED EXPENDITURES

(101 - 110)	PERSONAL SERVICES (SUBTOTAL PAGE 3)	<u>\$190,749</u>
(211 - 240)	CONTRACTUAL SERVICES (SUBTOTAL PAGE 4)	<u>\$90,900</u>
(341 - 353)	COMMODITIES (SUBTOTAL PAGE 5)	<u>\$10,500</u>
(459)	CAPITAL OUTLAY (SUBTOTAL PAGE 5)	<u>\$59,653</u>
(699)	CONTINGENCIES (SUBTOTAL PAGE 5)	<u>\$10,000</u>
(966 - 977)	CAPITAL PROJECTS (SUBTOTAL PAGE 6)	<u>\$8,000</u>

GRAND TOTAL: TOTAL OF PROJECTED EXPENDITURES TO BE  
MADE FROM VALUATION FUND FOR THE ENSUING FISCAL YEAR  
2019 - 2020

\$369,802

NOTE: PROJECTED REVENUES (PAGE 2) AND EXPENDITURES MUST BALANCE

\_\_\_\_\_ APPROVED \_\_\_\_\_% \_\_\_\_\_ APPROVED WITH ADJUSTMENTS \_\_\_\_\_%

\_\_\_\_\_  
SIGNATURE

PROPERTY VALUATION TRAINING  
AND PROCEDURES COMMISSION

\_\_\_\_\_  
DATE



JUSTIFICATION

The following information **MUST** be included in your justification:

1. A detailed explanation justifying your need for the percent requested.
2. A detailed explanation of your carryover from last year (if any).

The funds requested are for data collection and reappraisal of all residential and commercial properties for the 2019-2020 tax year. We will collect data in 2 districts (Buckhannon & Washington) as well as new construction and building permit inspection in the remaining 5 districts. I will be using these funds for salaries, insurance, contractual services, M&R of equipment as well as vehicle maintenance. I have a contract with Global Science for multiple applications. I also have contracts with ESRI, Blue Mountain (aerials), and Atlas Geographical Database for mapping purposes. Professional services include Jerry Knight Consulting. I plan on purchasing 2 new PC's along with 4 monitors. I will also be purchasing 2 LED screens for public kiosks in our map room. As in the past, I will work with Upshur County Commission and E911 to purchase new aerial imagery. Amount to be set aside for FY2019-2020 of \$25,000 is to purchase office furniture, and interior remodel. Some of the funds being set aside are for potential IAS World conversion. The local contribution for IAS World, if any, is still unknown at this point. If additional information is needed, please contact me @ 304-472-4650 or [dwzickefoose@upshurcounty.org](mailto:dwzickefoose@upshurcounty.org)



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Upshur  
COUNTY

**JUSTIFICATION (cont.)**

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**Employees Paid Solely From General Fund**

Employee Name:

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**Employees Paid Solely From Valuation Fund (provide total annual salary)**

Employee Name and Annual Salary:

Hugh McGee     \$39,520

Michael Burgess     \$34,320

Amy Farnsworth     \$26,000

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Employee Name and Annual Salary:

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Percentage of salary paid  
from the valuation fund  
(% only - not salary figure)

Page 11



Trustees Room, 3<sup>rd</sup> Floor Martin Religious Center, Wesley Chapel  
West Virginia Wesleyan College

*The Buckhannon River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannon River Watershed and promoting our West Virginia river heritage through public awareness.*

**Meeting Time/Date – Thursday, January 3, 2019 1800 hrs.**

**Present:**

Start time:                      hrs.                      Quorum present (at least  $\geq 4$ )?

**Guests:**

- December 6, 2018 Board meeting review -

### Reports:

- BRWA Administrator's Report:
- Treasurer's Report:
- Membership Report:
- Facebook & Web site Report:

### Old Business:

- Outreach brochures -
- Sampling results -
- Bull Run – tour outcome -
- Marsh McBirney instrument –
- Stream Partners grant – extension request

### New Business:

- Sampling dates –
- Maple Syrup Festival, March 16 & 17 -

**Adjourn to** Buckhannon River Project Team meeting @ 1900 hrs.

**Next BRWA Board of Directors Meeting:** Thursday, February 7, 2019, 1800 hrs.,  
West Virginia Wesleyan College





**City Council of Buckhannon – 7:00 pm in Council Chambers**  
**Meeting Agenda for Thursday, January 3, 2019**

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**A. Call to Order**

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings
- A.4 State of the City address

**B. Recognized Guests**

- B.1 Cemantha Woody – Woody's Bowling Center

**C. Department & Board Reports**

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Fire Chief-JB Kimble
- C.5 City Attorney- Tom O'Neill-

**D. Correspondence & Information**

- D.1 Revised 2019 City Holiday Schedule
- D.2 Mayor's thank you to Weyerhaeuser - SYCC Capital Campaign Gift

**E. Consent Agenda**

- E.1 Approval of Minutes-Regular meeting 12/20/18
- 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 Recommendation from FCSC to update Rules & Regs-Rank Structure & Job Description
- F.2 Update Sales Tax Ordinance Home Rule Board & State Tax Department
- F.3 First Reading Ordinance No. 434- City of Buckhannon Nondiscrimination Ordinance

**G. Comments and Announcements**

- G.1 Mary Albaugh
- G.2 Pamela Cuppari
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Colin Reger

**H. Mayor's Comments and Announcements**

**I. Adjournment**

Next City Council Meeting Date Thursday, January 17 , 2019

Posted 12/28/18

**THE ELKINS ROAD PUBLIC SERVICE  
DISTRICT WILL HOLD ITS REGULAR  
MONTHLY MEETING ON TUESDAY,  
JANUARY 8, 2019 @ 5:30 P.M.**

**ANYONE WISHING TO ADDRESS THE BOARD SHOULD REQUEST TO BE PUT ON THE AGENDA BY FRIDAY, JANUARY 4, 2019  
FOR ADDITIONAL INFORMATION, PLEASE CALL 304-472-3008 MONDAY THRU FRIDAY 9-1.**



**BOARD OF HEALTH MEETING AGENDA  
JANUARY 10, 2019  
6:00PM**

- 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. Election of Board Officers For 2019
- D. Consent Agenda
  - D.1 Approval of November 01, 2018 Minutes
- E. Departmental Reports
  - E.1 Environmental - Chris Garrett, RS
  - E.2 Nurse Director – Sue McKisic, RN
  - E.3 Medical Director – Dr. Joseph Reed
  - E.4 Threat Preparedness Report – Patty Thrasher
  - E.5 Administrators Report – Sue McKisic, RN
- F. Harm Reduction Program – Sue McKisic, RN
- G. Correspondence & Information
- H. Financial Report – Melinda Law
- I. Strategic Issues for Discussion and / or vote
  - I.1 Approval of Audits for FY 17, FY 18, and FY 19 to Perry & Associates, CPA.
  - I.2 Transfer some funds from Money Market Account to CD's or State Investment Pool
  - I.3 Adoption of BOH By-Law Revisions
  - I.4 Adoption of BOH Policy Revisions
- J. Board Member Comments and Announcements
  - J.1 Larry Carpenter
  - J.2 Kessa Thorpe
  - J.3 Teresa Kee
  - J.4 Amy Queen
- K. Board Chairman Comments and Announcements
- L. Adjournment

POSTED: 12/21/2018

**Adrian Public Service District**

November 08, 2018

**Monthly Board Meeting**



Present from Adrian PSD were: Paul Spencer, Don Killingsworth, Kelly Arnold, Eric Brunn, Lindsey Woody and Nina Monroe. There were no visitors.

All motions are unanimous unless otherwise noted.

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

Minutes of the October 11, 2018 meeting were read. Motion to accept as read was made by Don, second by Kelly.

Invoices were presented – Motion to pay was made by Don, second by Kelly.

**Old Business**

- Phase VII –
  1. Nina presented requisition number 12. Motion to approve was made by Don, second by Kelly and signed by Paul. Nina will send all copies to Joe Crickenberger for approval and signature.
  2. We have received most of the radio read meters, the remaining meters will ship on November 20<sup>th</sup>.
  3. Joe Crickenberger sent an email showing total of funds available in the Phase VII grant. The total is \$1,823.29. We need to let him know what we want to spend it on.
- Phase VIII/Pickens –

We received a letter from the Randolph County Commission stating their commitment of \$25,000 to the project.

**New Business**

1. There is PSC Board member training in Bridgeport on April 12 – 14. Kelly will register and attend.
2. The City of Buckhannon charges \$8.25 per meter for meter testing. We will begin testing meters which are due as soon as possible.
3. Trey, Nina, Lindsey and Board members will meet with Jay Hollen and others at the City Hall on Wednesday the 14<sup>th</sup> at 1:30 PM, to discuss their *Water Distribution System Upgrade*.

**Maintenance – Eric**


- Repaired 6” main break on Abbott Rd – 2” valve leak on Abbott Rd – 2” main break on Bragg Rd – 2 service line leaks in Hinkleville
- Installed four (4) new taps
- Repaired Bud St
- Installing Radio Read meters
- Refurbishing mainline valves for re use
- Inquired about traffic control lights – Prices ranged from \$5,400 to \$8,000


**Office – Nina**

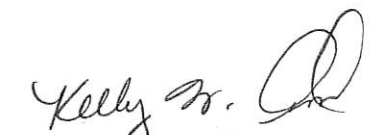
Business as usual

The meeting adjourned at 11:00. Next regular meeting will be December 13, 2018.

Board of Directors

  
Paul A. Spencer, Chairman

  
Don B. Killingsworth, Vice Chairman

  
Kelly W. Arnold, Sec., Treas.



Adrian Public Service District

November 14, 2018

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Meeting with City of Buckhannon

Present from Adrian PSD were: Paul Spencer, Kelly Arnold, Trey Hornor, Elijah Meyer and Nina Monroe. Don Killingsworth and Lindsey Woody were unable to attend. Present from Buckhannon were: Jay Hollen and Kelly Arnold. Jerry Arnold was unable to attend.

The meeting took place at Buckhannon City Council Chamber at 1:30 PM.

The purpose of the meeting was to discuss the **Water Distribution System Upgrade**. The pump station at Stoney Run was designed to run eight hours per day. They are currently running fourteen hours and upward.


Jay Hollen showed a large drawing of the proposed Distribution Line beginning at the Stony Run pump station and ending at our master meter. Jay agreed with Trey that this will be just a service line and will not include hydrants, meters and line connections other than the connections at the pump station, the tank and the metering point.

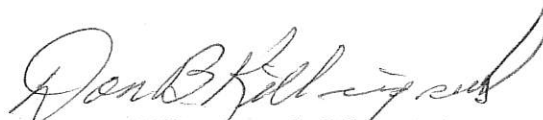
If in future the City wishes to utilize the line for their customers or to install hydrants, they will do so at their expense.

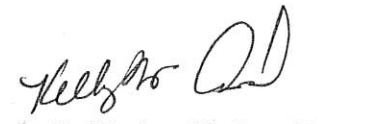
The city of Buckhannon is planning to upgrade the pump station, which will serve this line, to 11,050 gpm. Placing the new pumps into service will have to be in conjunction with construction of the new line because the current line will not withstand the pressure.

Trey and Eli will design the line to be added in to the Adrian PSD funding Application. If the Adrian PSD Board is agreeable to the addition, we will meet with the City of Buckhannon Water Board to revise the *Water Purchase Agreement*.

Board of Directors

  
Paul A. Spencer, Chairman

  
Don B. Killingsworth, Vice Chairman

  
Kelly W. Arnold, Sec., Treas.

