

Upshur County Commission Meeting Agenda

11

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 24, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 17, 2019
- 9:05 a.m. Samantha Atchinson, Vice President of the Animal Outreach Project – Request for use of spay/neuter funds to supplement project initiatives
- 9:15 a.m. Jodie Akers, Director of Student Services for Upshur County Board of Education – Discuss Justice Assistance Grant (JAG) award in the amount of \$15,000 to support the position of a Prevention Resource Officer at Buckhannon-Upshur Middle School Page 4
- 9:30 a.m. Josh Calderon, OpenGov Account Executive -- Provide a comprehensive overview of the OpenGov platform and county checkbook demonstration
- 10:00 a.m. April Pierson-Keating on behalf of Mountain Lakes Preservation Alliance- Provide a statement regarding the letter of support previously approved on January 17, 2019 for the continued construction and completion of the Atlantic Coast Pipeline
- 2:00 p.m. Linda Heckman, EBSO and Joe Stanton, Thornburg Insurance Agency – Review of EBSO Health Insurance Plan at the Upshur County Administrative Annex
Item may lead to Executive Session per WV Code §6-9A-4(6)

Items for Discussion / Action / Approval:

1. Approval for Samuel R. Nolte, Commission President, to sign the Contract Agreement, Standard Conditions, Certifications and Resolution for the Justice Assistance Grant (JAG) in the amount of \$15,000.* Page 5-10
2. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution to the Corridor H Authority during fiscal year 2019.* Page 11-12
3. Approval and signature of the Federal Financial Report Standard Form 425 per the U.S. EPA Brownfields Assessment and Cleanup Cooperative Agreement.* Page 13-14
4. Correspondence from Richard Harlow, President of the Upshur County Firefighter's Association, expressing an interest to serve on the Upshur County Fire Board upon Joe Malcolm's term expiration on June 30, 2019. Upon approval, Mr. Harlow's term will commence on July 1, 2019 and expire on June 30, 2022.* Page 15
5. 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



For Your Information:

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

1. Correspondence from Jeff Amburgey, Director of the Property Tax Division, State of WV Department of Revenue State Tax Department, providing a budget amount estimate in the sum of \$34,137 to assist in the task of preparing a FY 2019-2020 budget for the Statewide Computer Network, Account 408. Page 16
2. Correspondence from Wolf Run Mining LLC enclosing the legal advertisement for Wolf Run Mining LLC, Permit No. U-2002-01, in compliance with the surface mining laws of WV. Page 17-19
3. Healthiestyou summary of savings year to date and annualized utilization – December 2018 Page 20
4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – December 2018 Page 21
5. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - b. Agendas and/or Notice of Meetings:
 - Upshur County Public Library January 24, 2019 Page 22
 - c. Meeting Minutes:
 - Adrian PSD December 13, 2018 Page 23-24
 - Upshur County Fire Board December 18, 2018 Page 25
 - d. Meetings:
 - 02/05/19 5:30 p.m. Elkins Road PSD
 - 02/05/19 4:00 p.m. Hodgesville PSD
 - 02/07/19 7:00 p.m. Banks District VFD
 - 02/07/19 7:00 p.m. Selbyville VFD
 - 02/11/19 12:00 p.m. Upshur County Family Resource Network
 - 02/11/19 4:30 p.m. Upshur County Solid Waste Authority
 - 02/11/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
 - 03/04/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
 - 02/05/19 7:30 p.m. Adrian VFD
 - TBD 6:00 p.m. Buckhannon-Upshur Board of Health
 - 01/16/19 7:00 a.m. Upshur County Development Authority – Full Board
 - 02/13/19 12:00 p.m. Upshur County Senior Center Board
 - 02/14/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
 - 01/16/19 6:00 p.m. Upshur County Citizens Corp – CERT
 - 02/13/19 7:00 p.m. Warren District VFD
 - 02/14/19 10:00 a.m. Adrian PSD
 - 02/13/19 3:00 p.m. Tennerton PSD
 - 02/14/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
 - 02/14/19 7:30 p.m. Buckhannon VFD

- 02/14/19 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
- 01/24/19 4:00 p.m. Upshur County Public Library Board
- 02/19/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
Tygart Valley Conserv. District Office in Philippi
- 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
- 02/13/19 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
- 02/13/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 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
- 03/15/19 11:00 a.m. Region VI Local Elected Officials – Lewis County

6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee

Tabled Items

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

1. Bid award -- Soil Remediation Services for the Upshur County Youth Camp Brownfields Cleanup Project.*

Next Regular Meeting of the Upshur County Commission

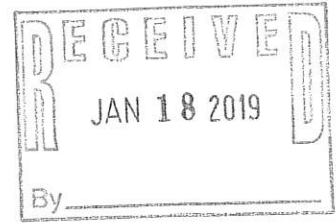
January 31, 2019 --- 9:00 a.m.

Upshur County Courthouse Annex

The County Commission will begin Canvassing for the January 19th Special School Levy Election on Friday, January 25, 2019 starting at 9:00 a.m. in the County Clerk area



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Jim Justice
Governor of West Virginia

January 14, 2019

The Honorable Samuel Nolte
President
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201

Dear Commissioner Nolte:

I am pleased to inform you that I have approved a Justice Assistance Grant (JAG) award to the Upshur County Commission in the amount of \$15,000. The funds awarded under this grant will be utilized to support the position of a Prevention Resource Officer.

Please let me know if our Division of Justice and Community Services' staff or I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Justice".

Jim Justice
Governor

JJ/amw

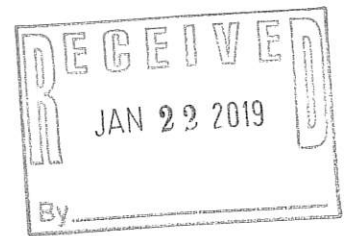
c: Ms. Jodie Akers



Department of Military Affairs & Public Safety

January 16, 2019

The Honorable Samuel Nolte
President
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201



Re: Approved Funding – \$15,000.00
Upshur County Commission
Project Number: 18-JAG-39

Dear Commissioner Nolte:

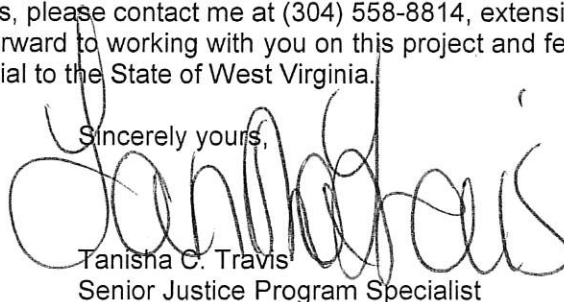
Congratulations on your recent award for a Justice Assistance Grant (JAG) award. Enclosed you will find:

- Contract
- Sample Resolution
- Standard Conditions and Assurance
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement
- EEOP Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Justice and Community Services

To formalize your acceptance of this grant award, please sign the contract, certifications and affect a resolution (if necessary) and return all **originals** to this office by **Friday, February 1, 2019**.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304) 558-8814, extension 53331, or via email at Tanisha.C.Travis@wv.gov. I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,



Tanisha C. Travis
Senior Justice Program Specialist

TCT/amw

c: Ms. Jodie Akers (*all enclosures*)
Grant File (*all enclosures*)

Enclosures



13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
 - a. Division of Justice and Community Services
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323
 - b. **Grantee Mailing Address:**

**Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201**
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

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

**Samuel Nolte, President
Upshur County Commission**

**Joseph C. Thornton, Director
Division of Justice and Community Services**

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RESOLUTION

The Commission of **Upshur County** met on _____ (date) with a quorum present and passed the following resolution.

Be it resolved that the Commission of **Upshur County** hereby authorizes **Samuel Nolte, President** of the **Upshur County Commission**, to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Justice Assistance Grant program.

Signed: _____

County Clerk

40. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

41. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

Please reference West Virginia Code § 29-6-20 for state restricted activities.

42. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

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

Authorized Official:

Title:

Signature:

Date:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name:		DUNS Number:
Address:		
Grant Title:	Grant Number:	Award Amount:
Name and Title of Contact Person:		
Telephone Number:	E-Mail Address:	

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Recipient has less than fifty employees. | <input type="checkbox"/> Recipient is an Indian tribe. | <input type="checkbox"/> Recipient is a medical institution. |
| <input type="checkbox"/> Recipient is a nonprofit organization. | <input type="checkbox"/> Recipient is an educational institution. | <input type="checkbox"/> Recipient is receiving an award less than \$25,000. |

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

Print or Type Name and Title

Signature

Date

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

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

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

[organization],

[address].

Print or Type Name and Title

Signature

Date

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

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

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

Print or Type Name and Title

Signature

Date



ROBERT C. BYRD CORRIDOR H HIGHWAY AUTHORITY

July 23, 2018

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



Re: FY 2019 Funding Request

Dear County Commissioners:

On behalf of the Robert C. Byrd Corridor H Highway Authority I kindly request that the Upshur County Commission consider making a financial contribution to the Corridor H Authority during FY 2019.

As you may recall, the annual appropriation given to the Corridor H Authority for our operations ceased during FY 2017 and has not been restored to date. This same cut was made to all of the highway authorities across the state. The ongoing state budget concerns were given as the reason for the cut in funding. Through the generous support of the counties along the Corridor H route, the Authority has continued doing the important work we are charged by code to do.

The authority has a lot of important work ahead of us, including, but not limited to the following:

- Continued advocacy for the prioritization and completion of Corridor H to state and federal officials
- Continued promotion of the use/importance of Corridor H to a variety of groups/organizations

The Corridor H Authority has been very successful over the past several years working with both the private and public sector to support the completion of Corridor H. However, without the proper funding, these efforts are much more difficult to continue. We are requesting a contribution of \$5,000 from each county along Corridor H to support our goals and objectives during FY 2019.

We appreciate all of the support Upshur County has given the Corridor H Authority over the years. We know you share our desire to see this important piece of economic development infrastructure completed as quickly as possible. In order to achieve this goal it will take a team effort from everyone. I trust we can count on your support of the Corridor H Authority.

If you have any questions or need additional information, please do not hesitate to contact me.

Respectfully Submitted,



Robert L. Morris, Jr.
Chairman



Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 01/31/2019

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1. Federal Agency and Organizational Element to Which Report is Submitted <div style="border: 1px solid black; padding: 2px; min-height: 20px;">US EPA Region 3</div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; min-height: 20px;">96354301</div>	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">Upshur County Commission</div> Street1: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">91 West Main Street, Suite 101</div> Street2: <div style="border: 1px solid black; padding: 2px; min-height: 20px;"></div> City: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">Buckhannon</div> County: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">Upshur</div> State: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">WV: West Virginia</div> Province: <div style="border: 1px solid black; padding: 2px; min-height: 20px;"></div> Country: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">USA: UNITED STATES</div> ZIP / Postal Code: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">26201-2267</div>			
4a. DUNS Number <div style="border: 1px solid black; padding: 2px; min-height: 20px;">028608099</div>	4b. EIN <div style="border: 1px solid black; padding: 2px; min-height: 20px;">55-6000406</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; min-height: 20px;">BF96354301</div>	
6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">09/01/2017</div> To: <div style="border: 1px solid black; padding: 2px; min-height: 20px;">09/30/2020</div>	9. Reporting Period End Date <div style="border: 1px solid black; padding: 2px; min-height: 20px;">12/31/2018</div>
10. Transactions <i>(Use lines a-c for single or multiple grant reporting)</i> Federal Cash (To report multiple grants, also use FFR attachment): a. Cash Receipts <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">8,517.10</div> b. Cash Disbursements <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">8,517.10</div> c. Cash on Hand (line a minus b) <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">0.00</div> <i>(Use lines d-o for single grant reporting)</i> Federal Expenditures and Unobligated Balance: d. Total Federal funds authorized <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">200,000.00</div> e. Federal share of expenditures <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">40,246.76</div> f. Federal share of unliquidated obligations <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">0.00</div> g. Total Federal share (sum of lines e and f) <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">40,246.76</div> h. Unobligated balance of Federal Funds (line d minus g) <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">159,753.24</div> Recipient Share: i. Total recipient share required <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">40,097.00</div> j. Recipient share of expenditures <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">16,029.27</div> k. Remaining recipient share to be provided (line i minus j) <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">24,067.73</div> Program Income: l. Total Federal program income earned <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">0.00</div> m. Program Income expended in accordance with the deduction alternative <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">0.00</div> n. Program Income expended in accordance with the addition alternative <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">0.00</div> o. Unexpended program income (line l minus line m or line n) <div style="float: right; border: 1px solid black; padding: 2px; min-width: 100px;">0.00</div>			Cumulative

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Totals:				<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official	
Prefix: <input type="text" value="Mr."/>	First Name: <input type="text" value="Samuel"/> Middle Name: <input type="text" value="R."/>
Last Name: <input type="text" value="Nolte"/>	Suffix: <input type="text"/>
Title: <input type="text" value="Upshur County Commission President"/>	
b. Signature of Authorized Certifying Official	c. Telephone (Area code, number and extension)
<input type="text"/>	<input type="text" value="304-472-0535"/>
d. Email Address	e. Date Report Submitted
<input type="text" value="srnolte@upshurcounty.org"/>	<input type="text" value="01/24/2019"/>
14. Agency use only:	
<input type="text"/>	

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

Date: 01/17/2019

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

Commissioners:

This letter serves as my official interest in your vacant appointment to the Upshur County Fire Board, Inc.

Related information as to why you should be considered.

29 years in the fire service

Current Fire Chief @ Adrian VFD

President of Upshur County Firefighter's association 2016-Present

If you should have any questions, please feel free to contact me.

Sincerely, *R. Harlow*

Name: Richard Harlow

Address:

Buckhannon, WV 26201

Phone:

email: richard.harlow@oilstates.com

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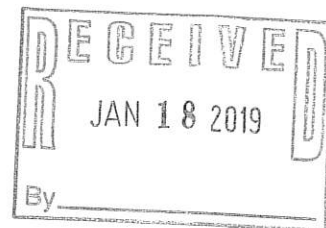


Dave Hardy
Secretary of Revenue

STATE TAX DEPARTMENT

Dale W. Steager
State Tax Commissioner

January 16, 2019



Honorable Members of the
Upshur County Commission
Upshur County Courthouse
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201

Dear Commissioners:

The following budget amount estimate is provided to assist you in your task of preparing a FY2019-2020 budget for the Statewide Computer Network, Account #408.

Upshur County	\$34,137
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You should consult with your county assessor to determine if he or she plans a higher level than usual of data processing activity for the coming year. If a higher level of activity is anticipated, you should revise the above figure upward to account for that activity. Our staff can help you to determine an appropriate dollar amount for such a revision.

As always, you can be assured that the staff of our Property Tax Division will continue to do all in its power to ensure that costs concerning the administration of the network are held to a minimum. Our efforts during the upcoming fiscal year will be focused on ensuring that actual costs come under budget amounts as much as possible.

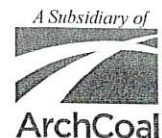
Should you have questions regarding this information, please feel free to contact Kris Pinkerman at 304-558-8507.

Sincerely,

Jeff Amburgey
Director
Property Tax Division

JA/kpj
cc: Assessor of Upshur County

WOLF RUN MINING LLC
100 TYGART DRIVE • GRAFTON, WV • (304) 265-9700

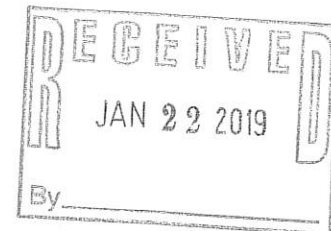


17

January 17, 2019

CERTIFIED MAIL No. 7017 1450 0000 0193 9742
Return Receipt Requested

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




To Whom it May Concern:

In compliance with the surface mining laws of West Virginia, enclosed please find a copy of a Legal Advertisement for Wolf Run Mining LLC, Permit No. U-2002-01 to be placed in the local newspaper in conjunction with applying to the West Virginia Department of Environmental Protection for a Phase 1 release. This site is located in Washington District of Upshur County, 6.5 miles southeast of Buckhannon and discharges into Grassy Run of the Buckhannon River of the Tygart Valley River of the Monongahela River.

Current laws and regulations require that local agencies be notified of this release.

Wolf Run Mining LLC

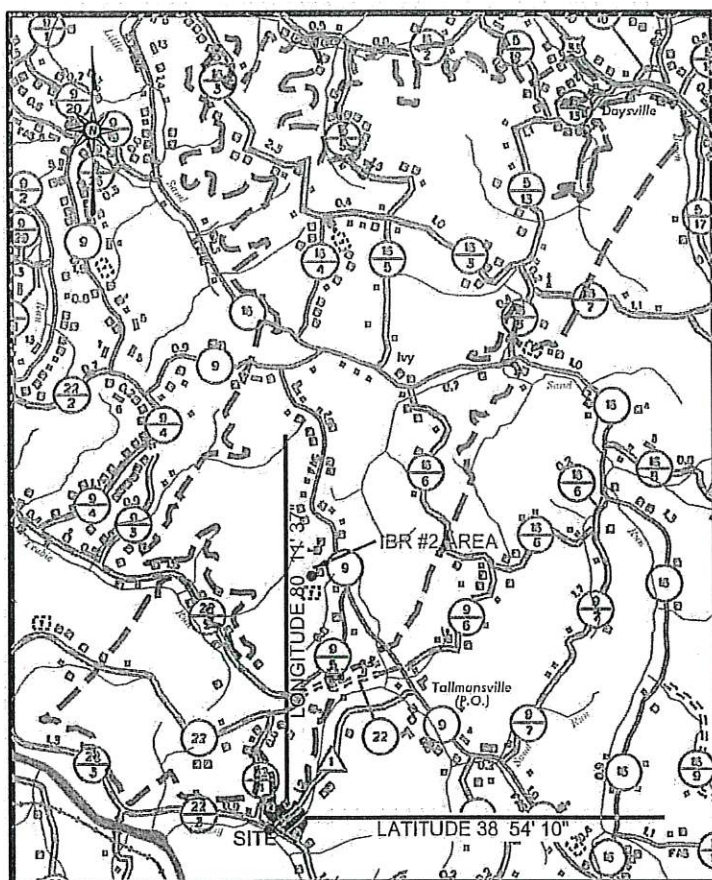
(13)

	Applicant: WOLF RUN MINING LLC	Type: Phase 1 Release
	Reference ID: U-2002-01 (Imperial) Phase 1	Permit ID: U200201
	Release (12/18/2018)	Printed: Jan. 10, 2019
	Status: New	1:58 PM

Advertisement

INSTRUCTIONS	
<p>This advertisement is for an application for a release of an Article 3 permit.</p> <p>Initial Date of Publication: <u>Wednesday January 23, 2019</u> 10</p>	<p>Ad will be published once a week for four successive weeks with six full days between publication. <i>Advertisement must include a location map.</i></p> <p>Final Date of Publication: <u>February 13, 2019</u> 10</p>

ADVERTISEMENT	
<p>Notice is hereby given that</p> <p>WOLF RUN MINING LLC, 100 TYGART DR, GRAFTON, WV 26354 has submitted an application with the Department of Environmental Protection (DEP), 47 School Street, Suite 301, Philippi, WV, 26416-1600 for a Phase <u>1</u> release on Permit Number <u>U200201</u> issued for <u>16.25</u> acres.</p>	
<p>The permit is located in <u>Washington</u> District of <u>Upshur</u> County, <u>6.5</u> miles <u>southeast</u> (Direction) of <u>Buckhannon</u> (Nearest PO) on <u>Grassy Run</u> (Primary Receiving Stream) of <u>Buckhannon River</u> (Secondary Receiving Stream) of <u>Tygart Valley River</u> (Major Drainage Basin).</p>	
<p><u>WOLF RUN MINING LLC</u> completed <u>backfilling and regrading</u> on <u>8/03/2017</u> (Date) and is requesting release of <u>60</u> percent of the reclamation performance bond currently in the amount of \$ <u>\$42,840.00</u>.</p>	
<p>Written comments will be received at the DEP address above until <u>March 15, 2019</u>, or thirty (30) days from date of <u>final publication</u>.</p>	



LOCATION MAP
SCALE: 1" = 1 MILE

Permit U-2002-01 will discharge into
Grassy Run of the Buckhannon River
of the Tygart Valley River
of the Monongahela River.
The site is located 6.5 miles Southeast of Buckhannon, WV in
WASHINGTON DISTRICT, UPSHUR COUNTY, WV

SAVINGS YEAR TO DATE

\$517 Savings Per Episode x Visits YTD

\$16,544

ANNUALIZED UTILIZATION

YTD Visits X 12 / # Months Accrued /
YTD Average Primary Members

83.1%

AVERAGE RESPONSE TIME

11 minutes

	VISITS		MEMBERSHIP		REGISTRATIONS		MEDICAL HISTORY COMPLETIONS	
	Report Period	YTD	Report Period	YTD AVG	Report Period	YTD	Report Period	Since Inception
Primaries	4	22	77	76	1	35	1	23
Dependents	3	10	124	121	3	13	2	10
Eligible Lives	7	32	201	197	4	48	3	33

TOP DIAGNOSES YTD

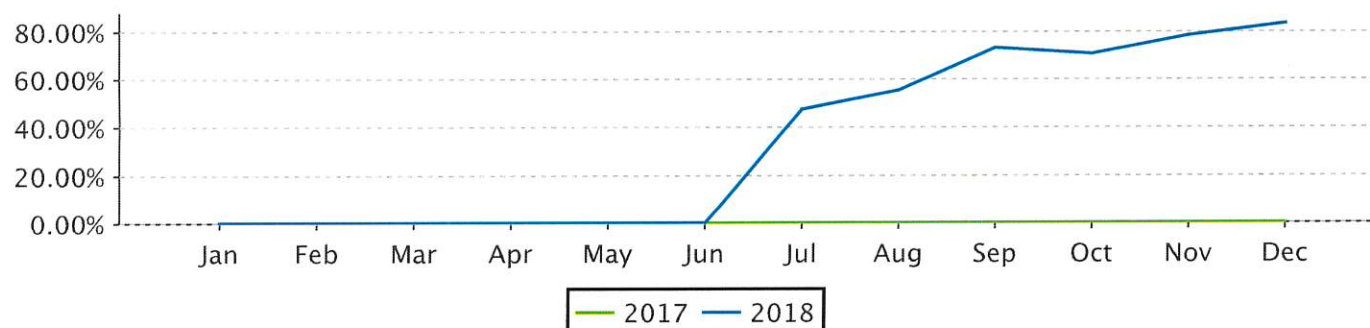
Acute maxillary sinusitis,
Acute pharyngitis, unspecified
Acute upper respiratory infection,
Acute cystitis without hematuria

TOP PRESCRIPTIONS YTD

Augmentin 875 mg-125 mg oral
Tessalon Perles 100 mg oral
Flonase 50 mcg/inh nasal spray
Macrobid macrocrystals-
amoxicillin 500 mg oral capsule

Visits w/Rx	24
% Visits w/Rx	75%
Visits w/out Rx	8
Total Rx YTD	30
Avg Rx/Visit	0.9

ANNUALIZED UTILIZATION TREND



(21)

Adoption Financial Transactions

County:

Date Range:

Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee Ck No	Adopt Fee Col By	Dtax Fee	County	Spay Dep	Board Dep	Amount Returned	Spay Dep Ret By	Spay Dep Ret Ckno	Returned By	County	User	Trans Date	Trans Time
8246	9681	20.00	Cash		JAN		None	50.00						Upshur	JAN	12/03/2018	12:17:35
8259	9682	30.00	Check	1196	JAN		None							Upshur	JAN	12/03/2018	13:42:47
8223	9683	30.00	Other	credit	JAN		None							Upshur	JAN	12/04/2018	07:16:22
7924	9468						None			50.00	Cr/Db Card		PC INVOICE 237729	Upshur	JAN	12/06/2018	12:02:27
8164	9651						None			50.00	Cr/Db Card		PC INVOICE 238024	Upshur	JAN	12/06/2018	12:06:52
8263	9685	15.00	Cash		JAN		None							Upshur	JAN	12/06/2018	12:43:43
8258	9684	20.00	Cash		JAN		None	50.00						Upshur	JAN	12/06/2018	12:46:28
8232	9687	20.00	Cash		RANDY		None	50.00						Upshur	JAN	12/17/2018	12:45:01
8255	9688	30.00	Cash		JAN		None							Upshur	JAN	12/17/2018	12:47:22
8269	9691	10.00	Cash		RANDY		None	50.00						Upshur	JAN	12/17/2018	12:50:34
8268	9690	10.00	Cash		RANDY		None	50.00						Upshur	JAN	12/17/2018	12:52:22
8248	9686	10.00	Check	8439	RANDY		None	50.00						Upshur	JAN	12/17/2018	12:55:17
8274	9695	10.00	Cash		CHRISTY		None	50.00						Upshur	JAN	12/17/2018	12:59:14
8260	9694	20.00	Cash		CHRISTY	3.00	Upshur	50.00						Upshur	JAN	12/17/2018	13:01:22
8198	9693	30.00	Cash		RANDY		None							Upshur	JAN	12/17/2018	13:30:19
8289	9692	20.00	Cash		RANDY		None	50.00						Upshur	JAN	12/17/2018	13:39:00
8290	9689	30.00	Check	1746	RANDY		None							Upshur	JAN	12/17/2018	13:50:01
8291	9699	20.00	Cash		JAN		None	50.00						Upshur	JAN	12/19/2018	11:37:18
8220	9804		Cash		JAN		None		10.00					Upshur	JAN	12/19/2018	14:05:59
8219	9805		Cash		JAN		None		10.00					Upshur	JAN	12/19/2018	14:07:36
8250	9807		Cash		JAN		None		10.00					Upshur	JAN	12/19/2018	14:10:49
8271	9809	15.00	Cr/Db Card		JAN		None							Upshur	JAN	12/21/2018	11:11:30
8292	9810	20.00	Cash		JAN		None	50.00						Upshur	JAN	12/21/2018	12:11:04
8296	9814	30.00	Cash		JAN	3.00	Upshur							Upshur	JAN	12/26/2018	11:55:43
8243	9813	15.00	Cash		JAN		None							Upshur	JAN	12/26/2018	11:56:52
8298	9812		Cash		CHRISTY		None		50.00					Upshur	JAN	12/26/2018	11:58:32
8109	9758						None			50.00			PC INVOICE 287793	Upshur	JAN	12/26/2018	13:29:28
Totals		405.00			Lewis		550.00	80.00	150.00								
					Upshur	6.00											
Total Received										1041.00	150.00	Deposits Returned					
Main Menu																	

Adoption 405.00 > 105 via e-store S/N Returned 150.00
 Lewis S/N 100.00
 Upshur S/N 550.00
 Board/Rescue 80.00

Total = 1135.00
 + 85.00 via e-store
 + 1220.00 checks
 + 350.00
 Total = 1570.00



UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting
Thursday, January 24th, 2019, 4:00 p.m.

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Director's Report – see written report
- V. Unfinished Business
 - a. Personnel manual revisions?
 - i. Clarification of inclement weather policy (after 5:00 p.m. and weekends)
 - ii. Template for policy manual
 - b. Ramp dinner corporate sponsorships
- VI. New Business
 - a. Overdue notices requiring an email
 - i. No paper overdues
 - ii. Due to rising cost of postage
- VII. Friends of the Library
- VIII. Setting date of next Board meeting
- IX. Adjournment

Adrian Public Service District
December 13, 2018

Upshur County
Commission (23)

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 November 08, 2018 meeting were read. Motion to accept as read was made by Don, second by Kelly .
Minutes of the November 13, 2018 meeting with The City of Buckhannon 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 – Motion to approve purchase of a belt clip transmitter was made by Don, second by Kelly.
- Phase VIII/Pickens – The Board reviewed the Revised Project Cost Summary which includes necessary upgrades to the City of Buckhannon Distribution line which serves our Master Meter. Motion to approve was made by Don, second by Kelly.

The Board reviewed the *Third Supplemental Agreement* to our *Water Purchase Agreement* with the City of Buckhannon. City Engineer, Jay Hollen and City Attorney, Tom O'Neill have requested some minor revisions. Motion to approve the *Third Supplemental Agreement* including the requested revisions was made by Don, second by Kelly.

New Business

- NSF Check/ACH Return Policy – Lindsey presented a written policy. Motion to approve was made by Don, second by Kelly.
- Employee Evaluation adjustment – The Board agreed to a \$250.00 adjustment for each employee.

Maintenance – Eric

- Repaired mainline breaks at Rt 20 Arlington, Rt 20 at Wildlife Center ponds, Frenchton Road and a service leak on Rt 20.

Office – Nina

We would like to switch banks to MVB. MVB offers services and rates which are unavailable through JP Morgan Chase. Motion to approve the transition was made by Don, second by Kelly.

The meeting adjourned at 11:00 AM . Next regular meeting will be January 10, 2019.

Board of Directors

Paul A. Spencer

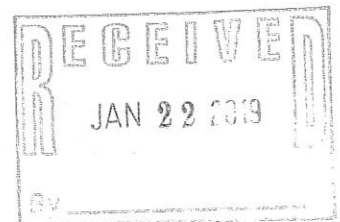
Paul A. Spencer, Chairman

Don B. Killingsworth

Don B. Killingsworth, Vice Chairman

Kelly W. Arnold, Sec. Treas.

Kelly W. Arnold



ADRIAN PUBLIC SERVICE DISTRICT
PROJECT COST SUMMARY OF PHASE VIII PROJECT
IMPROVEMENTS ASSOCIATED WITH UPSHUR COUNTY AND RANDOLPH COUNTY (PICKENS) EXTENSIONS

PROJECT AREA

1. <u>Improvements associated with Upshur County Extensions</u>		
Construction	=	\$ 3,380,694.00
Construction Contingencies	=	\$ 338,070.00
Construction Subtotal	=	\$ 3,718,764.00
2. <u>Improvements associated with Randolph County (Pickens) Extensions</u>		
Construction	=	\$ 3,333,859.00
Construction Contingencies	=	\$ 333,386.00
Construction Subtotal	=	\$ 3,667,245.00
3. <u>Total Preliminary Construction Cost Estimate</u>	=	\$ 7,386,009.00
4. <u>Engineering Services</u>		
Preliminary Engineering	=	\$ 30,000.00
Engineering Design	=	\$ 428,000.00
Engineering Inspection	=	\$ 365,000.00
Engineering Additional Services	=	\$ 30,000.00
Total Engineering	=	\$ 853,000.00
5. <u>Miscellaneous</u>		
Administrative	=	\$ -
Lands & Rights-of-Way (including 2 CSX)	=	\$ 60,000.00
Legal	=	\$ 40,500.00
Bond Counsel	=	\$ 30,000.00
Permit Fees	=	\$ 3,000.00
Accounting	=	\$ 37,500.00
WVDOH Inspection Fee	=	\$ 136,000.00
Interim Financing	=	\$ 25,000.00
Capitalized Interest	=	\$ 267,000.00
Project Contingencies	=	\$ 100,000.00
Total Miscellaneous	=	\$ 699,000.00
6. <u>Total Project Cost Estimate</u>	=	\$ 8,938,009.00
7 <u>Proposed Funding</u>		
RUS Loan	=	\$ 5,013,000.00
RUS Grant	=	\$ 3,900,000.00
Local Grants	=	\$ 25,000.00
Total Project Funding	=	\$ 8,938,000.00

23

Upshur County Fire Board Meeting December 18, 2018

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

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

Others Present: Arthur Wilson-Guest and Toni Newman-Fire Fee Clerk

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

The meeting minutes from November 15, 2018, were reviewed. On motion by Terry Cutright, and second by Clifton Shaw, the Board approved the minutes.

The Fire Fee Clerk reported the 2018 Fire Fees are at 85 percent collected. Government Windows for online payment of Fire Fees is now up and running and we have collected 16 online payments since inception. There was no cost to the Fire Board for this service, all cost is deferred to the customer with 4% (or minimum of \$1.50) being added at time of payment.

Per Legal Opinion, civil suits for nonpayment of Fire Fees are the responsibility of the County Commission, not the Fire Board, and follow-up by Writ of Execution is required. It was opined that larger amounts should be completed first.

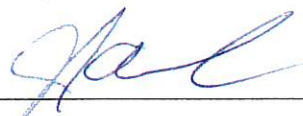
The checking account balance as of 11/30/2018 was \$129,875.38. The disbursement from the Chief Tax Deputy for the month of October was \$7,180.00.

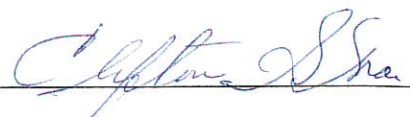
The following invoices were reviewed and approved upon motion Terry Cutright and second by Joe Gower:

- Software Systems---Invoice # 32200---Maintenance Charge November---\$216.00
- Ferrari and Associates, PLLC---2018 Audit---Invoice # 0001050---\$2,520.00
- WV State Auditor---2018 Audit---Invoice # 18024---\$202.00
- Hart Office Solutions---Invoice #173854---Maintenance Charge---8/20/18-11/19/18---\$141.75

Three Corrective Tickets were approved on motion by Terry Cutright and second by Joe Gower. There were 7 *Requests for Relief of Erroneous Assessment* approved by the Fire Board.

There being no further business the meeting adjourned at 7:00p.m. The next meeting of the Board will be January 15, 2019.



Joe Malcolm, Chairman, Upshur County Fire Board

Board Member