



Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 14, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- January 31, 2019
 - February 7, 2019
- 9:05 a.m. Judith Williams, James W. Curry Public Library Head Librarian – 2018 Year in Review
- 9:15 a.m. Bid opening, presentation and award – Dome cleaning and pigeon spike installation project
- 9:30 a.m. Board of Review and Equalization - Coal, Oil & Gas and Industrial Appointments
- 9:45 a.m. Lori Ulderich Harvey on behalf of the Upshur County Tobacco Prevention Coalition –
Presentation of E-Cigarette/Juuling Awareness Month Proclamation
- 1:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Correspondence from Glen Hawkins requesting reappointment to the Upshur County Youth Camp Board, effective June 1, 2019. Upon approval, Mr. Hawkins' new term will expire on May 31, 2025.*
Page 4
2. Correspondence from Carla G. Waldo, Batterers Intervention and Prevention facilitator, announcing her resignation effective May 1, 2019.*
Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
3. 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. CCAWV 2019 County Government Essay Contest Packet – Applications due April 19, 2019 *Page 5-7*
2. Correspondence from the Hardy County Commission requesting opposition to any changes to legislation regarding debris landslides. *Page 8-10*
3. Advertisement for Upshur County Deputy Sheriff positions. Applications are due no later than 4 p.m. on February 28, 2019. *Page 11*

4. Elkins Road Public Service District Independent Audit for Fiscal Years Ended June 30, 2017 and June 30, 2018 Under separate cover

5. Public Notices:

a. Newsletters and/or Event Notifications:

- Business Banner project at the Upshur County Recreational Park Page 12-13
- Upshur County Community Baby Shower at WVWC on March 16th from 10 a.m. to 1:00 p.m. Page 14-15

b. Agendas and/or Notice of Meetings:

- Buckhannon-Upshur Parks and Recreation Advisory Board February 11, 2019 Page 16
- Buckhannon-Upshur Airport Authority February 13, 2019 Page 17
- Buckhannon River Watershed Association February 13, 2019 Page 18
- Upshur County Safe Structures and Sites Enforcement Board February 14, 2019 Page 19
- Upshur County Fire Board, Inc. February 19, 2019 Page 20

c. Meeting Minutes:

- Buckhannon-Upshur Parks and Recreation Advisory Board October 8, 2018 Page 21-22
- Upshur County Solid Waste Authority January 14, 2019 Page 23-25

d. Meetings:

- 03/05/19 5:30 p.m. Elkins Road PSD
- 03/05/19 4:00 p.m. Hodgesville PSD
- 03/07/19 7:00 p.m. Banks District VFD
- 03/07/19 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
- 03/12/19 7:30 p.m. Adrian VFD
- 03/07/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 02/20/19 7:00 a.m. Upshur County Development Authority – Executive 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
- 02/20/19 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 – CANCELLED
- 02/13/19 4:00 p.m. Buckhannon Upshur Airport Authority – Special Meeting
- 02/21/19 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 02/17/19 6:00 p.m. Washington District VFD
- 02/18/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/21/19 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
- 02/19/19 6:30 p.m. Upshur County Fire Board, Inc.
- 02/26/19 12:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/13/19 7:00 p.m. Ellamore VFD
- 02/20/19 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 02/21/19 2:00 p.m. Upshur County Farmland Protection Board
- 03/27/19 10:00 a.m. James W. Curry Advisory Board
- 02/25/19 6:00 p.m. Upshur County Fire Fighters Association
- 02/13/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 02/25/19 10:00 a.m. Mountain CAP of WV, Inc. a CDC
- 02/13/19 7:00 p.m. WVU Extension Service Committee Meeting
- 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

7. Board of Review & Equalization Meeting Schedule

- 02/01/2019 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/07/2019 1:00 p.m. – 3:00 p.m.
- 02/08/2019 1:00 p.m. – 3:00 p.m.
- 02/14/2019 9:00 a.m. – 11:00 a.m.*
9:30 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/15/2019 9:00 a.m. – 11:00 a.m. Adjournment

*These meetings will take place at the Upshur County Administrative Annex with the exception of February 14th**

8. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie Wallace at clwallace@upshurcounty.org.

- Wednesday, March 13th beginning at 9:00 a.m.
- Thursday, March 14th beginning at 1:00 p.m.
- Friday, March 15th beginning at 9:00 a.m.
- Monday, March 18th beginning at 9:00 a.m.
- Tuesday, March 19th beginning at 9:00 a.m.

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
February 21, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex


The regularly scheduled Commission Meeting scheduled for Thursday, February 28, 2019 has been CANCELLED

(4)

February 6, 2019

Upshur County Commission,

I would accept being appointed again to the Upshur County Youth Board for another term. I enjoy working for the youth and 4-H. Thank you for your consideration.

Glen Hawkins


P.O. Box 189
Rock Cave WV 26234
304-924-6446



2019 County Government Essay Contest



April is "National County Government Month" and **the County Commissioners' Association of WV (CCAWV)** is hosting our annual essay contest for 8th grade students across West Virginia.

There will be a monetary prizes for 1st, 2nd, and 3rd place student winners. There will also be a monetary prize for the 1st place winner's Teacher to be used for classroom activities. 1st Place Student will receive \$500 and teacher will receive \$500. 2nd place Student - \$300 and 3rd place Student - \$200.

One of CCAWV's goals is to increase information and public awareness about county government and the office of County Commissioner. As an initiative of this goal we are excited to partner with West Virginia educators to encourage students to learn and write about their local county governing body, **the County Commission**. (Teachers, for your convenience, we are attaching our brochure about county commission responsibilities.)

Student participants are asked to type a 500-word essay on the topic.

"How does my county commission make life better for me?"

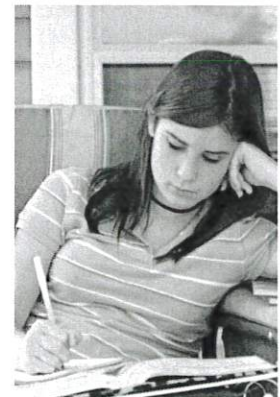
Take a class fieldtrip to a county commission meeting! Ask your county commissioners to come speak to the class! Find out what your county commission is working on in your county and encourage your students to write about it from the perspective of an 8th grader and why it matters to them.

A committee of commissioners and CCAWV Staff will serve as judges of the contest. All entries must be **emailed by 5:00 pm Friday, April 19, 2019 to qualify.** (Please see complete rules attached)

Entries should be emailed to: jennifer@ccawv.org

For more information, please contact Vivian Parsons or Jennifer Piercy at jennifer@ccawv.org or at 304-345-4639.

Winners will be announced by April 29, 2019.





CCAWV County Government Essay Contest Rules 2019

1. The contest is open to all 8th grade students who are enrolled in a West Virginia public or private school.
2. **The contest deadline is 5 p.m. on April 19, 2019 (see No. 8).**
3. Each essay is limited to a maximum of 500 words and a minimum of 400 words and must address the following question: **"How does my county commission make life better for me?"** *The essay must address specifically the county commission of the county in which the student resides.*
4. Each student is limited to one entry.
5. Each teacher must completely fill out an official application form (attached). Please submit each entry individually as a Word or PDF document with a copy of the application form attached.
6. All entries must contain the student's name, email address, and the county name in which the essay is about.
7. All entries must be submitted in Microsoft Word or PDF format and **must be submitted by the student's teacher.**
8. All entries must be emailed to jennifer@ccawv.org prior to 5 p.m. on April 19, 2019.
9. **The winning essays will be announced by April 29, 2019.**
10. The 1st place student will receive \$500, and the teacher who submitted the 1st place essay will receive \$500 to be used for classroom activities
11. The 2nd place student will receive \$300 and the 3rd place student will receive \$200.
12. The winning students and his/her teachers will be invited to a County Commissioners meeting in their home county to receive their awards.
13. The 1st place winning essay will be posted on the CCAWV website, (www.ccawv.org).
14. Essays will be judged on the following criteria: understanding of the role of county commission; grammar and spelling; clarity and organization of thought.
15. By entering the contest, each student and teacher agrees to allow his/her name to be used in a news release announcing the contest winner in the event that their essay is selected as a winning essay. In addition, they agree to allow their photograph to be published in the Commissioners' Corner and on the CCAWV Web site.
16. Entries will not be returned.

Official Application Form

CCAWV 2019 County Government Essay Contest

County_____

Teacher's Name:_____

Teacher's Email Address:_____

Name of School:_____

School Telephone #:_____

School Mailing Address:_____

Submitting Student's Name:_____

Submitting Student's mailing address (if available):

(Teachers must submit a copy of this completed form with each student entry.)

8



THE COMMISSION
HAROLD K. MICHAEL
DAVID "JAY" FANSLER
DAVID J. WORKMAN

GREGORY L. ELY, CLERK

THE COUNTY COMMISSION OF HARDY COUNTY

January 10, 2019

Honorable West Virginia County Commissions
County Commission Association of WV
2007 Quarrier Street
Charleston WV 2511

Honorable County Commissioners:

The Hardy County Commission is reaching out to ask you to oppose any changes to legislation regarding debris landslides.


The WV Department of Highways is trying to modify the interpretation of the state statute regarding a landowner's responsibility for the clean-up costs in the event of a landslide which originates on the landowner's property and falls onto a public highway. Currently, the landowner is supposedly responsible only if he/she "caused" the landslide. The DOH is seeking to modify the statute to make the landowner responsible for clean-up costs for ANY slide that originates on his/her property- whether or not the landowner "caused" the slide.

If West Virginia Department of Highways is successful, this **action will affect every landowner in West Virginia – opening landowners to potential liability** and/or debris which falls onto the public highway. WV tax payer's already struggle to pay their tax obligations for roads, land, personal property, business, state, federal etc. We can't let this happen to our people in the Great State of West Virginia.

Thank you for your consideration of this request.

Sincerely,
THE HARDY COUNTY COMMISSION


Harold K. Michael, President
Hardy County Commissioner


David S. Fansler
Hardy County Commissioner


David J. Workman
Hardy County Commissioner

9

IN THE CIRCUIT COURT OF HARDY COUNTY, WEST VIRGINIA

MARK KUYKENDALL,

Plaintiff,

v.

Case No.: CC-16-2018-C-28

Hon. H. Charles Carl III, Judge

WEST VIRGINIA DEPARTMENT OF
TRANSPORTATION, DIVISION OF HIGHWAYS,

Defendant.

MOTION FOR JUDGMENT ON THE PLEADINGS

COMES NOW the West Virginia Department of Transportation, Division of Highways ("DOH"), by counsel, and moves for judgment on the pleadings. W. Va. R. Civ. P. 12(c). Plaintiff, **Mark Kuykendall**, has failed to state a cause of action. W. Va. R. Civ. P. 12(h)(2).

Mr. Kuykendall filed this action (and a previous related action), because he wants the Court to declare "that . . . DOH cannot assess costs against Plaintiff . . . *because* Plaintiff did not *cause, contribute, or consent to* the landslide debris being placed onto" Hardy County Route 7, South Fork Road (the "**Road**"). *Complaint for Declaratory Judgment and Temporary and Permanent Injunctive Relief* (the "**Complaint**") at ¶ 38 (emphasis added). For purposes of a motion for judgment on the pleadings, Mr. Kuykendall must be taken at his word. The Court must assume that he did not "cause, contribute, or consent to" the landslide that pushed his debris into the Road.

But no causal activity (and no consent to causal activity) is required for one to "place" a landslide within the meaning of Chapter 17, Article 16 of the *West Virginia Code*. It is sufficient, for purposes of the statute, for a person to own the land from which dirt, rocks, or

trees have slid into the Road. The *Complaint* alleges (a) that the Road runs through Mr. Kuykendall's property and (b) that landslide debris from his property has entered the Road. That is everything the Court needs to know in order to deny Mr. Kuykendall's requests for declaratory and injunctive relief.

WHEREFORE, DOH prays that the Court **DISMISS** the *Complaint* with prejudice for failing to state a claim upon which relief can be granted and for such other and further relief as the Court deems just and proper.

Respectfully submitted,

WEST VIRGINIA DEPARTMENT OF
TRANSPORTATION, DIVISION OF
HIGHWAYS,
By counsel,

PATRICK MORRISEY
ATTORNEY GENERAL

/s/ David E. Gilbert
David E. Gilbert (WVSB# 12157)
Assistant Attorney General
1900 Kanawha Boulevard, East
Building 1, Room W-435
Charleston, West Virginia 25305
304-558-2522
David.E.Gilbert@wvago.gov

11

**UPSHUR COUNTY DEPUTY SHERIFF
POSITIONS
Sheriff of Upshur County**

The Upshur County Civil Service Commission for Deputy Sheriffs is announcing an open period for the purpose of accepting applications for admission to competitive examinations. Such examinations shall be part of the criteria used to establish an eligibility list for appointment to entry level positions of Deputy Sheriff.

The date for the physical agility test and written examination is set for Saturday March 23, 2019 at 8:00am at the Buckhannon Upshur High School Athletic Building. Applicants must be no less than 18 years of age nor older than 45 years of age per Civil Service guidelines. Salary will be based on experience and certification.

Individuals may obtain an application at the following address:

**Upshur County Sheriff's Department
LAW ENFORCEMENT DIVISION
38 W. Main Street Room 103
Buckhannon, WV 26201**

Monday -Friday 8am - 4:00 pm

Applications must be RECEIVED in our office no later than close of business (4:00pm) on Thursday February 28, 2019.

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

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From: "BUChamber Info" <info@buchamber.com>
To:
Subject: Help us Fill the Fence at the Recreational Park!
Date: 2/8/2019 1:47:16 PM

The Buckhannon-Upshur Chamber of Commerce and the Upshur County Commission are working on a project to fill the fence at the Upshur County Recreational Park with Business Banners!

Double Sided 3x6 Banners will hang on each side of the fence around the pool. This will provide a colorful display of business support from spring to fall at the entrance to the Recreational Park.

Please call or email the Chamber to reserve your spot!

First Year Rate- (2019)

Road Side Banner – double sided- \$300

High School Side Banner- double sided- \$200

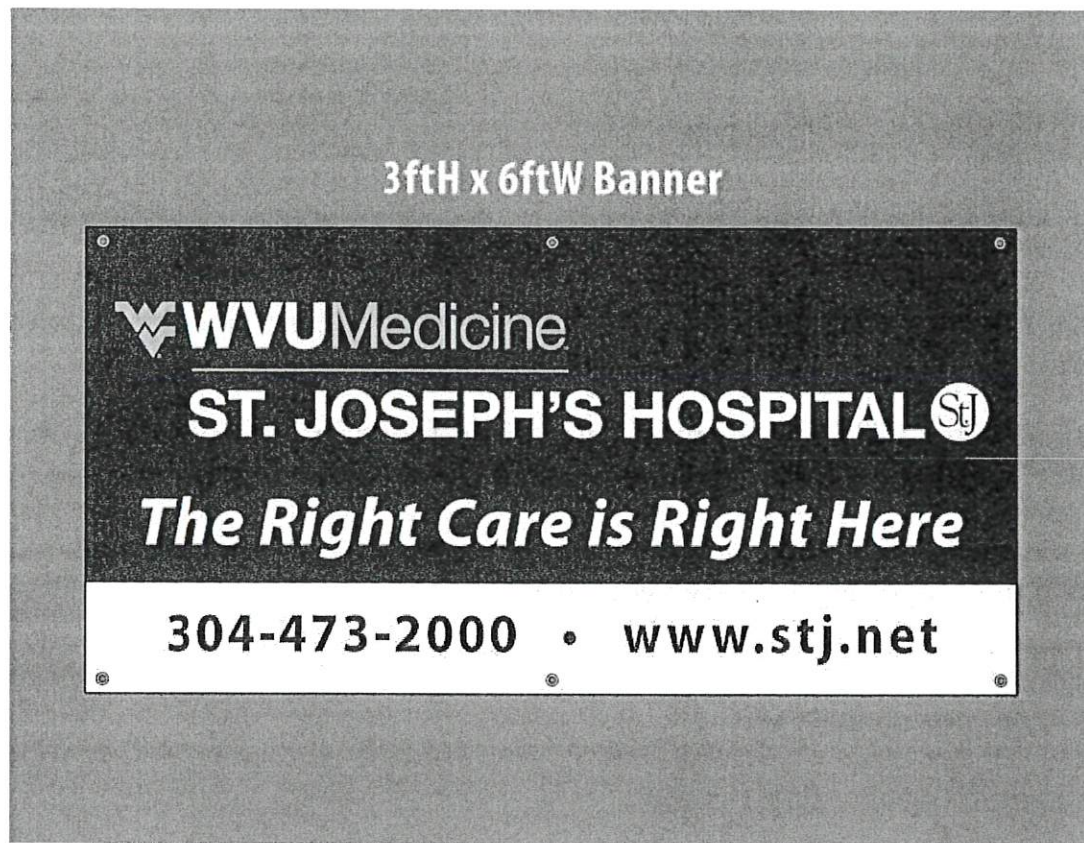
Renewal Rate- (2020)

Road Side- \$150

High School Side - \$100

Sample-

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Tammy Reger

Executive Director

Buckhannon-Upshur

Chamber of Commerce

14 East Main Street

Buckhannon, WV 26201

Ph: 304-472-1722 Fax: 304-472-4938

Website: www.buchamber.com

Upshur County Community Baby Shower



*FOR EXPECTING PARENTS
& FAMILIES WITH CHILDREN UNDER 6 MONTHS OLD*

When: March 16, 2019

Time: 10AM to 1PM

Where: WV Wesleyan College

Benedum Campus Center Building, 3rd Floor Social Hall

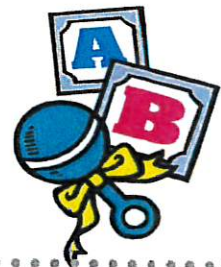
**~You Must Pre-Register To Attend~
Please Call**

Jodi McQuillan @ 304-376-0086

**The First 30 Families Who Register
will Receive a Gift Bag Full of Items For Their Baby!
Come and Enjoy a Day Full of Games, Door Prizes,
Lunch & Receive Helpful Health and Safety Information
for You and Your Family!**

Sponsored by:

**Upshur Co. Family Resource Network
Upshur Co. Partners in Prevention Team
Pallottine Foundation of Buckhannon**





HAPI PROJECT

January 22, 2019

Dear Community Partners

The Upshur County Partners in Prevention members are coordinating a Community Baby Shower for Upshur County pregnant parents and families with a child under the age of 6 months old. This group of community agencies want to provide participants with health, safety and support information, as well as to celebrate the birth of their child. Along with refreshments and games, we would like to provide the first 30 participants who register with gift bags. These gift bags would include many essential items they will need as new mothers. This event will take place at the WV Wesleyan College Social Hall from 10am to 1pm on March 16, 2019.

Unfortunately, grants funds that are used for this event do not cover all the expenses. Therefore, we are in need of donations from the community to help make sure that we can provide as many necessary items for the children. Most of the families who have attended this event in the past struggle financially to provide the needed items for their child, so they appreciate these gift bags tremendously. You will find a wish list of items attached.

If you are able to help this year, you can choose to purchase items on the wish list or sponsor a mom by making a financial donation that we will use to purchase the needed items. Donations can be dropped off at Stockert Youth Center/Family Resource Network office (79 East Main Street). Checks should be made out to the Upshur County Family Resource Network.

If you know of a mom who would like to attend, are able to make a donation, or assist in this event in any way, please contact me at 304-376-0086 or jfleshman@hsc.wvu.edu. You may also contact Lori Ulderich Harvey at 304-473-1051 or upshurfn@yahoo.com.

Thank you for your time and consideration of our request. We love providing this event for the families and are excited to host a wonderful event again this year!

Sincerely,

Jodi McQuillan, MSW, LGSW
Community Coordinator
WV Healthy Start/HAPI Project

16

Notice of Meeting

Buckhannon-Upshur Parks and Recreation Advisory Board

Location: Upshur County Administrative Annex

Date: February 11, 2019

Time: 5:30 PM at the 91 W. Main Street

Agenda

1. Call meeting to order.
2. Approve October 8, 2018 minutes
3. Public comment
4. Summer 2019 Float
5. Signs/ Kiosks
6. Grant Possibilities
7. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
8. Adjournment

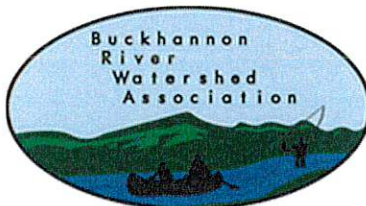
Next Meeting: 5:30 PM, March 11, 2019 at Upshur County Administrative Annex

Buckhannon-Upshur Airport Authority Agenda

Buckhannon-Upshur Airport Authority-Upshur County Development Office

Wednesday, February 13, 2019 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Bill Thomas, President
 - Treasurer's Report – Phil Loftis, Treasurer
 - Review and approval of FY2018-2019 budget
 - Secretary's Report – Rich Clemens, Secretary
 - Discover the Heart of WV magazine (formerly Progress)
 - Clint Ransom letter - State grant funding
 - Engineering Reports – Chapman/Technical
 - Veritas Application for Payment No. 3
 - FAA Outlay Request No. 3
 - WVAC Outlay Request No. 2
 - Operations – Jamie Wilt, Jennifer Powers
 - Fuel Prices/Inventory
 - K-Car registration and radiator issues
 - Employee needed
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - New hangar space requests/applications/updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment



18

B.R.W.A. Board of Directors Meeting Agenda
Wednesday, February 13, 2019, 1800 hrs.
Third Floor Christopher Hall of Science
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 – Wednesday, February 13, 2019 1800 hrs.

Present:

Start time: hrs. Quorum present (at least ≥ 4)?

Guests:

- January 3, 2019 Board minutes review -

Reports:

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

Old Business:

- Outreach brochures -
- Bull Run sampling results -
- Swamp Run #2 -
- HACH (Marsh McBirney) flow measurement instrument -
- YSI & additional/back-up probes -
- Stream Partners grant – extension request
 - Report compilation
 - Individual volunteers, # of hours/volunteer
 - Value = # of hours x \$15/
 - Photos
 - Expenses (mileage, etc.)
 - The horizon
 - How do we want to develop the group?
 - What do we need to get there?
 - Do we need a strategic plan?
 - How can WCD be most useful to BRWA?
- Maple Syrup Festival, March 16 & 17 – volunteers/schedule
- Herods Run – WVU-WRI, Ben Pursglove sampling – February 15

New Business:

- Sampling dates –
- Annual meeting – speaker, etc.

Next BRWA Board of Directors Meeting: Wednesday, March 13, 2019, 1800 hrs.,
West Virginia Wesleyan College

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

19

Meeting Agenda
Thursday, February 14, 2019
4:00 p.m.

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
 - January 10, 2019
- V. Report and/or action on Pending Cases
 - 012017-01 and 012017-02 (George) – On hold until additional information is received to act on.
 - 020917-01 (Wojnovich) – Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18 month period to see if the new owner brings the property into compliance – Sold during tax sale on 11/15/17.
 - 110917-01 (DeMastes) – Review photographs of property
 - 061418-03 (Best) – Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18 month period to see if the new owner brings the property into compliance – Sold during tax sale during November 2018.
 - 101118-01 (Chapman) – Review photographs of property. Discuss if response was received from WVDEP.
 - 121318-01 (Humphrey) – No action as first deadline expires March 13, 2019.
 - 011019-01 (Leichliter) – Review photographs of property from initial visit
 - 011019-01 (Zalaznik) – Review photographs of property from initial visit
- VI. Consider requests to establish new cases
 - No new complaints
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, March 14, 2019 at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.



Notice of Meeting

for

Upshur County Fire Board, Incorporated

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street

Date: Tuesday, February 19, 2019

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---January 15, 2019

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures

- Cumulative report
- Civil Suits
- Legal Advice response regarding Board purchases
- Fire Board Vacancies
- Bank Signatories (please bring your Driver License and Social Security Numbers with you)
- Supplies

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 1/31/2019---\$147,585.20
- Disbursement from Chief Tax Deputy for January---TBD prior to meeting

Payment of Bills/Invoices

- Software Systems---Invoice # 32386---Maintenance Charge January---\$216.00
- Upshur County Commission---Reimbursement---Payroll---October, November, December 2018---\$7,659.60.
- Upshur County Commission---Reimbursement---Legal Services---Civil Suits---November 2018---\$448.00
- Upshur County Commission---Reimbursement---Postage---Oct-Dec-2018---\$582.03

West Virginia Association of Counties Group Self-Insurance Risk Pool Renewal

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---March 19, 2019---Adjournment

Buckhannon-Upshur Parks and Recreation Advisory Board Minutes
10/8/2018

Attending: Katie Loudin, J. J. Ford, Sarah St.Clair and Hannah Lively

Absent: Josh Hinchman, Buck Edwards and Tappan Squires

Guest: Tabatha Perry

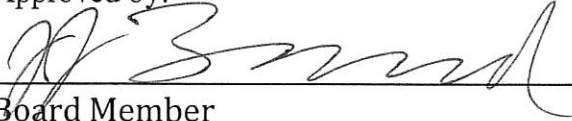
The meeting was held at the Upshur County Recreational Park Pavilion

1. The meeting was called to order at 5:36 p.m.
2. The 8/13/18 meeting minutes were approved on motion by J. J. Ford and seconded by Sarah St.Clair
3. Public Comment: None
4. Recap Community Float
 - a. **General Thoughts:** Overall it was agreed that the first community float was a success. We had some challenges with the outfitter such as double booking, showing up a couple hours late and miscommunication regarding equipment available. The community members that participated in the event all seemed to have positive feedback and enjoyed the day on the water. We unanimously agreed that we should host this event again next year.
 - b. **Event Finances:** We spent \$400 on the event, made \$595 leaving us with a positive balance of \$195.
 - c. **Ideas for next year:**
 - i. We should review partnership possibilities and consider groups like the City of Buckhannon and Create Buckhannon
 - ii. Revisit advertising and promotional opportunities such as more cross promotion at Festival Fridays
 - iii. Select a new outfitter or shuttle option
 - iv. Pick a date next year, suggestions thus far include 8/24/19, 8/31/19 (Labor Day Weekend) and 9/7/19
 - v. Discuss having food trucks or food vendors at the float with the option of selling a bundled package which would include the float and a meal
5. Finances
 - a. We have a total of \$1,150 in our account
 - b. Instead of spending the money in our account we are reviewing grant and sponsorship options for events as well as our one and five year goals. Board members will all research opportunities to be discussed at our next meeting.


- c. Tabatha will bring the pool finances to the next meeting.
 - d. The annual budget hearing will be held in March 2019.
6. Discuss Objective and Goals (1 year vs 5 year) of the Board
- a. **1 Year:**
 - i. **Basketball Court:** The stencils and hoop replacement have been completed. Park lights still need to be checked and the walkway from the road needs repaired (there are two trenches).
 - ii. **Community Float:** Discussed above. The intention of the board is for this to be an annual event.
 - iii. **Kiosks:** J. J. is revisiting and will bring additional information to the next meeting. The Lions Club might be interested in helping with this project.
 - iv. **Water Way Signs:** Still needs further discussion regarding location of signs and cost of project.
 - v. **Gaga Pits:** Katie suggested installing these at parks with pavilions such as Upshur County Recreational Park, City Park, Jawbone Park and the North Buckhannon Riverfront Park. Based on Union Elementary School's pit the cost is estimated at \$1,470 per pit.
 - b. **5 Year:**
 - i. **Sports Facility for the County:** No update
 - ii. **Splash Pad/Pool Upgrades:** Tabatha and other members of the Commission toured the pool facility after the end of the season to review opportunities. Greg will be putting together a design for the splash pad that will be discussed at the budget hearing in March. Additionally it was recommended that more slides be added to the facility.
7. Adjournment: The next regularly scheduled meeting will be held on November 5, 2018 at 5:30 p.m. at the Upshur County Administrative Annex.

With no further business, the Board adjourned at 6:15 p.m.

Approved by:


Board Member

2-11-19
Date


Board Member

2-11-19
Date

(23)

Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
January 14, 2019

Chair Joyce Harris-Thacker called the regularly scheduled meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:32 PM on January 14, 2019.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, James S. "Jay" Hollen, III, Jacqueline (Jackie) McDaniels and Director Burl Smith. G. Paul Richter was absent. A quorum was present. There was one guest, Jeff Wamsley, Supervisor of the City of Buckhannon Waste Collection Department. Burl Smith arrived late due to a family emergency and handwritten minutes were taken by Jay and later typed up by Burl.

Minutes of the December 10, 2018 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jackie and second by Mary. Motion carried. The minutes were signed by the Chair and Director.

The Financial Report for December was presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering December, 2018 were presented. The ending balances for the accounts are as follows:

- | | |
|---------------------|--------------|
| • REAP Account | \$ 94.86 |
| • SWMB Account | \$ 702.95 |
| • Money Mkt Account | \$ 19,538.83 |
| • Operating Account | \$ 13,812.41 |

A motion to accept by Mary and seconded by Jackie. Motion carried.

Director's Report:

Burl Smith presented written copies of the Director's Report for the Period from December 11, 2018 to January 14, 2019, a copy of which is attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests:

Jeff Wamsley presented the totals recycled by the City of Buckhannon for the month on December, 2018. Jeff participated in other discussion under old and new business.

Old Business:

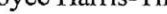
- **April Make-It-Shine 2019 Discussion** – Jeff noted that there would be two city and two county Saturdays in April for residential customers to cleanup their property and dispose of materials at the Transfer Station free of charge. Also, the Celebration of Recycling at Crossroads Recycling will be held on Friday and Saturday. The date will be determined in the next few weeks. Burl noted that he is meeting on 1/15/19 with Lamar Signs about the billboard on Route 33 advertising

- **EDDM Brochure Discussion**-- There was discussion about revamping the brochure mailed to all Upshur County addresses to include some tweaking of the recycling of plastics. The City has revised the separation of #1 and #2 plastics to address the market changes. Information on this could be included on the brochure. The plan is to have the brochure mailed the last week of March or first few days of April to advertise the April Make-It-Shine promotion.

- **Open Meeting Requirements, Notice of Meetings; Review**— Burl noted that he had checked with the WV SWMB on the legal requirements of public notice of the UCSWA meetings. To be in compliance, the UCSWA will: post an agenda on the front SWA office window, email copies of the agenda to the Upshur County Commission, RecordDelta newspaper, Intermountain newspaper; and, post the meeting notice on the WV Secretary of State website. This is to be done at least 3 business days prior to the meeting.
- **Shred-It Paper Shred Event, September 7, 2019** — Burl had been contacted by Shred-It about the free paper shred event for Upshur County residents. Shred-It will once again have a 3 hour event on Saturday, September 7, 2019 at Crossroads Recycling Center for a fee of \$300/hr x 3 hours minimum or a total of \$900.00 plus fuel surcharge. A motion by Jay and second by Mary to accept the proposal and pay for it from the Operating account but with the stipulation that a FY2020 SWMB grant application be made to cover this cost if possible. Motion carried.
- **WV DEP Junior Conservation Camp, June 17-21, 2019** --- Burl and Jackie each received notice of the upcoming camp and the request for the UCSWA to sponsor campers. Jackie will advertise this at the BU Middle School. There is money in the current budget to sponsor campers.

- There was some discussion about a pesticide collection event held in Harrison County.

Respectfully Submitted,


Joyce Harris-Thacker, Chair

The Director's Report is attached on Page 3 of 3.

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UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT---Burl Smith

Period from December 11, 2018 to January 14, 2019

Activities include:

- Prepared and distributed by email the minutes of the 12/10/18 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check (\$2306.70) on 12/24/18.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for December, 2018. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the regularly scheduled 1/14/19 meeting. Posted Agenda on the office window and emailed to Upshur County Commission, press, etc. **Also, posted the meeting notice on the WV Secretary of State's office meeting notice website. I checked with Nicole Hunter at the SWMB about this requirement. There is some disagreement in the SWMB as to whether this is a requirement, but they do recommend that it be done.**
- Pickup of litter at Crossroads Recycling Center was done once this month.
- I was contacted by Shred-It about the September paper shred event. They sent a proposal which has the same terms as last year (\$900 plus fuel surcharge for 3 hours on Saturday, September 7th). I put the proposal in packet. I suggest we accept the proposal and also include this on the FY 2020 SWMB grant application.
- Ordered and received both the grocery totes and the 18-gallon blue bins. I received the invoices and prepared payment for these and got check signatures and mailed. Payment was done this way because the payment would have been late if we waited until the January board meeting to have checks signed. There are 5 weeks between the December and January meetings.
- Worked on 4th quarter report for FY 2018 REAP Grant.

Thanks---Burl