

Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 21, 2019

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

- February 7, 2019
- February 14, 2019

Items for Discussion / Action / Approval:

1. Approval and signature of Federal Aviation Administration Outlay Request Number 3 in the amount of sixty four thousand two hundred sixty five dollars (\$64,265) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.* Page 4
2. Approve an Order to appoint Daya Masada Wright as Co-Administrator for the Estate of Virginia Lee Reed, deceased.* Page 5
3. Approve an Order to appoint Daya Masada Wright as Co-Administrator for the Estate of Patricia Lee Reed Robinson, deceased.* Page 6
4. 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. FY 2019 Court Security Fund Grant Program announcement – Applications due April 3, 2019 Page 7-8
2. Correspondence from Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, confirming the estimated employer contribution percentage will remain at 10.0% effective July 1, 2019. Page 9
3. Upshur County Sheriff's Financial Statement for period ending January 2019 Page 10-11
4. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of January 2019 Page 12
5. Lewis-Upshur Animal Control Facility Cat Report for the month of January 2019 Page 13
6. Public Notices:
 - a. Newsletters and/or Event Notifications:

b. Agendas and/or Notice of Meetings:

- | | | |
|---|-------------------|----------------|
| • Upshur County Public Library | February 20, 2019 | <u>Page 14</u> |
| • City Council of Buckhannon | February 21, 2019 | <u>Page 15</u> |
| • Upshur County Farmland Protection Board | February 21, 2019 | <u>Page 16</u> |

c. Meeting Minutes:

- | | | |
|---|------------------|-------------------|
| • Buckhannon River Watershed Association | January 3, 2019 | <u>Page 17-18</u> |
| • Elkins Road PSD | January 8, 2019 | <u>Page 19-21</u> |
| • Upshur County Safe Structures and Sites Enforcement Board | January 10, 2019 | <u>Page 22-23</u> |

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 |
| • 03/11/19 | 12:00 p.m. | Upshur County Family Resource Network |
| • 03/11/19 | 4:30 p.m. | Upshur County Solid Waste Authority |
| • 03/11/19 | 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 |
| • 03/20/19 | 7:00 a.m. | Upshur County Development Authority – Full Board |
| • 03/13/19 | 12:00 p.m. | Upshur County Senior Center Board |
| • 03/14/19 | 3:00 p.m. | Upshur County Conventions & Visitors Bureau |
| • 02/20/19 | 6:00 p.m. | Upshur County Citizens Corp – CERT |
| • 03/13/19 | 7:00 p.m. | Warren District VFD |
| • 03/14/19 | 10:00 a.m. | Adrian PSD |
| • 03/13/19 | 3:00 p.m. | Tennerton PSD |
| • 03/14/19 | 4:00 p.m. | Upshur County Safe Sites & Structures Enforcement Board |
| • 03/14/19 | 7:30 p.m. | Buckhannon VFD |
| • 03/14/19 | 4:00 p.m. | Buckhannon Upshur Airport Authority |
| • 02/21/19 | 6:30 p.m. | Upshur County Youth Camp Board – WVU Extension Office |
| • 03/17/19 | 6:00 p.m. | Washington District VFD |
| • TBD | | Buckhannon-Upshur Chamber of Commerce –Annual Dinner |
| • 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 |
| • 03/13/19 | 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 |
| • 03/13/19 | 6:00 p.m. | Buckhannon River Watershed Association - WVWC |
| • 02/25/19 | 10:00 a.m. | Mountain CAP of WV, Inc. a CDC |
| • 03/15/19 | 11:00 a.m. | Region VI Local Elected Officials – Lewis County |

7. 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

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 Tabatha R. Perry at trperry@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)

1. Bid award – Dome cleaning and pigeon spike installation project

Next Regular Meeting of the Upshur County Commission
March 7, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

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

4

REQUEST FOR ADVANCE OR REIMBURSEMENT		Approved by Office of Management and Budget, No. 80-RO181		PAGE 1 OF 1
		1. TYPE OF REQUEST <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-54-0039-032-2018		5. PARTIAL PAYMENT REQUEST NO. Request #3
6. EMPLOYER IDENTIFICATION NUMBER 30-0733276	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) December 14, 2018 TO: (MONTH / DAY / YEAR) February 13, 2019		
9. RECIPIENT ORGANIZATION Name: Buckhannon Upshur Airport Authority No. and Post Office Box 1042 Street: City, State Buckhannon, West Virginia 26201 and ZIP Code:		10. PAYEE (Where check should be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:		
11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED				
PROGRAMS / FUNCTIONS / ACTIVITIES	(a) Budget	(b) Total to Date	(c) Previously Requested	Total This Period
a. Administrative expense	\$6,000.00	\$3,273.63	\$3,273.63	\$0.00
b. Preliminary Expense	\$0.00	\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way	\$0.00	\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees	\$36,762.00	\$22,504.13	\$17,954.13	\$4,550.00
e. Other Architectural engineering fees	\$0.00	\$0.00	\$0.00	\$0.00
f. Project Inspection fees	\$38,958.00	\$390.00	\$0.00	\$390.00
g. Land Development	\$0.00	\$0.00	\$0.00	\$0.00
h. Relocation expenses	\$0.00	\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses	\$0.00	\$0.00	\$0.00	\$0.00
j. Demolition and removal	\$0.00	\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs	\$632,045.00	\$88,965.00	\$22,500.00	\$66,465.00
l. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
m. Miscellaneous cost	\$0.00	\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)	\$713,765.00	\$115,132.76	\$43,727.76	\$71,405.00
o. Deductions for program income				
p. Net cumulative to date (line n. minus line o.)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal Share (line q. plus line r.)	\$642,388.00	\$103,619.48		
t. Federal payments previously requested		\$39,354.00		
u. Amount requested for reimbursement				\$64,265.00
v. Percentage of physical completion of project		16%		
12. CERTIFICATION				
I certify that to the best of my knowledge and belief the data above is correct and that all outlays are made in accordance with the grant condition or other agreement and that payment is due and has not been previously requested.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		DATE REPORT SUBMITTED 2/15/19
		TYPED OR PRINTED NAME AND TITLE William M. Thomas President, Buckhannon Upshur Airport Authority		TELEPHONE (304) 472-8418
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED
		TYPED OR PRINTED NAME AND TITLE Samuel R. Nolte President, Upshur County Commission		TELEPHONE (304) 472-0535

STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, **February 21, 2019.**

On **January 11, 2018**, the Will of **Virginia Lee Reed**, late, a resident of Washington District, Upshur County, West Virginia, was filed and offered for probate. The Will being fully and legally proven by attached affidavit in accordance with Chapter 41, Article 5, Section 15, of the Code of West Virginia, was duly admitted to record as and for the Last Will and Testament of Virginia Lee Reed, deceased.

On **January 11, 2018**, **Patricia Lee Reed Robinson**, the Executrix named in the Will, duly and regularly qualified as Executrix of the Estate of Virginia Lee Reed, deceased, without bond.

On **October 7, 2018**, Patricia Lee Reed Robinson the Executrix for the Estate of Virginia Lee Reed, deceased, passed away.

On **October 24, 2018**, Stacy S. Pickett Trimble, Esquire and Thomas J. Stemmy, CPA, the Second Executors named in the will declined to serve.

On **January 28, 2019**, it appearing to the Clerk, that it had been more than two months since the death of Virginia Lee Reed, deceased, and upon the motion of John Robinson, spouse, of Patricia Lee Reed Robinson, Executrix, deceased, and son-in-law of Virginia Lee Reed, deceased, did request the Sheriff of Upshur County to serve as Administrator of the Estate of Virginia Lee Reed, deceased; therefore in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it was ordered that the Sheriff of Upshur County serve as Administrator De Bonis Non with the Will Annexed of the Estate of Virginia Lee Reed, late, a resident of Washington District, of Upshur County, West Virginia.

On **February 7, 2019**, **David H. Coffman, Sheriff**, qualified as **Administrator De Bonis Non with the Will Annexed** of the Estate of Virginia Lee Reed, deceased without bond.

On **February 11, 2019**, **David H. Coffman, Sheriff** requested that the Clerk of the County Commission Order the appointment of **Daya Masada Wright as Co-Administrator De Bonis Non with the Will Annexed** with full signatory authority for the **Estate of Virginia Lee Reed, deceased.**

TESTE: Carne Smith, CLERK

6

STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, **February 21, 2019.**

On **February 4, 2019**, it appearing to the Clerk, that it had been more than two months since the death of **Patricia Lee Robinson, deceased**, and upon the motion of John W. Robinson, III., spouse and legal heir of Patricia Lee Robinson, deceased, did request the **Sheriff of Upshur County to serve as Administrator of the Estate of Patricia Lee Robinson, deceased**; therefore, in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it was ordered that the Sheriff of Upshur County serve as Administrator of the Estate of Patricia Lee Robinson, late, a resident Washington District, of Upshur County, West Virginia.

On **February 14, 2019, David H. Coffman, Sheriff** requested that the Clerk of the County Commission Order the appointment of **Daya Masada Wright as Co-Administrator** with full signatory authority for the **Estate of Patricia Lee Robinson, deceased.**

TESTE: Carne G Smith, CLERK

SEND FOR AN APPLICATION
Applications Must be postmarked
no later than April 3, 2019.

Please send a Grant Application Kit to:

Name: _____

Title: _____

Agency: _____

Address: _____

City: _____

State: West Virginia

Zip: _____

Phone: _____

Email: _____

Fax: _____

Return this form to:
Tammy Lemon
Division of Justice and
Community Services
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301
Fax: (304) 558-0391
Tammy.J.Lemon@wv.gov

PRESORTED STANDARD
U.S. POSTAGE PAID
CHARLESTON, WV
PERMIT NO. 271

RECEIVED
FEB 13 2019
By _____

Division of Justice and Community Services
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301
7755-21

The Honorable Samuel R. Nolt
President
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201

AA00SP1 26201

West Virginia

COURT SECURITY
FUND GRANT
PROGRAM



Division of
Justice &
Community
Services

Grant Application
Information

FY 2019 COURT SECURITY FUND GRANT PROGRAM

The West Virginia Division of Justice and Community Services and the West Virginia Supreme Court of Appeals are announcing the availability of FY 2019 Court Security Grant Funds.

The West Virginia Court Security Fund makes State grant funds available to county court facilities for the purposes of enhancing the security of such courts.

The Court Security Board was established to review and approve county court security plans for all court facilities. Upon approval of a county's court security plan, the Board will award funds to purchase equipment or make other expenditures in accordance with the approved security plan.

Personnel and training is not an allowable expense.

Applications **must** address the most recent Court Security Audit performed by the WV Supreme Court of Appeals.

Priority will be given to those applicants requesting duress alarms; items used for the purposes of securing courthouse access and surveillance cameras.

Applications for this program must be postmarked by **no later than Wednesday April 3, 2019**. *Faxed applications will not be accepted.*

NOTE: This funding is for Court Security only. Requests for items for other areas (Day Report Centers/Offices, Domestic Violence Centers/Offices, etc.) will **not** be considered for funding.

The Court Security Board will review and award grants in May 2019. Applicants may be required to be available by conference call to present their plan and application to the Court Security Board during the grant review meeting.

If you have any questions or need further assistance, please contact Tammy Lemon at (304) 558-8814, Extension 53313 or Tammy.J.Lemon@wv.gov. *Should you need technical assistance, please contact Arthur Angus, Director of Court Security, WV Supreme Court of Appeals at (304) 558-0145.*



FISCAL YEAR 2019

Please Note:

These funds will be awarded on a reimbursement basis for a maximum of a twelve month period which will begin July 1, 2019.

For a direct link to the **FY19 Court Security page** from the WV DJCS web site use the following web address:

<http://www.http://djcs.wv.gov/grant-programs/all-general-programs/Court-Security-Fund/Pages/default.aspx>

OR

For a paper application, complete the form on the reverse side of this page and mail, fax or email to:

Tammy Lemon
West Virginia Division of Justice and
Community Services
1124 Smith Street, Suite 3100
Charleston, WV 25301
Tammy.J.Lemon@wv.gov
Fax: 304-558-0391

9



EXECUTIVE DIRECTOR
Jeffrey E. Fleck

Consolidated Public Retirement Board

4101 MacCorkle Ave, SE
Charleston, West Virginia 25304-1636
Telephone: 304-558-3570 or 800-654-4406
Fax: 304-558-6337
Email: cprb@wv.gov
www.wvretirement.com
02/07/2019



BOARD CHAIRMAN
David L. Wyant

UPSHUR COUNTY COMMISSION
CAROL SMITH
91 WEST MAIN STREET
SUITE 101
BUCKHANNON, WV 26201

RE: Public Employees Retirement System (PERS) Contribution Rate Change

Dear Participating Employer of the Public Employees Retirement System (PERS):

This correspondence is to confirm the Board of Trustees of the WV Consolidated Public Retirement Board (Board) reviewed and accepted the 2018 PERS actuarial valuation results at the January 23, 2019 Board meeting and voted to **not change** the PERS employer contribution rate for fiscal year 2020. Therefore, the employer contribution for PERS Tier I and Tier II members will remain at 10.0% effective July 1, 2019.

Pursuant to the provisions of WV Code §5-10-31, it is the responsibility of the Board to determine the amount of employer contributions to be paid into the PERS Employers Accumulation Fund. The employer contribution rate is based upon the annual actuarial valuation of the assets and liabilities and is subject to be reset annually. As you may recall from past correspondence and publications, the Board has adopted asset smoothing as the actuarial asset valuation method for PERS. The asset smoothing method allows the annual investment gains and losses for PERS to be spread over a period of four years.

The employer contribution rate changes are necessary to provide for the continued actuarial soundness of PERS, ensuring funding for the normal cost of expected benefits and unfunded liabilities throughout the amortization period established for the plan. Specifically, the valuation results for Fiscal Year 2018 revealed that expected contributions and investment returns will be sufficient to cover the expected annual cost and related liabilities of PERS. All future employer contribution rates are subject to the annual actuarial valuation results.

Please take note that the employer contribution rate will remain 10.0% effective on any Pay Period End Date beginning on or after July 1, 2019 for both Tier I and Tier II members and should be used in your budgetary considerations for Fiscal Year 2020.

If you should have any questions or need any additional information, please do not hesitate to contact our Employer Reporting staff at (304) 558-1395.

Sincerely,

Jeffrey E. Fleck
Executive Director



Upshur County Sheriff's Financial Statement

For Period Ending: January 2019

10

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 899,439.26	\$ 165,897.99	\$ (714,111.67)	\$ 351,225.58
FUND - 002 COAL SEVERANCE TAX FUND	\$ 13,462.17	\$ 15,365.23	\$ (10,000.00)	\$ 18,827.40
FUND - 003 DOG AND KENNEL FUND	\$ 43,954.67	\$ 1,228.40	\$ (4,606.90)	\$ 40,576.17
FUND - 004 GENERAL SCHOOL FUND	\$ 29,719.25	\$ 4,761.69	\$ -	\$ 34,480.94
FUND - 005 MAGISTRATE COURT FUND	\$ 6,688.23	\$ 948.00	\$ (515.07)	\$ 7,121.16
FUND - 006 WORTHLESS CHECK FUND	\$ 140,712.28	\$ 351.20	\$ -	\$ 141,063.48
FUND - 007 E-911 FUND	\$ 495,170.62	\$ 38,527.64	\$ (14,630.70)	\$ 519,067.56
FUND - 008 HOME CONFINEMENT FUND	\$ 47,510.33	\$ 6,820.43	\$ -	\$ 54,330.76
FUND - 013 CURRY PARK FUND	\$ 55,711.59	\$ 6,601.29	\$ (2,479.94)	\$ 59,832.94
FUND - 015 CURRY LIBRARY FUND	\$ 45,213.05	\$ 6,695.66	\$ (1,447.69)	\$ 50,461.02
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 13,690.30	\$ 6,905.10	\$ (7,280.16)	\$ 13,315.24
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 31,004.65	\$ 22,721.98	\$ (8,762.00)	\$ 44,964.63
FUND - 039 COAL REALLOCATION FUND	\$ 157,681.62	\$ 18.65	\$ -	\$ 157,700.27
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 905,301.05	\$ 7.63	\$ (29,257.13)	\$ 876,051.55
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 245,996.82	\$ 4,706.01	\$ (3,980.96)	\$ 246,721.87
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 646,779.01	\$ -	\$ -	\$ 646,779.01
FUND - 059 CONCEALED WEAPONS FUND	\$ 22,309.75	\$ 2,360.60	\$ (1,600.00)	\$ 23,070.35
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,250.05	\$ 0.05	\$ -	\$ 5,250.10
FUND - 071 JURY FUND	\$ 15,082.68	\$ -	\$ (5,996.48)	\$ 9,086.20
FUND - 073 SPECIAL LAW ENFRMT INVESTIGATION FUND	\$ 2,485.21	\$ 0.02	\$ -	\$ 2,485.23
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 25,830.73	\$ -	\$ -	\$ 25,830.73
FUND - 079 SPAYING & NEUTERING FUND	\$ 49,582.61	\$ 650.00	\$ (200.00)	\$ 50,032.61
FUND - 080 COMM. CORR. FUND	\$ 191,392.43	\$ 41,834.74	\$ (11,720.87)	\$ 221,506.30
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ 32,730.00	\$ (32,730.00)	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 34,401.50	\$ (34,401.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 188.42	\$ (188.42)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 81.97	\$ (81.97)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 145.86	\$ (145.86)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 575.00	\$ (575.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 1,508.46	\$ (1,508.46)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 590.00	\$ (590.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 334,725.18	\$ 49,814.88	\$ (66,024.05)	\$ 318,516.01
FUND - 365 DELQ & NONENT LAND	\$ 73,486.08	\$ -	\$ -	\$ 73,486.08
FUND - 366 BOARD OF HEALTH FUND	\$ 336,303.14	\$ 51,699.95	\$ (30,017.64)	\$ 357,985.45
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 440.00	\$ 432.50	\$ (440.00)	\$ 432.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 117,133.31	\$ (117,133.31)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 59,326.06	\$ (59,326.06)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 20,637.02	\$ (20,637.02)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 2,476.52	\$ (2,476.52)	\$ -
FINAL TOTALS	\$ 4,839,688.86	\$ 698,143.76	\$ (1,182,865.38)	\$ 4,354,967.24
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 4,733,511.55	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (864,651.49)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 484,357.18			
NET BANK BALANCE	\$ 4,353,217.24			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 4,354,967.24			

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

David H. Coffman
Sheriff & Treasurer, Upshur County

01/19/2019



Upshur County Sheriff's Financial Statement

For Period Ending: January 2019

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 161,931.65	\$ (4,996.33)	\$ 85,305.87	\$ 242,241.19
	COAL SEVERANCE-MMA	\$ 16,827.40	\$ -	\$ -	\$ 16,827.40
	E-911 -MMA	\$ 286,277.96	\$ -	\$ -	\$ 286,277.96
	CURRY PARK-MMA	\$ 34,823.56	\$ -	\$ -	\$ 34,823.56
	CURRY LIBRARY-MMA	\$ 46,557.16	\$ -	\$ -	\$ 46,557.16
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 191,305.75	\$ -	\$ 4,211.00	\$ 195,516.75
	CONCEALED WEAPONS	\$ 22,945.35	\$ -	\$ 125.00	\$ 23,070.35
	GENERAL TAX ACCOUNT-MMA	\$ 187,415.10	\$ (289,120.66)	\$ 101,705.56	\$ -
	BOARD OF HEALTH-MMA	\$ 317,226.68	\$ -	\$ 758.77	\$ 317,985.45
	UPSHUR CO. FIRE FEE-IBCK	\$ 14,215.49	\$ (1,245.25)	\$ 345.00	\$ 13,315.24
	UP CO COAL REALLOCAT-IBCK	\$ 157,700.27	\$ -	\$ -	\$ 157,700.27
	EMPLOYEE BENEFITS-IBCK	\$ 876,051.55	\$ -	\$ -	\$ 876,051.55
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.23	\$ -	\$ -	\$ 2,485.23
	COMMUNITY CORR. FUND-IBCK	\$ 221,506.30	\$ -	\$ -	\$ 221,506.30
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ -	\$ -	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 186,920.28	\$ (162,000.21)	\$ 1,160.25	\$ 26,080.32
	TAX CLEARING ACCOUNT	\$ 25,043.41	\$ (25,043.41)	\$ -	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,363.95	\$ (1,363.95)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 104,074.11	\$ (22,944.12)	\$ 24.08	\$ 81,154.07
	COAL SEVERANCE-CKNG	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	DOG & KENNEL-CKNG	\$ 40,576.17	\$ -	\$ -	\$ 40,576.17
	GEN. CO. MISC-CKNG	\$ 41,602.10	\$ -	\$ -	\$ 41,602.10
	WORTHLESS CHECK FUND-CKNG	\$ 141,063.48	\$ -	\$ -	\$ 141,063.48
	E-911 -CNKG	\$ 256,856.20	\$ (24,066.60)	\$ -	\$ 232,789.60
	HOME DETENTION-IBCK	\$ 54,330.76	\$ -	\$ -	\$ 54,330.76
	CURRY PARK-CKNG	\$ 25,009.38	\$ -	\$ -	\$ 25,009.38
	CURRY LIBRARY-CKNG	\$ 3,903.86	\$ -	\$ -	\$ 3,903.86
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 51,205.12	\$ -	\$ -	\$ 51,205.12
	VOTER'S REGISTRATION-IBCK	\$ 5,250.10	\$ -	\$ -	\$ 5,250.10
	JURY-CKNG	\$ 10,423.81	\$ (1,337.61)	\$ -	\$ 9,086.20
	SPAY.& NEUTER. DEP. FUND	\$ 50,232.61	\$ (200.00)	\$ -	\$ 50,032.61
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 14,143.30	\$ (15,860.50)	\$ 1,717.20	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 755.00	\$ (755.00)	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ 512.75	\$ (575.00)	\$ 67.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 1,110.15	\$ (289,944.35)	\$ 288,834.20	\$ -
	TAX LEIN FUND-CKNG	\$ 337,232.54	\$ (18,716.53)	\$ -	\$ 318,516.01
	DELQ & NON-ENTERED LAND	\$ 73,486.08	\$ -	\$ -	\$ 73,486.08
	BOARD OF HEALTH-CKNG	\$ 24,836.25	\$ (4,836.25)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 329.50	\$ -	\$ 103.00	\$ 432.50
	BANK TOTAL	\$ 4,014,291.46	\$ (863,005.77)	\$ 484,357.18	\$ 3,635,642.87
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 646,779.01	\$ -	\$ -	\$ 646,779.01
	EE HEALTH CARE REIMB FUND	\$ 46,610.35	\$ (1,645.72)	\$ -	\$ 44,964.63
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 25,830.73	\$ -	\$ -	\$ 25,830.73
	BANK TOTAL	\$ 719,220.09	\$ (1,645.72)	\$ -	\$ 717,574.37
SUMMARY:					
	TOTAL ALL BANKS	\$ 4,733,511.55	\$ (864,651.49)	\$ 484,357.18	\$ 4,353,217.24
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 4,354,967.24

MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION

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

SUBJECT: REPORT OF ANIMAL CONTROL OFFICER

DATE January 1, 2018- January 31, 2018

THE FOLLOWING IS AN ACCOUNT OF DOGS PROCESSED IN UPSHUR
COUNTY DURING THE MONTH OF January 2019

NUMBER OF DOGS PICKED UP	7
NUMBER OF DOGS ADOPTED	12
NO CHARGE	0
RESCUED DOGS	11
NUMBER OF DOGS RETURNED TO OWNER	1
NUMBER OF DOGS QUARANTINED	1
NUMBER OF DOGS IN DROP BOX	0
NUMBER OF DOGS BROUGHT IN	7
NUMBER OF DOGS EUTHANIZED	1
NUMBER OF HOURS INVOLVED	136
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	15

To: Upshur County Commission
 From: Janella Cochran Supervisor of Animal Services
 Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During
 The Month of January 2019

Number of Cats brought in by Buckhannon City Trapper	__5__
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	_0_
Number of Cats Brought in By Dustin for Upshur County	_2_
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	_5__
Number of Cats Dropped Off by Upshur County Residence	__30__
Number of Cats Quarantined	_0_ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__2__
Number of Cats Adopted(Upshur)	__14_ (13)Upshur (1)Lewis
Number of Cats Returned to Owner	_3__(3)_Upshur (0) Lewis
Number of Cats/Kittens Rescued	_25__(21)Upshur (4) was Lewis
No Charge	__25__
Number of Cats Euthanized	_1_(1) Upshur (0) of these were Lewis

UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting
Wednesday, February 20th, 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. Template for policy manual
 - ii. Inclement weather policy revision (for after 5 p.m. & weekends)
 - b. Background checks
- VI. New Business
 - a. Service Center Day (March 15th) - closing to public
 - b. Ramp Dinner (April 26) – closing at 2 p.m.
 - c. Approval of Library Audit
- VII. Friends of the Library
- VIII. Setting date of next Board meeting
- IX. Adjournment

(15)

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, February 21, 2019**

A. Call to Order

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

B. Recognized Guests

- B.1 Recognition February BEST Award Winner

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 Police Chief-Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 City PR: BPD Citizens' Police Academy Deadline to Apply is March 1st
- D.2 Upshur County Homeless & Housing Coalition Meeting Minutes 01/09/19
- D.3 FOIA Request Past Election Results-Political Science Tulane University
- D.4 Mayor's Letter to Delegate Robbie Martin & Delegate Patrick Martin RE: Upcoming Bills
- D.5 Article-Safest Cities in WV for 2019-No. 8 Buckhannon www.homesnacks.net/cities/safest-places

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 02/07/19 & Special meeting 02/18/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Accept Resignation Marcus Miller- Street Department Employee

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Recommendation FCSC to Appoint Dion Wamsley & Glen Davis Provisional Temporary Firefighters To Serve up to 90 Days
- F.2 Approval City Council Meeting Date of May 16 to be Rescheduled for Tuesday May 14 due to WVSF Events
- F.3 Approval Event Request Jawbone Park 02/24/19 at 1pm Black History Month Celebration
- F.4 Discussion/Possible Vote BPD Providing Security to Brushy Fork Event Center
- F.5 Request from Calhoun County Sheriff's Office -Cruisers
- F.6 Property Values for Insurance Purposes

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, March 7, 2019

Posted 02/15/19

12



Notice of Monthly Meeting Upshur County Farmland Protection Board

Location: West Virginia Farm Bureau Office
1 Red Rock Road, Buckhannon, WV

Date: February 21, 2019

Time: 2:00 p.m.

AGENDA

CALL MEETING TO ORDER / ROLL CALL / WELCOME NEW COMMISSIONER

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: November 16, 2018

BUSINESS ITEMS – Discussion/Update/Action

- Bylaws – changes for approval
- IRS – late payment penalty (\$4,804.80) – Update
- IRS – request to remove 501(c)3 (\$400) – Update
- FY19 – Sue Core site visit
- 1099's & 1096 - Update

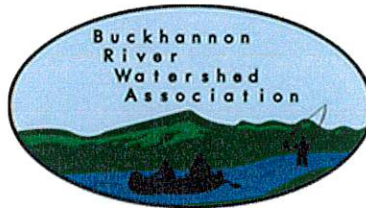
FINANCIAL MATTERS – Discussion/Update/Action

- FY19 Financial Spreadsheet
- Checking Account - Bank Statement Balance --- \$ _____
- CD Balance --- \$ _____
- WVMM Balance --- \$ _____
- Transfer Tax Deposit/Credits --- \$ _____
- Payment of Bills / Invoices ---
 - Saddleback Services

OTHER BUSINESS

DATE OF NEXT MEETING

ADJOURNMENT



17

B.R.W.A. Board of Directors Meeting Minutes

Thursday, January 3, 2019, 1800 hrs.

Trustees Room, 3rd 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: Donnie Tenney, G. Paul Richter, Jim Mitchell, Kevin Campbell, Kim Bjorgo-Thorne, Martin Christ, D.W. 'Woody' Martin

Start time: 1810 hrs. Quorum present (at least ≥4)? Yes

Guests: William C. Garrett, Upshur County Sanitarian

- December 6, 2018 Board meeting review - Kim moved, 2nd by Paul to accept the December minutes, motion passed.

Reports:

- **BRWA Administrator's Report:** Paul gave the Administrator's report (Swamp Run #2 noted below). Herods Run is finished with ~ \$16k in funds remaining, which must be spent by June 30, 2019. There was a discussion about proposals to utilize the remaining funds (YSI, probes, back-ups, reference junctions, HACH (formerly Marsh-McBirney flow measurement instrument), educational materials and brochures, Kim's water sampling class at the H.S. in March, web page upgrades)
- **Treasurer's Report:** Jim gave the Treasurer's Report showing balances of \$935.47 in the Stream Partners grant, \$5332.40 in checking, \$10 cash-on-hand, \$11 in the OSM account, \$3223.57 CD.
- **Membership Report:** Paul gave the membership report showing 35 members including 8 organizations
- **Facebook & Web site Report:** - Kim reported that the webpage had 16 views in 28 days

Old Business:

- Outreach brochures – April sent out one for review & input for Bull Run
- Sampling results – the December results have not yet been received
- Bull Run – There was a discussion about fecal coliform DNA analysis and costs (~\$500/sample) and Bacteroides and ruminants. Kevin will talk with Mike Ross about the AMD source area.
- Swamp Run #2 – engineering contract/meeting date – January 14, 2019 @ 1100 hrs. at Skelly & Loy, Morgantown office. Paul & Donnie plan to attend.
- HACH (Marsh McBirney) flow instrument – Kevin will solicit bids for the HACH flow meter and
- Stream Partners grant – an extension request has been submitted. Martin would like to see proposals to utilize the excess funds added to the extension request.

New Business:

- Kim will solicit bids for a new YSI & additional/back-up probes
- Sampling dates – nothing scheduled - carry-over

- Maple Syrup Festival, March 16 & 17 - I moved, 2nd by Kim for BRWA to participate in the festival, motion passed.
- There was a discussion about changing the monthly meeting dates from the first Thursday to the second Wednesday of the month, due to Kim's schedule. The February meeting was set for Wednesday, February 13, 2019 and I will survey the Board members regarding their availability/preference for future meetings.
- WCAP Executive Director – Paul reminded the Board of his planned retirement on April 30, 2019, and the legacy items, files and passwords that need to be transferred. He noted that he has been paid \$20.00/hr. and that starting with the Swamp Run #2 project, the compensation will be \$40.00/hr. There was a brief discussion regarding the work involved for anyone interested in assuming the duties.

18

Adjourned to Buckhannon River Project Team meeting @ 1910 hrs.

Next BRWA Board of Directors Meeting: Wednesday, February 13, 2019, 1800 hrs.,
Third Floor, Christopher Hall of Science, West Virginia Wesleyan College

TREASURER'S REPORT
BUCKHANNON RIVER WATERSHED ASSOCIATION, INC.

	REGULAR CHECKING	2018 SP GRANT
12/06/18 ACCOUNT BALANCE	\$ 6,049.07	\$ 1,631.34
<u>INCOME:</u>		
TOTAL INCOME.....	\$ 0.00	
<u>DISBURSMENTS:</u>		
11/14/18 CHECK ORDER	\$ 20.80	
12/27/18 STURM ENVIRONMENTAL SERVICES		\$ 561.00
12/27/18 G. PAUL RICHTER—MILEAGE		\$ 134.87
TOTAL DISBURSMENTS	\$ 20.80	\$ 695.87
CHECKING ACCOUNT BALANCES 01/03/19	\$ 5,332.40	\$ 935.47
CHECKING AND CASH ON HAND	\$ 5,342.40	
CERTIFICATE OF DEPOSIT	\$ 3,223.57	

TREASURER'S REPORT
BUCKHANNON RIVER WATERSHED ASSOCIATION, INC.
2018 STREAM PARTNER REPORT

ACCOUNT BALANCE 01/16/18	\$5,000.00
ACCOUNT BALANCE 12/06/18	\$1,631.34
<u>EXPENDITURES:</u>	
12/27/18 G.P. RICHTER—MILEAGE	\$ 134.87
12/27/18 STURM ENVIRONMENTAL SERVICES	\$ 561.00
TOTAL EXPENDITURES.....	\$ 695.87
ACCOUNT BALANCE 01/03/19	\$ 935.47

TREASURER'S REPORT
BUCKHANNON RIVER WATERSHED ASSOCIATION, INC.
OSM ACCOUNT

CHECKING ACCOUNT BALANCE 12/06/18	\$ 11.00
<u>INCOME:</u>	
TOTAL INCOME.....	\$ 0.00
<u>DISBURSEMENTS:</u>	
TOTAL DISBURSEMENTS.....	\$ 0.00
CHECKING ACCOUNT BALANCE 01/03/19	\$ 11.00

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 8, 2019



The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, January 8, 2019.

Chair, Carey Wagner, called the meeting to order at 5:28 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Absent, System Operator-David Wamsley

Unless otherwise stated all motions passed by vote 3-0.

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of December 4, 2018 Regular Monthly Meeting were presented for approval. **Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. **Sonny Matthews made a motion to approve the financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried**

ELECTION OF 2019 OFFICERS

Sonny Matthews made a motion to leave the officers as they stand now. Larry Heater seconded. Motion carried

JESSE WILLIAMS JR.

Jesse Williams Jr. attended the monthly meeting to inquire about doing Maintenance for the PSD i.e. tap installations, leak repairs and other maintenance related jobs. He was told by the Board to submit his prices for review.

2019 HOLIDAY SCHEDULE

Sonny Matthews made a motion to approve the 2019 Holiday list as presented. Larry Heater seconded. Motion carried

RATE INCREASE

Carolyn Douglas notified the Board of the PSC Audit starting 1/9/19 in reference to the 19A we filed with them.

20

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 8, 2019

COST SAVINGS MEASURES FOR 2019

This item was not discussed at this time.

PHASE III EXTENSION PROJECT

No invoice payment request forms were received from Region VII for approval

Carey Wagner brought the Board up to date on the results of attending the IJDC meeting January 3rd at Charleston. They approved our loan at 2% for 30 years instead of the 3% for 20 years.

Carolyn Douglas stated she had completed several right of ways/easements and was working to get the balance done in a timely manner. As well as working with Carey Wagner trying to get the balance of water user agreements needed to meet the 100% requirement for the Phase III PSC Certificate filing.

Katy Mallory emailed two applications from USDA as holders of existing bonds for signatures from the Chair and Secretary plus the company seal. **Sonny Matthews made a motion to sign and seal applications. Larry Heater seconded. Motion carried**

MAINTENANCE

Dave Wamsley, System Operator discussed the December Maintenance Report which he had prepared for the meeting. Dave pointed out to the Board the significant drop in unaccounted for water loss due to the discovery and repair of a leak that was running about 40,000 gallons a day loss. He stated there should be a big difference in the next water bill from the City barring any further leaks.

PERSONNEL

Sonny Matthews made a motion to enter into Executive Session pursuant WV Code 6-9A-4. Carey Wagner seconded. Motion carried. At 6:48 p.m. Carey Wagner made a motion to come out of Executive Session. Larry Heater seconded. Motion carried. No decisions were made during executive session.

There being no further business, **the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater.** Meeting adjourned at 6:58 p.m.

The next regular monthly meeting will be held on Tuesday, February 5, 2019 at 5:30 p.m.

Respectfully submitted:

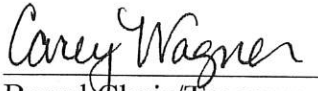
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet
Financial Report

21

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 8, 2019

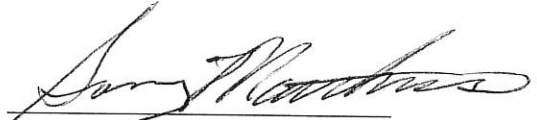
Approved By:



Board Chair/Treasurer
Carey Wagner



Secretary
Larry Heater



Board Member
Sonny Matthews

Note: Recorded Meeting

Upshur County Safe Structures and Sites
Enforcement Board
January 10, 2019

Members present: Greg Harris, Chris Cook, Brian Shreves and Chris Garrett

Members absent: Rick Harlow

Others present: None

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

The December 13, 2018 meeting minutes were reviewed. On Motion by Brian Shreves, seconded by Chris Cook, the meeting minutes were approved as presented.

No guests were present.

The Enforcement Board reviewed the following cases:

012017-01 and 012017-02 (George) – No action taken. This case remains open, per the Board's previous decision.

020917-01 (Wojnovich) – No action taken. Waiting until the end of the 18 month period to see if the new owner brings the property into compliance. Sold during the tax sale on 11/15/17.

110917-01 (DeMastes) – The Board reviewed photographs of the property and noted the trailer has since burned down; however, the debris still remains on the property. On motion by Brian Shreves, seconded by Chris Garrett, the Board moved to send a letter of required action with a deadline of February 13, 2019.

030818-02 (Linger/Merriman) – The Board reviewed photographs of the property and noted the porch has been removed, caution tape is hung around the structure and the danger has been taken care of. On motion by Brian Shreves, seconded by Chris Garrett, the Board moved to close this case.

061418-03 (Best) No action taken. Waiting until the end of the 18 month period to see if the new owner brings the property into compliance. Sold during the tax sale in November 2018.

101118-01 (Chapman) – The Board reviewed photographs of the property and noted that no progress has been made. To our knowledge, Mr. Chapman has not responded to the WVDEP's correspondence. The Board will seek input from Rick Harlow due to lack of adequate space to access the property in case of a fire emergency. Chris Garrett will write James McClain with the WVDEP another letter. On motion by Brian Shreves, seconded by Chris Cook, the Board approved to provide the first extension until February 13, 2019.

121318-01 (Humphrey) – The Board discussed this property and decided for Chris Garrett to make contact with DNR Officer Tanner Collins. On motion by Brian Shreves, seconded by Chris Garrett, the Board approved an initial deadline of March 13, 2019 to bring the property into compliance with the ordinance.

The Enforcement Board reviewed the following new cases:

011019-01 (Leichliter) – Tabatha explained her initial discussion with the complainant and that she provided him with Tom Rise’s number along with contact information for Eric Gladwell with the DEP. On motion by Brian Shreves, seconded by Chris Garrett, the Board approved for Greg Harris to send an initial inspection letter to the property owner.

011019-02 (Zalaznik) – Tabatha explained her initial discussion with the complainant and that she provided him with Tom Rise’s number along with contact information for Eric Gladwell with the DEP. On motion by Brian Shreves, seconded by Chris Garrett, the Board approved for Greg Harris to send an initial inspection letter to the property owner.

Public Comment:

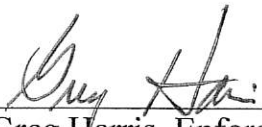
Tabatha has been tasked by the Upshur County Commission with researching Salvage Yard Ordinances.

Other Business:

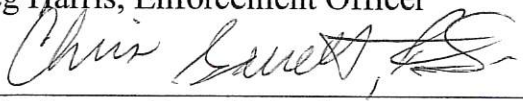
The next meeting will be held on Thursday, February 14, 2019 at 4:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon.

By consensus of the Board, the meeting adjourned at 4:30 p.m.

Approved by:



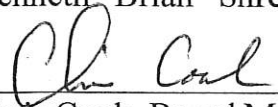
Greg Harris, Enforcement Officer



Chris Garrett, Board Member

Rick Harlow, Board Member

Kenneth “Brian” Shreves, Board Member



Chris Cook, Board Member

02-14-19
Date

2/14/2019
Date

Date

Date

Date