

Upshur County Commission Meeting Agenda

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

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• March 7, 2019

1:00 p.m. Budget Hearings at the Upshur County Administrative Annex

Items for Discussion / Action / Approval:

1. Approval and signature of correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their FY20 grant application.* Page 4
2. Correspondence from Shane Whitehair, Executive Director of Region VII Planning and Development Council regarding Small Cities Block Grant recipient requirements to affirmatively further fair housing. Approval and signature of a Resolution proclaiming April 2019 as Fair Housing Month.* Page 5-6
3. Approval and signature of the Letter of Agreement between the Upshur County Commission and Nate Kennedy, Consulting Engineer for Kennedy Forest Management Services, setting forth the terms of agreement for marking and selling timber on the Selbyville Youth Camp property. The fee will be 5% of the timber sale value.* Page 7-8
4. Correspondence from Bethany Kirchberg, Tri-County Child Exchange & Visitation Program Coordinator, requesting the employment of Hannah Ferguson as a part-time program monitor, effective March 18, 2019. As program monitor, Ms. Ferguson will be paid \$8.75 an hour and work a maximum of 19 hours per week.* Page 9
Item may lead to Executive Session per WV Code §6-9A-4
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 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. Lease Agreement between the 26th Judicial Community Corrections Day Report Center and CIT Bank, N.A. for the purchase of copier equipment at the Lewis County Day Report Center. Per this agreement, the monthly payment will be \$53 per month for a period of 60 months.* Page 10-12
2. Correspondence from Susan M. Pierce, Deputy State Historic Preservation Officer for the WV Division of Culture and History, providing a response to the Section 106 Review for the dormer and chimney restoration project. After the project is awarded and plans finalized, further comments will be provided. Page 13-14

3. Correspondence from Jill C. Dunn, Director of the WV Department of Transportation Division of Highways Legal Division, regarding the Commission's concerns with the Division of Highways' legal position on legislation regarding debris landslides. Page 15
4. James W. Curry Public Library Garden Project Application for Assistance through Wes-Mon-Ty RC&D. If awarded, the funds will be used for the creation of a raised bed garden to be used for a pumpkin patch and will cost approximately \$2,075. Page 16-17
5. Upshur County Animal Control / Humane Officer Report for the month of February 2019 Page 18
6. Lewis-Upshur Animal Control Facility Cat Report for the month of February 2019 Page 19
7. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - Upshur County Emergency Responders and Schools Training Event – March 20th from 8 a.m. to 8:30 a.m. at BUMS Page 20-21
 - b. Agendas and/or Notice of Meetings:

• Upshur County Family Resource Network	March 11, 2019	<u>Page 22</u>
• Buckhannon River Watershed Association	March 13, 2019	<u>Page 23</u>
• Buckhannon-Upshur Airport Authority	March 14, 2019	<u>Page 24</u>
• Upshur County Fire Board, Inc.	March 19, 2019	<u>Page 25</u>
 - c. Meeting Minutes:

• Upshur County Family Resource Network	December 10, 2018	<u>Page 26-27</u>
• Upshur County Family Resource Network	January 14, 2019	<u>Page 28-29</u>
• Elkins Road PSD	February 5, 2019	<u>Page 30-32</u>
• Hodgesville PSD	February 5, 2019	<u>Page 33-34</u>
• Upshur County Family Resource Network	February 11, 2019	<u>Page 35-36</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
• 04/08/19	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
• 03/20/19	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
- 03/21/19 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 03/17/19 6:00 p.m. Washington District VFD
- 03/18/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 03/20/19 4:00 p.m. Upshur County Public Library Board
- TBD 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 03/19/19 6:30 p.m. Upshur County Fire Board, Inc.
- 03/26/19 12:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/13/19 7:00 p.m. Ellamore VFD
- 03/20/19 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 03/21/19 2:00 p.m. Upshur County Farmland Protection Board
- 03/27/19 10:00 a.m. James W. Curry Advisory Board
- 03/25/19 6:00 p.m. Upshur County Fire Fighters Association
- 03/13/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 03/15/19 11:00 a.m. Region VI Local Elected Officials – Lewis County
- 04/22/19 12:00 p.m. Region VII Planning and Development Council

8. Appointments Needed or Upcoming:

- Tennerton Public Service District (unexpired term – July 31, 2019)

9. 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 L. 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 8:30 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. United States Census Bureau –2020 Census and the formation of a complete count committee

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

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UPSHUR COUNTY COMMISSION

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

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

TDD Numbers
Business: 472-9550
Emergency: 911

March 14, 2019

26th Judicial Community Corrections
c/o Cheyenne Walters
31 North Spring Street
Buckhannon, WV 26201

To whom it may concern:

The Upshur County Commission is grateful for their partnership with the 26th Judicial Circuit Community Corrections Day Report Center and its effectiveness within the County. In 2018, this program saved Upshur County approximately one million two hundred seventy seven thousand nine hundred ninety seven dollars and seventy cents (\$1,277,997.70) in regional jail fees. Even though the regional jail bill continues to increase on a yearly basis, due to more criminal acts being performed, the County has been able to remain current. Without these services we are certain there would be an increase in offender recidivism resulting in an increase in the regional jail bill that would have a devastating impact on the taxpayers of this County. This Commission continues to support the hard work and dedication of Cheyenne Troxell and her staff. Continued funding of the above referenced program will be greatly appreciated.

Best regards,

Terry B. Cutright
Commissioner

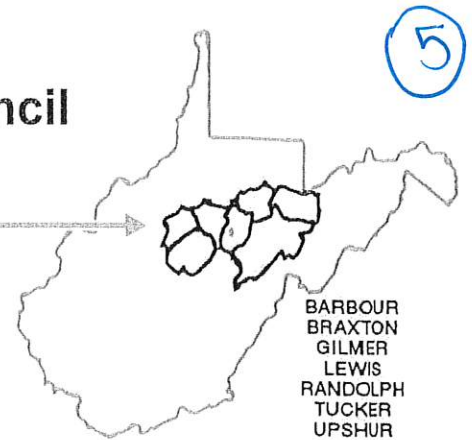
Samuel R. Nolte
Commission President

Kristie G. Teney
Commissioner

An Equal Opportunity Employer

Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201
PHONE: (304) 472-6564 • FAX (304) 472-6590



March 12, 2019

TO: Braxton County Commission
Gilmer County Commission
Lewis County Commission
Town of Davis
Town of Harman
Tucker County Commission
Upshur County Commission

RE: April 2019—Acknowledging Fair Housing Month

Governor Jim Justice has proclaimed April as Fair Housing Month for the State of West Virginia. As a recipient of a Small Cities Block Grant (SCBG), you must take this opportunity for your community to affirmatively further fair housing and comply with this SCBG regulation.

You should have received a memo dated March 5, 2019 from the WV Development Office outlining examples of how you can comply with this requirement (enclosed for your reference). You may already have some of these examples in place, and if so, please revisit, update, and add to these efforts. Below, I am providing you with a summary of examples for you to complete to further your efforts and comply with this SCBG mandate:

1. **At your next regularly scheduled meeting, declare April as Fair Housing Month in the form of the attached resolution.**
2. Add to your letterhead and email signatures: "City/Town/Commission is an Equal Opportunity Employer (EOE)" and "This community supports Fair Housing practices".
3. Utilize the Equal Housing logo in all your general publications, ads, and communications. You can download this logo from the HUD website:
<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>
4. Download and prominently display posters and brochures found on the HUD website:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing

On your behalf, **our office will be placing an advertisement/press release in your local paper as a public notice** to show that your County/City is a fair housing community and promotes equal housing opportunities. This notice will be in the papers within the next couple of weeks.

Please complete these items as soon as possible and send our office a copy/statement of all the requirements you completed so we can include these in the project files. If you should have any questions or comments regarding this matter, please feel free to contact our office.

Sincerely,

Shane Whitehair
Executive Director

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UPSHUR COUNTY COMMISSION

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

Telephone: (304) 472-0535
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FAIR HOUSING RESOLUTION

Whereas, the Upshur County Commission desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring about mutual self-respect and understanding among all citizens and groups in Upshur County; and,

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the West Virginia State Fair Housing Law, Title 49-2-305, MCA, it is illegal to deny housing to any person because of race, sex, religion, color, age, physical or mental handicap or national origin;

Therefore, be it resolved the Upshur County Commission in West Virginia makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the "Equal Housing Opportunity" logo, will be displayed at the Upshur County Courthouse.

Therefore, be it also resolved that the following procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The Upshur County Commission shall inform all County employees of the County's commitment to fair housing.
2. The Upshur County Commission will post this resolution in County buildings and other public places and publicize it.
3. The Upshur County Commission shall direct all employees to forward immediately to the Commission President any reports they receive of housing discrimination.
4. The President of the Commission shall forward such complaints to the West Virginia Human Rights Commission, 1321 Plaza East, Room 108A, Charleston, West Virginia, 25301-1400, within 10 days of receipt of said complaint.

Now, therefore it be resolved that the Upshur County Commission does hereby proclaim April 2019 as Fair Housing Month.

Terry B. Cutright
Commissioner

Samuel R. Nolte
President

Kristie G. Tenney
Commissioner

An Equal Opportunity Employer



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Nate Kennedy dba
Kennedy Forest Management Services
36 Central Avenue
Buckhannon, WV 26201

February 21, 2019

Upshur County Commission
91 West Main Street
Buckhannon, WV 26201



SUBJECT: Letter of Agreement

The intent of this letter is to set out the terms of agreement on how marking and selling a timber sale on Selbyville Youth Camp lands will be conducted as well as to provide authorization to proceed. This agreement is based on work which has been done and will be done on Selbyville Youth Camp property and is between Upshur County and Nate Kennedy. This agreement will focus on the timber sale area described as the merchantable timber within the borders of Selbyville Youth Camp east of Buckhannon River and to be called Selbyville Youth Camp Timber Sale and will consist of ~55 acres of marked timber. This area was previously harvested during the late '90s with skid roads built to facilitate logging. The following terms and conditions will apply:

1) Danny James, WV Division of Forestry Service Forester for Upshur County has marked those trees which are to be harvested with blue paint using a circular spot at chest high on both the uphill, the downhill side, and a spot below the projected stump level of the tree. Each tree has been measured for species, diameter, and height to determine sawlog volumes by species and diameter class. For sale purposes, timber volumes have been determined using Doyle scale and International scale. Doyle scale will be used to determine advertised and sold volumes for the timber sale.

2) Preparation of the timber sale began during the summer of 2018 and timber cruise information and summaries turned over to Upshur County during the fall of 2018 with the intent of a timber sale auction date at the earliest practical date, preferably during the spring of 2019. In December of 2018, Nate Kennedy was asked to sell the timber sale and handle contract administration duties for the timber sale. Mr. Kennedy has agreed and in January of 2019, began R/W research as well as meetings with the Selbyville Youth Camp Board.

3) The timber sale will be advertised and sold as a lump sum sealed bid timber sale with the highest bidder being awarded the timber sale contract. An appraised value will be

determined to use as a guide for the bidding process. Upshur County Commission has the right to reject any bids.

4) Mr. Kennedy will provide all services needed for negotiating signed agreements needed for harvesting the timber sale, advertising, showing, auctioning, sale, and contract administration of the timber sale. Since skid roads are already in place, the existing roads will be used wherever practical. Mr. Kennedy will layout and/or designate any additional skid roads necessary for the harvest of timber.

5) Mr. Kennedy's fees for the professional forestry services outlined will be 5% of the timber sale values. Payment for professional forestry services will be at the point in time when the timber sale has been sold.

6) It is further agreed that the Upshur County Commission will follow the professional forest management advice as provided by Mr. Kennedy.

7) Property line locations will be the responsibility of Upshur County. Should it be determined that a property line survey is required to determine the location of any and/or all property lines, the responsibility and cost of this will be borne by Upshur County Commission. Upshur County Commission also reserves the right to choose surveying contractors and to assist in location of property lines.

Upshur County Commission

Nate Kennedy 2/21/2019

Nate Kennedy – Consulting Forester
Dba Kennedy Forest Management Services

Tri-County Child Exchange & Visitation Program

P.O. Box 724 Weston, WV 26452

Phone (304) 269-8247

tricitychildwv@hotmail.com

Contact: Bethany Kirchberg, Program Coordinator



To whom it may concern,

This letter is to provide insight to the purpose for hiring Hannah Ferguson to Tri-County Child Exchange & Visitation Program staff. Ms. Ferguson will not be permitted to work over 19 hours per week, will be assigned the position of monitor with a pay wage rate of (minimum wage) \$8.75/hour and employment to be effective March 18, 2019 pending background check results.

If you have any questions please contact our office.

Thank you.
Bethany Kirchberg
Program Coordinator

Lease Agreement Number: _____



Lease Agreement

This Lease Agreement (the "Lease") contains the terms of your agreement with us. Please read it carefully and ask us any questions you may have. The words you, your and lessee mean you, our customer. The words we, us, our and the lessor, mean CIT Bank, N.A.

Equipment Description

Quantity

Description

Equipment Address

1

MISCELLANEOUS 34750

11015215

For additional equipment and accessories, attach addendum.
Equipment Supplier Name, Address and Phone:

End of Lease Purchase Option

If no box is checked or if more than one box is checked, the Fair Market Value Purchase Option will apply.

☒ Fair Market Value

☐ \$1.00 Purchase Option ☐ Other _____

Term and Lease

Lease Payment \$53.00 (plus taxes, if applicable)

Term (Months) 60

Payment Frequency Monthly

Variable Payment Schedule if applicable:

(Attach "Payment Schedule Addendum" if necessary)

_____ payments @ _____; followed by _____ payments @ _____ followed by _____ payments @ _____; followed by _____ payments @ _____; followed by _____ @ _____

Payments are due in Arrears

The following additional payments are due on the date you sign this agreement:

One-time Documentation Fee \$75.00 Payable with First Invoice
Advanced Payment \$_____ due at Lease signing
(including taxes, if applicable)

If more than one Lease Payment is required in advance, the additional amount will be applied at the end of the initial or any renewal term.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for (i) if you are a legal entity, your name, address, and other information that will allow us to identify you; (ii) if you are an individual, your name, address, and date of birth. We may also ask to see your driver's license or other identifying documents.

LESSOR: CIT Bank, N.A.
10201 Centurion Parkway N. #100
Jacksonville, FL 32256

Authorized Signature _____ Date Signed _____

Printed Name _____

Print Title _____

Lessee

Lessee Legal Name

Upshur County, NC

Lessee "Doing Business As" Name

Billing Street Address

43 TWBUC RD

Billing City, State, Zip

BOCKHANNON, WV 26201

Billing Contact Name & Phone No.

SAM 304 269-

Lessee Phone Number (if different from above)

TERMS AND CONDITIONS BY SIGNING THIS LEASE:

(i) You acknowledge that you have read and understand the terms and conditions of this Lease including those on page 2 of this Lease; (ii) You agree that this Lease is a net lease that you cannot terminate or cancel, you have an unconditional obligation to make all payments due under this Lease, and you cannot withhold, set off or reduce such payments for any reason; (iii) You will use the Equipment only for business purposes; and (iv) You agree that by providing a telephone number to a cellular or other wireless device, you are expressly consenting to receiving communications from us, our affiliates and agents (for non-marketing purposes) at that number, including, but not limited to, prerecorded and artificial voice messages, text messages, and calls from automated telephone dialing systems; these calls may incur fees from your cellular provider; and this consent applies to each such telephone number you provide to us now or in the future.

ELECTRONIC TRANSMISSION AND COUNTERPARTS. A fax or electronically transmitted signed version of this Lease, when received by us, shall be binding on you for all purposes as if originally signed. This Lease is not binding on us until we sign it. We may accept this Lease by signing, either manually or electronically. You agree that the only version of this Lease that is the original for all purposes is the version containing your fax or scanned signature and our signature. This Lease may be signed in counterparts each of which will be considered an original and all counterparts will be considered and constitute one and the same Lease. This Lease may be retained electronically and you agree that any such electronic version shall be fully enforceable without the need to produce an original; however we may request an original signature document.

LESSEE SIGNATURE

Upshur County, NC

Lessee Legal Name

Authorized Signature

Date Signed

Samantha Ribeiro Matus

Print Signer's Name

Print Signer's Title

Federal Tax ID Number



MCM BUSINESS SYSTEMS

SERVICE CONTRACT

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BETWEEN:

Lewis County Day Report
111 COURT AVE.
WESTON, WV 26452

herein referred to as USER

AND:

MCM Business Systems
1315 Buckhannon Pike
Nutter Fort, WV 26301

herein referred to as MCM

In consideration of payment yearly, in advance, MCM agrees to maintain the USER's equipment listed on this agreement in good operating condition subject to the terms and conditions herein provided.

TERMS AND CONDITIONS OF AGREEMENT

- SERVICE AND LABOR** If service or shop work is required during the agreement period, it will be furnished to the USER at no cost Monday thru Friday, 8:30 AM to 5:00 PM, excluding holidays.
- LOANER GUARANTEE** If at any time, for any reason, MCM is unable to repair a machine within 72 hours of responding, MCM will provide a loaner machine, free of charge, until repair is accomplished. Copies made will be applied to the current contract.
- MACHINE CONDITION** It is understood that the equipment is in good operating condition on the date this Agreement becomes effective. Equipment out of warranty 30 days is subject to inspection, at USER's expense, prior to acceptance. Should repairs be found necessary, they will be accomplished at USER's expense prior to acceptance.
- EXCEPTIONS** **THIS AGREEMENT DOES NOT COVER:**
- A. Repair or adjustment resulting from use of equipment in a manner otherwise than in accordance with instructions issued by MCM.
 - B. Repair or adjustment resulting from use of other than manufacturer's genuine parts or accessories supplied or recommended by MCM. This will include toner and all consumable's.
 - C. Repair or adjustment caused by repairs or adjustments made by other than our authorized representatives.
 - D. Repair or adjustment caused by water, fire, accidents, or abuse, or foreign matter in equipment.
 - E. Repair or adjustment resulting from input power line fluctuations or failure to comply with proper grounding requirements.
 - F. Repair or adjustment resulting from USER's failure to perform required customer preventive maintenance.
- *** **G. Repair or adjustment due to computer or network related issues.**

MCM's sole obligation under this agreement is to inspect and make repairs as herein provided and the USER hereby agrees that there are no warranties, expressed or implied, which would impose upon MCM any other obligation or liability and MCM neither assumes nor authorizes any person to assume for it any such other obligation or liability. This agreement may be cancelled in writing by either parties on 30 days notice.

Model B4750 Beginning Copy Count 100
Serial Number _____ Annual Rate WARRANTY
Accessories _____ Effective Date 2-1-19 To 2-1-24
or 120,000 Copies Whichever Comes First
Coverage Includes: ALL PARTS, LABOR, MILEAGE, TONER, DEVELOPER & DRUMS.
Coverage Excludes: PAPER & ABUSE

Company By: [Signature]
Title: CASE MANAGER Date: 2/1/19

MCM Business Systems
By: _____
Title: _____ Date: _____



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NON APPROPRIATION RIDER

This Non-Appropriation Rider to the Rental Agreement No. _____ dated _____, 20____ (the "Rental"), is by and between CIT Bank, N.A. (Renter) and _____ (Renter). Capitalized terms used herein without definition shall be defined as provided in the Rental.

Notwithstanding anything contained in the Rental to the contrary,

1. Renter presently intends to continue the Rental for its entire term and to pay all rentals or other payments relating thereto and shall do all things lawfully within its power to obtain and maintain funds from which the rentals and all other payments owing thereunder may be made. To the extent permitted by law, the person or entity in charge of preparing Renter's budget will include in the budget request for each fiscal year during the term of the Rental the rentals to become due in such fiscal year, and will use all reasonable and lawful means available to secure the appropriation of money for such fiscal year sufficient to pay all rentals coming due therein. The parties acknowledge that appropriation for rentals is a governmental function which Renter cannot contractually commit itself in advance to perform and the Rental does not constitute such a commitment. However, Renter reasonably believes that moneys in an amount sufficient to make all rentals can and will lawfully be appropriated and made available to permit Renter's continued utilization of the Equipment in the performance of its essential functions during the term of the Rental.

2. If Renter's governing body fails to appropriate sufficient moneys in any fiscal year for rentals or other payments due under the Rental and if other funds are not available for such payments, then a "Non-Appropriation" shall be deemed to have occurred. If a Non-Appropriation occurs, then: (i) Renter shall give Renter Immediate notice of such Non-Appropriation and provide written evidence of such failure by Renter's governing body at least sixty (60) days prior to the end of the then current fiscal year or if Non-Appropriation has not occurred by that date, immediately upon such Non-Appropriation; (ii) no later than the last day of the fiscal year for which appropriations were made for the rentals due under the Rental (the "Return Date"), Renter shall return to Renter all, but not less than all, of the Equipment covered by the Rental, at Renter's sole expense, in accordance with the terms hereof; and (iii) the Rental shall terminate on the Return Date without penalty or expense to Renter and Renter shall not be obligated to pay the rentals beyond such fiscal year, provided, that Renter shall pay all rentals and other payments due under the Rental for which moneys shall have been appropriated or are otherwise available, provided further, that Renter shall pay month-to-month rent at the rate set forth in the Rental for each month or part thereof that Renter fails to return the Equipment as required herein.

3. The Rental shall be deemed executory only to the extent of monies appropriated and available for the purpose of the Rental, and no liability on account thereof shall be incurred by the Renter beyond the amount of such monies. The Rental is not a general obligation of the Renter. Neither the full faith and credit nor the taxing power of the Renter are pledged to the payment of any amount due or to become due under the Rental. It is understood that neither the Rental nor any representation by any public employee or officer creates any legal or moral obligation to appropriate or make monies available for the purpose of the Rental.

4. The Renter and Renter agree that they intend the Rental to be an operating Rental and that by the execution thereof, Renter acquires no ownership interest in the Equipment whether vested or contingent. The Renter's interest in the Equipment is limited to that of a Renter and Renter retains all the rights of owner therein. Any provisions indicating to the contrary in this Rider are for precautionary purposes only.

IN WITNESS WHEREOF, each of the parties hereto has caused this Rider to be executed as of the _____ day of _____ 20____.

CIT Bank, N.A.
(Renter)

By _____
(Date)

Name/Title _____

Upper County of
(Renter)

By [Signature] 2-1-19
(Date)

Name/Title Samantha Ribeiro Matus
Case Manager



Division of
Culture and History

March 1, 2019

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

Ms. Tabatha Perry
Assistant Administrator
Upshur County Commission
91 West Main Street
Suite 101
Buckhannon, West Virginia 26201

RE: Upshur County Sheriff's Residence and Jail
CFIA
FR# 19-357-UP

Dear Ms. Perry:

We have reviewed the above referenced project to determine its effects to cultural resources. The following comments are offered under West Virginia Code 29-1-8.

According to submitted information, the Upshur County Commission proposes to use CFIA funds to restore the dormers and chimneys at the former sheriff's residence and jail. It is our understanding that the bid will be placed out this spring for the proposed project. As described the project will cut out and repoint three dormers and the gable dormer encompassing a chimney. Two chimneys will be deconstructed and rebuilt, using original bricks with the addition of in-kind replacement brick. One section of sandstone will be replaced in-kind.

Architectural Resources:

We have reviewed the submitted information. We determined that the Upshur County Courthouse is contributing to the National Register of Historic Places listed Downtown Buckhannon Historic District. Based on the phone conversation with Ernest Blevins, of my staff, the county would like guidance as to what the construction bid package should include. After the project is awarded and plans finalized, we will comment further.

It is our understanding that the roof replacement will be completed as the second phase of the project so that the new roof will not be damaged by the deconstruction and reconstruction of the chimneys. Currently, the roof is being maintained with patches as necessary. What is the time line for the second phase of the project to occur?

When the project is placed to bid, the work will need to adhere to the *Secretary of the Interior's Standards for Rehabilitation (Standards)*. The *Standards* should be included in the bid and construction documents. We recommend consulting with Preservation Brief 2: *Repointing Mortar Joints in Historic Masonry Buildings*. This reference will provide guidance regarding the depth to cut the mortar, and how to complete a mortar analysis to use in repointing. Prior to the bid process, we request an opportunity to comment on the plans for the deconstruction and

March 1, 2019
Ms. Tabatha Perry
FR# 19-357-UP
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reconstruction of the chimneys and review of proposed infill brick that may need to be used to replace damaged original brick. The sandstone replacement should match the existing color of the existing sandstone. During the conversation with Mr. Blevins, you mentioned that the lower parts of the building appear painted and the dormers and chimneys are either not painted or badly worn. It is our opinion that the present exterior should maintain its existing appearance and if not currently painted should not be painted to match the lower portions of the building. We request an opportunity to review the proposed sealant if one is recommended during the scoping of the project. We will provide additional comments upon receipt of the requested information.

We appreciate the opportunity to be of service. If you have questions regarding our comments or the Section 106 process, please contact Ernest Blevins, Structural Historian, at (304) 558-0240.

Sincerely,



Susan M. Pierce
Deputy State Historic Preservation Officer

SMP/EEB



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Legal Division

1900 Kanawha Boulevard East • Building Five • Room A-517
Charleston, West Virginia 25305-0430 • (304) 558-2823

Thomas J. Smith, P. E.
Secretary of Transportation/
Commissioner of Highways

March 4, 2019

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

Dear Honorable Commissioner:

The Division of Highways is in receipt of your correspondence dated the 21st day of February, 2019, regarding your concerns with the Division of Highways' legal position on legislation regarding debris landslides. I have been asked to respond to your concerns, and it is my pleasure to do so.

In response, the issues that concern you are part of an ongoing legal case, which is being heard by the Hardy County Circuit Court. Although I fully appreciate your concerns, other issues exist in the ongoing case, and at this time, only the Court can make the final decision. Unfortunately, I am unable to make any further comment on the matter, as it is pending in litigation.

Again, thank you for writing and sharing your concerns. Should you have any questions, please contact our office at (304) 558-2823.

Very truly yours,

Jill C. Dunn
Director, Legal Division

JCD/jvl

cc: Governor Jim Justice
Hardy County Commission

Application for Assistance – FY-20



Application Deadline 3/12/19

Our Purpose:

“ to provide local leadership and overall direction in developing and carrying out plans for orderly conservation, improvement, and wise use of human and natural resources to improve the economic and social opportunities for the people within the Wes-Mon-Ty RC&D Area”

Project Title: James W. Curry Public Library Garden Project Date: March 11, 2019

Applicant: James W. Curry Public Library Contact Person: Judith Williams

Address: 1721 Brooks Hill Road, French Creek, WV 26218

Telephone: 304-924-6724 Email: jllwilliams@upshurcounty.org

Counties Affected: Southern Upshur County

Summary of project activities: The creation of a raised bed garden will initially be used for a pumpkin patch to raise funds for children’s programming. The patch will involve participants of our Family Story-time in the creation, planting, maintenance, harvest and sale of pumpkins grown. If successful, seeds will be harvested, shared and saved and the program repeated. If this endeavor is unsuccessful, the space will be converted to a pollinator garden. We plan to approach the Tygart Valley Conservation District for guidance if this proves to be the best outcome for this project.

How will this project address soil and water conservation?

Primarily from the experiential, education standpoint by engaging youngsters and families in an activity that encourages increased physical activity, literacy, and promotes a sense of ownership with regard to the library. With a view to the pollinator garden, it will convert some of our sizeable expanse of grass into a more attractive habitat for pollinators which are on the decline in our area based upon reports from local gardeners.

Return to:	WesMonTy RC&D 16358 Barbour County Highway, Ste 3 Philippi, WV 26416 email: wesmontyrkd@gmail.com
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Application for Assistance – FY-20



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Type of Assistance Requested:

- Technical (planning, organizing, grant writing) _____
- Financial (amount requested) \$2,075.00 _____

Total Estimated Cost of Project: \$2,075.00 _____

Are you receiving other grants, contributions, volunteer time? **Who is contributing and how much?**

No _____

What purchases will be necessary to complete your proposed project?

Item	Number	Cost	Total
Landscape Timbers 3 x 4 x 8'	32	\$4.38	\$140.16
Landscape Timber Spikes	64	\$0.90	\$57.60
Rebar 0.5" x 1'	20	\$1.48	\$29.60
Blue Hawk Rolled wire PVC welded wire 50 x 4'	2	\$66.98	\$133.96
Blue Hawk Powder-Coated Steel Garden Fence U-post	20	\$4.68	\$93.60
Sta-Green Wildlife Netting Hardware Cloth 100' x 7'	2	\$16.48	\$32.96
Flexon 5/8" x 50' Contractor Duty Garden Hose	1	\$29.98	\$29.98
Flexon 1/2" x 75' Black Soaker Hose	1	\$16.98	\$16.98
True Temper 54-in Wood-Handle Garden Hoe	3	\$12.98	\$38.94
Garden Pals 25-in Steel Long-handle Children's Shovel	3	\$4.98	\$14.94
Corona 32-in L Steel-Handle Carbon Steel Garden Rake	3	\$14.98	\$44.94
Corona 6.5-in Stainless Multipurpose garden hand tool	3	\$7.98	\$23.94
Sta-Green Basic Landscape Fabric 3' x 50'	2	\$12.98	\$25.96
Sta-Green 75-Pack 4-in Steel Landscape Fabric Pins	1	\$9.98	\$9.98
Topsoil (approx. 9 tons [20' x 12' x 6"]) delivered	~ 9 tons	~\$120/ton	~\$1080.00
Miscellaneous (pvc pipe, zip ties, repellants, plant food, seeds, etc.)		\$300.00	\$300.00
TOTAL			~\$2,075.00

Estimated Completion Date: Installation: May 1, 2019; project will be ongoing__

Signatures: Judith Williams, Director/Head Librarian James W. Curry Public Library

Wes-Mon-Ty RC&D Board Member: _____

Project Manager: _____

Return
to: WesMonTy RC&D
16358 Barbour County Highway, Ste 3
Philippi, WV 26416
email: wesmontyrca@gmail.com

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 February 1, 2019- February 28, 2019

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

NUMBER OF DOGS PICKED UP	6
NUMBER OF DOGS ADOPTED	9
NO CHARGE	0
RESCUED DOGS	4
NUMBER OF DOGS RETURNED TO OWNER	2
NUMBER OF DOGS QUARANTINED	1
NUMBER OF DOGS IN DROP BOX	0
NUMBER OF DOGS BROUGHT IN	4
NUMBER OF DOGS EUTHANIZED	3
NUMBER OF HOURS INVOLVED	145
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	8

(19)

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 Feb 2019

Number of Cats brought in by Buckhannon City Trapper	__10__
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	__0__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__2__
Number of Cats Dropped Off by Upshur County Residence	__18__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__0__
Number of Cats Adopted(Upshur)	__9__ (8)Upshur (1)Lewis
Number of Cats Returned to Owner	__0__ (0) Upshur (0) Lewis
Number of Cats/Kittens Rescued	__7__ (7)Upshur (0) was Lewis
No Charge	__7__
Number of Cats Euthanized	__14__ (14) Upshur (0) of these were Lewis

FOR IMMEDIATE RELEASE



Contact: Dr. Deb Harrison, Assistant Superintendent
Telephone: 304-472-5480 ext. 1011
Email: dmharrison@k12.wv.us

UPSHUR COUNTY EMERGENCY RESPONDERS AND SCHOOLS SPONSOR TRAINING EVENT – March 20, 2019- 8:00-3:00 at BUMS

Upshur County Schools and emergency responders from county and city agencies are working collaboratively to prepare for potential emergencies at the schools in the county. On Wednesday, March 20, 2019, officials from these agencies will participate in a community-wide emergency training event at Buckhannon-Upshur Middle School.

Jodie Akers, Director of Student Service's says *"With last year's exercise at Buckhannon Academy Elementary being a huge success, we look forward to again partnering with our excellent emergency responders on this event at the Buckhannon Upshur Middle School." We recognize that practicing emergency response procedures can reduce anxiety and safety risks. These activities build our staff confidence in knowing what to do in an emergency. We want to make our drills and training thoughtful and routine for our staff.*

That training will take the form of a full-scale, "mock disaster" exercise. As part of the event, school and emergency personnel will respond to a simulated situation as if it were real.

According to Superintendent, Dr. Sara Lewis-Stankus, *"Each day in our schools, families entrust our Upshur County schools to provide safe and healthy learning environments for approximately four thousand students. Our Upshur County families and communities expect that schools will keep children safe. There is a fundamental link between day-to-day emergency readiness and how well we are prepared for larger scale emergencies. Schools that are well prepared for an individual emergency involving a student or staff member are more likely to be prepared for complex events.*

I hope we are never required to use the valuable knowledge we will learn in this practice, yet we understand the importance of such training. Whether for an emergency or disaster, preparedness and practice is important to assure we are ready with an effective response that will keep our staff and students safe."

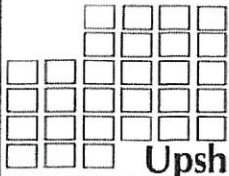
The event is scheduled to take place on **Wednesday, March 20, 2019, from 8:00 a.m. to 3:00 p.m.** Organizers would like the community to be aware of the event because residents will see lots of participants, observers, actors, and emergency vehicles in the area, and it may be difficult to get through the area during the event.

According to Jeff Harvey, Owner Preparedness Division Manager of JH Consulting *"In order to adequately test all elements of this response, we may have emergency vehicles on roadways and parked in the area around Buckhannon-Upshur Middle School. We will keep these disruptions to a minimum."*

The training builds off of events from 2018, and it is the culmination of significant planning. Even though it is a lot of work, Upshur Schools knows it is a necessary activity.

According to Dr. Tammy Samples, President of the Upshur County Board of Education, *"Upshur County Board of Education members consider the safety of students and school personnel of highest priority. This community has excellent emergency responders who strive to keep our communities safe. This planning training exercise, and future similar events, will provide valuable insights into how Upshur County Schools can work collaboratively with emergency responders to ensure the safety of all students and staff."*

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Upshur County

Family Resource Network

**P.O. Box 2115
Buckhannon, WV 26201**

Telephone (304) 473-1051

Fax (304) 473-0945

Email: upshurfrn@yahoo.com

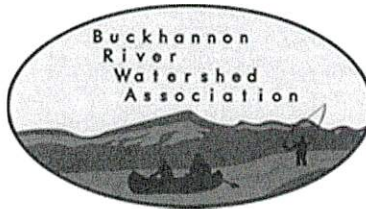
**UCFRN General Membership Meeting
March 11, 2019 12:00pm**

Stockert Youth Center

Agenda Topics

- Greeting and invocation
- Introductions
- Director's report including Intermountain Collaborative, Safe at Home/Family First, meetings, events
- Speaker – Sarah Sienkiewicz, ResCare
- Information Sharing
- Closing

Next meeting Monday, April 8, 2019 at 12:00 pm at Stockert Youth Center



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B.R.W.A. Board of Directors Meeting Agenda
Wednesday, March 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, March 13, 2019 1800 hrs.

Present:

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

Guests:

- February 13, 2019 Board minutes review -

Reports:

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

Old Business:

- Bull Run sampling -
- Swamp Run # 2 status –
- HACH (Marsh McBirney) flow measurement instrument –
- YSI & additional/back-up probes -
- Stream Partners grant
 - 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?
 - Review/revise strategic plan?
 - How can WCD be most useful to BRWA?
- Maple Syrup Festival, March 16 & 17 – volunteers schedule

Saturday	Sunday
Kim & David – set-up and a.m. shift	Kevin & April - a.m. shift
Donnie – p.m. shift	Jim – p.m shift and tear-down

- Sampling dates –
- Annual meeting – *date, location, speaker*

Next BRWA Board of Directors Meeting: Wednesday, April 10, 2019, 1800 hrs.,
West Virginia Wesleyan College

Buckhannon-Upshur Airport Authority Agenda

Buckhannon-Upshur Airport Authority–Upshur County Development Office

Thursday, March 14, 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
 - Approve USI Insurance Renewal Proposal 04/30/2019-04/30/2020; \$3,571.40 annual premium (up from \$3,534.24)
 - Secretary's Report – Rich Clemens, Secretary
 - FOIA Request by SmartProcure
 - Engineering Reports – Chapman/Technical
 - Veritas Application for Payment No. 4
 - FAA Outlay Request No. 4
 - WVAC Outlay Request No. 3
 - Operations – Jamie Wilt, Jennifer Powers
 - Fuel Prices/Inventory
 - Jet truck broken window, replacement update
 - Sump Saver update
- 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



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, March 19, 2019

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---February 19, 2019

Public Questions/Comment Period

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

- Cumulative report
- Fire Board Vacancy
- Determine Disbursement amount for April Distribution

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 2/28/2019---\$151,956.61
- Disbursement from Chief Tax Deputy for February---\$5,415.10

Payment of Bills/Invoices

- Software Systems---Invoice #32482---Maintenance Charge January---\$216.00
- Upshur County Commission---Reimbursement---Supplies---\$735.95

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---April 16, 2019---Adjournment

**Upshur County Family Resource Network
General Membership Meeting
December 10, 2018
Meeting Minutes**

Board Members present: Jodie Akers, Addie Helmick, Susan Duranti, Jodi McQuillan, Joseph Reed, Tonya Kittle and Buddy Brady.

Board Members not present: Debora Brockleman (although attended Board meeting), Matt Kerner, Phyllis Sembello, Angel Harvey and Alicia Rapping.

Staff: Lori Ulderich Harvey and Ginny Dixon

- **Community Members present:** Crystal Replogle (HRDF Youth Ready), Dave Rossana (WV Family Health), Casey Gilbert (Buckhannon Volunteer Center), Rita McCrobie (Atty. General's office), Marjorie Burdick (The Health Plan), Delora Kittle (BUMFS-SAH), Andi Cartier (Americorps VISTA/Opportunity House), Sarah Newcome (RCHA), Deb Harrison (Upshur County Schools), Edgar Lewis (Work Force WV DVOP), Beth Rogers (Upshur County Public Library), and Anne Chopyak (community).

Opening/Invocation: Prior to opening the meeting, Chair, Joseph Reed, took some pictures of the group, and, after a blessing, we shared a delicious potluck meal.

Introductions: Introductions were made around the room, each sharing his or her group affiliation where appropriate. We were asked to tell our favorite Christmas present ever.

FRN Director's Report: Lori reported there was not much information to share from meetings she has attended. On November 1st, the Upshur County Commission signed a proclamation for November being adoption month. Currently there are 7,200 children in foster care in WV, and a clothesline of socks (each sock representing 100 children) was displayed at the Commission meeting, as well as at the open house held November 14th at SYCC. The Upshur FRN was a drop-off point for Boxes with a Purpose (went to children in foster care for Christmas). Katherine Heatherly with Upshur County Schools is reportedly working on a support group focusing on grandparents. Regarding Safe at Home, Justin Bowers, Appalachian Impact, emailed Lori about AI having mentors and that the school system having had an MOU with him for years. No figures are yet available for Literacy Volunteers' book sale last month. The Tobacco Prevention Coalition has gained a few new members. Dr. Reed noted that he presents the Tar Wars program to 4th and 5th grades in our county. Ginny Dixon added that the statewide Coalition is proposing restoration of funding as opposed to an added tax on tobacco products. Ginny also gave a brief report on the Upshur County Homeless and Housing Coalition, which meets every other month (next meeting being January 9th 2019).

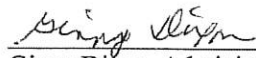
Guest Speaker: Deb Harrison, Assistant Superintendent of Upshur County Schools, provided information, including a flyer, on the upcoming school levy election, scheduled for Saturday, January 19, 2019. Our county has had a levy since 1999 and it comes up for re-election every 5 years. Monies generated by the levy account for 10% of the school system's budget. Deb stated that what happens in the classrooms is "our future", and the schools cannot do their job without the community. Every vote matters, and to that end, she as well as Sara Stankus, Superintendent, have spoken to various groups within the community, to "spread the good word."

Information Sharing:

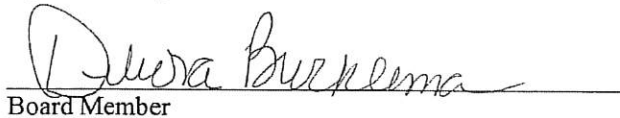
- **Edgar Lewis, Work Force West Virginia**, shared that he works with all veterans with barriers to employment, as well as helping veterans' widows, spouses and dependents, in Fairmont, Clarksburg, Moorefield and Elkins. Businesses can receive tax credits (up to \$15,000) if they hire a veteran.
- **David Rossana, WV Family Health**, provided us with a brochure/flyer.
- **Casey Gilbert, Buckhannon Volunteer Center Coordinator**, shared that the City is planning an event on Saturday, January 19th in honor of Martin Luther King Day.
- **Beth Rogers, Assistant Librarian, UCPL**, shared that on Friday, December 21st from 5:00-7:30 pm the library is hosting children aged 6 to 12, with pizza and Zul's being provided. They are looking for donations of bottled waters and Christmas cookies.
- **Ginny Dixon** distributed flyers for Highland-Clarksburg Hospital's Ugly Sweater Run to be held December 15th, and information on WVABLE (information relevant to individuals with a disability).
- **Dr. Reed** provided information on First Presbyterian Church's upcoming Christmas program.

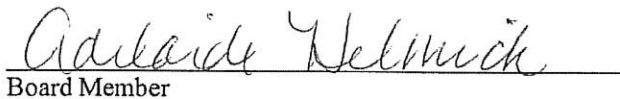
Our next meeting will be January 14, 2019 at 12:00 noon.

Respectfully submitted,



Ginny Dixon, Administrative Assistant
Upshur County FRN


Board Member


Board Member

**Upshur County Family Resource Network
General Membership Meeting
January 14, 2019
Meeting Minutes**

Board Members present: Addie Helmick, Jodi McQuillan, and Joseph Reed.

Board Members not present: Debora Brockleman (although attended Board meeting), Tina Helmick, Jodie Akers, Tonya Kittle, Matt Kerner, Susan Duranti, Phyllis Sembello, Angel Harvey, Alicia Rapping, and Kristie Tenney.

Staff: Lori Ulderich Harvey and Ginny Dixon

- **Community Members present:** Rita McCrobie (office of WV A.G.), Beth Rogers (Upshur County Public Library), David Rossana (WV Family Health), Casey Gilbert (Buckhannon Volunteer Center), Amanda Hayes (Inter-Mountain newspaper freelancer), Delora Kittle (BUMFS-SAH), Edgar D. Lewis (Work Force WV), Cindy Jenkins (Girl Scouts), Anne Chopyak (community), Angie Hinchman (Birth to Three), Barb Tucker (Adolescent Health), Janet Coffey (Board of Ed-BUHS), Kylee Hassan (Mission WV), and Angela Mahaffey (WVWC OB).

Opening/Invocation: Board Chair, Joseph Reed, opened the meeting and provided our invocation.

Introductions: Introductions were made around the room, each sharing his or her group affiliation where appropriate.

FRN Director's Report: Lori reported that the next IMC (Inter-Mountain Collaborative) meeting is scheduled for tomorrow. Their collaborative has discussed having a monthly open house to focus on foster care and adoption, with counties in our region (Region 3) rotating hosting it. The Community Baby Shower is scheduled for Saturday, March 16th. Contact Lori or Jodi McQuillan if interested in participating. On February 4th, the Upshur FRN in collaboration with DBSA will host a self-care workshop for first responders and other care providers. Speaker will be Mike Kuba. Lunch will be provided and the hours are 11:00-1:30. Please see flyer on FRN's family socials, the next one being on Friday, January 25th at SYCC.

Guest Speaker: We had the good fortune to have 2 guest speakers at this meeting. The first one to present was **Kylee Hassan**, outreach director with Mission WV; email: khassan@missionwv.org. We watched a short video on older children in need of foster care or adoption. Mission WV is not a private agency but works closely with DHHR in trying to identify service gaps. If one cannot foster or adopt there are numerous volunteer activities, for example providing care packages to a child in foster care; see flyer which Kylee distributed. Providing respite care is another option to help. All foster parents must attend PRIDE training, yet each agency may differ in what they require of foster families. Our second speaker was **Cindy Jenkins**, Regional Recruitment Manager for Girl Scouts of Black Diamond Council (covering 16 counties). Girl Scouts has a lot to offer girls, and Cindy described the organization as "The best girl leadership program in the world. Period". They now offer I Girls, which stands for Independent Girl Scout, whose members don't attend troop meetings but participate in all other aspects of scouting. Every elementary school in Upshur County now has a troop associated with it. Cindy provided us with promotional Girl Scout cookies, the sale of which began 1/4/19. If at the gold level when a Girl Scout graduates from high school, she can enter the military as an

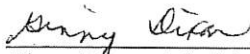
officer. Cindy noted the challenge in finding volunteers, which go through a vetting process as well as a background check. Frequency of meetings (always in a public place) is up to the troop leader, and the troop as a whole decides what activities they want to participate in. You can purchase cookies even if you can't eat them. Rather, they are donated to people in the military. Contact email address is: BDGSC.org.

Information Sharing:

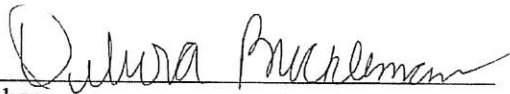
- **Edgar Lewis, Work Force West Virginia**, distributed flyers.
- **Dave Rossana, WV Family Health**, explained that theirs is a managed care organization, for members who qualify for Medicare. New this year is a member advocate program.
- **Barb Tucker, Adolescent Health**, reminded us that the IMC meets tomorrow at 11:00 am at the Lewis County DHHR. She provided flyers on human trafficking. Barb is doing presentations on juuling, noting that CVS offers a tobacco cessation program called Catch My Breath (catch.org), which is research-based (too new to be evidence-based). Of note is the finding that e-cigarettes are worse than regular cigarettes.
- **Addie Helmick, Women's Aid in Crisis**, explained what she does and added to the discussion on human trafficking, noting that it has been coming into Upshur County. The month of January is both human trafficking and stalking awareness month. WAIC's role is in trying to keep people safe.
- **Casey Gilbert, Buckhannon Volunteer Center coordinator**, shared that there will be an event (speed-volunteering, similar to speed-dating) on February 12th at 5:00 pm at the Public Safety Complex. She encouraged those agencies looking for volunteers to come.
- **Ginny Dixon** reminded those present that the FRN and SYCC are in need of gently used, clean gloves, scarves, and hats for the Warm Wishes Tree which will be located outside SYCC (free for the taking).
- **Dr. Joseph Reed** noted that the Planning Commission is engaged in 2025 planning and wants to hear from community members.

Our next meeting will be February 11, 2019 at 12:00 noon.

Respectfully submitted,



Ginny Dixon, Administrative Assistant
Upshur County FRN



Board Member



Board Member

(30)

**Elkins Road Public Service District
Board of Directors' Regular Meeting
February 5, 2019**

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, February 5, 2019.

Chair, Carey Wagner, called the meeting to order at 5:30 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 five (5) customers were present.

APPROVAL OF MINUTES

Minutes of January 8, 2019 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

COST SAVINGS MEASURES FOR 2019

Discussion on how best to proceed with finding and repairing leaks as well as maintenance on hydrants, valves, pump stations, etc.

BAD DEPT WRITE OFFS

Carolyn Douglas presented a bad debt write list to the Board for approval. Larry Heater made a motion to approve the Write Off list as presented. Sonny Matthews seconded. Motion carried

RATE INCREASE

PSC audit has been completed but so far no new updates have appeared on their website pertaining to our 19A request.

(31)

Elkins Road Public Service District
Board of Directors' Regular Meeting
February 5, 2019

PHASE III EXTENSION PROJECT

SCBG Request for Funds # 11 (invoices from Chapman Technical Group and Region VII) was presented for the Chair's signature.

Carey Wagner brought the Board up to date on the extension as far as permits, right of ways, land acquisitions, etc. go. Todd Swanson with Steptoe stated that we should be ok with water user agreements for the PSC Certificate filing as long as Carolyn sends the additional ones she has collected to him.

Carolyn Douglas stated she has completed 24 right of ways/easements and was working to get the balance done in a timely manner. We need 80% of these completed within the next few weeks and we are going to work very hard to meet that deadline.

Greg Belcher emailed a Water Purchase Agreement between the City of Buckhannon and Elkins Road PSD to be signed and notarized by the PSD as well as the City. The City will sign and notarize both copies at their meeting on February 14th and return one original to the PSD office for their files.

MAINTENANCE

Dave Wamsley, System Operator, discussed the January Maintenance Report which he had prepared for the meeting. Dave pointed out to the Board the significant drop in unaccounted for water loss had been down but it has started to rise again with the extremely cold temperatures. He will be conducting checks in the system to try and locate any leaks which occurred during that period.

PERSONNEL

Sonny Matthews made a motion to enter into Executive Session at 6:15 p.m. pursuant to WV Code 6-9A-4. Carey Wagner seconded. Motion carried. At 6:26 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 6:26 p.m.

The next regular monthly meeting will be held on Tuesday, March 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

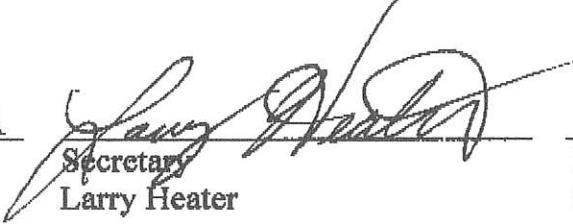
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Elkins Road Public Service District
Board of Directors' Regular Meeting
February 5, 2019

Approved By:



Board Chair/Treasurer
Carey Wagner



Secretary
Larry Heater



Board Member
Sonny Matthews

Note: Recorded Meeting

HODGESVILLE PSD MONTHLY MEETING

FEBRUARY 5TH 2019

4:00PM

The regular monthly meeting of the Hodgesville PSD was called to order at the District Office at 188 Fayette St. Buckhannon WV on the above date and time.

In attendance were Robert Wright, Chairman; Roger Ward, Secretary; Howard Cutright, Member; Terry Gould, Manager; Barbara Curry, UBS, Inc.

The reading of the January 8, 2018 minutes were read and approved.

Terry Gould presented the monthly financial reports and bills to be paid. These reports are attached and made part of these minutes. A motion to pay bills by Howard Cutright and seconded by Robert Wright.

A review of the monthly billing report was made and a recap is included on the financial report attached to these minutes.

The district conducted shut offs for past due payments in January and collected a total of \$5018.31.

Credit memos for the month of January were reviewed and approved.

Terry Gould discussed the following topics:

*County Commission requested a copy of our budget for the year ending 6/30/19 and to start providing them a copy of our monthly minutes. This information was provided by fax to the County Commission. The Record Delta printed an article in the newspaper the next day stating Hodgesville PSD was in compliance.

*A notice of publication advertising for Engineering Services was published in the Inter-Mountain. No other applications have been received at this time other than Thrashing Engineering.

*Discussed the need of a generator at the Hall Rd Pump Station. Possibly include this expense in the next project.

Reported pump failure at the Hall Rd. Pump Station. John Marteney is in the process of

purchasing a new pump.

The Board agreed to start paying Atlas Group LLC a payment of \$1000.00 per month on the past due balance owed to them by Hodgesville.

Ringers, Inc. fixed a severe main water line break on Rt 20N near Pet Paradise. A boil water advisory was issued. Alan Westfall of Quality Water Services LLC did the required testing and all tests came back good and the advisory was lifted.

A discussion was held on the Health Department Inspection conducted by Seth Myers in January. An answer to his findings needs to be sent in this week.

John Harper from the PSC investigated the Christina Loudin/John Zorick complaint in regard to the placement of the Loudin tap on the Ira Moore Rd. He visited the site and spoke with the customers and then came to the district office and spoke with Terry. Mr. Harper stated he will take it to the PSC Engineers to review and make a decision.

A discussion was held in regard to Hodgesville's water loss. Once the weather clears in March and April we are going to do night time valve checks.

There being no further business to discuss the meeting adjourned @ 5:05pm.



Roger Ward, Secretary

**Upshur County Family Resource Network
General Membership Meeting
February 11, 2019
Meeting Minutes**

Board Members present: Addie Helmick, Jodi McQuillan, Tonya Kittle, and Tina Helmick.

Board Members not present: Debora Brockleman, Jodie Akers, Phyllis Sembello, Angel Harvey, Alicia Rapking, Joseph Reed, Kristie Tenney, Susan Duranti (who attended board meeting preceding this meeting), and Matt Kerner (also attended board meeting).

Staff: Lori Ulderich Harvey and Ginny Dixon

• **Community Members present:** Delora Kittle, Beth Rogers, Pam Krushansky, Megan Shafer, Laura McDaniels, Casey Gilbert, Heather Lane, Barb Tucker, Rachel Strawder, Sarah Sienkiewicz, Emma Rexroad, and Krista Adkins.

Opening/Invocation: As both Board Chair, Joseph Reed, and Vice-Chair, Susan Duranti, could not be present, FRN director, Lori Harvey, opened the meeting. Addie Helmick provided our invocation.

Introductions: Introductions were made around the room, each sharing his or her group affiliation where appropriate.

FRN Director's Report: Lori reported that the next family social will be on Feb. 22nd at 11:30 am at the Upshur County Public Library, and we'll celebrate Read Across America Day; the Grinch is also coming. March 25th social will be our 2 year anniversary! Baby shower is March 16th; let Lori or Jodi McQuillan know if you want a table at this event. Agencies are asked to bring a door prize if they are able. The day before (March 15th) we'll be packing the diaper bags and setting up at WVWC's social hall. VIPS will help us carry in stuff and give directions to attendees. On May 7th, probably 6-8 pm, at Chapel Hill UMC, our next foster care open house will be held. This time agencies such as WIC, BTT, etc. will be present. April is child abuse prevention month. The UCTPC has been focusing on juuling. Barb Tucker demonstrated how a device is used. Catch My Breath also has good information for people. CNN has a story on YouTube on juuling. Barb commented that the adolescent mind is still growing and is so susceptible to the marketing campaign going on, which she described as "genius."

Guest Speaker: We did not have a guest speaker this month.

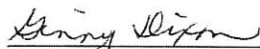
Information Sharing:

- **Ginny Dixon** provided information as supplied by Dr. Reed on the community education seminars being held March 5th and 22nd (5:30-8:00 pm) at First Presbyterian Church, which will focus on education and school issues.
- **Jodi McQuillan** announced that Baby & Me Day will be held March 2nd at the Meadowbrook Mall. Contact Jodi if you wish to be a vendor. Anyone who has young children is invited to attend.
- **Megan Shafer** introduced herself as a regional care coordinator with Right from the Start, Region 7, as of January 2nd.
- **Pam Krushansky** with the WV Attorney General's office, announced this is the third year for Kids Kick Opioids contest. Her office provides information to all schools in WV. As for homeschooled kids, contact Pam.

- **Sarah Sienkiewicz**, formerly with DHHR, is now with ResCare. She distributed a flyer, and told us ResCare works with individuals who have intellectual and developmental disabilities. ResCare operates 2 group homes in Buckhannon as well as individual Waiver homes.
- **Krista Adkins**, Sharpe Hospital Friends Auxiliary, shared that Sharpe provides services for all of WV, offering 54 programs encompassing various services. She provided brochures for further information, as well as her business card.
- **Lori Harvey** spoke of the Warm Wishes Tree outside SYCC, which is getting used. This "tree" holds hats, scarves, gloves, and mittens in zip lock bags for anyone to take who needs some warm wear.
- **Beth Rogers**, assistant librarian, UCPL, informed us that they are trying to increase services to the public. On 3/6/19 at 11:00 am they will hold an 'open house' for parents of children with autism.
- **Rachel Strawder** announced Literacy Volunteers' book sale dates: March 29 & 30, to be held at Holy Rosary Catholic Church. She also expressed a need for tutors. Donations of used books will be accepted beginning March 13th from 9:00-11:30 am at their book bank (above First Community Bank).
- **Casey Gilbert** announced that the Buckhannon Volunteer Center will hold a Speed Volunteering event (like speed dating) on 2/12/19 from 5:00-7:00 pm at the Emergency Services Center. If any agencies want to have a table at this networking event, she needs to know by the end of today. Volunteer training will be offered, with the first class to be held 2/17/19 from 6:00-9:00 pm. This will include CPR, First Aid and AED certifications, and they can accommodate 10 people at a time.
- **Matt Kerner** announced a meeting on recovery to be held Tuesday, 2/12/19, at 7:00 pm at Bank District Fire Department, in the southern part of Upshur County.

Our next meeting will be March 11, 2019 at 12:00 noon.

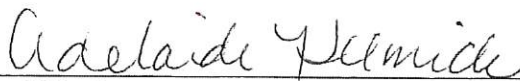
Respectfully submitted,



Ginny Dixon, Administrative Assistant
Upshur County FRN



Board Member



Board Member