

Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: April 11, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 4, 2019

1:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Approval and adoption of Updated Procedures to Dispatch Wrecker Services.* Page 4-5
2. Review floodplain fees for other West Virginia Counties and consider a revision to the Upshur County Floodplain Ordinance.* Page 6-9
3. Correspondence from Dr. Joseph B. Reed, requesting for both the City and County to propose potential topics for a group of students from BUHS and a group from WVWC to choose from and prepare a presentation to be shared during a joint meeting of the City Council and the County Commission.* Page 10
4. Approval of "Request for Proposals" for the Upshur County Former Jail Facility Project funded by the WV Courthouse Facilities Improvement Authority. All sealed bids must be received no later than 4:00 p.m. Tuesday, May 14, 2019. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on May 16, 2019.* Page 11
5. Approval of Application for Donated Leave* Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
6. Approval of Lewis - Upshur Animal Control Facility Volunteer Kayla Belt.* Under separate cover
7. 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. Notice of Approval of the Levy Estimate (Budget) for the fiscal year beginning July 1, 2019 from the WV State Auditor. Page 12

2. Correspondence from Emily Laird, Cultural Resources Specialist for Environmental Resources Management, seeking comments on historic properties that may be impacted by the proposed 70-foot, Raw Land-New Build Monopole at the Spruce Fork Valve Site. The referenced site is north of the intersection of right branch of Brushy Fork and Fink Run Road, Buckhannon, Upshur County. This is a correction to the document dated October 20, 2018 revising the overall height of the tower.

Page 13-15

3. Correspondence from Emily Laird, Cultural Resources Specialist for Environmental Resources Management, seeking comments on historic properties that may be impacted by the proposed 90-foot, Raw Land-New Build Monopole at the Cartier Valve Site. The referenced site is west of Democrat Ridge Road, Tallmansville, Upshur County. This is a correction to the document dated November 14, 2018 revising the overall height of the tower.

Page 16-18

4. WV Courthouse Facilities Improvement Authority Fund Progress Report for period January 1, 2019 through March 31, 2019

Page 19

5. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of March 2019

Page 20

6. Lewis-Upshur Animal Control Facility Cat Report for the month of March 2019

Page 21

7. Healthiestyou summary of savings year to date and annualized utilization – February 2019

Page 22-30

8. Public Notices:

a. Newsletters and/or Event Notifications:

- Spring into Art Event – April 12th from 5pm to 8 pm and April 13th from 10 am to 5 pm at the Opera House on Main Street, Buckhannon Page 31
- Small Business Workshop on May 2nd from 11 am to 1:30 pm at the Event Center at Brushy Fork Page 32

b. Agendas and/or Notice of Meetings:

- Elkins Road PSD April 4, 2019 Page 33
- Upshur County Family Resource Network April 8, 2019 Page 34
- Buckhannon-Upshur Parks and Recreation Advisory Board April 8, 2019 Page 35
- Buckhannon River Watershed Association April 10, 2019 Page 36
- Buckhannon-Upshur Airport Authority April 11, 2019 Page 37
- Upshur County Safe Structures and Sites Enforcement Board April 18, 2019 Page 38

c. Meeting Minutes:

- Upshur County Solid Waste Authority February 11, 2019 Page 39-41
- Buckhannon-Upshur Parks and Recreation Advisory Board February 11, 2019 Page 42-43
- Elkins Road PSD March 5, 2019 Page 44-48
- Upshur County Family Resource Network March 11, 2019 Page 49-50

d. Meetings:

- 05/07/19 5:30 p.m. Elkins Road PSD
- 04/02/19 4:00 p.m. Hodgesville PSD

- 04/04/19 7:00 p.m. Banks District VFD
- 04/04/19 7:00 p.m. Selbyville VFD
- 04/08/19 12:00 p.m. Upshur County Family Resource Network
- 04/08/19 4:30 p.m. Upshur County Solid Waste Authority
- 04/08/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/06/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 04/09/19 7:30 p.m. Adrian VFD
- 05/02/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 04/16/19 7:00 a.m. Upshur County Development Authority – Executive Board
- 04/10/19 12:00 p.m. Upshur County Senior Center Board
- 04/11/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 04/17/19 6:00 p.m. Upshur County Citizens Corp – CERT
- 04/10/19 7:00 p.m. Warren District VFD
- 04/11/19 10:00 a.m. Adrian PSD
- 04/10/19 3:00 p.m. Tennerton PSD
- 04/11/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 04/11/19 7:30 p.m. Buckhannon VFD
- 04/11/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 04/18/19 6:30 p.m. Upshur County Youth Camp Board
- 04/21/19 6:00 p.m. Washington District VFD
- 04/15/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 04/17/19 4:00 p.m. Upshur County Public Library Board
- 04/16/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council-TVCD
- 04/16/19 6:30 p.m. Upshur County Fire Board, Inc.
- 04/25/19 12:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 04/10/19 7:00 p.m. Ellamore VFD
- 04/17/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 04/18/19 2:00 p.m. Upshur County Farmland Protection Board
- 04/24/19 10:00 a.m. James W. Curry Advisory Board
- 04/29/19 6:00 p.m. Upshur County Fire Fighters Association
- 04/10/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 06/14/19 11:00 a.m. Region VI Local Elected Officials – Taylor County
- 04/22/19 12:00 p.m. Region VII Planning and Development Council
- 04/22/19 10:00 a.m. Mountain CAP of WV, Inc. a CDC

9. Appointments Needed or Upcoming:

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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
April 18, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

****There will be a Special Commission Meeting held at 9:00 a.m. on Tuesday, April 16, 2019 at the Upshur County Administrative Annex****

Procedures to Dispatch Wrecker Services

Effective April 15, 2019

In compliance with Chapter 24, Article 6, Section 12 of the Code of West Virginia, as amended, the County Commission of Upshur County does hereby establish a policy or procedure as outlined below to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services. Any type of request or call to the Upshur County E911 Communications Center for towing services will be considered as a request for emergency towing services and will be subject to these procedures.

The Upshur County E911 Communications Center will automatically dispatch towing services for all motor vehicle accidents (MVA's). Once the Upshur County E911 Communications Center has dispatched the appropriate towing service and has received an ETA, E911 personnel are to notify law enforcement personnel that are responding to the scene that a towing service has been contacted and is enroute. If law enforcement arrives on scene and determines that a towing service is not necessary, the dispatched towing service will forfeit or forego their position on the rotation list.

If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle at the scene is to be moved until the investigation has been completed and law enforcement personnel have authorized removal, unless on scene emergency personnel need to move any vehicle in order to provide necessary medical treatment and/or to preserve and protect human life.

The Upshur County E911 Communications Center will follow an established rotation list of available towing services located in Upshur County that are in compliance with these procedures. The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.

The Upshur County E911 Communications Center will contact the next towing service or operator on the established rotation list to respond to the request or accident. Once a towing service accepts a call they must depart their location in no more than five (5) minutes. Notification **with an estimated time of arrival (ETA)** shall be made to the Upshur County E911 Communications Center once they are enroute.

If the towing service company or operator **does not answer** the call from the E911 Communications Center and confirm the availability of towing services, the towing service will forfeit and forego that call as per the established rotation list. The Upshur County E911 Communications Center will not alter the established rotation list for any missed call(s).

Unless an operator or owner of a vehicle request is made for a particular vehicle at the scene, the towing service dispatched from the rotation list will handle all vehicles located at scene. If necessary, the dispatched towing service or operator should arrange for additional assistance. In order to provide for public safety, **first responders** located at the accident scene have the authority to direct the E911 Communications Center to contact more than one towing service.

A responding towing service must accept the vehicle(s) unless there is an equipment failure or other circumstance outside of their control that prohibits them from transporting the vehicle(s). If a towing service company or operator refuses a vehicle(s) for any other reason they will be suspended from the established rotation list for a period of six (6) months.

To be included and remain on the established rotation list, towing service companies and/or operators must be in compliance with all local, state and/or federal laws or regulations that govern such type of business. The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer aided dispatch (CAD) system.

Local regulations will require (but are not limited to) the following:

1. Each towing service company must respond to at least one (1) call and cannot refuse more than ten (10) calls within a one (1) month time period.
2. Provide a copy of the following documents received on July 1st of each year to the Upshur County E911 Communications Center by July 15th of each year: valid universal cab card for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.

Towing service companies that fail to respond to the required calls and/or fail to provide the required documentation will be removed from the established rotation list until a letter of request to be added to the list is provided from the towing service company to the Office of the Upshur County Commission and required documentation is provided to the E911 Communications Center Director.

The established rotation list will be followed subject to the following exceptions or deviations:

- The operators or owners of the vehicle(s) may request a specific towing service located in Upshur County. If the request is for a towing service company other than the company that has been automatically dispatched to the scene, the towing service company automatically dispatched by the Upshur County E911 Communications Center will forfeit or forego their position on the rotation list.
- In order to maintain a fair and equitable procedure in the selection of a towing service, operators or owners should not receive any advice or assistance from law enforcement personnel or other emergency personnel located at the scene. The Upshur County E911 Communications Center will record the city and state that the vehicle is registered in and the officer on scene in the public record. Specific requests from an operator or owner will not cause a towing service to forfeit or forego their normal position in the established rotation list.
- In order to provide for the public safety and welfare, first responders located at the scene have the authority to override a request made by the operator or owner of a vehicle or make a request for the towing service company in closest proximity to be utilized. Any specific request under this circumstance will not cause a towing service to forfeit or forego their normal position in the established rotation list.

Approved and adopted by the County Commission of Upshur County, West Virginia on the 9th day of August 2001. Amended by the County Commission of Upshur County, West Virginia on the 16th day of March 2006. Reviewed and approved by the County Commission of Upshur County, West Virginia on the 26th day of February 2009. Amended by the County Commission of Upshur County, West Virginia on the 18th day of June 2015. Amended by the County Commission of Upshur County, West Virginia on the 29th day of September 2016. Amended by the County Commission of Upshur County, West Virginia on the ____th day of _____ 2019.

Samuel R. Nolte, President

6

COUNTY	FLOODPLAIN ORDINANCE	FLOODPLAIN PERMIT	FLOODPLAIN PERMIT FEE
BARBOUR	Barbour County Floodplain Ord.	Floodplain Development Permit Application is attached.	Residential -Project cost \$0 -\$30,000 - \$25.00; \$30,001 and above - +\$2.00 per \$1,000; Floodplain determination - \$75.00. Commercial - Project cost \$0 -\$50,000 - \$100.00; \$50,001 and above - +\$5.00 per \$1,000; Floodplain determination - \$300.00.
BERKELEY	Berkeley County Floodplain Ord.	Unable to locate Application for Permit	\$20.00 for Floodplain determination; Additional fee (s) based on the estimated value of proposed construction: \$50.00 or \$500.00
BOONE	Boone County Floodplain Ord.	Building Permit includes Floodplain;	Residential -\$15.00; Commercial \$15.00 for 1st \$100,000.00; \$1.00 for each additional thousand
BRAXTON			Per Sherry (A & M - 304-765-3520), Braxton County does not charge a fee for floodplain permits
BROOKE		Brooke County Building Permit includes "Flood Prone" check box	Spoke to the Brooke County EMA director Bob Fowler. He said the floodplain issues in Brooke county are determined with their building Permits which are done through the Assessor's office. He said they have no set fees and try to work with residence / businesses without high fees.
CABELL	Cabell County Floodplain Ordinance	Cabell County Building Registration Certificate and / or Floodplain Permit Application	All construction - \$10.00 for first \$1,000.00 and \$1.00 per thousand thereafter; Additional fees for reviews
CALHOUN	Unable to locate ordinance	Unable to locate Application for Permit	\$10.00 fee
CLAY		Stacy King	\$25 fee
DODDRIDGE	Doddridge County Floodplain Ord.	Floodplain Development Permit Application is attached.	Accessory building value up to \$10,000.00 - \$100.00; Various new or improved residences /Accessory building value over \$10,000.0 up to \$50,000.00 - \$250.00; Various new or improved residences /Accessory building value over \$50,000.00 is \$350.00 plus \$2.00 per thousand over \$50,000.00.
FAYETTE	Called 304-574-4320 - 12/13/17.	No separate Floodplain Permit	Floodplain is in with the Electric & Building Permit Application. The cost for this Permit is 1% of construction costs

HARRISON	Harrison Co. Floodplain Ord.	Harrison County Improvement Location Permit Ordinance (Location Improvement Permit Applic.	Building or any activity in the Floodplain: \$250.00
JACKSON		Kelly Jackson	out of floodzone \$0; \$3.50 per \$1,000 for new construction; \$35 per \$1,000 below BFE; \$56 per acre for site development or fill; \$1,200 floodway development
JEFFERSON	Jefferson Co. Floodplain Ord.		Floodplain Delineations - \$10.00. Elevation determination for 100 year flood - \$25.00. Review of LOM or LOMR requests - \$25.00
KANAWHA		Building Permit Application and Floodplain Management	\$300.00
LEWIS	No county Floodplain Permit. The have adopted the state model.	Yes	Floodplain permits in Lewis County have a \$15.00 fee per Steve Moneypenney, Floodplain Manager.
LINCOLN		Mary Napier	\$25 determination; additional \$300 if in floodplain
LOGAN	Logan County Floodplain Ordinance	Ray Perry	1/4 of 1% or amount of project x 0.25% (\$10,000 PROJECT= \$25 FEE)
MARION	Mike Kralej at Floodplain Office.	Floodplain Development Permit Application	No charge for Floodplain Permit. No County Building Permit
MARSHALL	Called the Marshall Co. Floodplain manager (Howard) and he said Marshall County has a Floodplain Ordinance but I am unable to locate it	Marshall County has a Floodplain Permit	Floodplain Permit fee is a flat \$30.00 with no additional charges

PRESTON			Fee depends of construction: Up to \$50.00 - \$1.00; \$51.00 to \$500.00 - \$2.00; \$501.00 to \$1,000.00 - \$3.00; each additional thousand is \$2.00 per \$1,000.00.
PUTNAM			Single family and Duplex Residential dwelling fee is \$1.00 per thousand of construction costs
RALEIGH			¼ of 1% (0.25%) of the estimated cost. (\$10,000.00 fee would be \$25.00) When work has commenced before a building permit is obtained, the fee shall be double the regular permit fee. A \$100.00 plan review fee payable upon the first submission of required COMMERCIAL/NON-RESIDENTIAL construction documents.
RANDOLPH		Randolph County Floodplain Ordinance	Floodplain determination fee: \$20.00. An additional fee based on the value of the construction can also be charged. Also, additional multiplied fees may be charged if the work begins prior to obtaining a permit.
RITCHIE	Yes Jim White		\$125 commercial; \$25 residential
ROANE	Yes	Yes	\$10.00 permit fee. No charge if cost of project is less than \$1,000.00.
SUMMERS	Yes	Yes	Initial \$25.00 fee. \$10.00 for first \$1,000.00 and \$1.00 per \$1,000.00 over \$10,000.00
TAYLOR			No Fee per Mike Kochka
TUCKER		Tucker County Construction Permit	Floodplain Permit is \$25.00. Additional fee(s) may be charged for any additional costs for services necessary for review and/or inspection of the proposed development. If work has been started prior to obtaining a permit the fee can be doubled.
TYLER		Floodplain Development Permit Application	If the structure is not in the floodplain, the fee is \$25.00. If the structure is to be built in the floodplain, the fee is 1 % of the total cost of the project in addition to the \$25.00.
UPSHUR	Floodplain Ord.	Floodplain Permit	No Fee for floodplain permit
WAYNE	Floodplain ordinance	per Stephen Brown	\$50 residential, \$50 Commercial up to \$100,000 then \$50 each additional \$1,000.

2017 floodplain permits	value on permit provided by applicant	.25% residential 1% Commerical	1%	\$250/\$500	
pavilion	\$ 450.00	\$1.12	\$4.50	\$250.00	
trailer	\$ 5,000.00	\$12.50	\$50.00	\$250.00	
outbuilding	\$ 2,500.00	\$6.25	\$25.00	\$250.00	
porches	\$ 5,500.00	\$13.75	\$55.00	\$250.00	
carport	\$ 1,000.00	\$2.50	\$10.00	\$250.00	
remodeling	\$ 500.00	\$1.25	\$5.00	\$250.00	
carport	\$ 699.00	\$1.74	\$6.99	\$250.00	
new roof	\$ 12,300.00	\$30.75	\$123.00	\$250.00	
pre-fab building	\$ 1,800.00	\$4.50	\$18.00	\$250.00	
garage	\$ 20,000.00	\$50.00	\$200.00	\$250.00	
pre fab building	\$ 5,000.00	\$12.50	\$50.00	\$250.00	
bathroom remodeling	\$ 2,511.00	\$6.27	\$25.11	\$250.00	
building	\$ 1,500.00	\$3.75	\$15.00	\$250.00	
pre-fab building	\$ 5,000.00	\$12.50	\$50.00	\$250.00	
addition	\$ 15,000.00	\$37.50	\$150.00	\$250.00	
horse shed	\$ 1,000.00	\$2.50	\$10.00	\$250.00	
porches and sidewalks	\$ 5,000.00	\$12.50	\$50.00	\$250.00	
high tunnel	\$ 16,500.00	\$165.00	\$165.00	\$500.00	
outbuilding	\$ 300.00	\$0.75	\$3.00	\$250.00	
storm sewer and drain, new freezer	\$ 800,000.00	\$8,000.00	\$8,000.00	\$500.00	
bank stabilization project	\$ 70,000.00	\$175.00	\$700.00	\$250.00	
reconstruct house due to fire	\$ 339,000.00	\$847.50	\$3,390.00	\$250.00	
bathroom remodeling	\$ 2,511.00	\$6.27	\$25.11	\$250.00	
repair bridge	\$ 1,200.00	\$3.00	\$12.00	\$250.00	
garage	\$ 15,000.00	\$37.50	\$150.00	\$250.00	
utilities and campsite	\$ 3,000,000.00	\$30,000.00	\$30,000.00	\$500.00	
		\$39,446.90	\$43,292.71	\$7,250.00	
2018 floodplain permits					
pre-fab building	\$ 3,000.00	\$7.50	\$30.00	\$250.00	
pipeline	\$ 3,000,000.00	\$30,000.00	\$30,000.00	\$500.00	
campground	\$ 30,000.00	\$300.00	\$300.00	\$500.00	
bathroom remodeling	\$ 2,511.00	\$6.27	\$25.11	\$250.00	
carport	\$ 800.00	\$2.00	\$8.00	\$250.00	
garage	\$ 20,000.00	\$50.00	\$200.00	\$250.00	
pipeline	\$ 150,000.00	\$375.00	\$375.00	\$500.00	
trailer	\$ 1,500.00	\$3.75	\$15.00	\$250.00	
garage	\$ 10,000.00	\$25.00	\$100.00	\$250.00	
new roof	\$ 13,089.00	\$32.72	\$130.89	\$250.00	
storage building	\$ 1,500.00	\$3.75	\$15.00	\$250.00	
new roof	\$ 13,000.00	\$32.50	\$130.00	\$250.00	
garage	\$ 20,000.00	\$50.00	\$200.00	\$250.00	
new roof	\$ 2,000.00	\$5.00	\$20.00	\$250.00	
carport	\$ 3,500.00	\$8.75	\$35.00	\$250.00	
high tunnel	\$ 16,000.00	\$40.00	\$40.00	\$500.00	
handicap ramp and new porches	\$ 2,000.00	\$5.00	\$20.00	\$250.00	
new roof	\$ 6,400.00	\$16.25	\$64.00	\$250.00	
new porches and roof	\$35,000.00	\$87.50	\$350.00	\$250.00	
storage building	\$ 9,000.00	\$22.50	\$90.00	\$250.00	
remodeling	\$ 2,000.00	\$5.00	\$20.00	\$250.00	
remodeling outside steps and sitewalk	\$ 500.00	\$1.25	\$5.00	\$250.00	
		\$31,079.74	\$32,173.00	\$6,500.00	
2019 floodplain permits					
bathroom remodeling	\$ 15,145.00	\$37.86	\$151.45	\$250.00	
remodeling existing garage and new metal on front	\$ 2,000.00	\$5.00	\$20.00	\$250.00	
		\$42.86	\$171.45	\$500.00	
total from January 1, 2017 to current		\$70,569.50	\$75,637.16	\$14,250.00	

10

Upshur County Commission

9 April, 2019

City of Buckhannon

Citizenship is learned by participation and exposure.

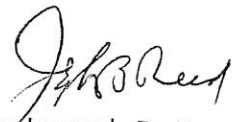
We are trying to make our educational process more meaningful all of the time.

I propose that the city and county each propose a few possible subjects and invite a group of students from BUHS and a group from WVWC to each choose one of the topics and prepare a presentation for a joint meeting of the City Council and the County Commission, probably this fall.

I have spoken to Jodie Akers at the Board of Education office and she initially agrees this is a good idea. I will make similar contact with the college.

If I can be helpful in negotiating this, I am at your service.

Respectfully;



Joseph B. Reed MD

304-472-2146; jbreed1@frontier.com ; 1341 Brushy Fork Road

Copies

Jodie Akers, Board of Education

Alissa Lively, WVWC

Invitation for Bids
Repair and Rebuild Chimneys and Dormers

Publish: Wednesday, April 17th and April 24th

Project Location: Upshur County Former Jail Facility located directly behind the Courthouse at 12 South Locust Street, Buckhannon.

The Upshur County Commission is seeking bids for the furnishing of labor, materials and performance of all work set forth in the Request for Proposals. Bid proposals shall include materials, labor, equipment, insurance, taxes, bonds, fees and similar construction related expenses for (1) the complete repointing and repair of four dormers and two chimneys and (2) the complete take down and rebuild of two other chimneys. Work will need to adhere to the *Secretary of the Interior's Standards for Rehabilitation (Standards)* and guidance should be obtained from *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings*. A scope of work containing sizes and photographs of the chimneys and dormers will be provided during the pre-bid site visit and may also be obtained online at http://www.upshurcounty.org/government/commission_office/bid.php. Questions can be directed to Greg Harris, Facilities Director, at (304) 472-6717.

MANDATORY PRE-BID SITE VISIT: Each interested party shall contact Greg Harris, Facilities Director, at (304) 472-6717, at least 24 hours in advance, to arrange a site visit prior to bid submission. Only those individuals/contractors whom visit the site for an initial inspection of the area will be permitted to submit a bid.

The complete proposal must be submitted in a sealed package marked "Upshur County Former Jail Facility Project" and received at the Upshur County Administrative Annex by 4:00 p.m. on Tuesday, May 14, 2019. In order to be considered, prospective firms must submit one (1) original proposal and one (1) additional copy in the required format to: Upshur County Commission, c/o Tabatha Perry, 91 W Main St, Suite 101, Buckhannon, WV 26201. Proposals received by this deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:05 a.m. on Thursday, May 16, 2019.

Bids shall be accompanied by a Bid Bond payable to the Upshur County Commission in an amount equal to ten percent (10%) of the total bid. Upon award of the contract, the bid bond will be returned and a surety bond must be obtained and filed with the Upshur County Commission.

All bidders are required to have a valid West Virginia Contractor's License per Section §21-11-11 of the W.Va. Code. Successful bidder will be required to furnish all documentation listed before work may commence

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process. This project is being made possible by generous support of the West Virginia Courthouse Facilities Improvement Authority.



Office of the State Auditor
Local Government Services
153 West Main Street, Suite C
Clarksburg, West Virginia 26301

State of West Virginia

John B. McCuskey

State Auditor

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 627-2417
www.wvsao.gov

April 2, 2019

NOTICE OF APPROVAL OF THE LEVY ESTIMATE (BUDGET)

TO: Upshur County Commission

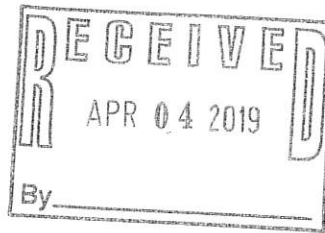
In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2019.

With this written approval, the levying body shall meet on the third Tuesday in April (April 16) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Shellie Humphrey extension 5119, Tiffany Hess extension 5118 or Emily Parsons extension 5101.

Sincerely,
John B. McCuskey
WV State Auditor

By: Ora L. Ash
Deputy State Auditor
Local Government Services



Environmental
Resources
Management

3300 Breckinridge Blvd.
Suite 300
Duluth, Georgia 30096
Phone (678) 781-1370
Fax (678) 781-4470



April 2, 2019

Upshur County Commission
Upshur County Administrative Annex
Attn: Carrie L. Wallace
91 West Main Street, Suite 101
Buckhannon, WV 26201

Subject: Invitation to Comment on Historic Properties - Revised Project Drawings
70-Foot (Overall Height), Raw Land-New Build Monopole
Spruce Fork Valve Site (MLV02)
North of the intersection of Right Branch of Brushy Fork and Fink Run Road
Buckhannon, Upshur County, West Virginia 26201

Dear Mrs. Wallace:

Environmental Resources Management (ERM) is inviting your comments on historic properties that may be impacted by the above-referenced proposed undertaking. Please note that this proposed project was previously sent to you on October 20, 2018. We are sending this additional letter due to a change in the overall height of the tower. Please find enclosed the revised site plans. Below is a description of the change:

Previous Overall Height: 120 feet

New Overall Height: 70 feet

We invite comments regarding historic properties pursuant to Section 106 of the National Historic Preservation Act and associated regulations at 36 CFR Part 800 with respect to Dominion Energy Transmission, Inc.'s application for a Federal Communications Commission license for the above-referenced tower.

Your assistance in expediting this matter is greatly appreciated. Please contact Ms. Emily Laird at (678) 781-1370, if you have any questions or need additional information. Ms. Laird can be reached at the following email address, telecoms@erm.com.

Sincerely,

Emily Tucker-Laird

Emily Laird
Cultural Resources Specialist

Enclosures

Environmental
Resources
Management

3300 Breckinridge Blvd.
Suite 300
Duluth, Georgia 30096
Phone (678) 781-1370
Fax (678) 781-4470

Upshur County Commission
Upshur County Administrative Annex
Attn: Carrie L. Wallace
91 West Main Street, Suite 101
Buckhannon, WV 26201

Subject: Invitation to Comment on Historic Properties – Revised Project Drawings
70-Foot (Overall Height), Raw Land-New Build Monopole
Spruce Fork Valve Site (MLV02)
North of the intersection of Right Branch of Brushy Fork and Fink Run Road
Buckhannon, Upshur County, West Virginia 26201

- ☐ We find the proposed project will not affect historic properties
- ☐ We find the proposed project will affect historic properties, including the following:

- ☐ We support the proposed project
- ☐ We have no comment regarding the proposed project

Printed Name: _____ Date: _____

Signature: _____

Please return by mail to:
Emily Laird
ERM
3300 Breckinridge Blvd.
Suite 300
Duluth, Georgia 30096

Please return by fax to:
(678) 781-4470

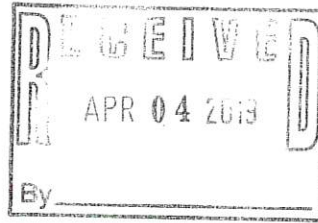
Please return by email to:
telecoms@erm.com



16

Environmental
Resources
Management

3300 Breckinridge Blvd.
Suite 300
Duluth, Georgia 30096
Phone (678) 781-1370
Fax (678) 781-4470



April 2, 2019

Upshur County Commission
Upshur County Administrative Annex
Attn: Carrie L. Wallace
91 West Main Street, Suite 101
Buckhannon, WV 26201

Subject: Invitation to Comment on Historic Properties - Revised Project Drawings
90-Foot (Overall Height), Raw Land-New Build Monopole
Cartier Valve Site (MLV03)
West of Democrat Ridge Road
Tallmansville, Upshur County, West Virginia

Dear Mrs. Wallace:

Environmental Resources Management (ERM) is inviting your comments on historic properties that may be impacted by the above-referenced proposed undertaking. Please note that this proposed project was previously sent to you on November 14, 2018. We are sending this additional letter due to a change in the overall height of the tower. Please find enclosed the revised site plans. Below is a description of the change:

Previous Overall Height: 120 feet
New Overall Height: 90 feet

We invite comments regarding historic properties pursuant to Section 106 of the National Historic Preservation Act and associated regulations at 36 CFR Part 800 with respect to Dominion Energy Transmission, Inc.'s application for a Federal Communications Commission license for the above-referenced tower.

Your assistance in expediting this matter is greatly appreciated. Please contact Ms. Emily Laird at (678) 781-1370, if you have any questions or need additional information. Ms. Laird can be reached at the following email address, telecoms@erm.com.

Sincerely,

Emily Tucker Laird

Emily Laird
Cultural Resources Specialist

Enclosures

17

Environmental
Resources
Management

3300 Breckinridge Blvd.
Suite 300
Duluth, Georgia 30096
Phone (678) 781-1370
Fax (678) 781-4470

Upshur County Commission
Upshur County Administrative Annex
Attn: Carrie L. Wallace
91 West Main Street, Suite 101
Buckhannon, WV 26201

Subject: Invitation to Comment on Historic Properties Affected by Proposed
 90-Foot (Overall Height), Raw Land-New Build Monopole
 Cartier Valve Site
 West of Democrat Ridge Road
 Tallmansville, Upshur County, West Virginia

- ☐ We find the proposed project will not affect historic properties
- ☐ We find the proposed project will affect historic properties, including the following:
- | |
|--|
| |
| |
| |
| |

- ☐ We support the proposed project
- ☐ We have no comment regarding the proposed project

Printed Name: _____ Date: _____

Signature: _____

Please return by mail to:
Emily Laird
ERM
3300 Breckinridge Blvd.
Suite 300
Duluth, Georgia 30096

Please return by fax to:
(678) 781-4470

Please return by email to:
telecoms@erm.com



West Virginia

19

Courthouse Facilities Improvement Authority Fund

16TH CYCLE - PROGRESS REPORT

County Name: Upshur	Grant ID #: 16cycUpshu2019
Mailing Address: 91 West Main Street, Suite 101 Buckhannon, WV 26201	Report Period: January 1, 2019 – March 31, 2019
Report Completed By: Tabatha R. Perry Title: Assistant County Administrator Telephone #: (304) 472-0535 ext. 2 Email Address: trperry@upshurcounty.org	

Please describe activity, progress, achievements, and difficulties encountered below. If you have not expended any grant funding, please give an explanation of why. PLEASE BE DESCRIPTIVE. Reports must be submitted at the end of each quarter. Reports are due by the 20th of the month following each quarter. Therefore, a progress report is due by April 20th, July 20th, October 20th and January 20th. More than 1 delinquent project report may result in funding restrictions or grant termination. In addition, a progress report must accompany all reimbursement requests. Email submission of this report is preferred. Send to melissa.smith@wvcfia.com.

The completed WV SHPO Information Sheet for Section 106 Review Projects was mailed on January 14, 2019. A response letter from Susan M. Pierce, Deputy State Historic Preservation Officer, was received on March 6, 2019. In summary, this letter provided comments as to what guidelines should be placed in the construction bid package such as adherence to the *Secretary of the Interior's Standards for Rehabilitation (Standards)* and Preservation Brief 2: *Repointing Mortar Joints in Historic Masonry Buildings*. A construction bid package and Request for Proposals was prepared by our office and submitted to the WV Division of Culture and History on March 22, 2019. Per the letter, Ms. Pierce requested the opportunity to comment on the plans for the deconstruction and reconstruction of the chimneys and review proposed infill brick that may need to be used to replace the damaged original brick, prior to the bidding process. We are currently waiting for permission to proceed. Once we receive approval from their office, the bid package will be placed on the Commission's agenda for review and approval and then advertised.

To date, no funds have been expended due to WV SHPO procedural measures being taken before commencing the bid process.



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 March 1, 2019- March 31, 2019

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

NUMBER OF DOGS PICKED UP	7
NUMBER OF DOGS ADOPTED	11
NO CHARGE	0
RESCUED DOGS	7
NUMBER OF DOGS RETURNED TO OWNER	3
NUMBER OF DOGS QUARANTINED	0
NUMBER OF DOGS IN DROP BOX	0
NUMBER OF DOGS BROUGHT IN	7
NUMBER OF DOGS EUTHANIZED	0
NUMBER OF HOURS INVOLVED	170
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	13

(21)

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 March 2019

Number of Cats brought in by Buckhannon City Trapper	__3__
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	__3__
Number of Cats Dropped Off by Upshur County Residence	__9__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__0__
Number of Cats Adopted(Upshur)	__6__ (5)Upshur (1)Lewis
Number of Cats Returned to Owner	__1__ (1)_Upshur (0) Lewis
Number of Cats/Kittens Rescued	__13__ (10)Upshur (2) was Lewis
No Charge	__13__
Number of Cats Euthanized	__23__ (17) Upshur (6) of these were Lewis



Telehealth Utilization Report

February 2019

HY5633

Summary



	Visits		Utilization*
	Report Period	YTD	Annualized
Total General Medical	4	10	76.9%
Total Behavioral Health	N/A	N/A	N/A
Total Dermatology	N/A	N/A	N/A

Total Net Claim Savings



Gender

General Medical



**80%
Female**



**20%
Male**

Behavioral Health

Product not
included in
plan design

Dermatology

Product not
included in
plan design

* Behavioral Health utilization is calculated assuming 20% of the population needs care in a given year. This is in accordance to a Kaiser Family Foundation Analysis of the 2015 National Survey on Drug Use and Health. Dermatology utilization is calculated assuming a 25% portion of the population needs care. This is in accordance to the American Academy of Dermatology in a 2013 report, Burden of Skin Disease



General Medical

Claim savings & utilization



Annualized Utilization

YTD Total Visits X 12 / # months accrued
YTD / YTD Average Subscribers

76.9%

Claim Savings Per Episode

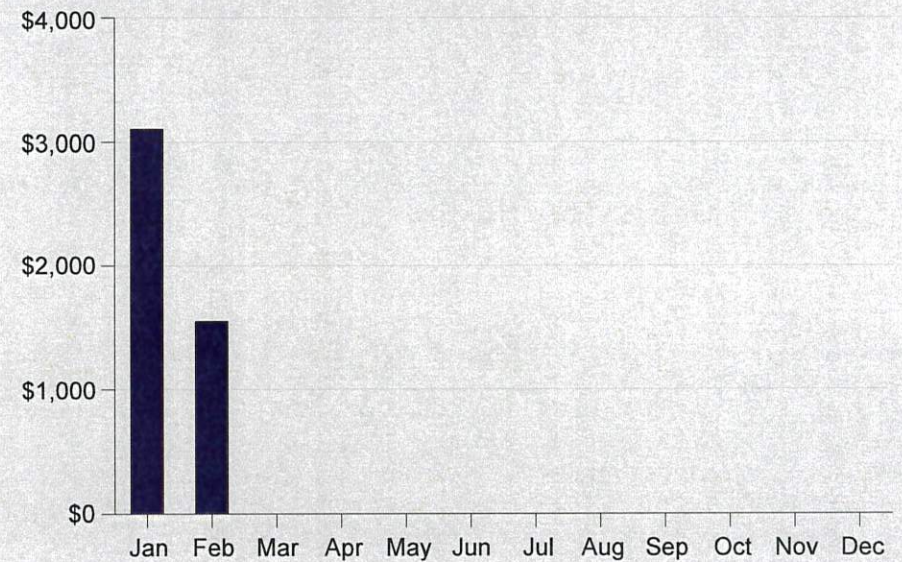
\$517

Total Net Claim Savings YTD

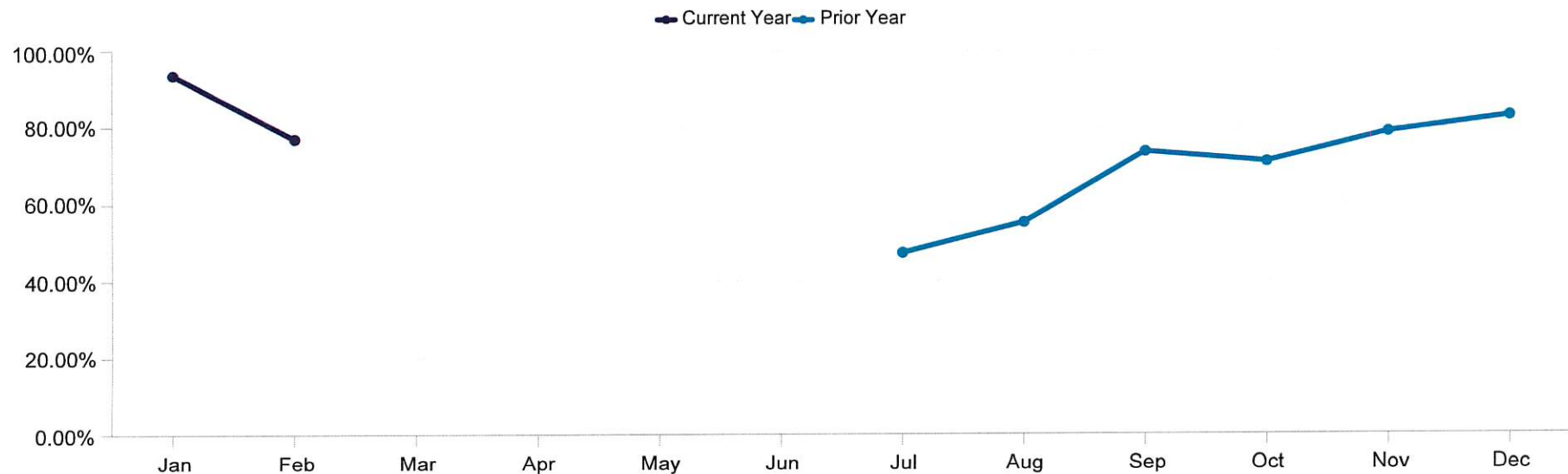
Claim Savings Per Episode X
Number of Visits YTD

\$4,653

Net Claim Savings

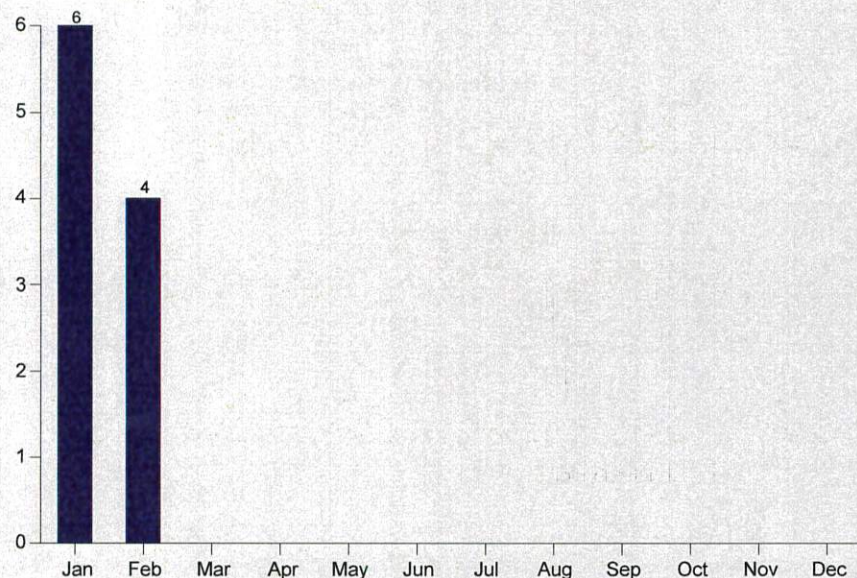


Annualized utilization trend



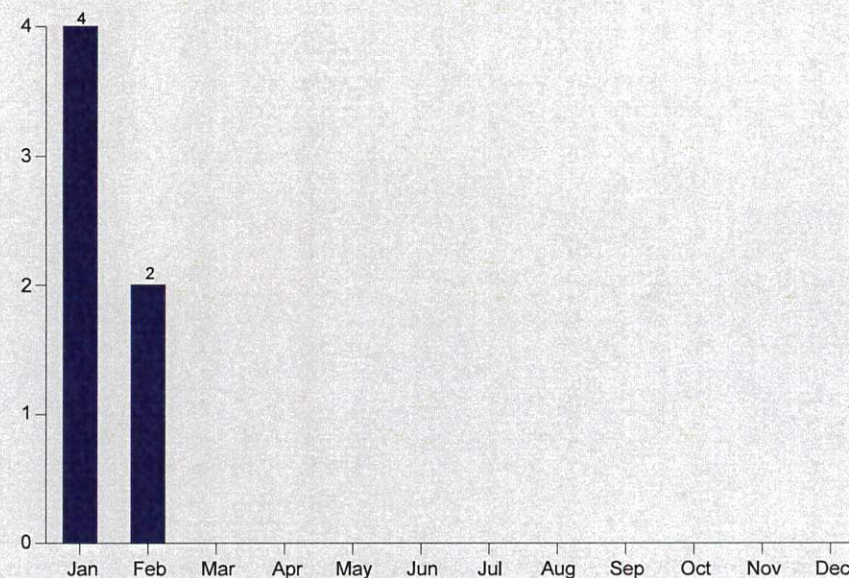
Member activity

Visits this period **4**



YTD **10**

Registrations this period **2**



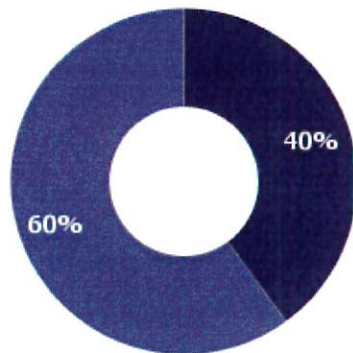
YTD **6**

	VISITS		MEMBERSHIP		REGISTRATIONS		MEDICAL HISTORY COMPLETIONS	
	Report Period	YTD	Report Period	YTD AVG	Report Period	Since Inception	Med History Completed	Since Inception
Primaries	4	8	78	78	2	39	2	27
Dependents	0	2	127	126	0	15	0	12
Eligible Lives	4	10	205	204	2	54	2	39

How your members received care YTD

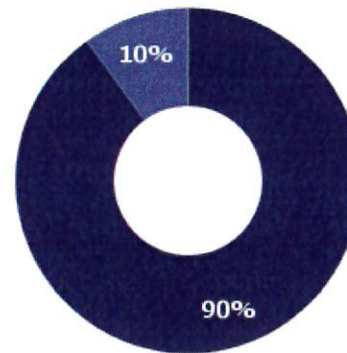


Visit request method



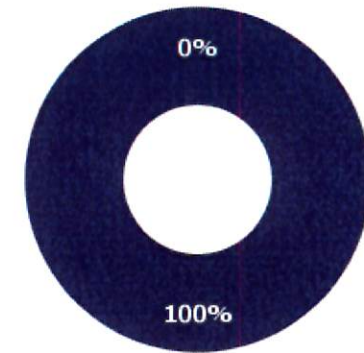
Mobile app Call center

Visit method



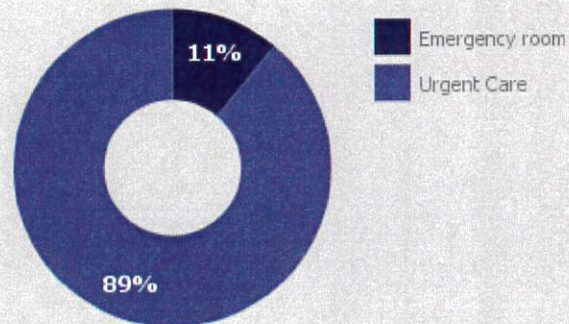
Phone Visualized

On demand vs scheduled



On demand Scheduled

Where member would have gone if Teladoc were not available

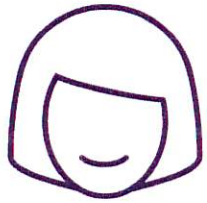


Emergency room
Urgent Care

Who received care and when YTD



Gender

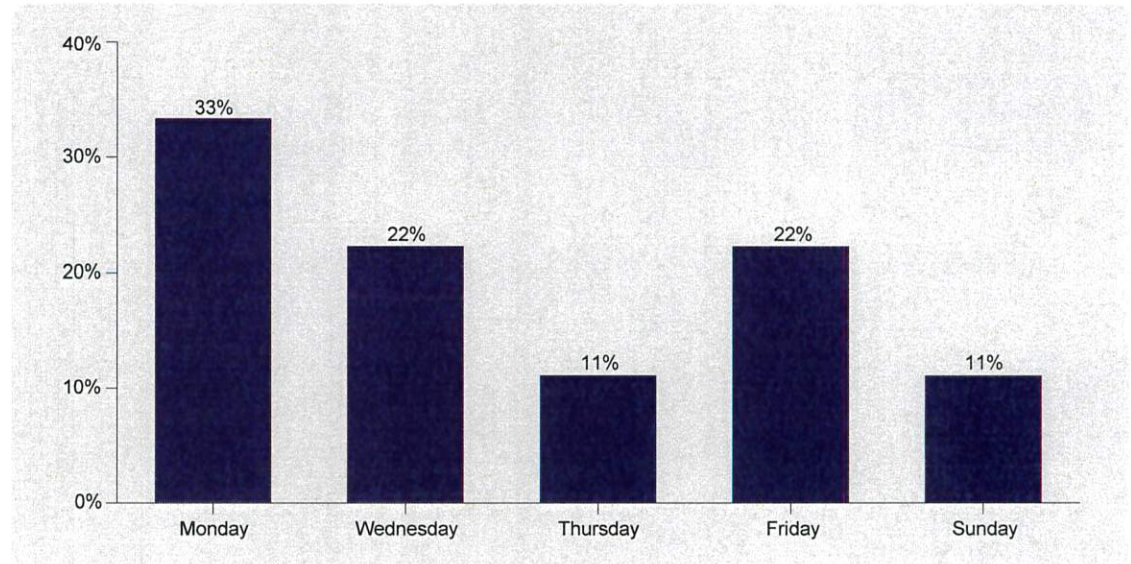


80% Female

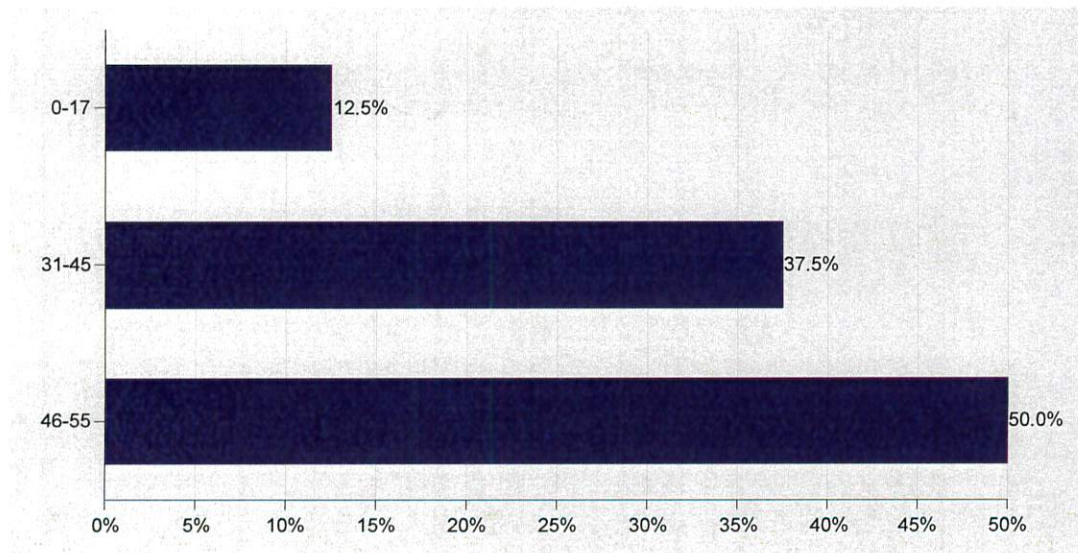


20% Male

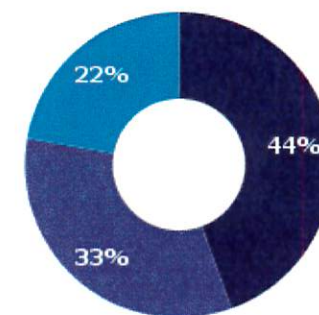
Day of week



Utilization by age



Time of day*



8am - 4pm 4pm - 12am 12am - 8am

* Times in CST

Where your members received care YTD



AVERAGE RESPONSE TIME YTD

The time between the visit request and
when the physician contacted the
member

13 minutes

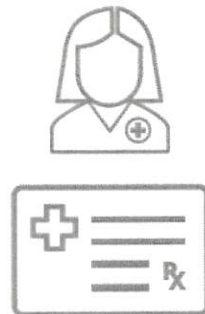
REPORT PERIOD: 19 min

State	Visits	% Visits
West Virginia	10	100.0%



Prescriptions by visit

Visits with Rx:.....**7**
 Total Rx:.....**12**
 % Visits with Rx:.....**70%**
 Visits without Rx:.....**3**
 Average Rx per Visit:.....**1.2**



Top diagnoses

Acute and subacute allergic otitis media (serous), r ear	11%
Acute bronchitis, unspecified	11%
Acute cystitis without hematuria	11%
Acute nasopharyngitis [common cold]	11%
Acute upper respiratory infection, unspecified	11%
Fever, unspecified	11%
Influenza due to oth ident influenza virus w oth manifest	11%
Influenza due to unidentified influenza virus w GI manifest	11%
Other acute sinusitis	11%

Top prescriptions

Amoxicillin 875 mg oral tablet	8%
Azelastine Hydrochloride Nasal 137 mcg/inh nasal spray	8%
Bactrim DS 800 mg-160 mg oral tablet	8%
Benzonatate 200 mg oral capsule	8%
Flonase 50 mcg/inh nasal spray	8%
ondansetron 8 mg oral tablet, disintegrating	8%
oseltamivir 6 mg/mL oral powder for reconstitution	8%
PredniSONE 20 mg oral tablet	8%
Pyridium 100 mg oral tablet	8%
Saline Nasal Spray 0.65% nasal spray	8%

ARTISTRY ON MAIN PRESENTS

Spring into Art



FRI., APRIL 12TH 5PM-8PM W/ RECEPTION

SAT., APRIL 13TH 10AM-5PM

OPERA HOUSE, MAIN ST. BUCKHANNON, WV

WV ARTISTS JEWELRY
WOODCRAFT POTTERY
SOAPS FINE ART
BU/WESLEYAN APPAREL
BASKETS FIBERART
PHOTOGRAPHY MORE



SMALL BUSINESS WORKSHOP

DIGITAL MARKETING

Social Media | Website Importance

May 2, 2019

11:00 - 1:30

Event Center at Brushy Fork
Lunch Provided

Register Early to Waive \$10 Fee

REGISTRATION REQUIRED • SPACE LIMITED
INFO@UPSHURDA.COM • 304.472.1757 x1



ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting *Regular Monthly Meeting*

Start Time *5:30 PM*

Date *Thursday, April 4, 2019*

Place *P.S.D. Office*

4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson

5:30 PM

Pledge of Allegiance

Roll Call Introduce Board of Directors

Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews
Introduce Office Staff: Office Manager-Donna Feltz, Secretary-Larry Heater

Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Sharon Burr; System Operator-David Macneil.

System Operator-David Wamsley

Recognize Current Customers

Approval of Minutes - March 5, 2019 Regular Monthly Meeting

Vote

Treasurer Report/Payment of Bills for April/bal of March Invoices

Vote

ITEMS FOR DISCUSSION

Approve Emergency Action Plan Updates

Vote

Board Signatures

Update - Case 18-1402-PWD-19A

Vote

Rate Increase

Phase III Extension Project Update

Vote

Invoice payment approval

Update on Project

Pre-Const Sign Ups

Easements/Right of Ways

Greylock Relocation of Gas Line Paperwork

Maintenance Report

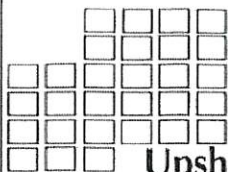
Date & Time of May 2019 Meeting - Tuesday, May 7, 2019 @ 5:30 pm

Adjournment

Vote

Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺

*Rough Draft Prepared by Office Manager February 19, 2019
Prepared by Board Chair and Office Manager February 27, 2019
Posted and Available to the Public on March 1, 2019*



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

April 8, 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 –
- Information Sharing
- Closing

Next meeting Monday, May 13, 2019 at 12:00 pm at Stockert Youth Center



Notice of Meeting

Buckhannon-Upshur Parks and Recreation Advisory Board

Location: 91 W. Main Street

Date: April 8, 2019

Time: 5:30 PM

Agenda

1. Call meeting to order.
2. Approve February 11, 2019 minutes
3. Public comment
4. Summer 2019 Float
5. Signs/ Kiosks
6. Review of Grant Options
7. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
8. Adjournment

Next Meeting: 5:30 PM, May 13, 2019 at Upshur County Administrative Annex



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.

Next BRWA Board of Directors & Project Team Meetings: Wednesday, May 8, 2019, 1800 hrs.,
West Virginia Wesleyan College

Buckhannon-Upshur Airport Authority Agenda

Buckhannon-Upshur Airport Authority-Upshur County Development Office

Thursday, April 11, 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
 - Secretary's Report – Rich Clemens, Secretary
 - Engineering Reports – Chapman/Technical
 - Veritas Application for Payment
 - FAA Outlay Request
 - WVAC Outlay Request
 - CIP data sheet for 2019 FAA grant request
 - Operations – Jamie Wilt, Jennifer Powers
 - Fuel Prices/Inventory
- 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

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD



Meeting Agenda
Upshur County Administrative Annex
Thursday, April 11, 2019
4:00 p.m.

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
 - March 14, 2019
- V. Report and/or action on Pending Cases
 - 012017-01 and 012017-02 (George) – On hold until additional information is received to act on.
 - 020917-01 (Wojnovich) – Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18 month period to see if the new owner brings the property into compliance – Sold during tax sale on 11/15/17. Discuss during June 2019 meeting.
 - 061418-03 (Best) – Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18 month period to see if the new owner brings the property into compliance – Sold during tax sale during November 2018.
 - 121318-01 (Humphrey) – Review photographs of property
 - 011019-01 (Leichliter) – Review photographs of property
- VI. Consider requests to establish new cases
 - 2 new complaints
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, May 9, 2019 at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.



Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
February 11, 2019

Chair Joyce Harris-Thacker called the regularly scheduled meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on February 11, 2019.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, G. Paul Richter, James S. "Jay" Hollen, III, Jacqueline (Jackie) McDaniels and Director Burl Smith. A quorum was present. There was one guest, Jeff Wamsley, Supervisor of the City of Buckhannon Waste Collection Department.

Minutes of the January 14, 2019 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jackie and second by Paul. Motion carried. The minutes were signed by the Chair and Director.

The Financial Report for January was presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering January, 2019 were presented. The ending balances for the accounts are as follows:

- | | |
|---------------------|--------------|
| • REAP Account | \$ 100.00 |
| • SWMB Account | \$ 702.95 |
| • Money Mkt Account | \$ 19,540.16 |
| • Operating Account | \$ 15,788.94 |

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

Director's Report:

Burl Smith presented written copies of the Director's Report for the Period from January 15, 2019 to February 11, 2019, a copy of which is attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests:

Jeff Wamsley presented the totals recycled by the City of Buckhannon for the month on January, 2019. Jeff participated in other discussion under old and new business.

Old Business:

- **April Make-It-Shine 2019 –Billboards, etc.:** Jeff noted that the days for residential customers to cleanup their property and dispose of materials at the Transfer Station free of charge would be April 6th for corporation residents and April 13th for county residents with both corporation and county residents on April 27th. There would be no activities on Easter weekend. Also, the Celebration of Recycling at Crossroads Recycling will be held on Friday and Saturday, April 12th and 13th.



Burl noted that he had worked with Lamar Signs on the proposed billboard sign using last year's artwork from the "April Make It Shine" BUMS student contest. He ended up negotiating for 2 billboards for \$1100.00 at a substantial savings and then emailed Board and got approval to proceed. He requested a formal motion to approve this by the Board. Motion by Jay and second by Mary. Motion carried.

Also, the digital sign in the City will be utilized. Jackie will once again conduct the poster contest at the BU Middle School.

- **EDDM Brochure Discussion**—Burl gave an update on the progress on the brochure design. The plan is to have the brochure mailed the last week of March or first few days of April to advertise the April Make-It-Shine promotion.

New Business:

- **FY 2020 SWMB Grant Application** -- Burl noted that the application is due April 30th and he will have the application prepared for final review at the April Board meeting. Items to be included in the application include the Paper Shred Event in September, 4th grade tours of the Recycling Center, office supplies, EDDM mailing, insurance, etc. He requested input on additional items to include in the application.
- **FY 2019 SWMB Grant Semiannual Report** – Burl had completed the report and noted that all items were proceeding in compliance with the approved grant. Joyce signed the report and Burl will mail it on 2/12/19.
- **WVCoRP Insurance Renewal** -- Burl had received the renewal package by email and he had completed the paperwork and it needed the chair's signature for submission. There were no changes from the present policy. Joyce signed the paperwork and Burl will scan and email the paperwork to WVCoRP.

Board Member Items:

- None

With no further business, the meeting adjourned at 5:12 PM.

Respectfully Submitted,

Burl J. Smith, Director
February 11, 2019

(Original Signature Copy to be maintained in the UCSWA Office)

Joyce Harris-Thacker, Chair

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

UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT---Burl Smith

Period from January 15, 2019 to February 11, 2019

Activities include:

- Prepared and distributed by email the minutes of the 1/14/19 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received email of Direct Deposit to Operating Account of SWMB Assessment check (\$2036.29) on 1/18/19. I made a copy of the notice and put in file.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for January, 2019. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the regularly scheduled 2/11/19 meeting. Posted Agenda on the office window and emailed to UCSWA Board, Upshur County Commission, press, etc. Also, posted the meeting notice on the WV Secretary of State's office meeting notice website.
- Pickup of litter at Crossroads Recycling Center was done once this month.
- I was contacted by Shred-It about the September paper shred event. They sent a proposal which has the same terms as last year (\$900 plus fuel surcharge for 3 hours on Saturday, September 7th). I put the proposal in packet for 1/14/19 meeting. This was accepted and I prepared and signed the contract on 1/17/19
- Worked on 4th quarter report for FY 2018 REAP Grant. Completed and mailed on 1/15/19.
- WV CoRP --Insurance renewal: Worked on questionnaire. It is due by 3/1/19. To be discussed at 2/11/19 Board meeting.
- Worked on semiannual report for FY 2019 SWMB Grant. To be reviewed and signed at 2/11/19 Board meeting.
- Billboard signs, April Make It Shine: Worked with Lamar Signs on the proposed billboard sign using last year's artwork from the April Make It Shine BUMS student contest. Ended up negotiating for 2 billboards at a substantial savings. Emailed Board and got approval to proceed. Will discuss further at February Board meeting.

Thanks---Burl

Buckhannon-Upshur Parks and Recreation Advisory Board Minutes

2/11/2019

Location: Upshur County Administrative Annex

Attending: Katie Loudin, J. J. Ford, Sarah St.Clair, Josh Hinchman

Absent: Buck Edwards and Hannah Lively

Guest: Tabatha Perry

1. The meeting was called to order at 5:33 p.m.
2. The October 8, 2018 meeting minutes were approved on motion by Josh Hinchman and seconded by Sarah St.Clair
3. Public comment: Chad Corley contacted the commission seeking recommendations on a 501c3 to assist with via the Lowe's Hero's. Lowe's would provide up to \$2500 and volunteers for an approved project. The board recommends pitching the kiosk project to Chad. J.J. will contact him with details, including the number of signs and materials required to complete the project.
4. Summer 2019 Float: The board recommends that we host this event again. We do not recommend a partnership and we need to seek a new outfitter. J.J. suggested Blackwater outfitter and he will contact them to check pricing and availability.
5. Signs/ Kiosks – We recommend a total of six kiosks with signage be installed at area parks and waterways. The \$2500 grant from Lowe's, if approved, should cover the cost for all the kiosks and signs.
6. Grant Possibilities: The only open opportunity that we are aware of currently is the Land and Water Conservation grant. The downside to this grant is that it requires a 50% match. If we were to seek this grant we feel the project to pitch is a new splash pad at the pool.
7. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
 - a. 1 Year:
 - i. Kiosks/Water Way Signage: see above
 - ii. Grills: The grills at the Upshur-County Recreation Complex and Pringle Tree need to be evaluated to see if they need to be repaired or replaced. Tabatha

mentioned they are in bad shape. Each park could use two new grills and the estimated cost is \$819

- iii. GaGa Pit: Still need to talk to Harper Lumber and Lowes about possible donations to build a GaGa Pit. If the kiosks do not exceed the donation from Lowe's we might be able to bundle one GaGa Pit into that proposal. Still need to determine full cost and locations.

b. 5 Year:

- i. Sports Facility for the County: No update
- ii. Splash Pad/Pool Upgrades: No update
- iii. Josh is working with the City as part of their Buckhannon 2025 initiative. This is an opportunity to share ideas for how the City and County can work together to bring better recreation possibilities to our citizens.

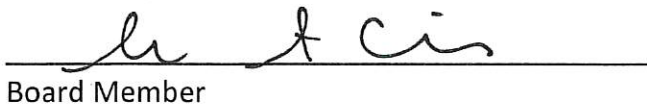
8. With no further business, the Board adjourned at 6:35 p.m.

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

Approved by:


Board Member

4/8/2019
Date


Board Member

4/8/2019
Date

(44)

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

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, March 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 three (3) customers were present.

APPROVAL OF MINUTES

Minutes of February 5, 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

CONTRACTOR REPAIRS

Discussion followed about a water line repair after hours which was caused by a contractor setting poles and hitting one of our service lines. Find out who is responsible and bill them for the repairs.

RATE INCREASE

Published proposed rate increase in the newspapers per order from PSC but had to republish due to the information being incorrect or not the way Publish Service Commission required. Proposed rate increase will republish on February 27 and March 6, 2019 in The Record Delta and The Inter-Mountain Newspapers.



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

PHASE III EXTENSION PROJECT

No invoice payment requests were presented.

Carey Wagner brought the Board up to date on the Phase III Extension per phone conference earlier that day. Todd Swanson is preparing the paperwork for the PSC Certificate filing and should be able to submit it soon. Land acquisitions for pump booster stations continue to be a problem but hopefully will be completed in the near future.

MAINTENANCE

Dave Wamsley, System Operator, discussed the February Maintenance Report which he had prepared for the meeting. According to Carey's chart daily water purchase from City of Buckhannon has begun to go up again; some due to the cold weather and lines being dripped to prevent freezing but possibly some are due to leaks which we are looking for on a daily basis. Several busted meter bottoms have been found by both Dave and Randy (contract maintenance) and repaired while searching for leaks.

PERSONNEL

Sonny Matthews made a motion to enter into Executive Session at 5:55 p.m. pursuant to WV Code 6-9A-4. Larry Heater seconded. Motion carried. At 6:00 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 6:05 p.m.

The next regular monthly meeting will be held on Tuesday, April 2, 2019 at 5:30 p.m.

Respectfully submitted:

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

Attachments: Agenda
Sign In Sheet
Financial Report

46

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

Approved By:

		
Board Chair/Treasurer	Secretary	Board Member
Carey Wagner	Larry Heater	Sonny Matthews

Note: Recorded Meeting

47

APR-08-2019 09:31 AM ELKINSROADPSD

3044722028

P. 08/08

ELKINS ROAD PSD 2 - CHECK REGISTER								
For the period from March 1 to March 31, 2019								
Date	Check #	Payee	Pay Today	Deposit	3/12/2019	3/19/2019	3/26/2019	
3/5/2019	1014	Elkins Road PSD #131		\$21,000.00				
	1015	Elkins Road PSD #131						
3/5/2019		WV Consolidated Public Retire. EFT	\$852.88					
3/5/2019		Chase - 941 Deposit EFT	\$1,348.90					
3/5/2019		WV State Tax Dept. EFT	\$241.00					
3/5/2019	15043	Atlas Group LLC	\$5,248.50					
		City of Buckhannon					\$12,083.28	
3/5/2019	15044	City of Buckhannon	\$30.91					
3/5/2019	15045	Core & Main	\$862.21					
3/5/2019	15046	Clarksburg Water Board	\$69.00					
3/5/2019	15047	Elkins Road PSD	\$30.29					
		ERPSD-4712 (R&R)					\$1,000.00	
		ERPSD-4704 (R&R)					\$100.00	
		ERPSD-4720 (R&R 98 BOND)					\$773.00	
		ERPSD-4712.2 (A&T)					\$565.00	
3/5/2019	15048	Excalibur	\$402.21					
3/5/2019	15049	Ford Motor Credit	\$582.16					
3/5/2019	15050	Frontier	\$249.00					
3/5/2019	15051	G J Garton	\$250.00					
3/5/2019	15052	Larry J. Heater	\$125.00					
3/5/2019	15053	Highland Landscaping, LLC	\$450.00					
3/5/2019	15054	HREA	\$197.33					
3/5/2019	15055	Jenkins Ford	\$69.19					
3/5/2019	15056	Sonny Matthews	\$125.00					
3/5/2019	15057	Monpower	\$116.54					
3/5/2019	15058	Mountain State Pest Guard	\$28.75					
3/5/2019	15059	Quill	\$613.36					
3/5/2019	15060	Rockie Nottingham, Sr	\$1,338.60					
3/5/2019	15061	Randall Osburn	\$500.00					
3/5/2019	15062	Randall Osburn	\$312.82					
3/5/2019	15063	Reliance Laboratories	\$375.00					
3/5/2019	15064	Record Delta	\$69.19					
		Rural Development				\$2,295.00		
3/5/2019	15065	Triple L Mart	\$190.00					

COPY

48

APR-08-2019 09:30 AM ELKINSROADPSD

3044722028

P. 07/08

For the period from March 1 to March 31, 2019							
Page 2							
Date	Check #	Payee	Pay Today	Deposit	3/12/2019	3/19/2019	3/26/2019
3/5/2019	15066	Tetrick & Bartlett, PLLC	\$300.00				
3/5/2019	15067	US Cellular	\$66.32				
3/5/2019	15068	Carey Wagner	\$125.00				
3/5/2019	15069	WV CoRP	\$483.50				
3/5/2019	15070	The Inter-Mountain	\$76.09				
		WV Municipal Bond Comm. EFT	\$3,290.00				
		WV Municipal Bond Comm. EFT	\$4,369.89				
3/5/2019	15071	US Postmaster/Billing					
		Payroll			\$2,800.00		\$2,800.00
		Sharon K Burr					
		Carolyn S Douglas					
		David M Wamsley					
		Total	\$23,388.44	\$21,000.00	\$2,800.00	\$2,295.00	\$17,321.28
							\$0.00
Grand total for month:							
			\$45,804.72				
Note: MonPower Auto Deducts average							
per month is approximately:							
			\$2,000.00				
Approval of Payment							
R & R Account # 4712			\$ 1,000.00	\$3,793.50	A/P Clerk <i>CS</i>		
A & T Account # 4712.2			\$ 565.00	\$0.00	Bd Memb 1 <i>CS</i>		
79 Bond R & R # 4704			\$ 100.00	\$4,080.78	Bd Memb 2 <i>CS</i>		
98 Bond R & R # 4720			\$ 773.00	\$15,791.69	Bd Memb 3 <i>CS</i>		
					Date <i>CS</i>		

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

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

Board Members not present: Debora Brockleman (present for board meeting), Jodie Akers, Dr. Joseph Reed, Matt Kerner, Phyllis Sembello, Angel Harvey, Alicia Rapking, and Susan Duranti.

Staff: Lori Ulderich Harvey and Ginny Dixon

- **Community Members present:** Crystal Lively, Sherry Kuhl, Beth Rogers, Megan Shafer, Donna Thomason, Marjorie Burdick, Carol Bush, Sarah Sienkiewicz, Holly Collins, Angie Hinchman, Amanda Hayes, Anne Chopyak, and Delora Kittle.

Opening/Invocation: As both Board Chair, Joseph Reed, and Vice-Chair, Susan Duranti, were not 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 the following upcoming events: baby shower 3/16 from 10-1. Vendors can set up at 9:00. We will pack diaper bags Friday, 3/15 at 1:00, then take them to WVWC around 2:00, when we'll begin to set up. The next family social, our 2 year anniversary, will be 3/25/19 at 11:30. A "special person" will be coming that day. On 3/28 at 9:00 am, County Commission will be asked to sign proclamation for child abuse prevention and recognize the flag as a symbol. We will be getting in touch with all schools regarding display of pinwheels. There will be a panel discussion during the 1st or 3rd week of April, involving Genesis and featuring Adam, a man who has aged out of foster care. The date for the luncheon in Upshur County has yet to be determined. In May an open house is planned (foster care and adoption).

Guest Speaker: Sarah Sienkiewicz, Licensed Social Worker/Program Manager with ResCare, informed us of this nationwide organization with headquarters in Louisville, KY, and having 140 locations in 26 states. ResCare serves people of all ages with intellectual, cognitive, and developmental disabilities to the end that they reach their highest level of independence. Locally, they serve 105 people (50 in Waiver homes, 30 who live in their family home, and those in 2 group homes). The group homes serve those needing extensive 24 hour services, and this is provided in a family-type environment. Another small group home will soon be opening in Belington. Waiver homes house up to 3 people per home. There is a statewide wait list for the Waiver program.

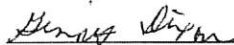
Information Sharing:

- **Crystal Lively, WV Dept. of Ed.,** works in the Diversion and Transition program, and has a background in rehab. They currently are partnering with the WV Dept. of Corrections on the PATH program.

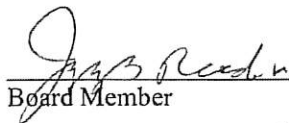
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- **Jodi McQuillan** provided brochures about the HAPI program and shared that they serve children under age 18 months.
 - **Anne Chopyak** provided a flier in reference to a town hall in Buckhannon on 3/21/19, with Stephen Smith, who's running for Governor in 2020.
 - **Carol Bush**, now with the U.S. Census Bureau, shared that they are getting ready for the 2020 census, which will begin next April 1st, with group housing (e.g. colleges) beginning February 1st. Censuses will be completed online or over the phone, or in person, but no longer by paper. Carol is asking our group to get the word out, and will be our speaker at FRN's May meeting. Carol, who covers Randolph, Upshur and Lewis counties, stressed that information provided is confidential. It determines representation in the legislature, money for roads and such, infrastructure, housing, and enables schools and other groups to plan. Go to 2020census.gov/partners for further information.
 - **Beth Rogers** added that the Upshur County Public Library will be offering a job fair on March 29th (time uncertain). The Census Bureau will be hiring temporary workers at \$13.50/hour. Update: 12-2 pm. Look for Facebook event on the library's Facebook page.
 - **Holly Collins**, who works for CCIL (Coordinating Council for Independent Living), shared that they are hiring at minimum wage in all 55 counties. Training classes are held monthly. Brochures were distributed.
 - **Sherry Kuhl** provided immunization charts on refrigerator magnets, and explained that Aetna engages in communities. Their focus is on children but serve adults also.
 - **Sarah Sienkiewicz** added that ResCare is hiring support staff.

Our next meeting will be April 8, 2019 at 12:00 noon.

Respectfully submitted,



Ginny Dixon, Administrative Assistant
Upshur County FRN



Board Member



Board Member