

## Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: May 2, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• April 25, 2019

9:05 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Foster Care Awareness Month Proclamation Page 4

9:45 a.m. Property inspections

### Items for Discussion / Action / Approval:

1. Discuss resident concerns regarding the bridge on County Route 4/15 over French Creek named “U.S. Army CPL Sherald P. Brady Memorial Bridge”. The closure of the bridge by the WV Division of Highways commenced on April 17<sup>th</sup>.\* Page 5-6
2. Discuss the previously considered floodplain fee revision to the Upshur County Floodplain Ordinance.\*
3. Approval and signature of the Upshur County Youth Camp Timber Sale Request for Proposals, Prospectus and Agreement.\* Page 7-18
4. Review and Signature of WV Counties Risk Pool Self Insurance Renewal Package and Coverage Intent Form.\* Page 19-38
5. Approval and signature of Lincoln Financial Group Amendments and revised policies changing the open enrollment period to May 15<sup>th</sup> through June 15<sup>th</sup>, effective July 1<sup>st</sup>. The following policies will be revised to reflect this new open enrollment period: voluntary vision, voluntary life and dental.\* Page 49-42
6. Correspondence from Tasha Harris and Craig Presar, WVU Extension Agents, requesting the donation of pool passes to be used as awards at the first annual Regional Livestock Clinic on May 4<sup>th</sup>. There are currently over 100 participants signed up to for the clinic.\* Page 43
7. Correspondence from Craig D. Presar, WVU Extension Agent, requesting use of the large pavilion during the week of June 24<sup>th</sup> through 28<sup>th</sup>, free of charge. The Upshur County Extension Service plans to host a 4-H Cloverbud Day Camp and anticipates that 25 area youth will be in attendance. In addition to the aforementioned request, Mr. Presar is also requesting to utilize the pool for one hour each afternoon and for the pool entry fees for the camp participants and registered staff to be waived.\* Page 44
8. Correspondence from Robert L. Morris, Jr., Chairman of the Robert C. Byrd Corridor H Highway Authority, requesting for the Commission to consider making a financial contribution in the amount of \$5,000 to the Corridor H Authority during fiscal year 2020.\* Page 45-46

9. Correspondence from Marcella Garrison on behalf of the Animal Outreach Project, Inc. announcing the receipt of a WVSNP grant in the amount of \$7,000 and requesting use of spay/neuter funds to serve as the \$4,550 match.\* 2  
Page 47
10. Correspondence from Sheriff David H. Coffman requesting the advertisement for two (2) part-time courthouse security positions. Applications must be received by 4:00 p.m. on May 14, 2019. Upon approval, these positions will be funded beginning July 1, 2019.\* Page 48-49
11. Approval of seasonal employment of B-U Recreational Facility staff, effective May 12, 2019.\* Page 50
12. 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. Correspondence Jerry Arnold, City of Buckhannon Street Commissioner, notifying the Commission of the City of Buckhannon's Addressing and Mapping change of address for the Maintenance Building from 40 Chancery Street to 2 Chancery Street, effective immediately. Page 51
2. Upshur County Mileage Reports – March 2019 Page 52-62
- Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
3. Public Notices:
- a. Newsletters and/or Event Notifications:
- James W. Curry Public Library Calendar of Events for May 2019 Page 63
  - BRAIN SCIENCE Conference on May 13<sup>th</sup> and 15<sup>th</sup> at the Mollohan Research Center in Fairmont, WV Page 64
  - Universe of Stories Program at the James W. Curry Public Library every Tuesday evening from June 4<sup>th</sup> through August 6<sup>th</sup> Page 65
- b. Agendas and/or Notice of Meetings:
- |                                       |                |                |
|---------------------------------------|----------------|----------------|
| • James W. Curry Library/Park         | April 24, 2019 | <u>Page 66</u> |
| • City Council of Buckhannon          | May 2, 2019    | <u>Page 67</u> |
| • Upshur County Solid Waste Authority | May 13, 2019   | <u>Page 68</u> |
- c. Meeting Minutes:
- James W. Curry Library/Park March 27, 2019 Page 69-71

d. Meetings:

- 05/07/19 5:30 p.m. Elkins Road PSD
- 05/07/19 4:00 p.m. Hodgesville PSD
- 05/02/19 7:00 p.m. Banks District VFD
- 05/02/19 7:00 p.m. Selbyville VFD
- 05/13/19 12:00 p.m. Upshur County Family Resource Network
- 05/13/19 4:30 p.m. Upshur County Solid Waste Authority
- 05/13/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/06/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 05/14/19 7:30 p.m. Adrian VFD
- 05/02/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 05/15/19 7:00 a.m. Upshur County Development Authority – Full Board
- 05/08/19 12:00 p.m. Upshur County Senior Center Board
- 05/09/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 05/15/19 6:00 p.m. Upshur County Citizens Corp – CERT
- 05/08/19 7:00 p.m. Warren District VFD
- 05/09/19 10:00 a.m. Adrian PSD
- 05/08/19 3:00 p.m. Tennerton PSD
- 05/09/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 05/09/19 7:30 p.m. Buckhannon VFD
- 05/09/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 05/02/19 6:30 p.m. Upshur County Youth Camp Board – Special Meeting
- 05/19/19 6:00 p.m. Washington District VFD
- 05/20/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 05/15/19 4:00 p.m. Upshur County Public Library Board
- 05/21/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 05/21/19 6:30 p.m. Upshur County Fire Board, Inc.
- 05/23/19 12:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 05/08/19 7:00 p.m. Ellamore VFD
- 05/15/19 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 05/16/19 2:00 p.m. Upshur County Farmland Protection Board
- 05/22/19 10:00 a.m. James W. Curry Advisory Board
- 04/29/19 6:00 p.m. Upshur County Fire Fighters Association
- 05/08/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 06/14/19 11:00 a.m. Region VI Local Elected Officials – Taylor County

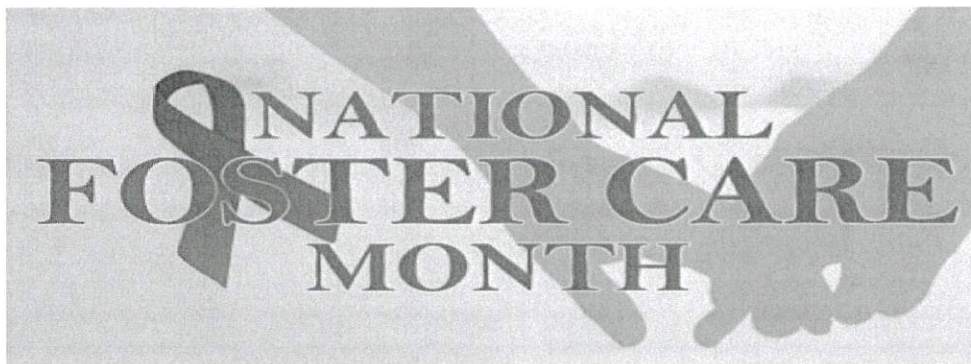
4. Appointments Needed or Upcoming:

Tabled Items

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

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





May is National Foster Care Awareness Month. Foster care affects approximately 430,000 children in the United States of which 100,000 are waiting to be adopted. Children and youth enter foster care because they have been abused, neglected, or abandoned by their parents or guardians. A very high majority of these children have experienced loss and some form of trauma. Foster children, however, are no different from children who are not in foster care: they are learning and growing, like to play and hang out with friends their age, and need the love and stability a permanent home provides. There is a great misunderstanding that these children are “bad” or “damaged”. Some of these children have great hurdles to overcome the abuse they have suffered in the past, but with the proper love and care from a foster or adoptive family, these children’s lives can be transformed. Our community needs to recognize, embrace, and assist these foster children and foster parents by helping them in any manner possible.

The median amount of time, in the U.S., that a child spends in foster care is just over a year. More than half of the children in foster care will be reunified with their parents or primary caregivers, and nearly one-quarter will be adopted, many by their foster parents. Each year, approximately 20,000 youth will age out of the foster care system when they turn 18 or 21, or when they finish high school (depending upon the state in which they live.) These children are at increased risk of poor educational outcomes, experiencing homelessness, and being unemployed.

In West Virginia, there are approximately 7,000 children who are active in the foster care system at any given time. In contrast, there are only approximately 1,300 foster families in our state. In Upshur County, we need to make this issue a priority. In the most current stats, there are over 50 children in foster care with only 19 foster families in our county. It is imperative that our county take action, and there are many ways to do so. If you cannot adopt, then foster. If you cannot foster, then sponsor. If you cannot sponsor, then volunteer. If you cannot volunteer then donate, and if you cannot donate, please educate. Education is one of the strongest tools any person can carry to help children in foster care.

The Upshur County Commission now hereby declares May as Foster Care Awareness Month and urges all citizens to help children in foster care.

Samuel Nolte, President, Upshur County Commissioner \_\_\_\_\_

Terry Cutright, Upshur County Commissioner \_\_\_\_\_

Kristie Tenney, Upshur County Commissioner \_\_\_\_\_



I live on Mulberry Ridge Road at French Creek, WV, the DOH plans to barricade and then remove the one lane iron bridge, that services the road to my home and approximately 10 other homes, on the 17 of April and then remove it. I have several concerns, the by pass road they intend for us to use enters Route 20 in a blind turn that is extremely dangerous and will get someone hit and probably killed. The school bus can not navigate our road, due to a very sharp turn on a one lane road, because of this, our kids catch the bus on the Route 20 side of the bridge, this bridge closing would mean our kids would have to walk a section of Route 20, putting them in grave danger. Frankly, anyone entering Route 20 via this bypass, a section of Route 20 that has been out of use since the road was reconfigured in 1960, is endangering their life. The other two options require going the entire length of Mulberry Ridge Road, a steep, narrow, one lane road with only two places to pass another vehicle, someone generally has to back up if you meet another car. The shortest of these options requires a 180 degree turn back onto another section of old Route 20, with a very long drop off down a wooded hill below you and the third requires going a much longer distance up an old section of Route 20. None of these roads are priority in the winter time and many people have ended up in the ditch, with my niece almost sliding over the steep hill at the 180 degree turn, and three have ended up hitting my neighbor's house and that is on our little road, not the old sections of 20, and I believe our little road is the best kept so I can only imagine what we will be facing each and every day. The closing of our bridge will also make EMS and fire response times longer, I am not even sure the big trucks can navigate the one turn. It might only be a few minutes longer, but in case of a house fire or a heart attack those few minute will make a world of difference. My other concerns, this bridge was originally a covered bridge, probably built in the 1800's when most of our homes were built, the current bridge was built in 1925, unfortunately I was told, due to the type of construction, it does not qualify for protection as historic, but it has been a large part of the history of French Creek for more years than we have lived. The current bridge has stood for almost a century now. It is also a Memorial Bridge, dedicated to U.S. Army CPL, Sherald P. Brady who was killed in France during WWII. What a slap in the face of his family to remove this bridge now. Our first notification of this closing came via, the Record Delta newspaper and WDTV posts on Facebook last Thursday, since that time I have been on the phone or Facebook non stop trying to find people to help me save this



bridge. I have reached out to the governor's office and they told me they have opened a case, I have also reached out to Joe Manchin, Greg Boso, the Upshur County Historical Society, Robbie Martin, Bill Hamiton, the French Creek Pioneers, other residents and former residents of the county along with Chad Boram with the DOH Bridge Department 304 269-0400 or 269-8904. Some of us have plastered Facebook with our comments and concerns, the Record Delta has filmed the bypass, the bridge and I believe one of the other access roads. I met with a reporter for WDTV on Saturday and gave her a tour of the options we would have and she was not overly impressed. Another concern, if the bridge crossing Route 20, a very highly traveled road, is closed for repairs or an accident, traffic will have to be rerouted several miles on very narrow country roads to reach Buckhannon, if our bridge is saved, a short hop down the bypass road, across our little bridge and they are on their way into town or where ever they are going. It totally makes no sense to me for them to even consider closing this bridge which I think is a part of the National Road, one of the earliest roads in this part of the state. I was unable to find information regarding this; however, a girl in Greg Boso's office mentioned it to me and when I speak with her again, I will try and find out more regarding this. We should all be protecting our historical places not destroying them and I believe something that has stood for almost 100 years is historic regardless of guidelines to qualify as historic. We would greatly appreciate your help in saving this bridge, and perhaps also saving someone's home or life.

This bridge is on Upshur County Route 4/15. Mulberry Ridge Road, French Creek, WV

You can check out Facebook for the Record Delta, WDTV, Joyce Harlow, Dan Smith and see a few things that have been posted to date.

Thank you.



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**Request for Proposals  
Upshur County Youth Camp Timber Sale**

The Office of the Upshur County Commission is requesting sealed bid proposals for the Upshur County Youth Camp Timber Sale located in Selbyville, WV. A scope of work can be found here: [http://www.upshurcounty.org/government/commission\\_office/bid.php](http://www.upshurcounty.org/government/commission_office/bid.php) or received via request to Carrie Wallace at [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org) or 304-472-0535 x.3.

**Any and all sealed bids must be received no later than 4 p.m. on  
Tuesday, June 4, 2019 at the following address:**

**Office of the Upshur County Commission  
Sealed Bid – Upshur County Youth Camp Timber Sale  
91 W. Main St., Suite 101  
Buckhannon, WV 26201**

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 10:00 a.m. on Thursday, June 6, 2019.

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.

## NOTICE OF TIMBER SALE

LANDOWNER NAME & ADDRESS	Upshur County Commission 91 West Main Street, Suite 101 Buckhannon, WV 26201
FORESTER NAME & ADDRESS:	Nate Kennedy dba Kennedy Forest Management Services 36 Central Avenue Buckhannon, WV 26201
TIMBER SALE SHOWING:	Any questions regarding the timber sale may be directed to Nate Nate Kennedy at 304-473-1541 or 304-613-5276.
BID DUE DATE:	4:00 P.M., Tuesday, June 4, 2019 Upshur County Administrative Annex 91 West Main Street, Suite 101 Buckhannon, WV 26201
BID OPENING DATE/TIME & LOCATION:	10:00 A.M., Thursday, June 6, 2019 Upshur County Commission Chambers Courthouse Annex – Room 301 38 West Main Street Buckhannon, WV 26201
SALE LOCATION:	This sale is located in portions of Map Parcel #5S-51, Banks District, Upshur County, WV. The farm is also located in the northeast corner of Selbyville Youth Camp adjacent to the Selbyville VFD. The timber sale is also situated on the waters of the Right Fork of Buckhannon River.
DIRECTIONS TO TIMBER SALE:	From Selbyville VFD, go ~0.5 miles east on Brooks Hill Road to the landing in a switchback of Brooks Hill Road. Park on landing and walk skid road across Woody property ~1,700' to the timber sale.
HARVEST TYPE:	The timber sale contains a total of 46.4 acres. Within the timber sale area, all trees are marked with blue paint at breast height and at stump level. Exterior timber sale boundaries are marked with orange flagging.
CRUISED VOLUMES AND PRODUCTS:	The timber sale contains 927 marked trees containing 176,234 board feet Doyle Scale. Details on average tree diameter and volume and numbers of trees by species are available on Tree Information page and Timber Sale Bid Sheet. In addition, cull



trees containing no volume and value have also been marked with blue Xs and blue slashes.

EXPIRATION DATE: October 31, 2022.

BID AND PAYMENT METHOD: Sealed bids. Lump sum sale (cash). Payment for timber sale purchase shall be payment of  $\frac{1}{2}$  of timber sale price at signing of timber sale agreement and the second  $\frac{1}{2}$  prior to start of logging. Landowner reserves the right to reject any and all bids. Regarding signing of the contract, time is of the essence. Landowner anticipates and expects signing of the timber sale agreement within 30 days after bid opening.

INSURANCE: PURCHASER shall save and hold harmless landowner and his representatives from any and all claims and list the Upshur County Commission and Upshur County Youth Camp Board as an additional insured on liability policy. PURCHASER shall also provide the following proof of insurance:  
\$1,000,000 Liability Insurance  
Proof of current Workers Compensation Insurance

PERFORMANCE BOND: 10% of bid value (unknown). Actual bond amount will be rounded up to an even \$1,000 unit. Performance Bond will be payable at time of signing and payment for timber sale contract. Intent of performance bond is to cover logging reclamation costs if needed.

HARVEST TECHNIQUES: Most skid roads and the haul road have been built previously. Portions of a gas well access road and a pipeline access road will need to be used as skid roads. Additional skid roads which need to be built shall be approved by Forester prior to construction. Culverts shall be installed when crossing seeps and springs. At the completion of skidding, all culverts not needed for farm and log haul access road may be removed. PURCHASER shall follow practices as specified in the West Virginia Forest Practices Standards including logger and company licensing and certification.

PROJECTS:

PERMITS: PURCHASER shall obtain a permit for crossing pipeline R/W from Columbia Gas.

SPECIAL CONSIDERATIONS: 1) All trees or portions which fall onto neighboring landowners and the pipeline R/W shall be immediately removed.  
2) Pipeline access and gas well access roads shall be maintained at all times for use by 4-wheeler.

- 3) Crossing of pipeline R/W shall be in accordance with provisions of Columbia Gas permit including matting of crossing from tree line to tree line and no rutting of R/W. All other pipeline crossings shall be matted and covered with a minimum of 1 foot of dirt.
- 4) All easements for access have been obtained.
- 5) All skid roads shall have berms removed and shall be leveled and smoothed after completion of skidding. Skid roads shall also have rolling dips constructed as needed to divert water runoff.
- 6) Landing and skid road(s) within 200' of landing and skid roads for 50' on either side of spring crossings shall be seeded and mulched with hay after completion of all logging activities.
- 7) Any skid roads or portions of skid roads which are at or above 15% grade shall be seeded and fertilized.





## TREE INFORMATION SHEET

Timber Sale Name: Selbyville Youth Camp  
Landowner: Upshur County Commission  
Timber Sale Acres: 47 Acres  
Cruised by: Danny James

SPECIES	AVERAGE DIAMETER	SAWLOG VOLUME DOYLE BF	AVERAGE VOLUME PER TREE	NUMBER OF TREES	% OF TOTAL VOLUME
RED OAK	20.2	25,373	305.7	83	14.4%
WHITE OAK	20.2	2,889	160.5	18	1.6%
BLACK OAK	21.5	4,849	230.9	21	2.8%
CHESTNUT OAK	17.5	5,392	119.8	45	3.1%
SCARLET OAK	22	295	295	1	0.2%
RED MAPLE	17	28,391	178.6	159	16.1%
SUGAR MAPLE	21.1	5,463	170.7	32	3.1%
BLACK CHERRY	18.7	5,724	301.3	19	3.2%
POPLAR/BASSWOOD/ CUCUMBER	19.9	58,896	243.4	242	33.4%
MISC. (INCLUDES HEMLOCK, BEECH, AND OTHER LOW GRADE SPECIES)	15.4	40,161	130.8	307	22.8%
TOTAL	17.9	176,234	190.1	927	

## TIMBER SALE BID SHEET

SPECIES	SAWLOG VOLUME DOYLE - BF	BID VALUE
RED OAK	25,373	
WHITE OAK	2,889	
BLACK OAK	4,849	
CHESTNUT OAK	5,349	
SCARLET OAK	195	
RED MAPLE	28,391	
SUGAR MAPLE	5,463	
BLACK CHERRY	4,525	
POPLAR/BASSWOOD/CUCUMBER	58,896	
MISC.	40,161	
TOTAL	176,234	

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Company Name

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Company Representative

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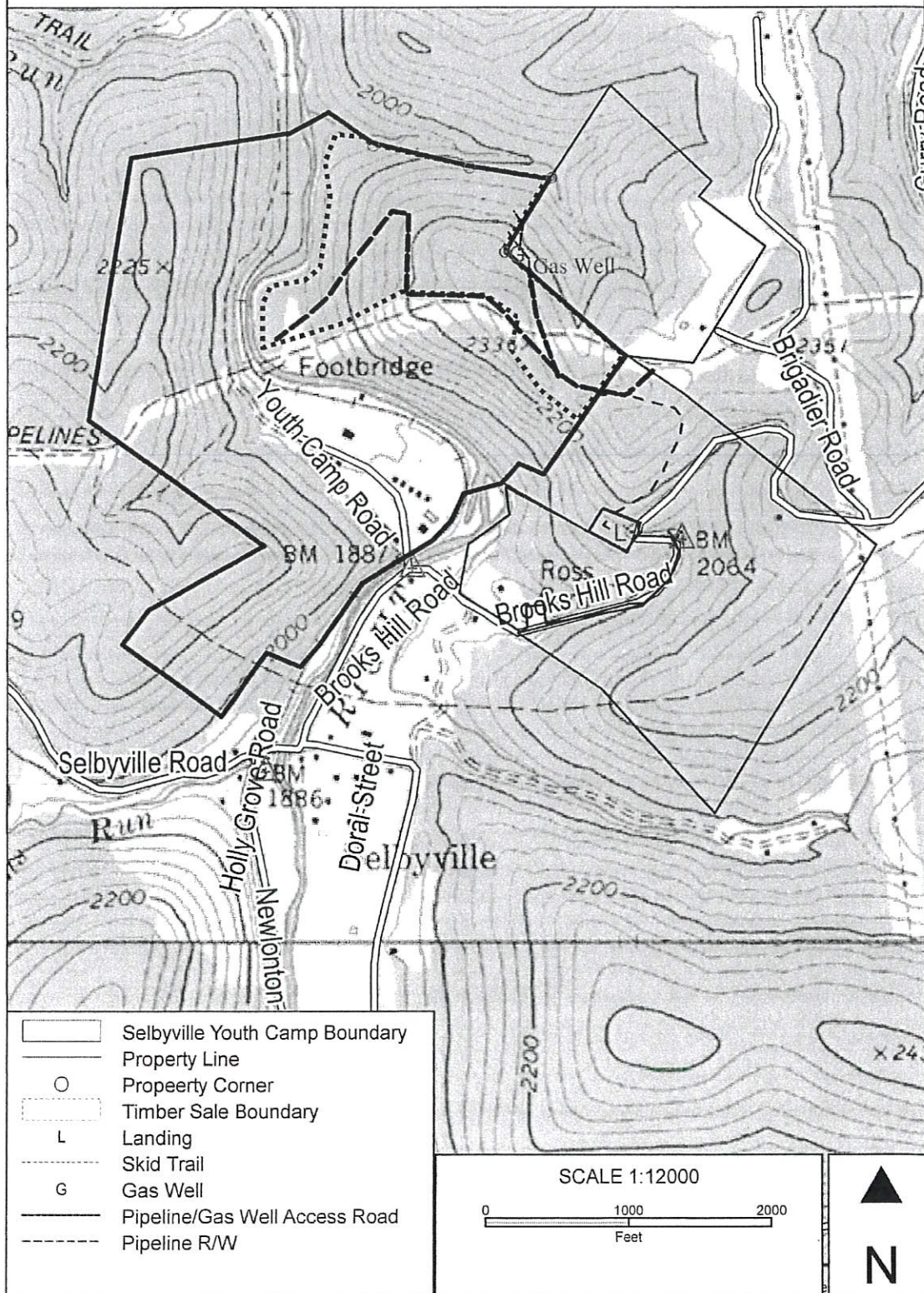
Company Address

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Company Phone Number



SELBYVILLE YOUTH CAMP TIMBER SALE  
 LOCATED IN: PORTIONS OF MAP PARCEL #5S-51  
 BANKS DISTRICT, UPSHUR COUNTY, WV  
 46.4 ACRES





# Timber Sale Agreement

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This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between \_\_\_\_\_ Upshur County Commission \_\_\_\_\_ whose address is \_\_\_\_\_ 91 West Main Street, Buckhannon, WV 26201 \_\_\_\_\_ hereinafter referred to as the SELLER, and \_\_\_\_\_ whose address is \_\_\_\_\_ hereinafter referred to as the PURCHASER.

## WITNESSETH:

ARTICLE I. The SELLER hereby agrees to sell and the PURCHASER agrees to purchase, according to conditions and requirements hereinafter mentioned, all live timber MARKED OR DESIGNATED by two blue paint spots at Diameter Breast High and on stump for cutting all merchantable timber located in Banks Magisterial District, Upshur County; and further described as follows: Portion of Map Parcel #5S - 51 located in the northeast corner of Selbyville Youth Camp. The timber sale is also situated east of and on the waters of the Right Fork of Buckhannon River.

ARTICLE II. The PURCHASER further agrees to pay the SELLER the total sum of \_\_\_\_\_ for the 927 designated trees whose volume is estimated to be 176,234 board feet measure, more or less, as determined by the DOYLE tree scale.

ARTICLE III. The PURCHASER further agrees, before cutting any material referred to in this AGREEMENT, to make payment according to the following schedule:

Payment ½ at signing of contract.  
Payment ½ prior to start of logging.

ARTICLE IV. This AGREEMENT cannot be assigned in whole or in part without the consent of the SELLER.

ARTICLE V. All operations on the timber sale area may be suspended by the SELLER, in writing, if conditions and requirements set forth in this AGREEMENT are disregarded. Failure to comply with the said conditions and requirements, if persisted in after receipt of written notification from the SELLER, shall be sufficient cause to terminate this AGREEMENT.

ARTICLE VI. The SELLER agrees to the following conditions and requirements:

- A. To guarantee title to the forest products covered by this Agreement. Property lines for this tract were marked or designated by the SELLER or his AGENT. Any dispute concerning boundary line location shall be the responsibility of the SELLER.
- B. To grant freedom of entry and right-of-way to the PURCHASER and his employees on and across the area covered by this AGREEMENT provided such entry and/or right-of-way does not conflict with specific provisions of this AGREEMENT.

ARTICLE VII. The PURCHASER further agrees to cut and remove the said timber in strict compliance with the following conditions and requirements:

- A. All timber shall be cut and removed from the premises of the SELLER on or before October 31, 2022 by the PURCHASER.
- B. The PURCHASER further agrees to those practices as specified in The West Virginia Forest Practices Standards and to follow The Best Management Practices under the 208 Program where practicable.
- C. To do all within his and his employees' power, both independently and upon request of the SELLER to prevent and suppress forest fires.
- D. To cut stumps no higher than 12 inches adjacent to the highest ground, except in cases of forked trees and to utilize the tops to the smallest practicable diameter, preferably 10 inches.
- E. Undesignated trees which are cut or damaged through negligence shall be paid for at the rate of triple the stumpage price as appraised by the Forester designated and/or contracted by the Upshur County Commission during the terms of this agreement. Trees which are damaged through accident may be cut at the discretion of the Forester and paid for at the rate of a stumpage price as appraised by Forester. Trees which need to be cut for construction of skid roads shall be approved or designated by the Forester prior to cutting and paid for at the rate of a stumpage price as appraised by Forester. Volumes will be determined by the Forester using DOYLE tree scale and will include flagrant damage to remaining stand from cutting, felling, or skidding.
- F. The PURCHASER shall keep all structures used in connection with this scale, and the grounds in their vicinity, in a sanitary condition. All debris, such as paper, cans, bottles, oil filters, etc., left on the sale area shall be disposed of by the PURCHASER on completion of the operation. Sanitation measures specified in the Occupational Safety and Health Act of 1970 shall be met.
- G. The PURCHASER agrees to the following specifications regarding skid and haul roads and location of landings:
  - 1) Most skid roads have been built previously. Existing roads shall be used wherever practical.
  - 2) Additional skid roads which need to be built must be approved by Forester prior to construction.
  - 3) Pipeline access and gas well access roads shall be maintained at all times for use by a 4-wheeler.
  - 4) Crossing of pipeline R/W shall be in accordance with provisions of Columbia Gas permit including matting of crossing from tree line to tree line and no rutting of R/W. All other pipeline crossings shall be matted and covered with a minimum of 1 foot of dirt. All mats may be removed after completion and acceptance of reclamation beyond the mats.
  - 5) Culverts shall be installed on skid roads when crossing seeps and springs. At the completion of skidding, all culverts installed by Purchaser for logging skid roads may be removed.



- H. Trees or portions of trees that fall onto adjacent landowners' property shall be removed immediately by PURCHASER. All trees which fall into streams, fields, or gas line right-of-ways shall be removed before topping or limbing.
- I. Fences, roads, bridges, and other improvements shall be protected from damage during the logging operation and if damaged shall be repaired to their original condition by the PURCHASER. (1) The PURCHASER agrees to suspend operation of logging equipment on main access roads during periods that would cause excess rutting of road surface.
- J. Young growth and trees left standing shall be protected from unnecessary damage.
- K. The PURCHASER agrees to use the following measures to retard erosion on skid trails and haul roads upon completion of the operation:
  - 1. All roads used for harvest of this designated timber shall be smoothed and drained by the PURCHASER. All road berms shall be pulled back into the road. Road shoulders shall be out sloped to allow drainage of water off the road surface. Water bars or rolling dips shall be installed where indicated by Forester.
  - 2. Pipeline access and gas well access roads shall be ditched and have broad based dips installed where indicated by Forester. These roads shall be left in a condition which would be useable by a 4WD truck during dry weather.
  - 3. If the PURCHASER plans to discontinue active logging in the sale area before the operation is completed, then the PURCHASER shall install water bars on roads and trails where indicated by Forester.
  - 4. All log landings shall be smoothed and drained and all logging residue shall be removed from landing by PURCHASER.
  - 5. Log landing and skid road(s) within 200' of landing shall be seeded and mulched. Spring crossings shall be seeded and fertilized for a distance of 50' on either side of spring crossing. Pipeline crossing shall be seeded and mulched for the width of the pipeline R/W. Any skid roads or portion of a skid road with a grade in excess of 15% shall be seeded and fertilized.

The Forester will inspect the area during cutting and upon completion of the operation to insure all measures meet the requirements of this AGREEMENT.

- L. The PURCHASER hereby agrees to protect, indemnify and save harmless SELLER from any and all liability for personal injuries, death and/or property damage suffered or incurred by any person in connection with the PURCHASER'S performance of this contract. PURCHASER shall also provide the following proof of insurance:
  - \$1,000,000 Liability Insurance
  - Proof of current Workers Compensation Insurance
  - PURCHASER shall also list the Upshur County Commission and Upshur County Youth Camp Board as an additional insured on liability policy.

M. The PURCHASER agrees to furnish Upshur County Commission with a performance bond in the amount of 10% of the bid value. Actual bond amount will be rounded up to an even \$1,000 unit. Intent of performance bond is to cover logging reclamation costs if needed. PURCHASER'S performance bond shall be in the form of a surety bond, cashier's or certified check, money order, assignment of surety, or irrevocable letter of credit. Performance bond shall be kept in effect during the term of the agreement. Upshur County Commission shall release PURCHASER'S bond upon acceptance of completed and inspected logging reclamation.

N. In case of dispute over the terms of this AGREEMENT, final decision shall rest with arbitrators, one of whom shall be selected by each party of this contract, and in case the two selected shall disagree, they shall select a third arbitrator, and the decision of the majority shall be final with respect either to acts to be done or compensation to be paid by either party to the other.

\*This completes the terms of this Agreement and the signature page follows.\*

18

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

WITNESSES:

\_\_\_\_\_

(SELLER)

TAKEN, SUBSCRIBED, and SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_. My Commission Expires \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

(NOTARY PUBLIC)

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

WITNESSES:

\_\_\_\_\_

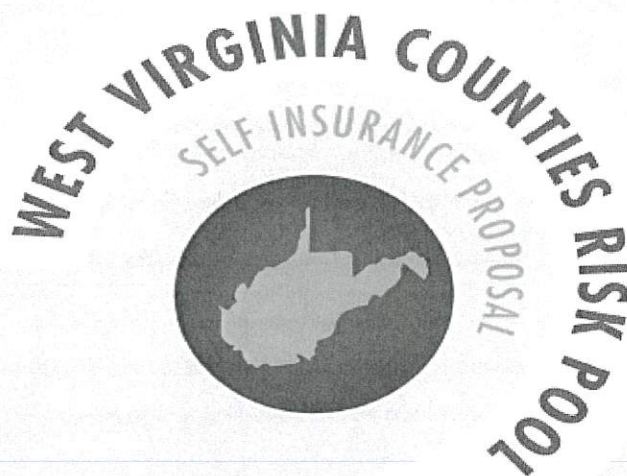
(PURCHASER)

TAKEN, SUBSCRIBED, and SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_. My Commission Expires \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

(NOTARY PUBLIC)





## 2019 - 2020 Self Insurance Proposal

Proposal for: Upshur County Commission

For additional information, contact:  
Steve Rawlings  
1819 Electric Road, Suite C  
Roanoke, VA 24018  
Phone: (844) 986-2705

Presented: Apr 17, 2019

West Virginia Counties Group Self Insurance Risk Pool  
Package coverages, terms, conditions and exclusions are only briefly outlined. For complete provisions, please refer to the coverage contract.



We provide the most extensive coverage and service  
at stable and extremely competitive pricing.

## Why WVCoRP?

Member-Owned, Member Governed

West Virginia Counties Group Self-Insurance Risk Pool (WVCoRP) provides coverage and risk management expertise to local government entities throughout West Virginia. By pooling risks, members enjoy the benefits of cost savings, price stability and comprehensive coverages. Unlike a commercial carrier, WVCoRP is governed by a Supervisory Board that is comprised of pool members. As a member governed organization, WVCoRP knows and understands its members' needs and has a proven record of quickly responding to the changes in state laws and mandates

### Services and Resources Available

WVCoRP uses its expertise to custom design services to meet the specific needs of each member, including risk management consultations and on-site trainings.

- Online tools allow our members easy access to claim reporting, claims data, customized loss reports, Certificate of Insurance requests, and changes to Property, Inland Marine, and Auto schedules
- Cyber risk coverage provided at no charge
- Contract and lease review to ensure adequate coverage requirements and indemnification language
- Property valuations are completed on a rotating basis at no charge
- Live and recorded training webinars
- Case Management services provided by nursing professionals
- Medical Bill Review to ensure cost effective treatment for injured employees
- Nurse triage services available by trained professionals
- Defensive Driver Training with Enhanced On-Site Driving Simulator
- Onsite Law Enforcement Staff Training with continuing education credits





Upshur County Commission

Contribution Summary Form

Coverage	Deductible	Contribution
<b>Property</b> : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	See Schedule	\$29,258
<b>Inland Marine</b> : Replacement Cost if Scheduled, otherwise Actual Cash Value	See Schedule	\$4,734
<b>Equipment Breakdown</b>	\$1,000	\$3,168
<b>General Liability</b> : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	\$41,825
<b>Law Enforcement Liability</b> : \$1,000,000 Limit	\$10,000	Included
<b>Public Officials Liability</b> : \$1,000,000 Limit Each Wrongful Act	\$10,000	\$11,513
<b>Automobile</b> : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited	See Schedule	\$39,000
<b>Crime</b> : Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$950
<b>Excess Liability</b> : Refer to the proposal page for limit information	None	\$8,302
<b>Cyber Risk</b> : \$250,000 Limit	None	Included
<b>Workers' Compensation</b> :	None	\$41,551
<b>Grand Total Annual Contribution</b>		<b>\$180,301</b>

**Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.**

*In order to be eligible for WVCoRP membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty must be in effect with WVCoRP.*

*Quarterly installment payment terms available for Workers' Compensation coverage only.*





## Property

- WVCORP provides members with the most extensive property coverage available.
- Property coverage is Special Form specifically drafted for public entities; all perils are covered except those specifically excluded.

### Buildings and Contents

Total Building Values	\$ 23,943,697
Total Contents Values	\$ 2,454,322
Business Income / Extra Expense (\$100,000 Automatic or as scheduled)	\$ 300,000

### Coverage Includes: (no additional charge)\*

- Back-up of Sewers & Drains: \$1,000,000 Limit
- Debris Removal: \$20,000,000 Pool Limit
- Pollutant Clean-up and Removal: \$500,000 Pool Limit
- Newly Acquired Property: \$10,000,000 Limit (up to 120 Days)  
When timely reported, covered until renewal at no additional charge if under \$500,000 in value;  
additional charge for new values above \$500,000
- Property in Transit: \$5,000,000 Pool Limit
- Utility Services Time Element: \$2,000,000 Pool Limit
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$20,000,000 Pool Limit
- Earthquake, Volcanic Eruption, Landslide, and Mine Subsidence: up to \$10,000,000 Pool Limit
- Flood (if outside the 100 year flood plain): up to \$10,000,000 Pool Limit
- Architect & Engineering fees for plans, specifications, and supervision included upon replacement
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the member
- Signs, fences, light poles, antenna, masts, and towers; retaining walls are covered within 1,000 feet of the premises provided their values are included in the schedule

*\*Does not apply to properties valued at Actual Cash Value (ACV)*

### Coverage Available (Additional Charge):

Builders' Risk during building construction (Optional - must be reported)

### Perils Covered

- Special Form; specifically drafted for local government; all perils are covered except those specifically excluded.
- Flood (if outside the 100 year flood plain) and Earthquake are included.

### Valuation

- Building & Contents – Replacement Cost, except vacant property at Actual Cash Value or stated otherwise
- Business Income - Actual Loss Sustained

### Other Terms

- Blanket Limit
- No Coinsurance
- Vacant Buildings must be reported.  
*If vacant building becomes occupied, please notify WVCORP to ensure proper coverage is in place.*

### Deductibles (Per Occurrence)

- \$1,000 Building & Contents
- \$25,000 Flood
- \$25,000 Earthquake

### Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.
- **Vacant:** A building that does not contain adequate Covered Property to conduct customary business operations.



## Inland Marine

- Inland Marine is property coverage for movable or specialized types of property and equipment.
- Electronic Data Processing (EDP) covers direct physical loss to member-owned computer equipment, phone systems, fax machines, printers, and copiers.

### Inland Marine

Total Inland Marine Value (Per Schedule)

\$ 1,604,225

### Computers / Electronic Data Processing (EDP)

Hardware (Per Schedule)

\$ 1,134,000

Software (Per Schedule)

\$ 100,000

### Perils Covered

- Special Form; specifically drafted for public entities; all perils are covered, except those specifically excluded.
- Electronic Data Processing (EDP) includes electrical and mechanical breakdown.

### Valuation

- Inland Marine – Replacement Cost if scheduled, otherwise Actual Cash Value except:
- Electronic Data Processing (EDP) - Functional Replacement Cost, if scheduled at 100% replacement values - otherwise Actual Cash Value.

### Deductible

See Schedule

### Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.



## Equipment Breakdown

- Equipment Breakdown is omprehensive coverage for direct damage to covered equipment. Examples of covered equipment include: air conditioning and refrigeration equipment, boilers and pressure vessels (air tanks, hot water tanks, cookers, furnaces), communication systems, and electrical equipment (compressors, fans, system motors).
- Coverage includes the expense of inspections and certification of boilers and air compressors as required by the Department of Labor and Industry

### Limits

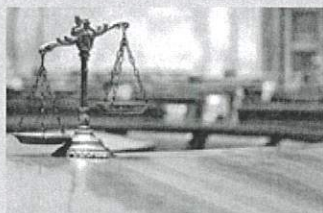
- \$50,000,000 Limit Per Breakdown; includes Property Damage, Business Income and Extra Expense, and Hazardous Substances
- \$1,000,000 Newly Acquired Property (up to 90 Days)
- \$1,000,000 Demolition (Coverage B)
- \$1,000,000 Increased Cost of Construction (Coverage C)
- \$1,000,000 Service Interruption
- \$250,000 Spoilage Damage
- \$100,000 Electronic Data or Media Damage

### Covered Events

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels.

### Deductibles

- 24 Hours Business Income Loss
- \$1,000 Per Occurrence



## General Liability

- WVCORP general liability coverage provides the broadest protection for public entities in West Virginia.
- WVCORP coverage provides protection from claims or suits for personal injury or property damage.
- Excess limits available

### Basis of Contribution

Net Operating Expense

\$ 4,320,736

### Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate

### Additional Coverages

- Failure to Supply (No Sublimit)
- Sidetrack Agreements including Railroads
- Contractual Liability for Covered Contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Products/Completed Operations
- Punitive Damages Covered in Most Cases
- Employee Benefits Liability

### Sublimits

- \$100,000 Fire Legal Liability - Real Property
- \$100,000 Care, Custody, and Control of Others' Property

### Deductible

None





## Cyber Risk

- WVCORP members are covered for online privacy matters (including identity theft), losses due to network security breaches (including hacking and viruses), copyright infringement, and online slander or libel, among other issues.

### Limits

- \$250,000 Per Occurrence and Aggregate - Per Member
- \$1,000,000 Maximum Aggregate for all Cyber Risk losses under the contract, commencing with the inception date of this contract, regardless of the number of Members involved.

### Coverages

#### Network Security, Privacy, and Data Breach Liability

- Liability for unauthorized access to the computer network, including personal identifying information such as social security numbers, credit card numbers, etc.
- Liability for transmission of a computer virus

#### Multimedia Liability

- Copyright/trademark infringement, invasion of privacy, plagiarism, libel and slander through website or social media

#### Regulatory Liability

- Liability, including defense costs, resulting from a claim by an official regulatory agency or governmental body as a result of a security breach or privacy breach or breach of privacy regulations
- Includes civil and/or administrative penalties or fines imposed by an official regulatory agency or governmental body

#### Data Breach Incident Response

- Expenses paid to third party service providers arising from a data breach for legal services, notification expenses, fraud monitoring and resolution services, call center services, public relations services, and computer forensic services.

#### Data Restoration

- Costs to restore, compile or replace data
- Reasonable and necessary costs and expenses to determine scope of breach
- Costs paid to restore, compile or replace data to a third party as a result of a network security breach or cyber extortion event

#### Cyber Extortion

- Reimbursement of reasonable costs and expenses resulting from request for money to avoid damage, destruction, corruption or introduction of a computer virus, a malicious code or denial of service

#### Social Engineering Fraud

- Covers financial loss relating to a social engineering event whereby an employee is instructed to move funds to another bank fraudulently

#### PCI DSS Fines

- Covers PCI contractual costs and regulatory fines following a security or privacy event

### Deductible

None





## Law Enforcement Liability

- WVCORP Law Enforcement Liability provides protection from allegations arising from law enforcement operations.

### Limit

- \$1,000,000 Personal Injury, Property Damage, or Wrongful Act – Per Occurrence

### Coverages

Follows Coverage Contract for Liability Coverage

### Additional Coverages

- Bodily Injury/Property Damage with respects to Law Enforcement operations
- Personal Injury Liability
- Broad Form Property Damage Liability
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Volunteers included as covered persons (volunteer fire & rescue are excluded)
- Contractual Liability for covered contracts

### Deductible

- \$10,000 Per Occurrence



## Public Officials Liability

- Public Officials Liability provides protection against allegations of wrongful acts, such as sexual harassment and employment practices.
- Defense costs are provided for certain excluded coverages

### Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Annual Aggregate

### Policy Form

Occurrence

### Coverages

- Employment Practices
- Sexual Harassment
- Notary Public applicable for all current employees while acting within the course and scope of their notarial duties of the Member
- Defense cost in addition to coverage limits

### Additional Provisions

- Claims handled when filed, not only if a lawsuit is filed

### **\$100,000 Defense Limit provided for the following excluded coverages:**

- Employment Wrongful Acts, when no monetary damages requested
- Land Use/Eminent Domain (subject to \$25,000 Deductible)
- Suits for non-monetary relief brought to remove an elected official pursuant to WV Code §6-6-7 (subject to \$25,000 Deductible)

### **\$50,000 Defense Reimbursement Limit provided for the following excluded coverages:**

- Criminal Acts (subject to a \$10,000 Deductible); see contract language for specific terms and conditions

### Deductible

- \$10,000 Per Occurrence
- \$25,000 Land Use/Eminent Domain

**\*Prior Acts Coverage included if prior coverage was written on claims-made basis.\***





## Automobile Liability and Physical Damage

- WVCORP coverage includes hired and non-owned vehicles
- Automatic coverage for newly acquired vehicles at no additional charge until renewal.
- Excess limits available.

### Basis of Contribution

Number of Vehicles

39

### Liability

#### Limits

- \$1,000,000 Liability Limit For Owned and Hired Autos - Bodily Injury and Property Damage - Each Occurrence
- \$2,000 Medical Payments (Per Person)
- \$1,000,000 Non-Owned Auto Liability (excess over any other collectible insurance)
- \$1,000,000 Uninsured Motorist
- \$250,000 Underinsured Motorist
- No Annual Aggregate

#### Additional Coverages

- Out of State No Fault Coverage provided at the basic minimum limits required by state law
- Newly acquired vehicles covered until renewal at no additional charge
- Unlimited Physical Damage for all owned vehicles; deductible will apply
- Replacement cost coverage can be provided on any vehicle with a replacement cost value in excess of \$50,000
  - Must be reported at 100% of replacement cost value
  - Additional charge will apply

### Physical Damage

#### Deductibles

- \$500 Comprehensive (ACV)
- \$500 Collision (ACV)
- \$1,000 Hired Car Physical Damage Comprehensive (up to \$50,000)
- \$1,000 Hired Car Physical Damage Collision (up to \$50,000)

### Definitions

- **Replacement Cost (RC):** The Fund will pay the lesser of: (a) the cost of repairing damaged property or replacing damaged or stolen property with the same kind or quality; (b) the cost to replace the damaged or stolen property with comparable new property as of the time of loss; or (c) the Limit of Coverage applicable to the lost, damaged or stolen Covered Auto.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.

Please provide values for all vehicles you wish to have this coverage applied to effective 07/01/2019





## Crime Coverage

- Crime provides protection from loss of money and securities, as well as, forgery and fraud.
- State-required faithful performance bonds for covered persons are included.
- Coverage is for covered crimes committed by employees, board members, commission members and volunteers.

### Limit

- \$250,000 Per Occurrence

### Coverage Forms

- Employee Theft
- Employee Dishonesty (Faithful Performance Form)
- Loss Inside and Outside the Premises
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery Coverage
- Computer Fraud
- Funds Transfer Fraud
- Telephone Toll Fraud subject to \$25,000 sublimit

### Public Officials Required Bond

Meets maximum listed Bond value for all public officials as outlined by West VA Code §6-2-10:

- \$200,000 per County Commissioner;
- \$50,000 per Circuit Court Clerk;
- Assessor - \$5,000;
- County Clerk - \$50,000;
- Surveyor of Lands - \$3,000;
- Sheriff - the aggregate amount of all state, county, district, school, municipal and other moneys which will probably come into his hands during any one year of his term of office, up to \$250,000;
- Deputy Sheriff - \$100,000

### Deductible

- \$250 Per Occurrence

## Excess Liability

### Limits

- Excess Automotive Liability
  - \$1,000,000 Limit
  - \$0 Excess Liability Aggregate
- Excess General Liability
  - \$1,000,000 Limit
  - \$0 Excess Liability Aggregate
- Excess Law Enforcement Liability
  - \$1,000,000 Limit
  - \$0 Excess Liability Aggregate
- Excess Public Officials Liability
  - \$1,000,000 Limit
  - \$1,000,000 Annual Aggregate

### Deductible

None



## Workers' Compensation

- WVCORP provides the most affordable and responsive Workers' Compensation coverage available.
- WVCORP provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.
- Online claim reporting capability through our WVCORP member website.

### Coverages

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

### Employers' Liability

Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease (Per Person)	\$1,000,000
Bodily Injury by Disease (Per Accident)	\$1,000,000

Classification	Group	Code	Payroll	Rate (Per \$100 Payroll)	Contribution
Police Officers & Drivers		7720	\$727,499	\$3.35	\$24,371.22
Clerical		8810	\$2,144,552	\$0.17	\$3,645.74
Attorney - All Employees		8820	\$406,683	\$0.11	\$447.35
Animal Control		8831	\$108,450	\$0.93	\$1,008.59
Building Operated by Owner		9015	\$177,547	\$2.62	\$4,651.73
Park NOC - All		9102	\$210,524	\$2.51	\$5,284.15
Municipal Employees NOC		9410	\$357,883	\$2.81	\$10,056.51
<b>Total Payroll:</b>			<b>\$4,133,138</b>		

Manual Contribution	\$49,465.00
Experience Modification	0.80
Modified Contribution	\$39,572.00
Scheduled Debit/Credit	\$0.00
Regulatory Surcharge	1.05
<b>Total Estimated Annual Contribution</b>	<b>\$41,551</b>

**Workers' Compensation Coverage is available only if Property & Casualty coverage is in place through WVCORP.**

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

Rates have been filed with the State Corporation Commission and are subject to approval.

Workers' Compensation Coverage Contribution is payable in equal quarterly installments.

Subject to Audit and Annual Adjustment





Upshur County Commission

**ATTENTION**

Upon review, please sign/return to [sbrown@riskprograms.com](mailto:sbrown@riskprograms.com) to ensure prompt processing of documents, including invoice and certificates of coverage.

## 2019 - 2020 Coverage Intent Form

After careful consideration of your proposal, we accept your coverage program subject to the following selections or changes:

ACCEPTANCE:	
	<b>ACCEPT</b> - We accept all coverages as presented in this proposal.
	<b>MODIFY</b> - We wish to request the following changes:
	<b>REJECT</b> - We do not accept your proposal.

If additional quote options are provided herein, please indicate below if electing. Otherwise, coverage will be based upon current coverage as you do not wish to select option(s).

BILLING TERMS	
We wish to select the following billing terms shown below	
Coverages (if applicable):	
Property & Casualty	<input type="checkbox"/> Annual Payment - Due and payable in full within 30 days of receipt <input type="checkbox"/> Two Equal Installments - Due by July 1st and October 1st
Workers' Compensation	<input type="checkbox"/> Annual Payment - Due and payable in full within 30 days of receipt <input type="checkbox"/> Quarterly Installments
<i>Any additions or deletions made after the proposal and the initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.</i>	
<i>A late charge of 1% per month (12% per annum) will be assessed for contributions received 30 days after the due date.</i>	

PRINTED NAME

SIGNATURE

DATE



## Upshur County Commission

Coverage Term : 7/1/2019 - 7/1/2020

### BUILDINGS AND CONTENTS SCHEDULE

Replacement Cost or Stated Otherwise

Loc #	Bldg #	Bldg Description	Street Address	City	Bldg Value	Cts Value	Deductible	Builders Risk	Demo / Debris Removal Only	Agreed Value	Actual Cash Value
1	1	Gould Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	10	Pool Filter Building	76 Youth Camp Road	Selbyville	\$48,300.00	\$15,000.00	\$1,000.00				
1	11	Bath House	76 Youth Camp Road	Selbyville	\$26,533.00	\$6,634.00	\$1,000.00				
1	12	Nurses Cabin	76 Youth Camp Road	Selbyville	\$39,800.00	\$0.00	\$1,000.00				
1	13	Storage Bldg	76 Youth Camp Road	Selbyville	\$6,634.00	\$6,634.00	\$1,000.00				
1	14	Hunter's Lodge	76 Youth Camp Road	Selbyville	\$26,533.00	\$6,634.00	\$1,000.00				
1	15	Cook's Cabin	76 Youth Camp Road	Selbyville	\$26,533.00	\$0.00	\$1,000.00				
1	16	Shower House #1	76 Youth Camp Road	Selbyville	\$6,634.00	\$6,634.00	\$1,000.00				
1	17	Shower House #2	76 Youth Camp Road	Selbyville	\$6,634.00	\$6,634.00	\$1,000.00				
1	18	Garage/Shop	76 Youth Camp Road	Selbyville	\$6,634.00	\$3,979.00	\$1,000.00				
1	19	Pump House	76 Youth Camp Road	Selbyville	\$13,266.00	\$13,266.00	\$1,000.00				
1	2	Maple Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	20	Garage/Garbage Area	76 Youth Camp Road	Selbyville	\$33,168.00	\$19,901.00	\$1,000.00				
1	21	Generator Bldg	76 Youth Camp Road	Selbyville	\$11,593.00	\$0.00	\$1,000.00				
1	3	Terrace Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	4	Rhododendron Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	5	Heavener Hall/Selbyville Youth Camp	76 Youth Camp Road	Selbyville	\$485,000.00	\$25,000.00	\$1,000.00				
1	6	Smith Assembly Hall/Selbyville Youth Camp	76 Youth Camp Road	Selbyville	\$309,000.00	\$25,000.00	\$1,000.00				
1	7	Picnic Shelter	76 Youth Camp Road	Selbyville	\$35,600.00	\$2,000.00	\$1,000.00				
1	8	Dining Hall/Selbyville Youth Camp	76 Youth Camp Road	Selbyville	\$535,000.00	\$37,000.00	\$1,000.00				
1	9	Caretakers Home	76 Youth Camp Road	Selbyville	\$163,900.00	\$10,000.00	\$1,000.00				
10	1	Community Bldg	Ten Mile	Buckhannon	\$10,613.00	\$0.00	\$1,000.00				
11	1	James Curry Library	Brooks Hill Road	French Creek	\$312,000.00	\$168,000.00	\$1,000.00				
11	2	Pavilion at James Curry Library	Brooks Hill Area	Buckhannon	\$28,139.00	\$0.00	\$1,000.00				
11	3	Pavilion at James Curry Library	Brooks Hill Area	Buckhannon	\$56,275.00	\$0.00	\$1,000.00				
12	1	Community Bldg	Excelsior	Buckhannon	\$10,613.00	\$0.00	\$1,000.00				
13	1	Radio Broadcasting Facility	Tallmansville	Tallmansville	\$20,000.00	\$9,288.00	\$1,000.00				
14	1	Community Corrections Program Office	43 WBUC Road	Buckhannon	\$0.00	\$21,218.00	\$1,000.00				
15	1	10 x 10 Pavilion	Pringle Tree Park	Buckhannon	\$5,000.00	\$0.00	\$1,000.00				
16	1	E911/OEM Building	181 Pallottine Drive	Buckhannon	\$1,482,000.00	\$61,000.00	\$1,000.00				
17	1	Administrative Annex Building	91 W. Main Street	Buckhannon	\$438,000.00	\$49,500.00	\$1,000.00				
17	2	WVU Extension Garage	91 W. Main Street	Buckhannon	\$10,000.00	\$4,000.00	\$1,000.00				
18	1	Calvin Phillips Garage	1178 Rt 20 South Road	Buckhannon	\$10,000.00	\$0.00	\$1,000.00				
18	2	Hair/Nail Express Salon	1178 Rt 20 South Road	Buckhannon	\$10,000.00	\$0.00	\$1,000.00				
2	1	Pool Bldg	308 B-U Drive	Buckhannon	\$159,300.00	\$30,000.00	\$1,000.00				

2	2	Pool/County Park	308 B-U Drive	Buckhannon	\$885,000.00	\$18,000.00	\$1,000.00				
2	3	4-H Pavillion	308 B-U Drive	Buckhannon	\$122,900.00	\$0.00	\$1,000.00				
2	4	Pavillion	308 B-U Drive	Buckhannon	\$62,900.00	\$0.00	\$1,000.00				
2	5	Pavillion	308 B-U Drive	Buckhannon	\$32,100.00	\$0.00	\$1,000.00				
2	6	4-H Storage	308 B-U Drive	Buckhannon	\$7,500.00	\$3,000.00	\$1,000.00				
3	1	Upshur Co Library	1150 Route 20 South	Tennerton	\$2,620,000.00	\$788,000.00	\$1,000.00				
4	1	EMS Bldg	164 Pocahontas Street	Buckhannon	\$551,000.00	\$78,000.00	\$1,000.00				
5	1	Health Dept	15 N Locust Street	Buckhannon	\$431,095.00	\$80,000.00	\$1,000.00				
5	2	Wooden Shed	15 N Locust Street	Buckhannon	\$7,000.00	\$0.00	\$1,000.00				
5	3	Green Metal Building	15 N Locust Street	Buckhannon	\$15,000.00	\$0.00	\$1,000.00				
6	1	Old Jail Record Storage & File	14 S Locust Street	Buckhannon	\$1,296,000.00	\$103,000.00	\$1,000.00				
7	1	Animal Shelter	318 Mud Lick Road	Buckhannon	\$195,300.00	\$20,000.00	\$1,000.00				
8	1	Maintenance Bldg	40 Chancery Street	Buckhannon	\$380,000.00	\$57,000.00	\$1,000.00				
9	1	Courthouse	40 W Main Street	Buckhannon	\$7,476,000.00	\$325,000.00	\$1,000.00				
9	2	Courthouse Annex	38 W Main Street	Buckhannon	\$4,808,000.00	\$415,000.00	\$1,000.00				
Totals			Count: 50		\$23,943,697.00	\$2,454,322.00					

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## Upshur County Commission

Coverage Term : 7/1/2019 - 7/1/2020

### INLAND MARINE SCHEDULE

Equipment Type	Department	Item Description	Serial Number	Value	Deductible
Animal Mortality		A.J. - German Shepherd, Male		\$8,000.00	\$0.00
Animal Mortality		Buck, Labrador Retriever/German Shorthaired Pointer, Male		\$9,250.00	\$0.00
Contractor's Equipment		Blanket Rented and Leased Equipment - \$250k limit		\$0.00	\$1,000.00
Electronic Data Hardware		Blanket EDP from Appraisal		\$864,000.00	\$1,000.00
Electronic Data Hardware	Annex	Computer Hardware		\$100,000.00	\$1,000.00
Electronic Data Hardware	Annex	AS 400 Computer Equipment		\$120,000.00	\$1,000.00
Electronic Data Hardware	Courthouse	Blanket Hardware		\$50,000.00	\$1,000.00
Electronic Data Software	Annex	Blanket Software		\$50,000.00	\$1,000.00
Electronic Data Software	Courthouse	Blanket Software		\$50,000.00	\$1,000.00
Miscellaneous Equipment	4H Camp	2006 John Deere 410 Loader Attachment	1153	\$2,500.00	\$1,000.00
Miscellaneous Equipment	4H Camp	2006 John Deere 46 Backhoe Attachment	0070	\$8,000.00	\$1,000.00
Miscellaneous Equipment	Circuit Courtroom	2 Stage Wheelchair Lift	0199	\$66,500.00	\$1,000.00
Miscellaneous Equipment	Maintenance	John Deere Tractor Model 2720 w/Backhoe Attachment	0052	\$7,300.00	\$1,000.00
Miscellaneous Equipment	Pringle Tree Park - Burec Park	Playground Equipment		\$25,000.00	\$1,000.00
Miscellaneous Equipment	Security	Wave PLUS 100 Duress Alarm System		\$23,685.00	\$1,000.00
Mobile Equipment	4H Camp	John Deere 60 inch Mower Deck	2465	\$1,800.00	\$1,000.00
Mobile Equipment	4H Camp	1992 Scissor Lift Snorkel	0195	\$3,000.00	\$1,000.00
Mobile Equipment	4H Camp	Kubota Tractor B6000		\$3,090.00	\$1,000.00
Mobile Equipment	4H Camp	1978 Ford Tractor	2000	\$4,120.00	\$1,000.00
Mobile Equipment	4H Camp	2016 Kawasaki Mule KAF620P	0003	\$7,500.00	\$1,000.00
Mobile Equipment	4H Camp	2006 John Deere Tractor	4110	\$10,000.00	\$1,000.00
Mobile Equipment	Maintenance	John Deere X585 Tractor/62C Mower	2905	\$9,000.00	\$1,000.00
Mobile Equipment	Maintenance	Simplicity Tractor	00383	\$10,000.00	\$1,000.00
Mobile Equipment	Maintenance	John Deere Tractor	0698	\$16,500.00	\$1,000.00
Mobile Equipment	Sheriff	2005 Yamaha Grizzly 4 Wheeler	0643	\$7,500.00	\$1,000.00
Mobile Equipment	Sheriff	2005 Yamaha Rhino	3912	\$9,500.00	\$1,000.00
Radios & Equipment	E-911	E-911 Systems		\$100,000.00	\$1,000.00
Radios & Equipment	E-911	Radio System		\$100,000.00	\$1,000.00
Radios & Equipment	E-911	CAD System		\$500,000.00	\$1,000.00
Radios & Equipment	Sheriff	(16) Sheriff Dept. Body Cameras		\$14,320.00	\$1,000.00
Telephone System	Annex	Telephone System		\$100,000.00	\$1,000.00
Telephone System	Courthouse	Telephone System		\$100,000.00	\$1,000.00
Trailers	Maintenance	2011 TOP Trailer	2147	\$3,500.00	\$1,000.00
Trailers	Maintenance	2014 HMS TL	2305	\$5,700.00	\$1,000.00
Trailers	Maintenance	2005 King Cobra Trailer	0705	\$10,000.00	\$1,000.00
Trailers	OEM	2009 Lark Trailer	4886	\$10,000.00	\$1,000.00
Trailers	OEM	2009 Lark Trailer	4895	\$10,000.00	\$1,000.00
Trailers	OEM	2009 Lark Trailer	4891	\$10,000.00	\$1,000.00
Trailers	OEM	2012 BEN Trailer	8862	\$10,000.00	\$1,000.00
Trailers	Office of Emergency Services	2010 Lark Trailer	9306	\$8,460.00	\$1,000.00
Trailers	Sheriff	2006 FTWD	1090	\$10,000.00	\$1,000.00
Trailers	Sheriff	2006 Speed Trailer	3152	\$10,000.00	\$1,000.00
Trailers	Sheriff	2005 ATV Trailer	9282	\$10,000.00	\$1,000.00
Voting Machines	Election	Blanket Voting Equipment		\$360,000.00	\$1,000.00
Totals		Count: 44		\$2,838,225.00	

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## Upshur County Commission

Coverage Term : 7/1/2019 - 7/1/2020

### BUSINESS AUTO SCHEDULE

Vehicle #	Dept	Year	Make	Model	Vin	Repl. Cost Value	Comp Ded	Coll Ded
	OEM	2019	Chevrolet	Silverado	1064	\$0.00	\$500.00	\$500.00
	Sheriff	2019	Ford	Explorer	9379	\$0.00	\$500.00	\$500.00
	Maintenance	2019	Ford	F-250	1902	\$0.00	\$500.00	\$500.00
	Sheriff	2019	Ford	Police Interceptor Sedan	2939	\$0.00	\$500.00	\$500.00
	Sheriff	1991	International	CC	7402	\$0.00	\$500.00	\$500.00
	Sheriff	2001	Ford	Explorer	7159	\$0.00	\$500.00	\$500.00
	Youth Camp	2004	Chevrolet	PK 2500 HD	6761	\$0.00	\$500.00	\$500.00
	Community Correction	2004	Ford	Explorer	6327	\$0.00	\$500.00	\$500.00
	Library	2005	Chevrolet	Equinox	1598	\$0.00	\$500.00	\$500.00
	Sheriff	2005	Chevrolet	Equinox	0712	\$0.00	\$500.00	\$500.00
	Addressing	2006	Ford	Explorer	2281	\$0.00	\$500.00	\$500.00
	Community Correction	2007	Ford	Expedition	7946	\$0.00	\$500.00	\$500.00
	Community Correction	2007	Ford	Van	5226	\$0.00	\$500.00	\$500.00
	Maintenance	2008	Toyota	Truck	4917	\$0.00	\$500.00	\$500.00
	Animal Control	2009	Ford	F150	7159	\$0.00	\$500.00	\$500.00
	Community Correction	2009	Ford	Focus	6055	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Dodge	Charger	9160	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Ford	Crown Vic	0650	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Ford	Crown Vic	0651	\$0.00	\$500.00	\$500.00
	E-911	2010	Ford	Expedition	6213	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Ford	Expedition	6214	\$0.00	\$500.00	\$500.00
	Maintenance	2010	Ford	F150	9153	\$0.00	\$500.00	\$500.00
	Sheriff	2012	Ford	Expedition	9482	\$0.00	\$500.00	\$500.00
	Sheriff	2012	Ford	Expedition	9483	\$0.00	\$500.00	\$500.00
	Assessor	2013	Ford	Escape	5324	\$0.00	\$500.00	\$500.00
	Sheriff	2013	Ford	Taurus	7798	\$0.00	\$500.00	\$500.00
	Sheriff	2013	Ford	Taurus	7805	\$0.00	\$500.00	\$500.00
	Sheriff	2014	Ford	Explorer	1008	\$0.00	\$500.00	\$500.00
	Sheriff	2014	Ford	Taurus	4454	\$0.00	\$500.00	\$500.00
	Sheriff	2016	Ford	Explorer	3426	\$0.00	\$500.00	\$500.00
	Sheriff	2016	Ford	Explorer	4629	\$0.00	\$500.00	\$500.00
	Sheriff	2016	Ford	Explorer	4630	\$0.00	\$500.00	\$500.00
	Assessor	2017	Ford	Escape	3583	\$0.00	\$500.00	\$500.00
	Sheriff	2017	Ford	Explorer	0351	\$0.00	\$500.00	\$500.00
	Sheriff	2017	Ford	F150	2892	\$0.00	\$500.00	\$500.00
	Sheriff	2017	Ford	Taurus	9855	\$0.00	\$500.00	\$500.00
OES	OEM	1999	Ford	F250	8428	\$0.00	\$500.00	\$500.00
OES	Animal Control	2008	Ford	4d Pick Up	6131	\$0.00	\$500.00	\$500.00
Youth Camp	Youth & Family Services	2000	Ford	Econoline Van	0059	\$0.00	\$500.00	\$500.00
Totals			Count: 39			\$0.00		





Lincoln Financial Group is the marketing name for Lincoln National Corporation and its affiliates.

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**The Lincoln National Life Insurance Company**

8801 Indian Hills Drive  
Omaha, NE 68114-4066  
Toll free (800) 423-2765  
www.LFG.com

April 22, 2019

Carrie Wallace  
Upshur County Commission  
91 West Main Street  
Buckhannon, WV 26201

Re:	Policy Number(s)	Coverage(s)	Amendment Effective Date(s)
	000400224190	Voluntary Vision	04/01/2019
	000400001000	Voluntary Life	04/01/2019
	00001D033626	Dental	04/01/2019
	00001D033779	Dental	04/01/2019
	Group I.D. UCCWV		

Dear Carrie Wallace:

Enclosed you will find Amendments and revised policies. As requested, we have changed the Open Enrollment period to May 15th - June 15th, to be effective on July 1st.

Revised certificates are located on The Lincoln National Life Insurance Company website, [www.lincoln4benefits.com](http://www.lincoln4benefits.com). A supply of printed certificates can be requested from Client Services at the telephone number or email address below.

It is very important that we receive a signed copy of the Amendment for our records. Please fax the signed copy to 877-573-6177. **If we do not hear from you within 30 days, payment of the required premium will be considered acceptance of the amendment as issued.**

If you have any questions on this change, please feel free to contact your broker or Customer Service Professional at 800-423-2765, or via email at [ClientServices@LFG.com](mailto:ClientServices@LFG.com). Thank you for giving The Lincoln National Life Insurance Company an opportunity to serve you.

Sincerely,

The Lincoln National Life Insurance Company

Enclosures



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AMENDMENT NO. 4

TO BE ATTACHED TO AND MADE PART OF GROUP POLICY NO.: 000400001000-22054

ISSUED TO: Upshur County Commission

The Participation Agreement / Application is amended to reflect the following requested changes.

The Open Enrollment Period has been amended to read:

There will be an Open Enrollment Period beginning May 15th and ending June 15th for eligible Employees to enroll for or to increase their current benefit amounts.

Coverage elected during this period will be effective:

- (1) July 1st following the enrollment period, if Actively at Work on that day; or
- (2) The day the Insured Person resumes Active Work, if not Actively at Work on the day the elected coverage or increase would otherwise take effect.

The effective date of this amendment is April 1, 2019; but only with respect to losses incurred on or after that date. Nothing contained in this amendment shall change any of the terms and conditions of this Policy; except as stated above.

THE LINCOLN NATIONAL LIFE INSURANCE COMPANY



Officer of the Company

Accepted by the Group Policyholder this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

AMENDMENT NO. 2

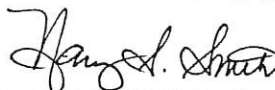
TO BE ATTACHED TO AND MADE PART OF GROUP POLICY NO.: 00001D033779

ISSUED TO: Upshur County Commission

It is agreed that the above policy be replaced with the attached Policy, which is revised and dated April 1, 2019.

The effective date of this amendment is April 1, 2019; but only with respect to losses incurred on or after that date. Nothing contained in this amendment shall change any of the terms and conditions of this Policy; except as stated above.

**THE LINCOLN NATIONAL LIFE INSURANCE COMPANY**



\_\_\_\_\_  
Officer of the Company

Accepted by the Group Policyholder this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

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AMENDMENT NO. 2

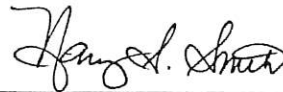
TO BE ATTACHED TO AND MADE PART OF GROUP POLICY NO.: 00001D033626

ISSUED TO: Upshur County Commission

It is agreed that the above policy be replaced with the attached Policy, which is revised and dated April 1, 2019.

The effective date of this amendment is April 1, 2019; but only with respect to losses incurred on or after that date. Nothing contained in this amendment shall change any of the terms and conditions of this Policy; except as stated above.

**THE LINCOLN NATIONAL LIFE INSURANCE COMPANY**



\_\_\_\_\_  
Officer of the Company

Accepted by the Group Policyholder this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_





Extension Service

April 2019

Dear Upshur Co. Commission

The first annual Regional Livestock Clinic will be held Saturday, May 4<sup>th</sup> at the Barbour County Fairgrounds. We currently have over 100 participants signed up for the clinic. The Upshur County WVU Extension Service is seeking donations to provide awards to the winners in each species skill-a-thons during the clinic.

The Regional Livestock Clinic will work with 4-H and FFA members that are exhibiting livestock projects at the county and/or state level. Livestock projects give youth an opportunity and experience life-long skills such as responsibility, marketing, communications, and ethical decision-making that are not attainable in a classroom setting.

The goal of this livestock clinic is to provide youth opportunities to expand their knowledge of livestock agriculture and increase skill sets.

The 6 hour clinic will provide education and hands-on opportunities with beef cattle, swine, lambs, goats, rabbits, and poultry. The afternoon sessions will focus on additional active participation with the following stations: fecal egg counts using microscope; quality assurance hands-on activities that include giving vaccines, ear tagging, and proper handling of livestock; and skill-a-thons for each species previously mentioned. The skill-a-thons will take knowledge gained earlier in the day and put it into action.

Any items or monetary donations your company is able to donate would be used as rewards for skill-a-thon winners. We are hoping to provide prizes for both junior and senior aged participants in each species.

Thank you for your consideration of this request. If you need further information, you may contact us at 304-473-4208 or by email at [nwinslow@mail.wvu.edu](mailto:nwinslow@mail.wvu.edu) or [Craig.Presar@mail.wvu.edu](mailto:Craig.Presar@mail.wvu.edu)

Sincerely,

Tasha Harris  
WVU Extension Agent  
Agricultural and Natural Resources  
Development

Craig Presar  
WVU Extension Agent  
4-H Youth

Upshur County Extension Office

Cooperative  
Extension Service

The West Virginia  
University Cooperative  
Extension Service,  
U.S. Department  
of Agriculture,  
West Virginia County  
Boards of Education and  
County Commissions  
Cooperating

Phone: 304 473-4208  
Fax: 304 473-4261  
[www.ext.wvu.edu](http://www.ext.wvu.edu)

91 W. Main Street, Suite B  
Buckhannon WV 26201



West Virginia University

Extension Service

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April 26, 2019

Upshur County Commission  
Sam Nolte, President  
91 W. Main St., Suite 101  
Buckhannon, WV 26201

Dear Commission Members,

During the week of June 24-28, 2019, the WVU Upshur County Extension Service will be conducting Upshur County 4-H Cloverbud Day Camp. We plan to hold this camp at the Buckhannon-Upshur Recreational Park. In addition, we hope to use the Upshur County Swimming Pool for an hour each afternoon. It is anticipated that twenty-five Cloverbuds (ages 5-8) and five 4-H Teen Leaders will be involved each day. A copy of the Certificate of Liability Insurance for the WVU Extension Service has been provided to Carrie Wallace, County Administrator.

To alleviate costs related to providing an experience like this, we are requesting a waiver of the fees associated with the use of these facilities. A reduction in operational expenses will allow a wider and more diverse collection of programming opportunities.

As always, we are grateful for your continued support of the WVU Extension Service and the youth of Upshur County.

Thank you,

Craig D. Presar  
WVU Extension Service

Upshur County Extension Office

*Cooperative  
Extension Service*

The West Virginia  
University Cooperative  
Extension Service,  
U. S. Department  
of Agriculture,  
West Virginia County  
Boards of Education and  
County Commissions  
Cooperating

Phone: 304 473-4208  
Fax: 304 473-4261  
www.ext.wvu.edu

91 W. Main Street, Suite B  
Buckhannon WV 26201

Equal Opportunity/Affirmative Action Institution



ROBERT C. BYRD CORRIDOR H HIGHWAY AUTHORITY

March 28, 2019

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

Re: FY 2020 Funding Request

Dear Commissioners:

On behalf of the Robert C. Byrd Corridor H Highway Authority I kindly request that the Upshur County Commission consider making a financial contribution to the Corridor H Authority during FY 2020.

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

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

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

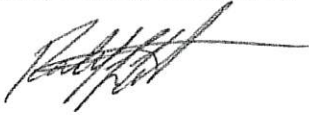
The Corridor H Authority has been very successful over the past several years working with both the private and public sector to support the completion of Corridor H. However, without the proper funding, these efforts are much more difficult to continue. We are requesting a contribution of \$5,000 from each county along Corridor H to support our goals and objectives during FY 2020.



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

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

Respectfully Submitted,



Robert L. Morris, Jr.  
Chairman





Animal Outreach Project, Inc.  
137 Blondie McMurry Rd.  
Buckhannon, WV 26201

EIN # 47-2767228  
[www.aopwv.org](http://www.aopwv.org)

April 24, 2019

Dear Commissioners

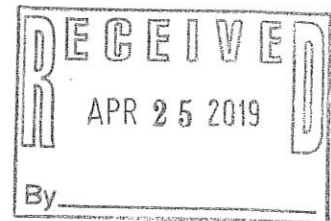
We at Animal Outreach Project are writing this letter regarding matching funds for our spay and neuter assistance program. Once again, we have been awarded the WVSNP grant. We have received \$7,000 with a match of \$4,550. Enclosed you will find a copy of our award letter. Animal Outreach Project is requesting the matching funds of \$4,550.00 from the county spay and neuter fund.

This grant will be able to be used immediately through November 2019. We feel our group has been a great asset to the community and that we previously worked very well with the County Commission! By receiving full matching funds from the county, we can continue to reduce the number of unwanted animals in our community and throughout our county!

Thank you for your time and consideration today

AOP Volunteers.

*Marcella Garrison*



# Upshur County Sheriff's Office



**DAVID H. COFFMAN, SHERIFF**

**Heather D. Parke**

Chief Deputy  
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201  
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182  
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

**Michael R. Kelley**

Chief Deputy  
Law Enforcement

May 2, 2019

Upshur County Commission  
Upshur County Administrative Annex  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

Dear Commissioners:

Please approve the advertisement for two (2) part-time Courthouse Security positions. These positions will work no more than 19 ½ hours per week and will begin employment on July 1, 2019. This advertisement will be run in the Record Delta the week of May 6 – May 10, 2019 with applications being due no later than Tuesday, May 14, 2019.

Thank you for your support and consideration.

Respectfully,

David H. Coffman  
Sheriff of Upshur County, WV



**COURTHOUSE SECURITY**  
**Sheriff of Upshur County**

The Sheriff of Upshur County is accepting applications for two (2) part-time Courthouse Security positions. Individuals will be required to perform all Courthouse Security/Bailiff duties. Employment for each position will begin on July 1, 2019.

Applicants must have a high school diploma or equivalent. Individuals may obtain an application and full job description at the following address:

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

Monday -Friday 8:00 am - 4:00 pm

**Applications must be RECEIVED in our office no later than close of business (4:00pm) on Monday May 14, 2019.**

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

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INTEROFFICE MEMORANDUM

TO: Upshur County Commission  
FROM: Tabatha Perry, Assistant Administrator  
SUBJECT: Employment B-U Recreational Facility employees  
DATE: May 2, 2019  
CC: Debra Hull, County Bookkeeper

Commissioners,

I would like to request the seasonal employment of the following people for the 2019 season at the Buckhannon-Upshur Recreational Facility:

Melanie Sandy-Groves	Water Aerobics	\$25/session
Elizabeth M. Harris	Assistant Manager	\$10.20/hour
Renee Carr	Assistant Manager	\$10.71/hour
Ivy P. Ward	Lifeguard	\$9.54/hour
Taylor Powell	Lifeguard	\$9.35/hour
Stephen Groves	Lifeguard	\$9.23/hour
Kalen A. Harley	Admissions	\$9.23/hour
Emma V. Reger	Lifeguard	\$8.93/hour
Andrew J. Burgess	Admissions	\$8.93/hour
Andrea L. Burgess	Concessions	\$8.93/hour
William B. Sparks	Lifeguard	\$8.93/hour
Samuel C. Squires	Lifeguard	\$8.93/hour
Samuel J. Walker	Lifeguard	\$8.93/hour
Merrody J. Malone	Lifeguard	\$8.93/hour
Drew A. Griffith	Lifeguard	\$8.93/hour
McKenzie C. Reynolds	Lifeguard / Admissions	\$8.93/hour
Olivia S. Caynor	Lifeguard	\$8.75/hour
Summer A. Aguiar	Lifeguard	\$8.75/hour
Jennifer A. Williams	Lifeguard	\$8.75/hour
Jenna Marple	Admissions	\$8.75/hour
Drake Lemansky	Lifeguard	\$8.75/hour
Racheal Hulett	Concessions	\$8.75/hour

If approved, these employees will begin work on or around May 12, 2019 and will receive the hourly wage as listed above. The above wage rates include a two percent (2%) pay increase for all returning employees. Employment at the B-U Recreational Facility will end on or around August 17, 2019.

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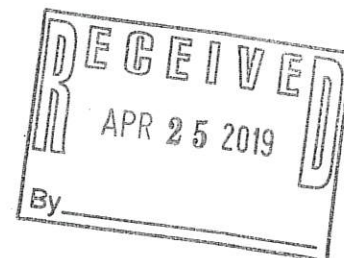
**CITY OF BUCKHANNON**  
WEST VIRGINIA 26201

70 E. MAIN STREET  
BUCKHANNON, WV 26201

TELEPHONE  
(304) 472-1651  
DD # (304) 472-9550  
FAX # (304) 472-4620

April 22, 2019

Samuel Nolte, President  
Upshur County Commission  
91 W. Main St, Suite 101  
Buckhannon, WV 26201



Dear Resident,

The City of Buckhannon Addressing and Mapping has changed the following address.

Old Address  
**40 Chancery St, Buckhannon, WV 26201**  
**(Maintenance Building)**

New Address  
**2 Chancery St, Buckhannon, WV 26201**

If you have any questions, you may contact the mapping and addressing department at (304) 472-1651.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jerry Arnold".

Jerry Arnold  
Street Commissioner  
City of Buckhannon

JA/sg

*Buckhannon – The promise of tomorrow with the dignity of yesterday*







**MONTH / YEAR:** March 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2010 Ford Expedition	1FMJU1G50AEB66213	119829	119856	27	9
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		27	9

# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: March 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2008 Toyota Tundra	5TBBV541B8551	75,055	75,712	657	15.97
Mike Campbell		4917			0	16.90
Mike Haler					0	17.00
Loretta Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					657	49.87

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBFZB69KEC81	893	1095	202	25.0
Mike Campbell		902			0	22.5
Mike Halix					0	
Loretta Krone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					202	47.5



# U P S H U R

Letter from Mrs. W. H. G. J. J. J. J.

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: March 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG Harris	2010 Ford F-150	1FTFW1EV1AFC79153	106459	106763	304	28.8
Mike Campbell					0	
Mike Haler					0	
Loretta Kornee					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					304	28.8



## DEPARTMENT: OEM

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	900	1200	300	25
			<b>GRAND TOTALS</b>		300	25

Feb-19

## UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

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Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
DAVE COFFMAN - 900	2014 FORD EXPLORER	1FM5K8AR9EGA71008	N/A	N/A	N/A	N/A
MIKE KELLEY - 902	2010 FORD Explorer	1FM5K8AR8GGB44629	54748	57218	2470	99.2
MARK DAVIS - 903	2016 Ford Explorer	1FM5K8AR0GGB43426	54840	56370	1530	77.8
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	63320	65000	1680	126
CJ DAY - 905	2013 FORD TAURUS	1FAHP2M86DG157805	58467	58698	231	27.8
THERON CAYNOR - 906	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	37336	39084	1748	108.1
DEWAINE LINGER - 907	2019 Ford Explorer	1FM5K8AR5KGA29379	2624	3890	1266	101.5
RODNEY ROLENSON - 908	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	23379	23750	371	31
ROCKY HEBB - 909	2017 FORD TAURUS	1FAHP2MK5HG119855	26755	28612	1857	114.5
TYLER CHIDESTER - 912	2012 Ford EXPEDITION	1FMJU1G50CEF29483	126512	129415	2903	216.4
TYLER GORDON - 913	2019 FORD TAURUS	1FAHP2MK4KG102939	4913	6497	1584	0
BOBBY HAWKINS - 916	2010 FORD CROWN VICTORIA	2FABP7BV2AX1010650	135194	136301	1107	65
DANNY GOULD - 918	Ford Crown Victoria 2010	2FABP7BV4AX100651	103987	104603	616	42
CRYSTAL LINGER - 917	2010 Ford Expedition	1FMJU1G52AEB66214	126553	126885	332	25.2
DUSTIN HOLLEN - 930	2009 FORD F-150	1FTRX14W39FA27159	172839	173705	866	81
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	79248	80643	1395	84.5
GRAND TOTAL					19,956	1200

## Additional Vehicles

2005 Yamaha ATV	5Y4MO4Y55AO13912
2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912
2005 HMS Transport Trailer	5HABH20265N049282
2010 Ford Expedition	1FMJU1G50AEB66213
2001 Ford Explorer	1FMZV72ZE41ZA57159
2006 Fleetwood Mallard	1EF1B3020364011090
2006 Speed Trailer	5F15S091761003152
2010 Dodge Charger	2B3AA4CT9AH269160
S.W.A.T. 1991 International	1HT5LNEMOMH337402
2008 Ford Crown Victoria	2FAFP71V88X123105
2010 Ford Expedition	1FMJU1G52AEB66214

FOR SALE  
FOR SALE

APR/12/2019/FRI 08:54 AM Upshur Co Sheriff WV

FAX No. 304 472 4547

P. 001/001



Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Terri Bennett	911 B.P. / Floodplain	1D8H1B38P07F30242			0	4.03 3/11
					0	10.73 3/22
			10,131	62,284	0	14.43 3/29
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		547	45.76

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
			131632	131657	25	0
			131657	131675	18	0
			131675	131692	17	0
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					60	0





U P S H U

# UPSHUR COUNTY COMMISSION

DEPARTMENT: \_\_\_\_\_

MONTHLY  
Comm Corrections

MONTH / YEAR: March 2019

[illegible]



1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

DEPARTMENT: Ford Van

[illegible]

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

Month/Year: March 2019

Apr 02 19, 10:28a



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# JAMES W. CURRY PUBLIC LIBRARY

1721 BROOKS HILL ROAD, FRENCH CREEK, WV 26218

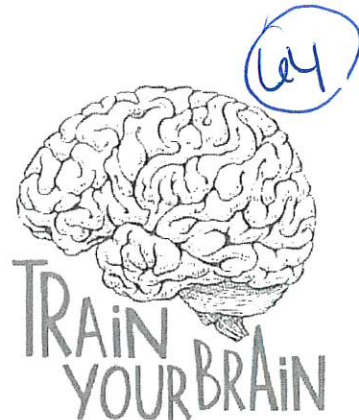
PHONE: 304-924-6724 EMAIL: jameswcurrypubliclibrary@gmail.com FACEBOOK: @jwcpl

MON - WED 11AM - 7 PM, THUR 1 PM - 7 PM, FRI 10 AM - 6 PM, SAT 10AM - 3 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p><b>"A UNIVERSE OF STORIES"</b> SUMMER READING PROGRAM SIGN UP TODAY SEATING LIMITED REGISTRATION REQUIRED STORIES, ACTIVITIES, CRAFTS, AND MORE! 304-924-6724 FOR INFO</p>			1	2	3	4
			ADULT <b>YOGA</b> FOR HEALTH 5:45 PM	Sit and Be Fit 2:00 PM		
5	6	7 FAMILY <b>Storytime</b> 5:45 PM "CHILDREN'S DAY"	8	9	10	11
			ADULT <b>YOGA</b> FOR HEALTH 5:45 PM	Sit and Be Fit 2:00 PM		
12 MOTHER'S DAY	13	14 FAMILY <b>Storytime</b> 5:45 PM "ARCTIC EXPLORER"	15 24th Annual STRAWBERRY FESTIVAL	16 24th Annual STRAWBERRY FESTIVAL	17 24th Annual STRAWBERRY FESTIVAL	18 24th Annual STRAWBERRY FESTIVAL
			ADULT <b>YOGA</b> FOR HEALTH 5:45 PM	Sit and Be Fit 2:00 PM		
19 24th Annual STRAWBERRY FESTIVAL	20	21 FAMILY <b>Storytime</b> 5:45 PM "OCEAN"	22 TOWN OF FRENCH CREEK ADVISORY BOARD MEETING 10 AM \$ FUND RAISING COMMITTEE MEETING 11:30 AM	23	24	25
			ADULT <b>YOGA</b> FOR HEALTH 5:45 PM	Sit and Be Fit 2:00 PM		
26 LIBRARY CLOSED MEMORIAL DAY REMEMBER AND HONOR	27	28 FAMILY <b>Storytime</b> 5:45 PM "GET OUT & PLAY"	29	30	31	 10-9-8-7-6-5-4-3-2-1 <b>BLAST OFF INTO A UNIVERSE OF STORIES</b>
			ADULT <b>YOGA</b> FOR HEALTH 5:45 PM	Sit and Be Fit 2:00 PM		



# BRAIN SCIENCE Conference



**When:** May 13 + May 14, 2019

**Where:** WVHTF, Mollohan Research Ctr., Fairmont, WV

**Times:** Monday Evening, May 13<sup>th</sup>; 5:30 – 8PM, FREE,

Dinner Provided & open to public; Especially PARENTS and TEENS

Tuesday, 8AM – 4PM; May 14<sup>th</sup>; Lunch Provided = \$15.00

**Who should attend:** Prevention & addiction specialists, therapists, school counselors, educators, nurses, social workers, first responders, parents, clergy, community leaders, and more!

**Sponsored by:** Project SUCCESS, your Prevention Lead in North Central WV

**CEUs:** Pending for social work/ addiction & prevention/nursing/EMS/LPC

**Questions?** Contact Conference Coordinator, [ReneeVerbanic@gmail.com](mailto:ReneeVerbanic@gmail.com)

**Register here:** [HCFRN.EventBrite.com](http://HCFRN.EventBrite.com) **SCHOLARSHIPS AVAILABLE, ASK!**

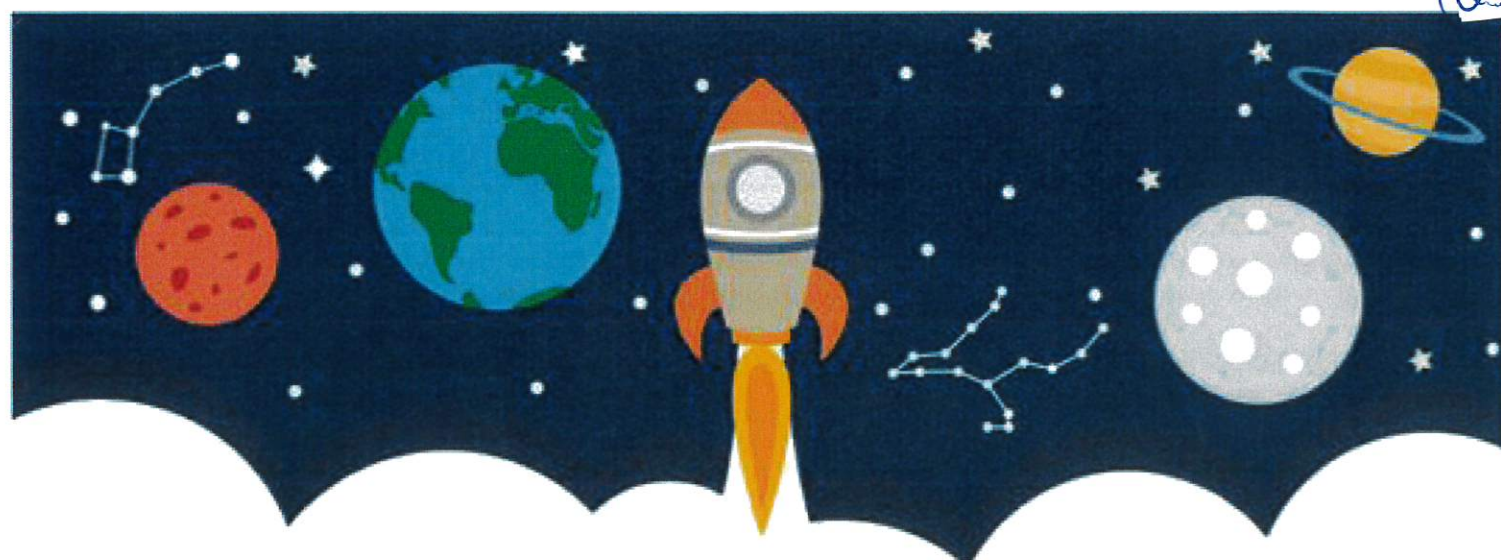
## Highlights include:



- A Room-Size walk-thru' Brain
- The Brain & Autism
- Nicotine & the Brain
- The Brain & PTSD
- Meditation and the Brain
- Marijuana: Menace or Medicine
- Adolescent Brains and Substance Use
- Understanding Pharmacology & the Brain

- And More!

Sponsored by Project SUCCESS through a grant from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention, and the West Virginia Department of Health and Human Resources, Bureau for Behavioral Health



10-9-8-7-6-5-4-3-2-1

Blast Off!

TO A

## UNIVERSE OF STORIES

**TUESDAY EVENINGS : JUNE 4<sup>TH</sup> TO AUGUST 6<sup>TH</sup>**

**AT THE**

**JAMES W. CURRY PUBLIC LIBRARY ON BROOKS HILL**

**AGES 2 -12, REGISTRATION REQUIRED**

ASTRONAUT TRAINING ACADEMY, ALIEN INVASIONS, CONSTELLATIONS

ROCKETRY WITH JESS E. WHITS FROM NASA

MARTIANS AND MOON MISSIONS

"THE GREAT PLANET ADVENTURES" AT THE WV WESLEYAN PLANETARIUM

PRESENTATION BY THE GREEN BANK OBSERVATORY

A STARRY STORY TRAIL AND A 'SPLASH DOWN' SKATING PARTY

STORIES, CRAFTS, ACTIVITIES, AND PRIZES



**FOR INFORMATION CALL: 304-924-6724**

**REGISTRATION OPENS MAY 20<sup>TH</sup>**

**LIMITED TO 24 SEATS**

**James W. Curry Library/Park  
Advisory Board Meeting  
AGENDA**



April 24, 2019 at 10:00 am

At James W. Curry Public Library

Call to Order

Roll Call

Public Comment Period

Approval of March 27, 2019 minutes

Staff Report

Park

Library

Timber

Review/Report

Old Business:

Consideration of Bike Trails on Curry Property

FY 20 Budget

New Business:

Government Window – online payment platform



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**City Council of Buckhannon – 7:00 pm in Council Chambers**  
**Meeting Agenda for Thursday, May 2, 2019**

---

**A. Call to Order**

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

**B. Recognized Guests**

- B.1 Fire Department Pinning of Captain Joey Baxa, Captain Brian Elmore, Lieutenant Franklin Baxa & Fire Fighter Ethan Smith
- B.2 Dr. Joseph Reed-Citizenship Presentation -Requesting Joint City & County Meeting

**C. Department & Board Reports**

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Fire Chief-JB Kimble
- C.5 City Attorney- Tom O'Neill

**D. Correspondence & Information**

- D.1 Notice Public Meeting Planning Commission June 10, 2019
- D.2 Notice Rescheduled Meeting Notice for City Council & Sanitary Board May 14, 2019 due to WVSF
- D.3 Notice Rescheduled Meeting Notice for City Council & Sanitary Board June 18, 2019 due to Holiday
- D.4 Notice Rescheduled Meeting Notice for City Council & Waste Board July 2, 2019 due to Holiday
- D.5 Earth Day April 22, 2019-Proclamation
- D.6 Arbor Day April 26, 2019-Mayor's Remarks
- D.7 Letter of Understanding between COB & WVWC -To Utilize Certain College Structures for Training Exercises

**E. Consent Agenda**

- E.1 Approval of Minutes-Regular meeting 04/18/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

**F. Strategic Issues for Discussion and/or Vote**

- F.1 Approval Financing for Replacement Computer Server
- F.2 Approval of Revised Arrangement- Letter of Agreement with City Attorney Tom O'Neill
- F.3 CPWB Recommendation to Review Regulations Bicycle Ordinance
- F.4 Approval Gateway West WVDOT Construction Agreement
- F.5 Designation of Kathy Gregg as Curator of The Learning Trail at the Binky Poundstone Riverwalk
- F.6 Approval Press Release-Communication Policy to Newsmedia

**G. Comments and Announcements**

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Colin Reger

**H. Mayor's Comments and Announcements**

- H.1 Mayor's Strawberry Welcome Letter
- H.2 Amby Jenkins Woman of the Year Award Chamber of Commerce

**I. Adjournment**

**Next Regular Scheduled City Council Meeting Tuesday, May 14, 2019**

**Posted 04/29/19**



**AGENDA**  
**UPSHUR COUNTY SOLID WASTE AUTHORITY**  
**BOARD OF DIRECTORS MEETING**

**Monday, May 13, 2019**

Time: 4:30 PM

Place: UCSWA Office, 380 Mudlick Rd, Suite 102, Buckhannon, WV 26201

1. Call to Order
2. Determine Quorum
3. Minutes of April 8, 2019 Meeting (No March meeting)
4. Monthly Financial Report, April—Treasurer
5. Director's Report – Burl Smith
6. Recognition of Guests

**Old Business:**

1. April Make-It-Shine 2019 — Billboards, Tipping Fees, etc.---
2. Rachel's Challenge, May 16<sup>th</sup>---

**New Business:**

1. FY 2020 WVCORP Insurance Proposal, Review and approval --
2. FY 2019 SWMB Budget Modification —
3. WV DEP FY 2020 Grant Application ---
4. FY 2020 Budget Discussion---
5. Upshur County Bounty Program Awards to Schools---
6. Recycling Coalition of WV. Inc., Request for Funding---
7. \_\_\_\_\_

**Board Member Comments:**

**Meeting Adjournment:**

**NEXT MEETING: June 10, 2019 – (Regular Schedule)**



# James W. Curry Library/Park

## Advisory Board Minutes

### March 27, 2019

The March 27, 2019 meeting of the James W. Curry Library/Park Advisory Board was called to order by President Mike Quinn at 10:00 am.

**Roll Call:** Present – Mike Quinn, Al Lake, Erv Lake, Patricia Tolliver, Carrie Wallace and Tink Simmons

Absent: Lori Ulderich-Harvey

Guests: Nate Kennedy

Staff: Judith Williams, Jonathan Freeman, Darlene Gregory

Minutes: Minutes of the October 24, 2018 Advisory Board Meeting were approved; motion by Al, seconded by Erv; motion passed.

#### **Public Comment Period:**

There were no public comments.

#### **Staff Report:**

**Park:** Jonathan reported that hunting season was quiet; no complaints were received. He did find three carcasses that were stripped and dumped on the pipeline. A barricade was constructed to keep people off of the logging trails. Signs along the road have all disappeared and will need to be replaced. The Advisory Board questioned the legality of signs in lieu of purple paint. Erv explained the requirements and further confirmed that signs can be used in lieu of paint. The campground activity continues to be slow. He had some primitive campers before Christmas for one night, three campers for the Maple Syrup Festival, three reserved for the Blue Grass Festival and one for the Brooks Hill Fair. The sole pavilion rental since the last meeting was cancelled. The Park and Library sustained some wind damage over the winter months. The restroom in the Park was affected and three old pines had to be removed. Only five remain standing. A piece of fascia was blown off of the Library and there was some damage to the large library sign. Jonathan stayed busy with maintenance over the winter and also installed a TV in the Library and repaired the flood damage to the library restrooms. Currently he is repairing the story walk and preparing to begin construction on the space capsule for Summer Reading.

Jonathan discussed the library's lack of lighting with the Advisory Board. Many of the lights are currently out and Jonathan needs to either replace the bulbs or move forward with another type of LED light. Kevin Nicholson and State Electric prepared two proposals for consideration. The first is \$6.45 per tube for 234 tubes (in lots of 6) with a total price of \$1509. The second is \$6.45 per tube for 180 tubes (in lots of 6, for stacks only, with a total price of \$1,161. All agreed that we need to move forward with the purchase either in this FY or FY 20. A recommendation will be made to the County Commission wants the Advisory Board sets the budget for FY 20.

**Library:** Judith reviewed the staff report included in the agenda packet. She explained that numbers are down overall due to many regular users relocating out of the area for work or facing transportation issues. Adult Yoga is growing with a new neighbor expressing interest in participating. Seven adults participated in the quilting project over the winter months with ten kids on-site during the program.



# James W. Curry Library/Park

## Advisory Board Minutes

### March 27, 2019



Judith explained how these numbers further support the need for a child safe space. The quilt is near completion; Opal will be taking it home to finish the backing and binding. The Fundraising Committee will soon be selling 6 tickets for \$5 or \$1 each. Cataloging continues to be a priority with over 7000 (7776) items successfully cataloged. Judith is awaiting responses on two grants that were submitted over the winter. One is for the remaining funds needed to bring the coding club to reality and the other is for a pumpkin patch for education and fundraising.

Judith has attended four different trainings since our last meeting. One provided materials for great outreach opportunities into the school system, two were NASA trainings in preparation for Summer Reading and the other was a Service Center day at the Upshur County Public Library. All were beneficial sources of training and networking. Judith learned and reported that grant reviews are changing to be story – project outcome based which is expected to benefit small libraries like ours with much lower circulation than large competitors.

Judith is currently searching for a new (free) website host as Google is no longer hosting websites effective April 2<sup>nd</sup> and is busy planning for Summer Reading scheduled for June 4-16<sup>th</sup>. Rock Cave Elementary has responded to Judith's inquiries and they do want to coordinate with Summer Reading which is great news.

There has been tons of activity on the Library Facebook Page regarding the Curry Scholarship. Two individuals have picked up applications in the Library. Commissioner Cutright reviewed the scholarship award process with the Advisory Board.

**Timber:** The timber sale is complete, including reclamation. Northwest Hardwoods finished logging in early September. There was an issue with reclamation at the landing. In order to resolve the issue, Northwest buried the debris to prevent it from being an eyesore. Nate also discovered a soft spot from an old coal seam. The adjoining wanted to install a fence to block the timber road access; however, Nate requested that they leave it open for bicycle traffic. Hemlock trees were never dropped over the skid road. The skid road is so deeply rutted that he doesn't believe 4-wheelers would have access anyway. Nate's letter requesting release of the bid bond will be sent to the Commission to Carrie's attention.

#### **Old Business:**

**Consideration of Bike Trails on Curry Property** – Nate still needs to speak with Nathan Fetty. He will reach out now that we are into better weather. Judith will be contacting Laura Meadows, Upshur County CVB Executive Director, regarding advertising materials once she knows if the bike trails are going to come to fruition. The Advisory Board discussed emergency response to individuals who are injured and the need for signs noting liability.

**DVD security** – Judith resolved the issue well under budget with the purchase of two sets of drawers and sleeves for \$269.58. They seem to be working out well, but are more time consuming. She will need to purchase one more set of drawers for \$110.00.

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James W. Curry Library/Park  
Advisory Board Minutes  
March 27, 2019

**New Business:**

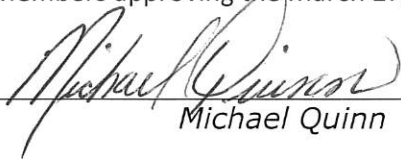
**Willful Retention Letters** – Carrie requested that Judith make all Advisory Board members aware of the mailing and the items that are missing. If the items are not returned, the Advisory Board will be forced to consider taking legal action.

**FY 20 Budget Preparation** – Carrie reported that the FY 20 budget will be available for Advisory Board review and consideration during the next meeting. Two items that will be added to the budget for consideration include new LED lights for the library and the replacement of new road signage.

**Other** – Judith highly recommended visiting the Doddridge County Library if Advisory Board members are in that area. Mike Quinn recommended inviting Commissioner Krisitie Tenney to a future meeting.

With no further business, the meeting adjourned at 11:06 am.

Members approving the March 27, 2019 minutes:

  
Michael Quinn

  
Carrie Wallace

  
Albert Lake

  
Ervin Lake

  
Lori Ulderich Harvey

  
Lewis Simmons

  
Patricia Tolliver