

## Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: June 6, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• May 23, 2019

10:00 a.m. Bid opening for the Upshur County Youth Camp Timber Sale  
\* Bid acceptance will follow Upshur County Youth Camp Board's review of timber sale bids.

### Items for Discussion / Action / Approval:

1. Review and Approval of Notice of Public Auction.\* Page 5  
*Item may lead to Executive Session per WV Code §6-9A-4(9)*
2. Approval of "Requests for Bids" and Minimum Vehicle Specifications for one sport utility police vehicle. Sealed Proposals must be received no later than 4:00 p.m. on July 10, 2019 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 10:30 am on Thursday, July 11, 2019.\* Page 6-8
3. Correspondence from Sarah Wysor Fink, Member Services Assistant with WV Counties Risk Pool, enclosing the WVCORP Self-Insurance Renewal Package. Review and Signature of WV Association of Counties Group Self Insurance Risk Pool Coversheet to Member Agreement. The total annual contribution including workers' compensation is \$179,093.\* Page 9-12
4. Memorandum from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Racheal Hulett, BU Recreation Park concession stand worker, effective May 30, 2019 and requesting permission to utilize Brooke Newcome in the concession stand, effective immediately at her current rate of pay.\* Page 13
5. Correspondence from Carrie Wallace, County Administrator, requesting the temporary full-time employment of Mildred "Jeanne" Zickefoose at her current rate of pay, effective on or around August 4, 2019 for no more than 12 weeks. If approved, Ms. Zickefoose will continue to work part-time in her current position as Administrative Assistant in the Addressing and Mapping Department, but will also work part-time as a Commission Assistant during the upcoming short term vacancy expected in the Commission Office.\* Page 14
6. 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 from Joseph Armstrong, WV Court Security Board Chairperson, announcing the Court Security Board's approval of a Court Security Grant award in the amount of \$3,275 for the purpose of enhancing the county's court security. Page 15
2. Correspondence from Carrie L. Wallace, County Administrator, to the WV Dept. of Transportation Program Coordinator Mark Scoular expressing the Upshur County Commission's official support of the City of Buckhannon's application for funding assistance through the WV Department of Highway Transportation Alternatives Program. Page 16-17
3. Correspondence from Alex Shubert, Manager of the National Processing Center regarding the recent Public Protection Classification survey for Ellamore Fire Department, effective September 1, 2019. ISO's Public Protection Classification Program plays an important role in the underwriting process at insurance companies. Page 18-19
4. Correspondence from Ora L. Ash, Deputy State Auditor, providing a reminder of deadlines for submitting budget revisions. Page 20
5. Adrian Public Service District Independent Audit for Fiscal Years Ended June 30, 2016 and June 30, 2017. Under separate cover
6. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – April 2019 Page 21
7. Lewis-Upshur Animal Control Facility Cat Report for the month of April 2019 Page 22
8. Lewis-Upshur Animal Control Facility Animal Report for the month of April 2019 Page 23
9. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of April 2019 Page 24
10. Upshur County Building Permits for the month of May 2019 Page 25-26
11. Public Notices:
  - a. Newsletters and/or Event Notifications:
    - St. Joseph's Hospital's Foundation charity golf tournament – Thursday, August 1<sup>st</sup> at Snowshoe Mountain's Raven Golf Course Page 27-28
  - b. Agendas and/or Notice of Meetings:
 

• 26 <sup>th</sup> Judicial Circuit Community Corrections	June 3, 2019	<u>Page 29</u>
• City Council of Buckhannon	June 6, 2019	<u>Page 30</u>
• Upshur County Solid Waste Authority	June 10, 2019	<u>Page 31</u>
• Elkins Road PSD	June 10, 2019	<u>Page 32</u>

c. Meeting Minutes:

- Tennerton PSD

November 14, 2018 Page 33

December 12, 2018

Page 34-35

January 9, 2019 Page 36-37

February 13, 2019

Page 38-40

March 13, 2019 Page 41-42

April 11, 2019 Page 43-44

December 4, 2018

Page 45-47

January 8, 2019 Page 48-50

February 5, 2019 Page 51-53

January 17, 2019 Page 54-55

February 21, 2019

Page 56-57

April 16, 2019 Page 58

April 17, 2019 Page 59

April 30, 2019 Page 60-61

- Hodgesville PSD

- Upshur County Farmland Protection Board

- Upshur County Farmland Protection Board

- Upshur County Fire Board

- Upshur County Public Library

- MTN Project Development Meeting Recap

d. Meetings:

- 06/04/19 5:30 p.m. Elkins Road PSD – CANCELLED
- 06/10/19 5:30 p.m. Elkins Road PSD – Special Meeting
- 06/04/19 4:00 p.m. Hodgesville PSD
- 06/06/19 7:00 p.m. Banks District VFD
- 06/06/19 7:00 p.m. Selbyville VFD
- 06/10/19 12:00 p.m. Upshur County Family Resource Network
- 06/10/19 4:30 p.m. Upshur County Solid Waste Authority
- 06/10/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 07/08/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 06/11/19 7:30 p.m. Adrian VFD
- 06/11/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 06/19/19 7:00 a.m. Upshur County Development Authority – Executive Board
- 06/12/19 12:00 p.m. Upshur County Senior Center Board
- 06/13/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 06/19/19 6:00 p.m. Upshur County Citizens Corp – CERT
- 06/12/19 7:00 p.m. Warren District VFD
- 06/13/19 10:00 a.m. Adrian PSD
- 06/12/19 3:00 p.m. Tennerton PSD
- 06/13/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 06/13/19 7:30 p.m. Buckhannon VFD
- 06/13/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 06/20/19 6:30 p.m. Upshur County Youth Camp Board
- 06/16/19 6:00 p.m. Washington District VFD
- 06/17/19 6:00 p.m. Buckhannon-Upshur Chamber of Commerce – Fish Hawk Farms
- 06/19/19 4:00 p.m. Upshur County Public Library Board
- 06/18/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 05/21/19 6:30 p.m. Upshur County Fire Board, Inc.

- 05/28/19 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 06/12/19 7:00 p.m. Ellamore VFD
- 06/19/19 12:00 p.m. Lewis Upshur LEPC --- Upshur location
- 08/15/19 2:00 p.m. Upshur County Farmland Protection Board
- 06/26/19 10:00 a.m. James W. Curry Advisory Board
- 05/27/19 6:00 p.m. Upshur County Fire Fighters Association
- 06/12/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 06/14/19 11:00 a.m. Region VI Local Elected Officials – Taylor County
- 06/24/19 10:00 a.m. Mountain CAP of WV, Inc., a CDC

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12. Appointments Needed or Upcoming:

- Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/19 – 6/30/2021 County Rep.)

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
June 13, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The regularly scheduled Commission Meeting on June 20, 2019 is CANCELLED due to the Courthouse being closed in observance of West Virginia Day\*\***

**Upshur County Commission  
Notice of Public Auction**

*Publish: June 12<sup>th</sup> and June 19<sup>th</sup>*

The Upshur County Commission will be auctioning a 2001 Ford Explorer with 103,665 miles; a 2012 Ford Expedition with 106,943 miles; a 2014 Ford Taurus with 104,117 miles; a 2013 Ford Taurus with approximately 124,500 miles and a 1999 Ford F-250 with 93,019 miles. The Commission will be utilizing Public Surplus, the internet based public auction service at [www.publicsurplus.com](http://www.publicsurplus.com), search keywords "Upshur County Commission". Online bidding will be open from Wednesday, June 12, 2019 until 4:30 p.m. on Thursday, July 11, 2019. Onsite viewing available by appointment only, please call Greg Harris at (304) 613-1801 to make arrangements. Winning bid must supply all equipment to transfer the vehicles. All sales are final. Full terms and conditions can be found at [www.publicsurplus.com](http://www.publicsurplus.com). Please direct any questions to Tabatha Perry at (304) 472-0535 ext. 2 or [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org).

# 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

June 6, 2019

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

Dear Commissioners:

Please approve the advertisement for Request for Bids for 1 Sports Utility Vehicle for the Upshur County Sheriff's Law Enforcement Office. This advertisement will be run in the Record Delta once a week for 2 consecutive weeks on Wednesday, June 12, 2019 and Wednesday, June 19, 2019. Bids will be opened and read at the Commission Meeting on Thursday, July 11, 2019.

Thank you for your support and consideration.

Respectfully,

David H. Coffman  
Sheriff of Upshur County, WV

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### **Request for Bids**

#### **Police Vehicle – 1 Sports Utility Vehicle**

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located at the Upshur County Administrative Annex, 91 W Main Street, Suite 101, Buckhannon, located in Upshur County, West Virginia. Minimum specifications for bid are available upon request to [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

Dealers must provide a quote for a basic police package, including heavy duty alternator, battery, and suspension. Vehicles must be available within 10 weeks of bid award.

The Upshur County Commission reserves the right to award the bid for the vehicles based upon certain criteria, including but not limited to, submitted bid price, estimated time of completion, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicles.

**Any and all sealed bids must be received no later than 4 p.m. on  
July 10, 2019 at the following address:**

Office of the Upshur County Commission  
Sealed Bid – Police Vehicle  
91 W Main Street, 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 10:30 a.m. on Thursday, July 11, 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.

**VEHICLE MINIMUM SPECIFICATIONS**

Police Vehicle – 1 Sport Utility Vehicle

- All Wheel Drive
- 3.7 Police Calibrated
- Exterior / Black
- Rear View Camera
- Transmission / 6 Speed Auto
- Alternator / Heavy Duty (220 amp)
- Battery / Heavy Duty
- Heavy Duty Cooling System
- Power Train / Heavy Duty
- Rotors / High Thermal Capacity
- Air Conditioning
- Power Windows
- Spot Light Driver's Side
- Daytime Running Lights
- AM/FM Single CD
- Front Lamp Housing
- Full Size Spare Tire
- Wheels / Heavy Duty, Vented
- Brakes / Police Calibrated
- Speed Control (Cruise)
- Flooring / Heavy Duty Vinyl
- Seating / Front Cloth, Rear Vinyl
- Speedometer / Certified
- Front Bucket Seats
- Airbags / Front and Side
- Warranty / 3 Years – 36,000 Miles

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**WEST VIRGINIA ASSOCIATION OF COUNTIES  
GROUP SELF INSURANCE RISK POOL**

**COVERSHEET TO MEMBER AGREEMENT**

**Member:** Upshur County Commission

**Contract #:** WV-UP-049-20

**Coverage Certificate Term - Effective Date:** 07/01/2019

**Expiration Date:** 07/01/2020

I.	COVERAGE	LIMIT OF LIABILITY*	ANNUAL CONTRIBUTION
A.	<b><u>Property</u></b> Buildings/Contents - Replacement Cost, unless otherwise noted	<ul style="list-style-type: none"> <li>• Business Interruption/Extra Expense \$300,000</li> <li>• Back-up of Sewers and Drains (Per Occurrence) \$1,000,000</li> <li>• Debris Removal \$20,000,000</li> <li>• Pollutant Clean-up and Removal \$500,000</li> <li>• Newly Acquired Locations (per occurrence up to 120 days) \$10,000,000</li> <li>• Property in Transit \$5,000,000</li> <li>• Utility Services Time Element \$2,000,000</li> <li>• Increased Cost of Construction/Ordinance/Demolition \$20,000,000</li> <li>• Earthquake (Pool Aggregate) \$10,000,000</li> <li>• Flood (outside 100-year flood plain; Pool Aggregate) \$10,000,000</li> </ul>	\$29,258
B.	<b><u>Equipment Breakdown</u></b>	<ul style="list-style-type: none"> <li>• Limit Per Breakdown \$50,000,000</li> </ul>	\$3,168
C.	<b><u>Inland Marine</u></b> Replacement Cost if scheduled, otherwise Actual Cash Value		\$3,526
D.	<b><u>General Liability</u></b> <ul style="list-style-type: none"> <li>• Bodily Injury &amp; Property Damage \$1,000,000</li> <li>• Personal Injury &amp; Advertising \$1,000,000</li> <li>• Products &amp; Completed Operations \$1,000,000</li> <li>• Fire Legal Liability - Real Property \$100,000</li> <li>• Employee Benefits Liability \$1,000,000</li> <li>• Broad Form Property Damage and Property in the Care, Custody, and Control \$100,000</li> </ul>		\$41,825
E.	<b><u>Automobile</u></b> <ul style="list-style-type: none"> <li>• Bodily Injury &amp; Property Damage - Owned &amp; Hired Autos \$1,000,000</li> <li>• Medical Payments \$2,000</li> <li>• Non-Owned Liability \$1,000,000</li> <li>• Underinsured Motorists \$250,000</li> <li>• Uninsured Motorists \$1,000,000</li> <li>• Automobile Physical Damage Actual Cash Value or Cost of Repairs Less Deductible</li> </ul>		\$39,000
F.	<b><u>Public Officials Liability</u></b>	<ul style="list-style-type: none"> <li>• Per Occurrence \$1,000,000</li> <li>• Annual Aggregate \$1,000,000</li> </ul>	\$11,513
G.	<b><u>Law Enforcement Liability</u></b>	<ul style="list-style-type: none"> <li>• Per Occurrence \$1,000,000</li> </ul>	Included
H.	<b><u>Crime</u></b> <ul style="list-style-type: none"> <li>• Employee Dishonesty, Faithful Performance \$250,000</li> <li>• Broad Form Monies and Securities-Inside/Outside \$250,000</li> <li>• Money Orders, Counterfeit, Depositors Forgery \$250,000</li> </ul>		\$950

I. **Cyber Risk**

Included

- Limit of Liability \$250,000
- Pool Aggregate \$1,000,000

J. **Excess Liability**

\$8,302

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

Excess Liability does not include coverage for Non-Owned Automobile Liability.

Uninsured/Underinsured Motorists coverage not included unless elected, returned within 30 days of receipt and additional contribution paid.

K. **Workers' Compensation**

\$41,551

- Employers' Liability (Coverage B) \$1,000,000
- Coverage A Statutory

Program Credit, if Applicable

Included in Above

**Total Annual Contribution**

\$179,093

\*Coverages provided are limited to those listed herein.

\*Limits noted are subject to the terms, conditions, and exclusions of the contract. Sublimits may apply.

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II.

A. **Property**

- Per Building and Contents Final Contribution Allocation Schedule (PR\_41205) Attached Below
- Flood \$25,000
- Earthquake \$25,000

B. **Equipment Breakdown**

- Per Occurrence \$1,000

C. **Inland Marine**

- Per Final Contribution Allocation Schedule (IM\_41205) Attached Below

D. **General Liability**

- General Liability \$0

E. **Automobile**

- Comp/Coll Deductibles Per Final Contribution Allocation Schedule (BA\_41205) Attached Below
- Liability \$0
- Hired Car Physical Damage Comprehensive \$1,000
- Hired Car Physical Damage Collision \$1,000

F. **Public Officials Liability**

- Per Occurrence \$10,000

G. **Law Enforcement Liability**

- Per Occurrence \$10,000

H. **Crime**

- Per Occurrence \$250

I. **Cyber Risk**

- Per Occurrence \$0

J. **Excess Liability**

- Per Occurrence \$0

K. **Workers' Compensation**

- Per Occurrence \$0

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### III. EXCESS COVERAGE OF POOL

- A. **Property:** The Pool maintains reinsurance coverage up to \$100,000,000 in excess of the Pool's per occurrence retention of \$250,000.
- B. **Liability:** The Pool maintains reinsurance coverage up to the limit of liability shown on page one of this document in excess of the Pool's per occurrence retention of \$250,000.
- C. **Worker's Compensation:** The Pool maintains reinsurance coverage up to the statutory limit of liability in excess of the Pool's per occurrence retention of \$250,000. In addition, the Pool maintains a stop loss aggregate, which attaches at 120% of the contribution collected.

### IV. CONTRIBUTION ASSESSMENT

The contributions were based on pool members' experience modified in accordance with an actuarially derived formula.

Whenever the Supervisory Board and the Insurance Commission determine that the fund account is actuarially insufficient, when considering pool assets and reserves to cover known claims both reported and unreported, the board shall make an assessment of the members of the Pool. Such assessments shall be paid within 90 days.

### V. SERVICE AGENT – PUBLIC RISK SERVICES, INC.

Note: Local government group self-insurance pools are not protected by any West Virginia insurance guaranty association against default due to insolvency. In the event of insolvency, Members and persons filing claims against Members may be unable to collect any amount owed to them by the Pool regardless of the terms of the Member agreement. In the event the pool is in a deficit position, a Member may be liable for any and all unpaid claims against such Member.

With regards to Workers' Compensation liability, each member agrees to assume and discharge, jointly and severally, any liability under the West Virginia Workers' Compensation Laws of any and all employers party to such agreement and which provides that, in addition to the rights of the pool, in the event of failure of the pool to enforce such rights after reasonable notice to the pool, the commissioner may, at his or her sole discretion, order members to pay into the self-insured Employer Guaranty Risk Pool and Self-Insured Employer Security Risk Pool (if applicable) an amount sufficient to cover the estimated cost of all the accrued and contingent liabilities resulting from the period of self-insured status, or, in the alternative and in the commissioner's sole discretion, secure the liabilities in a manner consistent with other provisions of this rule.

ACCEPTED  
BY:

SIGN  
HERE

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INTEROFFICE MEMORANDUM

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TO: Upshur County Commission  
FROM: Tabatha Perry, Assistant Administrator *TPP*  
SUBJECT: 2019 B-U Recreational Facility employment  
DATE: May 31, 2019  
CC: Debra Hull, County Bookkeeper  
Hannah Lively, Pool Director

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Commissioners,

I received notification from Hannah Lively, Pool Director, of Racheal Hulett's resignation from the concession stand effective May 30, 2019

Due to the aforementioned resignation, Ms. Lively would like to utilize Brooke Newcome, lifeguard, in the concession stand, effective immediately at her current rate of pay.

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INTEROFFICE MEMORANDUM

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TO: Upshur County Commission

FROM: Carrie Wallace, County Administrator *CW*

SUBJECT: Temporary full-time employment of Mildred "Jeanne" Zickefoose

DATE: June 6, 2019

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Commissioners,

I would like to request the temporary full-time employment of Mildred "Jeanne" Zickefoose at her current rate of pay. If approved, Ms. Zickefoose will continue to work part-time in her current position as Administrative Assistant in the Addressing & Mapping Department, but will also work part-time as a Commission Assistant during the upcoming short term vacancy expected in our office. Ms. Zickefoose's full-time employment is estimated to begin around August 4, 2019 and last no more than 12 weeks. Her preliminary work schedule is as follows:

Addressing & Mapping Office: Monday, Wednesday, Thursday afternoon

Commission Office: Tuesday, Thursday morning, Friday

This schedule is subject to change based upon the needs of both offices.

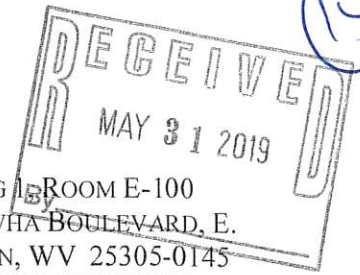
Thank you for your consideration.

SUPREME COURT OF APPEALS  
STATE OF WEST VIRGINIA  
ADMINISTRATIVE OFFICE

JOSEPH ARMSTRONG  
ADMINISTRATIVE DIRECTOR  
PHONE: 304-558-0145  
FAX: 304-558-1212



BUILDING 15 ROOM E-100  
1900 KANAWHA BOULEVARD, E.  
CHARLESTON, WV 25305-0145  
WWW.COURTSWV.GOV



May 17, 2019

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

Dear Commissioner Nolte:

I am pleased to inform you that the Court Security Board has approved a Court Security Fund Grant to the Upshur County Commission in the amount of \$3,275 for the purpose of enhancing the county's court security.

The West Virginia Division of Justice and Community Services, the administrative agency for the Court Security Fund Grant Program, will be in contact with the Project Director concerning grant administration.

We share a common goal of protecting our citizens and communities against the threat of crime and violence. Your participation in this project is a positive step towards achieving that goal.

Please contact me if I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph Armstrong".

Joseph Armstrong  
Chairperson  
West Virginia Court Security Board

JA:TJL/bjw

c: Ms. Tabatha Perry

# UPSHUR COUNTY COMMISSION

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

May 29, 2019

Mark Scoular, Program Coordinator  
Transportation Alternatives Program  
WV Dept. of Transportation  
Div. of Highway Planning Div.  
Bldg 5, Room 740  
1900 Kanawha Blvd., East  
Charleston, WV 25305

Re: City of Buckhannon's 2019 West Virginia Department of Highway Transportation  
Alternatives Program Application

To Whom It May Concern,

This correspondence serves as the Upshur County Commission's official support of the City of Buckhannon's application for funding assistance through the West Virginia Department of Highway Transportation Alternatives Program

The extension of the Elizabeth J. "Binky" Riverwalk Trail to the High School has been a long time goal of both the City of Buckhannon and the County Commission as the extension, first and foremost, would provide an alternative route for pedestrians to access the Tennerton area. Currently, residents (including many children) are forced to walk along-side U.S. Route 20 which, for the majority, does not have a sidewalk and creates a hazardous situation for pedestrians and drivers alike.

We have a growing interest in bike trails within our community and a solid volunteer group that has been established and is committed to their maintenance. In the last two years we have seen an influx of riders visit the area. The award of this grant funding would allow our community to expand that recreational interest and connect with other amenities such as the North Buckhannon Park, Hampton Boat Launch, Stockert Youth and Community Center and Buckhannon-Upshur Recreational Park.

The expansion of recreational offerings would not only boost our economy through additional tourism, but it would also provide a secure economic driver for the future by offering an alternative outlet for our youth. We are in the midst of a drug epidemic in the State of West Virginia and Upshur County is no exception. We believe our first defense to combat this

*An Equal Opportunity Employer*

epidemic should be an investment in our young people. Recreation not only provides activities for youth and their parents to enjoy while they are growing up here, but also helps to provide a sense of investment in the area and, we believe, increases the likelihood of them staying here in our community to raise their families.

We commend the City of Buckhannon for taking the initiative to spear head this expansion through the submission of their grant application and hope to work together in the future to accomplish this goal.

Sincerely,

A handwritten signature in cursive script that reads "Carrie L. Wallace". The signature is written in dark ink and is positioned above the printed name and title.

Carrie L. Wallace  
County Administrator



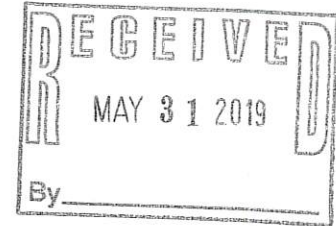
1000 Bishops Gate Blvd. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

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May 28, 2019

Mr. Sam Nolte, County Executive  
Ellamore FD  
91 West Main Street, Suite 101  
Buckhannon, West Virginia, 26201



RE: Ellamore Fd, Upshur County, West Virginia  
Public Protection Classification: 05/5X  
Effective Date: September 01, 2019

Dear Mr. Sam Nolte,

We wish to thank you and Chief Jamie Pugh for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.


If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- 
- Communities graded with single "9" or "8B" classifications will remain intact.
  - Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert  
Manager -National Processing Center

cc: Mrs. Carolyn Douglas, Manager, Elkins Road PSD  
Mr. Steve Linger, Director, Upshur County 911  
Chief Jamie Pugh, Chief, Ellamore Fire Department



# State of West Virginia

**John B. McCuskey**


State Auditor

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

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



To: All County Commissions  
All County Clerks  
All City Clerks/Recorders

From: Ora L. Ash,   
Deputy State Auditor

Date: May 20, 2019

Re: Reminder of deadlines for submitting budget revisions.

June 14: Final Budget Revision for current fiscal year

The State Auditor must be in receipt of the final budget revision for the current fiscal year by June 14. This deadline will assure sufficient time to review, approve and return the request to the county/municipality before fiscal year end.

July 15: Coal Severance Fund budget revision  
(W. Va. Code § 11-13a-6)

The projected fund balance for July 1, 2019 should be revised to actual by July 15. If the entity finds the fund balance was revised in error for whatever reason, the fund balance may be corrected with another revision after this date.

July 31, 2019: General Fund budget revision

The projected fund balance for July 1 should be revised by July 31, 2019. If the entity finds that the fund balance was revised in error for whatever reason, the fund balance may also be corrected with another revision after this date.

**All budget documents must be submitted to:**

**Emailed to: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)**

**Or faxed to: 304-627-2417**

*Carrie*

**LEWIS-UPSHUR ANIMAL CONTROL FACILITY**

**Month of April 2019**

	UPSHUR	LEWIS
<b>ADOPTIONS</b>		
CASH	\$405	\$220
CHECK	\$90	\$0
E STORE CREDIT CARD	\$105	\$110
<b>SUBTOTAL</b>	<b>\$600</b>	<b>\$330</b>
<b>SPAY/NEUTER DEPOSIT</b>		
CASH	\$300	\$400
CHECK	\$0	\$0
E STORE CREDIT CARD	\$150	\$50
<b>SUBTOTAL</b>	<b>\$450</b>	<b>\$450</b>
<b>BOARD RESCUE</b>		
CASH	\$0	\$50
CHECK	\$0	\$0
E STORE CREDIT CARD	\$20	\$10
<b>SUBTOTAL</b>	<b>\$20</b>	<b>\$60</b>
<b>DONATIONS</b>		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>		<b>\$0</b>
<b>OTHER</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$1,070</b>	<b>\$840</b>

EXPLANATION:



**LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT**  
**ACCOUNT OF CATS**  
**JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES**  
**(April) 2019**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	5	0	5
Cats brought in by Animal Control Officer	0	0	0
Cats brought in by County Residents	14	4	18
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	1	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	8	0	8
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	7	0	7
Euthanasia:			
Owner Request	0	0	0
Other	7	2	9

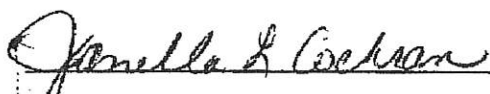
Janelle L Cochran  
 Signature

5-6-19  
 Date

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**LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**ANIMAL REPORT (May 6, 2019)**  
**ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**FOR THE MONTH OF (April) 2019**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	15	17	32
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	19	5	24
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	2	0	2
Dogs Quarantined	0	1	1
Dogs Returned to Owner	5	1	6
Dogs Escaped	0	0	0
Adoptions:			
With Charge	0	0	0
Without Charge	0	0	0
Rescues:			
With Charge	1	2	3
Without Charge	8	5	13
Euthanasia:			
Owner Request	0	1	1
Other	0	0	0



Signature

5/6/2019

Date

DUSTIN L. HOLLEN, ANIMAL CONTROL / HUMANE OFFICER  
MONTHLY ANIMAL REPORT  
APRIL 2019

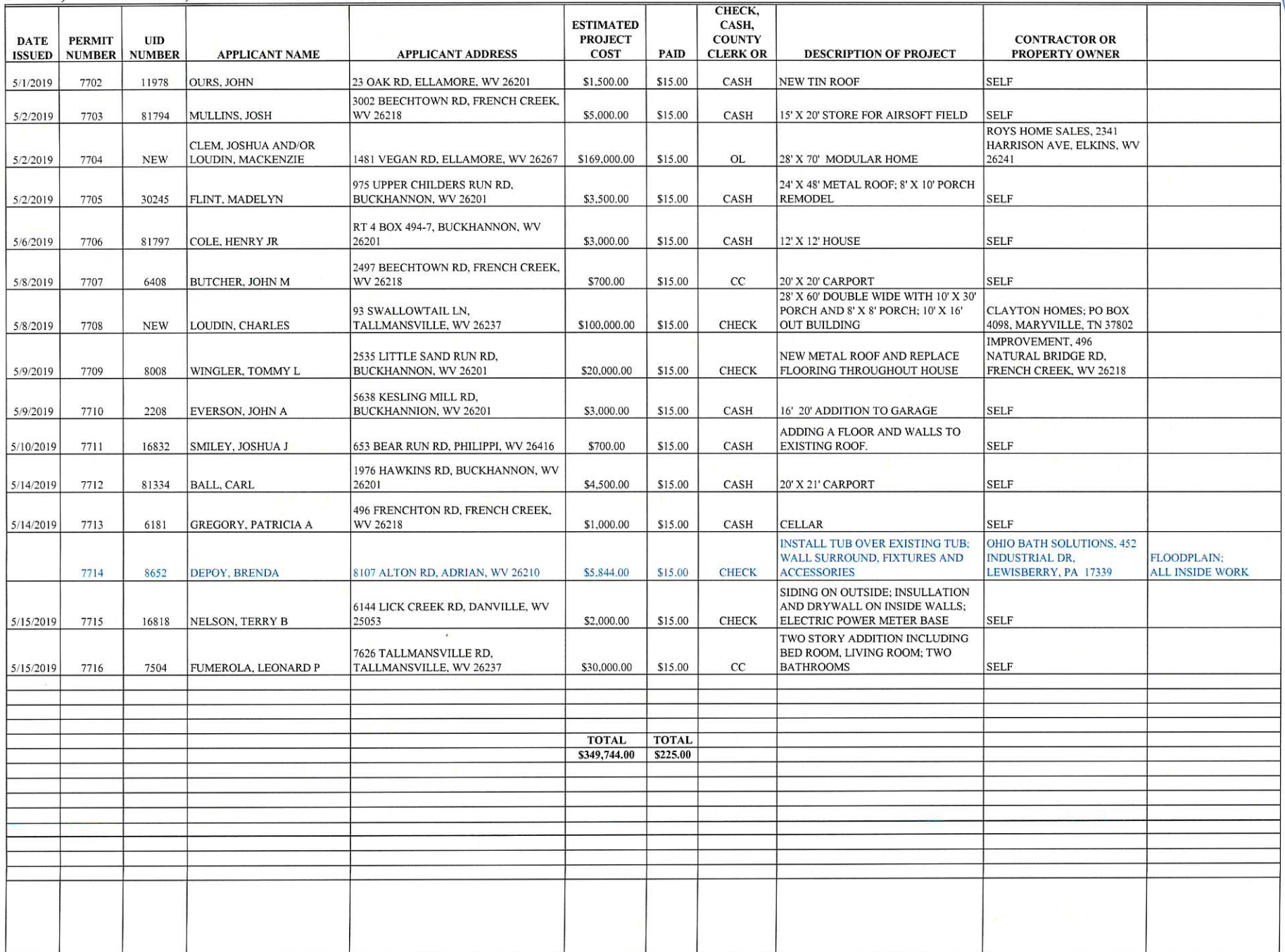
24

TRANSACTION	#
Animals picked up by ACO:	
Dogs	15
Other	0
Animals returned to Owner by ACO:	
Dogs	1
Other	0
Animals delivered to LUACF:	
Dogs	14
Other	0
Animals Quarantined by ACO:	
Dogs	0
Other	0
Animals Terminated:	
Dogs	0
Other: Dispatched Deer	1
Total Number of Hours Involved	159.5

Dustin L. Hollen  
Signature

5-6-19  
Date

***MAY 1, 2019 - MAY 15, 2019***



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DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	PAID	CHECK, CASH, COUNTY CLERK OR	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	
5/16/2019	7717	16843	LYNCH, KATHRYN LYNN	84 SAND RUN RD, WESTON, WV 26452	\$895.00	\$15.00	CHECK	12' X 16' X 12' CARPORT	SELF	
5/20/2019	7718	6506	HAMNER, DERRECK	1087 HICKORY FLAT RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00	CASH	12' X 68' NEW METAL ROOF	SELF	
5/20/2019	7719	80764	HICKMAN, JOHN	909 FOUR FORKS RD, FRENCH CREEK, WV 26218	\$150.00	\$15.00	CHECK	7' X 7' WOOD SHED	SELF	
5/20/2019	7720	81798	POWERS, THOMAS W	1693 PHILIPPI RD, VOLGA, WV 26238	\$23,000.00	\$15.00	CASH	2019 KEYSTONE HIDEOUT 30 RLDS	SELF	
5/20/2019	7721	7103	COLLETT, ANNA	124 FAIRLAWN DR, BUCKHANNON, WV 26201	\$20,000.00	\$15.00	CC	8' X 13' FRONT STOOP; 12' X 12' COVER OVER BACK DECK; RE-ROOF SHINGLES; REPLACE SIDEWALK	POWERS CONSTRUCTION LLC, 30 YARROW DR, BUCKHANNON, WV 26201	
5/20/2019	7722	6001	FERNALLD, BRUCE	2655 CENTERVILLE RD, ROCK CAVE, WV 26234	\$39,770.00	\$15.00	CC	14' X 12'6" ADDITION TO MOTHER-IN- LAW'S HOUSE	POWERS CONSTRUCTION LLC, 30 YARROW DR, BUCKHANNON, WV 26201	
5/21/2019	7723	16691	BOGGS, CHESTER	156 RUM RD, COALTON, WV 26257	\$150.00	\$15.00	CHECK	12' X 16' PORCH	SELF	
5/21/2019	7724	81800	HOWARD, JONI	6792 RT 20 SOUTH RD, FRENCH CREEK, WV 26218	\$55,000.00	\$15.00	CC	14' X 70' SINGLE WIDE	SELF	
5/21/2019	7725	81799	HOWARD, JONI	6792 RT 20 SOUTH RD, FRENCH CREEK, WV 26218	\$55,000.00	\$15.00	CC	14' X 70' SINGLE WIDE	SELF	
5/21/2019	7726	8428	KOON, DAVID OR DEBBIE	6985 LITTLE SAND RUN RD, BUCKHANNON, WV 26201	\$15,000.00	\$15.00	CHECK	48' X 40' GARAGE	SELF	
5/21/2019	7727	16753	BUTLER, HELEN	651 LOCUST AVE, WESTON, WV 26452	\$1,500.00	\$15.00	CC	FLOOR REPAIRS	SELF	
5/21/2019	7728	7493	REED, JERRY L	PO BOX 7, TALLMANSVILLE, WV 26237	\$5,000.00	\$15.00	CC	NEW ROOF	SELF	
5/22/2019	7729	8626	BOND, EUGENE	3003 INDIAN CAMP RD, FRENCH CREEK, WV 26218	\$1,000.00	\$15.00	CASH	10' X 12' BACK PORCH	SELF	
5/22/2019	7730	80343	JOHNSON, TERRY A	5273 KESLING MILL RD, BUCKHANNON, WV 26201	\$500.00	\$15.00	CC	PRIVACY FENCE	SELF	
5/22/2019	7731	NEW	BICKEL, EDITH M	1561 SALEM RIDGE RD, ROCK CAVE, WV 26234	\$16,000.00	\$15.00	CASH	16' X 74' MOBILE HOME	SELF	
5/23/2019	7732	NEW	RIFLE, WILMA	181 WABASH AVE, BUCKHANNON, WV 26201	\$30,000.00	\$15.00	CASH	14' X 64' TRAILER	TWIN OAKS HOME SALES, PO BOX 2340, BUCKHANNON, WV 26201	
5/24/2019	7733	81384	RAIKES, ROGER	1784 HOLLY GROVE RD, ROCK CAVE, WV 26234	\$980.00	\$15.00	CASH	12' X 24' WOOD DECK	SELF	
5/24/2019	7734	81803	PHILLIPS, ANDREW	690 CHILDERS RUN RD, BUCKHANNON, WV 26201	\$1,000.00	\$15.00	CASH	REMODEL GARAGE INTO APPARTMENT	SELF	
5/24/2019	7735	NEW	RICHTER, MIKE D AND BETHA	3115 HICKS RIDGE RD, PICKENS, WV 26230	\$80,000.00	\$15.00	CASH	24' X 36' NEW HOUSE	SELF	
5/28/2019	7736	81801	SMITH, CHARLES AND CAROL	92 JUSTAMERE LN, BUCKHANNON, WV 26201	\$75,000.00	\$15.00	CHECK	NEW HOUSE	SELF	
5/28/2019	7737	6429	ROHR, JAMES L II	2408 FRENCHTON RD, FRENCH CREEK, WV 26218	\$2,500.00	\$15.00	CASH	INSTALL PIPE IN CREEK; DRIVEWAY; CULVERT	SELF	FLOODPLAIN: CONDITIONAL
5/28/2019	7738	6469	HUFFMAN, JACOB C	158 KERRIGAN RD, BUCKHANNON, WV 26201	\$2,500.00	\$15.00	CASH	18' X 20' X 10' PAVILION WITH 3 OUTLETS	SELF	
5/29/2019	7739	80855	LOWTHER, JACOB T	1950 BEAVER RUN RD, FRENCH CREEK, WV 26218	\$27,000.00	\$15.00	CHECK	32' X 48' ADDITION	SELF	
5/30/2019	7740	6424	JACKSON, JAMES	275 FREEMANS RD, FRENCH CREEK, WV 26218	\$1,000.00	\$15.00	CASH	REPAIR SIDING	SELF	FLOODPLAIN: CONDITIONAL: NO FOOTPRINT CHANGE
5/31/2019	7741	7428	LEIGH, GARY W	2790 TALLMANSVILLE RD, BUCKHANNON, WV 26201	\$300.00	\$15.00	CASH	16' X 18' CARPORT	SELF	
					TOTAL	TOTAL				
					\$455,245.00	\$375.00				
					GRAND TOTAL	GRAND TOTAL				
					\$804,989.00	\$600.00				

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**ST. JOSEPH'S HOSPITAL'S FOUNDATION TO HOLD CHARITY GOLF  
TOURNAMENT THURSDAY, AUGUST 1<sup>ST</sup> AT SNOWSHOE MOUNTAIN'S  
RAVEN GOLF COURSE**

**BUCKHANNON, WV**-St. Joseph's Hospital's Foundation will hold their 21<sup>st</sup> Annual Golf Tournament at the Raven Golf Club at Snowshoe Resort on Thursday, August 1<sup>st</sup>. Proceeds from the event will benefit the Nursery at St. Joseph's Hospital.

Registration begins at 9:00 am followed by a shotgun start at 10:00 am. A light breakfast, box lunch on the course and a full dinner buffet are included. A variety of sponsorships are available from placing a team in the tournament to purchasing a hole sponsor sign to promote your business. A block of rooms have been reserved at Snowshoe Resort and a complimentary Hospitality Suite will be available on Wednesday evening.

For more information about the Golf Tournament, call 304-473-6819 or email [Golf@WVUMedicine.org](mailto:Golf@WVUMedicine.org). Registration forms are also available online at [www.stj.net](http://www.stj.net) under the Foundation tab.

Lisa A. Wharton, MA

Vice President

Marketing, Public Relations & Foundation

St. Joseph's Hospital

One Amalia Drive

Buckhannon, WV 26201

Phone: 304-473-2138

Fax: 304-473-2145

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Email: [Lisa.Wharton1@wvumedicine.org](mailto:Lisa.Wharton1@wvumedicine.org)



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In compliance with West Virginia's Public Meeting Law, the 26<sup>th</sup> Judicial Circuit Community Corrections Program special board meeting will be held June 3, 2019 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

**COMMUNITY CORRECTIONS  
Special Board Meeting Agenda  
June 3, 2019**

**Upshur County Day Report Center 6:00 P.M.**

**I. Handouts**

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

**II. New Business**

- 1) Batterer's Intervention Prevention Class Update
  - Upshur/Lewis- 4 referrals still no facilitator
- 2) Home Confinement Update- Lewis- 17 Upshur- 22
- 3) Community Corrections Update
  - Referrals received since July 1, 2017 Upshur-102 Lewis-99      Total- 201
  - CPC inspection update
  - Grant update
  - Request for 2% employee raises to start July 2019
  - Discussion of vehicles

**III. Next Meeting**

- July 8, 2019 at the Lewis County Commission Meeting Room 6:00 P.M.

**City Council of Buckhannon – 7:00 pm in Council Chambers**  
**Meeting Agenda for Thursday, June 6, 2019**

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**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
- A.4 Consideration of Appointment and Potential Swearing in of City Recorder

**B. Recognized Guests**

- B.1 Matt Kerner-Opportunity House- (HRSA) Health Resources & Services Administration-Rural Communities Opioid Response Program Planning

**C. Department & Board Reports**

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 SYCC Director-Debora Brockleman
- C.3 Public Works Director- Jerry Arnold
- C.4 Finance Director- Amberle Jenkins
- C.5 Fire Chief-JB Kimble
- C.6 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 June 18, 2019 due to Holiday
- D.3 Notice Rescheduled Meeting Notice for City Council & Waste Board July 2, 2019 due to Holiday
- D.4 2019 SYCC Youth Champion Award- Larry Carter
- D.5 2019 Fire Fighter Recognition Friendly Way Honoree- Joe Bennett
- D.6 2019 Webb Grubb Police Officer Recognition- Fred Gaudet
- D.7 Proclamation Mental Health Awareness Month
- D.8 Strawberry Festival-Mayor Greetings at Courthouse & WVSF Certificate of Appreciation Window Display
- D.9 Thank you Letter to WVSF Board & Volunteers
- D.10 Welcome Letter to WV United Methodist Annual Conference Attendees
- D.11 Addressing & Mapping- Buckhannon Dog Park- 20 Randolph Street Corner of Walk Trail Lane
- D.12 Article Beauty Affects Cities' Economic Growth <https://www.citylab.com/life/2019/05/beautiful-cities-economic-growth>
- D.13 Article <http://wvmetronews.com/2019/06/02/former-clarksburg-mayor-cities-should-embrace-unique-identities/>
- D.14 Mayor's Memorial Day Address
- D.15 WVML 2019 Annual Conference August 6-9, 2019

**E. Consent Agenda**

- E.1 Approval of Minutes-Regular meeting 05/14/19, Special meetings 05/23/19, 05/28/19 & 06/04/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Buffalo Wild Wings- Temporary Extension of the ABCA Licensed Floor Plan June thru August 2019
- E.5 Re-Appoint Two Year Term Dennis Cortes -BU Park & Recreation Board

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

- F.1 Resolution 2019-05 Support Extension #4 Binky Poundstone Riverwalk Trail
- F.2 Resolution 2019-06 General Fund Budget Revision
- F.3 Approval Prevention Resource Officer-PRO Agreement Renewal between COB, BPD & BOE
- F.4 Discussion/Possible Action Employee Health Insurance Mayor's Statement Items 3-6

**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

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

**I. Adjournment**

Next Regular Scheduled City Council Meeting Tuesday, June 18, 2019

Posted 06/03/19

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

**Monday, June 10, 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 May 13, 2019 Meeting
4. Monthly Financial Report, May —Treasurer
5. Director's Report – Burl Smith
6. Recognition of Guests

**Old Business:**

1. \_\_\_\_\_

**New Business:**

1. WV DEP FY 2020 Grant Application, Review and Acceptance---
2. FY 2020 Budget Review and Approval ---
3. \_\_\_\_\_

**Board Member Comments:**

**Meeting Adjournment:**

**NEXT MEETING: July 8, 2019 – (Regular Schedule)**

**THE ELKINS ROAD PUBLIC SERVICE  
DISTRICT WILL HOLD ITS REGULAR  
MONTHLY MEETING ON MONDAY,  
JUNE 10, 2019 @ 5:30 P.M.**

**ANYONE WISHING TO ADDRESS THE BOARD SHOULD REQUEST TO BE PUT ON THE AGENDA BY FRIDAY, JUNE 7, 2019  
FOR ADDITIONAL INFORMATION, PLEASE CALL 304-472-3008 MONDAY THRU FRIDAY 9-1.**

Tennerton Public Service District  
Monthly Meeting  
November 14, 2018

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on November 14, 2018

In attendance were John McGrew, Elmer Tenney, Joe Tenney, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 3:00 pm by John McGrew, chairman. The minutes of the previous meeting held in October were not read.

Terry Gould reported the following:

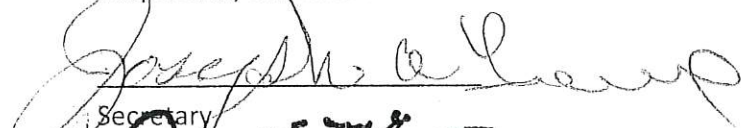
- Need to get the manholes replaced. Cheaper to pay the sewer bills but we have promised the City to fix them. We will repair the major one first on Orr Street for now and then the minor ones later. The pump station on Orr Street is included in the project.
- The new tap on Stoney Run. Also property beside old Long John Silver's building. Joni Nelson requested sewer tap for 9-10 lots. Informed her that it must be done by an engineer because it's considered a development. Ringers has marked lines and right of way.
- Will try to have Randy Harris and engineers here at next meeting and hope to have petition from Red Knob residents.

Terry Gould presented the monthly financial reports and the bills to be paid. These reports and listing of invoices are attached and made a part of these minutes.

A motion to pay the invoices was made by John McGrew and seconded by Elmer Tenney.

There being no other business to discuss, motion was made by John McGrew to adjourn seconded by Joe Tenney.

Respectfully Submitted

  
Secretary

  
Chairman

Tennerton Public Service District  
Monthly Meeting  
December 12, 2018

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on December 12, 2018

In attendance were John McGrew, Elmer Tenney, Terry Gould, and Vickie Dean. Joe Tenney absent.

The meeting was called to order promptly at 3:00 pm by John McGrew, chairman. The minutes of the previous meeting on November 14, 2018 were read. John McGrew made a motion to approve, Elmer Tenney seconded the motion.

Terry Gould reported following:

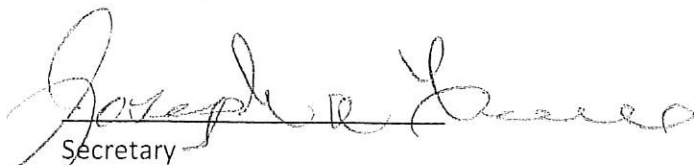
- The landowners for the tap on Stoney Run decided not to have the tap put in after determining that the lines would have to run thru the creek.
- Joni Nelson is aware that engineers have taken a look and they can hook onto sewer line. They have been showed where tap is needed to be for the building out front but have not filled out an application yet. No sewer until we get a certified engineers drawings. We can access manhole instead of the terra cotta line.
- Project: the Annual Report and Rule 42 has been delivered to Joe Crickenburger. Our part is done and ready to go.
- Long range project. Next 5 years - \$188,000.00 to replace pumps, stations, and generators.
- After first of the year, we will require a \$50.00 deposit for sewer hook-up thru Mt.Hope.

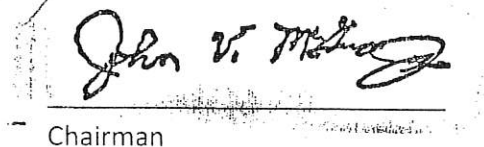
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A motion to pay the invoices was made by John McGrew and seconded by Elmer Tenney.

There being no other business to discuss, motion was made by John McGrew to adjourn seconded by Elmer Tenney.

Respectfully Submitted

  
Secretary

  
Chairman

TENNERTON PUBLIC SERVICE DISTRICT

MEETING CHECK LIST

DATE: 12-12-18

OPERATING ACCT. BALANCE \$ 34053.48 12/12/18

#051900366

MONEY MARKET \$ 10407.91

#52073043

RESERVE ACCOUNT \$ 1157.52

#630619310

Phase II A \$ 4887.69

TOTAL CUSTOMERS SERVED: 890 11/2018 656 + 234

CUSTOMER BILLING: 44598.45 11/2018 33692.74 + 10905.71

ROA PREVIOUS MONTH: 48392.15 10/2018

BILLS PRESENTED FOR PAYMENT:

UBS, INC. 3600.00 1200.00

FRONTIER 135.51

AT&T

MON POWER 1399.21

WV MUN BOND COMM <sup>31300</sup>  
609.00 = 982.00

SUMMIT COMM BANK 2445.28

SANITARY BOARD 16175.70

ZINN HOE SERVICES

MISS UTILITY 21.00

MARTENEY ELECTRIC 713.00

A-1 ELECTRICAL INSP. 1300.00

TPSD RESERVE

JOHN MCGREW 225.00

Joe Tenney  
REX REEDER 125.00

ELMER TENNEY 125.00

OTHERS:

Pastmaster 120.00

Mt. Hope 58.50

Thrasher 3000.00

Precision Pump 276.00

W Risk Pool 1995.00

Busch Zurbuch 690.00

W Rural Water 388.96

USDA Loan 6090.00

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Tennerton Public Service District  
Monthly Meeting  
January 9, 2019

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on January 9, 2019

In attendance were John McGrew, Elmer Tenney, Joe Tenney, Terry Gould, Dave Watson, and Vickie Dean

The meeting was called to order promptly at 3:00 pm by John McGrew, chairman. The minutes of the previous meeting held on December 12, 2018 were read. Joe Tenney asked about the \$50.00 deposits through Mt. Hope. Terry will have to make a request through the PSC to have authority to request security deposits. We had to write off less than 1% overall. We will have to have formal agreement with Mt. Hope Water. Motion to approve minutes made by John McGrew, seconded by Elmer Tenney.

Dave Watson; Sewer Treatment Agreement signed. Terry will hand deliver to City Hall, then will deliver to Joe Crickenburger.

Terry Gould reported the following:

-Had a trouble call on Farnsworth Ave. from Shawn Halle, building stopped up. He wanted to know where tap was located. We had no drawing but our manhole was clear.

-Leggett addition, old car wash. New building needs tap. The road has been widened there. Our line is 13 ft. deep in the middle of the road. We're checking to see if possible to tap into the neighbors tap. We are required to provide the tap. It will be very expensive, will probably require a double trench box, back hoe, time and equipment, estimate 5 to 6 thousand.

Terry Gould presented the monthly financial reports and the bills to be paid. These reports and listing of invoices are attached and made a part of these minutes.

A motion to pay the invoices was made by John McGrew and seconded by Elmer Tenney.

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There being no other business to discuss, motion was made by John McGrew to adjourn seconded by Joe Tenney.

Respectfully Submitted

Elma Tenney

Secretary

John McGrew

Chairman

Tennerton Public Service District  
Monthly Meeting  
February 13, 2019

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on February 13, 2019

In attendance were Elmer Tenney, Joe Tenney, Terry Gould, Randy Harris, and Vickie Dean

The meeting was called to order promptly at 3:00 pm by Joe Tenney. The minutes of the previous meeting held on January 9, 2019 were read. Motion to approve was made by Joe Tenney, seconded by Elmer Tenney.

Randy Harris reported:

- \* Dave Watson said Rule 42 document was good to go, Dave was to contact Crickenburger and get back with Terry.
- \*Rate increase = 14.7% (includes rebuilding of 2 lift stations and also will start building a reserve fund)
- \*Rural Utility Service available to get project going – USDA grant very tight.
- \*Projected start date will be Fall 2020 if all funding come thru.
- \*Joe Tenney asked about money for just Orr Street. Randy & Terry estimated \$60,000.00 - \$70,000.00.

Terry Gould reported:

- \*Insurance up for renewal.
- \*Haskins Tap at Leggett addition – Thrasher camera found 2 taps, 1 clogged, 1 ok. Haskins tap is done.
- \*Sewer agreement will be brought before council at meeting on 2/12/19. Terry will be present. Agreement has to be signed for project to proceed.
- \*County Commission did not accept TPSD budget. They want a line by line budget. Another one will be sent in.
- \*One bond was paid off in 2018

Elmer Tenney nominated Joe Tenney to be acting chairman since the passing of Board chairman John McGrew. Joe Tenney accepted. The board will consider who to appoint to fill the empty seat on the board.

30

Terry Gould presented the monthly financial reports and the bills to be paid. These reports and listing of invoices are attached and made a part of these minutes.

A motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

There being no other business to discuss, motion was made by Elmer Tenney to adjourn seconded by Joe Tenney.

Respectfully Submitted

*Elmer Tenney*

\_\_\_\_\_  
Secretary

*Joseph A. Tenney*  
\_\_\_\_\_  
Acting Chairman

TENNERTON PUBLIC SERVICE DISTRICT

MEETING CHECK LIST

DATE:

2/13/2019

OPERATING ACCT. BALANCE

#051900366

MONEY MARKET

#52073043

RESERVE ACCOUNT

#630619310

\$ 166163.51 1/31/19

\$ 10410.96 1/25/19

\$ 1141.62 1/25/19

Phase IIA 4882.69

TOTAL CUSTOMERS SERVED:

Eastside + City = 889  
236 6531

CUSTOMER BILLING:

9194.79 + 3959.84 = 41694.63

ROA PREVIOUS MONTH:

41415.59

BILLS PRESENTED FOR PAYMENT:

UBS, INC.

3600.00

FRONTIER

68.43

~~AT&T~~

MON POWER

493.85

WV MUN BOND COMM

SUMMIT COMM BANK

2445.28

SANITARY BOARD

3697.82

ZINN HOE SERVICES

MISS UTILITY

11.50

MARTENEY ELECTRIC

225.00

A-1 ELECTRICAL INSP.

960.00

TPSD RESERVE

936.55

JOHN MCGREW

225.00

JOSEPH TENNEY

125.00

ELMER TENNEY

125.00

OTHERS:

Brusher 3000.00

Postmaster 46.00 Rental

Postage Reim 4160.00

PSC Mailing 2.89

Trombold 480.00 (Telemetry)

Walker Machinery 4940.09

MT. Hope 59.00 (Generator Repair)

USDIA 6090.00

Quind Rata 64.27 Rates

Kingw Inc. 29300 Hardware

Tennerton Public Service District  
Monthly Meeting  
March 13, 2019

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on March 13, 2019

In attendance were Joe Tenney, Elmer Tenney, John Barnes, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 3:00 pm by Joe Tenney, acting chairman. The minutes of the previous meeting held on February 13, 2019 were read, motion to approve by Joe Tenney, seconded by Elmer Tenney.

A motion was made by Joe Tenney to appoint John Barnes to the board, seconded by Elmer Tenney. Terry Gould gave a brief history about TPSD to John Barnes.

Terry Gould reported the following:

\*Ringers, board approved, to put risers on low manholes. Mr. Samples from City of Buckhannon has offered to help.

\*We are now in compliance with what the city wants: which is taking care of the infiltration problems.

\*Charlie Smith and Joanie Howard requesting more information about engineer requirements and approval for sewer hook ups.

\*Norvell Drive generator had an LP gas leak and blew up. Elmer Tenney made a motion to replace the generator and Joe Tenney seconded.

Terry Gould presented the monthly financial reports and the bills to be paid. These reports and listing of invoices are attached and made a part of these minutes.

A motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

There being no other business to discuss, motion was made by Joe Tenney to adjourn seconded by Elmer Tenney.

Respectfully Submitted

*Elmer Tenney*

Secretary

*Joseph A. Tenney*

Chairman

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Tennerton Public Service District  
Monthly Meeting  
April 11, 2019

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on April 11, 2019.

In attendance were Joe Tenney, Elmer Tenney, John Barnes, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 3:00 pm by Joe Tenney, chairman. The minutes of the previous meeting held on March 13, 2019 were not read.

Terry Gould reported on the following:

\*The manholes should be delivered next week. Need to check Ralph Knicely Development manholes for infiltration.

\*Checked on buying a new generator for Norvell Drive. Approx. cost will be \$17,000.00. It can be converted to propane.

\*We will need to do a smoke test for Country Club Estates.

\* Sunny Buck problems – high level alarms keep going off. May be an under size pump.

\*Terry is to meet with Jeff Zurbuch about the agreement with the city.

Terry Gould presented the monthly financial reports and the bills to be paid. These reports and listing of invoices are attached and made a part of these minutes.

A motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

There being no other business to discuss, motion was made by Joe Tenney to adjourn seconded by John Barnes.

Respectfully Submitted

Elmer Tenney

Secretary

Joseph Barnes

Chairman

45

# HODGESVILLE PSD MONTHLY MEETING

DECEMBER 4 2018

4:00PM

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

In attendance were Robert Wright; Chairman, Roger Ward, Secretary; Terry Gould, Manager and Barbara Curry.

The reading of the previous month's minutes was waived at this time.

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

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

The districts shutoffs for the month of November included a total of 20 shutoffs. This resulted in a total collection of \$2653.35 in past due collections.

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

Robert Wright made a motion and Roger Ward seconded to increase the UBS, Inc. billing by \$400.00 starting with the January billing.

Terry Gould discussed the following topics:

- \*Major leaks to be fixed: Oliver Kelley, Michael Channel and Arthur Bennett.
- \*Hodgesville PSD purchased the property near the Shumaker tank. Hodgesville's contractor, Ringers Inc. is planning to install a road to the tank. At some point the tank will need to be fenced and trees trimmed on the right-of-way.
- \*Terry and Ringers, Inc met with a representative of the Pipeline. The only area in the Hodgesville territory to be effected would be Woody Lumber Co.
- \*Received letter form the Better Business Bureau regarding our repsonse to Kevin

40

Lingers complaint. The customer never answered the district's response. The matter had been completed before the customer notified the Bureau.

\*Roger Ward and Robert Wright are to attend the Region VII meeting at 12pm on December 13, 2018.

\*As soon as the District can afford, Terry wants a stand-by generator installed at the Hall Road ump Station.

There being no further business, the meeting adjourned at 4:55pm.

*Roger Ward*  
Roger Ward, Secretary

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# HODGESVILLE PUBLIC SERVICE DISTRICT

## MEETING CHECK LIST

DATE: 12-4-18

### Bank Balances:

Revenue Fund #020-0127-6 \$ 26643.02

Special Water Tap Fund #402001322 \$ 3864.34

Security Deposit #406031218 \$ 17094.22

Construction Account #630619302 \$           

Total Customers Served: 1205 11/2018

Total Customer Billing: \$ 62806.27 11/2018

Total Received on Account Last Month: \$ 75507.69 10/2018

### Bills Presented for Payment:

\$ 1765.57 Mon Power

\$ 98.10 Frontier

\$ 440.00 UBS, Inc.

\$            AT&T

\$ 19241.00 Rural Development

\$ 28.00 Miss Utility

\$ 13415.00 Ringier Inc

\$ 16429.31 / 4847.59 (PD) 657.00 Utility Boards

\$            C.L. Thornburg

\$            HD Supply

\$ 3546.40 Rockie Nottingham

\$            Clarksburg Water Board

\$            Angie Nottingham

\$            HPSD Reserve Account

\$            WV Bond Comm

\$ 1383.64 Quality Water Serv. LLC

\$ 175.00 Reliance Leaks

\$ 68.90 S. States

\$ 1061.03 FLB

\$ 200.00 Todd Byrne

\$ 65.00 Dennis Lock & Key

\$ 100.00 / 337.50 Postmaster

\$ 20.00 Connie Canter

\$           

\$           

\$ 210.00 Robert Wright

\$ 125.00 Roger Ward

\$ 125.00 Howard Cutright

Donnie Kincaid

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# HODGESVILLE PSD MONTHLY MEETING

JANUARY 8 2019

4:00PM

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

In attendance were Robert Wright, Chairman; Howard Cutright, Member; Terry Gould, Manager; Barbara Curry, UBS, Inc. and Dave Watson of Thrasher Engineering.

The reading of the December 4, 2018 minutes were read and approved.

Dave Watson of Thrasher Engineering gave an overview and cost estimate of the Weston Road/Forest View Project. The District will need to publish "A Request for Engineering Services" in the legal section of at least one or two newspapers that covers the area of Upshur County.

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

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

The district did not conduct a shut off for past due payments this month due to the Christmas and New Year holidays falling in the time period of our normal shut off.

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

Terry Gould discussed the following topics:

\*Major leaks that have been fixed include: Oliver Kelley, Michael Channel and Arthur Bennett. When fixing the Bennett leak, it was going to leave one customer, Connie Canter without water for the weekend. Terry spoke with her and told her to buy what water she needed and the District would pay for it along with paying her current bill. Ms. Canter was very cooperative and appreciative.

\*Reviewed the Dept of Health and Human Resources inspection completed by Seth Myers .

\*Reviewed the 2019 Monitoring Schedule for Testing by the Dept. Of Health and Human Resources. This will be conducted by contractor, Alan Westfall of Quality Water Services LLC.

\*Three taps were installed this past month. The District received a complaint on the Loudin tap that was installed on the Ira Moore Rd. The customer called the PSC and stated that the tap was not installed where the customer had marked. Jeremy Quick of Ringers Inc. said that the tap would not be advisable on the 8-10 ft bank where customer had marked. He placed the tap between the telephone pole and the customers mailbox for easy reading and would not be ran over in this area. The PSC will be sending an investigator to talk to the customer and the District and make a decision from there.

\*Interest rates on security deposits are now 1 ½ percent.

\*Customer Harold Walton complained that Ringers, Inc. had ran over his meter, however Ringers, Inc. stated that the Department of Highway ran over it. For customer satisfaction, Terry had Ringers, Inc. repair the barrel.

There being no further business, the meeting adjourned at 4:55pm.



Roger Ward, Secretary

HODGESVILLE PUBLIC SERVICE DISTRICT

MEETING CHECK LIST

DATE: 1-8-19

Bank Balances:

Revenue Fund #020-0127-6 \$ 6852.46  
Special Water Tap Fund \$ 3864.34  
#402001322  
Security Deposit \$ 17394.95  
#406031218  
Construction Account \$             
#630619302

Total Customers Served: 1200 12/18  
Total Customer Billing: \$ 62639.19 12/18  
Total Received on Account Last Month: \$ 63492.94 11/2018

Bills Presented for Payment: January

\$ 1765.59 Mon Power  
\$ 95.23 Frontier  
\$ 4400.00 UBS, Inc.  
\$            ~~AT&T~~  
\$ 19241.00 11/27 Rural Development  
\$ 18192.73 14.00 Miss Utility  
\$ 9085.00 Ringers  
\$ 18192.73 11/24/2018 Zinn's Home Service  
\$ 4076.24 Utility Boards  
\$            C.I. Thornburg  
\$ 160.00 Core & Main  
\$ 3669.94 HD Supply  
\$ 92.00 Rockie Nottingham  
\$            Clarksburg Water Board  
\$            Angie Nottingham  
\$            HPSD Reserve Account

\$            WV Bond Comm  
\$ 1061.03 FCB  
\$ 274.91 Rite Way  
\$ 900.00 Trombold Eq.  
\$ 8.25 Water Bd.  
\$ 300.00 Martney Electric  
\$ 1435.20 Quality Water  
\$ 400.22 Comm Loan  
\$             
\$             
\$ 210.00 Robert Wright  
\$ 125.00 Roger Ward  
\$ 125.00 Donnie Kincaid  
Howard Cotright

# HODGESVILLE PSD MONTHLY MEETING

FEBRUARY 5<sup>TH</sup> 2019

4:00PM

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

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

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

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

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

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

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

Terry Gould discussed the following topics:

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

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

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

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



purchasing a new pump.

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

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

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

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

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

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

Roger Ward, Secretary



# HODGESVILLE PUBLIC SERVICE DISTRICT

## MEETING CHECK LIST

DATE: Feb 5 2019

### Bank Balances:

Revenue Fund #020-0127-6 \$ 19309.87  
Special Water Tap Fund #402001322 \$ 3564.34  
Security Deposit #406031218 \$ 17774.35  
Construction Account #630619302 \$ \_\_\_\_\_

Total Customers Served: 1194 1/2019  
Total Customer Billing: \$ 62038.38 1/2019  
Total Received on Account Last Month: \$ 52307.51 12/2018

### Bills Presented for Payment:

\$ <u>1742.49</u>	Mon Power	\$ _____	WV Bond Comm
\$ <u>96.42</u>	Frontier	\$ <u>400.22</u>	Comm. Loan
\$ <u>4800.00</u>	UBS, Inc.	\$ <u>75.00</u>	Postmaster - Rental
\$ _____	AT&T	\$ <u>190.00</u>	Cut "Right" Home Bldgs
\$ <u>6180.00/8936.00/3020.00</u>	Rural Development	\$ <u>154.00</u>	Reliance Labs
\$ <u>10.00</u>	Miss Utility	\$ <u>103.30</u>	Intr Mtn.
\$ <u>7560.00</u>	<del>Ringers Inc.</del>	\$ <u>1300.00</u>	Quality Water
\$ <u>21,141.64/3358.14</u>	<del>Zinn's Home Service</del>	\$ <u>592.70</u>	Philadelphia Inc.
\$ _____	Utility Boards	\$ <u>1061.03</u>	F&B
\$ _____	C.I. Thornburg	\$ _____	
\$ _____	HD Supply	\$ _____	
\$ <u>3461.50</u>	Rockie Nottingham	\$ _____	
\$ <u>92.00</u>	Clarksburg Water Board	\$ <u>210.00</u>	Robert Wright
\$ _____	Angie Nottingham	\$ <u>125.00</u>	Roger Ward
\$ _____	HPSD Reserve Account	\$ <u>125.00</u>	H. Cotright
			Donnie Kinead



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**Upshur County Farmland Protection Board  
Regular Monthly Meeting  
January 17, 2019  
West Virginia Farm Bureau Office**

**MEMBERS PRESENT:** Rob Hinton, Todd Payne, Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary, John Sencindiver-Vice Chairman

**MEMBERS ABSENT:** Kristie G. Tenney

**OTHERS PRESENT:** Sue Core, Amy Moloney, Bruce Smith

**CALL TO ORDER:** The Upshur County Farmland Protection Board meeting was called to order at 2:05 p.m. by Lowell Peterson, Chairman.

**PUBLIC QUESTIONS / COMMENTS:** None

**APPROVAL OF MINUTES:** On Motion by Todd Payne, seconded by Rob Hinton, the Board moved to approve the minutes from the November 16, 2018 meeting as corrected. **Motion passed.**

**BUSINESS ITEMS - UPDATE/ACTION ITEMS:**

**Review/Amend Bylaws** – On Motion by John Sencindiver, seconded by Todd Payne, the Board moved to accept the changes that had been previously discussed and were highlighted in red and/or in the comment section of the document. **Motion passed.** In addition, two questions were brought forward and one requested change. These will be placed on the next meeting agenda.

**IRS status** – Letter dated 11/5/18 was received from the IRS seeking additional information. David Cain replied to the letter 12/12/18. No further update available.

**FY19** – Application received from Sue Core. Sue and her nephew, Bruce, spoke about the property application. The Board will cruise the property prior to the next meeting, 2/21/19 at 12:30.

**1099's & 1096** – Submission deadline is January 31<sup>st</sup>. Amy will complete the forms for Dr. Reed to review and submit upon approval.

**FINANCIAL MATTERS - UPDATE/ACTION ITEMS:**

Checking Account – Bank Statement Balance 12/31/18 - \$28,183.06  
CD Balance - \$121,381.83  
WVMM Balance - \$1354,456.93  
Transfer Tax Deposits – 12/7/18 - \$8,198.30  
Bills: \$105.00 & \$21.00 SBS

On motion by John Sencindiver, seconded by Rob Hinton, the Board accepts the treasurers report to be filed for audit and approves payment of bills. **Motion passed.**

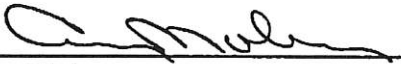


**OTHER BUSINESS:** Audit close-out for 2017 was received. Amy is to follow up with the Assessor about including information about the farmland protection program with the "ticket mailing" that occurs in July.

**DATE AND LOCATION OF NEXT MEETING:** February 21<sup>st</sup> at 2:00 p.m. at the West Virginia Farm Bureau Office.

**ADJOURN:** 4:12

Submitted By:

  
\_\_\_\_\_  
Amy Moloney

Approved:

  
\_\_\_\_\_

  
\_\_\_\_\_



**Upshur County Farmland Protection Board  
Regular Monthly Meeting  
February 21, 2019  
West Virginia Farm Bureau Office**



**MEMBERS PRESENT:** Todd Payne, Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary, John Sencindiver-Vice Chairman, Kristie G. Tenney

**MEMBERS ABSENT:** Rob Hinton

**OTHERS PRESENT:** Amy Moloney

**CALL TO ORDER:** The Upshur County Farmland Protection Board meeting was called to order at 1:56 p.m. by Lowell Peterson, Chairman.

**PUBLIC QUESTIONS / COMMENTS:** None

**APPROVAL OF MINUTES:** On Motion by Joe Reed, seconded by Arley Robinson, the Board moved to approve the minutes from the January 17, 2019 meeting as corrected. **Motion passed.**

**BUSINESS ITEMS - UPDATE/ACTION ITEMS:**

**Review/Amend Bylaws** – On Motion by John Sencindiver, seconded by Joe Reed, the Board moved to change the words in Section 6: Voting from “members present” to “voting members”. **Motion passed.**

**IRS status** – Letter dated 01/30/19 was received from the IRS indicated that they “need more time” and asked for an additional 60 days.

**FY19** – Application received from Sue Core. The Board visited the property 2/21/19. After much discussion, the Board could not reach a decision. On Motion by Arley Robinson, seconded by John Sencindiver, the Board moved to table this item. **Motion passed.**

**1099's & 1096** – Forms filed and accepted.

**FINANCIAL MATTERS - UPDATE/ACTION ITEMS:**

Checking Account – Bank Statement Balance 1/31/19 - \$12,942.70 (Interest \$6.64, (.30%))

CD Balance – 342573 – maturity 06/23/21 – 2.4800% - \$102,657.48

– 343343 – maturity 10/23/21 – 2.4800% - \$20,122.30

– 344069 – maturity 04/22/20 – 2.5750% - \$20,042.33 (Peterson, Sencindiver, Reed)

WVMM Balance - \$357,244.91 (Interest \$778.14)

Transfer Tax Deposits – 1/8/19 - \$4,774.00, 2/11/19 - \$4,477.00

Bills: \$435.75 SBS

On motion by Todd Payne, seconded by John Sencindiver, the Board accepts the treasurers report to be filed for audit and approves payment of bills. **Motion passed.**

5X


**OTHER BUSINESS:**

- Hicks monitoring - 3/22/18 is the closing date. Monitoring to take place within 12 months.
- Hicks binders and a thumb drive with all SBS documents for the Board were given to Kristie to deliver to Tabetha for storage.
- State Authority is accepting applications. We do not have any to submit.

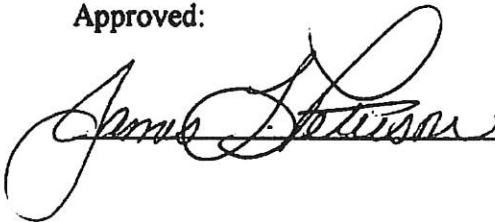
**DATE AND LOCATION OF NEXT MEETING:** April 18<sup>th</sup> at 2:00 p.m. at the West Virginia Farm Bureau Office.


**ADJOURN:** 3:34

**Submitted By:**

  
\_\_\_\_\_  
Amy Moloney

**Approved:**

  
\_\_\_\_\_

  
\_\_\_\_\_



## Upshur County Fire Board Meeting April 16, 2019

Members Present: Joe Malcolm, Joe Gower, Larry Alkire, Kristie Tenney, and Clifton Shaw  
Members Absent: Tom O'Neill and Linn Baxa  
Others Present: Arthur Wilson, Joe Carrico, Tim Hissam, Kevin Huffman-Guests and Toni Newman-Fire Fee Clerk

The Fire Board meeting was called to order by Joe Malcolm at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from March 19, 2019, were reviewed. On motion by Larry Alkire, and second by Joe Gower, the Board approved the minutes.

The 2<sup>nd</sup> disbursement of the 2018 Fire Fees in the amount of \$12,000.00 each was presented to the VFD representatives present.

The Fire Fee Clerk reported the 2018 Fire Fees are at 91 percent collected. Quarterly Financial statements were sent to the County Commission for this week's meeting.

The checking account balance as of 03/29/2019 was \$150,774.02. The disbursement from the Chief Tax Deputy for the month of March was \$6,660.12.

The following invoices were reviewed and approved upon motion by Joe Gower and second by Clifton Shaw:

- Software Systems---Invoice # 32575---Maintenance Charge January---\$216.00
- Upshur County Commission---Reimbursement---Payroll---January, February, March---\$5,788.30.
- Upshur County Commission---Reimbursement---Postage--- January, February, March---\$305.10.

There was 1 *Request for Relief of Erroneous Assessment* approved by the Fire Board. There were no corrective tickets this month.

Under other matters to consider: Joe Gower reminded the board that they had discussed putting signage on the fire trucks in the Strawberry Festival Parade thanking the citizens of Upshur County for paying their fire fees. Kristie Tenney will make a sign to display on the lead vehicle.

There being no further business the meeting adjourned at 7:00p.m. The next meeting of the Board will be May 21, 2019.

Joe Malcolm, Chairman, Upshur County Fire Board

Board Member

(59)

Upshur County Public Library Board of Trustees Meeting  
April 17, 2019

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, April 17 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, John Haymond, and Mike Kuba. Also in attendance were Paul Norko, Beth Rogers, Connie Cutright, and Ann Slaughter.

The minutes of the March 20, 2019 meeting were approved.

The financial reports were approved on a motion made by Michelle and seconded by Carol.

Director's Report (see attachment)

\*\*Michelle Cutright, a part time employee, has resigned.

Discussion then turned to the ramp dinner. We now have \$10,000.00 in sponsorships.

The following information was from an email to Dennis from Bryson concerning the parking lot.

1. Steve Corder needs to finish the concrete work on the new side. This should include concrete light pole foundations and curbs.
2. Sean Carpenter needs to come back and backfill soil around the outside of the curbs.
3. We need to bid the asphalt work, such that we can get the base coat installed on the new side.
4. Once we are parking on the new side (on the base coat), Sean Carpenter can demolish the existing concrete and asphalt pavement.
5. Someone (maybe your guys) needs to install new underground conduits and utilities across the old parking area.
6. Steve Corder comes back to build the new curbs, storm water catch basin, and sidewalks.
7. Finally, the asphalt guys come back to install wearing course across old and new parking areas.

Not sure when we are going to run out of money...

We'll need to work with Carrie to put together an asphalt paving bid package.

I'll have time to work on this in early May.

Two preliminary budgets were discussed, one with raises and one without. Both budgets were in the deficit but not as much as the budget for FY 2019. We will have a better idea of end of year spending by the next board meeting and budgets will be discussed then.

The Holiday list for FY 2020 was approved on a motion made by Carol and seconded by Mike.

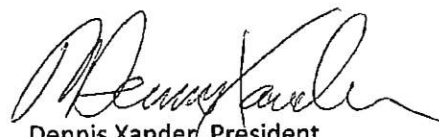
Ann reported the Friends will be giving the library \$2000.00 for books in FY 2020. She also reported that they are currently having basket raffles and will have 18 or so items for silent auction at the ramp dinner. They are planning a bake/book sale on May 31 and June 1.

The next meeting will be Wednesday, May 15.

Meeting adjourned.

Respectfully submitted,

  
Connie Cutright  
Business Manager

  
Dennis Xander, President  
Board President



## **MTN Project Development Meeting Recap**

**April 30, 2019**

**Hosted by:** Greater Morgantown CVB

**Parties in attendance:** Greater Morgantown CVB, Monongalia County Commission, Morgantown Area Partnership, Preston County Economic Development Authority, Harrison County Commission, Harrison County Economic Development Authority, Marion County CVB, Lewis County CVB, Tucker County CVB, Upshur County CVB, Grant County CVB, and Taylor County Economic Development Authority

**Additional attendees:** Joe Statler and Andy Brozik

**Meeting moderated by:** Jason Donahue

### **Overview**

After discussing the Mountaineer Trail Network (MTN) itself and the Senate Bill 317, Jason explained the process that must be in place to move this project forward. The ultimate goal for MTN is to create an economic development attraction that will draw mountain bikers (non-motorized) older than 52-years-of-age. If they are visitors, these bikers will park their cars at the lodging property they choose to patronize (in either Monongalia, Preston, Marion, Harrison, Taylor, Barbour, Lewis, Upshur, Randolph, Grant, Tucker, and Mineral Counties) and take a three to four-hour ride on the MTN before experiencing other local attractions. If they are potential recruits or existing professionals in the area, this will only improve the quality of life and reason to remain in West Virginia. This plan is mirrored to the Hatfield and McCoy plan but does not include any motorized vehicles.

Jason explained how this plan would drive “high-end tourism” in each MTN community, for mountain bikes are as expensive as \$5,000 per bike. The target markets for advertising this attraction would be within a 4-5-hour drive, which includes major cities such as Washington D.C., Baltimore, Cleveland, etc.

Andy Brozik from Pathfinder WV, an outdoor equipment store in Downtown Morgantown, provided his insight on the travel patterns of mountain bike enthusiasts. Typically, passionate mountain bikers travel all around the world to experience intense trails.

### **Next Steps and Future Goals**

Originally, the first step to execute MTN, was to receive a resolution from each of the 12 County Commissions stating that they wish to participate in this project. Upon reviewing this process, the MTN Project Development Meeting attendees agreed that it would be best for all Economic Development Authorities, Convention Visitors Bureaus, and Chambers of Commerce to work together to develop a pitch to present to all County Commissions. Then, a board of directors would need to be formed and an Executive Director would later be hired to spearhead the project.

This will allow the County Commissions the opportunity to receive more information, analyze it, and assess whether it would be a suitable cause for funding. Jason suggested the network be in place before moving ahead on the project itself.

Jason discussed the potential opportunity for self-funding with the project as well, for annual and daily passes could be sold at a set rate.



### **Plan of Action**

A group of volunteers from the meeting agreed to put together a white paper outlining the parameters of the organization, the purpose and mission of the organization as well as how it would be initially funded. They would also analyze what assets already exist based on information from sources such as WVU Extension. This will allow the regional County Commissions to review before considering approval to establish the proposed MTN.

If you are interested in volunteering to assist with this, please contact Blaithe Tarley ([btarley@tourmorgantown.com](mailto:btarley@tourmorgantown.com)).