

## Upshur County Commission Meeting Agenda

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Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: July 18, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• July 11, 2019
- 9:05 a.m. Approval and signature of FY 20 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances in the amount of \$28,000.00 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School. Page 5-12
- 9:15 a.m. Consider Request for Hearing filed by Bertha Humphrey --- Case Number 121318-01 (Washington Tax District – Tax Map 6L – Parcel Number 11.3) Page 13-15
- 1:00 p.m. Supervisor Meeting
- 2:00 p.m. Policy Board

### Items for Discussion / Action / Approval:

1. Approval and signature of a Letter of Support for the School Climate Transformation Grant Application being submitted by the Upshur County Board of Education. If awarded, students at the Buckhannon-Upshur Middle School and Buckhannon-Upshur High School will benefit.\* Page 16
2. Approval and signature of Federal Aviation Administration Outlay Request Number 8 in the amount of fifty thousand twenty seven dollars (\$50,027) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.\* Page 17
3. Correspondence from Terry N. Gould, Tennerton PSD Manager, requesting the reappointment of John Barnes to the Tennerton PSD Board, effective August 1, 2019. Upon approval, Mr. Barnes' new term will expire on July 31, 2025.\* Page 18
4. Correspondence from Todd Payne requesting reappointment to the Upshur County Farmland Protection Board as a "farmer representative". Upon approval, Mr. Payne's term will expire on June 30, 2023.\* Page 19
5. Review and signature of EBSO Administrative Services Agreement and accompanying exhibits and appendices, effective July 1, 2019.\* Page 20-27
6. Correspondence from Tabatha R. Perry, on behalf of the Upshur Safe Structures & Sites Enforcement Board, requesting to change the Board's monthly meeting time from 4 p.m. to 3 p.m., effective immediately.\* Page 28

7. Correspondence from Dustin W. Zickefoose, Upshur County Assessor, requesting the temporary part-time employment of Amberly J. Fealy, effective July 22, 2019 pending background check results. Upon approval, Ms. Fealy will be paid \$10 per hour utilizing grant funds awarded by the WV Records Management and Preservation Board.\* (2)  
Page 29

*Item may lead to Executive Session per WV Code §6-9A-4*

8. Correspondence from Jacqueline R. Dinklocker, part-time Deputy County Clerk, announcing her resignation, effective June 22, 2019.\* Under separate cover

*Item may lead to Executive Session per WV Code §6-9A-4*

9. Approval of advertisement for a part-time Deputy County Clerk position. The successful applicant will work no more than 19.5 hours per week and the pay rate will be based upon qualifications. Applications will be accepted until the close of business on August 9, 2019.\* Page 30

10. 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 Terry N. Gould, Hodgesville & Tennerton PSD Manager, in response to the Commission's letter dated June 27, 2019 pertaining to the PSD's failure to provide audits. Page 31

2. TKS Contracting, Inc. Change Order number 2 in the amount of seven thousand five hundred dollars (\$7,500) for the Courthouse Dome Cleaning and Pigeon Spike Installation Project. The revised contract amount is sixty three thousand six hundred twenty dollars (\$63,620). Page 32

3. Upshur County Solid Waste Authority Fiscal Year 2020 Budget Page 33

4. Fire Board Financial Report– July 17, 2018 through June 18, 2019 Page 34-43

5. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – June 2019 Page 44-45

6. Lewis-Upshur Animal Control Facility Cat Report for the month of June 2019 Page 46

7. Lewis-Upshur Animal Control Facility Animal Report for the month of June 2019 Page 47

8. Upshur County Animal Control/Humane Officer Monthly Animal Report for the month of June 2019 Page 48

9. Upshur County Building Permits for the month of June 2019 Page 49-51

10. Public Notices:

a. Newsletters and/or Event Notifications:

- WV Extension Service Family Nutrition Program – Kid's Pop Up Farmer's Market – July 24<sup>th</sup> from 10 a.m. to noon at the North Buckhannon Riverfront Park Page 52
- Upshur County Foster Care / Adoption Support Group kick-off party – July 30<sup>th</sup> from 6 p.m. to 8 p.m. at the Buckhannon-Upshur Recreational Park Pool Page 53



b. Agendas and/or Notice of Meetings:

• Lewis / Upshur LEPC	July 17, 2019	<u>Page 54</u>
• Upshur County Public Library	July 17, 2019	<u>Page 55</u>
• City Council of Buckhannon	July 18, 2019	<u>Page 56</u>

c. Meeting Minutes:

• Upshur County Solid Waste Authority	June 10, 2019	<u>Page 57-60</u>
• Tennerton PSD	June 12, 2019	<u>Page 61</u>
• Upshur County Safe Structures & Sites Enforcement Board	June 13, 2019	<u>Page 62-63</u>
• Upshur County Fire Board	June 18, 2019	<u>Page 64</u>

d. Meetings:

• 07/02/19	5:30 p.m.	Elkins Road PSD
• 07/02/19	4:00 p.m.	Hodgesville PSD
• 07/04/19	7:00 p.m.	Banks District VFD
• 07/04/19	7:00 p.m.	Selbyville VFD
• 07/08/19	12:00 p.m.	Upshur County Family Resource Network – CANCELLED
• 08/12/19	12:00 p.m.	Upshur County Family Resource Network
• 07/08/19	4:30 p.m.	Upshur County Solid Waste Authority
• 07/08/19	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 08/05/19	6:00 p.m.	Lewis-Upshur Community Corrections Board-Lewis County
• 07/09/19	7:30 p.m.	Adrian VFD
• 07/11/19	6:00 p.m.	Buckhannon-Upshur Board of Health
• 07/17/19	7:00 a.m.	Upshur County Development Authority -- CANCELLED
• 07/10/19	12:00 p.m.	Upshur County Senior Center Board
• 07/11/19	3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 07/17/19	6:00 p.m.	Upshur County Citizens Corp – CERT
• 07/10/19	7:00 p.m.	Warren District VFD
• 07/11/19	10:00 a.m.	Adrian PSD
• 07/10/19	3:00 p.m.	Tennerton PSD
• 07/11/19	4:00 p.m.	Upshur County Safe Sites & Structures Enforcement Board
• 07/11/19	7:30 p.m.	Buckhannon VFD
• 07/11/19	4:00 p.m.	Buckhannon Upshur Airport Authority
• 07/18/19	6:30 p.m.	Upshur County Youth Camp Board
• 07/21/19	6:00 p.m.	Washington District VFD
• 07/15/19	12:00 p.m.	Buckhannon-Upshur Chamber of Commerce
• 07/17/19	4:00 p.m.	Upshur County Public Library Board
• 07/16/19	10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council
• 07/16/19	6:30 p.m.	Upshur County Fire Board, Inc.
• 07/23/19	5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board
• 07/10/19	7:00 p.m.	Ellamore VFD
• 07/17/19	12:00 p.m.	Lewis Upshur LEPC --- Lewis location
• 08/15/19	2:00 p.m.	Upshur County Farmland Protection Board
• 07/24/19	10:00 a.m.	James W. Curry Advisory Board
• 07/29/19	6:00 p.m.	Upshur County Fire Fighters Association
• 07/10/19	6:00 p.m.	Buckhannon River Watershed Association - WVWC
• 07/22/19	12:00 p.m.	Region VII Planning and Development Council

- 09/13/19 11:00 a.m. Region VI Local Elected Officials



11. Appointments Needed or Upcoming:

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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

July 25, 2019 --- 9:00 a.m.

Upshur County Courthouse Annex

**\*\*The regularly scheduled Commission Meeting on August 8, 2019 is CANCELLED \*\***



**West Virginia Justice Assistance  
Grant Program Application**

**General Administrative Information  
Page 1**

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<b><u>Applicant Agency:</u></b> Upshur County Commission <b>Address:</b> 91 West Main Street, Suite 101 Buckhannon, WV 26201  <b>Phone:</b> 304-472-0535 <b>Fax Number:</b> 304-473-2802	<b><u>Type of Agency:</u></b> <input type="checkbox"/> State <input checked="" type="checkbox"/> County  <input type="checkbox"/> Municipality
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<b><u>Project Director:</u></b> Jodie Akers <b>PD Title:</b> Director of Student Services <b>Address:</b> 102 Smithfield Street Buckhannon, WV 26201  <b>Phone:</b> 304-472-5480 ext. 1020 <b>Fax:</b> 304-472-0258 <b>Email:</b> <a href="mailto:jakers@k12.wv.us">jakers@k12.wv.us</a>	<b><u>Fiscal Officer:</u></b> Carrie Wallace <b>FO Title:</b> Upshur County Administrator <b>Address:</b> 91 West Main Street, Suite 101 Buckhannon, WV 26201  <b>Phone:</b> 304-472-0535 <b>Fax:</b> 304-473-2802 <b>Email:</b> <a href="mailto:clwallace@upshurcounty.org">clwallace@upshurcounty.org</a>
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**Funds Requested:** \$28,000

**Amount Awarded:**

**Match Proposed:** \$9,333

(for DJCS use only)

**Project Period:** July 1, 2019 – June 30, 2020

**Number of years previously funded:** 8

**Estimated Number to be Served:** 860

**Geographic Area(s) Served:** Upshur County

**Total Population:** 24,465

**DUNS Number:** 028608099

**FEIN Number:** 55-6000-406

**Project Title:** Prevention Resource Officer

**Project Description:** A collaborative effort between the Upshur County Board of Education, the Upshur County Sheriff's Department, and the Upshur County Commission, to continue the employment of a PRO officer at Buckhannon-Upshur Middle School.

*Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.*

<b><u>Authorized Official:</u></b> Samuel Nolte  <b>Address:</b> 91 West Main Street, Suite 101 Buckhannon, WV 26201  <b>Signature:</b>	<b><u>AO Title:</u></b> Upshur County Commission President  <b>Phone:</b> 304-472-0535 <b>Fax:</b> 304-472-2802 <b>E-Mail:</b> <a href="mailto:srnolte@upshurcounty.org">srnolte@upshurcounty.org</a>  <b>Date:</b>
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<b>West Virginia Justice Assistance Grant Program Application</b>	<b>Budget Summary Page 2</b>
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Applicant: <b>Upshur County Commission</b>	FEIN Number: <b>55-6000-406</b>
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Budget Category	WV JAG Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$28,000.00	\$9,333.00	\$37,333.00
Travel/Training			
Equipment			
Other			
Totals	\$28,000.00	\$9,333.00	\$37,333.00

*\*All funds must be rounded to the nearest whole dollar amount*

#### Funding Strategy

Funding Source(s)	Amount	Status
Juvenile Assistance Grant Program	\$28,000.00	P
Upshur County Board of Education	\$9,333.00	C
Total	\$37,333.00	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

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<b>West Virginia Justice Assistance Grant Program Application</b>	<b>Budget Detail Page 3</b>
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Detailed Project Cost by Budget Category	Requested JAG Funds	Local Funds Utilized	Grant Funds Approved
<b><u>Personnel / Contractual:</u></b> Salary PRO B-U Middle School Deputy CJ Day  Remainder of Salary and Benefits: ...FICA 7.65% ...W Comp. 2.97% ...Retirement 12%  <b><u>Travel / Training:</u></b>   <b><u>Equipment (\$1,000/unit):</u></b>   <b><u>Other:</u></b>	\$28,000.00	\$9,333.00	(DJCS Use Only)
Total Requested JAG Funds	<b>\$28,000.00</b>		
Total Local Matching Funds		<b>\$9,333.00</b>	
Total Funds APPROVED for Project			(For DJCS Only)





Provide specific information that explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

The total match requirement is based on the following calculation:

$$28,000/0.75 = 37,333.33$$

$$37,333.33 - 28,000 = 9,333.33 \text{ Match Amount}$$

**Prevention Resource Officer (PRO) Salary and Benefits:**

Salary:	\$ 43,877.00
Retirement: (12%):	5,265.00
FICA (7.65%):	2,720.00
Workers Compensation (2.97%):	1,536.00
Health/Life/Vision/Dental:	23,338.00
Unemployment:	636.00
<b>TOTAL SALARY AND BENEFITS</b>	<b>\$ 77,372.00</b>

**Match:**

The Upshur County Board of Education (BOE) will pay the balance of the salary and benefits for the PRO in the amount of \$49,372.00. The BOE will also provide travel and training for the officer to attend the yearly summer PRO training in the amount of \$1,500.00.

The patrol car costs, including gas, insurance, maintenance, and miscellaneous expenses, will be paid by the Upshur County Commission, in the amount of \$5,900.00.

The required match for this grant is \$9,333.00, but the actual amount of matching funds that is being provided by local sources far exceeds the requirement.

Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

**PLEASE SEE PAGE 5A: PROBLEM STATEMENT**

### **A. Problem Statement:**

The Buckhannon-Upshur High School administration notes that the freshman class continues to have many disciplinary issues related to physical aggression, fighting, and drug use and possession. The high school and middle school PRO's are continuing to address the root causes of these issues. Along with the administrators at both schools, the officers are working to educate these students on juvenile law, the consequences of their behavior, and alternatives to these behaviors. The Upshur County Board of Education continues to support a PRO at Buckhannon Academy Elementary School due to an increasing number of disciplinary issues at the elementary level. These parallel programs are vital to our school system.

Our team sees areas that concern us and deserve our best effort. The PRO has assisted with additional mentoring and leadership that have reduced our discipline infractions. B-UMS participates annually in the state department's school climate and culture survey. The survey continues to reveal areas of concern for parents, students, and staff members. These areas included harassment and bullying, disruptive student behavior, and a lack of respect. In general, all groups believe that B-UMS is a positive place to be, but certainly has room to improve. The PRO has been a positive role model for our students, modeling respect and appropriate behavior. He has also helped to continue the Positive Behavior Interventions and Supports (PBIS) program to further address these issues. The PRO has assisted in investigating incidents of harassment and bullying. His presence has helped to encourage students to report these events, sometimes directly to him. Keeping lines of communication open between the school and its students is vital to providing a safe learning environment.

A new problem at Buckhannon-Upshur Middle School during the 2018-2019 school year is vaping. Students have been caught vaping on buses, in classrooms, in bathrooms, and in the hallways. This caused the data for goal 2, objective 1, to increase by over 300%. This is a very discouraging statistic and one that we will focus on during the 2019-2020 school year. The PRO will be pivotal in this focus, helping to bring legal aspects into the discussion. Officer Day's healthy lifestyle will also help us to focus on the health risks of vaping. We are determined to help our students give up this very dangerous habit. In addition, we are in partnership with the Upshur County Sheriff's Department to reinstate the DARE program in the Upshur County Schools systems over the next two years. The intent is to begin with the incoming 6<sup>th</sup> grade class at Buckhannon-Upshur Middle School during 2019-2020.

This grant application seeks to continue the employment of a full-time PRO at Buckhannon-Upshur Middle School. The PRO enhances the fostering of a safe environment for all students and staff. The PRO helps to offset the challenges of single-parent homes, low-income households, families dealing with unemployment and students who experience multiple adverse childhood experiences (ACEs). The PRO will help to provide a smooth transition for fifth grade students as they transition to sixth grade and eighth grade students as they move on to the high school. The PRO will continue to assist the school administration and staff in these efforts.



(11)

**WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES**  
**STANDARD CONDITIONS & ASSURANCES**

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Standard Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services  
1124 Smith Street-Suite 3100  
Charleston, West Virginia 25301-1323

**1. LAWS OF WEST VIRGINIA:**

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "**REIMBURSEMENT ONLY**" mechanism.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.

**3. RELATIONSHIP:**

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

**4. COMMENCEMENT WITHIN 60 DAYS:**

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date. The Division has the right to cancel the contract and deobligate the funds.

**5. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and deobligate the funds.

**6. SUSPENSION OF FUNDING:**

By accepting this award the grantee agrees that DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- 60 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the DJCS High Risk Assessment; or
- Other cause shown.

**7. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or if reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped;
- Cancellation, termination or suspension of the contract, in whole or in part; or,

**40. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

**41. POLITICAL ACTIVITY:**

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

Please reference West Virginia Code § 29-6-20 for state restricted activities.

**42. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:**

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at [www.it.ojp.gov/gjxdm](http://www.it.ojp.gov/gjxdm).

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

July 15, 2019

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Dear, Sir or Mam,

I would like to have a hearing concerning  
The property where we live we are clearing  
the property and would like to have our feelings  
on the matter heard. I would like to  
get what we have and are doing to clean  
up the property heard.

Thank you

Bertha Humphrey

STATE OF WV

COUNTY OF UPSHUR

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 7-15-2019

BY BERTHA HUMPHREY.

MY COMMISSION EXPIRES 9-28-2020

NOTARY PUBLIC

*Teresa J. Reed*



2019 JUL 15 A 11:54

2019 JUL 15 A 11:54



IN THE COUNTY COMMISSION OF  
UPSHUR COUNTY, WEST VIRGINIA

ORDER GRANTING REQUEST FOR HEARING

The County Commission of Upshur County, West Virginia ("Upshur County Commission") hereby finds and declares as follows:

1. The Upshur County Safe Structures and Sites Ordinance ("Safe Structures Ordinance") provides a mechanism for the Upshur County Commission, in connection with the Enforcement Agency, to take certain action with respect to qualifying property within the Upshur County corporate limits;

2. Such action includes but is not limited to requiring the repair, alteration, improvement, vacating, closing, removal or demolition of dwellings or other buildings, or any combination thereof, unfit for human habitation due to dilapidation, defects increasing the hazard of fire, accidents or other calamities, lack of ventilation, light or sanitary facilities or other conditions prevailing in any dwelling or building, whether used for human habitation or not, which would cause such dwellings or other buildings to be unsafe, unsanitary, dangerous or detrimental to the public safety or welfare, whether the result of natural or manmade force or effect, exclusive of buildings utilized for farm purposes on land actually being used for farming;

3. Pursuant to the Safe Structures Ordinance, the following property owner or person(s) responsible for the property listed below was served with the Enforcement Agency's petition on June 26, 2019.

Troy and Bertha Humphrey  
51 Hesper Road  
Buckhannon, WV 26201

4. Pursuant to Section 4.2 of the Safe Structures Ordinance, property owner(s) or person(s) responsible for the subject property were required to respond to the Enforcement Agency's petition within twenty (20) days of service to request a hearing before the Upshur County Commission. Therefore, the property owner(s) or person(s) responsible for the property had to make a request for hearing on or before July 16, 2019 in order for such a request to have been timely made; and

5. The property owner(s) or person(s) responsible for the property responded to the Enforcement Agency's petition on July 15, 2019. Because the property owner or person(s) responsible for the property responded to the Enforcement Agency's petition within twenty (20) days of service and requested a hearing, such request for hearing is therefore deemed timely.

**WHEREFORE**, it is hereby **ORDERED** that a hearing on the Enforcement Agency's petition shall be held on the 1<sup>st</sup> day of August, 2019 at 9:05 a.m. in the Upshur County Commission Meeting Room, 38 West Main Street, Room 301, Buckhannon, WV 26201. It is further **ORDERED** that the Clerk of the Upshur County Commission shall mail attested copies of this order to the property owner(s) or person(s) responsible for the property.

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The motion in favor of the foregoing Order was made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and unanimously adopted.

**WHEREUPON**, Samuel R. Nolte, President, declared said Order duly adopted; and it is therefore **ADJUDGED, ORDERED** and **DECREED** that this Order be, and the same is hereby adopted this 18<sup>th</sup> day of July 2019.

\_\_\_\_\_  
Samuel R. Nolte, President

\_\_\_\_\_  
Kristie G. Tenney, Commissioner

\_\_\_\_\_  
Terry B. Cutright, Commissioner

ATTEST: \_\_\_\_\_  
Carol J. Smith, County Clerk

# 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

July 18, 2019

To Whom It May Concern:

Please accept this letter as evidence of the Upshur County Commission's support for the Upshur County Board of Education's grant submission of the District Wide School Climate Transformation Grant.

This project will work to improve school climate and culture in Upshur County Schools. The project will work to create an environment that promotes strong relationships among students and school staff to diminish interruptions and all students to receive high quality education. It also will improve student academic performance and prepare students to be responsible citizens and contributing members of the workforce by developing relationships with others, developing perseverance, problem solving skills, and working toward long term goals. Finally, the project will provide resources and support for students affected by the Opioid crisis and/or trauma.

The County Commission understands the importance of fostering knowledge and promoting the development of skills that prepare our young people to be informed, thoughtful and productive individuals and citizens, this grant will make that possible. In conclusion, the Upshur County Commission fully supports the efforts of the Upshur County Board of Education as they seek funding to address improving school climate and culture in our school system.

Sincerely,

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Terry B. Cutright  
Commissioner

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Samuel R. Nolte  
President



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Kristie G. Tenney  
Commissioner

*An Equal Opportunity Employer*



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<b>REQUEST FOR ADVANCE OR REIMBURSEMENT</b>		Approved by Office of Management and Budget, No. 80-RO181		PAGE 1 OF 1
		1. TYPE OF REQUEST <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED  <b>Federal Aviation Administration</b>		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <b>3-54-0039-032-2018</b>		5. PARTIAL PAYMENT REQUEST NO.  <b>Request #8</b>
6. EMPLOYER IDENTIFICATION NUMBER <b>30-0733276</b>	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) <b>June 14, 2019</b> TO: (MONTH / DAY / YEAR) <b>July 11, 2019</b>		
9. RECIPIENT ORGANIZATION Name: <b>Buckhannon Upshur Airport Authority</b>  No. and Street: <b>Post Office Box 1042</b>  City, State and ZIP Code: <b>Buckhannon, West Virginia 26201</b>		10. PAYEE (Where check should be sent if different than item 9) Name:  No. and Street:  City, State and ZIP Code:		
<b>11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED</b>				
PROGRAMS / FUNCTIONS / ACTIVITIES	(a) Budget	(b) Total to Date	(c) Previously Requested	Total This Period
a. Administrative expense	\$6,000.00	\$3,273.63	\$3,273.63	\$0.00
b. Preliminary Expense	\$0.00	\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way	\$0.00	\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees	\$36,762.00	\$33,509.13	\$33,509.13	\$0.00
e. Other Architectural engineering fees	\$0.00	\$0.00	\$0.00	\$0.00
f. Project Inspection fees	\$38,958.00	\$21,415.14	\$21,415.14	\$0.00
g. Land Development	\$0.00	\$0.00	\$0.00	\$0.00
h. Relocation expenses	\$0.00	\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses	\$0.00	\$0.00	\$0.00	\$0.00
j. Demolition and removal	\$0.00	\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs	\$632,045.00	\$597,199.31	\$541,614.08	\$55,585.23
l. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
m. Miscellaneous cost	\$0.00	\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)	\$713,765.00	\$655,397.21	\$599,811.98	\$55,585.23
o. Deductions for program income				
p. Net cumulative to date (line n. minus line o.)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal Share (line q. plus line r.)	\$642,388.00	\$589,857.49		
t. Federal payments previously requested		\$539,830.00		
u. Amount requested for reimbursement				\$50,027.00
v. Percentage of physical completion of project		92%		
<b>12. CERTIFICATION</b>				
I certify that to the best of my knowledge and belief the data above is correct and that all outlays are made in accordance with the grant condition or other agreement and that payment is due and has not been previously requested.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED
				<b>7-15-19</b>
		TYPED OR PRINTED NAME AND TITLE		TELEPHONE
		William M. Thomas President, Buckhannon Upshur Airport Authority		(304) 472-8418
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED
				
		TYPED OR PRINTED NAME AND TITLE		TELEPHONE
		Samuel R. Nolte President, Upshur County Commission		(304) 472-0535

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TENNERTON PSD  
188 FAYETTE STREET  
BUCKHANNON WV 26201  
304-472-7685

July 16, 2019

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

To Whom It May Concern:

John Barnes filled an unexpired term that is set to expire on July 31, 2019. The Tennerton PSD Board is asking that he be reappointed for a full six year term beginning on August 1, 2019 and ending on July 31, 2025.

Tennerton PSD feels that Mr. Barnes will prove to be an asset to our Board.

Thank you,



Terry N. Gould, Manager  
Tennerton PSD

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July 13, 2019

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

RE: Appointment to the Farmland Protection Board

Commissioners,

This letter serves as my official request for reappointment to the Upshur County Farmland Protection Board as a "Farmer representative". My term expired on June 30, 2019 and I would appreciate the opportunity to continue to serve on this board. This reappointment would be for a four year term to expire on June 30, 2023.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Todd Payne



## **ADMINISTRATIVE SERVICES AGREEMENT**

This Administrative Services Agreement and accompanying exhibits and appendices which are attached hereto and incorporated herein (collectively referred to as the "Agreement") is made and entered into this 1<sup>st</sup> day of July, 2019 (the "Effective Date"), by and between Upshur County Commission, a corporation duly organized and existing under the laws of the state of West Virginia with its principal place of business at 91 W Main Street, Suite 101, Buckhannon, WV 26201 (hereinafter referred to as the "Plan Sponsor") and EBSO, Inc., a corporation duly organized and existing under the laws of the state of Wisconsin with its principal place of business at 7020 N. Port Washington Rd, Suite 206, Glendale, Wisconsin 53217 (hereinafter referred to as the "Claims Administrator").

WHEREAS, it is agreed that this Agreement will automatically renew each year unless modified, amended or terminated herein as outlined hereafter;

WHEREAS, the Plan Sponsor is a corporation that sponsors a self-funded employee welfare benefit plan (the "Plan") within the meaning of the Employee Retirement Income Security Act of 1974 ("ERISA"), as amended;

WHEREAS, the Plan Sponsor desires to make available a program of health care benefits under the Plan and fund said Plan from general assets of the employer through salary reductions and/or other assets;

WHEREAS, the Plan Sponsor wishes to contract with an independent third party to perform certain services with respect to the Plan as enumerated below;

WHEREAS, the Claims Administrator desires to contract with the Plan Sponsor to perform certain services with respect to the Plan as enumerated below;

WHEREAS, the parties intend that the Claims Administrator shall not be deemed a "fiduciary" of the Plan within the meaning of ERISA and Claims Administrator shall have no discretionary authority or final determinative capability with regard to benefit determinations; and

THEREFORE, in consideration of the premises and mutual covenants contained herein, the Plan Sponsor and the Claims Administrator enter into this Agreement for administrative services for the Plan.

### **ARTICLE I. DEFINITIONS**

For purposes of this Agreement, the following words and phrases have the meanings set forth below, unless the context clearly indicates otherwise and wherever appropriate, the singular includes the plural and the plural includes the singular.

- 1.1 Adjudicate means, with respect to all claims submitted to the Plan, process (electronically or manually) and pay, deny or pend for additional information.

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12.17 Authority. Each party represents and warrants to the other that the signatory identified beneath its name below has the authority to execute this Agreement on its behalf. The parties, intending to be legally bound, have executed and delivered this Agreement as of the date set forth.

#### ARTICLE XIII. SPECIAL PROVISION FOR CLIENTS WITH INDIANA RESIDENTS

13.1 The Commissioner of Insurance is entitled to inspect all books and records of EBSO for the purpose of examinations and audits. Trade secrets contained within those books and records, including the identity and addresses of policyholders and certificate holders, are to remain confidential. However, the commissioner may use that confidential information in proceedings instituted against EBSO.

13.2 Any insurer, employer, employee group using the services of the administrator is entitled to inspect the books and records of EBSO to the extent necessary for it to fulfill all of its contractual obligations to insured or covered Plan Members. The right of the insurer, employer, employee group, or other group using the services of EBSO is subject to any restrictions contained in this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on their behalf by their duly authorized representatives' signatures, effective July 1, 2019.

**CLAIMS ADMINISTRATOR-EBSO, Inc.**

BY: \_\_\_\_\_

PRINTED NAME:

Bruce Flunker

TITLE: President

DATE: \_\_\_\_\_

**PLAN SPONSOR-Upshur County  
Commission**

BY: \_\_\_\_\_

PRINTED NAME:

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPENDIX A – FEES & SERVICES

Any Claims Administrator service(s) selected by Plan Sponsor (below), not described in the Administrative Services Agreement, effective as of July 1, 2019 Appendixes and and/or Exhibits attached thereto, heretofore collectively referred to as the “Agreement”, shall be accompanied by a description of the service, as well as terms and limitations applicable to the service(s). Any such description, manual, or terms applicable to service(s) purchased (below) will be deemed to be part of the Agreement. See the Agreement for additional details. Payment for Claims Administrator services shall be due upon the 1st day of each month. Funds will be advanced via check, ACH.

Disputes regarding fees, deadlines, and penalties will be resolved in accordance with the terms of the Administrative Services Agreement.

<b>Broker Fee</b>	\$30.00 per employee per month
<b>EBSO Administration Fees</b>	
Annual Renewal Fee	N/A
Plan Document Set up Fee	N/A
Booklets	Actual Printing Cost
Medical	\$30.97 per employee per month
HRA	\$3.00 per employee per month
EBSO Monthly Banking Fee	\$25.00 per month
Run-Out administration	12 months of run out for 6 months of current administration fees
ID Cards	\$1.50 per card
Summary of Benefits and Coverage (SBC)	Waived
EBSO Healthier You	\$2.55 per employee per month
Medical Plan Amendments	\$450.00 per amendment
HRA Plan Amendments	\$175.00 per amendment
Medical Plan Document Restatement (if applicable)	\$1250.00



Enquiron Legal Services

Included in medical  
administration fee

**EBSO Review**

Inpatient Review

\$1.28 per employee per month

Case Management

\$109.00 per hour

**Other EBSO Fees:**

1. Reprocessing Fee. In the event a retroactive amendment or the Plan Sponsor's failure to fund claims in a timely manner results in the need to reprocess claims, the Plan Sponsor agrees to pay EBSO's expenses in performing that service.
2. Other Expenses. For any other expenses incurred in connection with assisting the Plan Administrator in administration of the Plan, EBSO agrees to bill such expenses, limited to the actual cost to EBSO, and agrees to allow the Plan Sponsor access to records of said costs.
3. Shared Savings. In the event a Plan participant incurs medical expenses that are not eligible for a discount under the Plan's primary preferred provider or secondary preferred provider (if any), or under any other discount arrangement, EBSO is hereby authorized to negotiate with the provider of services or supplies for a discount or, at its discretion, to use the services of a third party to obtain a discount.
4. Increased Postal Fees. Notwithstanding the fees in effect under this Agreement, should the U.S. postal service institute a postal rate increase during the term of this Agreement, then EBSO shall increase the fees then in effect to cover such increased costs.
5. Plan Amendments. EBSO shall have the right to change its fees upon written notice to the Plan Sponsor if any amendment to the Plan changes the amount or type of processing, services or responsibilities undertaken by EBSO, effective as of the effective date of the amendment.
6. Changes in Law Resulting in Increased Costs. Notwithstanding the fees in effect under this Agreement, should there be a change in any law or regulation that results in increased costs to EBSO, EBSO shall increase its fees to cover such increased costs.

**Other Vendor Fees**

Out of network claim program (EBSO uses Outside vendors for out-of-network)	30% of savings
Subrogation	25% if settled, 33.33% if legal Action required
Bank Charges	As appear on bank statement
PPO Access Fee – First Health	\$5.20 per employee per month
Healthiest You	\$5.50 per employee per month
Large claim negotiation vendor fee	30% of savings
<b>Reports upon termination of contract/services</b>	
Standard reports	\$2,500.00 standard termination Packet. If IT programming is Required it will be charged at \$150.00 per hour

### Exhibits

Eligibility, Enrollment, Data Exchange & Billing (Exhibit I)	Included
- Eligibility Records Maintenance	Included
- Online Enrollment	Optional
- Data Exchanges with Carriers or Other Vendors	Included
Customized Web Portal (Exhibit II)	Included
PPO Access & Administration (Exhibit III)	Included
Utilization Review (Exhibit IV)	Included
Reporting (Exhibit V)	Standard Included
Cost Reduction and Savings Programs (Exhibit VI)	Included
Subrogation (Exhibit VII)	Included
Pharmacy Benefit Management (Exhibit VIII)	Included
Stop-Loss Negotiation & Administration (Exhibit IX)	Included
EBSO Healthier You/Disease Mgmt. (Exhibit X)	Included



Consumer Benefit Account Administration (Exhibit XI)	Included
COBRA Administration (Exhibit XII)	\$1.50 per employee per month plus 2%
Run-In Administration (Exhibit XIII)	Not Included
Run-Out Administration (Exhibit XIV)	Included
Plan Document/Summary Plan Description, SBCs (Exhibit XV)	Included
- Printing Costs	Not Included
- Documents Posted on Customized Web Portal	Included
- Bilingual Employee Packets and Plan Information	Not Included
- Employee Booklets	Not Included
- Network Directories	Not Included
- Group ID Cards	Included
Post-Termination Provider-Audit (Exhibit XVI)	Included
ACA Reporting (Exhibit XVII)	\$2,500 plus \$17.00 per W2
Standard Exit Report Package	Included
Enrollment, New Hire, Benefit or Health Events	Included

#### Service Fees for Prescription Drug Volume Discounts

If any funds are payable as a result of the formulary rebates made available by pharmaceutical drug manufacturers, EBSO, Inc. will retain 100% of the rebate as a component of its' service fee.

#### Service Fees for OON Savings Program

The Plan Sponsor will pay EBSO, Inc. a fee as reflected in Schedule A as a percent of the savings obtained as a result of the OON Savings Program described in the Agreement. Savings obtained shall mean the amount that would have been payable to a health care provider, including amounts payable by both the Participant and the Plan, if no discount were available, minus the amount that



is payable to the health care provider, again including amounts payable by both the Participant and the Plan, after the discount is taken.

Enrollment Adjustments and Credits

Plan Sponsor may seek retroactive adjustments for administration fees and/or reinsurance premiums only if such request is made within 90 days of the due date of the monthly payment for which such adjustment is sought, and prior to termination of the agreement. Nothing contained herein shall in any way modify the Plan Sponsor's responsibility to make current monthly payments.

\_\_\_\_\_  
On behalf of Claims Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
On behalf of Plan Sponsor

\_\_\_\_\_  
Date

## APPENDIX B – DISCLOSURE FORM

Agent (If Applicable): Thornburg Agency

Claims Administrator: EBSO, Inc.

The Agent and/or Claims Administrator listed above will contract Related Services Agreements in conjunction with the sale of the group policy or policies you have selected to purchase. This arrangement does not limit your Agent and/or Claims Administrator from marketing for other insurance companies or organizations.

The Agent and/or Claims Administrator may be entitled to commissions and/or marketing allowances on such contracts, expressed as a percentage of gross annual premium.

AGENT  
[0%] of Specific Premium  
[0%] of Aggregate Premium

Claims Administrator  
[0%] of the Specific Premium  
[0%] of the Aggregate Premium

In addition to commissions, Agent and/or Claims Administrator may receive additional compensation in the form of cash bonus and/or certain travel bonuses awarded by the insurance carrier or other ancillary service providers. The bonus is developed and paid by the carrier or other ancillary service providers based on several aspects of Agent's/Claims Administrator's entire block of business with the carrier or other ancillary service providers.

The undersigned acknowledges receipt of the various proposals and the statement prior to any purchase and approves this transaction on behalf of the Plan without receiving, either directly or indirectly, any personal compensation in connection with the purchase of policies under the Plan.

When Excess Loss Insurance is placed by the broker and not EBSO, EBSO will not be held liable for discrepancies between the Excess Loss contract and the Plan Document

On behalf of Plan Sponsor **Upshur County Commission**



## Upshur County Safe Structures & Sites Enforcement Board

July 12, 2019

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

Commissioners,

During a regularly scheduled Upshur County Safe Structures and Sites Enforcement Board meeting that took place on Thursday, July 11, 2019, it was proposed to change the Enforcement Board's meeting time from 4:00 p.m. to 3:00 p.m. This Board meets on the second Thursday of each month at the Upshur County Administrative Annex. Your attention to this request will be greatly appreciated.

Sincerely,

Tabatha R. Perry  
Assistant County Administrator

Cc: Greg Harris, Enforcement Officer  
Kenneth "Brian" Shreves  
Chris Cook  
Chris Garrett, Sanitarian  
Rick Harlow



Phone: (304) 472-4650  
Fax: (304) 472-1421



Dustin Zickefoose  
Assessor

County of Upshur  
Office of Assessor  
38 W. Main Street, Room 102  
Court House Annex  
Buckhannon, West Virginia 26201-2259

07/15/2019

Upshur County Commission,

After the proper advertising of applicants for the part-time position in the Upshur County Assessor's Office, I respectfully ask your approval of Amberly Jo Fealy to fill this position. Ms. Fealy will be paid \$10 per hour using grant funds awarded by West Virginia County Records Management and Preservation Board. Upon approval, Ms. Fealy will begin employment 07/22/2019.

Respectfully,

Dustin W. Zickefoose

A handwritten signature in blue ink, consisting of a stylized 'D' and 'Z' followed by a long horizontal line.

Upshur County Assessor

**PART-TIME DEPUTY COUNTY CLERK**  
**Upshur County Clerk's Office**

The Upshur County Clerk is accepting applications for a Part-Time Deputy County Clerk. Responsibilities include, but are not limited to the following: general Deputy County Clerk duties, taking and transcribing meeting minutes, indexing minutes, letter writing, and data entry. Knowledge of spreadsheets and mail merge is beneficial. The pay rate for this position will be based on qualifications. Successful applicant will work no more than 19.5 hours per week. Individuals may obtain an application from the County Clerk's Office located on the first floor of the Upshur County Courthouse, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Applications will be accepted until the close of business on August 9, 2019. Please send completed application, resume and letter of interest to:

Office of the County Clerk  
Carol J. Smith, County Clerk  
40 West Main Street, Room 101  
Buckhannon, WV 26201

Applicant must be well organized, able to work with minimal supervision, work well with the public, and be proficient in Microsoft Office.

Please do not make phone inquiries about this position. Employment with 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.

(31)

HODGESVILLE PSD  
188 FAYETTE STREET  
BUCKHANNON, WV 26201  
304-472-1904

July 10, 2019

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

Mr. Samuel R. Nolte,

In regard to your letter dated June 27, 2019, I offer the following explanation in regard to Tennerton PSD and Hodgesville PSD.

Tennerton PSD is actively seeking a CPA to complete an audit. Previous audits were handled by Randy L. Harris CPA until he retired. At that time Jill Spencer took over his practice and our audits. At this time, she has our paperwork for 2008 and 2009. Numerous calls were placed to her office in regard to completion, she was always out of the office or with someone and never returned our phone calls. John McGrew, Chairman, and Rex Reeder, board member, both visited her office but with no results.

Hodgesville PSD audits were also completed by Randy L. Harris, CPA, until his retirement. Hodgesville audits were not taken to Jill Spencer due to the circumstances of the Tennerton PSD audits. The Hodgesville PSD, has not been in financial condition to fund a full audit. With the last approved rate increase and water loss improvements, we are now seeking an audit of the year end 6/30/18.

In summary, both Hodgesville PSD and Tennerton PSD are in hopes that the State Auditor's Office will perform the needed audits, but in case they do not, we are currently seeking audits of 6/30/18 year end.



263 High Point Drive Buckhannon WV 26201  
Phone: (800) 296-6705 • (304) 472-6705  
Fax: (304) 472-7805

# CHANGE ORDER

Date: June 26, 2019

Change Order No: 2

To: Upshur Co. Commission  
91 W. Main Street, Suite 101  
Buckhannon, WV 26201

Project: Upshur Co. Commission  
Courthouse Dome Cleaning  
& Pigeon Spike Installation  
Buckhannon, WV

[illegible]

**Upshur County Solid Waste Authority  
FY 2020 Budget**

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			Source of Funds		
	2019-20	2018-19		REAP	SWMB
	Budget	Budget	General	Grant	Grant
				Applic. *	Applic. **
Director	\$ 12,000.00	\$ 12,000.00			
Telephone/Internet	\$ 700.00	\$ 1,200.00			
Director - Cell Supplement	\$ 600.00				
Office Supplies	\$ 500.00	\$ 500.00			\$ 500.00
Conference Attendance	\$ 1,500.00	\$ 1,500.00			\$ 1,400.00
AWVSWA Dues	\$ 200.00	\$ 200.00			
Mileage	\$ 400.00	\$ 400.00			
<b>OUTREACH</b>					
Advert/Promot - Billboards	\$ 750.00	\$ 1,350.00			\$ 750.00
Advert/Promot - Misc	\$ 600.00				
Envirothon Support	\$ 250.00	\$ 250.00			
Youth Camp Attendance	\$ 1,700.00	\$ 1,700.00			
School Programs - Bounty	\$ 1,200.00	\$ 1,950.00			
School Programs - 4th Grade Tou	\$ 750.00				\$ 750.00
Curbside Support/Buckhannon	\$ 3,600.00	\$ 3,600.00			
Recycling Bins	\$ -	\$ 3,770.00			
Paper Shred Event	\$ 1,400.00	\$ 2,200.00			
Director's Insurance	\$ 1,750.00	\$ 1,750.00			\$ 1,500.00
One Direct Mailings EDDM	\$ 4,400.00	\$ 4,400.00			\$ 4,400.00
Annual Audit	\$ 1,200.00	\$ 1,200.00			
Promotions- Grocery Totes, etc		\$ 2,469.00			
Miscellaneous	\$ 500.00	\$ 500.00			
Subtotal	\$ 34,000.00	\$ 40,939.00			
Remaining for Use	\$ 18,940.00				
<b>TOTAL</b>			\$ -	\$ -	\$ 9,300.00
<b>Projected Money Available:</b>					
*REAP Grant					
**SWMB Acct					
Op cash on hand	\$ 11,000.00				
Assessment Fees	\$ 22,000.00				
Litter Control Fees	\$ 400.00				
Subtotal	\$ 33,400.00				
<b>TOTAL</b>					
Money Mkt Acct	\$ 19,540.00				
<b>TOTAL</b>	\$ 52,940.00				
* & **-- Applied for.					



# Fire Board Financial Report 2018 - 2019

CARRYOVER BALANCE: \$87,229.94

<u>Item / Date</u>	<u>Amount</u>	<u>Financial Institution / Payee</u>	<u>Description / Source</u>
--------------------	---------------	--------------------------------------	-----------------------------

## DEPOSITS

Sheriff of Upshur County	\$695.00	First Community Bank	Fire Fee Collections through 6/30/2018
Sheriff of Upshur County	\$30,465.03	First Community Bank	Fire Fee Collections through 7/31/2018
Sheriff of Upshur County	\$141,038.15	First Community Bank	Fire Fee Collections through 8/31/2018
Sheriff of Upshur County	\$36,626.39	First Community Bank	Fire Fee Collections through 9/30/2018
Sheriff of Upshur County	\$14,440.41	First Community Bank	Fire Fee Collections through 10/31/2018
Sheriff of Upshur County	\$7,280.16	First Community Bank	Fire Fee Collections through 11/30/2018
Sheriff of Upshur County	\$6,310.14	First Community Bank	Fire Fee Collections through 12/31/2018
Sheriff of Upshur County	\$6,885.10	First Community Bank	Fire Fee Collections through 01/31/2019
Sheriff of Upshur County	\$5,415.10	First Community Bank	Fire Fee Collections through 02/28/2019
Sheriff of Upshur County	\$6,660.12	First Community Bank	Fire Fee Collections through 03/31/2019
Sheriff of Upshur County	\$3,150.29	First Community Bank	Fire Fee Collections through 04/30/2019
Sheriff of Upshur County	\$1,310.12	First Community Bank	Fire Fee Collections through 05/31/2019

Total Deposits: \$260,276.01

Plus Carryover: \$87,229.99

Total: \$347,506.00

## EXPENDITURES

<u>DATE</u>	<u>Amount</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>
July 17, 2018	\$5,925.98	874	Upshur County Commission	Reimbursement Payroll
July 17, 2018	\$212.83	875	Upshur County Commission	Reimbursement P-card (supplies)
July 17, 2018	\$269.00	876	Software Systems	Invoice # 31714
July 17, 2018	\$23.21	877	Sheriff of Upshur County	FY 18 Postage To Tax Office (forwarded mail)
July 17, 2018	\$4,460.09	878	Ralston Press	FY 18 Fire Fee Statements Postage only
July 17, 2018	\$10.81	879	Upshur County Commission	Postage reimbursement April to June
August 21, 2018	\$399.00	880	Software Systems	Invoice # 31841



August 21, 2018	\$4,178.33	881	Ralston Press	Invoice # 84757 2018 printing invoices
August 21, 2018	\$141.75	882	Hart Office Solutions	Invoice # 167320
September 18, 2018	\$216.00	883	Software Systems	Invoice # 31920
September 18, 2018	\$201.96	884	Upshur County Commission	Reimbursement P-card (supplies)
October 16, 2018	\$216.00	885	Software Systems	Invoice # 32014
October 16, 2018	\$20,000.00	886	Adrian VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	887	Banks District VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	888	Buckhannon VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	889	Ellamore VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	890	Selbyville VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	891	Warren District VFD	DISBURSEMENT
October 16, 2018	\$20,000.00	892	Washington District VFD	DISBURSEMENT
November 15, 2018	\$216.00	893	Software Systems	Invoice # 32110
November 15, 2018	\$8,621.17	894	Upshur County Commission	Reimbursement Payroll
November 15, 2018	\$1,033.32	895	Upshur County Commission	Reimbursement Postage
November 15, 2018	\$53.63	896	Mountaineer Newspapers	Legal Advertisement-Financial Statement
November 15, 2018	\$715.00	897	BUCKHANNON VFD	Reimbursement-Posicheck Calibration
December 18, 2018	\$216.00	898	Software Systems	Invoice # 32200
December 18, 2018	\$2,520.00	899	Ferrari & Associates (2018 Audit)	Invoice # 0001050
December 18, 2018	\$202.00	900	State Auditors Office (2018 Audit)	Invoice # 18024
December 18, 2018	\$141.75	901	Hart Office Solutions	Invoice # 173854
January 15, 2019	\$216.00	902	Software Systems	Invoice # 32297
February 18, 2019	\$216.00	903	Software Systems	Invoice # 32386
February 18, 2019	\$7,659.60	904	Upshur County Commission	Reimbursement Payroll
February 18, 2019	\$448.00	905	Upshur County Commission	Legal Services (Civil Suits)
February 18, 2019	\$582.03	906	Upshur County Commission	Reimbursement Postage
February 18, 2019	\$148.84	907	Hart Office Solutions	Invoice # 179700
March 19, 2019	\$216.00	908	Software Systems	Invoice # 32482
March 19, 2019	\$735.90	909	Upshur County Commission	Reimbursement---P-Card(Supplies)
April 16,2019	\$216.00	910	Software Systems	Invoice # 32575
April 16,2019	\$5,788.30	911	Upshur County Commission	Reimbursement Payroll
April 16,2019	\$305.10	912	Upshur County Commission	Reimbursement Postage
April 16,2019	\$12,000.00	913	Adrian VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	914	Banks District VFD	DISBURSEMENT 2

April 16,2019	\$12,000.00	915	Buckhannon VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	916	Ellamore VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	917	Selbyville VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	918	Warren District VFD	DISBURSEMENT 2
April 16,2019	\$12,000.00	919	Washington District VFD	DISBURSEMENT 2
May 21, 2019	\$216.00	920	Software Systems	Invoice # 32668
June 18, 2019	\$216.00	921	Software Systems	Invoice # 32758
June 18, 2019	\$148.84	922	Hart Office Solutions	Invoice # 186222
June 18, 2019	\$84.00	923	Upshur County Commission	Reimbursemet Attorney Fees

Total Expenditures: \$271,170.44  
 CARRYOVER BALANCE: \$76,335.56

Carryover balance includes \$30,000 Emergency Fund

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DATE: 7/16/19

CUMULATIVE POSITION REPORT  
7/01/2018 - 6/30/2019  
COUNTY SUMMARY

PAGE: 1

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	23110.00	.00	23110.00	242980.00	.00	.00	.00	.00	242980.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	23110.00	.00	23110.00	242980.00	.00	.00	.00	.00	242980.00
PERCENTAGE OF UNPAID & PAID CHARGES			008%	092%					
PRIOR YEAR REAL	145680.00	.00	.00	4835.00	.00	.00	.00	.00	18660.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



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DATE: 7/16/19

CUMULATIVE POSITION REPORT  
7/01/2018 - 6/30/2019  
DISTRICT: BANKS

PAGE: 2

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	3860.00	.00	3860.00	34715.00	.00	.00	.00	.00	34715.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	3860.00	.00	3860.00	34715.00	.00	.00	.00	.00	34715.00
PERCENTAGE OF UNPAID & PAID CHARGES			010%	090%					
PRIOR YEAR REAL	19970.00	.00	.00	420.00	.00	.00	.00	.00	2060.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

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DATE: 7/16/19

CUMULATIVE POSITION REPORT  
7/01/2018 - 6/30/2019  
DISTRICT: BUCKHANNON

PAGE: 3

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4915.00	.00	4915.00	61170.00	.00	.00	.00	.00	61170.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4915.00	.00	4915.00	61170.00	.00	.00	.00	.00	61170.00
PERCENTAGE OF UNPAID & PAID CHARGES			007%	093%					
PRIOR YEAR REAL	32830.00	.00	.00	1060.00	.00	.00	.00	.00	3520.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

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DATE: 7/16/19

CUMULATIVE POSITION REPORT  
7/01/2018 - 6/30/2019  
DISTRICT: MEADE

PAGE: 5

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	3755.00	.00	3755.00	31660.00	.00	.00	.00	.00	31660.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	3755.00	.00	3755.00	31660.00	.00	.00	.00	.00	31660.00
PERCENTAGE OF UNPAID & PAID CHARGES			010%	090%					
PRIOR YEAR REAL	27030.00	.00	.00	725.00	.00	.00	.00	.00	3765.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



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DATE: 7/16/19

CUMULATIVE POSITION REPORT  
7/01/2018 - 6/30/2019  
DISTRICT: UNION

PAGE: 6

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4150.00	.00	4150.00	53475.00	.00	.00	.00	.00	53475.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4150.00	.00	4150.00	53475.00	.00	.00	.00	.00	53475.00
PERCENTAGE OF UNPAID & PAID CHARGES			007%	093%					
PRIOR YEAR REAL	30465.00	.00	.00	1115.00	.00	.00	.00	.00	4755.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

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DATE: 7/16/19

CUMULATIVE POSITION REPORT  
7/01/2018 - 6/30/2019  
DISTRICT: WARREN

PAGE: 7

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	2750.00	.00	2750.00	23760.00	.00	.00	.00	.00	23760.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	2750.00	.00	2750.00	23760.00	.00	.00	.00	.00	23760.00
PERCENTAGE OF UNPAID & PAID CHARGES			010%	090%					
PRIOR YEAR REAL	14840.00	.00	.00	830.00	.00	.00	.00	.00	2390.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

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DATE: 7/16/19

CUMULATIVE POSITION REPORT  
7/01/2018 - 6/30/2019  
DISTRICT: WASHINGTON

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-----UNPAID - CHARGES-----				-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	3680.00	.00	3680.00	38200.00	.00	.00	.00	.00	38200.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	3680.00	.00	3680.00	38200.00	.00	.00	.00	.00	38200.00
PERCENTAGE OF UNPAID & PAID CHARGES			008%	092%					
PRIOR YEAR REAL	20545.00	.00	.00	685.00	.00	.00	.00	.00	2170.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



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LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>June 2019</u>		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$540	\$115
CHECK	\$0	\$0
E STORE CREDIT CARD	\$60	\$40
SUBTOTAL	\$600	\$155
SPAY/NEUTER DEPOSIT		
CASH	\$850	\$100
CHECK	\$50	\$0
E STORE CREDIT CARD	\$100	\$100
SUBTOTAL	\$1,000	\$200
BOARD RESCUE		
CASH	\$140	\$40
CHECK	\$0	\$0
E STORE CREDIT CARD	\$10	\$0
SUBTOTAL	\$150	\$40
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$10	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0

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OTHER	\$0	\$0
TOTAL	\$1,750	\$395

EXPLANATION:

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

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	1	0	1
Cats brought in by Animal Control Officer	2	1	3
Cats brought in by County Residents	13	30	43
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	5	0	5
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	9	1	10
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	3	10	13
Euthanasia:			
Owner Request	6	21	27
Other	0	0	0

*Janelle L Cochran*  
 Signature

*July 12, 2019*  
 Date



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**LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**ANIMAL REPORT (July 12, 2019)**  
**ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**FOR THE MONTH OF (June) 2019**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	10	9	19
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	12	2	14
Dogs brought in by Law Enforcement	1	0	1
Dogs in Drop Box	14	0	14
Dogs Quarantined	0	1	1
Dogs Returned to Owner	2	3	5
Dogs Escaped	0	0	0
Adoptions:			
With Charge	18	6	24
Without Charge	0	0	0
Rescues:			
With Charge	11	4	15
Without Charge	7	2	9
Euthanasia:			
Owner Request	0	7	7
Other	0	0	0

*Jamella L. Gehran*  
 Signature

*July 12, 2019*  
 Date

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DUSTIN HOLLEN, ANIMAL CONTROL / HUMANE OFFICER

MONTHLY ANIMAL REPORT

June MAY 2019

TRANSACTION	#
Animals picked up by ACO:	12
Dogs	10
Other	2
Animals returned to Owner by ACO:	0
Dogs	0
Other	0
Animals Delivered to LUACF:	12
Dogs	10
Other	2
Animals Quarantined by ACO:	0
Dogs	0
Other	0
Animals Terminated:	4
Dogs	2
Other	2
Total Number of Hours Involved	138 1/2

  
Signature

7-1-19  
Date

**UPSHUR COUNTY BUILDING PERMITS**  
**JUNE 1, 2019 - JUNE 15, 2019**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER
6/3/2019	7742	12165	BOONE, KARL	1158 OLD ELKINS RD, BUCKHANNON, WV 26201	\$4,400.00	\$15.00	CHECK	REPLACE POLES AND RAILINGS ON PORCHES	SELF
6/3/2019	7743	81499	TICHNELL, CHRYSTAL AND MICHAEL	400 VINCENT ST, SHINNSTON, WV 26431	\$32,900.00	\$15.00	OL	NEW SINGLE WIDE MOBILE HOME TO REPLACE EXISTING RV UNDER A 20' X 32' PAVILION	MIDDLETOWN HOME SALES INC., 53 MIDDLETOWN RD, FAIRMONT, WV 26554
6/3/2019	7744	1121	ELLIS, MELISSA	673 TETER RD, BUCKHANNON, WV 26201	\$7,000.00	\$15.00	CHECK	ADDING FRONT PORCH AND RE-SHINGLE ROOF	SELF
6/4/2019	7745	NEW	QUEEN, DALTON	118 MT ZION CEMETERY RD, ELLAMORE, WV 26267	\$170,000.00	\$15.00	CHECK	60' X 100' POLE BUILDING	RM BUILDINGS INC., PO BOX 697, JANE LEW, WV 26378
6/4/2019	7746	6917	SMITH, DAVID	68 HAWTHORNE DR, BUCKHANNON, WV 26201	\$10,000.00	\$15.00	CASH	26' X 30' GARAGE	SELF
6/5/2019	7747	11753	DEBARR, W W	2393 LEE GLASS RD, BUCKHANNON, WV 26201	\$6,500.00	\$15.00	CASH	12' X 32' BUILDING	SELF
6/5/2019	7748	9695	LANDIS, ROBERT G	1515 TEN MILE RD, TALLMANSVILLE, WV 26237	\$2,595.00	\$15.00	CASH	10' X 12' STORAGE BUILDING	SELF
6/5/2019	7749	6403	HALL, DORINDA	1979 BEECHTOWN RD, FRENCH CREEK, WV 26218	\$2,700.00	\$15.00	CASH	10' X 12' STORAGE BUILDING	SELF
6/6/2019	7750	11823	JOHNSON, ROXANNA	1155 BURNT BRIDGE RD, BUCKHANNON, WV 26201	\$2,500.00	\$15.00	CASH	10' X 30' ADDITION TO GARAGE; INSIDE UPGRADE TO HOUSE; 9' X 15' PORCH ON GUEST HOUSE	SELF
6/7/2019	7751	10677	MCQUAIN, FREDERICK V	12440 RT 20 SOUTH RD, ROCK CAVE, WV 26234	\$2,500.00	\$15.00	CASH	18' ROUND POOL WITH DECK	SELF
6/7/2019	7752	2543	NEWBROUGH-WOLFORD, JOY	93 JUNIPER LN, BUCKHANNON, WV 26201	\$10,000.00	\$15.00	CASH	PORCH; MOVE AND BUILD GOAT PEN AND SHEDS; INSIDE WALLS; INSULATION; SEPTIC HOLDING TANK	SELF
6/10/2019	7753	NEW	BURGESS, KELSEY	7374 KESLING MILL RD, BUCKHANNON, WV 26201	\$30,000.00	\$15.00	CASH	28' X 40' MANUFACTURED HOME	UNITED CONTRACTING INC, 7407 KESLING MILL RD, BUCKHANNON, WV 26201
6/10/2019	7754	7285	SIMMONS, DELMER	723 WATERDAM RD, MCMURRAY, PA 15317	\$3,700.00	\$15.00	CASH	PARTIAL ROOF	SELF
6/11/2019	7755	11492	REED, CYNTHIA AND JERRY	576 JENKS FORK RD, TALLMANSVILLE, WV 26237	\$20,000.00	\$15.00	CC	GARAGE	SELF
6/11/2019	7756	10489	BUMS, UPSHUR COUNTY BOE, 102 SMITHFIELD ST, BUCKHANNON, WV 26201	1807 W PIKE ST, SUITE C, CLARKSBURG, WV 26301	\$3,146.00	\$15.00	OL	TERRA THANE 250 POLYLIFT > PRODUCTS	BASEMENT SYSTEMS OF WV INC, 1807 W PIKE ST, SUITE C, CLARKSBURG, WV 26301
6/11/2019	7757	11731	MOORE, ANDREW	1304 LEE GLASS RD, TALLMANSVILLE, WV 26237	\$3,000.00	\$15.00	CASH	28' X 40' CARPORT	SELF
6/12/2019	7758	7146	GAUNT, HARRY	144 COLONY OAKS DR, BUCKHANNON, WV 26201	\$6,400.00	\$15.00	CC	REROOF SHINGLES	POWERS CONSTRUCTION LLC, 30 YARROW DR, BUCKHANNON, WV 26201
6/12/2019	7759	11318	PAGE, JOSEPH B	465 JACK BOOT RD, MONUMENT, CO 80132	\$30,000.00	\$15.00	CASH	30' X 40' GARAGE	CAROLINE CARPORTS, 187 CARDINAL RIDGE TRAIL, DOBSON, NC 27017
6/13/2019	7760	7761	MORRIS, BRIAN AND KAREN	25 1/2 VICKSBURG RD, BUCKHANNON, WV 26201	\$5,000.00	\$15.00	CHECK	NEW METAL ROOF; SIDING; 5 WINDOWS; 3 DOORS	SELF



6/13/2019	7761	9504	BEAN, FRANKLIN E	411 HUNTER RIDGE RD, CRAWFORD, WV 26343	\$11,000.00	\$15.00	CASH	METAL ROOF AND GUTTERS	SELF
6/13/2019	7762	80406	SMITH, PAULA L	2360 LAUREL RUN RD, TALLMANSVILLE, WV 26237	\$2,700.00	\$15.00	CHECK	BARN AND DECK ROOF	SELF
6/13/2019	7763	6271	FRIEND, INA R	2880 BUSH RUN RD, FRENCH CREEK, WV 26218	\$500.00	\$15.00	CASH	12' X 32' NEW ROOF	SELF
					<b>TOTAL</b>	<b>TOTAL</b>			
					<b>\$366,541.00</b>	<b>\$330.00</b>			

**UPSHUR COUNTY BUILDING PERMITS  
JUNE 16, 2019 - JUNE 30, 2019**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER
6/17/2019	7764	80541	HOFFMAN, RENEE	1516 HACKERS CREEK RD, BUCKHANNON, WV 26201	\$1,500.00	\$15.00	CC	PRE-FAB SINGLE STALL GARAGE	SELF
6/17/2019	7765	6103	ROBINSON, CECIL	366 ROCK CAVE RD, ROCK CAVE, WV 26234	\$1,200.00	\$15.00	CASH	NEW SIDING	SELF
6/17/2019	7766	11705	RICE, RANDY G	239 MT CARMEL RD, BUCKHANNON, WV 26201	\$8,432.00	\$15.00	CASH	22' X 24' STEEL BUILDING	STEEL BUILDINGS & STRUCTURES INC, PO BOX 1287, MOUNT AIRY, NC 27030
6/17/2019	7767		JENNINGS, CARL	27 BEECH AVE, PHILIPPI, WV 26416	\$3,000.00	\$15.00	CASH	16' X 20' GARAGE	SELF
6/17/2019	7768	16687	JENNINGS, CARL	27 BEECH AVE, PHILIPPI, WV 26416	\$4,000.00	\$15.00	CASH	12' X 30' ADDITION TO CABIN	SELF
6/17/2019	7769	81808	SMITH, JUDY M	PO BOX 832, BUCKHANNON, WV 26201	\$70,000.00	\$15.00	CHECK	16' X 76' SINGLE WIDE MOBILE HOME WITH 10' X 16' FRONT PORCH AND 10' X 10' BACK PORCH	CLAYTON HOMES INC, PO BOX 4098, MARYVILLE, TN 37802
6/18/2019	7770	16767	POLING, ROBIN	98 ALPINE DR, MONTROSE, WV 26283	\$800.00	\$15.00	CHECK	REPLACING ROOF	SELF
6/18/2019	7771	2349	WORKMAN, ROBERT EVERETT	2803 MCDERMOTT RIDGE RD, BUCKHANNON, WV 26201	\$72,000.00	\$15.00	CC	16' X 80' MOBILE HOME WITH PORCH	CLAYTON HOMES INC, PO BOX 4098, MARYVILLE, TN 37802
6/19/2019	7772	80341	MCDANIELS, RONALD LEE	8 JUSTAMERE LN, BUCKHANNON, WV 26201	\$3,000.00	\$15.00	CASH	30' X 10' PORCH ROOF	SELF
6/24/2019	7773	6838	KOON, DOROTHY	180 MORRIS ST, BUCKHANNON, WV 26201	\$4,700.00	\$15.00	OL	REMOVE AND REPLACE SHINGLES	HOME WIZARDS INC, 1314 SPAGNOL LN, WESTERVILLE, OH 43081
6/24/2019	7774	6514	CAMPBELL, MARGARET	1241 HICKORY FLAT RD, BUCKHANNON, WV 26201	\$7,000.00	\$15.00	CHECK	26' X 60' RE-ROOF - METAL	ADKINS CONTRACTING, 3745 WILSON RIDGE ROAD, DUCK, WV 25063
6/24/2019	7775	76	ROHR, GLENN H	3520 OLD WESTON RD, BUCKHANNON, WV 26201	\$10,000.00	\$15.00	CHECK	REROOF METAL OVER SHINGLES	SELF
6/25/2019	7776	5571	HART, CATHLEEN	215 EVERGREEN DR, BUCKHANNON, WV 26201	\$975.00	\$15.00	CHECK	DE-WATERING W/SUMP PUMP	BASEMENT SYSTEMS OF WV INC, 1807 W PIKE ST STE C, CLARKSBURG, WV 26301
6/25/2019	7777	2386	TURNER, MAGGIE AND DANIEL	173 STILL RUN RD, BUCKHANNON, WV 26201	\$4,449.00	\$15.00	OL	VAPOR BARRIER W/SUMP PUMP	BASEMENT SYSTEMS OF WV INC, 1807 W PIKE ST STE C, CLARKSBURG, WV 26301
6/25/2019	7778	12703	HIGGINBOTHAM, ANDREW	169 ALLMAN AVE, BUCKHANNON, WV 26201	\$5,000.00	\$15.00	CC	REPLACE ROOF SHINGLES	SELF



[illegible]

# Pop Up Farmer's Market

North Buckhannon Riverfront Park  
Wednesday, July 24th • 10am - Noon  
Free, Fun, & Open to the Community

Open to families with  
children under 5 years old.  
Each child will receive free  
tokens to spend on produce!

Activities, Books, &  
Free Play in the Park

Learn about healthy food  
& drink choices & kid  
friendly veggies!



**FREE EVENT!**  
Fun, Food & Play



Parents as Teachers®

LEWIS COUNTY **FAMILY  
RESOURCE  
NETWORK**

Sponsored by West Virginia University Family Nutrition Program

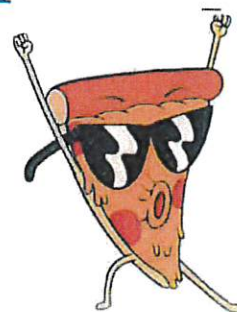


# Upshur County Foster Care/ Adoption Support Group

**Kick-off party**

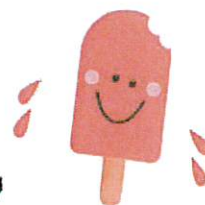
**Tuesday, July 30th from 6pm**

**8pm**



**This is a free,  
fun, family  
event with  
pizza, drinks,  
snacks, and  
fun!**

This new support group is for  
anyone from those thinking  
about  
fostering/adopting, to newbies in  
the system, to veterans who  
have fostered for years or  
have adopted.



Any county welcome. Questions? Call or email the Upshur  
County FRN at 304.473.1051 or [upshurfn@yahoo.com](mailto:upshurfn@yahoo.com)



Lewis/Upshur LEPC  
Meeting Agenda- July 17<sup>th</sup> 2019

Lewis County EMS

1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. Approval of minutes of previous meeting
4. Approval of Financial Report
5. Chairman's comments:  
Finished third week of Basic Academy.
  - a) Introduction of guests
  - b) SERC Conference is August 20<sup>th</sup> -22<sup>nd</sup>. @ Canaan Valley
6. Grant Updates:
  - a) Discussion of all grants
7. Committee reports:
  - a) Membership
  - b) By Laws
  - c) Public Education
  - d) Annual exercise planning team (HSEEP)
  - e) Hazard Assessment and Planning
8. Tier II Reports:
9. Off Site Emergency Response Plans:
10. Old Business  
**Vote on frequency of meetings**
11. New Business
12. Membership comments
13. Public comments
14. Adjournment

**Next scheduled LEPC meeting  
August 21<sup>st</sup> in Buckhannon**





**UPSHUR COUNTY PUBLIC LIBRARY  
Annual Meeting Agenda  
Wednesday, July 17<sup>th</sup>, 2019, 4:00 p.m.**

- I. Call to Order
- II. Reading/Approval of last year's annual meeting minutes
- III. Election of Officers
- IV. Adjournment

**Board of Directors Special Meeting Agenda  
Wednesday, July 17<sup>th</sup>, 2019, 4:00 p.m.**

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
  - A. Personnel Manual Revisions
  - B. Parking lot construction progress
- VI. New Business
  - A. Depository Bond Approval
- VII. Friends of the Library update - Ann
- VIII. Setting date of next Board meeting
- IX. Adjournment



**A. Call to Order**

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

**B. Recognized Guests**

- B.1 Recognition of June BEST Award Winner Brad & Kim Lincicome
- B.2 Recognition of July BEST Award Winner Dr. Kathy Gregg
- B.3 David Howell-CPA Exit Audit Report
- B.4 Dr. Joseph Reed-Green Bean Proclamation & Tobacco Coalition
- B.5 Ben Davis-Water Department Videography

**C. Department & Board Reports**

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

**D. Correspondence & Information**

- D.1 Proclamation-Camp Lejeune Base Motor Transport Third Platoon Day
- D.2 Thank You Letter to Ben Davis RE: Videography of City Water Department Operations
- D.3 Thank You Letter to John Jenkins RE: Gift Supporting SYCC Capital Campaign
- D.4 Letter of Agreement-COB & Danhill Construction Company RE: S. Spring St. Grading & Resurfacing
- D.5 CityPR: City/ART26201 Collaboration Pays Dividends with Another \$67,000 toward Colonial Theatre
- D.6 Letter to J.F. Allen Company & Tim Shaw RE: Prospects of Development on U.S. Route 33
- D.7 Letter from Micrologic RE: Proposal to Provide Service to the City of Buckhannon
- D.8 Project Approval FEMA Hazard Mitigation Grant Program Application 1 & 2
- D.9 Report of Cat & Dog Activity –Upshur County Commission-May & June 2019
- D.10 Bid Opening Results –Purchase of GPS Equipment & Software
- D.11 CityPR: World UFO Day, Gray Barker Remembered at the Colonial Theatre
- D.12 Proclamation-American Cancer Society Relay for Life
- D.13 City Employee & Family Picnic at Jawbone Park on August 29, 2019 5-7:30pm
- D.14 City to Participate at the WVWC Bobcat Fair on August 24, 2019

**E. Consent Agenda**

- E.1 Approval of Minutes-Regular meeting 07/02/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Accept Resignation Robert Barbor City Horticulturist
- E.5 Approval Copier Lease for City Hall

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

- F.1 Horticulturist Position-Advertisement- Job Description
- F.2 Acceptance & Authority to Execute Agreement RE: Colonial Theatre Phase III Grant Award- WV Culture & History
- F.3 Recommended Revisions to Animal Care & Control Ordinance-Commission Membership & Prizing of Animals Prohibited at Any Event in the City Limits
- F.4 Appointment of Technology Committee
- F.5 Continued Discussion Draft Ordinance No. 437 Employee Health Insurance
- F.6 Continued Discussion Part Time Firefighter/Home Rule
- F.7 Generator Grant No. 2 Project Approval
- F.8 Approval GPS Equipment & Software Bid Opening Results
- F.9 Approval Revised Gateway West Phase II Construction Agreement
- F.10 Review Draft City of Buckhannon 2025 Comprehensive Plan

**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 Randy Sanders

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

**I. Adjournment**

**Next Regular Scheduled City Council Meeting Thursday, August 1, 2019**

**Posted 07/15/19**



**Upshur County Solid Waste Authority**  
**Board of Directors Meeting**  
**MINUTES**  
**June 10, 2019**

Chair Joyce Harris-Thacker called the regularly scheduled meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on June 10, 2019.

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

Minutes of the May 13, 2019 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jackie and second by Mary. Motion carried. The minutes were signed by the Chair and Director.

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

- REAP Account \$ 100.00
- SWMB Account \$ 2,068.18
- Money Mkt Account \$ 19,545.30
- Operating Account \$ 10,991.60

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

**Director's Report:**

Burl Smith presented a written copy of the Director's Report for the Period from May 14, 2019 to June 10, 2019, a copy of which is attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

**Recognition of Guests:**

Jeff Wamsley gave an update of some recent recycling problems. There was a load of newspapers/magazines rejected because of it containing about 40% office type paper, instead of a maximum of 20%. This may lead to significant changes being required to meet the requirements. Because of the cooperative agreement with the City and UCSWA, any changes are of great importance to the UCSWA. Jeff will have a report for the 7/2/19 City of Buckhannon Waste Collection Board. Our SWA Board members need to be at that meeting.

**Old Business: None.**



### New Business:

- **FY 2020 WV DEP REAP Grant Application, Review and Acceptance--** Burl presented the application containing five line items totaling \$5905.00 as follows:
  1. Spring and fall free 3-hour paper shred event.
  2. Fund School Bounty Program for FY 2020.
  3. Office Telephone.
  4. Promo Items for Adults—Adhesive Notepads.
  5. Promo Items for Youth-Silicone Wristbands.

After review of the application, a motion to accept the application and authorize the chair to sign the required documents was made by Paul with a second by Mary. The motion carried unanimously.

- **FY 2020 Budget Review and Approval** --- Burl presented a budget for review and comment which was the same as the draft budget presented at the May meeting. A motion to approve the proposed budget for FY 2020 was by Jackie. Second by Paul. Motion carried.

**Board Member Items:**

Burl noted that no response has been received from the WV Public Service Commission about the reappointment of Jackie to another term. It is expected to arrive before the July meeting.

With no further business, the meeting adjourned at 5:20 PM.

Respectfully Submitted,

Burt Smith

Burl J. Smith, Director

June 10, 2019

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

Lehman-Hacker

Joyce Harris-Thacker, Chair

**The Director's Report is attached on Pages 3 of 3.**

**The FY 2020 Budget is attached as a 4<sup>th</sup> page (pdf file FY UCSWA 2020 Budget)**



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# UPSHUR COUNTY SOLID WASTE AUTHORITY

## DIRECTOR'S REPORT---Burl Smith

Period from May 14, 2019 to June 10, 2019

### Activities include:

- Prepared and distributed by email the minutes of the 5/13/19 meeting.
- Checked [upshurswa@yahoo.com](mailto:upshurswa@yahoo.com) email daily.
- Checked mail at Post Office 2 or more times per week.
- Received email of Direct Deposit to Operating Account of SWMB Assessment check (\$1726.70) on 5/17/19. I made a copy of the notice and put in file.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for May, 2019. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the regularly scheduled 6/9/19 meeting. Posted Agenda on the office window and emailed to UCSWA Board, Upshur County Commission, press, etc. Also, posted the meeting notice on the WV Secretary of State's office meeting notice website.
- Pickup of litter at Crossroads Recycling Center was done once this month.
- Received WVCORP director's insurance invoice and paperwork. Need to send back notice and pay from SWMB Grant account.
- Checked with Annette Hoskins on status of the campers to Junior Conservation Camp which we sponsor. Awaiting reply.
- Presented Bounty Award checks at the Upshur County Principal's meeting at 9:00 AM on 5/15/19. Sent picture and info to the Record Delta newspaper and they had a nice article on the front page of the paper.
- Worked on FY 2020 UCSWA Budget for presentation at the June Board meeting
- Completed work on FY 2020 REAP Grant. This is to be considered at the June meeting.
- Set up booth and worked Rachel's Challenge event at BU High School from 9:00 AM to 1:00 PM. This event had all Upshur County 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders in attendance. Made contact with most of the 800 students in attendance. I gave out Recycling stickers for them to wear which helped in knowing that contact was made.
- The Tire Amnesty Event took place on 6/1/19 at the City of Buckhannon Transfer Station.

*Thanks---Burl*



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*Thanks---Burl*

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Tennerton Public Service District  
Monthly Meeting  
June 12, 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 June 12, 2019

In attendance were Joe Tenney, Elmer Tenney and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Joe Tenney, chairman. The minutes of the previous meeting held on May 8, 2019 were read, motion to approve by Joe Tenney, seconded by Elmer Tenney.

With manager Terry Gould and board member John Barnes absent, no business was discussed.

With a quorum present, a motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

Motion was made by Joe Tenney to adjourn, seconded by Elmer Tenney.

Respectfully Submitted

  
Secretary

  
Chairman





Upshur County Safe Structures and Sites  
Enforcement Board  
June 13, 2019

Members present: Greg Harris, Chris Cook, Chris Garrett and Rick Harlow

Members absent: Brian Shreves

Others present: Tabatha Perry

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

The April 11, 2019 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Greg Harris the meeting minutes were approved as presented.

**The Enforcement Board reviewed the following cases:**

012017-01 and 012017-02 (George) – The Board discussed the current condition of this property. Over time, various agencies such as the WV Fire Marshall, the Dept. of Agriculture and the Buckhannon-Upshur Health Dept. became involved in this case. It was determined no further action could be taken based upon the current condition of the property. The property now looks to be mainly vacant and the DEP and Health Dept. are working to get a sewer for the community. The entire Adrian community to Abbott are being surveyed. On motion by Rick Harlow, seconded by Chris Cook, the Board moved to close this case.

020917-01 / 061319-03 (Wojnovich) – This property was sold during the tax sale on 11/15/17. With the 18 month period having expired, the Board moved to send correspondence to the new property owner.

061418-03 (Best) No action taken. Waiting until the end of the 18 month period to see if the new owner brings the property into compliance. Sold during the tax sale in November 2018. Discuss during May 2020 meeting.

121318-01 (Humphrey) – The Board reviewed photographs of the property and noted the expiration of the second extension. Tabatha noted Carrie's conversation with the complainant which took place on May 23, 2019. DNR has been contacted. On motion by Chris Garrett, seconded by Rick Harlow, the Board moved to turn the case over to the Commission.

011019-01 (Leichliter) – The Board reviewed photographs of the property and noted the property has been brought into compliance. On motion by Rick Harlow, seconded by Chris Cook, the Board moved to close this case.

041119-01 (Knight) – The Board reviewed photographs of the property. Chris Garrett will contact DEP to find out if the property qualifies as an "open dump". On motion by Rick Harlow, seconded by



Chris Garrett, the Board moved to provide the property owner with 60 days to bring the property into compliance (deadline 8/7).

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041119-02 (Perrine) -- The Board reviewed photographs of the property. Tabatha will touch base with Captain Benson to obtain an update on the compliance schedule. By consensus of the Board, a letter will be sent to the property owner requiring action to be taken by July 10<sup>th</sup>.

**The Enforcement Board reviewed the following new cases:**

061319-01 (Riffle) -- Reviewed complaint. On motion by Rick Harlow, seconded by Chris Cook, the Board moved to open this case and review photographs of the property at the next meeting.

061319-02 (Knically) -- Reviewed complaint. On motion by Rick Harlow, seconded by Chris Cook, the Board moved to open this case and review photographs of the property at the next meeting.

**Public Comment:**

None

**Other Business:**

The next meeting will be held on Thursday, July 11, 2019 at 4:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon.

By consensus of the Board, the meeting adjourned at 4:38 p.m.

Approved by:

  
\_\_\_\_\_  
Greg Harris, Enforcement Officer

07-11-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chris Garrett, Board Member


7/11/2019  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Harlow, Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kenneth "Brian" Shreves, Board Member

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chris Cook, Board Member

\_\_\_\_\_  
Date

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## Upshur County Fire Board Meeting June 18, 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, Guest, 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 May 21, 2019, were reviewed. On motion by Clifton Shaw, and second by Larry Alkire, the Board approved the minutes.

The Fire Fee Clerk reported the 2018 Fire Fees remain at 92 percent collected. Correspondence was received from the State Auditor's Office regarding federal grant money which is not applicable (n/a) to the Fire Board. The Fire Fee Clerk will complete and return as n/a.

On motion by Larry Alkire and second by Joe Gower, the Board approved the template provided by Ralston Press for the 2019 Fire Fees and approved the insert to promote the fire fee on one side and the 911 addressing on the reverse.

The checking account balance as of 05/31/2019 was \$75,474.13. The disbursement from the Chief Tax Deputy for the month of May was \$1,310.12.

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

- Software Systems---Invoice # 32758---Maintenance Charge May---\$216.00
- Hart Office Solution---Invoice # 186222---5/20/2019-8/19/2019---\$148.84
- Upshur County Commission---Reimbursement---Attorney Fee---4/4/2019---\$84.00

On motion by Joe Gower and second by Larry Alkire, the Board approved sending a letter to the WV CoRP advising to drop the automobile coverage and that the Board is awaiting advisement of the State Auditor to determine what is the minimum requirement for coverage and/or if the insurance can go back under the County Commission, as it was prior to Fiscal Year 2014.

There were 2 *Requests for Relief of Erroneous Assessment* tabled for further research. There were no corrective tickets this month.

There being no further business the meeting adjourned at 7:00p.m. The next meeting of the Board will be July 16, 2019.

  
Joe Malcolm, Chairman, Upshur County Fire Board

  
Board Member