

Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 24, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- October 10, 2019

9:05 a.m. Larry Lance, Upshur County Schools Counselor, Presentation of Red Ribbon Week Proclamation –
October 28rd through 31st, 2019 Page 4

9:15 a.m. Alan Tucker on behalf of the Buckhannon Band of Brothers - 2020 Calendar Campaign Kickoff.
Proceeds will be focused on the disadvantaged youth in Upshur County

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

3:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Approval and signature of WV Records Management and Preservation Board Resolution, Certification Form with priority ranking, and Grant Applications for Fiscal Year 2020-2021. The Upshur County Circuit Clerk requested \$10,000 and the Upshur County Assessor requested \$8,414 for a total amount of \$18,414 with a 10% cash match by the Upshur County Commission for all grant funds expended. The grant will allow for preservation and maintenance of county records for public and county use. *

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2. Approval and signature of the Letter of Agreement between the Upshur County Commission and Nate Kennedy, Consulting Engineer for Kennedy Forest Management Services, setting forth the terms of agreement for marking and selling timber on the Oscar Sayer Road property owned by the Upshur County Commission. The fee will be 9% of the timber sale value. *

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3. Review and signature of the Upshur County Fire Board, Inc. incentive for the four Tax Deputies who process Fire Fees collected in the Sheriff's Office. Each Tax Deputy will be compensated with an annual \$520.00 supplement to be divided over 26 pay periods. The total cost to the Fire Board for one year is \$2,467.92. This supplement will begin with the first pay period in October and will be contingent upon an annual review in September of each year. *

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4. Approval and signature of Federal Aviation Administration Outlay Request Number 9-Final in the amount of fifty-one thousand three hundred thirty-three dollars (\$51,333) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV. *

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5. Approval of Lewis–Upshur Animal Control Facility Volunteer Dodie Arbogast. * Under separate cover
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 Kathy Yates, WVACO, announcing possible eligibility for West Virginia livestock farmers impacted by the recent drought conditions to apply for cost-share funding to assist in purchasing water tanks and fittings needed to provide their animals with water. Page 25-26
2. Correspondence from David E. Godwin, Upshur County Prosecuting Attorney, announcing his retirement effective November 30, 2019. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
3. Revised 2019 Board of Assessment Appeals Agenda Page 27
4. Upshur County Sheriff's Financial Statement for period ending September 2019 Page 28-29
5. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - James W. Curry Public Library Calendar of Events for November 2019 Page 30
 - b. Agendas and/or Notice of Meetings:

• Upshur County Youth Camp Board	September 19, 2019	<u>Page 31</u>
• Buckhannon-Upshur Parks and Recreation Advisory Board	October 7, 2019	<u>Page 32</u>
• Upshur County Fire Board, Inc.	October 15, 2019	<u>Page 33</u>
• Upshur County Public Library	October 16, 2019	<u>Page 34-36</u>
• Lewis/Upshur LEPC – Lewis location	October 16, 2019	<u>Page 37</u>
• Upshur County Farmland Protection	October 17, 2019	<u>Page 38</u>
• City Council of Buckhannon	October 17, 2019	<u>Page 39</u>
• James W. Curry Library / Park Advisory Board	October 23, 2019	<u>Page 40-41</u>
 - c. Meeting Minutes:

• Upshur County Safe Sites & Structures Enforcement Board	August 8, 2019	<u>Page 42-43</u>
• Upshur County Family Resource Network	September 9, 2019	<u>Page 44-45</u>
• Upshur County Fire Board, Inc.	September 17, 2019	<u>Page 46-47</u>
• Upshur County Youth Camp Board	September 19, 2019	<u>Page 48-49</u>
• Upshur County Public Library Board of Trustees	September 25, 2019	<u>Page 50</u>
 - d. Meetings:
 - 10/01/19 5:30 p.m. Elkins Road PSD
 - 10/01/19 4:00 p.m. Hodgesville PSD

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- 10/03/19 7:00 p.m. Banks District VFD
- 10/03/19 7:00 p.m. Selbyville VFD
- 10/14/19 12:00 p.m. Upshur County Family Resource Network
- 10/14/19 4:30 p.m. Upshur County Solid Waste Authority - CANCELLED
- 10/14/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 10/14/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
- 10/08/19 7:30 p.m. Adrian VFD
- 10/03/19 6:00 p.m. Buckhannon-Upshur Board of Health
- 10/23/19 7:00 a.m. Upshur County Development Authority
- 10/16/19 12:00 p.m. Upshur County Senior Center Board
- 10/10/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 10/09/19 7:00 p.m. Warren District VFD
- 10/10/19 10:00 a.m. Adrian PSD
- 10/09/19 3:00 p.m. Tennerton PSD
- 10/10/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 10/10/19 7:30 p.m. Buckhannon VFD
- 10/10/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 10/17/19 6:30 p.m. Upshur County Youth Camp Board
- 10/20/19 6:00 p.m. Washington District VFD
- 10/21/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce – Wildlife Center
- 10/16/19 4:00 p.m. Upshur County Public Library Board
- 10/15/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 10/15/19 6:30 p.m. Upshur County Fire Board, Inc.
- 10/22/19 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 10/09/19 7:00 p.m. Ellamore VFD
- 10/16/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 10/17/19 2:00 p.m. Upshur County Farmland Protection Board
- 10/23/19 10:00 a.m. James W. Curry Advisory Board
- 10/16/19 7:00 p.m. Upshur County Fire Fighters Association
- 10/09/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 10/28/19 10:00 a.m. Mountain CAP of WV, Inc., a CDC
- 12/13/19 11:00 a.m. Region VI Local Elected Officials

6. Appointments Needed or Upcoming:

Tabled Items

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

1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11).

**Next Regular Meeting of the Upshur County Commission
October 31, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex**



PROCLAMATION

RED RIBBON WEEK

October 28 – 31, 2019

WHEREAS, the Upshur County Commission values the health and safety of all our citizens; and

WHEREAS, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides; and

WHEREAS, it is the goal of the Red Ribbon Campaign and the Upshur County Commission to involve families, schools, businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and establish an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug use; and

WHEREAS, the Red Ribbon Campaign promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs or the illegal use of legal drug; and

WHEREAS, there are many activities planned during the Red Ribbon Campaign in Upshur County. The theme this year is SEND A MESSAGE - STAY DRUG FREE.

NOW, THEREFORE, the Upshur County Commission does hereby proclaim October 28 – 31, 2019 as **RED RIBBON WEEK** in Upshur County, West Virginia, and encourages all citizens to join in drug prevention education activities this week and all year long, to protect our community from the dangers of drugs and alcohol.

Given under our hands this 24th day of October, 2019

Samuel R. Nolte,
President

Terry B. Cutright,
Commissioner

Kristie G. Tenney,
Commissioner

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**West Virginia County
Records Management and Preservation Board
Grant Application
2020-2021**

Please complete and return pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

Applicant Contact Information:

County:	Upshur
County Office:	Upshur County Circuit Clerk
Name of Office Holder:	Brian P. Gaudet
Mailing Address:	Upshur County Courthouse Annex RM 304 38 W. Main Street Buckhannon, WV 26201-2259
Telephone Number	304-472-2370
E-Mail Address:	bpgaudet@upshurcounty.org

County Commission President:	Samuel R. Nolte
Mailing Address:	Upshur County Commission 91 W. Main Street Buckhannon, WV 26201
Telephone Number:	304-472-0535
E-Mail Address:	srnolte@upshurcounty.org

County or Grants Administrator:	Carrie L. Wallace
Telephone Number:	304-472-0535 ext. 3
E-Mail Address:	clwallace@upshurcounty.org

Activity Description:

Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.

The Upshur County Circuit Clerk's 2020-2021 Records Management and Preservation Board Grant second phase of the project will be the scanning of both Upshur County Chancery Order Books and Civil Order Books. This second phase of the project is estimated to target 110 order books and the overall project will require the estimated completion of 350 order books. The Order Books are 8 ½ "x 11", 8 ½ "x 14", and 11"x 17" bound and unbound order books, which will include Chancery, Civil, Law, Criminal, Juvenile, Domestic Relations, and Misc. volumes. This funding will be used to contract with Compucom, Inc., a digital imaging and microfilming company, to improve access/preservation of records through digitization. The intent is to convert the original order book paper into digital images. For qualification of the selected company, please see attached documents. With the support of the Upshur County Commission this project will take three to four years to complete. The second phase of the project will take approximately ninety business days to complete.

Identify specific record titles, date spans, and quantity (example: Will Books, Volumes 1-20).

The Upshur county Circuit Clerk's plan is to scan Chancery and Civil Order Books dated from 1851 to 1992. Approximately 110 order books in total and the overall project will digitize 350 total books. These order books may include up to 800 pages per book and total almost 90,000 pages of orders.

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

This Grant will encompass the most essential duty of the Circuit Clerk: the preservation and maintenance of county records for public and county use. The objective is to stabilize and preserve records under the care of the Circuit Clerk. Over the last 160 years, the Upshur County Circuit Clerk's Order Books have been stored in a variety of locations, some of which were not conducive to the protection and preservation of records. In addition these records are subject to fire and water damage at their current locations. This project will allow the Upshur County Circuit Clerk to store these essential records in an offsite location and will allow the Circuit Clerk staff and public to view a digital image of records without requiring the order books to be handled, thereby preserving these documents for the future.

Provide statement about past and future activities to protect records.

On January 1, 2000, the Upshur County Circuit Clerk's office began scanning all documents filed with the Circuit Clerk's office. One year prior to this project of attempting to scan every file, the Clerk's office moved to the Courthouse Annex, a separate building from the Courthouse, which provided a larger and more environmentally friendly storage space. In 2010, the Upshur County Circuit Clerk received a grant from the West Virginia Records Management and Preservation Grant Program to obtain four additional desktop scanners. The additional scanners have helped the Circuit Clerk staff to be more efficient and preserve records in a timely, ongoing manner. During the last few years, the Upshur County Circuit Clerk obtained a grant to improve access and preservation of Chancery and Law records through digitization. In addition, the Circuit Clerk's office has indexed Chancery and Law records dated 1851 through current.

The Upshur County Circuit Clerk's long term goal is to have digital records of all documents recorded in the Circuit Clerk's office, with a back-up set of original physical records. This Project addresses the need to better preserve the oldest and most crucial documents recorded in the Circuit Clerk's office, and will provide the means to improve record preservation in Upshur County.

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Project Budget (Attach Cost Estimates):

Eligible Project (see page 2)	Estimate of Total Cost	RMPB Request (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)	N/A	N/A
Records Storage and Shelving (\$15,000 maximum award)	N/A	N/A
Reformatting (\$10,000 maximum award)	11,000.00	10,000.00
Equipment (\$10,000 maximum award)	N/A	N/A
Conservation (\$5,000 maximum award)	N/A	N/A

Total RMPB Request

\$ 10,000.00

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.



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BRIAN P. GAUDET

CLERK CIRCUIT COURT, UPSHUR COUNTY
UPSHUR COUNTY COURT HOUSE ANNEX, RM 304
38 WEST MAIN STREET
BUCKHANNON, WEST VIRGINIA 26201-2259
VOICE (304) 472-2370 • FAX (304) 472-2168
www.upshurcounty.org • bpgaudet@upshurcounty.org

TWENTY-SIXTH JUDICIAL CIRCUIT
JACOB E. REGER, JUDGE
KURT W. HALL, JUDGE

TERMS OF CIRCUIT COURT
SECOND MONDAY IN JANUARY
SECOND MONDAY IN MAY
SECOND MONDAY IN SEPTEMBER

October 10, 2019

Denise Ferguson
West Virginia Archives and History
1900 Kanawha Blvd. E., Building 9
Charleston, WV 25305-0300

Re: 2020-2021 Records Management and Preservation Grant Application

Dear Ms. Ferguson,

I am writing to express my support for the above project. This year's project will be the scanning of Chancery and Civil order books. This grant allows the Upshur County Circuit Clerk staff and the public to view a digital image of Chancery and Civil order books without requiring the volumes to be handled. I believe this project addresses the need to better preserve the documents recorded in the Upshur County Circuit Clerk's Office and it is an important step toward improving record preservation in Upshur County.

Thank you for your consideration in this year's application. I am confident that this project will help the Upshur County Clerk's Office better serve the court system and our community.

Sincerely,

Brian P. Gaudet
Circuit 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

RESOLUTION

The County Commission of Upshur County met on October 24, 2019, with a quorum present and passed the following resolution.

Be It Resolved that the **County Commission of Upshur County, West Virginia** hereby authorizes **The Honorable Samuel R. Nolte, President** of the **County Commission of Upshur County**, to act on its behalf to submit and/or enter into a contractual agreement with the West Virginia County Records Management and Preservation Board to receive and/or administer grant funds pursuant to provisions of the Records Management and Preservation Board Grant Guidelines.

Date: _____

Signed: _____

Samuel R. Nolte
Upshur County Commission President

Attest:

Carol J. Smith
Clerk, Upshur County Commission

UPSHUR COUNTY COMMISSION
Upshur County Administrative Annex
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201
Equal Opportunity Employer (EOE)



Telephone: (304) 472-0535
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TDD Numbers
Business: 472-9550

Letter of Agreement to Provide Funding

Please be aware that the Upshur County Commission has the necessary funds and has agreed to provide the cash match required of the Records Management and Preservation Grant. Funding of this grant will allow the Office of the Circuit Clerk to address various needs regarding the preservation and accessibility of public records. If you have any questions or would require additional information, please contact the office of the Upshur County Commission.

Carrie L. Wallace
Upshur County Administrator

Date

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

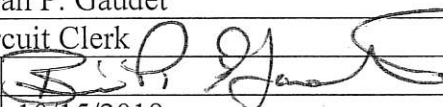
Correspondence, cost estimates and spreadsheets are attached to this application.

Certification Form:

I agree that funds granted under the Records Management and Preservation Board's Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Upshur
Name of County Commission President:	Samuel R. Nolte
Signature of County Commission President:	
Date:	
PRIORITY 1	
Name of County Office Holder:	Brian P. Gaudet
Title of County Office Holder:	Circuit Clerk
Signature of County Office Holder:	
Date:	10/15/2019
PRIORITY 2	
Name of County Office Holder:	Dustin W. Zickefoose
Title of County Office Holder:	Assessor
Signature of County Office Holder:	
Date:	

**West Virginia County
Records Management and Preservation Board
Grant Application
2020-2021**

Please complete and return pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

Applicant Contact Information:

County:	Upshur
County Office:	Upshur County Assessor
Name of Office Holder:	Dustin W. Zickefoose
Mailing Address:	38 W Main Street Room 102 Buckhannon, WV 26201
Telephone Number	304-472-4650
E-Mail Address:	dwzickefoose@upshurcounty.org

County Commission President:	Samuel R. Nolte
Mailing Address:	91 West Main Street Buckhannon, WV 26201
Telephone Number:	304-472-0535
E-Mail Address:	srnolte@upshurcounty.org

County or Grants Administrator:	Carrie Wallace/ County Administrator
Telephone Number:	304-472-0535
E-Mail Address:	clwallace@upshurcounty.org

Activity Description:

Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.

This grant will be utilized to scan and digitize property review documents, transfer documents and personal property assessment forms in the Upshur County Assessor's Office. The work will be completed internally by a part-time employee with the use of existing software. The project is estimated to take approximately 8-10 months.

Identify specific record titles, date spans, and quantity (example: Deed Books, volumes 1-200).

These funds will be used to scan and digitize personal property assessment forms, transfer documents, and property review records in the Upshur County Assessor's Office. Upshur County currently stores these documents in filing cabinets. Personal property assessment forms and property review documents on hand for the prior 5-year period will be digitized as well. The assessment forms and review documents total about 75,000 items. Transfer documents are frequently referenced and are on hand dating to the 1930's. Digitizing and preserving these records will make for easier accessibility in day to day work.

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

The benefits to this project include record preservation and eliminating wear and tear to the physical documents. The project will also allow a better system for searching and utilizing the information and will free floor space in The Upshur County Assessor's Office.

Provide statement about past and future activities to protect records.

- 1) The personal property assessment forms are currently stored in a large electronic filing cabinet. These records are required to be preserved for 5 years. Staff in the Assessor's Office refers to these records when there is a discrepancy.
- 2) The property review documents are used by the Appraisers when completing the reappraisal each year. These documents have hand-written notes from field review each review cycle and are referenced from year to year.
- 3) Transfer documents are provided to the Upshur County Assessor by the Upshur County Clerk. The transfer slips are referenced to complete ownership transfers for tax purposes. These documents are often referred to when conducting research.

Project Budget (Attach Estimates):

Eligible Project (see Page 3)	Estimate of Total Cost	RMPB Request (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)	\$9,255	\$8,414
Records Storage and Shelving		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$5,000 maximum award)		

Total RMPB Request

\$8,414

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

This project will take approximately 40 weeks utilizing a temporary part-time employee.

The labor breakdown is as follows:

19.5 hours per week at a rate of \$11.00 per hour. The maximum time requested is 40 weeks, totaling \$8,580. $\$8,580 \times 6.2\%$ (Social Security) + $\$8,580 \times 1.45\%$ (Medicare) + $\$8,580 \times .22\%$ (Worker's Compensation) = \$9,255.

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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

10/23/2019

Ms. Ferguson & Mr. Geiger,

Please accept this letter in support of my application for West Virginia Records Management and Preservation Board Grant. I have enclosed the completed application and documents describing the project.

This grant will be utilized to scan and digitize property review documents, transfer documents, and personal property assessment forms in the Upshur County Assessor's Office. The work will be completed internally by a part-time employee with the use of existing software. The project is estimated to take approximately 8-10 months.

I feel it is important to preserve these records while making the information obtainable to the end user in the most efficient manner available. Digitizing these items will also preserve and maintain the integrity of the physical documents.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Dustin W. Zickefoose".

Dustin W. Zickefoose

Upshur County Assessor

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

RESOLUTION

The County Commission of Upshur County met on October 24, 2019, with a quorum present and passed the following resolution.

Be It Resolved that the County Commission of Upshur County, West Virginia hereby authorizes The Honorable Samuel R. Nolte, President of the County Commission of Upshur County, to act on its behalf to submit and/or enter into a contractual agreement with the West Virginia County Records Management and Preservation Board to receive and/or administer grant funds pursuant to provisions of the Records Management and Preservation Board Grant Guidelines.

Date: _____

Signed: _____

Samuel R. Nolte
Upshur County Commission President

Attest:

Carol J. Smith
Clerk, Upshur County Commission

An Equal Opportunity Employer

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
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TDD Numbers
Business: 472-9550
Emergency: 911

Letter of Agreement to Provide Funding

Please be aware that the Upshur County Commission has the necessary funds and has agreed to provide the cash match required of the Records Management and Preservation Grant. Funding of this grant will allow the Office of the Assessor to address various needs regarding the preservation and accessibility of public records. If you have any questions or would require additional information, please contact the office of the Upshur County Commission.

Carrie L. Wallace
Upshur County Administrator

Date

Certification Form:

I agree that funds granted under the Records Management and Preservation Board's Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Upshur		
Name of County Commission President:	Samuel R. Nolte, Commissioner		
Signature of County Commission President:			
Date:	10/24/19		
PRIORITY 1			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
PRIORITY 2			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
PRIORITY 3			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			

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

October 10, 2019

Upshur County Commission
91 West Main Street
Buckhannon, WV 26201

SUBJECT: Letter of Agreement

The intent of this letter is to set out the terms of agreement on how marking and selling a timber sale on Upshur County's Oscar Sayre Road lands will be conducted as well as to provide authorization to proceed. This agreement is similar to an agreement made between Upshur County and Nate Kennedy in June 2016 for timber sale preparation, sale, and contract administration for a timber sale located on Curry Park. The current timber sale is located on Map Parcel #4R-35, Banks District, Upshur County, WV and is ~1/2 mile south of Holly Grove Road along the east edge of Oscar Sayre Road. This agreement will focus on the Oscar Sayre Road parcel containing 52.5 acres of land and will consist of ~40-45 acres of marked timber. The following terms and conditions will apply:

1) Mr. Kennedy agrees to mark those trees which are to be harvested with paint using a tree number at chest high on the uphill side, a circular spot at chest high on the downhill side, and a spot below the projected stump level of the tree. Each tree will be measured for species, diameter, height, and tree grade to determine sawlog volumes by species and quality. For sale purposes, timber volumes will be determined using Doyle scale.

2) Preparation of the timber sale will begin in mid-October, 2019 with a timber sale auction date during winter 2020.

3) The timber sale will be advertised and sold as a lump sum sealed bid timber sale with the highest bidder being awarded the timber sale contract. An appraised value will be determined to use as a guide for the bidding process. Upshur County Commission has the right to reject any bids which are below the appraised value.

4) Roads have already been built for a previous timber harvest. If additional roads are needed, Mr. Kennedy will layout and/or designate any extra skid roads necessary for the harvest of timber. Mr. Kennedy will also provide all services needed for advertising, showing, auctioning, sale, and contract administration of the timber sale.

5) Mr. Kennedy's fees for the professional forestry services outlined will be 10% of the timber sale values. Payment for professional forestry services will be at the point in time when the timber sale has been sold.

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

7) Property line locations bordering Woody Lumber Company lands along the south and east boundaries have been walked and agreed upon by Delmas Woody (Woody Lumber Company representative) & Nate Kennedy (Upshur County representative). With the approval of Upshur County Commissioners, Delmas Woody will paint the south and east boundaries of Upshur County's Oscar Sayre Road parcel to mark the boundary for Upshur County's timber sale and a future timber harvest by Woody Lumber Company. Corners along the north property line have been found as well as remnants of an old fence along a portion of the line. A compass line will need to be run between 2 property corners for the remaining portion of the north property line. The west line is either Oscar Sayre Road or a painted line marked by a neighbor. At this point it appears that a survey will not be needed. However, should it be determined that a property line survey is required to determine the location of any and/or all property lines, the responsibility and cost of this will be borne by Upshur County Commission. Upshur County Commission also reserves the right to choose surveying contractors and to assist in location of property lines.

Upshur County Commission

Nathan Paul Kennedy 10/10/2019

Nate Kennedy – Consulting Forester
Dba Kennedy Forest Management Services

UPSHUR COUNTY FIRE BOARD, INCORPORATED

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Upshur County Courthouse Annex

38 West Main Street

Buckhannon, West Virginia 26201

(304) 473-2902

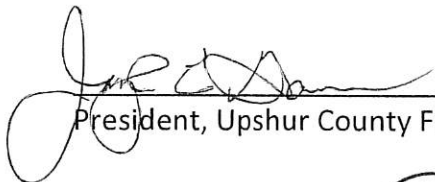
September 19, 2017

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

At the July meeting of the Upshur County Fire Board, Inc., an incentive was approved for the four Tax Deputies who process Fire Fees collected in the Sheriff's office. The Fire Board has agreed to compensate each Tax Deputy (Lesa Lipscomb, Natalie Nickelson, Sharon Hosaflook, and Laura Page) with an annual \$520.00 supplement to be divided over 26 pay periods. The total cost to the Fire Board for one year is \$2,467.92 and includes 11% retirement and 7.65% social security/fed-med.

The increase will begin with the first pay period in October and will be contingent on an annual review of the Board, Sheriff, and Commission in September of each year. In the event a new (5th) Tax Deputy is hired the Board will consider the new employee at the next annual review. If an employee leaves and is replaced, the incentive will transfer to the replacement employee.

Cc: Upshur County Sheriff



President, Upshur County Fire Board



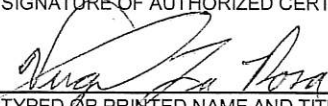
Fire Board Member



Upshur County Sheriff

President, Upshur County Commission

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REQUEST FOR ADVANCE OR REIMBURSEMENT		Approved by Office of Management and Budget, No. 80-RO181		PAGE 1 OF 1	
		1. TYPE OF REQUEST [] ADVANCE [] REIMBURSEMENT [X] FINAL [] PARTIAL		2. BASIS OF REQUEST [X] CASH [] ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-54-0039-032-2018		5. PARTIAL PAYMENT REQUEST NO. Request #9-FINAL	
6. EMPLOYER IDENTIFICATION NUMBER 30-0733276	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) July 12, 2019 TO: (MONTH / DAY / YEAR) October 10, 2019			
9. RECIPIENT ORGANIZATION Name: Buckhannon Upshur Airport Authority No. and Post Office Box 1042 Street: City, State and ZIP Code: Buckhannon, West Virginia 26201		10. PAYEE (Where check should be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:			
11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED					
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	\$36,762.00	\$33,509.13	\$3,252.87
e. Other Architectural engineering fees		\$0.00	\$0.00	\$0.00	\$0.00
f. Project Inspection fees		\$38,958.00	\$25,517.85	\$21,415.14	\$4,102.71
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	\$646,880.24	\$597,199.31	\$49,680.93
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	\$712,433.72	\$655,397.21	\$57,036.51
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	\$641,190.35		
t. Federal payments previously requested			\$589,857.00		
u. Amount requested for reimbursement					\$51,333.00
v. Percentage of physical completion of project			100%		
12. CERTIFICATION					
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 10/10/19	
		TYPED OR PRINTED NAME AND TITLE Virgil Larosa Vice-President, Buckhannon Upshur Airport Authority		TELEPHONE (304) 472-9437	
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED	
		TYPED OR PRINTED NAME AND TITLE Samuel R. Nolte President, Upshur County Commission		TELEPHONE (304) 472-0535	

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From: "Kathy Yates" <kathy@wvaco.org>

To: commissioners-listserv@wvaco.org, clerks-listserv@wvaco.org, assessors-listserv@wvaco.org

Subject: [commissioners-listserv] Farmers May Be Eligible for Funding

Date: 10/10/2019 9:31:28 AM

CHARLESTON — West Virginia livestock farmers impacted by recent drought conditions may be eligible to apply for cost-share funding to help them purchase water tanks and fittings needed to provide their animals with water.

Gov. Jim Justice declared a state of emergency last week because of the prolonged shortage of rainfall in all 55 counties. The latest U.S. Drought Monitor shows nearly all areas in the southern half of West Virginia fall in a moderate or severe drought designation. The northern half of the state is mostly considered "abnormally dry."

The State Conservation Committee on Monday approved the emergency program. It will provide 50% of the total cost of water tanks and necessary fittings, with a maximum reimbursement of \$400 per farmer, based on receipts.

Retroactive purchases of water tanks and fittings dating back to Sept. 1 will be eligible for reimbursement if the farmer provides receipts and documentation. The tanks may be filled with water from various sources and are to be used solely for the purpose of supplying livestock with drinking water. The life span of the program is five years, meaning a cooperator who receives a reimbursement for water tanks and fittings cannot apply again for another five years. Interested farmers should contact their local conservation district to participate in the emergency program.

The conservation districts, by county, include: In Doddridge, Gilmer, Harrison and Lewis counties, the West Fork Conservation District. Phone is 304-627-2160 and email is WFCD@wvca.us. In Braxton, Clay, Nicholas and Webster counties, the Elk Conservation District. Phone is 304-765-2535 and email is ECD@wvca.us. In Calhoun, Ritchie, Roane, Wirt and Wood counties, the Little Kanawha Conservation District. Phone is 304-422-9088 and email is LKCD@wvca.us.

In Marion, Monongalia and Preston counties, the Monongahela Conservation District. Phone is 304-296-0081 and email is MCD@wvca.us. In Barbour, Randolph, Taylor, Tucker and Upshur counties, the Tygarts Valley Conservation District. Phone is 304-457-3026 and email is TVCD@wvca.us. In

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Pleasants, Tyler and Wetzel counties, the Upper Ohio Conservation District. Phone is 304-758-2512 and email is UOCD@wvca.us.

Kathy Yates

Member Services



304-346-0591 Phone

304-552-7558 Mobile



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You received this message because you are subscribed to the Google Groups "WVACO Commissioners Listserv" group.

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To view this discussion on the web visit

https://groups.google.com/a/wvaco.org/d/msgid/commissioners-listserv/CAPZ0VCxG9Eogehpmohejr_3CcDEN456%3D4XbCovzqMwNkwP%2BaKg%40mail.gmail.com.

2019 Board of Assessment Appeals Agenda

October 23, 2019 1:00 pm

Upshur County Administrative Annex

91 W. Main St., Suite 101, Buckhannon, WV 26201

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Moment of Silent Meditation – Pledge of Allegiance

- i. Pringle House LP (VORYS, WODA Coopers Companies) Hearing – Request for continuance per WV Code 11-3-24b (b)
- ii. Consider extending Board of Assessment Appeals into November, 2019 per WV Code 11-3-24b (i) due to the scheduling of Greylock Pipeline Projects, LLC hearing with a with hearing examiner not being possible prior to October 31, 2019.

The Board of Assessment Appeals will reconvene on a date and time mutually agreed upon in coordination with Pringle House LP on or prior to Thursday, October 31, 2019 at the Administrative Annex located at 91 W. Main St. in Buckhannon, WV 26201



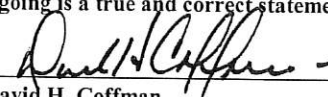
Upshur County Sheriff's Financial Statement

For Period Ending: September 2019

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FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,024,269.34	\$ 916,413.27	\$ (788,561.65)	\$ 2,152,120.96
FUND - 002 COAL SEVERANCE TAX FUND	\$ 3,151.76	\$ 0.17	\$ -	\$ 3,151.93
FUND - 003 DOG AND KENNEL FUND	\$ 23,325.08	\$ 5,399.80	\$ (3,930.69)	\$ 24,794.19
FUND - 004 GENERAL SCHOOL FUND	\$ 38,947.70	\$ 6,406.60	\$ (10,170.00)	\$ 35,184.30
FUND - 005 MAGISTRATE COURT FUND	\$ 2,556.71	\$ 1,460.10	\$ (269.91)	\$ 3,746.90
FUND - 006 WORTHLESS CHECK FUND	\$ 135,014.07	\$ 191.67	\$ -	\$ 135,205.74
FUND - 007 E-911 FUND	\$ 342,470.67	\$ 186,640.25	\$ (38,065.62)	\$ 491,045.30
FUND - 008 HOME CONFINEMENT FUND	\$ 29,611.77	\$ 6,526.78	\$ -	\$ 36,138.55
FUND - 013 CURRY PARK FUND	\$ 36,439.98	\$ 441.63	\$ (1,264.41)	\$ 35,617.20
FUND - 015 CURRY LIBRARY FUND	\$ 47,914.10	\$ 407.75	\$ (2,716.86)	\$ 45,604.99
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 127,950.25	\$ 30,012.99	\$ (127,855.25)	\$ 30,107.99
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 27,015.25	\$ 26,711.38	\$ (5,249.93)	\$ 48,476.70
FUND - 039 COAL REALLOCATION FUND	\$ 127,841.69	\$ 15.76	\$ -	\$ 127,857.45
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 575,908.27	\$ 79,689.54	\$ (35,896.38)	\$ 619,701.43
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 284,102.98	\$ 26,101.20	\$ (4,648.71)	\$ 305,555.47
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 700,130.24	\$ 1,701.41	\$ -	\$ 701,831.65
FUND - 059 CONCEALED WEAPONS FUND	\$ 24,929.73	\$ 1,349.78	\$ (1,177.97)	\$ 25,101.54
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,250.84	\$ 92.63	\$ -	\$ 5,343.47
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ (1,850.60)	\$ 13,189.40
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,485.58	\$ 0.06	\$ -	\$ 2,485.64
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 30,359.65	\$ -	\$ -	\$ 30,359.65
FUND - 079 SPAYING & NEUTERING FUND	\$ 48,402.61	\$ 450.00	\$ (1,265.00)	\$ 47,587.61
FUND - 080 COMM. CORR. FUND	\$ 118,669.23	\$ 31,249.00	\$ (8,755.65)	\$ 141,162.58
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 41,265.00	\$ (41,265.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 1,641.17	\$ (1,641.17)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 142.00	\$ (142.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 49.06	\$ (49.06)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 325.00	\$ (325.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 8,072.75	\$ (8,072.75)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 335.00	\$ (335.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 134,250.78	\$ 1,314.76	\$ (5,152.25)	\$ 130,413.29
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
FUND - 366 BOARD OF HEALTH FUND	\$ 361,646.69	\$ 5,602.49	\$ (29,424.01)	\$ 337,825.17
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 705.00	\$ 633.00	\$ (691.00)	\$ 647.00
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 1,116,136.74	\$ (1,116,136.74)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 565,406.13	\$ (565,406.13)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 74,398.02	\$ (74,398.02)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 8,927.71	\$ (8,927.71)	\$ -
FINAL TOTALS	\$ 5,349,157.60	\$ 3,145,510.60	\$ (2,883,644.47)	\$ 5,611,023.73
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 6,573,290.14	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (5,796,026.54)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 4,832,010.13			
NET BANK BALANCE	\$ 5,609,273.73			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 5,611,023.73			

I, David H. Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.


 David H. Coffman
 Sheriff & Treasurer, Upshur County

10/22/2019



Upshur County Sheriff's Financial Statement

For Period Ending: September 2019

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 1,389,495.14	\$ (135,644.40)	\$ 833,713.50	\$ 2,087,564.24
	COAL SEVERANCE-MMA	\$ 2,151.93	\$ -	\$ -	\$ 2,151.93
	E-911 -MMA	\$ 479,705.62	\$ -	\$ -	\$ 479,705.62
	CURRY PARK-MMA	\$ 33,085.31	\$ -	\$ -	\$ 33,085.31
	CURRY LIBRARY-MMA	\$ 41,732.45	\$ -	\$ -	\$ 41,732.45
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 276,387.00	\$ -	\$ 25,356.68	\$ 301,743.68
	CONCEALED WEAPONS	\$ 24,916.54	\$ -	\$ 185.00	\$ 25,101.54
	GENERAL TAX ACCOUNT-MMA	\$ 1,386,863.07	\$ (2,603,541.90)	\$ 1,216,678.83	\$ -
	BOARD OF HEALTH-MMA	\$ 296,072.46	\$ -	\$ 1,752.71	\$ 297,825.17
	UPSHUR CO. FIRE FEE-IBCK	\$ 155,543.59	\$ (127,875.25)	\$ 2,439.65	\$ 30,107.99
	UP CO COAL REALLOCAT-IBCK	\$ 127,857.45	\$ -	\$ -	\$ 127,857.45
	EMPLOYEE BENEFITS-IBCK	\$ 620,751.43	\$ (1,050.00)	\$ -	\$ 619,701.43
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.64	\$ -	\$ -	\$ 2,485.64
	COMMUNITY CORR. FUND-IBCK	\$ 145,819.95	\$ (4,657.37)	\$ -	\$ 141,162.58
	PARKS/REC CLEARING ACCT	\$ 50.00	\$ (50.00)	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 75.00	\$ (75.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 72,943.90	\$ (148,821.01)	\$ 122,441.17	\$ 46,564.06
	TAX CLEARING ACCOUNT	\$ 55,643.32	\$ (69,003.23)	\$ 13,359.91	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,058.78	\$ (1,058.78)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 53,568.77	\$ (44,078.94)	\$ 6,752.83	\$ 16,242.66
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 24,868.89	\$ (74.70)	\$ -	\$ 24,794.19
	GEN. CO. MISC-CKNG	\$ 38,931.20	\$ -	\$ -	\$ 38,931.20
	WORTHLESS CHECK FUND-CKNG	\$ 135,205.74	\$ -	\$ -	\$ 135,205.74
	E-911 -CNKG	\$ 34,864.91	\$ (23,525.23)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 36,138.55	\$ -	\$ -	\$ 36,138.55
	CURRY PARK-CKNG	\$ 2,531.89	\$ -	\$ -	\$ 2,531.89
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 4,611.79	\$ (800.00)	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,343.47	\$ -	\$ -	\$ 5,343.47
	JURY-CKNG	\$ 13,784.79	\$ (595.39)	\$ -	\$ 13,189.40
	SPAY.& NEUTER. DEP. FUND	\$ 47,737.61	\$ (150.00)	\$ -	\$ 47,587.61
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 16,886.30	\$ (22,365.00)	\$ 5,478.70	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 1,175.00	\$ (1,190.00)	\$ 15.00	\$ -
	STATE POLICE FUND-CKNG	\$ 212.75	\$ (325.00)	\$ 117.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 3,364.22	\$ (2,606,906.12)	\$ 2,603,541.90	\$ -
	TAX LEIN FUND-CKNG	\$ 130,734.29	\$ (321.00)	\$ -	\$ 130,413.29
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 23,918.22	\$ (3,918.22)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 470.00	\$ -	\$ 177.00	\$ 647.00
	BANK TOTAL	\$ 5,792,622.14	\$ (5,796,026.54)	\$ 4,832,010.13	\$ 4,828,605.73
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 701,831.65	\$ -	\$ -	\$ 701,831.65
	EE HEALTH CARE REIMB FUND	\$ 48,476.70	\$ -	\$ -	\$ 48,476.70
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 30,359.65	\$ -	\$ -	\$ 30,359.65
	BANK TOTAL	\$ 780,668.00	\$ -	\$ -	\$ 780,668.00
SUMMARY:					
	TOTAL ALL BANKS	\$ 6,573,290.14	\$ (5,796,026.54)	\$ 4,832,010.13	\$ 5,609,273.73
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 5,611,023.73

Wishing you a **HAPPY**
THANKSGIVING

UPSHUR COUNTY YOUTH CAMP BOARD AGENDA

September 19, 2019

Call to order 6:30 pm

Secretary report

Financial statement

Old Business:

1. Timber
2. Brownfield progress
3. CPG
4. Brochure
5. Farm dinner
6. Dog Warden's truck
7. Audit Exit meeting 10:00 am Friday, September 27, 2019 in the Sheriff's office

New Business:

Greg's Comments:

Adjournment

Next meeting: October 17, 2019 6:30 pm

WVU Extension Office

Adjournment

Notice of Meeting

Buckhannon-Upshur Parks and Recreation Advisory Board

Location: 91 W. Main Street

Date: October 7, 2019

Time: 5:30 PM

Agenda

1. Call meeting to order.
2. Approve Special Meeting minutes
3. Public comment
4. Review Float event
5. Signs/ Kiosks
6. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
7. Adjournment

Next Meeting: 5:30 PM, October 14, 2019 at Upshur County Administrative Annex

Notice of Meeting

for

Upshur County Fire Board, Incorporated

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street

Date: Tuesday, October 15, 2019

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---September 16, 2019

Public Questions/Comment Period

Distribution of the first disbursement of 2019 Fire Fee Funds to the VFDs in the amount of \$20,000.00 each

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

- Cumulative report
- Reminder letters

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 9/30/2019---\$215,188.86
- Disbursement from Chief Tax Deputy for September---TBD prior to meeting

Payment of Bills/Invoices

- Software Systems---Invoice #33139---Maintenance Charge September---\$216.00
- Upshur County Commission---Reimbursement---Payroll 3rd Quarter---\$8,128.42
- Upshur County Commission---Reimbursement---Quill Office Supply Order---\$189.65

Review and Approval of Tax Deputy Supplemental Payment \$2,467.92

Review and Approval of Draft of 2019 Audit

Review and Approval of Warren District VFD Financial Statement

Review and Approval of State Auditors Training for the Fire Fee Clerk

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---November 19, 2019---Adjournment

**UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting Agenda
Wednesday, October 16th, 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. Setting date for Ramp Dinner in 2020
- VII. Friends of the Library update - Ann
- VIII. Setting date of next Board meeting
- IX. Adjournment

I. Grants/Donations

A. Parking lot help

1. We have written a letter to the Upshur County Commission requesting some money for the street light portion of the parking lot project. On 10/10/2019, we received a response stating that they will give us a check for \$4000 out of coal severance funds to cover this part of the project, and may be willing to add more if the cost goes over \$4000.

B. Classy.com

1. Beth and I investigated using a website called Classy.com as a fundraising platform to use for targeted campaigns (such as the parking lot or Ramp Dinner). We are still trying to figure out the best way to utilize the site, however.
2. Classy provides two types of services, a free service that only allows one campaign or a permanent donation webpage to be run at a time, the other costs \$200-300/month, but allows unlimited campaigns and a permanent donation page, etc. We would be sticking with the free campaign, as we wouldn't be bringing in enough money to make the paid service worthwhile. Some benefits to using this website are:
 - a. Allow credit card donations, with a 7.2% fee for the credit card transaction an option to be paid by the donor
 - b. Can create a permanent donation page on our website

C. We would also like to explore using the county's online system for processing credit card transactions.

D. Backpack kits

1. A year or two ago, we started offering themed backpack kits for checkout by children on such topics as birdwatching, hiking, etc. We only have four of them now, and they have been extremely popular since we started these.
2. As part of the Elks Lodge partnership with the Warm Welcome to the Library program, the Elks Lodge will be donating \$600 to the Library to help with purchasing additional backpack kits for checkout by children.

II. Library computers/technology

A. E-Rate refund request submitted on October 8. We should be receiving \$6700-7000 back from USAC for our e-Rate refund for the work done with Raven Rock this year within a few weeks, which will be credited back to budget line 6250.

B. We have moved one of our catalog computers to the YA area to enable people to have a way to look items up without leaving this area. Having Raven Rock's WiFi service and a WiFi card installed in the computer enabled us to move the computer, as there are no data ports in the YA room. We are also going to try to find more convenient locations for other OPACs, now that we can move them without having to run data cables.

III. Staff Evaluations

A. Part time staff evaluations have been finished as of October 4. Full time staff evaluations have begun to be held as of October 8, and should be finished by the date of the board meeting.

IV. Toy Library

A. We would like to end the experiment with the Toy Library, and convert that space into a second, smaller meeting room for use by small groups or individual patrons who wish to have a quiet place to study or do work, etc.

1. A quiet study area has been something that has been a repeated request by patrons since at least 2017.
2. We never seem to get the staff time necessary to start the cataloging and processing for the Toy Library project, nor do we have the funds to get the type of materials that would make the Toy Library work well.
3. Several of the toys we had purchased for use in the Toy Library can be used by Bobbi to enhance her story time programming. The rest we can sell at some point.
4. The shelving we have purchased for the Toy Library is usable in other storage spaces to help organize those areas.

V. Programming

A. Programs over the past month

1. Shon Butler Book Signing – Friday, September 20 – 1 person purchased a book; a handful of others spoke with Mr. Butler while he was at the library.
2. Shanda Hoover Book Talk & Signing – Tuesday, October 1 @ 5:30 – 17 attendees
3. Early Out Movie – Aladdin – Friday, October 11 @ 2 – 15 attendees (4 adults, 11 children)

B. Upcoming programs

1. Gwyn Thorn Book Talk & Signing – Saturday, October 12 @ 10:30
2. Elks Warm Welcome to the Library event – Tuesday, October 15 @ 5-7
3. Patricia Harman Book Talk & Signing – Saturday, October 19 @ 1pm
4. Middle School Spooky Movie Night – Friday, October 25 @ 5:30-8
5. Medicare Open Enrollment Information Event – October 28 @
6. Free Blood Pressure Checks by WWWC Student Nurses – October 24 & 31, November 7 @ 10-1

VI. Outreach Events/Volunteers Update

A. We have a fourth new volunteer who started working this past month at the library, Beth Post.

VII. Affiliates

A. Paul and Beth visited Elkins on October 9 to do their Service Center evaluation and attend their board meeting. This will be the final Service Center evaluation needing to be done for 2019.

B. MALIA discounts with affiliates

1. So far, 5 affiliates have expressed interest in the extended MALIA discounts with Ingram and have been included under our account. We are at \$35,159 combined spending over the past 12 months, and if we can reach \$50,000, we will get free shipping on all orders of any size from Ingram.

C. Several of our affiliates have asked us to band together to order some item barcodes for them. The larger the number of barcodes we order, the better discount we can receive. Paul is taking on ordering item barcodes for several of our affiliates, as well as some other libraries in NorLN.

Upshur County Public Library
July through September 2019

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	TOTAL						
	Jul 19	Aug 19	Sep 19	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Income							
4020 · County Commission	9,125.00	0.00	0.00	9,125.00	36,500.00	-27,375.00	25.0%
4030 · Board of Education	0.00	23,425.00	0.00	23,425.00	93,700.00	-70,275.00	25.0%
4040 · Grant-In-Aid	0.00	23,707.00	0.00	23,707.00	94,829.00	-71,122.00	25.0%
4060 · WVLC Svcs. to Lib. (admin fees)	0.00	15,062.00	0.00	15,062.00	60,250.00	-45,188.00	25.0%
4130 · WVLC Enhancement Grant	0.00	0.00	0.00	0.00	14,428.00	-14,428.00	0.0%
4230 · Unrestricted Gifts	67.42	99.05	1,047.95	1,214.42	6,000.00	-4,785.58	20.24%
4235 · Unrestricted - Ramp Dinner	500.00	0.00	0.00	500.00	12,500.00	-12,000.00	4.0%
4240 · Restricted - Memorial/Gift Matl	0.00	0.00	2,300.00	2,300.00	2,000.00	300.00	115.0%
4310 · Interest	39.55	42.47	42.13	124.15	200.00	-75.85	62.08%
4420 · Copies/Fax	724.63	640.20	610.65	1,975.48	6,700.00	-4,724.52	29.49%
4450 · Fines	413.52	299.11	384.25	1,096.88	4,000.00	-2,903.12	27.42%
4490 · Other fees-cards, JD, earbuds	45.00	68.00	98.00	211.00	650.00	-439.00	32.46%
4730 · Fundraisers	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Income	10,915.12	63,342.83	4,482.98	78,740.93	332,757.00	-254,016.07	23.66%
Expense							
6020 · Wages	17,977.79	17,533.31	16,642.35	52,153.45	205,735.00	-153,581.55	25.35%
6030 · FICA	1,114.62	1,087.07	1,031.83	3,233.52	12,756.00	-9,522.48	25.35%
6040 · Medicare	260.68	254.24	241.30	756.22	2,983.00	-2,226.78	25.35%
6050 · WV Public Employees Retirement	1,445.89	1,391.16	1,308.90	4,145.95	16,326.00	-12,180.05	25.4%
6060 · Insurance (Employer Paid)	1,856.38	1,656.38	1,656.38	5,169.14	19,895.00	-14,725.86	25.98%
6061 · RHBT (Employer Paid)	672.00	672.00	672.00	2,016.00	8,064.00	-6,048.00	25.0%
6080 · WV Unemployment	52.79	54.32	53.30	160.41	1,537.00	-1,376.59	10.44%
6090 · Workers Comp.	0.00	0.00	6.94	6.94	727.00	-720.06	0.96%
6110 · Books	719.70	583.18	666.05	1,968.93	9,800.00	-7,831.07	20.09%
6112 · Memorial/Gift Materials	311.28	57.22	200.96	569.46	2,000.00	-1,430.54	28.47%
6140 · Periodicals/Newspapers	0.00	0.00	0.00	0.00	1,800.00	-1,800.00	0.0%
6143 · Electronic Books	0.00	2,192.95	-1,232.01	960.94	3,000.00	-2,039.06	32.03%
6151 · Audios	226.00	43.99	205.58	475.57	1,500.00	-1,024.43	31.71%
6152 · DVD's	0.00	118.78	90.39	209.17	1,200.00	-990.83	17.43%
6250 · Capital Expenditure	0.00	7,681.76	0.00	7,681.76	1,200.00	6,481.76	640.15%
6251 · Parking Lot Expenditures	10,717.89	0.00	65.00	10,782.89			
6310 · Office/Library Supplies	0.00	0.00	637.11	637.11	3,500.00	-2,862.89	18.2%
6350 · Postage	-18.05	363.00	87.25	432.20	1,200.00	-767.80	36.02%
6521 · Equipment/Furniture	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
6552 · Software/Elec. Sub./Maint. fees	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
6570 · Vehicle Maintenance	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
6720 · Bldg. Maint. (Inc. janitorial)	134.97	0.00	0.00	134.97	1,000.00	-865.03	13.5%
6742 · Utilities - Electric	0.00	1,471.97	1,436.45	2,908.42	25,000.00	-22,091.58	11.63%
6743 · Utilities - Water/Waste	0.00	92.49	99.70	192.19	1,200.00	-1,007.81	16.02%
6750 · Telephone	0.00	186.57	219.81	406.38	2,300.00	-1,893.62	17.67%
6755 · Internet Service	0.00	7.50	125.00	132.50	1,300.00	-1,167.50	10.19%
6760 · Insurance - Building & Bonds	0.00	0.00	0.00	0.00	730.00	-730.00	0.0%
6910 · Public Info./Programming	401.00	0.00	31.93	432.93	800.00	-367.07	54.12%
6920 · Memberships	0.00	0.00	0.00	0.00	450.00	-450.00	0.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	0.00	0.00	229.48	229.48	3,000.00	-2,770.52	7.65%
6950 · Fundraising Expenses	0.00	0.00	0.00	0.00	50.00	-50.00	0.0%
6960 · Ramp Dinner	0.00	0.00	0.00	0.00	4,800.00	-4,800.00	0.0%
6980 · Audit	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Total Expense	35,872.94	35,447.89	24,475.70	95,796.53	341,053.00	-245,256.47	28.09%
Net Income	-24,957.82	27,894.94	-19,992.72	-17,055.60	-8,296.00	-8,759.60	205.69%

Lewis/Upshur LEPC
Meeting Agenda-Lewis EMS
October 16, 2019

1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. Approval of minutes of previous meeting
4. Financial Report
5. Chairman's comments:
 - a. Introduction of guest
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 & Planning
8. Tier II Reports:
9. Off Site Emergency Response Plans:
10. Old Business:
11. New Business:
12. Election of Officers:
13. Membership comments
14. Public comments
15. Adjournment



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Notice of Monthly Meeting Upshur County Farmland Protection Board

Location: West Virginia Farm Bureau Office
1 Red Rock Road, Buckhannon, WV
Date: October 17, 2019
Time: 2:00 p.m.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: September 2019

BUSINESS ITEMS – Discussion/Update/Action

- Hicks monitoring report for approval
- Hicks restoration project - update
- Ranking Sheet pie chart and application updates that may be required
- FY20 application(s) for consideration
- Moving forward
 - o How to market the program (ideas previously brought forward...)
 - Brochures – Distribute to local businesses, including but not limited to libraries, NRCS, FSA, Farm Credit, County Commission, etc.
 - Update web page
 - Conservation District newsletters - provide regular articles
 - Farm Bureau – provide regular articles
 - Local newspaper – provide regular articles
 - Upshur County Livestock meeting in December
 - Area presentations - Rotary, Lions, Southern Upshur Business Association, Farm Bureau meetings, etc.
 - What else?
 - o Hire contractor for marketing

FINANCIAL MATTERS – Discussion/Update/Action

- FY20 Financial Spreadsheet / Financial Report
- Payment of Bills / Invoices ---
 - o Saddleback Services

OTHER BUSINESS – A big thank-you should go out to the County Commission for their support of our program. Tabatha and Carrie are assets that need to be recognized!

DATE OF NEXT MEETING

ADJOURNMENT

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, October 17, 2019**

A. Call to Order

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

B. Recognized Guests

- B.1 DataMax Corporation-Revenue Enhancement Services- Bobby Monroe

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 SYCC Director-Debra Brockleman
- C.3 Public Works Director- Jerry Arnold
- C.4 Finance Director- Amberle Jenkins
- C.5 Police Chief-Matthew Gregory
- C.6 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Revised Notice & Timeline for Home Rule Application-Part-time Firefighters
- D.2 Mayoral Proclamation Christian Heritage Week Proclaimed by Governor Justice
- D.3 Mayor's Greetings at the Dedication of BEST Bench Jawbone Park on October 5, 2019
- D.4 COB FOIA Request to Hodgesville P.S.D & Tennerton P.S.D.
- D.5 Buckhannon River Routine Inspection Report-US Army Corps of Engineers
- D.6 Flyer Community Calendar of Events -Halloween Activities

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 10/03/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Re-Addressing/Mapping Ritchie Street
- F.2 SYCC BOD's Recommendations RE: New Building & Surrounding Properties
- F.3 Discussion Municipal Utilities Extensions Water & Sewer Corridor H (US Rts 33/48 UC Rt 12 West Service Area)
- F.4 Fiduciary Agreement Mountain Lakes Drug Task Force
- F.5 Participation Treasury Equitable Sharing Program
- F.6 Approval Chamber of Commerce 2020 Membership
- F.7 Continued Discussion & Possible Approval of Preparation of Home Rule Amendment Application
RE: Firefighter Part-time

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 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

Posted 10/11/19

Next Regular Scheduled City Council Meeting Thursday, November 7, 2019

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

October 23, 2019 at 10:00 am

At James W. Curry Public Library

Call to Order

Roll Call

Public Comment Period

Approval of September 25, 2019 minutes

Staff Report

Park

Library

Timber

Review/Report

Old Business:

Consideration of Bike Trails on Curry Property

New Business:

Election of Officers

Hunting on Curry Property

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

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Fundraising Committee at 11:30 am

- Strawberry Quilt
- Pumpkin Patch 2020
- Grant Opportunities

Upshur County Safe Structures and Sites
Enforcement Board
August 8, 2019

Members present: Greg Harris, Chris Cook and Chris Garrett, Brian Shreve

Members absent: Rick Harlow

Others present: None

The meeting was called to order at 3:00 p.m. by Greg Harris.

The July 11, 2019 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Chris Garrett, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

020917-01 / 061319-03 (Wojnovich / Simmons) – The Board reviewed photographs of property. On Motion by Brian Shreve, seconded by Chris Cook, the case was closed.

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.

041119-01 (Knight) – The Board reviewed photographs of the property. On Motion by Brian Shreve, seconded by Chris Cook, the Board moved to provide the property owner their first extension to bring the property into compliance with the deadline of September 11, 2019.

041119-02 (Perrine) -- The Board reviewed photographs of the property. On Motion by Brian Shreve, seconded by Chris Garrett, the Board moved to provide the owner with a second extension until September 11, 2019 to bring the property into compliance.

061319-01 (Riffle) – No action taken. The initial deadline to bring the property into compliance is October 9, 2019.

071119-01 (Harper) – The Board reviewed photographs of the property. On motion by Chris Garrett, seconded by Brian Shreve, the Board moved to provide the property owner an initial deadline of September 11, 2019 to bring the property into compliance with the Ordinance.

The Enforcement Board reviewed the following new cases:

Public Comment:


None

Other Business:

The next meeting will be held on Thursday, September 12, 2019 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting adjourned at 3:31 p.m.

Approved by:


Greg Harris, Enforcement Officer

10-10-19
Date

Chris Garrett, Board Member

10/10/2019
Date

Rick Harlow, Board Member

Date _____

Kenneth "Brian" Shreves, Board Member

Date _____


Chris Cook, Board Member

10/10/2019
Date

**Upshur County Family Resource Network
General Membership Meeting
September 9, 2019
Meeting Minutes**

Board Members present: Dr. Joseph Reed, Addie Helmick, Jodi McQuillan, Debora Brockleman, and Kristie Tenney.

Board Members not present: Jodie Akers, Matt Kerner, Susan Duranti (but did attend board meeting), Phyllis Sembello, Angel Harvey, Tonya Kittle, and Tina Helmick (who participated by phone during board meeting).

Staff: Lori Ulderich Harvey, and Ginny Dixon.

- **Community Members present:** Beth Rogers (UCPL), Crystal Replogle (HRDF), Angie Hinchman (WVBTT), Marjorie Burdick (The Health Plan), Rita McCrobie (WV AG's office), Barbara Kincaid (CWVCPC), Mary Blake (BUMFS-SAH), Delora Kittle (BUMFS-SAH), Danielle Torrez (ACHC), Suree Sarceno (NCWVCAA-VITA), Carol Bush (US Census), J DaSilva (Mtn.CAP CAC), Amanda Hayes (Inter-Mountain newspaper), Susan Harsh (Mtn.CAP), Ryan Poling (NWVCIL), Laura McDaniels (Mtn CAP CAC), and Emma Rexroad (UniCare).

Opening/Invocation: Dr. Joseph Reed, Board chair, opened the meeting. Amanda Hayes provided our invocation.

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

FRN Director's Report: Lori reported there was a training on 8/29/19 on healthy grandfamilies, but we don't yet have more information from Sarah Campbell, director of Upshur County Senior Center. The name for foster care/adoption support group, recently formed, will likely change to Our Tribe. On 9/23/19 the group will meet at Stockert Youth & Community Center for a popcorn, pj and movie evening. It is open to families in other counties also. Gwyn Thorn, author of Love Blue: Amanda's Story, will be our guest speaker in October, and Lori asked that all agencies present think of an elevator speech for Gwyn. She will also be at the UCPL on Saturday, 10/12/19 (time TBA). FRN will provide child abuse materials for this event. FRN has a 10' by 10' tent coming to provide a "quiet zone" during Children's Festival on 9/14/19, with a "dinosaur dig" and possibly books to give away. Text or call Lori at 304-613-5674 if you can help that day. Trunk or Treat will be held Wednesday, 10/30/19 from 6:00-8:00 pm, with expectations of having 750 children attend. FRN is coordinating this event with Jewel Fisher of The Record Delta. No pets are permitted. We can email the registration form to those on FRN's e-mail list.

Information Sharing:

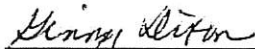
- **Laura McDaniels** brought along 2 new Mountain CAP CAC workers today (Susan Harsh and J. DaSilva), who are working on an asset building program, funded by the Board of Education, for students in grades K-12. The goal is to help children be more successful in school. Laura also noted that Mountain CAP still needs 2 or 3 fully-licensed therapists.
- **Suree Sarceno** shared that the VITA program (Volunteers in Tax Assistance) is recruiting for a site coordinator in Upshur County, since Lori Hagi, who had that role, retired. Suree works in Taylor County, where she teaches financial literacy, which is open to anyone,

including agency representatives. Flyer was distributed on Free Financial Literacy Classes. Her contact information is: phone 304-265-3200 extension 103; email: ssarceno@ncwvcaa.org

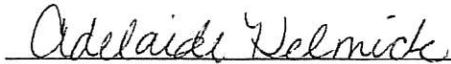
- **Barbara Kincaid**, director of Central WV Center for Pregnancy Care, shared that, informally, the Pregnancy Center teaches budgeting also. She noted their new address: 8 Meadow Street, Buckhannon, thanks to Mr. Clifford Newman's purchase of the house and then turning over the key to them. They launder 25+ loads of clothes a week for some of their clients. Barbara works with World Vision and some food banks in order to gather items needed by their clients. Diapers are especially needed! They also can use volunteers, who are supervised by Anna (who volunteers full-time for the center). CWVCPC is now a medical facility, with Dr. Snead their medical director. Lastly, Barbara shared that they collect stuffed animals, which do not have to be new.
- **Ryan Poling**, program coordinator for community services with Northern WV Center for Independent Living, shared that they cover 23 counties and presently have a 5 year waiting list for services such as home modifications, ramps, assistive technology, which serve to keep people independent. With headquarters in Morgantown, they also have an AT loan library (items such as wheelchairs, walkers, etc.).
- **Emma Rexroad**, Community Relations Rep II with UniCare, shared that they partner with Comfort Cases, a national non-profit organization which provides youth in foster care with a Comfort Case; see flyer which Emma distributed today.
- **Carol Bush** shared that she is trying to get the word out on how important the US Census is. Currently, she is laying groundwork and trying to dispel the confusion about the census. Carol emphasized that no information from the census is shared with social service agencies. The census will be available online and at libraries, and some questions can be confusing.
- **Beth Rogers**, assistant library director at Upshur County Public Library, shared that they are hosting Beginning Links for children ages 3, 4 & 5 (before starting kindergarten) and their parents. Denise Jeran is coordinating this program, which will be held the 2nd Tuesday of the month (until April, 2020) at 5:45 pm, with the first one being tomorrow. Beth will send a flyer to the FRN for dissemination.

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

Respectfully submitted,



Ginny Dixon, Administrative Assistant
Upshur County FRN



Board Member



Board Member

Upshur County Fire Board Special Meeting September 17, 2019

Members Present: Joe Gower, Larry Alkire, Kristie Tenney, and Clifton Shaw

Members Absent: Tom O'Neill, Rick Harlow, and Linn Baxa

Others Present: Arthur Wilson, Mike Roby, Mike Rozac, Steve Rawlings, and Vivian Parsons-Guests, and Toni Newman-Fire Fee Clerk

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

The meeting minutes from August 20, 2019, were approved on motion by Larry Alkire, and second by Clifton Shaw.

Three representatives from WVCoRP presented an informative overview and answered questions regarding the insurance coverage for the Board. A historical reference was provided as to how the Board's coverage became separated from the Commission. Some of the benefits outlined included maintaining autonomy, receiving dividends if provided, and free cyber security coverage.

The Fire Fee Clerk reported the 2019 Fire Fees are currently at 73 percent collected. The discontinuance of mailing receipts back to customers unless a self-addressed stamped envelope is provided should save the Board approximately \$2000.00. The Fire Fee Clerk will update the County website to reflect the upcoming change in procedure. The Fire Fee clerk had contacted other counties to ask what insurance companies they currently use. All counties contacted advised they were under the umbrella of the county commission. After hearing the presentation from WVCoRP, this may be a result of them not being incorporated. On motion by Clifton Shaw and second by Kristie Tenney, a list of insurance vendors will no longer be requested.

The checking account balance as of 08/30/2019 was \$42,807.95. The disbursement from the Chief Tax Deputy for the month of August was \$127,850.25.

The following invoices were reviewed and approved upon motion by Larry Alkire and second by Clifton Shaw:

- Software Systems---Invoice #33040---\$206.00
- Upshur County Commission---Reimbursement---mileage Ethics Training---\$138.04

On motion by Larry Alkire and second by Kristie Tenney the Board approved and signed the letter of engagement with Fararri and Associated for the audit on October 7, 2019.

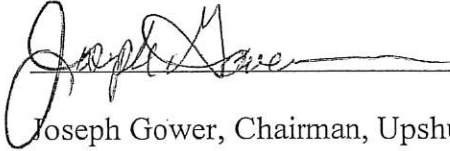
The Board received 6 of the 7 financial statements from the Volunteer Fire Departments (VFDs). All statements received were approved for distribution of funds. Warren District VFD distribution is pending until the financial statement is received and reviewed.

On motion by Clifton Shaw and second by Larry Alkire the Board approved a distribution of \$20,000.00 for October to six of the seven VFDs.

The Board reviewed the online advertisement provided by My Buckhannon and concluded that it would be more beneficial for fire fee collection next July than at this time.

On motion by Larry Alkire and second by Kristie Tenney the Board approved Corrective Tickets 11866 to 11874. There were 11 *Requests for Relief of Erroneous Assessment* approved by the Board, and 1 request denied.

There being no further business the meeting adjourned at 8:40 p.m. The next meeting of the Board will be October 15, 2019.



Joseph Gower, Chairman, Upshur County Fire Board



Board Member

UPSHUR COUNTY YOUTH CAMP BOARD

September 19, 2019

The Upshur County Youth Camp Board met in regular session in the WVU Extension Office on Thursday, September 19, 2019. President, Glen Hawkins called the meeting to order at 6:30 pm with the following members present: Craig Presar and Thanna Wentz. Greg Woody was also in attendance. Board members Gini Croaff and Debbie Hull did not attend.

The secretarys report and financial statement were approved by motions made by Craig and seconded by Thanna.

Old Business:

1. The timber discussion was tabled until after the first of the year.
2. A crew connected with the Brownfield project was on site again on August 26. They scraped off a three (3) foot square of tar which had come to the surface and covered the area with cement. They also spread top soil and grass seed over the area, but there has been no rain so nothing is growing. Cliff Brown, who is with the DNR has voiced his dissatisfaction with the project results.
3. Craig had nothing to report on the CPG balance due the Board.
4. Gini was absent so there was no report on the brochure project.
5. Thanna reported that the final profit from the farm dinner which was sponsored by the Board and held at Fish Hawk Farms in Rock Cave was \$6,374.70.
6. Debbie submitted a request to the County Commission for the use of the old animal control truck when the new truck is delivered to the county. This request was granted.
7. The exit meeting with the State Auditor will be held in the sheriff's office on September 27. Any and all board members may attend.

New Business:

1. Craig was excited to report that there may be a sizeable bequeath coming to the camp in the future. He knows nothing more than that at this time.

Greg:

1. He has purchased a washer and drier for the caretakers' home
2. We will hear from the Weyerhaeuser Grant request around October 28
3. A trip to World Vision yielded a picnic table, 12 outside chairs, a fire pit, a small storage building , kitchen shelving and cabinets and a canopy

4. We need to ask Carrie if we need to advertise the sale of the van
5. The Mule needs an air filter and the seat needs to be replaced
6. The pool, Heavner Hall and the pavilion have been winterized
7. Asked Glen to order 20 gallon of floor wax stripper through his store

There being no further business, the meeting was adjourned at 7:45 pm. The next meeting will be held at the Extension Office at 6:30 pm on October 17, 2019.

Respectfully submitted,

Shanna Wentz

Upshur County Public Library Board of Trustees Meeting
September 25, 2019

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A special meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, September 25, 2019, at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, John Haymond, and Kenna Leonard. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; and Ann Slaughter, Friends of the Library representative.

The minutes of the August meeting were approved.

The financial reports for August were accepted.

Director's Report – see written report

The Personnel Policy Committee presented two policies for approval. On a motion made by John and seconded by Carol, the revised Drug and Alcohol Free Workplace Policy was approved. The addition of the ALA Code of Ethics as a policy was approved on a motion made by Carol and seconded by Kenna.

Dennis reported that WV Paving will need to do profiling before they can put down the base coat of asphalt. This will cost an additional \$8,000.00 - \$9,000.00 dollars which will bring the total for the parking lot up to around \$40,000.00; this amount does not include lights, landscaping, or the awning over the door. The profiling is not covered under the state bid and is considered a separate job. We are still hopeful that the basecoat can be put down late October or early November. We can wait until spring/summer of 2020 to get the top coat, thus allowing time to raise more funds.

On a motion made by Michelle and seconded by John, the board gave Paul approval to close the library to the public for one or two days as needed for paving. The staff will report to work.

Paul reported he had contacted State Electric asking a sales person to stop by and give a quote for the outside lights. We have not received a written quote, but he thought it would be around \$500.00 per light for a total of \$2500.00

Discussion for the 40th Anniversary Celebration has been tabled until after the paving of the parking lot.

Dennis announced the Library was awarded the \$10,000.00 grant from the Pallotine Foundation. Beth explained that the grant will allow the library to provide programming on health related issues with funding to offer stipends for speakers, as well as funds to buy supplementary materials and supplies for the programs.

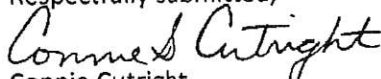
A patron had filled out a Request for Reconsideration of Library Materials form for the book "The Night Bookmobile" on the grounds that the book promoted suicide. The book was originally shelved with Juvenile Non Fiction but has been moved to adult non-fiction. The board approved of the action.

Ann reported the Friends of the Library had met and tabled nominating of officers until later. They worked on boxing up old books in both garages. Upcoming projects include a bake/book sale at Harvest Time in Hills October 19th and 20th, a WVU themed basket raffle, and providing refreshments for the Patricia Harman book signing and reading on Saturday, October 19th.

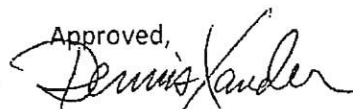
The next meeting will be Wednesday, October 16th at 4:00 p.m. at the library.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,


Connie Cutright,
Business Manager

Approved,


Dennis Xander,
Board President