

Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: December 5, 2019

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

Approval of Minutes:

- November 7, 2019 amended December 5, 2019
- November 21, 2019

9:05 a.m. Discuss Humphrey Case Number 121318-01 (Washington Tax District – Tax Map 6L – Parcel Number 11.3) – The Order Setting Forth Findings of Fact and Conclusions of Law entered on September 26, 2019 provided the property owner with ninety (90) calendar days to have all debris and trash removed from the property.

9:15 a.m. Abigail and Jon Benjamin – Discuss the Commission's appointment to the Upshur County Public Library Board in 2020 and request consideration to serve on the Board

Items for Discussion / Action / Approval:

1. Consideration of Order waiving estate commission due to the Sheriff of Upshur County in his capacity as Co-Administrator of the Estate of Patricia Lee Robinson, deceased. * Page 5
2. Approval of Order Proposing the Expansion of the Territory of Tennerton Public Service District. A hearing on the proposed expansion of the boundaries of Tennerton Public Service District will be held on January 9, 2020 at 6:00 p.m. in the Circuit Courtroom, Upshur County Courthouse, 40 West Main Street, Buckhannon, WV. * Page 6-12
3. Approval and signature of an Examination and Lubrication Agreement with DC Elevator Company, Inc. Upon approval, DC Elevator Company, Inc. will complete maintenance on the platform lift located in the Circuit Courtroom at least four times per year and charge one hundred thirty dollars (\$130) per inspection. * Page 13-16
4. Approval of revised Expense Reimbursement Log. * Page 17
5. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Dakota Linger for the position of Deputy Sheriff. Upon approval, Mr. Linger will begin employment on December 8, 2019 at the starting pay rate of \$18.73 per hour. * Page 18
Item may lead to Executive Session per WV Code §6-9A-4
6. Discuss potential changes to county employee health insurance plan effective July 1, 2020
7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Correspondence from Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, advising that the Assessor's Office is in compliance with all areas that were reviewed by the Property Valuation Training and Procedures Commission on November 18, 2019. Page 19
2. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – October 2019 Page 20-21
3. Lewis-Upshur Animal Control Facility Cat Report for the month of October 2019 Page 22
4. Lewis-Upshur Animal Control Facility Animal Report for the month of October 2019 Page 23
5. Upshur County Animal Control/Humane Officer Monthly Animal Report for the month of October 2019. Page 24
6. Upshur County Mileage Reports – October, 2019 Page 25-36
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
7. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - Free Will Consultation for WV Kinship Caregivers – December 9th through 12th at the Clarksburg Legal Aid of WV Office Page 37
 - Upshur County Foster Care / Adoption Support Group Holiday Party – December 11th from 6:30 p.m. to 8:00 p.m. Page 38
 - Notice advising public of a planned fire drill involving the Upshur County Courthouse and Annex on Friday, December 13th at 11 a.m. Page 39
 - Notice of Closing of the Buckhannon City Hall on Monday, December 16th Page 40
 - Buckhannon-Upshur Chamber of Commerce Holiday Lunch – December 16th at 12 p.m. Page 41
 - b. Agendas and/or Notice of Meetings:

• Elkins Road PSD	December 3, 2019	<u>Page 42</u>
• Hodgesville PSD	December 3, 2019	<u>Page 43</u>
• City Council of Buckhannon	December 5, 2019	<u>Page 44</u>
• Buckhannon-Upshur Parks and Recreation Advisory Board	December 9, 2019	<u>Page 45</u>
• Upshur County Solid Waste Authority	December 9, 2019	<u>Page 46</u>
• Upshur County Convention & Visitors Bureau	December 12, 2019	<u>Page 47</u>

c. Meeting Minutes:

• Hodgesville PSD	October 1, 2019	<u>Page 48-49</u>
• Upshur County Fire Board Special Meeting	October 15, 2019	<u>Page 50</u>
• Upshur County Public Library Board of Trustees	October 16, 2019	<u>Page 51</u>
• Upshur County Youth Camp Board	October 17, 2019	
		<u>Page 52-53</u>

d. Meetings:

• 12/03/19	5:30 p.m.	Elkins Road PSD
• 12/03/19	4:00 p.m.	Hodgesville PSD
• 12/05/19	7:00 p.m.	Banks District VFD
• 12/05/19	7:00 p.m.	Selbyville VFD
• 12/09/19	12:00 p.m.	Upshur County Family Resource Network
• 12/09/19	4:30 p.m.	Upshur County Solid Waste Authority
• 12/09/19	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• TBD	6:00 p.m.	Lewis-Upshur Community Corrections Board
• 12/10/19	7:30 p.m.	Adrian VFD
• 01/02/20	6:00 p.m.	Buckhannon-Upshur Board of Health
• 12/18/19	7:00 a.m.	Upshur County Development Authority – Executive Board
• 12/18/19	12:00 p.m.	Upshur County Senior Center Board
• 12/12/19	3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 12/11/19	7:00 p.m.	Warren District VFD
• 12/05/19	3:00 p.m.	Adrian PSD
• 12/11/19	3:00 p.m.	Tennerton PSD
• 12/12/19	4:00 p.m.	Upshur County Safe Sites & Structures Enforcement Board-cancelled
• 12/18/19	3:00 p.m.	Upshur County Safe Sites & Structures Enforcement Board – Special Meeting
• 12/12/19	7:30 p.m.	Buckhannon VFD
• 12/12/19	4:00 p.m.	Buckhannon Upshur Airport Authority
• 12/19/19	6:30 p.m.	Upshur County Youth Camp Board
• 12/15/19	6:00 p.m.	Washington District VFD
• 12/16/19	12:00 p.m.	Buckhannon-Upshur Chamber of Commerce – Holiday Lunch
• 12/18/19	4:00 p.m.	Upshur County Public Library Board
• 12/17/19	10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council
• 12/17/19	6:30 p.m.	Upshur County Fire Board, Inc.
• 12/17/19	5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board
• 12/11/19	7:00 p.m.	Ellamore VFD
• 12/18/19	12:00 p.m.	Lewis Upshur LEPC --- Upshur location
• 01/16/20	2:00 p.m.	Upshur County Farmland Protection Board
• 03/25/20	10:00 a.m.	James W. Curry Advisory Board
• 12/30/19	7:00 p.m.	Upshur County Fire Fighters Association
• 12/11/19	6:00 p.m.	Buckhannon River Watershed Association - Farm Bureau
• 12/13/19	11:00 a.m.	Region VI Local Elected Officials
• 12/23/19	10:00 a.m.	Mountain CAP of WV, Inc. a CDC

8. 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
December 12, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex**

***The regularly scheduled Commission Meetings on Thursday, December 26, 2019
and January 2, 2020 have been CANCELLED***

Order

At a regular session of the County Commission of Upshur County, West Virginia, conducted on December 5, 2019, the following Order is entered in the matter of the Estate of Patricia Lee Robinson, deceased.

Whereas, on February 27, 2019, the Upshur County Commission approved the appointment of David H. Coffman, Sheriff of Upshur County and Daya Masada Wright as Co-Administrators with Ms. Wright having full signatory authority for the Estate of Patricia Lee Robinson, deceased.

Whereas, David H. Coffman, Sheriff of Upshur County and Daya Masada Wright as Co-Administrators acknowledge in the Statement of Personal Representatives that Ms. Wright exclusively performed all work relating to the settlement of the Estate.

Whereas, as Sheriff, David H. Coffman's appointment was solely to satisfy the requirements of West Virginia Code §44-1-11.

Whereas, David H. Coffman, Sheriff and Co Administrator, waives any and all interest in his commission as Administrator of the Estate.

Therefore, be it Ordered that the County Commission of Upshur County hereby waives any and all Estate Commission due to the Sheriff of Upshur County in his capacity as Co-Administrator for the Estate of Patricia Lee Robinson, deceased.

TESTE: Carne Smith, CLERK

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BEFORE THE COUNTY COMMISSION OF UPSHUR COUNTY

**ORDER PROPOSING
THE EXPANSION OF THE TERRITORY OF
TENNERTON PUBLIC SERVICE DISTRICT**

WHEREAS, West Virginia Code §16-13A-2 provides that a County Commission may expand or reduce the territory of public service districts in order to achieve efficiency of operations; and

WHEREAS, Tennerton Public Service District ("Tennerton") is a public utility authorized to provide sewer service in parts of Upshur County, West Virginia; and,

WHEREAS, the County Commission has been made aware of the fact that there is an area to the west of the City of Buckhannon that is unserved by a public sewer system; and,

WHEREAS, the County Commission has been made aware of the fact that residents and businesses in such unserved area are desirous of obtaining public sewer service; and,

WHEREAS, Tennerton has expressed an interest in extending sewer service into such unserved area west of the City of Buckhannon; and

WHEREAS, in order to include to enable Tennerton to provide service to those potential sewer customers located within such unserved area, it is necessary to expand Tennerton's territorial boundaries.

NOW, THEREFORE, BE IT, AND IT IS, HEREBY, RESOLVED AND ORDERED by the County Commission of Upshur County as follows:



1. That the County Commission of Upshur County, West Virginia, upon its own motion, proposes the expansion of the boundaries of Tennerton Public Service District to include all territory in the area contained in the following following metes and bounds description of the District's territorial boundaries:

DESCRIPTION OF A PROPOSED ADDITION

to the

TENNERTON PUBLIC SERVICE DISTRICT

A CERTAIN TRACT OR PARCEL OF LAND, SITUATE NEAR UNITED STATES ROUTE 33, IN BUCKHANNON DISTRICT, UPSHUR COUNTY, WEST VIRGINIA, MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

Beginning at a high point on an angle point of the boundary line between Upshur County and Lewis County at Latitude 38 degrees 59 minutes 47.63 seconds, Longitude 80 degrees 20 minutes 03.87 seconds;

Thence, with said county boundary line for two (2) lines, North 37 degrees 03 minutes East, a distance of approximately 7,565 feet to a point in the westbound lane of U.S. Route 33 (Corridor H), said point being at Latitude 39 degrees 00 minutes 46.98 seconds, Longitude 80 degrees 19 minutes 05.59 seconds;

Thence, North 11 degrees 02 minutes East, for a distance of approximately 10,078 feet to a high point, said point being at Latitude 39 degrees 02 minutes 24.45 seconds, Longitude 80 degrees 18 minutes 39.27 seconds;

Thence, leaving said Lewis County and through said Upshur County for eight (8) lines, South 83 degrees 11 minutes East, a distance of approximately 8,876 feet to a high point, said point being at Latitude 39 degrees 02 minutes 13.39 seconds, Longitude 80 degrees 16 minutes 47.69 seconds;

Thence, South 18 degrees 59 minutes East, a distance of approximately 6,416 feet to a high point, said point being at Latitude 39 degrees 01 minutes 13.26 seconds, Longitude 80 degrees 16 minutes 21.84 seconds;

Thence, South 04 degrees 18 minutes West, a distance of approximately 5,595 feet to a point at the intersection of U.S. Route 33 and Red Rock Road, said point being at Latitude 39 degrees 00 minutes 18.16 seconds, Longitude 80 degrees 16 minutes 27.70 seconds;

Thence, South 78 degrees 28 minutes East, a distance of approximately 2,297 feet to a point in U.S. Route 33, said point being at Latitude 39 degrees 00 minutes 13.44 seconds, Longitude 80 degrees 15 minutes 59.23 seconds;

Thence, South 07 degrees 57 minutes West, a distance of approximately 702 feet to a point, said point being at Latitude 39 degrees 00 minutes 06.58 seconds, Longitude 80 degrees 16 minutes 00.54 seconds;

Thence, South 11 degrees 10 minutes East, a distance of approximately 11,695 feet to a point on the existing boundary of the Tennerton Public Service District, said point being at Latitude 38 degrees 58 minutes 13.00 seconds, Longitude 80 degrees 15 minutes 33.00 seconds;

Thence, with said Tennerton Public Service District boundary for two (2) lines, South 00 degrees 27 minutes East, a distance of approximately 4,148 feet to a point, said point being at Latitude 38 degrees 57 minutes 32.00 seconds, Longitude 80 degrees 15 minutes 33.00 seconds;

Thence, South 20 degrees 00 minutes East, a distance of approximately 5,491 feet to a point in the center of Cutright Run, said point being at Latitude 38 degrees 56 minutes 40.85 seconds, Longitude 80 degrees 15 minutes 09.75 seconds;

Thence, leaving said Tennerton Public Service District, North 65 degrees 11 minutes West, a distance of approximately 21,108 feet to an angle point of the boundary line between Upshur County and Lewis County, said point being at Latitude 38 degrees 58 minutes 09.89 seconds, Longitude 80 degrees 19 minutes 11.40 seconds;

Thence, with said county boundary for two (2) lines, North 44 degrees 14 minutes West, a distance of approximately 2,407 feet to a point, said point being at Latitude 38 degrees 58 minutes 27.06 seconds, Longitude 80 degrees 19 minutes 32.50 seconds;

Thence, North 17 degrees 19 minutes West, a distance of approximately 8,520 feet to the **Point of Beginning**, containing 10,564 acres **More or Less**, as shown on a map titled "EXHIBIT MAP SHOWING PROPOSED ADDITION TO THE TENNERTON PUBLIC SERVICE DISTRICT" attached hereto and made a part of this description.

2. That the County Commission of Upshur County, West Virginia, shall hold a hearing on the proposed expansion of the boundaries of Tennerton Public Service District on January 9, 2020 at 6:00 p.m., in the Circuit Courtroom, Upshur County Courthouse, 40 W. Main St., Buckhannon, West Virginia.

3. That the Clerk of the County Commission shall cause notice of the hearing and a description of all of the territory proposed to be included in the territory of Tennerton Public Service District to be published as a Class I legal advertisement at least ten (10) days prior to the hearing.

4. That the County Commission of Upshur County shall post notice of the hearing and the proposed expansion of the boundaries of Tennerton Public Service District in at least five (5) conspicuous places within the proposed territory of the expanded boundaries of Tennerton Public Service District.

5. That the Clerk of the County Commission shall cause a copy of this Resolution and Order to be filed with the Executive Secretary of the Public Service Commission not less than ten (10) days prior to the hearing set forth herein.

ENTERED into the permanent record of Upshur County, West Virginia, on this 5th day
of December, 2019.

PRESIDENT

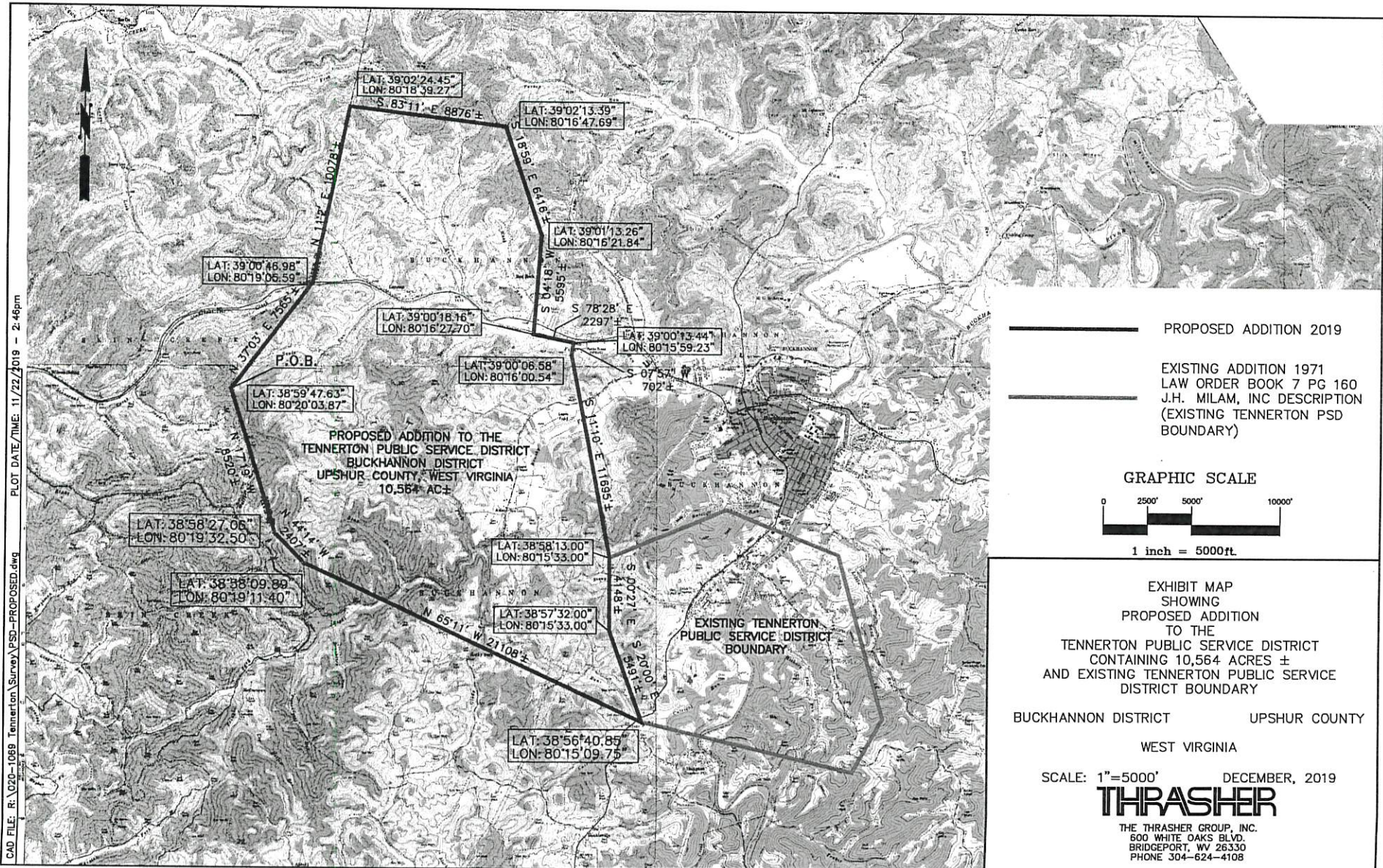
COMMISSIONER

COMMISSIONER

Attest:

CLERK

CAD FILE: R:\020-1069 Tennerton Survey\PSD-PROPOSED.dwg PLOT DATE/TIME: 11/22/2019 - 2:46pm



CAD FILE: R:\020-1069 Tennerton\Survey\PSD-PROPOSED.dwg PLOT DATE/TIME: 12/3/2019 - 12:57pm



PROPOSED ADDITION 2019
EXISTING ADDITION 1971
LAW ORDER BOOK 7 PG 160
J.H. MILAM, INC DESCRIPTION
(EXISTING TENNERTON PSD
BOUNDARY)

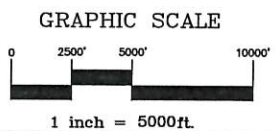


EXHIBIT MAP
SHOWING
PROPOSED ADDITION
TO THE
TENNERTON PUBLIC SERVICE DISTRICT
CONTAINING 10,564 ACRES ±
AND EXISTING TENNERTON PUBLIC SERVICE
DISTRICT BOUNDARY
BUCKHANNON DISTRICT UPSHUR COUNTY
WEST VIRGINIA

SCALE: 1"=5000' DECEMBER, 2019
THRASHER
THE THRASHER GROUP, INC.
600 WHITE OAKS BLVD.
BRIDGEPORT, WV 26330
PHONE 304-624-4108

EXAMINATION AND LUBRICATION AGREEMENT

THIS AGREEMENT, made and entered into this 21th day of November 2019, by and between

Upshur County Commission

City of Buckhannon, County of Upshur, State of West Virginia, hereinafter referred to as Owner,

and

DC ELEVATOR COMPANY, INC., a Kentucky Corporation, referred to as Company:

Company will furnish complete maintenance on the platform lift listed below at the following location under the terms and conditions set forth herein.

BUILDING NAME/ LOCATION	Upshur County Commission 40 West Main Street Buckhannon, WV 26201 County of Upshur
----------------------------	---

NO.	TYPE	MANUFACTURER	CERTIFICATE #
One (1)	Platform Lift	Lift-U	EV0001297

1. PERIOD OF SERVICE:

The service will be furnished for a period of five (5) years from the 1st day of July, 2019, and thereafter this Agreement will automatically renew itself for additional five (5) year terms unless terminated by ninety (90) days' notice prior to each anniversary date, given in writing, by either of the parties hereto. All notices shall be sent by certified mail to the address set forward for the respective parties. Further, Owner agrees to notify Company in writing at least 60 days prior to any change in ownership or management of the building in which platform lift is located.

2. SERVICES COVERED:

This service consists of periodic examination of the platform lift at least four (4) times per year. It includes the making of necessary minor adjustments, cleaning and oiling machines, motors and controllers, and the greasing or oiling of bearings and equipment in hoist way where needed. Owner shall provide wiring diagrams for the equipment covered by this Agreement. Company shall ☒ shall not ☐ perform an annual safety test in accordance with the current edition of the ASME A17.1 Code for Elevators and Escalators adopted by the State Building Code. If tests are included herein,

Company assumes no responsibility for injury to persons outside its own employees, nor for damage to property during the performance of such tests. Any other tests required or recommended by insurance companies, federal, municipal or other authorities shall not be covered by this agreement. **THE FIVE-YEAR FULL-LOAD TEST IS NOT INCLUDED IN THIS CONTRACT.**

3. HOURS OF WORK:

The charge herein named contemplates the work to be done during the regular hours of Company's regular working days. If overtime examinations are requested by Owner, Company will absorb the regular time portion and Owner will be charged for the overtime portion only, at our regular billing rate.

4. COMPENSATION:

This service shall be furnished for the sum of One Hundred Thirty Dollars and No/100 cents DOLLARS (\$130.00) per inspection, payable upon presentation of invoice. This amount will be subject to reconsideration at the end of each twelve (12) month period, based on increased costs for labor and materials at that time.

5. LIABILITY:

Company shall not, under any circumstances, be liable, either directly or indirectly, under or by reason of this agreement, for any accident, injury, breakage, or damage to the platform lift or other machinery, appliances or property connected therewith. Company shall not, under any circumstances, be liable under or by reason of this agreement, directly or indirectly, for any accident or injury to any person or persons whomsoever, except its employees, riding on or being in or about the platform lift, however caused.

Company shall not be responsible or liable for any loss, damage, detention or delay in furnishing materials or failure to perform the inspection and maintenance service as herein provided when caused by fire, flood, strikes, acts of civil or military authorities, or by insurrection or riot, or by other cause which is unavoidable or beyond its control or in any event for consequential damages. Owner agrees to report to us immediately any conditions or which Owner may have become aware that may affect the condition of the platform lift equipment.

6. TAXES:

The amount of any present or future sales or other tax, federal, state or local, which the Company now or hereafter shall be liable for or required to pay either on its behalf of the Owner or otherwise, with respect to the material herein shall be added to the prices contained herein, and be paid by the Owner in the same manner and with the same effect as if originally added thereto,

This contract constitutes the entire agreement for the service described. All prior representation, whether written or verbal, are merged herein. No work, service or liability on the part of the Company other than that specifically mentioned herein is included or intended. Owner agrees to services covered under this agreement and accepts our judgment as to the means and methods used to perform these services.

IN WITNESS WHEREOF, the parties hereunto have subscribed their names to an original and one copy to have the full force and effect of an original this the day and year first above written.

PRESENTED BY: Kathy Davis _____ FOR DC ELEVATOR COMPANY, INC.

ACCEPTED THIS _____ DAY OF _____, 2019,

FOR: Upshur County Commission _____ BY: _____
Purchaser's (Company) Full Legal Name Signature of Purchaser and Title

ACCEPTED FOR DC ELEVATOR COMPANY, INC. THIS _____ DAY OF _____, 2019,

BY: _____
Authorized Representative

Contractor's Certification of Eligibility

The contractor certifies, by acceptance of this contract and signature on the agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department / agency or any state department / agency.

In addition, the contractor certifies, by acceptance of this contract and signature on the agreement, that no debt in an amount greater than one thousand dollars (\$1,000) is owed to the state or any political subdivision thereof (WV Code §5A-3-10a) and is eligible for the award of this contract.

My signature below indicates and certifies that this information is true and complete to the best of my knowledge and I fully understand the Owner may take appropriate action for making a false statement.

DC Elevator , Kathy Davis Assistant Manager

Please Print Name of Firm; and Name and Title of Individual Signing Certification



Signature

11/21/2019

Date

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THIS FORM **MUST** BE SUBMITTED WITHIN **SIXTY (60)** DAYS OF INCURRING THE EXPENSE AND **NO LATER THAN JULY 15TH**
OF THE FOLLOWING FISCAL YEAR IN ORDER TO BE REIMBURSED.

The amount shown in following statement for cash expended, mileage driven privately owned car, or services rendered.

Date	State Purpose of Expenditure or Mileage From To	Days or Mileage	Rate	Hotel & Meals	All other Expenses	Total
			0.58	\$ -	0	\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
	Totals	0		\$ -	0	\$ -

State of West Virginia

County of Upshur to Wit:

I, the undersigned, do solemnly swear that the above account is just, accurate, and true and is claimed for cash expended, mileage driven or services rendered for the purposes named in this statement.

Signature

Information below must be completed by your immediate Supervisor, if applicable.

GL Account #

Signature

Upshur County Sheriff's Office



DAVID H. COFFMAN, SHERIFF

Heather D. Parke

Chief Deputy
Tax Division

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

Michael R. Kelley

Chief Deputy
Law Enforcement

December 5, 2019

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

Dear Commissioners:

After the proper advertising, testing and interviewing of applicants for the position of Deputy Sheriff, I respectfully request your approval of Dakota Linger to fill this position. A background check has already been completed for this applicant.

With your approval, Mr. Linger will begin employment on December 8, 2019. His starting rate of pay will be \$18.73 per hour.

Thank you for your consideration and support.

Respectfully,

David H. Coffman
Sheriff
Upshur County

Dave Hardy
Secretary of Revenue



STATE TAX DEPARTMENT

Dale W. Steager
State Tax Commissioner

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November 25, 2019



Mr. Dustin Zickefoose
Assessor of Upshur County
38 West Main Street, Room 102
Buckhannon, West Virginia 26201

Dear Mr. Zickefoose:

Each year the Property Valuation Training and Procedures Commission (PVC) reviews the progress of county assessors' offices in complying with standards established by the PVC. At our meeting on November 18, 2019, the PVC reviewed the county monitoring reports for Tax Year 2019.

At that meeting, we were advised that your office is in compliance with all areas that were reviewed. You and your office personnel are to be commended. Therefore, on behalf of the members of the PVC, I wish to congratulate you on a job well done.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Amburgey".

Jeff Amburgey
Chairman
Property Valuation Training
and Procedures Commission

JA/ha

cc: Members, Property Valuation Training and Procedures Commission
President, Upshur County Commission

LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF October 2019		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$435	\$205
CHECK	\$75	\$20
E STORE CREDIT CARD	\$170	\$50
SUBTOTAL	\$680	\$275
SPAY/NEUTER DEPOSIT		
CASH	\$450	\$300
CHECK	\$0	\$50
E STORE CREDIT CARD	\$300	\$200
SUBTOTAL	\$750	\$550
BOARD RESCUE		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$80	\$20
SUBTOTAL		
MICRO-CHIPPING	\$80	\$20
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$26	\$0
SUBTOTAL	\$26	\$0
DONATIONS		
CASH	\$0	\$0
CHECK	\$487	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$487	\$0

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OTHER		
TOTAL	\$2,023	\$845

EXPLANATION:

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

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	5	0	5
Cats brought in by Animal Control Officer	0	0	0
Cats brought in by County Residents	22	23	45
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	13	6	19
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	18	6	24
Euthanasia:			
Owner Request	0	0	0
Other	2	16	18

Janelle L Cochran
 Signature

11/20/2019
 Date

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LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (November 19, 2019)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (October) 2019

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	18	13	31
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	16	3	19
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	1	0	1
Dogs Quarantined	0	0	0
Dogs Returned to Owner	9	3	12
Dogs Escaped	0	0	0
Adoptions:			
With Charge	11	7	18
Without Charge	0	0	0
Rescues:			
With Charge	8	2	11
Without Charge	3	0	3
Euthanasia:			
Owner Request	0	1	1
Other	0	1	1

Jamella L. Cochran

Signature

11/20/19

Date


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DUSTIN HOLLEN, ANIMAL CONTROL / HUMANE OFFICER

MONTHLY ANIMAL REPORT

October 2019

TRANSACTION	#
Animals picked up by ACO:	19
Dogs	18
Other	1
Animals returned to Owner by ACO:	0
Dogs	0
Other	0
Animals Delivered to LUACF:	18
Dogs	18
Other	0
Animals Quarantined by ACO:	1
Dogs	1
Other	0
Animals Terminated:	0
Dogs	0
Other	0
Total Number of Hours Involved	164


Signature

11-12-19
Date

4854

U P S H U R

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

25

DEPARTMENT: Upshur 911

MONTH / YEAR: October 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2005 Chev Equinox	2CNDL73F556160712	121874	121874	0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		0	0

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2008 Toyota Tundra	5TBBV541B8551	79,965	80,732	767	17.74
Chris Alkins		4917			0	16.50
Mike Haler					0	18.00
Loretta Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					767	52.24

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: October 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2010 Ford F-150	1ETFWIEVIAFCT	108665.0	108870	205	0
Chris Alkire		9153				0
Mike Haler						0
Loretta Korne						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					205	0



DEPARTMENT: DHSEM

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	3175	3359	184	
			GRAND TOTALS		184	

Sold Dec. 2017

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UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT:

Am

MONTH / YEAR:

Oct. 2010

[illegible]

MONTHLY MILEAGE LOG

MONTHLY
Comm. Correction

Oct - 2017

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
	Expedition		132630		0	
	Not Using				0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					0	

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
	Explorer		119726	119732	60	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		0	0

[illegible]

MONTHLY MILEAGE LOG

MONTHLY MI
Comm. Collections

Oct - 2019

[illegible]

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

MONTH / YEAR: October 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	102,864	102,870	6	
Christy Riffle	F250 Ford Truck	1FTSX21598EB86131	102,870	102,912	42	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	102,912	102,922	10	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	102,922	102,928	6	
John Snyder	F250 Ford Truck	1FTSX21598EB86131	102,928	102,943	15	
			GRAND TOTALS		79	0

FREE WILL CONSULTATION for WV Kinship Caregivers

December 9-12, 2019

Clarksburg Legal Aid of WV Office



Legal Aid of West Virginia is providing free consultations to help kinship care families with drafting or updating their last will and testament.

To qualify, you must be a grandparent or other relative providing care for a minor child who is related by blood or marriage (not your own biological children).

Registration is required by December 4, 2019.

To register, email awhite@lawv.net or call (304) 623-6649 ext. 2313 and provide your name, address, email address, and telephone number.

If no one answers the phone, please leave a voicemail with all of your registration information.





Join us for the Upshur County Foster Care / Adoption
Support Group's First

~ Holiday Party—Elf Style!~

Wednesday, December 11th 6:30pm—8:00pm



Location: SYCC

79 East Main Street

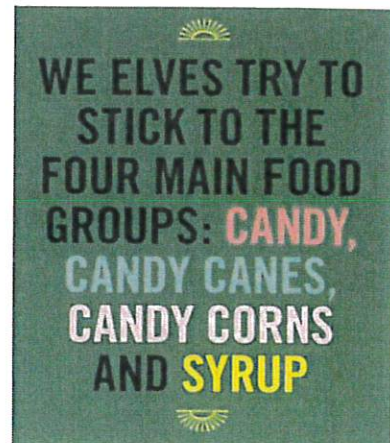
*Second floor—park
in back*

The UCFCASG is for any person or family who would like to start the process of fostering or adopting to those who have been doing this work for years.

This is just a get-together for all. Bring the family for an evening of fun!

(You do not have to reside in Upshur County)

For any questions please contact Lori or Ginny at the Upshur County Family Resource Network at upshurfrn@yahoo.com or 304.473.1051



PUBLIC NOTICE

POSTED 12/3/2019

39

Please be aware that the Commission has scheduled a planned fire drill for the Courthouse and Annex on Friday, December 13, 2019 at 11:00 a.m.

All employees and patrons must participate in the drill; therefore, we encourage patrons to visit county offices prior to 11:00 a.m. on December 13, 2019 if they have county business that is required that day. As a reminder, both facilities will be closing at 12:00 p.m. that day per the 2019 holiday schedule available at www.upshurcounty.org.

Brian Shreves, Department of Homeland Security and Emergency Management Director, is coordinating the event. The Buckhannon Fire Department will be participating.



Notice of Closing of the Buckhannon City Hall on Monday, December 16, 2019

- ***CITY HALL WILL BE CLOSED TO THE
PUBLIC ON MONDAY, DECEMBER 16, 2019
DUE TO UPGRADING THE COMPUTER
SERVER.***

***City Hall will re-open Tuesday, December 17,
2019 at 8:30 a.m.***

- *For your convenience, the payment dropbox is located at the
parking lot exit on the Main Street side.*
- *Police Emergency call 304-472-9550*
- *Water Emergency call 304-472-2530*
- *Sanitary Emergency call 304-472-5459*

(41)

From: "BUChamber Info" <info@buchamber.com>
To:
Subject: Save the date- Holiday Lunch!
Date: 11/19/2019 10:34:32 AM



Tammy Reger
Executive Director
Buckhannon-Upshur
Chamber of Commerce
14 East Main Street
Buckhannon, WV 26201
Ph: 304-472-1722 Fax: 304-472-4938
Website: www.buchamber.com

ELKINS ROAD PUBLIC SERVICE DISTRICT

Agenda

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Meeting Regular Monthly Meeting

Start Time 5:30 PM

Date Tuesday, December 3, 2019

Place P.S.D. Office
4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson 5:30 PM
Pledge of Allegiance
Roll Call Introduce Board of Directors
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;
System Operator-David Wamsley
Recognize Current Customers
Approval of Minutes - November 5, 2019 Regular Monthly Meeting **Vote**
Treasurer Report/Payment of Bills for December/bal of November Invoices **Vote**

ITEMS FOR DISCUSSION

Add Carolyn Douglas, Office Manager, as a Check Signer **Vote**
Discussion/approval

Meeting Recordings **Vote**
Discussion of storage/disposal

Phase III Extension Project Update **Vote**
Invoice payment approval
Update on Project
Easements/Right of Ways
Appraisals/Condemnations

Maintenance Report
In-house Meter Reading
List of Possible Radio Read/Meters
Flagging Meters
Randy-Hydrant List w/Paint Status

Personnel **Vote**

Date & Time of January 2020 Meeting - Tuesday, January 7, 2020 @ 5:30 pm

Adjournment **Vote**

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

Hodgesville PSD
Meeting Agenda
December 3, 2019
4:00 pm

- A. *Call meeting to order.*
- B. *Reading/correction/approval of November Minutes.*
- C. *Financial Report and approval of bill payments.*
- D. *HPSD leak and repair report.*
- E. *New Service Report*
- F. *Shut off Report*
- G. *Customer leaks and adjustments.*
- H. *Annual report.*
- I. *Customer complaints.*
- J. *Info requested by City Attorney and Circuit Court Summons*
- K. *Adjournment*

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City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, December 5, 2019

A. Call to Order

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

B. Recognized Guests

- B.1

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 Fire Chief-JB Kimble
- C.6 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 UCC Resolution Property Transfer-Fire Trucks to Buckhannon Volunteer Fire Department
- D.2 Letter to Public Service Comm RE: RT 33 Utilities Extension
- D.3 Buckhannon Fire Dpt Christmas Parade 12/6/19 at 6pm & Winter Wagon Rides 12/7, 12/14 & 12/21 6-8pm
Adventure in Toyland 12/14/19 at 6pm
- D.4 Notice City Hall Closed to Public on 12/16/19
- D.5 J.F. Allen Co. Proposal RE: Municipal Utilities Extensions Corridor H US Rts 33/48 UC Rt 12) West Service

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 11/21/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Appointment to Historic Landmarks Commission

F. Strategic Issues for Discussion and/or Vote

- F.1 Discussion/Possible Action Municipal Utilities Extensions Corridor H US Rts 33/48 UC Rt 12) West Service Area
- F.2 Approval Supervisor Salaries effective 12/1/19
- F.3 Upshur Co. Commission Resolution to Allocate \$15,000 to COB for Fire Response within the First Service Zone

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 12/02/19

Next Regular Scheduled City Council Meeting Thursday, December 19, 2019



Notice of Meeting

Buckhannon-Upshur Parks and Recreation Advisory Board

Location: 91 W. Main Street

Date: December 9, 2019

Time: 5:30 PM

Agenda

1. Call meeting to order.
2. Approve November 11, 2019 minutes
3. Public comment
4. Review kiosk rack card initiative
5. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
6. Adjournment

Next Meeting: 5:30 PM, January 13, 2020 at Upshur County Administrative Annex

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AGENDA
UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING
Monday, December 9, 2019

Time: 4:30 PM
Place: UCSWA Office, 380 Mudlick Rd, Suite 102, Buckhannon, WV 26201

1. Call to Order
2. Determine Quorum
3. Minutes of November 4, 2019 Meeting
4. Monthly Financial Report, November, 2019 —Treasurer
5. Director's Report – Burl Smith
6. Recognition of Guests

Old Business:

- 1.
2. _____

New Business:

1. FY 2020 REAP Grant Award---
2. Personnel, Director Replacement (possible executive session) ---
3. _____

Board Member Comments:

Meeting Adjournment:

NEXT MEETING: January 13, 2019 – (Regular Schedule)



Upshur County Convention & Visitors Bureau
December 12th, 2019 Agenda

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
- Event Center Manager's Report
- Old Business:
- New Business:
- Motion to Adjourn Meeting

NEXT MEETING: December 12th

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HODGESVILLE PSD MONTHLY MEETING

OCTOBER 1, 2019

4:00PM

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

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

The reading of the September 10, 2019 minutes were read and approved.

Terry Gould presented the monthly financial reports and bills to be paid. A motion to pay bills by Robert Wright, seconded by Roger Ward.

The monthly billing and accounts receivable were reviewed by all members present.

The Board reviewed the shut offs for past due payments for the month of September 2019.

Credit memos for the month of September 2019 were reviewed and approved.

Terry Gould discussed the following topics:

*Water tap for Stacy White on Rt 20 near Peel Tree was completed on 10/1/19

*Leak was fixed near the old Hoover Farm Equipment building. It was on our work order list, however we had worse leaks to be repaired first. Received call from the PSC regarding a complaint filed by customer Tom Anderson regarding this leak. Ringers, Inc. did get the leak repaired and then another leak happened just above this one. Both leaks have been fixed and the PSC was notified.

*Customer Carl Hall reported that his meter and barrel had been ran over. Ringers, Inc. investigated and reported that the service needed to be moved over to the side where this would not happen again. The order was called in to Miss Utility for line markings before the tap can be moved.

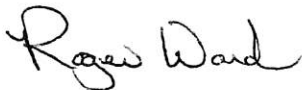
*Received application for a new service on the Ira Moore Road.(Casada)

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*The District issued new leak work orders for the month of September.

*A copy of the annual report for year ending 6/30/19 should be completed by the October meeting.

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



Roger Ward, Secretary



Upshur County Fire Board Special Meeting October 15, 2019

Members Present: Joe Gower, Larry Alkire, Kristie Tenney, Rick Harlow, and Linn Baxa

Members Absent: Tom O'Neill and Clifton Shaw

Others Present: Mike Roby and Kevin Wamsley-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 September 17, 2019, were approved on motion by Linn Baxa, and second by Larry Alkire.

The first distribution of 2019 funds was presented to the Adrian, Banks, Buckhannon, and Washington District VFDs, in the amount of \$20,000.00 each.

The Fire Fee Clerk reported the 2019 Fire Fees are currently at 79 percent collected. Reminder letters will be mailed to customers who have not paid their Fire Fees beginning October 16, 2019.

The checking account balance as of 09/30/2019 was \$215,188.86. The disbursement from the Chief Tax Deputy for the month of September was \$30,012.99.

The following invoices were reviewed and approved upon motion by Larry Alkire and second by Linn Baxa:

- Software Systems---Invoice #33139---\$206.00
- Upshur County Commission---Reimbursement---Payroll 3rd Quarter---\$8,128.42
- Upshur County Commission---Reimbursement---Quill Office Supply Order---\$189.65
- Upshur County Commission---Reimbursement---Postage---July to September---\$1,114.95
- The Record Delta---Class I Legal Advertisement---2019 Financial Report---\$41.33

On motion by Linn Baxa and second by Larry Alkire, the Board approved the Incentive for the Tax Deputies in the amount of \$2,467.92.

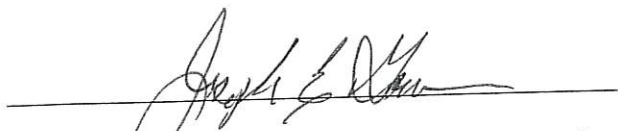
On motion by Linn Baxa and second by Larry Alkire the Board approved the draft audit report and the invoice for \$2520.00 Fararri and Associates.

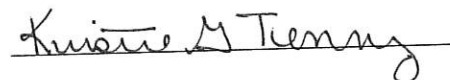
On motion by Linn Baxa and second by Larry Alkire the Board tabled the approval of Warren District VFD Financial Statement pending further documentation.

On motion by Linn Baxa and second by Larry Alkire the Board approved the State Auditor Training for the Fire Fee Clerk on November 7, 2019 in Clarksburg, WV.

There were no corrective tickets this month. There was one reconsideration request that upon motion by Linn Baxa and second by Larry Alkire remains denied.

There being no further business the meeting adjourned at 7:00 p.m. The next meeting of the Board will be November 19, 2019.


Joseph Gower, Chairman, Upshur County Fire Board


Board Member

Upshur County Public Library Board of Trustees Meeting
October 16, 2019



The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, October 16, 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; and Connie Cutright, Business Manager.

The minutes of the September meeting were approved.

The financial reports for September were accepted on a motion made by Michelle and seconded by John.

Director's Report – see written report

The revised Breaks and Meals Policy was approved on a motion made by Kenna and seconded by Carol.

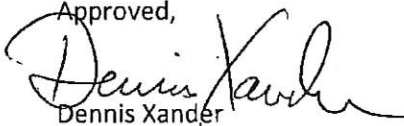
Dennis reported on the status of the parking lot. After discussing the pros and cons, everyone agreed that it would be best to authorize WV Paving to only do the basecoat of asphalt at this time; thus allowing time for the basecoat to settle before putting on the topcoat and to allow the library time to raise the additional funding necessary to complete the paving.

The first choice of dates for next year's Annual Ramp Dinner is Friday, April 17th. The second choice is Friday, April 24th. Paul will check with Fish Hawk to see what works best for them.

The next board meeting will be Wednesday, November 20th at 4:00 p.m. at the library.

Respectfully submitted,


Connie Cutright
Business Manager

Approved,

Dennis Xander
Board President



UPSHUR COUNTY YOUTH CAMP BOARD

October 17, 2019

The Upshur County Youth Camp Board met in regular session on Thursday, October 17, 2019 in the WVU Extension office. President Glen Hawkins called the meeting to order at 6:30 pm. The following board members were in attendance: Glen Hawkins, Debbie Hull, Craig Presar, and Thanna Wentz. Gini Croaff did not attend. Also attending the meeting was County Commissioner, Kristie Tenney.

The secretary's report and financial statement was approved through motions made by Debbie and Craig.

Old Business:

1. Re-open the timber sale discussion. Commissioner Tenney explained that Nate Kennedy has elected to reclude himself from the timber sale project. She presented an introductory letter from Christopher Cartwright, a registered forester, expressing an interest in handling this project. In Mr. Cartwright's letter, he suggests looking at other timber that might be more accessible. He also stated that the timber market is in the buyers hands right now. She explained that Mr. Cartwright had planned to attend the meeting to introduce himself personally, but had to work.

Following further discussion, the Board decided to table this project until a later time.

2. The tar continues to come through the ground, but in different sites. Greg assured us (with tongue in cheek) it would stop as the weather gets colder.
3. Craig had nothing to report on the CPG Grant money.
4. There was no report on the brochure.
5. Thanna has received bills from the State Auditor's office totaling \$6,000.00. This was for years 15-16, and 16-17. The county picked up the tab for 17-18. Thanna will contact the auditor's office to see if we can set up a payment plan for the \$6,000.00. Glen, Debbie and Thanna attended the auditor's exit meeting with Auditor Tom Dodd. Mr. Dodd found nothing critically wrong in the books and had very few suggestions for improvement.
6. Craig has not heard anything more regarding a sizeable bequeath to the camp. He stated "just be patient, there is still a possibility."
7. Glen stated that another bequeath is still pending.

New Business:

1. The Convention and Visitor's Center has a grant available that we may be eligible for to help pay for the printing costs of our brochure. Craig stated that he would be available to help Gini write that grant after November 9.
2. Carrie has advised us that we can sell the van if the price is under \$1,000.00. Thanna will check with Joey Jenkins to see if we could trade it in for a new or newer van.
3. Glen has received an employee evaluation form which will be added to next month's agenda to be discussed.

Greg's comments:

1. He and Jon have been working on the newly inherited truck we received from the county. Several repairs must be made before it will pass inspection. Greg wanted to know if he should be looking for a camper top for the truck, but was told to wait until we talk to Jenkins's
2. He will be going to World Vision on the 24th.
3. Five cabins have been rented for buck season. Some of the cabins don't have kitchens, but the hunters agreed to do outdoor cooking.

There being no further business, the meeting was adjourned at 7:40 pm. The next meeting will be held at the Extension office on Thursday, November 21, 2019 at 6:30 pm.

Respectfully submitted,

Thanna Wentz