

Upshur County Commission Meeting Agenda



Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: December 19, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• December 12, 2019

Items for Discussion / Action / Approval:

1. Order appointing the Sheriff of Upshur County as the Administrator for the Estate of Ronnie W. Jackson, deceased. * Page 4
2. Correspondence from Tasha Harris, WVU Extension Agent, requesting the donation of pool passes to utilize as auction / raffle items during the Upshur County Youth Livestock Association elimination dinner to be held on January 18, 2020. * Page 5-6
3. Review suggested revisions to the Upshur County Floodplain Ordinance, previously adopted on September 16, 2010. Upon consideration, set dates for public hearings. * Page 7
4. Review and approval of Upshur County Animal Control Officer Job Description. * Page 8-12
5. 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. Proclamation made by Governor Jim Justice on December 10, 2019 permitting public employees of this State to generally cease business the entire workday of Tuesday, December 24, 2019, in acknowledgement of the holiday season. This proclamation further reads that public employees of this State may be excused from their work duties the entirety of the day without charge against accrued annual leave. In accordance with subsection (c), section one, article two, chapter two of the WV Code, County Commissions may treat the day as if it were a legal holiday, and the Courts may do the same. The Courthouse and Annex will be closed per the 2019 Calendar Year Legal Holiday Schedule revised on July 11, 2019. Page 13-14
2. Upshur County Sheriff's Financial Statement for Period Ending November 2019 Page 15-16
3. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - A Christmas Night for the Whole Family hosted by the Upshur County Senior Center – December 20th from 3 p.m. to 6 p.m. Page 17

- Congressman Alex X. Mooney Grants Workshop – January 27th from 10 a.m. to 3 p.m. in Martinsburg, WV Page 18

b. Agendas and/or Notice of Meetings:

- Upshur County Safe Structures and Sites Enforcement Board December 18, 2019 Page 19
- Upshur County Development Authority December 18, 2019 Page 20
- City Council of Buckhannon December 19, 2019 Page 21
- Upshur-Buckhannon Board of Health January 2, 2020 Page 22

c. Meeting Minutes:

- Upshur-Buckhannon Board of Health March 7, 2019 Page 23-25
- Upshur-Buckhannon Board of Health May 2, 2019 Page 26-29
- Upshur-Buckhannon Board of Health July 11, 2019 Page 30-33
- Upshur-Buckhannon Board of Health September 5, 2019 Page 34-37
- Tennerton PSD October 9, 2019 Page 38-39
- Upshur County Convention and Visitors Bureau October 10, 2019 Page 40-42
- Upshur-Buckhannon Board of Health October 21, 2019 Page 43
- Upshur County Solid Waste Authority November 4, 2019 Page 44-46
- Adrian PSD November 7, 2019 Page 47-48
- Tennerton PSD November 13, 2019 Page 49-50
- Upshur County Senior Center November 13, 2019 Page 51-54

d. Meetings:

- 01/07/20 5:30 p.m. Elkins Road PSD
- 01/07/20 4:00 p.m. Hodgesville PSD
- 01/02/20 7:00 p.m. Banks District VFD
- 01/02/20 7:00 p.m. Selbyville VFD
- 01/13/20 12:00 p.m. Upshur County Family Resource Network
- 01/13/20 4:30 p.m. Upshur County Solid Waste Authority
- 01/13/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- TBD 6:00 p.m. Lewis-Upshur Community Corrections Board
- 01/14/20 7:30 p.m. Adrian VFD
- 01/02/20 6:00 p.m. Buckhannon-Upshur Board of Health
- 01/15/20 7:00 a.m. Upshur County Development Authority – Full Board
- 01/15/20 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
- 01/02/20 3:00 p.m. Adrian PSD
- 01/08/20 3:00 p.m. Tennerton PSD
- 01/09/20 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/09/20 7:30 p.m. Buckhannon VFD
- 01/09/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 12/19/19 6:30 p.m. Upshur County Youth Camp Board
- 01/19/20 6:00 p.m. Washington District VFD

- 01/20/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 12/18/19 4:00 p.m. Upshur County Public Library Board
- 01/21/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 01/21/20 6:30 p.m. Upshur County Fire Board, Inc.
- 01/21/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/08/20 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
- 01/08/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 03/13/20 11:00 a.m. Region VI Local Elected Officials
- 12/23/19 10:00 a.m. Mountain CAP of WV, Inc. a CDC
- 01/27/20 12:00 p.m. Region VII Planning & Development Council

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3. Appointments Needed or Upcoming:

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

January 9, 2020 --- 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***

STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission,
in vacation of said Commission, **December 17, 2019.**

On December 17, 2019, it appearing to the Clerk, that it has
been more than two months since the death of **Ronnie W.
Jackson**, deceased, and upon the motion of L. Hope Graff, a
creditor of Ronnie W. Jackson, deceased, does hereby request the
Sheriff of Upshur County to serve as Administrator of the Estate of
Ronnie W. Jackson, deceased; therefore, in accordance with
Chapter 44, Article 1, Section 11 of the West Virginia Code, it is
ordered that the Sheriff of Upshur County serve as Administrator of
the Estate of Ronnie W. Jackson, late, a resident Buckhannon
District, of Upshur County, West Virginia.

TESTE: _____, CLERK

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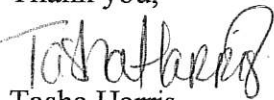
Upshur County Commission
Sam Nolte, President
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Commission Members,

The Upshur County Youth Livestock Association is hosting their first elimination dinner on Saturday, January 18, 2020. We are seeking donations to assist with the auction and/or raffle drawings.

We would like to request pool passes for this summer to help with our fundraising effort.

Thank you,



Tasha Harris
WVU Extension Agent

Dear Friends of Upshur County ,

The Upshur County Youth Livestock Association (UCYLA) is an active organization that promotes Positive Youth Development through agricultural education, and encourages youth agriculture by providing opportunities for exhibition of livestock and agriculture products. Livestock projects give youth experience in developing life-skills that are not easily attainable in a traditional classroom setting. These important life-skills include: responsibility; marketing; communication; and ethical decision-making.


Through UCYLA, each year participating youth have the chance to take part in the UCYLA Show & Sale. Youth use the proceeds from this sale to further their education, to enhance their livestock breeding program or their farm, and/or put the money back into our community through project related purchases. Last year, more than 70 Upshur County youth (carrying more than 125 projects!) were able to benefit from this program! And our numbers continue to grow...

Unfortunately, program success and growth lead to new challenges. Due to the overwhelming volume of youth projects and limited space, we have outgrown our current facility to exhibit livestock. For the past two years, we have been forced to limit the number of livestock projects exhibited by each student.

The Upshur County Youth Livestock Association has set a goal to build a new facility in a more functional location. To kick-off our fundraising, the UCYLA is hosting our first elimination dinner on Saturday, January 18th, 2020. We are seeking donations to assist with the auction and/or raffle drawings.

Thank you for your consideration of this request. If you need further information, you may contact us at 304-473-4208 or by email at nwinslow@mail.wvu.edu or craig.presar@mail.wvu.edu

Sincerely,



Tasha Harris
WVU Extension Agent
Agriculture and Natural Resources



Craig Presar
WVU Extension Agent
4-H & Youth Development

Section 7.9 Fees

- A. A floodplain assessment shall be determined on all proposed development in Upshur County.
- B. If the proposed development is determined to be in the special identified flood hazard area as determined by FEMA, the applicant shall be responsible for compensating Upshur County for the costs associated for the additional services necessary for review and/or inspection of the proposed development. The following fee(s) shall be applied:

Residential

Regardless of the cost of the project - \$75.00

Commercial

\$1.00-\$100,000.00 - \$100.00

\$100,001.00 + - additional $1/10^{\text{th}}$ of 1 % (0.1%) based on cost of the project

examples:

Total cost of commercial project is \$33,000.00 = \$100.00 permit fee

Total cost of commercial project is \$250,500.00 = \$250.50 permit fee

- C. Due to the increased cost of processing, when any work for which a permit is required by this ordinance is started or proceeded prior to obtaining a floodplain permit, the fee shall be tripled. The additional fee is intended to partially reimburse Upshur County for the additional cost of processing permits for work already underway. Payment of the increased fee shall not relieve any person from complying fully with the requirements of this ordinance in the execution of the work or from other penalties prescribed herein.



Job Description

Job Title: Animal Control Officer

Department: Sheriff's Department

Supervisor: Upshur County Sheriff

FLSA Status: non-exempt

Prepared By: Carrie L. Wallace

Prepared Date: 11.25.19

Approved By: Upshur County Commission

Approved Date: 12.19.19

Summary

Captures and impounds unlicensed, stray and uncontrolled animals. Assists in investigating animal cruelty and neglect charges. Promotes compliance with Chapter 19, Articles 20 and 20A, and Chapter 20 of the West Virginia Code regulating animal ownership and treatment by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responds to animal related dispatch requests from the Upshur County Communications Center.

Captures animals using snare, net, rope, etc. Cages or secures animal in vehicle and transports to the Lewis Upshur Animal Control Facility (LUACF). Removes animal from vehicle and secures in shelter or other enclosure; communicates case with LUACF staff and completes necessary paperwork.

Maintains spreadsheet detailing number of animals impounded and disposition of each.

Examines captured animals for injuries and delivers injured animals to Veterinarian for medical treatment when directed.

Assists LUACF Staff as needed, including cleaning the LUACF, at the request of the LUACF Director and direction of the Sheriff. Delivers mail to the LUACF daily and other supplies as needed. Delivers paperwork from the LUACF to the Courthouse daily.

Supplies food, water and personal care to detained animals while in Animal Control Officer custody.

Investigates complaints of animal bite cases.

Examines rabies tags and dog registration tags for validity and issues warnings or

tickets to delinquent owners.

Destroys rabid and/or unclaimed animals as directed. Assists in euthanizing animals at the LUACF as requested by the LUACF Director.

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Observes areas of alleged violations and interviews available witnesses to determine if laws are being violated. Informs persons perpetrating inhumane acts of laws and penalties for violations. Reports violators to Law Enforcement or requests Law Enforcement to arrest violators.

Aids animals in distress by feeding starving animals and freeing trapped animals.

Removes animals from inhumane conditions and uses county vehicle, or coordinates other arrangements, to transport to LUACF or Veterinarian for treatment and care. Arranges onsite visit of Veterinarian when necessary and directed to do so.

Transport euthanized carcasses from LUACF and Upshur County Veterinarian freezers to Buckhannon Transfer Station when Lewis County Animal Control Officer is unable to do so.

Witness sheep claim form when sheep or cattle are killed by dogs.

Maintains reports of activities and remits them on a monthly basis to the Sheriff and Upshur County Commission.

Assists in the operations of the Sheriff's Department as directed by the Sheriff.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data.

Continuous Learning - Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Uses technology to increase productivity.

Design - Generates creative solutions.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Communicates changes and progress.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Teamwork - Exhibits objectivity and openness to others' views.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Cost Consciousness - Develops and implements cost saving measures; conserves organizational resources.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time.

Adaptability - Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Safety and Security - Observes safety and security procedures; uses equipment and materials properly.



Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as the West Virginia Code, general safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving emotional influence.

Computer Skills

To perform this job successfully, an individual must be familiar with Microsoft Office, including word and excel.

Work Week

This position regularly requires forty (40) hours of work per week. Normal working hours are Monday - Friday 7:30 am - 4:00 pm with a half hour lunch break. All calls received after 3:30 pm will be investigated the next day. Overtime may be required, including evenings and weekends. Animal Control is dispatched after hours for calls related to vicious and/or injured dogs. This position is assigned a county vehicle and cell phone which must be answered 24 hours/day unless other arrangements have been made with the Sheriff.

Certificates, Licenses, Registrations

Current West Virginia driver's license; CAET license within 3 months of employment or at the next available training opportunity; completion of gun safety course and

certification.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this Job, the employee is regularly required to use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 100 pounds, frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to precarious places and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

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STATE OF WEST VIRGINIA

EXECUTIVE DEPARTMENT

At Charleston

A PROCLAMATION

By the Governor

WHEREAS, according to W.Va. C.S.R. § 143-1-14.1.b, when Christmas Day occurs on a Tuesday, Wednesday, Thursday or Friday, the employees of this State shall be given time off on the last half of the scheduled workday immediately preceding Christmas Day; and

WHEREAS, in recognition of the hard work accomplished by the public employees of this State throughout the year Two Thousand Nineteen, and in acknowledgement of the holiday season, it is fitting and proper that the public employees of this State be permitted to cease business for the entire workday of Christmas Eve, Tuesday, the twenty-fourth day of December, Two Thousand Nineteen, to spend an extended and enjoyable holiday with their loved ones.

NOW, THEREFORE, I, JIM JUSTICE, pursuant to the foregoing and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that the public employees of this State may be excused from their work duties on Tuesday, the twenty-fourth day of December, Two Thousand Nineteen, without charge against accrued annual leave; and do further

PROCLAIM that this **ORDER** shall not affect private businesses, local governments, and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called upon to safeguard the health, safety, and welfare of West Virginia's citizenry and compensated in accordance with the

legislative rules established by the West Virginia Division of Personnel; however, in accordance with subsection (c), section one, article two, chapter two of the Code of West Virginia, county commissions may designate Tuesday, the twenty-fourth day of December, Two Thousand Nineteen, as a day of time off for county employees without charge against accrued annual leave, and the courts may treat the day as if it were a legal holiday.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



By the Governor

DONE at the Capitol in the City of Charleston, State of West Virginia, this tenth day of December, in the year of our Lord, Two Thousand Nineteen, and in the One Hundred Fifty-Seventh year of the State.


GOVERNOR


SECRETARY OF STATE



Upshur County Sheriff's Financial Statement

For Period Ending: November 2019

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FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,278,709.22	\$ 222,263.45	\$ (1,236,036.27)	\$ 1,264,936.40
FUND - 002 COAL SEVERANCE TAX FUND	\$ 16,139.91	\$ 0.76	\$ (10,000.00)	\$ 6,140.67
FUND - 003 DOG AND KENNEL FUND	\$ 44,163.48	\$ 2,326.70	\$ (4,771.01)	\$ 41,719.17
FUND - 004 GENERAL SCHOOL FUND	\$ 39,540.75	\$ 5,288.30	\$ -	\$ 44,829.05
FUND - 005 MAGISTRATE COURT FUND	\$ 5,337.90	\$ 1,559.50	\$ (172.97)	\$ 6,724.43
FUND - 006 WORTHLESS CHECK FUND	\$ 135,422.99	\$ 166.70	\$ -	\$ 135,589.69
FUND - 007 E-911 FUND	\$ 333,828.99	\$ 210,209.62	\$ (6,502.93)	\$ 537,535.68
FUND - 008 HOME CONFINEMENT FUND	\$ 40,802.48	\$ 8,276.47	\$ (3,224.49)	\$ 45,854.46
FUND - 013 CURRY PARK FUND	\$ 15,382.44	\$ 458.32	\$ (278.22)	\$ 15,562.54
FUND - 015 CURRY LIBRARY FUND	\$ 45,708.36	\$ 37.24	\$ (2,799.07)	\$ 42,946.53
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 13,172.04	\$ 8,545.65	\$ (13,102.04)	\$ 8,615.65
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 39,032.17	\$ 14,694.46	\$ (11,599.73)	\$ 42,126.90
FUND - 039 COAL REALLOCATION FUND	\$ 127,873.74	\$ 15.76	\$ -	\$ 127,889.50
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 608,724.19	\$ 318,192.36	\$ (20,579.46)	\$ 906,337.09
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 262,137.04	\$ 5,003.34	\$ (3,140.74)	\$ 263,999.64
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 701,831.65	\$ -	\$ -	\$ 701,831.65
FUND - 059 CONCEALED WEAPONS FUND	\$ 23,545.53	\$ 1,023.80	\$ (2,133.73)	\$ 22,435.60
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,343.61	\$ 0.13	\$ -	\$ 5,343.74
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ -	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,485.71	\$ 0.06	\$ -	\$ 2,485.77
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 22,650.52	\$ -	\$ -	\$ 22,650.52
FUND - 079 SPAYING & NEUTERING FUND	\$ 47,497.61	\$ 800.00	\$ (630.00)	\$ 47,667.61
FUND - 080 COMM. CORR. FUND	\$ 90,381.52	\$ 45,051.00	\$ (12,179.13)	\$ 123,253.39
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	\$ -	\$ 28,035.00	\$ (28,035.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 913.50	\$ (913.50)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 125.00	\$ (125.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 31.88	\$ (31.88)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 475.00	\$ (475.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 1,983.83	\$ (1,983.83)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 255.00	\$ (255.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 129,098.53	\$ 126,891.11	\$ -	\$ 255,989.64
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
FUND - 366 BOARD OF HEALTH FUND	\$ 361,393.08	\$ 21,511.81	\$ (34,396.48)	\$ 348,508.41
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 437.50	\$ 796.50	\$ (437.50)	\$ 796.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 157,577.17	\$ (157,577.17)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 79,323.65	\$ (79,323.65)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 16,714.30	\$ (16,714.30)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 2,005.69	\$ (2,005.69)	\$ -
FINAL TOTALS	\$ 5,486,448.59	\$ 1,280,553.06	\$ (1,649,423.79)	\$ 5,117,577.86
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 5,590,205.91	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (1,078,360.64)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 603,982.59			
NET BANK BALANCE	\$ 5,115,827.86			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 5,117,577.86			

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 12/17/2019



Upshur County Sheriff's Financial Statement

For Period Ending: November 2019

Bank Balance Listing

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BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 1,063,605.70	\$ (15,883.16)	\$ 145,932.87	\$ 1,193,655.41
	COAL SEVERANCE-MMA	\$ 5,140.67	\$ -	\$ -	\$ 5,140.67
	E-911 -MMA	\$ 526,196.00	\$ -	\$ -	\$ 526,196.00
	CURRY PARK-MMA	\$ 13,030.65	\$ -	\$ -	\$ 13,030.65
	CURRY LIBRARY-MMA	\$ 39,073.99	\$ -	\$ -	\$ 39,073.99
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 256,075.61	\$ -	\$ 4,112.24	\$ 260,187.85
	CONCEALED WEAPONS	\$ 22,370.60	\$ -	\$ 65.00	\$ 22,435.60
	GENERAL TAX ACCOUNT-MMA	\$ 358,975.12	\$ (399,249.82)	\$ 40,274.70	\$ -
	BOARD OF HEALTH-MMA	\$ 308,043.03	\$ -	\$ 465.38	\$ 308,508.41
	UPSHUR CO. FIRE FEE-IBCK	\$ 8,221.00	\$ (70.00)	\$ 464.65	\$ 8,615.65
	UP CO COAL REALLOCAT-IBCK	\$ 127,889.50	\$ -	\$ -	\$ 127,889.50
	EMPLOYEE BENEFITS-IBCK	\$ 906,337.09	\$ -	\$ -	\$ 906,337.09
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.77	\$ -	\$ -	\$ 2,485.77
	COMMUNITY CORR. FUND-IBCK	\$ 124,906.39	\$ (1,653.00)	\$ -	\$ 123,253.39
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 60.00	\$ (60.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 240,998.73	\$ (196,475.80)	\$ 2,041.13	\$ 46,564.06
	TAX CLEARING ACCOUNT	\$ 30,644.20	\$ (31,113.67)	\$ 469.47	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,053.65	\$ (1,053.65)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 27,381.22	\$ (12,861.17)	\$ 8,446.88	\$ 22,966.93
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 41,719.17	\$ -	\$ -	\$ 41,719.17
	GEN. CO. MISC-CKNG	\$ 51,553.48	\$ -	\$ -	\$ 51,553.48
	WORTHLESS CHECK FUND-CKNG	\$ 135,589.69	\$ -	\$ -	\$ 135,589.69
	E-911 -CKNG	\$ 11,691.63	\$ (351.95)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 45,854.46	\$ -	\$ -	\$ 45,854.46
	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	\$ 4,161.79	\$ (350.00)	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,343.74	\$ -	\$ -	\$ 5,343.74
	JURY-CKNG	\$ 15,592.49	\$ (552.49)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 47,767.61	\$ (100.00)	\$ -	\$ 47,667.61
	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	\$ 9,211.30	\$ (11,392.50)	\$ 2,181.20	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 435.00	\$ (435.00)	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ 412.75	\$ (475.00)	\$ 67.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 1,037.69	\$ (400,287.51)	\$ 399,249.82	\$ -
	TAX LEIN FUND-CKNG	\$ 256,310.64	\$ (321.00)	\$ -	\$ 255,989.64
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 25,674.92	\$ (5,674.92)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 584.50	\$ -	\$ 212.00	\$ 796.50
	BANK TOTAL	\$ 4,823,596.84	\$ (1,078,360.64)	\$ 603,982.59	\$ 4,349,218.79
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 701,831.65	\$ -	\$ -	\$ 701,831.65
	EE HEALTH CARE REIMB FUND	\$ 42,126.90	\$ -	\$ -	\$ 42,126.90
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 22,650.52	\$ -	\$ -	\$ 22,650.52
	BANK TOTAL	\$ 766,609.07	\$ -	\$ -	\$ 766,609.07
SUMMARY:					
	TOTAL ALL BANKS	\$ 5,590,205.91	\$ (1,078,360.64)	\$ 603,982.59	\$ 5,115,827.86
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 5,117,577.86

UPSHUR COUNTY SENIOR CENTER
PRESENTS

A CHRISTMAS NIGHT FOR THE WHOLE FAMILY

Join us for a night of fun, music, and joy! The Senior Center will be hosting a Fundraiser for our Nutrition Site/Meals on Wheels program and we would love to invite you!

Events Include:

Photos with Santa: \$3 for 2 digital copies

Fun Activity Stations including Letters to Santa and DIY ornaments

Sausage Gravy and Biscuits for Sale: \$3

The Middle C Vets performing from 4:30 to 5:30pm

DECEMBER 20, 2019

3 PM TO 6 PM





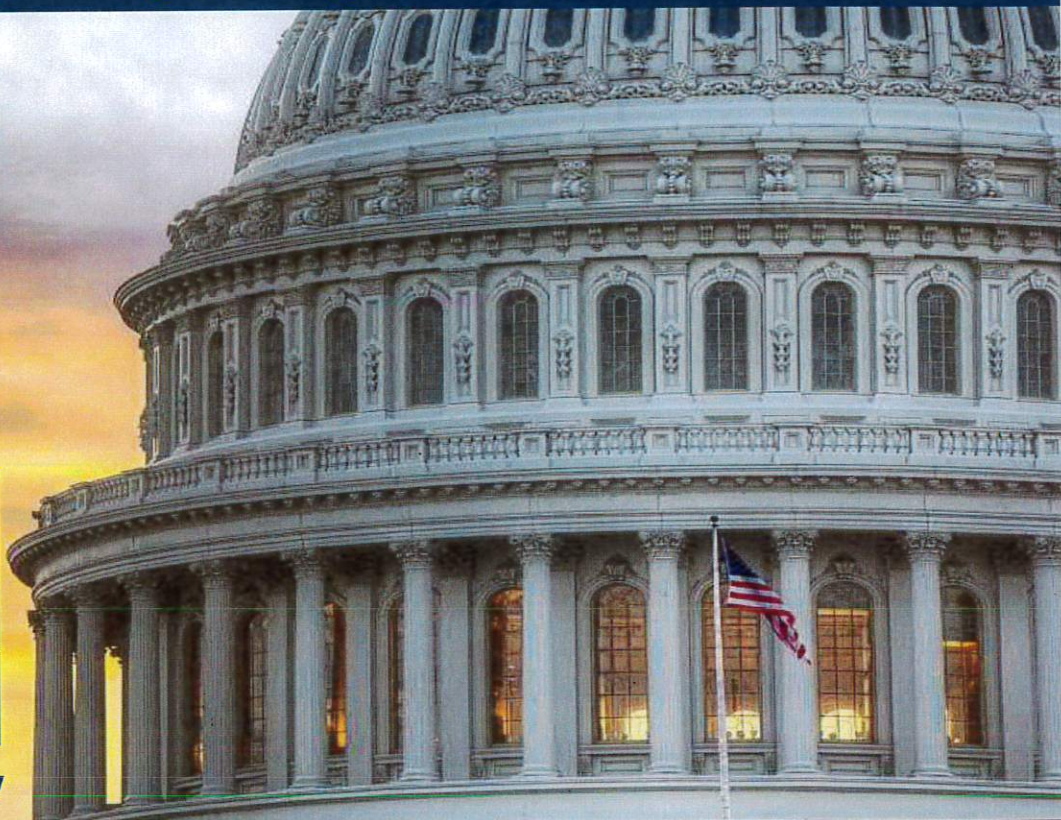
Congressman Alex X. Mooney

Representing West Virginia's Second Congressional District

Follow Us, Like Us,
Watch Us



www.mooney.house.gov



Grants Workshop

January 27, 2020

10 a.m. – 3 p.m.

The Purple Iris

1956 Winchester Ave. Martinsburg, WV 25405

Seating is limited

RSVPs required for admittance

Who Should Attend?

- ✓ Chambers of Commerce
- ✓ Law Enforcement
- ✓ Fire Fighters
- ✓ Broadband Leaders
- ✓ Elected Officials
- ✓ Drug Prevention/Recovery Groups
- ✓ Nonprofits
- ✓ Economic Development Leaders
- ✓ Community Leaders

This event is free and lunch will be provided.

RSVP by January 13th at (304)-925-5964 or GrantWorkshopWV2@mail.house.gov

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

19

Special Meeting Agenda
Upshur County Administrative Annex
Wednesday, December 18, 2019
3:00 p.m.

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
 - November 14, 2019
- V. Report and/or action on Pending Cases
 - 061418-03 (Best) – Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18-month period to see if the new owner brings the property into compliance – Sold during tax sale during November 2018. Discuss during May 2020 meeting.
 - 061319-01 (Riffle) – Review photographs of property
 - 101019-02 (Chenoweth) – No action required, deadline is March 11th
 - 111419-01 (Browning) – Review photographs of property
- VI. Consider requests to establish new cases
 - No new Complaints
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, January 9, 2020 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

AGENDA
EXECUTIVE COMMITTEE
UPSHUR COUNTY DEVELOPMENT AUTHORITY

Wednesday, December 18, 2019

7:00 am – UCDA Office – 21 E Main Street

Conference Room 1st Floor – Back entrance off of parking lot

Presiding, Skip Gjolberg, President

- | | | |
|------|-----------------------------|----------|
| I. | Call to Order | Gjolberg |
| II. | Minutes/Approval | Gjolberg |
| III. | Old Business | Hinton |
| | o Innovation Center Updates | |
| | o Broadband | |
| | o Booster Station | |
| | o Hinkle Deal | |
| IV. | New Business | Hinton |
| | o LED Approval tr | |
| V. | Other | |
| VI. | Adjourn | |

Full Board – January 15, 2020

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, December 19, 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 Recognition of Ambassador Award-Jeffery Harvey
 - B.2 Recognition of December BEST Award Winner-Create Buckhannon
- C. Department & Board Reports**
 - C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
 - C.2 Public Works Director- Jerry Arnold
 - C.3 Finance Director- Amberle Jenkins
 - C.4 Police Chief-Matthew Gregory
 - C.5 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 Proclamation-Wilson Jermaine Heredia Day
 - D.2 Proclamation-Adventure in Toyland
 - D.3 Upshur Arts Alliance Community Spelling Bee 01/24/20
 - D.4 Report of Cat & Dog Activity –Upshur County Commission-October 2019
 - D.5 Change of Scope Request Letter No. 1 FEMA Generator Grant
 - D.6 FOIA Request-Pamela Maxwell-Police Incident Reports
 - D.7 FOIA Request-My Buckhannon- FOIA Copies of Tennerton & Hodgesville P.S.D.'s Financial Records & Audits
 - D.8 Mayor's Statement at the Joint Meeting of Water & Sanitary Boards -Municipal Utilities Rt 33W 12/12/19
- E. Consent Agenda**
 - E.1 Approval of Minutes-Regular meeting 12/05/19
 - E.2 Approval of Building and Wiring Permits
 - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 Approval Partnership with Buckhannon River Watershed Association RE: EPA EE Grant
 - F.2 Re-Addressing/Mapping Cleveland Avenue
 - F.3 Governor Justice Declares Christmas Eve as Full Day State Holiday for Public Employees
 - F.4 Call for Election on May 12, 2020 & Levy Order
 - F.5 Approval to Accept Fire Civil Service Commission List of Certified Eligibles
 - F.6 Municipal Utilities Extensions Corridor H US Rts 33/48 UC Rt 12) West Service Area
 - F.7 Approval New Model Pay for City Recorder
 - F.8 Upshur Co. Commission Resolution to Allocate \$15,000 to COB for Fire Response within the First Service Zone
 - F.9 Approval Resolution 2019-11 Budget Revision GF #3 FY 2019/20
- 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 12/16/19

Next Regular Scheduled City Council Meeting Thursday, January 2, 2020



22

Board of Health Meeting Agenda
Thursday, January 02, 2020
6:00pm

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
- C. Consent Agenda
 - C.1 Approval of the November 07, 2019 Minutes.
- D. Financial Report – Melinda Law
- E. Departmental Reports
 - E.1 Environmental - Chris Garrett, RS
 - E.2 Nurse Director – Sue McKisic, RN
 - E.3 Medical Director – Dr. Joseph Reed
 - E.4 Threat Preparedness Report – Patty Thrasher
 - E.5 Administrator's Report – Sue McKisic, RN
- F. Harm Reduction Program – Report from Laura Jones, Milan Puskar Health Right
- G. Correspondence & Information
- H. Strategic Issues for Discussion and / or vote
 - H.1 Election of Officers for the Year 2020
- I. Board Member Comments and Announcements
 - I.1 Larry Carpenter
 - I.2 Teresa Kee
 - I.3 Amy Queen
 - I.4 Kessa Thorpe
- J. Board Chairman Comments and Announcements
- K. Executive Session
- L. Adjournment

POSTED: 08/20/2019



Upshur – Buckhannon Board of Health

Board Minutes

March 07, 2019

Members Present: Michael Livesay, BOH Chairperson, Teresa Kee, BOH Vice Chairperson, Kessa Thorpe, Amy Queen, Larry Carpenter, Dr. Joseph Reed, Melinda Law (John Law CPA), Sue McKisic

A. Meeting was opened at 6:00 pm by Michael Livesay II, BOH Chairperson.

A.1 Moment of Silence was led by Michael Livesay II, BOH Chairperson.

A.2 Pledge to the Flag of the United States of America, led by Sue McKisic, RN, Nurse Director I

B. Recognized Guests: Kristie Tenney, Upshur County Commissioner

Kristie had not yet attended a BOH of Meeting, and was here mainly for observance of our meeting.

C. Consent Agenda:

C.1 Approval of March 07, 2019 Minutes. Motion by Teresa Kee to approve the January 10, 2019 BOH Minutes as read. Larry Carpenter seconded the motion. Motion carried.

D. Financial Report – Melinda Law, Financial report was given to all Board of Health Members and reviewed with the BOH Members by Melinda Law. A copy of that report had been made part of these minutes. Motion was made by Teresa Kee to approve the Financial Report, Kessa Thorpe, seconded the motion. Motion Carried.

E. Departmental Reports:

E.1 Chris thanked the Health Department and his fellow staff for their support during the birth of his son. He had a smooth return to work after being off for two (2) weeks. He then gave a brief overview of his report, Item 2 will be discussed in Executive Session. A copy of that report has been made part of these minutes.

E.2 Nurse Director – Sue McKisic, RN, read her report. Measles outbreak in several cities and states was mentioned verbally. A copy of that report has been made part of these minutes.

E.3 Medical Director – Dr. Joseph Reed, Presented a written report. Dr. Reed also touched on his “Tar Wars” presentations, and a scheduled tobacco cessation session on Feb. 26, 2019, at the Upshur- Buckhannon Health Department that had no participants, he plans to hold more as time and scheduling allows. A copy of that report has been made part of these minutes.

E.4 Threat Preparedness – Everything is on schedule. A Tabletop exercise was held here at the Health Department on March 26, 2019, it went well.

E.5 Administrators Report – Sue McKisic, RN, read her report, a copy of that report has been made part of these minutes.

F. Harm Reduction Program- Sue McKisic, RN, reported that Two (2) clients have went into recovery, and it is three (3) months that they have been clean. A copy of that report has been made part of these minutes.

G. Correspondence and Information- Information on Brick Street Insurance was distributed to all BOH Members and discussed raising our coverage.

H. Strategic Issues for Discussion and / or vote

H.1 Brick Street Workers Compensation Coverage for Employees. Motion was made by Michael Livesay, II to increase coverage on employees Workers Compensation Coverage to One Million Dollar Policy, for the premium of \$1,444.00 per year, Kessa Thorpe seconded the motion. Motion Carried.

H.2 Adoption of BOH By-law Revisions – No revisions made

H.3 Adoption of BOH Policy Revisions – No revisions made

I. Board Member Comments and Announcements

I.1 Teresa Kee – Would like for the Health Department to inquire and obtain tick wallet cards for the community, these will be beneficial to everyone.

I.2 Larry Carpenter - None

I.3 Kessa Thorpe – None

I.4 Any Queen - None

J. Board Chairman Comments and Announcements -

J.1 “I am thrilled that we have had 2 clients go into recovery”. “I am also proud that all 5 BOH Members and our Medical Director supported this Harm Reduction Program, it is definitely helping our community, I hope to hear of more going into recovery”.

K. Executive Session

K.1 Motion to go into Executive Session – at 7:01 PM motion was made by Michael Livesay II, Teresa Kee seconded the motion. Motion carried.

At 7:21 PM motion was made by Kessa Thorpe to return from Executive Session, Teresa Kee seconded the motion. Motion carried.

L. Adjournment – Motion was made by Teresa Kee to adjourn, Kessa Thorpe seconded the motion. Motion carried. Meeting adjourned at 7:23 PM. The next Board of Health Meeting will be May 02, 2019 at 6:00 PM at the Health Department.

Approved: 5/02/19



Board of Health Chair Person



Upshur – Buckhannon Board of Health

Board Minutes

May 02, 2019

Members Present: Larry Carpenter, Amy Queen, Kessa Thorpe, Dr. Joseph Reed, Melinda Law, Sue McKisic.

A. Meeting was opened at 6:00 pm by Larry Carpenter

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America, led by Larry Carpenter

B. Recognized Guests

B.1 Letter from Laura Jones, Milan Puskar Health Right, was read stating she would not be able to attend tonight's meeting.

B.2 Theresa Poling, DNP, FNP-BC

B.3 Kristie Tenney, Upshur County Commissioner

Letter from Laura Jones requesting that the Harm Reduction Program be moved to the Opportunity House Recovery Center on Cleveland Avenue, Buckhannon, WV. Theresa Poling, DNP, FNP-BC also spoke about moving the Harm Reduction Program. She expressed concerns that the clients are being stigmatized, by having to use the back door, and the protestor is a hinderance to clients needing assistance or supplies. Discussion followed. Motion was made by Kessa Thorpe to move the Harm Reduction Program to the Opportunity House Recovery Center on Cleveland Avenue, Buckhannon WV, Amy Queen, seconded the motion. Motion carried. The program will begin in June 2019 at the new location.

C. Consent Agenda

C.1 Approval of March 07, 2019 Minutes. Motion by Kessa Thorpe to approve the March 07, 2019 Minutes as written, Amy Queen, seconded the motion. Motion carried.

D. Financial Report – Melinda Law, Financial Report was given to all Board of Health Members and reviewed with the BOH Members by Melinda Law. A copy of that report has been made part of these minutes. Motion was made by Kessa Thorpe to approve the Financial Report as given, Amy Queen, seconded the motion. Motion carried.

E. Departmental Reports

E.1 Environmental – Chris Garrett, RS. Chris gave a brief overview of his report. A copy of that report has been made part of these minutes.

E.2 Nurse Director – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

E.3 Medical Director – Dr. Joseph Reed. Dr. Reed read his report and provided

a written report. A copy of that report has been made part of these minutes.

E.4 Threat Preparedness Report – Patty Thrasher. Patty Thrasher gave oral report to Sue McKisic, RN. Report is that everything is up to date, and planning for an exercise soon.

E.5 Administrators Report – Sue McKisic, RN. Sue read her report and provided a written report. Dave Coffman, Sheriff of Upshur County, WV does not support the transfer of any BOH funds from the First Community Bank. I will check on interest rates at local banks and see if that is feasible. A copy of that report and the letter from the Sheriff has been made part of these minutes.

F. Harm Reduction – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

G. Correspondence & Information – None to discuss

H. Strategic Issues for Discussion and / or vote

H.1 Adoption of UBHD Employee Handbook – Tabled at this time.

H.2 Window Replacement – Tabled at this time.

I. Board Member Comments and Announcements

I.1 Larry Carpenter – None

I.2 Teresa Kee – Absent

I.3 Amy Queen- None

I.4 Kessa Thorpe - None

J. Board Chairman Comments and Announcements – Absent

K. Executive Session (Personnel) Motion to go into Executive Session at 7:31 pm was made by Amy Queen, seconded by Kessa Thorpe. Motion carried. No Decisions were made during Executive Session. Discussion took place, Sue McKisic, RN left the executive session. Voting will be done once out of Executive Session. Motion was made to come out of Executive Session at 7:48 pm by Amy Queen, motion was seconded by Kessa Thorpe. Motion carried.

K.1 Budget – Motion was made by Amy Queen to approve budget as presented, seconded by Kessa Thorpe. Motion carried.

K.2 Strawberry Festival ½ day paid for Employees. Motion made by Kessa Thorpe to closed ½ day beginning at 12:30 pm on the Friday (Fireman's Parade) during Strawberry Festival, (staff who work 4 hours will be paid for 8 hours, staff wishing to take the entire day off, will use 4 hours vacation and be paid for 4 hours totaling 8 hours. Per WV DOP). This is to continue every year without vote every year, seconded by Amy Queen. Motion carried.

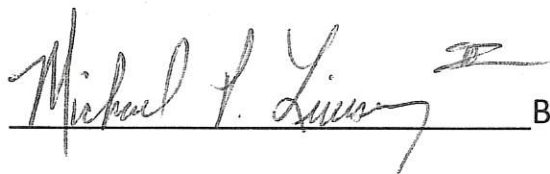
K.3 Pay Raises for Employees as Requested by Sue McKisic, RN. Motion was made by Amy Queen to give pay raises as suggested by Sue McKisic, RN for 2 employees, of 10% effective July 01, 2019, and included the discussion in Executive Session to give Sue McKisic, RN an 3% pay raise effective July 01, 2019 also, seconded by Kessa Thorpe. Motion carried.

K.4 Additional Security cameras and panic buttons for staff safety. Motion was made by Kessa Thorpe to purchase additional cameras and panic buttons for

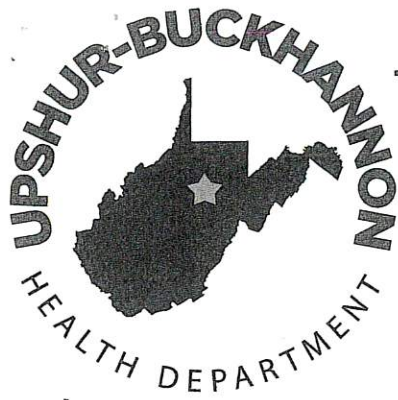
the UBHD per estimate totaling \$2,530.00 from Micrologic, seconded by Amy Queen. Motion Carried.

L. Adjournment – Meeting was adjourned at 8:00 pm. Next meeting date will be July 11, 2019, 6:00 pm at the Upshur – Buckhannon Health Department.

Approved 07/11/19

A handwritten signature in cursive script, reading "Michael T. Lively", followed by a small flourish.

Board of Health Chairperson



Upshur – Buckhannon Board of Health

Board Minutes

July 11, 2019

Members Present: Michael Livesay, Amy Queen, Kessa Thorpe, Dr. Joseph Reed, Sue McKisic.

A. Meeting was opened at 6:07 pm by Michael Livesay

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America, led by Sue McKisic

B. Recognized Guests

B.1 Letter from Laura Jones, Milan Puskar Health Right, was read stating she would not be able to attend tonight's meeting.

C. Consent Agenda

C.1 Approval of May 02, 2019 Minutes. Motion by Amy Queen to approve the March 07, 2019 Minutes as written, Kessa Thorpe, seconded the motion. Motion carried.

D. Financial Report – Melinda Law was unable to attend tonight's meeting. Financial Report was given to all Board of Health Members and reviewed. A copy of that report has been made part of these minutes. Motion was made by Kessa Thorpe to approve the Financial Report as given, Amy Queen, seconded the motion. Motion carried.

E. Departmental Reports

E.1 Environmental – Chris Garrett, RS. Chris gave a brief overview of his report. Memorandum to Installers was discussed. A copy of that report has been made part of these minutes. Chris also asked for additional help for 1 day per week.

E.2 Nurse Director – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

E.3 Medical Director – Dr. Joseph Reed. Dr. Reed read his report and provided a written report. A copy of that report has been made part of these minutes.

E.4 Threat Preparedness Report – Patty Thrasher. Patty Thrasher gave oral report to Sue McKisic, RN. Report is that everything is up to date and planning for an exercise soon.

E.5 Administrators Report – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

F. Harm Reduction – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

G. Correspondence & Information

G.1 Additional State funding level restored- We have been given and additional \$23,122.47 in state funding over last year. Law Makers have returned a portion of the funding that was taken away previously. We still have a long way to go to get back to where we were, but it is in the process. The above amount is approximately 11% above last year's state funding.

G.2 State Adoption of the 2013 FDA Food Code – I have ordered a new set of books for Chris that will have the new food code in it.

H. Strategic Issues for Discussion and / or vote

H.1 Adoption of UBHD Employee Handbook – All Board of Health Members received a handbook to review in prior months. A motion was made by Kessa

Thorpe to approve the new UBHD Employee Handbook, Amy Queen seconded the motion. Motion carried.

H.2 Approval of Record Retention Policy. A motion was made by Amy Queen to approve the Record Retention Policy, Kessa Thorpe seconded the motion. Motion carried.

H.3 Approval of Fee Waiver for Stockert Youth Center. A motion was made by Amy Queen to waive the fees permanently for Stockert Youth Center, unless they become a for profit, then we will re-address, Kessa Thorpe seconded the motion. Motion carried.

H.4 Window Replacement, Tabled until next Fiscal Year.

H.5 New Outside lighted sign. A motion was made by Kessa Thorpe, to approve the purchase of an outside lighted sign, with the bid from The Sign Guy, and check to see if the letters we have are compatible if no we will also order those from The Sign Guy, Amy Queen seconded the motion. Motion carried.

I. Board Member Comments and Announcements

I.1 Larry Carpenter – Absent

I.2 Teresa Kee – Absent

I.3 Amy Queen- None

I.4 Kessa Thorpe - None

J. Board Chairman Comments and Announcements – None

K. Executive Session (Personnel) Motion to go into Executive Session at 7:42 pm was made by Amy Queen, seconded by Kessa Thorpe. Motion carried. No Decisions were made during Executive Session. Motion was made to come out of Executive Session at 8:20 pm by Amy Queen, motion was seconded by Kessa Thorpe. Motion carried.

A motion made by Amy Queen to act on what was discussed in Executive Session (Septic Installer/ UBHD Sanitarian), Kessa Thorpe seconded the motion. Motion carried.

L. Adjournment –Kessa Thorpe made a motion to adjourn at 8:30 pm, Amy Queen seconded the motion. Motion carried.

Next meeting date will be September 03, 2019, 6:00 pm at the Upshur – Buckhannon Health Department.

Approved 9/03/19

A handwritten signature in cursive script, reading "Michael P. Livesey". The signature is written in dark ink and is positioned above a horizontal line.

Board of Health Chairperson



Upshur – Buckhannon Board of Health

Board Minutes

September 05, 2019

Members Present: Michael Livesay, Teresa Kee, Kessa Thorpe, Larry Carpenter Dr. Joseph Reed, Sue McKisic., Melinda Law

A. Meeting was opened at 6:05 pm by Michael Livesay

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America, led by Chris Garrett

B. Recognized Guests - None

C. Consent Agenda

C.1 Approval of July 11, 2019 Minutes. Motion by Teresa Kee to approve the July 11, 2019 Minutes as written, Kessa Thorpe, seconded the motion. Motion carried.

D. Financial Report – Melinda Law - Financial Report was given to all Board of Health Members and reviewed, suggestion to adjust the budget was made. Discussion followed. A motion was made by Teresa Key to adjust the budget in Equipment up \$10,000.00 and Environmental Expenses up \$15,000.00, Kessa Thorpe seconded the motion carried. A copy of the Financial report has been made part of these minutes. Motion was made by Kessa Thorpe to approve the Financial Report as given, Amy Queen, seconded the motion. Motion carried.

E. Departmental Reports

E.1 Environmental – Chris Garrett, RS. Chris gave a brief overview of his report and provided a written report. Clean Air updates were discussed. A copy of that report has been made part of these minutes. Chris also asked for additional help for 1 day per week.

E.2 Nurse Director – Sue McKisic, RN. Sue read her report and provided a written report. A copy of that report has been made part of these minutes.

E.3 Medical Director – Dr. Joseph Reed. Dr. Reed read his report and provided a written report. A copy of that report has been made part of these minutes.

E.4 Threat Preparedness Report – Patty Thrasher. Patty Thrasher gave oral report to Sue McKisic, RN. Report is that everything is up to date and planning for an exercise soon.

E.5 Administrators Report – Sue McKisic, RN. Sue discussed the Schedule of Salary Grades through the WV Division of Personnel and how we need to try to attain these wages for our employees to prevent turnover in staff. Sue has requested to be able to rent a billboard or 2 to promote the Health Department, it was discussed to check on the price of a digital sign, as we have found out that our original sign had not been ordered yet. Sue read the remainder of her report and provided a written report. A copy of that report has been made part of these minutes.

F. Harm Reduction – Sue McKisic, RN. Sue gave a verbal report, that Laura Jones, of Mylan Puskar Health Right has been quite ill recently and the only report, is that the program continues on a monthly basis, at the Cleveland Avenue site. Sue will have more information at the next Board of Health Meeting.

G. Correspondence & Information

G.1 Additional State funding – We received a 5th quarter FY2019 supplemental funding check in the amount of \$5,362.05.

H. Strategic Issues for Discussion and / or vote

H.1 Front Office Workstation (Office Assistants work area) Discussion followed, with input from all. Prices for just a countertop versus a workstation were reviewed. Motion was made by Larry Carpenter to purchase a workstation from Peter Cornett Designs and Interiors, for the price of \$2,300.00, Kessa Thorpe seconded the motion. Motion carried.

H.2 Consider hiring of a Sanitarian 1 day per week to assist with increased workload – Larry Carpenter made a motion to create a position for a Registered Sanitarian, 1 (one) day per week, mileage paid and a wage of up to \$30.00 per hour, Teresa Kee seconded the motion. Motion carried.

H.5 This was done at the July 11, 2019 Meeting. New Outside lighted sign. A motion was made by Kessa Thorpe, to approve the purchase of an outside lighted sign, with the bid from The Sign Guy, and check to see if the letters we have are compatible if no we will also order those from The Sign Guy, Amy Queen seconded the motion. Motion carried.

Due to a breakdown in communication our lighted sign had not been ordered, when I checked on it. As asked in the Administrators report, to possibly purchase a billboard to put our Health Department out there, hoping for more public access, discussion arose, and it was recommended we wait on the purchase of the sign and get some estimates on a digital sign, as it may pay for itself, vs. buying billboards at \$500.00 for each one for a one month period. I will work on getting those estimates.

I. Board Member Comments and Announcements

I.1 Larry Carpenter – None

I.2 Teresa Kee – None

I.3 Amy Queen- Absent

I.4 Kessa Thorpe - None

J. Board Chairman Comments and Announcements – None

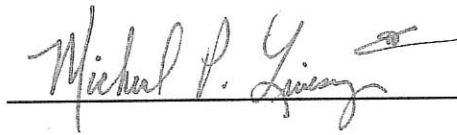
K. Executive Session (Personnel) Motion to go into Executive Session at 8:17 pm was made by Teresa Kee, seconded by Kessa Thorpe. Motion carried. No Decisions were made during Executive Session. Motion was made to come out of

Executive Session at 8:35 pm by Teresa Kee, motion was seconded by Kessa Thorpe. Motion carried.

L. Adjournment – Motion was made by Teresa Kee for adjournment at 8:37 pm, Kessa Thorpe seconded the motion to adjourn. Motion carried.

Next meeting date will be November 07, 2019, 6:00 pm at the Upshur – Buckhannon Health Department.

Approved 11/07/19

A handwritten signature in cursive script, appearing to read "Michael P. Livingston", is written over a horizontal line.

Board of Health Chairperson



Tennerton Public Service District
Monthly Meeting
October 9, 2019

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

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

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on September 11, 2019 were read. No additions or corrections, motion to approve was made by Elmer Tenney , seconded by John Barnes .

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

Terry Gould reported on the following:

*A new generator needs to be purchased for the Norvel Drive Pump Station. Cost will be approximately \$17,600.00. Elmer Tenney made motion to approve the purchase, John Barnes seconded the motion. The old generator was struck by lightning and will no longer work automatically. We can use as a stand-by unit as a manual in case of an emergency. Replacing it per electrician's advice.

*A loan will be needed to purchase the generator. Joe Tenney made motion to approve the loan for the purchase, John Barnes seconded the motion. Joe Tenney agreed to sign for the loan.

*Expansion of sewer service on Corridor H on the Weston Road. TPSD started out with 2 customers in 1986 and we paid 1.29 per for water treatment. 2019, we have 888 customers and pay 5.59 per for water treatment.

*With what we're paying for repairs and the cost of water to the city every month we need to do a rule 19A in the next couple of weeks. PSC will respond within 90 days.

*Maintenance bill unusually high:-Received a \$1000.00 bill from Howard Development for 2 taps, refused to pay. – Ralph Knicely (Gregory Place) 7 customers, slip on hillside, 100-200ft. pipeline, pump truck used and will need to replace manhole there. –SunnyBuck , don't know how much water going into the wet well, they have no way to isolate floors to determine where the leak is coming from.

*Terry and Dave Watson will respond to the City's appeal.

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

Respectfully Submitted,

Elmer Lenny

Secretary

Joseph A. Lenny

Chairman

UPSHUR COUNTY CONVENTION AND VISITORS BUREAU

MINUTES OF MEETING

OCTOBER 10, 2019

The meeting was called to order by Laura Meadows at 3:00 pm.

Members present were: Laura Meadows, Tammy Reger, Sean Harris, Sandra Bennett, Kevin Campbell, Rise Hanifan, Linda Kay Wellings, Meaghan Kroll, Lacy Ramsey, Carrie Wallace and Mary Albaugh, (*Mel Stemple UCDA proxy*),

Absent members: Jon Teets, Joey Baxa and Robert Hinton.

The meeting was held at the Convention Center. Minutes of the previous meeting held on 12 September 2019 were presented by Laura Meadows. A motion was made to approve the minutes made by Carrie Wallace and seconded by Sandra Bennett. Motion passed.

Laura Meadows provided the Treasurer's Report for the Upshur County Convention and Visitors Bureau. No questions and the report will be filed for audit

Director's Report: Laura Meadows provided the following updates:

- The Walking Dinner Tour was successful. Only 30 tickets were made and all sold. Plans to have this event on a yearly basis during Spring, Summer and Fall. She has received inquiries about the next time the event may be held.
- Accreditation with WV Association of CVB's is reviewed every three years. There approximately 50 CVB's throughout the State of West Virginia, however approximately 30 which are accredited. The Upshur County Convention and Visitors Bureau has received notification from the state level reporting that we meet the standards for the renewal process for accreditation.
- Quarterly reports will be presented by the Director to the City of Buckhannon and the Upshur County Commission and present our CVB plaque to the City of Buckhannon and Upshur County Commission.
- Director Laura Meadows participated with an Advertising-Public-Social Needs online. On line interactions are useful and makes it engaging. She is looking at paid social ads which will inspire creativity for ideas as we will be submitting a full ad in the summer issue of WV Magazine.

- CVB Presence in the Community:
 - Upshur County Convention & Visitors Bureau will have available "Advertising Grant Program". This is a way to encourage tourism related to businesses to advertise their business, product, or event and the CVB will award grants to qualifying applicants. Applications will be accepted January 1, 2020 thru December 21, 2020. A total grant fund of \$10,000, with individual grant awards up to \$1,000 will be made. A motion was made by Kevin Campbell and seconded by Mel Stemple. Copy of the application is included.
 - Homecoming WVWC estimated 125 people will be coming to Buckhannon for that event.
 - The following ideas were introduced by Director Meadows for discussion:
 - The Visitors Center Festival Booth to include Buckhannon and view finders which was well received. A Service Scholar is working on designing stickers.
 - Interactive Mural which included locations and ideas (more to follow).

Event Center Manager Sean Harris provided updates as follows:

Upcoming Events: Weddings, 4H Day, PEOS Bingo, SBDC Conference, Weyerhaeuser, Small Meetings

New Business: Weddings, Shriners, BOE Training, Elimination Dinners, Sorority Parties

Updates: New hires, Need of a new bartender, Food Bank location at the Event Center, Referral Program.

Referral Program was presented to serve as an incentive for our partners to refer clients to the Event Center. Proposal was to give a 10% referral fee to the referring partner. Board Members suggested a possible credit for future events, rather than a payment. More information will be gathered to discuss at the next Board Meeting. Further questions will be made with our accountants & other similar facilities.

*** Through July – September there was a total of 18 events, 1 staff person, 9 weekends!

CVB AND Chamber Agreement For Services.

Director Laura Meadows presented the initial agreement. After discussion a motion was made by Sandra Bennett and seconded by Meghan Kroll and motion passed to except the terms and conditions of the agreement. The agreement was approved by the CVB Board with the understanding that an invoice for payment from the Chamber of Commerce for the 10 hours of service per week at the rate of \$11.50 per hour, along with 25% of applicable taxes and insurances. **The "CVB" will be invoiced every two weeks.** Any adjustment in the rate of pay will be determined and approved by the CVB Board of Directors. It is the responsibility of the Chamber of Commerce to complete the necessary reporting of all income earned. **UPSHUR COUNTY CVB & BUCKHANNON UPSHUR CHAMBER OF COMMERCE AGREEMENT OF SERVICES.**

There being no further information to discuss the meeting was adjourned at 4:06 pm.



Upshur – Buckhannon Board of Health

SPECIAL BOARD OF HEALTH MEETING

Board Minutes

October 21, 2019

Members Present: Michael Livesay, Teresa Kee, Kessa Thorpe, Dr. Joseph Reed, Sue McKisic.

A. Call to Order Meeting was called to order by Michael Livesay BOH Chairperson at 6:00 pm

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America was led by Chris Garrett, RS

B. Executive Session (Personnel) Motion to go into Executive Session at 6:02 pm was made by Kessa Thorpe, seconded by Teresa Kee. Motion carried. Discussion was held on a pending matter. Motion was made to come out of Executive Session at 6:49 pm by Teresa Kee, motion was seconded by Kessa Thorpe. Motion carried.

C. Adjournment – Motion was made by Teresa Kee for adjournment at 6:50 pm, Kessa Thorpe seconded the motion to adjourn. Motion carried.

Next meeting date will be November 07, 2019, 6:00 pm at the Upshur – Buckhannon Health Department.

Approved 11/07/19

Board of Health Chairperson

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Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
November 4, 2019

Note: This is the first meeting after the September 9, 2019 meeting.

Chair Joyce Harris-Thacker called the re-scheduled meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on November 4, 2019. By board action at the September 9, 2019 meeting, the October meeting was cancelled and the November meeting moved up one week, each because of holidays occurring on the regular schedule date.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, G. Paul Richter, James S. "Jay" Hollen, III, and Director Burl Smith. Jacqueline (Jackie) McDaniels was absent. A quorum was present. There were no guests.

Minutes of the September 9, 2019 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jay and second by Paul. Motion carried. The minutes were signed by the Chair and Director.

The Financial Reports for September and October were presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering September and October, 2019 were presented. The ending balances for the accounts are as follows:

	<u>September</u>	<u>October</u>
• REAP Account	\$ 100.00	\$ 100.00
• SWMB Account	\$ 9,215.00	\$ 8,231.29
• Money Mkt Account	\$ 19,550.53	\$ 19,550.53
• Operating Account	\$ 14,222.32	\$ 12,899.53

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

Director's Report:

Burl Smith presented a written copy of the Director's Report for the Period from September 10, 2019 to November 4, 2019, a copy of which is attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests:

None.

Old Business:

- **AWVSWA Educational Conference Report, 10/20-22/2019 at Canaan Valley Resort—**

Jay and Burl attended the conference and noted that one common item that all counties were facing is the difficulty in marketing recyclables. Not only is the price down but the demand is also down. Next year's conference is at Glade Springs Resort near Beckley, WV

New Business:

- **FY 2019 Audit Review** --- Each Board member was given a copy of the completed audit and the only item of note is the recurring item of segregation of duties in dealing with the finances. With limited staff, little can be done to address this. A motion to accept the audit by Mary and second by Jay. Motion carried
- **FY 2020 REAP Grant Award**--- Burl reported that Governor Justice announced at the AWVSWA Conference the award of \$4165.00 to the UCSWA. Pictures were taken and can be viewed on the Governor's web page. Written notice and instructions have not been received at this time.
- **Personnel, Director Replacement**--- The board reviewed the Job Description prepared in 2012 for the Director and discussed a possible notice in local papers advertising the position. This will be discussed more at the December meeting.

Board Member Items:

None.

With no further business, the meeting adjourned at 5:15 PM.

Respectfully Submitted,

Burl J. Smith, Director
November 4, 2019

Signature Copy to be maintained in the UCSWA Office)

Joyce Harris-Thacker, Chair

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

UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT---Burl Smith

Period from September 10, 2019 to November 4, 2019*

*This report covers two months because the October meeting was cancelled and the November meeting was moved up one week because of falling on holidays.

Activities include:

- Prepared and distributed by email the minutes of the 9/9/19 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received email of Direct Deposit to Operating Account of SWMB Assessment checks (\$2151.30) on 9/13/19 and (\$2571.27) on 10/11/19. I made copies of the notices and put in file.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for September, 2019. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants. No activity in REAP account, \$100.00 minimum balance. Do to the monthly meeting being moved up one week, the October bank statements have not been received. I printed the Register Reports as usual but recent checks have not been cleared.
- Prepared checks for payment of bills for September/October and took to two Board members for signatures and approval on 10/11/19. Prepared checks for payment of bills for the November meeting.
- Cleaned office.
- Prepared notice of the cancellation of the October meeting and re-scheduling of the November meeting and posted on office window and emailed to UCSWA Board, Upshur County Commission, press, etc.
- Prepared Agenda and meeting package for the re-scheduled 11/4/19 meeting. Posted Agenda on the office window and emailed to UCSWA Board, Upshur County Commission, press, etc.
- Pickup of litter at Crossroads Recycling Center was done three times these two months.
- The FFY 2019 Financial Audit was scheduled and took place on September 24, 2019. The Auditor's report is part of the November meeting agenda. No significant issues were reported. I did requested paperwork and got Joyce's signatures and mailed back on 10/4/19.
- Prepared and mailed registration for AWVSWA conference October 20-22 for Burl in September and then for Jay in October. Also made room reservations. Burl and Jay attended the meeting at Canaan Valley Resort from Oct 20-22.
- Conducted tours for the 7 Upshur County elementary schools of the of 4th grade field trips to the City of Buckhannon Recycling Center on October 8th and 10th. There were about 275 students and faculty attending. Snacks and drinks along with the school bus transportation will be paid with FY 2020 SWMB Grant money.
- Received notice at the AWVSWA Conference of award to the UCSWA of the FY 2020 REAP Grant. Governor Justice presented the award and a picture was taken. We have not received at this time any information regarding the paperwork for the grant.

Thanks—Burl

Adrian Public Service District

November 7, 2019

Monthly Board Meeting

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Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody, and Eric Brunn.
Visitors: Misty Gregory and Lela Gregory

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Visitors Misty and Lela conveyed concerns they had with Misty's water service with Adrian PSD. She presented print outs of her bills and water usage. Their concerns were that her water usage seemed too sporadic to them and that the two people in the house hold should not have used as much that was billed to her. Previously on July 2, 2019 Misty's meter was pulled and tested at the City of Buckhannon, per request of the customer. The meter tested 100% accurate. She stated she would like to be notified from now on when an Adrian PSD employee comes on site to fulfill a work order for her water meter. Misty complained of low pressure as well.

Result: A work order was made to replace her meter with a new one so the PSD has the capability to see the past 90 days of water usage down to the minute, and to adjust her pressure up. An employee is to call before they go out to fulfill the work order so she may be present.

Minutes of the October 10th meeting were read. Paul made the motion to approve the minutes and Kelly second.

Invoices were presented – Motion to pay was made by Paul, second by Kelly.

Old Business

- The lease for the Rock Cave broad band tower with the Development Authority is currently still in revision by the Development Authority's attorney. On Oct. 25th there was a conference call between Adrian PSD's attorney and the Dev. Authority's to discuss the revisions being made and that the PSD is agreeable to the changes.
- Customer Craig Bessinger attempted to reopen a closed formal complaint with the Public Service Commission against Adrian PSD. It was recommended by the PSC staff for the Bessinger case to not be reopened and for him to fulfill the requirements from mediation of the formal complaint from 2017.

New Business

- Craig Bessinger scheduled for a meeting at the PSD office on Tuesday Oct. 29th to sign a deferred payment agreement and discuss Mediation terms. He was absent for the meeting he scheduled. Lindsey is to send him through certified mail the deferred payment agreement to be signed and returned by him to the office.

Items for Discussion/Action/Approval

- Carolyn made a motion have Tetrick and Bartlett conduct our fiscal 2018-2019 independent audit, Kelly second the motion and all documents were signed.
- Documents were signed for MVB to open insured cash sweep accounts for the PSD that allow all of our funds larger than FDIC limits to be secure.
- A company credit card policy was presented. This policy was tabled until the next meeting.
- The telephone pole at the Beechtown pump station is to be replaced with a taller, approx. 30ft. pole to satisfy upgrading of the pump station power.

Maintenance – Eric

- Leak repaired at Rock Ford area
- Three new services were installed.
- A service leak was repaired at Sago area
- Currently two new services are scheduled to be installed.
- The phase protection solenoid was replaced at the Carter pump station.

Office Report

- Business as usual

The meeting adjourned at 5:00 pm. Next regular meeting will be December 5, 2019 at 3:00 pm.

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Board of Directors



Paul Spencer, Chairman



Carolyn Douglas, Vice Chairman



Kelly Arnold, Sec., Treas.

Tennerton Public Service District
Monthly Meeting
November 13, 2019

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

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

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on October 9, 2019 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by Elmer Tenney.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Elmer Tenney and seconded by John Barnes.

The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- Loan was approved for new generator. It has been paid for and is in operation.
Country Club Estates on Tee Lane, first 3 homes have sewer back up. A root has a crushed line in about 3 different places. We will need to replace about 100 ft. of line.
- Terry read the "My Buckhannon" article. Joe Tenney asked if we should respond to the articles being put out to the public about the Tennerton PSD. Mr. Tenney and the board did not feel as the whole truth was being told. Mr. Gould reported that the FOIA from the City of Buckhannon will be furnished promptly once the year end financials are completed. These will be completed and sent to the city next week. Mr. Tenney also asked about catching up on payments to the city. He asked if a certain amount of a rate increase could be dedicated to the city repayment. Terry Gould reported that the city has Home Rule and that the city raised their rates faster than we could get our rates increased. Last rate increase, TPSD requested a 25% increase and we were approved for a 5.6% raise. Mr. Gould reported that we are almost finished with the annual report and when completed we will apply for Rule 19A.
- The audit will be done when the annual report is finished.

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

Approved

Joseph A. Tenney

UPSHUR COUNTY SENIOR CENTER

UPSHUR COUNTY SENIOR CENTER BOARD OF DIRECTORS

MINUTES: November 13, 2019

CALL TO ORDER: President Ransom Hackett called the meeting to order at 12:00 PM.

THOSE ATTENDING: Tim Rock, Heather Powell, Ransom Hackett, Sarah Campbell, Joy Shingleton, Rhonda Jeffries, Becky Swisher

APPROVAL OF MINUTES: President Ransom Hackett asked for a motion to approve the minutes. Tim Rock made a motion to accept the minutes. Joy Shingleton seconded the motion. Motion Passed Unanimously.

DIRECTOR'S REPORT: Director Sarah Campbell gave her report and presented the results of the Home Delivered Meal Survey. Discussion occurred.

PUBLIC COMMENTS: No guests present.

FINANCIAL REPORT:

- Director Campbell presented the financial report. Becky Swisher motioned to accept the report. Joy Shingleton seconded the motion. Motion Passed Unanimously.

PREVIOUS BUSINESS:

- Director Campbell presented a request to purchase three laptops for staff use. Becky Swisher made a motion to approve the purchase of three laptops under the price of \$1,500.00. Tim Rock seconded the motion. Motion Passed Unanimously.
- Director Campbell presented the bids for our financial audit to the Board. Williams and Associates were the only bid after the time had expired. See attached bid. Becky Swisher made a motion to approve Williams and Associates bid for the financial audit. Tim Rock seconded the motion. Motion Passed Unanimously.

NEW BUSINESS:

- Director Campbell presented options for the staff Christmas gift purchase. See list attached. Tim Rock made a motion to select option 5. Heather Powell seconded the motion. Motion Passed Unanimously.
- Director Campbell presented a policy for Company Property Usage. Becky Swisher made a motion to approve the policy with changes in wording to reflect no cost to the employee if property not returned, property must be returned immediately upon termination, and that legal action will be pursued for failure to return property. Tim Rock seconded the motion. Motion Passed Unanimously.
- Director Campbell presented information regarding the Center's recent personal care review. See attached.
- Director Campbell presented a mock schedule for 2020 Holidays. Becky Swisher made a motion to approve the calendar without Primary Election Day as a holiday. Joy Shingleton seconded the motion. Motion Passed Unanimously.

Executive Director's Report

December 6, 2019



This report was developed to provide a perspective of the current state of affairs at the Upshur County Senior Citizens' Opportunity Center, Inc. The report serves as a communication to the Board of Directors a current summary of program operations, finances and services, and human resources.

Programs Operations

Monitoring

- No monitoring occurred.

Activities & Events

- The past month we began a donation drive for our In-Home Care Packages. Donations have begun coming in and we expect to send out well-stocked packages.
- On December 23, we will have a Christmas dinner and carols beforehand from 11 am to 11:30 am.

Administrative

- In November we began both our evening dinners and our Alzheimer and Dementia support groups. While attendance for the evening dinner has held steady at around 17 people, attendance has varied at the Alzheimer and Dementia support group. Reviews from the support group have been positive.
- The Healthy Grandfamilies Coalition is off to a great start. We are currently in the planning process and hope to have several elements ironed out over the next month. Our next meeting will be on December 19.

Finances and Services

Fundraising and Donations

- We are currently participating in the Subaru Share the Love Event. This event will allow us to receive funds from Meals on Wheels in proportion to the activities we host and the funds generated by Subaru sales in the state. The first announcements have been made. We will continue to make announcements and posts as we progress.
- On December 20, 2019, we will host an Adventure in Toyland fundraiser. The Center will be selling sausage gravy and biscuits, hot cocoa, and pictures with Santa. We will also have several stations throughout the building for activities for the children. Some ideas in the works are: DIY ornaments, letters to Santa, Subaru Share the Love candy gift station, and some interactive game stations. Please know that we will need volunteers to make this event happen.

Nutrition

- This month we delivered a total of 484 Congregate Meals and a total of 937 Home Delivered Meals.

Lighthouse

- Our hours for Lighthouse are currently at 650 per month.
- This is an increase from our last month of services and we are working to continue to add people to the program.

FAIR

- We provided 176 hours of services this past month. Hours will need to increase.

VA

- We added 3 VA clients over the last month.

PC

- No current changes. Please see above for monitoring notes.

ADW

- No changes.

IIIE

- We are in the process of adding clients to this program.

IIIB

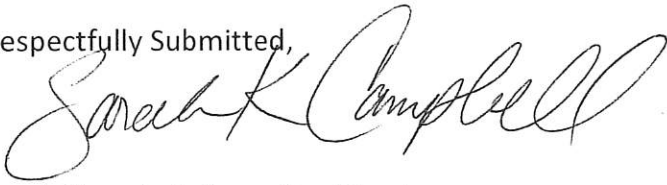
- We are currently providing the correct hours of service for this program, averaging 63 hours per month. After calculating our match, we may need to add services in the next month.

Human Resources**Education & Training**

- On December 10th, I will attend a meeting in Flatwoods hosted by the Bureau of Senior Services covering cost allocation.

Miscellaneous

Respectfully Submitted,



Sarah Campbell, Executive Director

PERSONNEL:

NEXT MEETING: The next board meeting will be December 11, 2019 at 12 PM.

ADJOURNMENT: Becky Swisher made a motion to adjourn. Tim Rock seconded the motion.
Adjourned at 12:35 PM.