

Upshur County Commission Meeting Agenda

- Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call
- Date of Meeting: February 11, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - February 4, 2021
- 9:00 a.m. Wiley Creasey – Request postponed hearing date pertaining to the previously approved Paper Road Closure Application concerning a portion of Darylene Drive. *
- 9:15 a.m. Discuss Gardner Case Number 010920-01 (Warren Tax District – Tax Map 8D – Parcel Number 12,13,14) The Order Setting Forth Findings of Fact and Conclusions of Law entered on January 7, 2021, provided the property owners with thirty (30) calendar days to take corrective action with respect to the property at issue. *
- 10:00 a.m. Sheriff Virgil D. Miller – Discuss advertising for full-time Deputy Sheriff position and consideration of a Sheriff's Deputy Sign-On Incentive Program. *
Item may lead to Executive Session per WV Code §6-9A-4
- 1:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Approval and signature of correspondence supporting the 26th Judicial Community Corrections Day Report Center for inclusion in their FY22 grant application. *
2. Approval of Lewis–Upshur Animal Control Facility Volunteers, Anna Cardelli, Maggie Kovalch, and Kevin Metz. *
Under separate cover
3. 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, Remote Work Request(s).

For Your Information:

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

1. Public Notices:
 - a) Newsletters and/or Event Notifications:

b) Agendas and/or Notice of Meetings:

- Upshur County Family Resource Network February 8, 2021
- Buckhannon-Upshur Airport Authority February 8, 2021
- Upshur County Senior Center February 10, 2021
- Upshur County Safe Structures & Sites Enforcement Board February 11, 2021
- Upshur County Fire Board, Inc. February 16, 2021

c) Meeting Minutes:

- Upshur County Safe Structures & Sites Enforcement Board November 19, 2020
- Elkins Road PSD January 5, 2021
- Upshur County Solid Waste Authority January 11, 2021

d) Meetings:

- 02/02/21 5:00 p.m. Elkins Road PSD
- 02/02/21 4:00 p.m. Hodgesville PSD
- 02/04/21 7:00 p.m. Banks District VFD
- 02/04/21 7:00 p.m. City Council of Buckhannon
- 02/04/21 7:00 p.m. Selbyville VFD
- 02/08/21 12:00 p.m. Upshur County Family Resource Network
- 02/08/21 4:30 p.m. Upshur County Solid Waste Authority
- 02/08/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 04/12/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Lewis Co.
- 02/09/21 7:30 p.m. Adrian VFD
- 02/04/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 02/17/21 7:00 a.m. Upshur County Development Authority – Executive Board
- 02/10/21 12:00 p.m. Upshur County Senior Center Board
- 02/10/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 02/09/21 7:00 p.m. Warren District VFD
- 02/04/21 3:00 p.m. Adrian PSD
- 02/10/21 3:00 p.m. Tennerton PSD
- 02/11/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 02/11/21 7:30 p.m. Buckhannon VFD
- 02/08/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 02/18/21 6:30 p.m. Upshur County Youth Camp Board
- 02/14/21 6:00 p.m. Washington District VFD
- 02/15/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/17/21 4:00 p.m. Upshur County Public Library Board
- 02/19/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 02/23/21 6:30 p.m. Upshur County Fire Board, Inc.
- 02/23/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/10/21 7:00 p.m. Ellamore VFD
- 02/17/21 12:00 p.m. Lewis Upshur LEPC
- 02/10/21 1:15 p.m. Upshur County Farmland Protection Board – CANCELLED
- 03/10/21 1:15 p.m. Upshur County Farmland Protection Board
- 02/22/21 7:00 p.m. Upshur County Fire Fighters Association
- 02/10/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

- 02/22/21 12:00 p.m. Region VII Planning and Development Council
- 02/22/21 10:00 a.m. Mountain CAP of WV, Inc.

2. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6/30/2020) – Fire Association Representative
- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – 06/30/2021) – City Representative

****If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or trperry@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

3. Board of Review & Equalization Meeting Schedule

- 01/28/2021 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/03/2021 1:00 p.m. – 3:00 p.m.
- 02/09/2021 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2021 9:00 a.m. – 11:00 a.m. Adjournment

These meetings will take place at the Upshur County Administrative Annex

4. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at clwallace@upshurcounty.org.

- Monday, March 15th beginning at 9:00 a.m.
- Tuesday, March 16th beginning at 9:00 a.m.
- Wednesday, March 17th beginning at 9:00 a.m.
- Thursday, March 18th beginning at 1:00 p.m.
- Friday, March 19th beginning at 9:00 a.m.
- Monday, March 22nd beginning at 1:00 p.m.

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
February 18, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex

UPSHUR COUNTY COMMISSION

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

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

TDD Numbers
Business: 472-9550
Emergency: 911

February 11, 2021

26th Judicial Community Corrections
c/o Cheyenne Walters
43 WBUC Road
Buckhannon, WV 26201

To whom it may concern:

The Upshur County Commission is grateful for their partnership with the 26th Judicial Circuit Community Corrections Day Report Center and its effectiveness within the County. In 2020, this program saved Upshur County approximately one million one hundred twenty-five thousand five hundred seventy-six dollars (\$1,125,576) in regional jail fees. Even though the regional jail bill has drastically increased since 2015, the County has been able to remain current.

The Day Report Center handled 96 referrals over the course of the year, not including DHHR referrals. Without these services we are certain there would be an increase in offender recidivism resulting in an increase in the regional jail bill that would have a devastating impact on the taxpayers of this County. This Commission continues to support the hard work and dedication of Cheyenne Troxell and her staff. Continued funding of the above referenced program will be greatly appreciated.

Best regards,

Terry B. Cutright
Commissioner

Samuel R. Nolte
Commissioner

Kristie G. Tenney
Commission President

An Equal Opportunity Employer



PO Box 2115 / 79 East Main Street, Buckhannon, WV 26201
(304) 473.1051 upshurfrn@yahoo.com

UCFRN General Membership Meeting ~ ~ Zoom Virtual Meeting

February 8, 2021 11:15 AM

Agenda Topics

- Introduction and opening prayer
- Shower – will be June/July but need to start heavily on donations **now**
- Still working on starting up Healthy Grandfamilies
- Book bus grant
- Regional and State CQI results online – will email link
- Guest Speaker: Leah Smith, NECCO
- Information Sharing
- Closing

Next meeting Monday March 8, 2021 at 11:15 am – Zoom Virtual Meeting

Buckhannon-Upshur Airport Authority Agenda

***Buckhannon-Upshur Airport Authority-Virtual Meeting via Telephony or ZOOM¹
Regular Meeting - Monday, February 8, 2021 at 4:00 pm***

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - Vice-President's Report – Virgil LaRosa
 - Discussion & action re BUAA President officer replacement
 - Treasurer's Report – Phil Loftis, Treasurer
 - Approval to pay back invoices for Crites Electric totaling \$7,248.44 (attached)
 - Draft FY20-21 and FY21-22 Budgets for Review and Discussion (attached)
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical
 - Operations – Jamie Wilt, Jennifer Powers
 - Update fuel prices JetA and AVGas
 - Accounting Computer issues
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - Hangar leases – B2 lease review & action
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority (treasurer@flyW22.com or 304-613-9321) at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.

¹ Due to Covid-19 concerns and per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.

UPSHUR COUNTY SENIOR CENTER

TO: Upshur County Senior Center Board of Directors

FROM: Sarah Campbell/Ransom Hackett

MEETING: Senior Center Board of Directors

DATE: February 10, 2021

TIME: 12:00 PM

PLACE: Conference Call

Minutes Attached

Director's Report Attached

Finance Report Attached

AGENDA

Call to Order

Roll Call

Approval of Minutes

Guest Presenter

Laura Ward: RCSC/Country Roads

Directors Report

Public Comments

Financial Report

Previous Business

Update: Meals on Wheels DBA
Pallottine Grant Mid-Way Report

New Business

Country Roads Contract

Personnel Matters

Client Tracking Services

Next Meeting

Adjournment

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda

Upshur County Administrative Annex

Thursday, February 11, 2021

3:00 p.m.

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
 - January 14, 2021
- V. Report and/or action on Pending Cases
 - 011421-01 (Carr) -- Review photographs of property
- VI. Consider requests to establish new cases
 - 1 new Complaint
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, March 11, 2021 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

Notice of Meeting

for

Upshur County Fire Board, Incorporated

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

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Tuesday, February 16, 2021
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---January 19, 2020

Public Questions/Comment Period

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

- Cumulative report

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 01/31/2020---\$107,825.48
- Disbursement from Chief Tax Deputy for January---TBD prior to meeting

Payment of Bills/Invoices

- *Software Systems---monthly maintenance---Invoice # 34653---\$228.00
- *Upshur County Commission---reimbursement---postage paid by Tax Office---July-October 2020---\$48.19

Discussion/Approval of 2nd Disbursement of 2020 Fire Fee Funds

Review/Approval of 2021 Insurance Renewal from WVCoRP

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---March 16, 2021---Adjournment

Upshur County Safe Structures and Sites
Enforcement Board
November 19, 2020

Members present: Greg Harris, Chris Cook, Brian Shreves and Chris Garrett
Members absent: Rick Harlow
Others present: none

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

The August 20, 2020 meeting minutes were reviewed. On Motion by Chris Garrett, seconded by Brian Shreves, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

061418-03 (Best/Runyon) – The Board reviewed photographs of the property. On motion by Chris Garrett, seconded by Chris Cook, the Board moved to close the case as the property has been brought into compliance.

061120-02 (Rhodes) The Board reviewed photographs of the property. On motion by Brian Shreves, seconded by Chris Cook, the Board approved to provide the property owner with a second extension with a deadline of January 13, 2021.

061120-03 (Keener) The Board reviewed photographs of the property. On motion by Brian Shreves, seconded by Chris Garrett, the Board moved to close the case as the property has been brought into compliance.

070920-01 (Hensil) The Board received an update from Chris Garrett, Sanitarian. On motion by Brian Shreves, seconded by Chris Cook, the Board moved to close the case per the recommendation of Chris Garrett.

The Enforcement Board reviewed the following new cases:

The Board reviewed one complaint; however, the property did not fall within the guidelines of the Ordinance.

Public Comment:

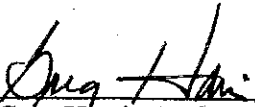
None

Other Business:

The next meeting will be held on Thursday, December 17, 2020 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting adjourned at 3:30 p.m.

Approved by:



 Greg Harris, Enforcement Officer

01-14-21
 Date

Chris Garrett, Board Member

Date

Rick Harlow, Board Member

Date

1/14/21

Kenneth "Brian" Shreves, Board Member

Date

1/14/21

Chris Cook, Board Member

Date

**Elkins Road Public Service District
Board of Directors' Regular Meeting
January 5, 2021**

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, January 5, 2021.

Chair, Carey Wagner, called the meeting to order at 5:05 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Unless otherwise stated all motions passed by vote 3-0.

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of December 8, 2020 Regular Monthly Meeting were presented for approval. Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve the financial report and pay the bills to date. Seconded by Larry Heater. Motion carried

LETTER FROM CITY OF BUCKHANNON-WATER BACKFLOW PREVENTION

This letter states the requirements for backflow prevention at the cities master meter from which we are billed each month. It was decided that we would seek help from our engineer and then approach the city with whatever suggestions he gives us. No motions were made at this time.

2021 HOLIDAYS

Since we have not received the approved 2021 holiday list from the Upshur County Commission yet, Carolyn Douglas ask the Board to approve Martin Luther King Holiday on January 18th at this meeting and the balance of approved holidays at next meeting when we have the list. Sonny Matthews made a motion to approve MLK Holiday. Seconded by Larry Heater. Motion carried

PHASE III EXTENSION PROJECT

Elighth Draw Request from UDC loan for Phase III invoices \$316,587.14 plus SCBG in the amount of \$144,776.02 for a total of \$461,363.16 was presented by Cary Smith (Region VII) for signature and payment. Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 5, 2021

PHASE III EXTENSION PROJECT (continued)

Change Order Number 2 for Contract 1

A second change order for Contract 1 with non-monetary effects was presented for a 60 day extension due to COVID 19 delays. **Sonny Matthews made a motion to sign the change order. Larry Heater seconded. Motion carried**

Change Order Number 3 for Contract 1

A third change order for Contract 1 to cover additional heating costs \$2440.30 for the Meter Testing/Storage Room. **Sonny Matthews made a motion to sign the change order. Seconded by Larry Heater. Motion carried**

Change Order Number 4 for Contract 1

A fourth change order for Contract 1 to cover the cost of a handicap railing in the amount of \$2467.11 for the new office. **Sonny Matthews made a motion to sign the change order. Seconded by Larry Heater. Motion carried**

Substantial Completion Agreement

A substantial completion agreement for M&A Coatings, LLC for October 10, 2020 was submitted for signature and approval. **Larry Heater made a motion to sign the agreement. Seconded by Sonny Matthews. Motion carried.**

Amanda Sutphin and Greg Belcher were present via Zoom and Amanda gave updates on all contracts to the Board. Contract 1 Pro Contracting for the new office building had several change orders and is moving along even with the weather. Contract 2 for Tank Refurbishing submitted a Substantial Completion Agreement for October 16, 2020 and is basically completed. Contract 3 AJ Dink for water line extension and additional booster station for Winery Road is working on Redabaugh Road at present and has hit a little rock which has slowed them just a little but moving along nicely. Contract 4 Chojnacki for water line extension, pressure valves and a booster station for Hawkins Road is at present working on King Schoolhouse Road.

MAINTENANCE

Dave Wensley, System Operator, discussed the December maintenance report which he had prepared for the meeting. Low groundwater was discovered in March due to our water usage going up to 170,000 gallons a day for the last two weeks. We have a leak in the Union Tank area and have been unable to locate it. We are going to call WTRWA for assistance this week.

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 5, 2021

Carey Wagner made a motion to enter into Executive Session under WV Code 6-9A-4 at 6:20 p.m. Sonny Matthews made a motion to come out of Executive Session at 6:25 p.m. Seconded by Larry Heater. Motion carried. No decisions were made while in executive session. The condition of PSD Truck as well as the mileage were discussed during executive session.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:35 p.m.

The next meeting will be held on Tuesday, March 2, 2021 at 5:00 p.m.


Respectfully submitted:

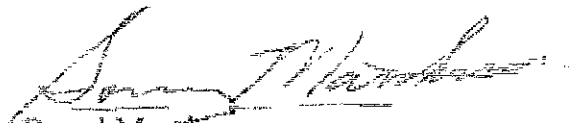
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews

Note: Recorded Meeting

Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
January 11, 2021

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Recycling Garage next to the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 p.m. on January 11, 2021. The meeting was moved to the Recycling Garage to ensure social distancing.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, Jackie McDaniels, and Belinda Lewis, Director. Paul Richter and James S. "Jay" Hollen were absent. A quorum was present. There was one guest, Jeff Wamsley.

The minutes of the December 14, 2020 meeting had been previously sent to the members and were part of the Agenda packet. A motion to accept these minutes was made by Jackie and seconded by Mary. Motion carried. The minutes were accepted.

The Financial Report for December was presented by the Director Belinda Lewis because Treasurer Jay was absent. Register Reports for the four bank accounts with First Community Bank covering December 2020 were presented. The ending balances for the accounts are as follows:

	<u>November</u>	<u>December</u>
• REAP Account	\$ 2,045.00	\$ 1,237.03
• SWMB Account	\$ 8,980.71	\$ 8,980.71
• Money Mkt Account	\$19,562.68	\$19,563.18
• Operating Account	\$15,108.13	\$16,531.46

A motion to accept by Mary and seconded by Jackie. Motion carried. The financial reports for December were accepted.

Director's Report:

Belinda Lewis presented a written copy of the Director's Report for the period from December 15, 2020 through January 11, 2021, a copy of which is attached as part of the minutes. She talked about the ongoing Small Government Monitoring Program, efforts to reallocate funds in the REAP grant, making individual Christmas cookie bags for the workers at the Recycling Center and having contact with AmeriMark and The Sign Guy to order items.

Old Business:

Discussion was held about the reallocated funds in the REAP Grant. Stress balls will be ordered as a promotional item. Approval was also received to purchase printer cartridges.

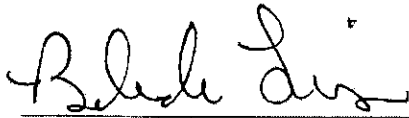
Jeff Wamsley was present to discuss transferring the Free Paper Shred Event location from Crossroads Recycling at Walmart to the Recycling Center at Mudlick Rd., as per a previous suggestion by the Board. Jeff noted that UCSWA could use the back gate and/or the property across the road for this event. A motion to move the Free Paper Shred Event from the Crossroads at Walmart to the Recycling Center at Mudlick Road was made by Jackie and seconded by Mary. Motion carried.

New Business:

Jeff Wamsley discussed recycling prices with the Board Members

With no further business, the meeting adjourned at 4:49 p.m.

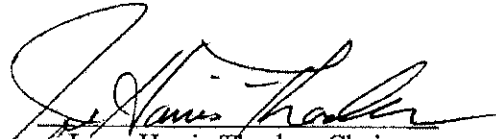
Respectfully Submitted,



Belinda Lewis, Director

January 11, 2021

(Signature Copy to be maintained in the UCSWA Office)



Joyce Harris-Thacker, Chair

UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT— Belinda Lewis

Period from December 15, 2020 through January 11, 2021

Activities include:

- Prepared and distributed by email the minutes of the 12/14/2020 meeting.
- Checked upshurswa@yahoo.com email daily.
- Checked mail at Post Office every day.
- Received email of Direct Deposit to Operating Account in the amount of \$1,935.36.
- Received monthly bank statements on the four accounts and reconciled balances for December. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current grants.
- Prepared checks for payment of bills for the January meeting.
- Prepared agenda and packets for January 11th Board Meeting and emailed a copy of the agenda to members, Jeff Wamsley, Ms. Phillips and the Record Delta.
- Cleaned office.
- Arranged an alternative meeting place for the January 11th meeting; checked with Jeff about using the Recycling Garage and informed Board Members and others of the change via email.
- My office hours during Christmas season were changed to ensure that I worked the 12 hours per week in my contract.
- Continued to provide the Small Government Monitoring Program with information.
- Fielded many calls on my cellphone about recycling.
- Prepared Budget Modifications for approval for the REAP grant and was in contact with Travis from DEP concerning these modifications prior to the December 31st deadline. These modifications were approved. I am now in the process of preparing the REAP 4th quarter report, due January 31st.
- I have been in contact with both AmeriMark and the Sign Guy about ordering items.
- I made small bags of cookies with a thank you notes attached for all workers at the Recycling Center on behalf of UCSWA.

Thanks—Belinda