

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

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 8, 2024

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• February 1, 2024

9:15 a.m. Keith Buchanan on behalf of the Colonial Arts Center – Discuss 2024 goals and partnerships

*(Recess)*

10:00 a.m. Board of Review and Equalization Page 4  
*Will take place at the Upshur County Administrative Annex, 91 West Main Street.*

1:00 p.m. Court Security Advisory Board Meeting

### Items for Discussion / Action / Approval:

1. Approval and signature of a letter confirming the Upshur County Commission's intent to pursue the previously applied for funds through the Records Management and Preservation Grant application process. The approved grant award is outlined as; \$10,000 to the Upshur County Assessor's Office for a digitization project, \$10,000 to the Upshur County Circuit Clerk's Office for a scanning and indexing project and \$9,000 to the Upshur County Sheriff's Department to purchase office equipment and for a digitization project. \* Pages 5-6
2. Approval and signature of the Service Agreement by and between Reclaim Company, LLC and the Upshur County Commission for the Locust and Chancery Street property demolition project awarded during the January 25, 2024 Commission Meeting. The fee for the services will be \$84,500. \* [Under separate cover](#)
3. Consider trading in the 2019 Dodge Ram (VIN 1832), utilized by the Sheriff's Department, for a value to be applied towards the purchase of the vehicle that was approved to be purchased on February 1, 2024. \*
4. Correspondence from Beth Post, President of the Fred Brooks Garden Club, requesting financial assistance in the amount of \$700 to be used to purchase approximately sixty geraniums for the flowerbeds in front of the Courthouse. \* Page 7
5. Approval of advertisement for a seasonal part-time groundskeeper. Applications received before February 23, 2024 will be reviewed; however, applications may be considered until position is filled. \* Page 8
6. Correspondence from Katherine Meeker, Program Coordinator for the Tri-County Child Exchange & Visitation Program, requesting the employment of Connie Bright as Site Supervisor, working no more than 19 hours per

week, pending background check results. Upon approval, Ms. Bright's employment will be effective immediately. \*

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

[Under separate cover](#)

7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Correspondence from the Department of Homeland Security – Division of Administrative Services providing notice that Upshur County's inmate billing rate will likely be changing over to the next rate, which is the Overage Per Diem Rate of \$65.38, during this month of February 2024. Upshur County's 100% of pro rata days is 12,384 days and as of January 31, 2024 Upshur County has been billed 11,985 days. [Page 9](#)
2. Correspondence from Tabatha Perry, Upshur County Administrator, announcing the appointment of Kristie G. Tenney as the Upshur County representative on the Region 4 Committee for the WV First Foundation, approved during the regularly scheduled Upshur County Commission Meeting held on February 1, 2024. [Pages 10-11](#)
3. Upshur County Building & Floodplain Permits for the month of January, 2024. [Page 12](#)
4. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - None
  - b) Agendas and/or Notice of Meetings:
    - Elkins Road Public Service District February 6, 2024 [Page 13](#)
    - City Council of Buckhannon – Special Working Session February 14, 2024 [Page 14](#)
  - c) Meeting Minutes:
    - Upshur County Family Resource Network
 

June 12, 2023 [Page 15](#)  
 August 14, 2023 [Pages 16-17](#)  
 September 25, 2023 [Page 18-19](#)  
 November 13, 2023 [Page 20-21](#)
    - Region 4 Local Governments Discussion –  
WV First Foundation January 25, 2024 [Pages 22-23](#)

**\*Dates and times of monthly board meetings are viewable at:**

[www.upshurcounty.org](http://www.upshurcounty.org) -- Upcoming events are listed on the main page.

5. Appointments Needed or Upcoming:

- None

6. Board of Review & Equalization Meeting Schedule

**\*Meetings will be held at the Upshur County Administrative Annex unless otherwise noted**

- 02/01/2024 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/06/2024 1:00 p.m. – 3:00 p.m.
- 02/08/2024 10:00 a.m. – 12:00 p.m.
- 02/13/2024 1:00 p.m. – 3:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2024 9:00 a.m. – 11:00 a.m. Adjourn Sine Die

*\*\*\*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 [chughes@upshurcounty.org](mailto:chughes@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. \*\*\**

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

#### Tabled Items

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

None

Next Regular Meeting of the Upshur County Commission  
February 15, 2024 --- 9:00 a.m.  
Upshur County Courthouse Annex  
The Commission Meeting on February 22, 2024 has been CANCELLED

**2024 Board of Review & Equalization Meeting Schedule**

<b>02/01/2024 (Thur)</b>	<b>1:00-3:00 p.m.</b> No appointments --- Review Property Books
<b>02/06/2024 (Tues)</b>	<b>1:00-3:00 p.m.</b>
<b>02/08/2024 (Thur)</b>	<b>10:00 a.m. -12:00 p.m.</b>
<b>02/13/2024 (Tues)</b>	<b>1:00 p.m. -3:00 p.m.</b> Coal, Oil & Gas Industrials (tentative)
<b>02/16/2024 (Fr)</b>	<b>9:00 a.m. – 11:00 a.m.</b> Adjourn Sine Die

**APPROVED**  
**DEC 14 2023**  
UPSHUR COUNTY COMMISSIONER  


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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

February 8, 2024

WV Dept. of Arts, Culture & History  
The Culture Center  
Attn: Aaron Parsons, Director  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

*via e-mail only*

Re: FY24-25 RMPB

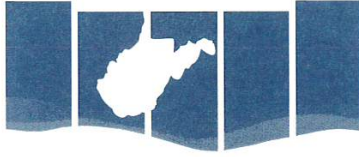
Dear Mr. Parsons,

In response to your letter dated February 1, 2024, please accept this letter as confirmation of the Upshur County Commission's intent to pursue our previously applied for records projects. Upshur County sincerely appreciates your continued support and graciously accepts the \$29,000 in funding to be utilized in the offices of the County Assessor, Circuit Clerk and Sheriff.

If you have any questions, feel free to contact our office at the number listed above.

Best regards,

Samuel R. Nolte  
Commission President



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

**The Culture Center**  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Curator**  
Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562  
EEO/AA Employer

February 1, 2024

The Honorable Kristie G. Tenney, President  
Upshur County Commission  
91 West Main Street  
Buckhannon, West Virginia 26201

Dear President Tenney:

The Records Management and Preservation Board recently reviewed your county records grant application and approved a grant award to the Upshur County Commission to be used as follows:

**Assessor: \$10,000**, to digitize property review documents, transfer documents and personal property assessment forms. There are about 75,000 documents dating back to the 1930's.

**Circuit Clerk: \$10,000**, to complete scanning and indexing of all remaining case files located in the old jail facility. This is an ongoing project and this phase will include records from 1990-2000, which will take up approximately 25 file cabinet drawers..

**Sheriff: \$9,000**, to purchase two Fujitsu fi-7160 sheet fed document scanners; one Fellowes Powershred, crosscut paper shredder; and for personnel costs to digitize concealed weapon applications 2019-2023 which is approximately 30,000 pages.

On behalf of the Board, we ask that you respond within fifteen days from the date of this letter with your intent to pursue your records project. Please direct your written reply to me by postal mail or e-mail ([aaron.p.parsons@wv.gov](mailto:aaron.p.parsons@wv.gov)). **This is only an unofficial offer of partial funding and no activities relating to the grant should be undertaken based on this letter.** The county must provide cash matching funds of at least ten percent for all grant expenditures. This grant would be for the fiscal year July 1, 2024-June 30, 2025.

The Records Management and Preservation Board's grant program functions in accordance with Legislative Rule Title 100 Series 1 (100CSR1) and the grant information and application issued September 2023. If you do not think the Board considered and acted fairly on your grant submission, an appeals process is outlined in 100CSR1, 5.8, which is available on-line at <http://archive.wvculture.org/history/rmpb/rmpb100-1.html>. If you have any questions regarding the grant appeal process, or if we can provide any technical assistance to address your immediate records management needs, please contact us by telephone at (304) 558-0230, e-mail, or at the postal address provided below.

Sincerely,

Aaron Parsons, Director  
West Virginia Archives and History

cc: Tabitha Perry, County Administrator  
Dustin W. Zickefoose, Assessor  
Brian P. Gaudet, Circuit Clerk  
John M. Coffman, Sheriff

Beth Post

February 5, 2024

President, Fred Brooks Garden Club

10 Third Avenue

Buckhannon, WV 26201

To the Members of the Upshur County Commission:

President Kristie Tenney

Sam Nolte

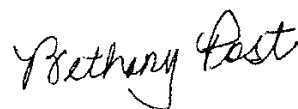
Doug Bush

Two of the outstanding Civic Beautification projects FBGC maintains are the flowers planted in the courthouse beds & decorating the courthouse Christmas tree. Both projects bring attention and many positive comments about our community. Once again, the club acknowledges that both projects depend on the help we receive from the County Maintenance crew. We could not do what we do without their assistance.

The financial reality for FBGC is that both projects use 23% of our total budget and approximately \$800 of our \$1000 Civic Beautification budget. FBGC has several other Civic Beautification obligations as well, including one Blue Star Marker (Route 33/Morton Avenue Exit) and Fred Brooks Park. Like most organizations, we have few income sources; also, almost every project we take on requires money.

We are asking for financial aid to help with the courthouse flowers. Prices are increasing, so we anticipate the sixty geraniums could cost close to \$700. As we believe you already know, our club is in the process of erecting a Gold Star Marker at the Safely Complex on South Florida Street. The estimated cost of this project could be at least \$4000, so having the commission fund the geraniums would be a great financial benefit for Fred Brooks Garden Club.

Please contact me (304-472-3361) or Libby Randall if you have questions or comments about this. We appreciate the opportunity to make the Courthouse Plaza a focal point in Upshur County.

A handwritten signature in black ink that reads "Bethany Post". The signature is written in a cursive, flowing style.

## **Seasonal Part-Time Maintenance/Grounds Keeper Position**

The Upshur County Commission is accepting applications for a seasonal, part-time (29.5 hours per week) maintenance/groundskeeping position, beginning Mid-March. Individual will be primarily responsible to assist maintenance personnel in groundskeeping duties, but may also assist in the repair, upkeep and/or improvements of county facilities and buildings and other duties as assigned. A valid driver's license is required. Individuals may obtain an application from the Office of the Upshur County Commission located at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, during the normal business hours of 8:00 a.m. until 4:00 p.m. or online at [www.upshurcounty.org](http://www.upshurcounty.org). Applications received at the following address on or before the close of business on Friday, February 23, 2024 will be reviewed; however, applications may be considered until position is filled.

Upshur County Commission  
Attn: Cindy Hughes  
Upshur County Administrative Annex  
91 W. Main Street, Suite 101  
Buckhannon, WV 26201

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age, or handicap. Upshur County has established a drug free and tobacco free work environment.

*Publish: Record Delta 2/14 and 2/21  
MyBuckhannon 2/10 through 2/17*





MARK A. SORSAIA  
CABINET SECRETARY

State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
1124 Smith Street  
Charleston, WV 25301  
(304) 558-2350



JOSEPH C. THORNTON  
DIRECTOR

February 6, 2024

Upshur County Commission  
38 West Main Street, Room 302  
Buckhannon, WV 25601

Dear Commission,

This letter is to alert you that it is *likely* your county's inmate billing rate will be changing over to the next rate, which is the Overage Per Diem Rate of \$65.38, during this month of February 2024.

During the 2023 Regular Session of the Legislature, HB3552 was passed and subsequently approved by the Governor on March 29, 2023. This bill amended West Virginia Code §15A-3-16, relating to jail per diem costs. In subsection (k), it states the base rate per day, per inmate rate shall be set at \$54.48. It also states a county will be billed based on a pro rata number of inmate days. That pro rata number of inmate days will be calculated by ***multiplying each county's population as contained in the 2020 United States Census by .52.***

Each county is responsible for the following regarding annual per diem jail costs:

- **80% of the current per diem rate for the first 80% of its pro rata share of total billed inmate days.** *This rate is determined to be \$43.58.*
- **100% of the current per diem rate for its inmate days that are greater than 80% and up to 100% of its pro rata share of total billed inmate days.** *This would be the base per diem rate of \$54.48.*
- **120% of the current per diem rate for its inmate days that exceed 100% of its pro rata share of total billed inmate days.** *This rate is determined to be \$65.38.*

Based on the data from the US 2020 Census, 100% of your county's pro rata days is ... **12,384** days

As of 1/31/2024, your county has been billed (including days of debits and credits) ... **11,985** days

If you have any questions, please contact Angela Nitardy, Accounts Receivable Manager, at 304-352-0218 or by email at [Angela.D.Nitardy@wv.gov](mailto:Angela.D.Nitardy@wv.gov).

Very respectfully,

Joseph C. Thornton

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

February 6, 2024

Monongalia County Commission  
Attn: Renetta McClure, County Administrator  
243 High Street, Room 202  
Courthouse  
Morgantown, WV 26505

***Re: Region 4 Local Governance Structure***

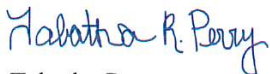
Ms. McClure,

During the regularly scheduled Commission Meeting conducted on February 1, 2024, the Upshur County Commission appointed Kristie G. Tenney to serve as the Upshur County representative on the Region 4 Committee outlined within your correspondence of January 31st. Her contact information is provided below.

Kristie G. Tenney, County Commissioner  
91 West Main Street, Suite 101  
Buckhannon, WV 26201  
304-439-4698  
kgtenney@upshurcounty.org

Please feel free to contact me at (304) 472-0535 ext. 2 if you have any questions or require additional information.

Best regards,



Tabatha Perry  
Upshur County Administrator

# MONONGALIA COUNTY COMMISSION

243 HIGH STREET, ROOM 202  
COURTHOUSE  
MORGANTOWN, WEST VIRGINIA 26505

Jeffrey L. Arnett, Commissioner  
Thomas C. Bloom, Commissioner  
Sean P. Sikora, Commissioner



Telephone: 304 291-7257

January 31, 2024

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

RE: Region 4 Local Governance Structure – Appointment of a representative to committee

Dear Sir or Madam,

On January 25, 2024, representatives from the local governments in Region 4 met to discuss how the governance structure should be dictated to facilitate project submissions to the WV First Foundation. Attached are the minutes of the meeting for your reference.

Among the attendees in person and via web conference, it was determined that the committee will consist of 26 members and made up in the following manner:

- One member appointed by the County Commission within the county
- One member appointed to represent municipal governments within the county  
*Please note: If there are multiple municipalities within the county, the municipal governments of that county will need to meet and appoint one individual that will represent the municipalities*
- Members are not required to be an individual holding an elected position

We are requesting that the name and contact information of your selected representative be submitted to the Monongalia County Commission no later than March 1. Once the list of appointees is compiled, we will send out a complete listing to all local governments. Information can be sent to [rmcclure@monongaliacounty.gov](mailto:rmcclure@monongaliacounty.gov) or via regular mail to: 243 High Street Room 202, Morgantown, WV 26505.

If you have any questions, please contact me at your earliest convenience.

We look forward to hearing from you.

For the Commission,

Renetta McClure  
County Administrator  
Monongalia County Commission

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS**  
**JANUARY 1, 2024 - JANUARY 15, 2024**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
1/2/2024	9368	82344	BROWN, WILLIAM	1652 N MAIN ST, WILLIAMSTOWN, NJ 08094	\$100,000.00	\$15.00		OL	FRONT DECK AND STORAGE SHED	SELF	
1/2/2024	9369	4974	ROBINSON, MICHAEL & IRENE	52 VALLEY VIEW DR, BUCKHANNON, WV 26201	\$9,999.00	\$15.00		CHECK	REPLACE EXISTING TUB W/ACRYLIC SHOWER BASE AND SURROUND WALL	OHIO BATH SOLUTIONS, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
1/2/2024	9370	82391	PRITT, HUNTER	10 HAMPTON RD, BUCKHANNON, WV 26201	\$213,000.00	\$15.00		CASH	30' X 60' MANUFACTURED HOME INSTALLATION	CLAYTON HOMES, PO BOX 2358, BUCKHANNON, WV 26201	
1/5/2024	9371	5649	ROVELLO, JOSH	4093 BRUSHY FORK RD, BUCKHANNON, WV 26201	\$100,000.00	\$15.00		CHECK	30' X 20' ADDITION / GARAGE WITH LIVING SPACE	RAVEN CONTRACTING LLC, 795 CARTER RD, FRENCH CREEK, WV 26218	
1/8/2024	9372	407	SAYRE, HILDA	166 MICK HILL RD, BUCKHANNON, WV 26201	\$10,368.00	\$15.00		CHECK	REPLACE EXISTING TUB W/ACRYLIC SHOWER BASE AND SURROUND WALL	OHIO BATH SOLUTIONS, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
1/9/2024	9373	NEW	KNIGHT, BRADFORD J	1130 SPRUCE FORK RD, BUCKHANNON, WV 26201	\$60,000.00	\$15.00		OL	14' X 66' NEW 2024 SINGLE WIDE TRAILER	PINEWOOD MOBILE HOME SALES INC, PO BOX 266, MOUNT NEBO, WV 26679	
1/10/2024	9374	NEW	WILLIAMS, CORTNEY	75 ELMWOOD DR, TALLMADGE, OH 44278	\$2,000.00	\$15.00		OL	CAMPER	SELF	
					<b>TOTAL</b> \$495,367.00	<b>TOTAL</b> \$105.00	<b>TOTAL</b> \$0.00				

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS**  
**JANUARY 16, 2024 - JANUARY 31, 2024**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
1/19/2024	9375	82166	CITY OF BUCKHANNON, SANITARY DEPARTMENT	70 E MAIN ST, BUCKHANNON, WV 26201	\$70,000.00	\$15.00		OL	REPLACE FORCE MAIN, PUMPS, PLUMBING AND ELECTRICAL FIXTURES OF EXISTING SANITARY SEWER LIFT STATION	BEAR CONTRACTING LLC, PO BOX 1196, BRIDGEPORT, WV 26330	EC/CITY INFO SHOWS OUT
1/19/2024	9376	NEW	WOODY, MATTHEW	2930 TALLMANSVILLE RD, BUCKHANNON, WV 26201	\$200,000.00	\$15.00		CASH	42' X 32' RESIDENTIAL HOME WITH BASEMENT	GARY WOODY CONSTRUCTION, 205 SILVERWOOD DR, BUCKHANNON, WV 26201	
1/24/2024	9377	5592	WYKOFF, STEVE	222 EVERGREEN DR, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CASH	12' X 24' SHED	SELF	
1/29/2024	9378	1209	NORMAN, JUSTIN	1097 TETER CROSSING RD, BUCKHANNON, WV 26201	\$500.00	\$15.00		CASH	12' X 16' BUILDING (STORAGE)	SELF	
1/29/2024	9379	5531	HEATER, KENNY	488 STONY RUN RD, BUCKHANNON, WV 26201	\$9,849.00	\$15.00		CHECK	REPLACE EXISTING TUB W/ACRYLIC SHOWER BASE AND SURROUND WALL	OHIO BATH SOLUTIONS, DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
					<b>TOTAL</b> \$290,349.00	<b>TOTAL</b> \$75.00	<b>TOTAL</b> \$0.00				
					<b>GRAND PROJECT TOTAL</b> \$785,716.00	<b>GRAND BP TOTAL</b> \$180.00	<b>GRAND FP TOTAL</b> \$0.00				

## ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:00 PM</i>
<b>Date</b>	<i>Tuesday, February 6, 2024</i>	<b>Place</b>	<i>P.S.D. Office 133 Fallen Road, Buckhannon</i>
<hr/>			
Meeting Called to Order by Chairperson			5:00 PM
Pledge of Allegiance			
Roll Call Introduce Board of Directors			
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose			
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;			
System Operator-David Wamsley			
Recognize Current Customers			
Approval of Minutes -January 9, 2024 Regular Monthly Meeting			<b>Vote</b>
Treasurer Report/Payment of Bills for February/bal of January Invoices			<b>Vote</b>

### ITEMS FOR DISCUSSION

<b>Phase III Extension Project Update</b>	<b>Vote</b>
Project Underruns & Proposed Use	
Change Orders	
GIS of System -Agreement Signed 4/4/23	
Progress Reports & Discussion	
 <b>Maintenance Report</b>	
Maintenance Issues (if any)	
Maintenance/Garage/Building	<b>Vote</b>
Generators	
Gormley Booster Electric-BFD's	

**Date & Time of March 2024 Meeting - Tuesday, March 5, 2024 @ 5:00 pm**

**Adjournment** **Vote**

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



To Participate in the Board meeting virtually,  
Please join the meeting from your computer, tablet or smartphone: <https://meet.goto.com/424673933>  
You can also dial in using your phone. United States: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 424-673-933

***Special Working Session of City Council of Buckhannon***  
***9:00 A.M. in Council Chambers***  
***Meeting Agenda for Wednesday, February 14, 2024***

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- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Working Session & Discussion
  - B.1 Financial-Budget For Fiscal Year 2024/2025

POSTED 02/02/2024



**Upshur County Family Resource Network  
General Membership Meeting  
June 12, 2023 at Upshur County Rec Park pavilion (12:00 noon)  
Meeting Minutes**

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

**Board Members not present:** Heather Grogg, Matt Kerner, Tonya Kittle, Cathy Norko, and Beth Rogers. Board member, Eddie Vincent, representing Upshur County Schools, resigned by email and his resignation was accepted at today's UCFRN Board meeting.

**Staff:** Lori Ulderich Harvey and Ginny Dixon

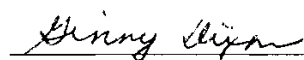
**Community Members present:** Taylor Daugherty (Aetna), Wendy Niceler (The Health Plan), Emma Rexroad (UniCare), Sandra Marfield (Centers Against Violence), and Suree Sarceno (VITA).

**Introduction & opening prayer:** Dr. Reed offered our opening prayer.

We then shared a delicious potluck meal (including a beautiful fruit sculpture in honor of Ginny Dixon's upcoming retirement on June 30<sup>th</sup>), and shared information informally as we ate. There was no urgent business to be discussed today.

**NO JULY MEETING!! AUGUST 14<sup>th</sup> MEETING WILL BE ON ZOOM AT 12 PM**

Respectfully submitted,

  
\_\_\_\_\_  
Ginny Dixon, Administrative Assistant  
UCFRN

  
\_\_\_\_\_  
Board Member

  
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Board Member

**Upshur County Family Resource Network  
General Membership Meeting  
August 14, 2023 (12:00 noon) (via Zoom)  
Meeting Minutes**

**Board Members present:** Heather Grogg, Addie Helmick, Tonya Kittle, Jodi McQuillan, Cathy Norko, Dr. Joseph Reed, and Beth Rogers.

**Board Members not present:** Debora Brockleman, Amanda Hayes, Matt Kerner, and Kristie Tenney.

**Staff:** Lori Ulderich Harvey, Executive Director.

**Community Members present:** Isaac Casto (Parish House), Susie Corley (ACHC), Ginny Dixon (community), Kathy McMurray (Mountain CAP), Wendy Niceler (The Health Plan), Emma Rexroad (UniCare), Crystal Roberts (MountainHeart Community Services), Keyth Sokol (Upshur County Public Library), and Joshua VanKirk (Mountain CAP).

**Introduction & opening prayer:** Dr. Reed, UCFRN Board member, offered our opening prayer. Introductions were made in the chat box.

**Upcoming Activities/Events:** Lori reported on the following:

**Children's Festival:** This will be held on Saturday, September 16<sup>th</sup> from 10am to 2pm, and there is still a need for more agencies to participate. Lori will resend the flyer. She will be on vacation but the service scholar will handle things for the UCFRN. Set-up 9-9:30-ish am.

Agencies/organizations should plan to bring their own canopy. All activities are free. Lori has arranged the Little Glass Slipper Parties to provide some characters to walk around during the Festival.

**Trunk or Treat:** This event will be held at the Public Safety Complex on Monday, October 30<sup>th</sup> from 6:30-8:30pm. Trunks are still needed. The UCFRN will again be giving out books, and is starting a drive for donations of books. Lori suggests planning on 600 children at this event.

**Healthy Grandfamilies:** The Summer session is completed. The meeting day and time for the Grandparents Café is changing to the 4<sup>th</sup> Wednesday of the month at 10am at Stockert Youth & Community Center. Any grandparent can attend, not only those who have attended the HG sessions.

**UCFRN office is moving upstairs,** into the former meeting room. Some items have already been moved, but there is more to go yet. Addie Helmick, UCFRN Board President, has offered to check with the Day Report Center to see if any clients can help with the move.

**September meeting:** Lori will be at the beach during our regular meeting day (the 2<sup>nd</sup> Monday), so the Board decided to hold the monthly meeting on the 4<sup>th</sup> Monday in September (the 25<sup>th</sup>), at the Buckhannon Presbyterian Church on South Locust Street.

**Information Sharing:**

**Wendy Niceler** shared that the redetermination of CHIP and Medicaid benefits has restarted; those who may be eligible need to reapply for benefits. She also reminded us that The Health



Plan has a \$1,000 annual dental benefit.

**Heather Grogg** reported that DHHR's school clothing voucher applications were finished in July, with four more to process and they will be done. She also noted that social services went to a new computer system and that other departments will be switching over.

**Jodi McQuillan** shared that HAPI and RFTS are definitely taking referrals. They operate in nine WV counties (including Upshur) and work with pregnant parents and parents with a child under 18 months. Jodi also noted that some states do not pay for blood pressure cuffs. Some moms develop pre-eclampsia, which is a #1 problem noted by some hospitals. Jodi also noted that the man who spearheaded the child safety seats campaign has retired from the law firm Hampsten, Williamson and Shook, so HAPI lost that partnership with them. She and others at HAPI will be referring people to the Governor's Highway Safety commission for information on child safety seats. Jodi shared that the Lewis County FRN is a fitting station, and that they may come into Upshur County. There is no fitting station in Upshur County at this point.

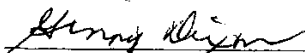
**Lori** shared that the Board talked about reaching out to Head Start. Miranda Osburn has replaced Donna Thomason and some board members felt she could be brought 'up to speed' with agencies such as HAPI, Right From The Start, Centers Against Violence, MountainHeart, etc. Lori also asked if anyone needed any Safe Sleep brochures, board books, etc., to let her know. The UCFRN has a plethora of them in the office.

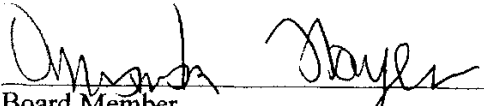
**Susie Corley** is the Children's Mobile Crisis & Stabilization specialist with ACHC (Appalachian Community Health Center). She noted that an adult mobile crisis responder has just been hired. They maintain a 24 hour crisis line. For further information, email Susie at [scorley@achcinc.org](mailto:scorley@achcinc.org).


Meeting adjourned about 12:50pm.

**Next meeting: Monday, September 25, 2023 at 12:00 noon**

Respectfully submitted,

  
Ginny Dixon, Acting Secretary

  
Board Member

  
Board Member

**Upshur County Family Resource Network  
General Membership Meeting  
September 25, 2023 (12:00 noon) (via Zoom)  
Meeting Minutes**

**Board Members present:** Ginny Dixon, Addie Helmick, Tonya Kittle, Cathy Norko, and Dr. Joseph Reed.

**Board Members not present:** Debora Brockleman, Heather Grogg, Amanda Hayes, Matt Kerner, Jodi McQuillan, Beth Rogers, and Kristie Tenney.

**Staff:** Lori Ulderich Harvey, Executive Director.

Elisha Taylor, our service scholar from WVWC, was not present today. Lori noted that Elisha is flexible, hardworking, and is fitting in well.

**Community Members present:** Isaac Casto (Upshur Parish House), Taylor Daugherty (Aetna), Wendy Niceler (The Health Plan), Cara Price (WV Parent Training and Information), Emma Rexroad (UniCare), Crystal Roberts (MountainHeart Community Services), and Suree Sarceno (VITA/NCWV Community Action).

**Introduction & opening prayer:** Dr. Reed, UCFRN Board member, offered our opening prayer. Introductions were made in the chat box.

**Director's Report:** Lori reported that our **PIP grant** has been approved; today's PIP Team meeting has been **cancelled**. She is planning on having 500-600 kids come through at **Trunk or Treat**; this event is scheduled for Monday, October 30<sup>th</sup> from 6:30-8:30 PM, with setup at 5:30; UCFRN will be handing out books once again. She added that Scholastic's prices have gone up 50% from last year. Ginny gave a brief report on Read Aloud's donation of new books for this event. Cara Price added that she has about 4 boxes of books to drop off to UCFRN, which she thinks came from Read Aloud. Get in touch with Lori if you want to be a trunk. Our **DHHR grant** for FY24 has been approved. **Grandparents Café** has been moved to the 4<sup>th</sup> Wednesday of the month at 10:00 AM, at Stockert Youth & Community Center (SYCC); fliers have been sent out. Lori is trying to turn up **2 twin-size mattresses** for a family in need. She plans to speak with the CIS coordinator at Hodgesville Elementary School about this need.

**Information Sharing:**

**Isaac Casto** introduced himself as the new Executive Director at Upshur Parish House. He has worked there for a year or better; his wife teaches at Union District Elementary School. Isaac shared that the annual Hunger Walk will be held Saturday, September 30<sup>th</sup> at the Riverwalk, and is approximately 1.5 miles long. Food donations collected at this event will go directly to the Parish House's pantry. Last month 1,000 individuals seeking assistance with basic needs came through their door. They are in the process of opening a satellite office in the former Rock Cave Methodist Church. Distribution of Thanksgiving food baskets will be from 11/11/23 to 11/21/23. Christmas food baskets will be distributed starting on 12/9/23. Isaac noted that Mountaineer

Food Bank has been very generous this month. Currently, their quantity of cereal is good, but cans of mixed vegetables and of green beans tend to run out quickly. Parish House holds a Diaper Bank/Pantry every Thursday from 9 AM to 12 PM. This is run by Holy Rosary Catholic Church.

**Taylor Daugherty** with Aetna Better Health of WV wanted to remind folks that they may re-contact DHHR to reapply for help. If denied, you can appeal and reapply.

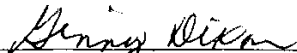
**Tonya Kittle** shared that ACHC (Appalachian Community Health Center) wants to hire two more community engagement specialists.

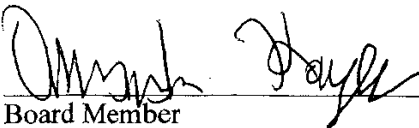
**Cara Price** shared that WV PTI, housed in Upshur County, helps parents of children (birth to age 26 years) with special needs, to be with them and help them to navigate the process of connecting with agencies and services which they need. She noted that they just received a grant from the Department of Education to serve 14 and 16 year old students in transitioning. Cara added that they assist parents in handling situations other than the school system also.

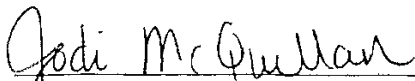
Lori informed agencies that the UCFRN can “blast out” via email information which they want to disseminate.

**Next meeting: Monday, November 13, 2023 at 12:00 noon (virtual). No October meeting. Our December 11<sup>th</sup> meeting will be held in person and we will share a potluck meal. (Quarterly in-person meetings are held March, June, September, and December)**

Respectfully submitted,

  
Ginny Dixon, Acting Secretary

  
Board Member

  
Board Member

**Upshur County Family Resource Network  
General Membership Meeting  
November 13, 2023 (12:00 noon) (via Zoom)  
Meeting Minutes**

**Board Members present:** Ginny Dixon, Tonya Kittle, Jodi McQuillan, and Dr. Joseph Reed.

**Board Members not present:** Debora Brockleman, Heather Grogg, Amanda Hayes, Addie Helmick, Matt Kerner, Tonya Kittle, Cathy Norko, Beth Rogers, and Kristie Tenney.

**Staff:** Lori Ulderich Harvey, Executive Director.  
Elisha Taylor, our service scholar from WVWC, was not present today.

**Community Members present:** Taylor Daugherty (Aetna), Brandy Miller (Mountain CAP), Wendy Niceler (The Health Plan), Cara Price (WV Parent Training and Information), Crystal Roberts (MountainHeart Community Services), Suree Sarceno (VITA/NCWV Community Action), and Michele Rivard (Clarksburg VA, Community Engagement and Partnership Coordinator; 304-844-8659).

**Introductions and opening prayer:** Dr. Reed, UCFRN Board member, offered our opening prayer. Introductions were made in the chat box.

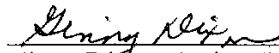
**Director's Updates:** Lori reported that Trunk or Treat (rescheduled due to weather) went well, with not as many kids as in the past. We gave out about 200 books; VIPS counted 185 kids. National Young Readers Week is this week; Lori is placing books in the libraries, a convenience store in southern Upshur County, and hopefully Community Care in Rock Cave. Golden tickets were printed out and placed in some books. If a child finds one in his/her book, they can claim a prize. Upcoming are holiday Family Connections party (December 4<sup>th</sup> from 6-8 PM at Hodgesville School) and Family Social (December 15<sup>th</sup> from 11:30-1:00 at Stockert Center). The Grandfamilies Café is doing well but there's a need to recruit more families. Those coming have been getting a lot out of it. Lori, in partnership with Jordan Hedrick and Lou Ellen Blake (school counselor and CIS, respectively), held a recruiting event in Rock Cave last week, however no one showed up other than the 3 presenters. Dr. Reed suggested possibly using Upshur Parish House's new site in Rock Cave once it's ready for use; Lori has already spoken with Isaac Casto, Executive Director. Our December meeting will be in person, short, and include a potluck meal. More information will follow.

**Guest Speaker:** Marissa Fox, Membership Delivery Manager for Girl Scouts of Black Diamond, Region 7. Marissa had some difficulty getting into the meeting, but once in she presented information mostly using power point slides. She shared that she started out in Girl Scouts as a Daisy Mom in Gilmer County and moved over to troop leader. Growing up, Marissa was in 4-H, not scouting. The first slide noted that "Girl Scouting builds girls of courage, confidence and character who make the world a better place." The Girl Scout Promise and The Girl Scout Law were also quoted. Girl Scouts of Black Diamond Council serves nearly 5,500 girls in 61 counties in West Virginia, Ohio, Virginia and Maryland. Marissa noted that they are getting a lot of 7<sup>th</sup>

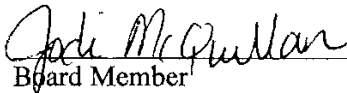
grade girls joining this year, at the Cadettes level. Long associated with Girl Scouts is their sale of cookies, which takes about half of their membership year. The girls learn a lot, including business skills, learning to talk to people, to make change, as well as moral and ethical skills. At Camp, scouts learn an appreciation of the outdoors as well as other skills. There is so much more, including trips, travel, movies, community service, support of animal shelters, etc. Involvement depends on the dynamics of each troop. Girl Scouts is the world's largest leadership organization for girls. Their membership year runs from October 1<sup>st</sup> to September 30<sup>th</sup>. Membership fee is \$25; however girls living in a kinship situation are entitled to free membership, uniforms, and such. Background checks are required for leadership roles and for those handling finances. Marissa's contact information is: [marissa.fox@bdgsc.org](mailto:marissa.fox@bdgsc.org); phone: 304-989-4753.

**Next meeting: Monday, December 11<sup>th</sup> at 12:00 noon, will be held in person at Buckhannon Presbyterian Church, and we will share a potluck meal.**  
**(Quarterly in-person meetings are held March, June, September, and December)**

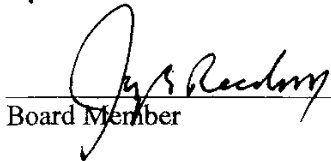
Respectfully submitted,



Ginny Dixon, Acting Secretary



Board Member



Board Member

**REGION 4 LOCAL GOVERNMENTS**  
**DISCUSSION ON REGIONAL GOVERNANCE STRUCTURE**  
**JANUARY 25, 2024**  
**9:30 A.M.**

1. Call to Order
2. Welcome from Monongalia County Commissioner Tom Bloom
3. Roll Call of Local Governments
  - Richard Roach, Mayor, Town of Gassaway
  - Lisa Godwin, Commissioner, Braxton County Commission
  - Kim Harrison, Mayor, Town of West Union
  - Mark Rogers, Interim City Manager, City of Bridgeport
  - Lexie Mayfield, Recorder, Town of Lumberport
  - David Hinkle, President, Harrison County Commission
  - Agnes Queen, President, Lewis County Commission
  - Priscilla Hamilton, Finance Director, City of Fairmont
  - Lt. Mike Keller, City of Fairmont Police Department
  - Charlie Rosic, Mayor, Town of Grant Town
  - Lora Michael, Mayor, City of Mannington
  - Mike Basnett, Mayor, Town of Worthington
  - Lloyd White, BOH, Marion County Commission Representative
  - Craig Corkrean, Chief of Police, Town of Granville
  - Sharon Doyle, Mayor, Town of Star City
  - Tom Bloom, Commissioner, Monongalia County Commission
  - Jeff Arnett, Commissioner, Monongalia County Commission
  - James Cottrell, Mayor, Town of Masontown
  - Rita Nicholson, Town Clerk, Town of Tunnelton
  - Don Smith, President, Preston County Commission
  - Samantha Stone, Commissioner, Preston County Commission
  - Hunter Thomas, Commissioner, Preston County Commission
  - Jerry Marco, Mayor, City of Elkins
  - Kevin Stead, City Manager, City of Grafton
  - Alan Tomson, Mayor, Town of Davis
  - Bruce Kolsun, Mayor, City of Parsons
  - Kristie Tenney, President, Upshur County Commission
  - Laura Pysz, County Administrator, Harrison County Commission
  - Tina Helmick, County Administrator, Lewis County Commission
  - Paula Graves, City of Fairmont
  - Annette Wright, City of Clarksburg
  - Tiffany Fell, City Manager, City of Clarksburg
  - Bobby Stewart, Commissioner, Lewis County Commission
4. Discussion topics
  - a. Regional Governance Structure  
Commissioner Bloom presented two options for the regional governance structure. Option one would be one representative from each county. Option two is each



county would choose one representative from the county and the cities would also choose one representative.

A motion was made by Agnes Queen, Lewis County Commission, for option two, for each county to choose one representative from the county and the cities would also choose one representative. The motion was seconded by Mayor Al Tomson, Town of Davis. Commissioner Queen clarified the motion to add that the representatives should be an elected official with the county and an elected official within the city.

An amendment to the motion was made by Interim City Manager Mark Rogers, City of Bridgeport, that would allow selections from counties and cities to be anyone of their choosing, and not be required to be an elected official of those jurisdictions. Motion was seconded by Lloyd White, Marion County Commission representative. The motion for the amendment was unanimously carried.

The body voted for the original motion by Commissioner Queen to proceed with option two, that would designate that the regional governance structure be made up of one representative from the county, and one representative chosen by the municipalities within that county for a total of 26 members. Motion passed 21-1 in favor of the original motion.

A motion was made by Commissioner Kristie Tenney, Upshur County Commission and seconded by Lloyd Wright to have the Monongalia County Commission send out notifications to each municipality and County Commission to name an appointee and have names submitted to Commissioner Bloom by March 1, 2024. The motion was carried unanimously.

b. Process to identify projects for Region 4 to submit to WV First Foundation

A motion was made by Mayor Jerry Marco, City of Elkins, and seconded by City Manager Kevin Stead, City of Grafton to send a letter to WV First Foundation stating the Region 4 Local Governments are in the process of selecting individuals to meet and choose projects for the WV First Foundation to fund and ask the First Foundation to provide rules for submitting projects. The motion was carried unanimously.

5. Proposal of next meeting date

A motion was made by Commissioner Queen and seconded by Lisa Mace Godwin, President, Braxton County Commission for the Region 4 Local Governments to meet on a quarterly basis. The motion was unanimously carried.

6. Adjournment

A motion was made by Commissioner Godwin, seconded by Lloyd White and unanimously carried to adjourn.

