

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at 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: May 11, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 4, 2023

Items for Discussion / Action / Approval:

1. Correspondence from Tyvonne Gibson, President of the Upshur County Firefighters Association, recommending the appointment of Edward Ware as Fire Association representative on the Upshur County Enhanced Emergency Telephone Advisory Board, to an unexpired term, effective immediately. Upon approval, Mr. Ware's term will expire on June 30, 2024. * Page 4
2. Approval of Lewis-Upshur Animal Control Facility Volunteer Cody Robinson. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
3. Correspondence from Sheriff J. Michael Coffman requesting the employment of Tommy Lee Wingler as part-time Court Security Officer, effective May 28, 2023. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
4. Correspondence from Sheriff J. Michael Coffman requesting the transfer of Dale Thorne from part-time Court Security Officer to fill-in Court Security Officer, effective May 28, 2023. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
5. Consider resignation of employee. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Correspondence from Dustin Zickefoose, Assessor, announcing the part-time employment of Jalisa Tenney to fill a data entry position within the Assessor's Office, effective May 8, 2023. This position will work no more than 19.5 hours per week and be paid solely from the Revaluation Fund. Page 5

2. Press release announcing a grant award made to the Lewis-Upshur Animal Control Facility in the amount of \$30,000 by Petco Love. Funds will be utilized to complete interior renovations and purchase equipment for the forthcoming surgical suite located at the Animal Control Facility. Pages 6-9

3. Upshur County Building & Floodplain Permits for the month of April, 2023. Pages 10-11

4. Upshur County E911 Communication Reports – April, 2023 Under separate cover
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report

5. Public Notices:

a) Newsletters and/or Event Notifications:

- None

b) Agendas and/or Notice of Meetings:

- | | | |
|---|--------------|---------|
| • UCFRN General Membership Meeting | May 8, 2023 | Page 12 |
| • Buckhannon-Upshur Airport Authority | May 8, 2023 | Page 13 |
| • Community Corrections Board * CANCELLED | May 8, 2023 | Page 14 |
| • Upshur County Parks & Trails | May 9, 2023 | Page 15 |
| • Buckhannon-Upshur Chamber of Commerce | May 10, 2023 | Page 16 |
| • Lewis-Upshur LEPC | May 10, 2023 | Page 17 |

Meeting Minutes:

- | | | |
|--|-----------------|-------------|
| • Upshur County Family Resource Network | January 9, 2023 | Pages 18-19 |
| • Upshur County Family Resource Network | March 13, 2023 | Pages 20-21 |
| • Lewis-Upshur LEPC | March 15, 2023 | Pages 22-23 |
| • Elkins Road Public Service District | April 4, 2023 | Pages 24-27 |
| • Adrian Public Service District | April 6, 2023 | Page 28 |
| • Adrian Public Service * Phase VIII Project Meeting | April 19, 2023 | Page 29 |

c) Meetings: ***Dates and times of monthly board meetings are viewable at:**

<http://cms4.revize.com/revize/upshurwv/calendar.php>

or go to www.upshurcounty.org and click on the board meetings calendar box on the main page.

6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2024. (Fire Service)
- Tennerton Public Service District - unexpired term July 31, 2023.
- Upshur County Youth Camp Board – unexpired term May 31, 2025 (1st or 3rd Mag. Dist.)

****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. 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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

May 18, 2023 --- 9:00 a.m.

Upshur County Courthouse Annex

Reminder—The Courthouse and Annex will close at 12 p.m. on May 19th

****The Commission Meeting scheduled for May 25, 2023 has been CANCELLED****

Cindy Hughes

From: kgtenney@upshurcounty.org
Sent: Tuesday, May 9, 2023 8:25 AM
To: Cindy Hughes; Tabatha Perry
Subject: FW: Fwd: Upshur County Firefighter Association.

This is to inform the Upshur County Commission and the Upshur County Communication Center that (ED) Edward Ware will be accepting the position of E-TAB advisor.

Thanks, Tyvonne

Cindy Hughes

From: Dustin Zickefoose <dwzickefoose@upshurcounty.org>
Sent: Monday, May 8, 2023 7:40 AM
To: 'Tabatha Perry'; 'Cindy Hughes'
Subject: New Hire

Good Morning,

Jalisa Tenney will begin part-time employment in the Assessor's Office today. Ms. Tenney will fill the valuation fund part-time position recently posted. Please place FYI on the next County Commission agenda. Also, we will begin orientation with Ms. Tenney this morning. Please let me know when would be a good time to get her a name badge and keys.

Thank you,

Dustin

From: partners@petcolove.org
To: [Kristie Tenney](#)
Subject: Your application to Petco Love is approved
Date: Tuesday, April 18, 2023 8:26:01 PM

Dear Upshur County Commission

Congratulations! Petco Love is thrilled to support your lifesaving efforts by investing \$30,000.00 in your organization in response to your application for support (ID number G-2208-38941).

Funds will be distributed 2 - 4 weeks following receipt of this email.

REQUIREMENTS:

By endorsing and depositing the grant award check, or accepting the electronic grant award deposit*, you represent and warrant that your organization will:

- Use all funds for lifesaving purposes.
- Announce and celebrate the investment (more below).
- Complete all assigned follow up grant reports in a timely manner.
- Prominently place **Petco Love Lost** on your website using this resource: [Sharing Petco Love Lost with your Community](#)
- Complete your organization's Annual Data Report (accessible within the [Partner Portal](#)) each year to stay eligible for grant awards.

**Organizations receiving electronic funds that cannot agree to the grant terms and conditions, must notify us immediately at partners@petcolove.org and return funds within 30 days of receipt.*

GRANT RECOGNITION & INVESTMENT CELEBRATION:

Please note that you will receive another time-sensitive message with tips and tools to celebrate your grant award publicly. **Please hold off on public announcements until you have received this toolkit.**

AWARD AMOUNT:

Funding decisions are made through an evaluation process whereby your organization was compared against its peers. Multiple factors are considered including the total number of animals handled, budgets, previous funding history, relationships with Petco stores and other factors so that we may make equitable funding decisions.

Funds awarded may be used for any lifesaving purpose. As long as your use of funds stays focused on lifesaving objectives, you do not need to seek specific approval for each expenditure that deviates from the project description provided in the application. We trust that you will utilize these funds in the best manner possible to achieve the greatest return for your organization and community.

MUNICIPAL ORGANIZATIONS:

Municipalities are reminded that, per the certification you agreed to during the application

process, funds donated shall not supplant or replace existing government funding, may not be appropriated to the general funds of the municipality, but rather must be utilized and become an additional part of the funding of the animal control sheltering department.

CAPITAL INVESTMENTS:

If you plan on using your grant award for capital improvements (buildings, facilities), the award should be recognized in a manner mutually agreed upon and approved in advance. If you plan on using your grant award for the purchase or operation of a vehicle, please send a proof of your vehicle wrap to media@petcolove.org for approval.

ELECTRONIC PAYMENTS:

Get your funds quicker and never lose a check in the mail - sign up for electronic payments! Login into the [Partner Portal](#) and you'll find a link to enrollment information for Paymode-X and instructions on the left side menu.

Please keep this notification email with your grant records. Thank you for all you do for animals! We look forward to hearing about the amazing lifesaving work you are able to accomplish with this investment.

Sincerely,

Petco Love, a nonprofit changing lives)

Petco Love is a 501c3 nonprofit, tax exempt corporation, tax ID 33-0845930



FOR IMMEDIATE RELEASE

Contact: Jan Cochran
Lewis Upshur Animal Control Facility
(304) 472-3865 jcochran@upshurcounty.org
Crystal Bugary, Petco Love, media@petcolove.org

**National Nonprofit Petco Love Invests in the Lewis-Upshur Animal Control Facility To
Save and Improve the Lives of Pets in Upshur and Lewis Counties**

Buckhannon, WV (May 11, 2023) – The Lewis-Upshur Animal Control Facility has received a \$30,000 grant investment from national nonprofit Petco Love in support of their lifesaving work for animals in Upshur and Lewis Counties in WV.

Petco Love is a national nonprofit leading change for pets by harnessing the power of love to make communities and pet families closer, stronger, and healthier. Since its founding in 1999, Petco Love has invested \$350 million in adoption and other lifesaving efforts. And Petco Love helps find loving homes for pets in partnership with Petco and more than 4,000 organizations — like ours — across North America, with 6.7 million pets adopted and counting.

“Our investment in the Lewis Upshur Animal Control Facility is part of more than \$15M in investments recently announced by Petco Love to power local organizations across the country as part of our commitment to create a future in which no pet is unnecessarily euthanized,” said Susanne Kogut, president of Petco Love. “Our local investments are only part of our strategy to empower animal lovers to drive lifesaving change right alongside us. We recently launched [Petco Love Lost](#), a national lost and found database that uses pet image technology to simplify the search for lost pets.”

“This grant is going to make it possible to supply our surgical unit with all the required/necessary equipment we will need to purchase for the unit and everything to make the unit a sterile environment. Staff here at the shelter can't be more excited about receiving this grant” said Jan Cochran, Director of the Lewis-Upshur Animal Control Facility.

The Lewis-Upshur Animal Control Facility is a dual-county animal welfare organization, serving both Lewis and Upshur County, WV; operated and managed by the Upshur County Commission. The goal of the facility is to find loving homes for as many of the shelter animals as possible. In addition to hosting several spay/neuter clinics, the facility also assists with the arrangement of transportation to rescue groups in the Maryland, DC and Virginia areas.

For more information about the Lewis-Upshur Animal Control Facility, visit upshuranimalcontrol.org. Learn more about Petco Love here: petcolove.org.

About Petco Love

Petco Love is a life-changing nonprofit organization that makes communities and pet families closer, stronger, and healthier. Since our founding in 1999 as the Petco Foundation, we've empowered animal welfare organizations by investing \$350 million in adoption and other lifesaving efforts. We've helped find loving homes for more than 6.7 million pets in partnership with Petco and organizations nationwide.

Our love for pets drives us to lead with innovation, creating tools animal lovers need to reunite lost pets, and lead with passion, inspiring and mobilizing communities and our more than 4,000 animal welfare partners to drive lifesaving change alongside us. Join us. Visit petcolove.org or follow on [Facebook](#), [Instagram](#), [Twitter](#), and [LinkedIn](#) to be part of the lifesaving work we lead every day.

[illegible]

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
APRIL 16, 2023 - APRIL 30, 2023

PERMIT			ESTIMATED			FLOODPLAIN			CHECK, CASH, COUNTY			CONTRACTOR OR PROPERTY		
DATE ISSUED	NUMBER	UID	APPLICANT NAME	APPLICANT ADDRESS	PROJECT COST	PERMIT PAID	CLERK OR ONLINE	DESCRIPTION OF PROJECT	OWNER	FLOODPLAIN				
4/17/2023	9126	80891	MAYHEW, DAVID	4664 HEMLOCK RIDGE RD, HELVETIA, WV 26224	\$500.00	\$15.00		CASH		10' X 16' WOOD SHED	SELF			
4/17/2023	9127	12017	WAGONER, DERRY SAMSON	2302 PERRY RD, BUCKHANNON, WV 26201	\$12,000.00	\$15.00		CHECK		12' X 40' SUN ROOM ADDITION ACROSS FRONT OF HOUSE	SELF			
4/17/2023	9128	82299	WYATT, CLINTON E	12 KRAFT ST, BUCKHANNON, WV 26201	\$100,000.00	\$15.00		CASH		BARN TYPE STRUCTURE TO BE USED FOR AN APARTMENT	SELF			
4/17/2023	9129	81767	LUBY, KEN	4079 INDIAN CAMP RD, FRENCH CREEK, WV 26218	\$750.00	\$15.00		CASH		6' X 12' DECK ON FRONT OF HOUSE	SELF			
4/17/2023	9130	NEW	ROBINSON, BRANDI	9314 ALEXANDER RD, FRENCH CREEK, WV 26218	\$150,000.00	\$15.00		CASH		28' X 56' THREE BEDROOM TWO BATH DOUBLE WIDE	FREEDOM HOMES, PO BOX 4098, MARYVILLE, TN 37802			
4/18/2023	9131	1661	KESLING, AMBER	698 CLARKSBURG RD, BUCKHANNON, WV 26201	\$16,771.21	\$15.00		OL		INSTALL FLOOR JOIST SISTER, SUPPLEMENTAL BEAM, INTELLIJACKS	JES CONSTRUCTION LLC, 7940 GAINSFORD CT, BRISTOW, VA 20136 (TAYLOR KIRKLAND)			
4/18/2023	9132	82301	TENNEY, MICHELLE	413 GRAND CAMP RD, FRENCH CREEK, WV 26218	\$38,000.00	\$15.00		CASH		35' CAMPER FOR RESIDENCE	SELF			
4/19/2023	9133	8901	CUNNINGHAM, KELLEY	1072 PHILLIPS DAIRY RD, BUCKHANNON, WV 26201	\$37,450.56	\$15.00		CASH		KITCHEN REMODEL	MIKE'S KITCHEN, BATH & FIREPLACE, RT 3 BOX 3A, CLARKSBURG, WV 26301			
4/19/2023	9134	NEW	ALDERMAN, LARRY	1235 STONECOAL LAKE RD, BUCKHANNON, WV 26201	\$25,000.00	\$15.00		CASH		24' X 24' CAMP	SELF			
4/19/2023	9135	82303	JENT, LARRY	96 CASCADE LN, FREDERICKSBURG, VA 22406	\$375,000.00	\$15.00		CHECK		1,700 SQ FT NEW HOME WITH TWO CAR GARAGE	GARY WOODY CONSTR INC, 205 SILVERWOOD DR, BUCKHANNON, WV 26201			
4/24/2023	9136	16575	CARRACCI, SARA	2000 CORPORATE DR, CANONSBURG, PA 25317	\$40,000.00	\$15.00		OL		SOW - INSTALLING (9) ANTENNAS; (6) RRUS; (1) OVP; (2) HYBRIDS, MOUNT 3VFAI; 3 10' HD V-FRAMES; NO WORKING PLATFORMS. GROUND - 11' X 18' PAD IN 12' X 30' LEASE AREA. 50 KW KOHLER GENERATOR (SOREOZIE 2021)	PILLAR INNOVATIONS LLC, 104 CORPORATE DR, MORGANTOWN, WV 26501			
4/24/2023	9137	10948	SPENCER, NATHAN	692 SELBYVILLE RD, FRENCH CREEK, WV 26218	\$12,000.00	\$15.00		CASH		50' X 28' GARAGE	SELF			
4/24/2023	9138	5666	JOHNSTON, LONNIE	1616 GLADY FORK RD, BUCKHANNON, WV 26201	\$104,853.00	\$15.00		CASH		16' X 76' SINGLE WIDE MOBILE HOME	CLAYTON HOMES INC, PO BOX 4098, MARYVILLE, TN 37802			
4/24/2023	9139	NEW	HAMNER, HANNAH	PO BOX 173, ADRIAN, WV 26210	\$25,000.00	\$15.00		CASH		14' X 40' NEW HOME	SELF			
4/25/2023	9140	NEW	TRAYLOR, LOLA	5544 OLD ELKINS RD, BUCKHANNON, WV 26201	\$230,000.00	\$15.00		CHECK		74' X 32' MANUFACTURED HOME	FREEDOM HOMES, PO BOX 4098, MARYVILLE, TN 37802			
4/26/2023	9141	6934	PETROSKY, PHILIP	132 JACK ACRES RD, BUCKHANNON, WV 26201	\$13,156.13	\$15.00		CHECK		NEW ROOF	DESIGN ROOFING & SHEET METAL LLC, 900 INDUSTRIAL PARK RD, ELKINS, WV 26241			
4/27/2023	9142	82302	FORTNEY, DUSTIN	303 THORNBERRY LN, ELLAMORE, WV 26267	\$500,000.00	\$15.00		CHECK		4,000 SQ FT NEW HOME WITH THREE CAR GARAGE	ATLAS GROUP LLC, 718 INDUSTRIAL DR, BUCKHANNON, WV 26201			
4/28/2023	9143	80595	LEVENTRY, MATTHEW R	340 TURNER RD, BUCKHANNON, WV 26201	\$25,000.00	\$15.00		CASH		20' X 32' X 10' STORAGE BUILDING	SELF			

TOTAL TOTAL TOTAL
\$1,705,480.90 \$270.00 \$0.00

GRAND PROJECT GRAND BP GRAND FP
TOTAL TOTAL TOTAL
\$1,950,558.90 \$420.00 \$75.00



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

UCFRN General Membership Meeting ~ Zoom

May 8, 2023 12:00 PM

Agenda Topics

- Introduction and opening prayer
- Updates:
 - Baby Shower – Thursday, April 20th from 10a-1:30p – went well
 - Family Socials –Setting up the schedule for those. May might be a take home, an evening Zoom, or something like that.
- HG – Thursdays at 11:30a-1:00p from June 8th to August 3rd (with no classes the week of Independence Day).
- Guest speaker: Jeremy Dixon, WVU Center for Excellence in Disabilities, on traumatic brain injuries
- Any other information Lori or board forgot
- Information Sharing!

Next Meeting: Monday, June 12, 2023

****Reminder – Picnic Potluck at park pavilion behind B-UHS Football Field! UCFRN will provide the flatware, plates, and main course. We will need drinks and food!****

Buckhannon-Upshur Airport Authority Agenda

W22- Upshur Regional Airport Terminal Building, 644 Airport Road, Buckhannon, WV 26201 as well as Virtually via Telephony or ZOOM ¹

Monday, May 8, 2023 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Michael Ruffing
 - Treasurer's Report – Phil Loftis, Treasurer
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical Group
 - Airport Manager's Report-Jennifer Powers
 - Smart Procure FOIA request received and completed
 - City of Buckhannon funding request
 - Request for BUAA to consider portable hangar
 - Discussion and possible motion about revenue sources
 - Discussion and possible motion regarding a potential flight club
 - Discussion and possible motion regarding the airport's financial position
 - Discussion about fuel pricing/inventory
 - Update on HealthNet crew quarters remodel
 - Operations – Jamie Wilt
 - Daily fuel inventory is being accomplished
- 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 space requests/applications/updates
- 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.

¹Per 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.

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program regular board meeting will be held May 8, 2023 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS

Board Meeting Agenda

May 8, 2023

Upshur County Day Report Center 6:00 P.M.

I. Handouts

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

II. New Business

- 1) Batterer's Intervention Prevention Class Update
- 2) Home Confinement Update- Lewis-15 Upshur-31
- 3) Community Corrections Update
 - Referrals received since July 1, 2022, Upshur-212 Lewis-84 Total-296
 - Request for employee raises
 - Property Updates
 - Upcoming grant review/inspection update
 - Request to get quotes for gutters and painting at Upshur office

III. Next Meeting

- **July 10, 2023 at the Lewis County Day Report Center at 6:00 P.M.**

Upshur County Parks & Trails Monthly Meeting Agenda

Tuesday, 9 May 2023 5:30pm- Upshur County Recreational Park

- Call to Order
- Approval of minutes from April meeting
- Financial Report
- Trails update/approval/action or discussion on any needed expenses
- Park and Recreation Director Report
 - First Quarter report
 - Opening of pool, park beginning
 - May 27
 - Employee update
 - Jessica Bryzek from AmeriCorps
 - French Creek/Rock Cave
 - Upcoming Events
- New business
- Public Comment
- Next Meeting
 - 6/20/2023
- Adjourn

**Buckhannon-Upshur Chamber of Commerce
Meeting Agenda
May 10, 2023**

Welcome

Minutes

Financial Report

Old Business

- Pool Banner Project

New Business

- WV Day Birthday Bash & Bartender

Reports from Collaborative Organizations and Standing Committees:

West Virginia Strawberry Festival
Upshur County Development Authority
Southern Upshur Business Association (SUBA)
Upshur County Convention and Visitor's Bureau (CVB)
Create Buckhannon
City of Buckhannon
County Commission
Mountain CAP of WV
WVWC
St. Joseph's Hospital
Rotary
Community Care
Region VII
BBQ Bash

Guest Speaker- WAMSB- Randy Sanders will provide an update on the upcoming event.

Announcements

Adjourn

Lewis/Upshur LEPC
Meeting Agenda-Buckhannon FD
May 10, 2023

1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. Approval of minutes of previous meeting
4. Financial Report
5. Chairman's comments:
 - a. Introduction of guest
6. Grant updates:
 - a. Discussion of all grants
7. Committee reports:
 - a. Membership
 - b. By Laws
 - c. Public Education
 - d. Annual exercise planning team (HSEEP)
 - e. Hazard Assessment & Planning
8. Off Site Emergency Response Plans:
9. Old Business:
10. New Business:
11. Membership comments
12. Public comments
13. Adjournment

**Upshur County Family Resource Network
General Membership Meeting (held virtually)
January 9, 2023
Meeting Minutes**

Board Members present: Heather Grogg, Amanda Hayes, Addie Helmick, Jodi McQuillan, Cathy Norko, and Dr. Joseph Reed.

Board Members not present: Debora Brockleman, Matt Kerner, Tonya Kittle, Beth Rogers, Kristie Tenney, and Eddie Vincent. Please note that Rise Hanifan has resigned from the Board.

Staff: Lori Ulderich Harvey and Ginny Dixon

Community Members present: Jodie Akers (Upshur County Schools), Leah Chen (masters student in social work at Concord University), Cheryl Childs, Taylor Daugherty (Aetna), Laura McDaniels (Mountain CAP CAC), Kathy McMurray (Exec. Director, Mountain CAP), Jamie Paulhamus, Rebecca Reed (First Choice Services), Emma Rexroad (UniCare), Suree Sarceno (NCWVCAA/VITA), and Barb Tucker (adolescent health),

Introduction & opening prayer: Introductions were made in the chat box. Dr. Reed offered our opening prayer.

Updates from Director: Lori noted that the February meeting (and the March meeting also) will be held via Zoom. The **Family Connections** holiday party we had Santa Scott (Preston), Sarah Campbell set up a backdrop behind where Santa sat, and all kids (about 20 of them) received a squish mallow. At the **Family Social** holiday party we had about 14-15 kids present.

Healthy Grandfamilies fall session wrapped up; we had 1 new family join. In the spring, we may have maybe 4 sessions instead of the usual number. The next **Grandparents Café** is scheduled for 1/23/23 at 10 am at SYCC. Lori added that we may be helping Webster County out a bit as they get their Healthy Grandfamilies program started. Our **Warm Wishes Tree** has been getting hit hard. Anything anyone can donate would be appreciated. We can also use books (adults and children's) for the Little Free Library outside SYCC.

Guest Speaker: Jamie Paulhamus, Vocational Rehabilitation Counselor with WV Division of Rehabilitation Services. This agency serves those with a disability in either obtaining or maintaining employment. Jamie serves Upshur and Gilmer Counties and goes into schools to conduct career assessments, among other services. Clients may take part in job shadowing, mock interviews, and DRS is able to help with the purchase of clothes suitable for job interviews, as well as starter tools (e.g. for a job in carpentry). An on the job (OTJ) training program provides reimbursement to the employer for wages for 60 days. Jamie noted that Work Force is one of their partners. DRS' website is wvdrs.org. Jamie's direct phone line is 304.517.1983.

Information Sharing:

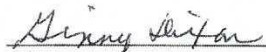
- **Suree Sarceno**, NCWV VITA program, covering 12 counties, shared that this year her grant requires her to do events in each county. On Tuesday, January 24th from 10 am to 3 pm at the Upshur County Public Library, VITA will provide tax assistance. Appointments must be made in advance. Light refreshments will be

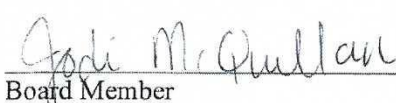
provided. There will be information coming out soon about BUHS being a site for tax assistance being provided by senior accounting students.

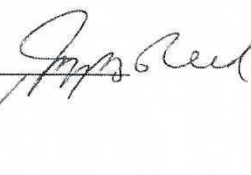
- **Jodie Akers** spoke of issues around safety of school students, specifically concerning the issue of others in vehicles paying heed to when school buses are stopped to pick up and drop off students. She stated that we need to continue to educate everyone, and has a flyer which she will send to the UCFRN to be distributed throughout our email network. Jodie also noted that the chronic absenteeism rate (being defined as 18 or more days in a school year) was up this past year.
- **Taylor Daugherty** noted that it's January and people need to determine if they still qualify for Medicaid and whether their contact information is up to date.
- **Heather Grogg** shared that Medicaid reviews will start once the pandemic is officially over. SNAP eligibility is also being reviewed. People may apply once a year for utility assistance through the LIEAP program, and the year begins in October.
- **Rebecca Reed** is with the WV Navigator helpline. She noted that open enrollment ends January 15th. She can send the UCFRN general info on their helpline.
- **Barb Tucker** shared that she, with help from school counselor Tanya Zickefoose, will be presenting a program tomorrow at BUMS on "signs of suicide."

Next meeting: Monday, February 13, 2023 at 12:00 noon – Place/Zoom TBD

Respectfully submitted,


Ginny Dixon, Administrative Assistant
UCFRN


Board Member


Board Member

**Upshur County Family Resource Network
General Membership Meeting (via Zoom)
March 13, 2023
Meeting Minutes**

Board Members present: Heather Grogg, Amanda Hayes, Tonya Kittle, Jodi McQuillan, Cathy Norko, and Beth Rogers.

Board Members not present: Debora Brockleman, Addie Helmick, Matt Kerner, Dr. Joseph Reed, Kristie Tenney, and Eddie Vincent.

Staff: Lori Ulderich Harvey and Ginny Dixon

Community Members present: Anne Chopyak (community), Haley Cain (RCHA), Taylor Daugherty (Aetna), Stephanie Hoover (MountainHeart), Rita McCrobie (WV Attorney General's office), Brandy Miller (Mountain CAP), Emma Rexroad (UniCare), Crystal Roberts (MountainHeart), and Elizabeth Sendling (WVU Medicine).

Introduction & opening prayer: Introductions were made in the chat box. Jodi McQuillan offered our opening prayer. Our guest speakers were not in attendance.

Updates from Director: CAP month proclamations will take place March 30th (10am at County Commission, 10:45am at City Hall). All are welcome to join us. There will be no flag-raising; the ones purchased in 2020 did not hold up well at all. A second banner has been ordered, however. **Baby Shower:** Ginny will put out a new list of what necessities we have and what we need for the diaper bags. We will need door prizes. We did not receive the \$2,000 donation from Walmart this year. We're in the process of talking with the ladies at Chapel Hill re: possibly preparing the meal for this event. **Family Socials:** upcoming dates are Friday, March 24th and Friday, April 28th, both at SYCC (11:30am). The February 21st social was held online; we need to get gifts out to those who returned their survey. We're having an egg hunt/craft-making/pizza party for Family Connections on March 28th at Hodgesville School. The UCFRN will have a table at B-UHS on March 23rd for Navigating the Teenage Years event. **Healthy Grandfamilies** will have a Summer session, to run June 8th to August 3rd at the Upshur County Park Pavilion. Ginny will be sending out the flyer for the ongoing **Grandparents Café**. Lori is now a card-carrying member of **Read Aloud WV's** volunteer readers. Read Aloud WV has promised us more books soon. Lastly, but not least, our **Resource Guide** is being printed!

Information Sharing:

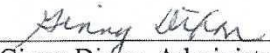
- **Amanda Hayes** shared that UCARE is trying to bring back the pool parties (separate parties for middle school and high school students). Active in UCARE also are BPD officers, Angel McCauley and Marshall O'Conner. Pre-COVID, the pool parties had been quite successful. Dates this summer are: 6/10 for middle school, and 7/15 for high school (8:30-10:30 PM). If any group wants to donate bottled water for these, it would be most appreciated. National Night Out is August 1st this year. Amanda also shared that James Moore, WVWC's Interim President, has been given a 5 year contract as President of the college.

- **Taylor Daugherty** shared that Aetna and Community Care of WV have partnered with WVWC since February to start a master's program for mental health professionals (master's in clinical counselling). Taylor also shared that a Medicaid review will be coming up (date unknown) for families and individuals receiving extra benefits due to COVID, to determine if they still would qualify for extra resources.
- **Heather Grogg** clarified that DHHR will not review everyone at this time, but will as their review cycle comes due. She added that there is no official opening for LIEAP but that they will get information to the FRNs when they know. Jondrea Nicholson is the DHHR's social service director for our area.
- **Lori Harvey** shared that payments are delayed to the WV foster care, adoption, kinship network, causing recipients to often overdraw their bank accounts. Those people in this category should contact DHHR with any problems or issues.
- **Cathy Norko**, Librarian at the Charles Gibson Library, shared that they have story time for preschoolers on Wednesdays at 10:00am.
- **Haley Cain** shared that Randolph County Housing Authority is having their annual community yard sale on 3/17/23 from 1-5pm at the Learning Center, 694 Beverly Pike, Elkins.

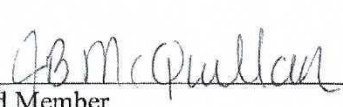
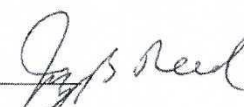
Before adjourning, Lori shared that we are still looking for a place to have our meetings, which may be held outdoors (weather permitting) and may be held quarterly in person; otherwise, UCFRN meetings will occur via Zoom.

Next meeting: Monday, April 10, 2023 at 12:00 noon, via Zoom

Respectfully submitted,



Ginny Dixon, Administrative Assistant
UCFRN

Board Member



Board Member

Lewis-Upsher LEPC

Meeting Minutes - March 15, 2023

Meeting was held at Lewis County EMS at 13:00 Hrs

Meeting was called to order by J Gum at 13:02

Minutes stand as read for no recommendations.

Financial report. J Harvey should have been paid

Chris Lusk the new assistant director for Lewis County EMS

We have completed and do have the report for the commodity flow study and has paid for it, our next step is for Upshur and Lewis OEM get together and do hazard analysis.

Committee reports.

Membership: J. Gum will send Chris a copy of the application.

By Laws: Nothing to report.

Public Education: nothing to report.

Annual exercise: Roj will check with S Dunbrack

Hazard assessment and planning > J. Gum got access to the website, he hasn't spoken with J. Farry to see if he has gotten access or not to the Tier 2 report website.

There was discussion about what reporting was and how it happens.

Old Business:

J. Gum was asked to request funding through the Lewis county OEM budget , it has been requested in our budget.

CIRC conference for the state of WV will be the end of this month it is the 28th and 29th The state will pay for two representatives. J. Gum has registered to go. They will pay for 1 night. Conference starts on Tuesday

New Business: Week before last D. Burnside informed that J. Gum he was resigning from the LEPC that he had too much stress in his life. Over the past year where we have talked about the WV LEPC log book and things checked off has not been completed. It will need to be done for the conference and turned in.

We need a Chairman or Co-chair. As the case may be to fill the position that dirk left

D. Long brought up conversation about Lewis and Upshur County having separate LEPC's

Lewis-Upsher LEPC

Meeting Minutes - March 15, 2023

D. Long made a motion for J. Gum to become the Chair. K Talbert Seconded.

J. Gum asks that people think of who can be nominated to the Co-Chair position for the next meeting.

Yearly amount is \$6000 from the state of WV grand from WV and used to get a 1500 for the administrative amount and each county was contributing \$2000.

Some grants in addition have to spent for specific counties.

Good of the organization.

Next meeting will be May 10th D Long made motion to move J. Taylor second, passed unanimously.
Meeting will be held in Upshur county at the public safety complex.

J. Gum says hopefully after the end of the month we will have a plan for what we need for ideas and work.

Meeting is adjourned 13:52 by acclamation

Elkins Road Public Service District
Board of Directors' Regular Meeting
April 4, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, April 4, 2023.

Moment of Silence for Sheriff Virgil Miller (RIP)

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

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

Phone in participants: Greg Belcher, CTG; Stacey McDaniel, Region VII

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

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of March 7, 2023 Regular Monthly Meeting were presented for approval. **David Burr made a motion to approve the minutes. Wendell Grose seconded. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. **David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Wendell Grose. Motion carried**

REGION VII – SHANE WHITEHAIR

Shane Whitehair, Region VII Director, attended the meeting once again to answer any questions the Board had about the GIS Agreement he had revised for them. **David Burr made a motion to enter into and sign the agreement. Wendell Grose seconded. Motion carried**

PHASE III EXTENSION PROJECT

Greg Belcher spoke with the Board in Executive Session under WV Code 6-9A-4. No decisions were made during the session.

Elkins Road Public Service District
Board of Directors' Regular Meeting
April 4, 2023

JERRY WAMSLEY

Jerry Wamsley attended the meeting to ask the Board about posting the agendas and minutes from the monthly meetings on our website. **David Burr made a motion to post agendas and minutes of our monthly meetings on the website. Wendell Grose seconded. Motion carried**

OLD PSD OFFICE

The office was discussed during an Executive Session under WV Code 6-9A-4. No decisions were made during the session.

LOUDIN'S MHP LLC – ALTERNATE MAIN LINE EXTENSION

The Alternate Main Line Extension was discussed during an Executive Session under WV Code 6-9A-4. No decisions were made during this session.

RESCHEDULE JULY MEETING DATE

Carey Wagner made a motion to move the July meeting from July 4, 2023 (Holiday) to July 11, 2023. **David Burr seconded. Motion carried**

MAINTENANCE

Dave Wamsley gave the March Maintenance Report. Waugh and Union Booster problems were discussed due to the high winds on Saturday knocking out the electric. It was discovered that we have a problem at Union Booster due to the wiring of the generator. Dave has to turn the pumps on and off manually until the coils which were fried by faulty wiring are replaced. PALCO will be called to handle the wiring of the generator since it is under warranty.

Water loss from undetected leaks are still causing the daily water usage to be high. We continue to try and find these leaks and get them repaired to solve this problem.

There being no further business, **the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose. Meeting adjourned at 6:45 p.m.**

The next meeting will be held on Tuesday, May 2, 2023 at 5:00 p.m.

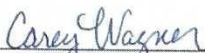
Elkins Road Public Service District
Board of Directors' Regular Meeting
April 4, 2023


Respectfully submitted:

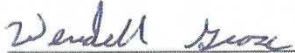
ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
David A. Burr


Board Member
Wendell R. Grose

ELKINS ROAD PSD
REGULAR MONTHLY MEETING
TUESDAY, APRIL 4, 2023

Adrian Public Service District
April 6, 2023
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec/Treasurer; Carolyn Douglas, Vice Chairman via telephone; Eric Brunn, Chief Operator and Norma Woody, Manager.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 2:45 p.m. by Paul Spencer, Chairman.

Kelly Arnold made a motion to enter into Executive Session under WV Code 6-9A-4 at 2:54 pm. Kelly Arnold made a motion to come out of Executive Session at 2:58 p.m. Seconded by Carolyn Douglas. Motion carried.

No decisions were made during Executive Session.

Minutes of the March 2, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second.
Minutes of the March 15, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second.
Minutes of the March 24, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second.

Invoices/credit card statement were presented. A motion was made to pay by Kelly, second by Paul.

Old Business

- Phase VIII/Pickens updates provided by Norma Woody.

New Business

- None

Items for Discussion/Action/Approval

- Norma advised the board of resignation of Jacob Leichter, Water Operator.
- Norma requested the board advertise for Water Operator position. Paul made a motion to approve and Kelly seconded the motion.
- Norma advised board of generator bid receipt by Fishers of Men Generator Repair. Norma requested Paul be excluded from the vote and approval. Paul was excluded. Kelly Arnold made a motion to approve the bid and Carolyn seconded the motion. Motion carried.
- Norma presented a suggestion to the board for update of current security system. Paul made a motion to get quotes and Kelly seconded the motion. Motion carried.
- Norma presented the 2023-2024 Budget for approval. Kelly made a motion to approve and Paul seconded the motion.
- Norma notified the board of completion of office awnings.
- Kelly suggested the board consider Region VII GIS Mapping for future projects.
- Norma advised board that a request was submitted to the County Commission for approval of ARP funding to be utilized for water line extension on Craig Bessinger properties. Kelly Arnold requested Public Service Commission approval as well.

Maintenance Report

- New motor installed for Carter Pump Station.

Office Report

- Norma advised the board of billing error credits to customers completion in April billing cycle.


Adjournment


The meeting adjourned at 4:00 pm.

Next regular meeting will be May 4, 2023 at 3:00 pm.
The next project meeting will be May 17, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

Adrian Public Service District

April 19, 2023

Phase VIII Project Meeting

Present from Adrian PSD: Kelly Arnold, Sec/Treas.; Carolyn Douglas, Vice Chairman; Paul Spencer, Chairman and Norma Woody, Manager.

Visitors: Trey Hornor, P.E. President Hornor Brothers Engineering
Carrie Wallace, Program Coordinator, Region VII
Doug Heater, Pro Contracting

All motions were unanimous unless otherwise noted.

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

Items for Discussion/Action/Approval

- Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (23.7% complete as of March 31, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Freemans Rd complete, working on Route 20 and Eden Road.
- Norma requested approval of **Resolution No. 5 of the Phase VIII water extension project**. Paul made a motion to approve, and Kelly second the motion. Motion carried.
- Norma requested approval of **Adverse Weather Day calculation sheets for Phase VIII water extension project**. Contract 1 (3 days), Contract 2 (7 days), Contract 3 (7 days). Carolyn made the motion to approve, and Paul second the motion. Motion carried.
- Norma requested approval of **Change Order No. 1 Contract 2 (change generators to propane)**. Kelly made a motion to approve and Paul second the motion. Motion carried.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (two and one-half crews working), Contract 2-Pro Contracting (no crew working), Contract 3-Mid Atlantic Storage Systems (site work started at both tank sites, but stopped now for weather).

Adjournment

The meeting adjourned at 4:00 pm.

Next regular board meeting will be May 4, 2023 at 3:00 pm.

Next project meeting will be May 17, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.