

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: January 11, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 4, 2018
- 9:15 a.m. Public Hearing to consider evidence related to the possible closure of an unused paper alley located between parcels of land that Mary Herndon owns in Buckhannon District Page 1-3
- 9:30 a.m. Review proposals received for legal representation in potential opioid litigation. Proposals must have been received by 4:30 p.m. on Monday, January 8, 2018 to be considered.
- 9:45 a.m. Mike Rezac, Risk Control Consultant for West Virginia Counties Group Self-Insurance Risk Pool (WVCoRP) – Provide an update regarding the Risk Pool

### Items for Discussion / Action / Approval:

1. Review and signature of correspondence to Tony O’Leary, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$4,632.00. This is for Request for Funds #5. Page 4-6
2. Authorization for Carrie L. Wallace, County Administrator, to use Samuel R. Nolte’s official signature stamp to sign required documentation on behalf of the Upshur County Commission. Page 7
3. Authorization for Tabatha R. Perry, Assistant County Administrator, to use Samuel R. Nolte’s official signature stamp to sign required documentation on behalf of the Upshur County Commission. Page 8
4. Correspondence from Donna Kafer requesting reappointment to the Upshur County Civil Service Board. Upon approval, Ms. Kafer’s term will expire on December 31, 2021. Page 9
5. Correspondence from Douglas K. White, part-time Circuit Court Bailiff, announcing his resignation effective January 24, 2018. Under separate cover
6. Correspondence from David H. Coffman, Upshur County Sheriff, requesting approval of the advertisement for one (1) part-time Circuit Court Bailiff position. Page 10-11
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 Tabatha R. Perry, Assistant County Administrator, to Thomas Moates regarding his property located in Warren Tax District – Tax Map 6C – Parcel Number 4. During the regularly scheduled Commission Meeting conducted on January 4, 2018, the Commission moved to grant Mr. Moates an extension to bring the property into full compliance with the Ordinance by the end of March 2018. Page 12
2. Correspondence from Tabatha R. Perry, Assistant Administrator, to Todd Spencer Walter Gould regarding his property located in Washington Tax District – Tax Map 7J – Parcel Number 11. During the regularly scheduled Commission Meeting conducted on January 4, 2018, the Commission moved to grant Mr. Gould an extension to bring the property into full compliance with the Ordinance by the end of March 2018. Page 13
3. Correspondence from Tabatha R. Perry, Assistant Administrator, to Frank Kelley regarding his property located in Washington Tax District – Tax Map 7J – Parcel Number 11.1. During the regularly scheduled Commission Meeting conducted on January 4, 2018, the Commission moved to grant Mr. Kelley an extension to bring the property into full compliance with the Ordinance by the end of March 2018. Page 14
4. Upshur County Road Name Index as of January 2018 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator. Under separate cover
5. Upshur County E911 Communication Reports --- November 2017 Under separate cover
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
6. Upshur County Mileage Reports – November 2017 Page 15-26
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
7. Newsletters and/or Event Notifications:
  - Upshur County Family Resource Network January 2018 Page 27-28
8. Agendas and/or Notice of Meetings:
  - Upshur County Family Resource Network January 8, 201 Page 29
  - Buckhannon-Upshur Parks and Recreation Advisory Board January 8, 2018 Page 30
  - Elkins Road PSD January 9, 2018 Page 31
  - Upshur County Senior Center Board of Directors January 10, 2018 Page 32
  - Upshur County Safe Sites and Structures Enforcement Board January 11, 2018 Page 33
  - City Council of Buckhannon January 11, 2018 Page 34

• Buckhannon-Upshur Airport Authority	January 11, 2018	<u>Page 35</u>
• Buckhannon-Upshur Chamber of Commerce	January 15, 2018	<u>Page 36</u>
• City Council of Buckhannon	January 16, 2018	<u>Page 37</u>
• Upshur County Fire Board, Inc.	January 16, 2018	<u>Page 38</u>

#### 9. Meeting Minutes:

• Upshur County Family Resource Network Director's Report	December 2017	<u>Page 39-40</u>
• Buckhannon-Upshur Parks and Recreation Advisory Board	December 11, 2017	<u>Page 41-42</u>

#### 10. Meetings:

• 01/09/18	5:30 p.m.	Elkins Road PSD
• 01/02/18	4:00 p.m.	Hodgesville PSD
• 01/04/18	7:00 p.m.	Banks District VFD
• 01/04/18	7:00 p.m.	Selbyville VFD
• 01/08/18	12:00 p.m.	Upshur County Family Resource Network
• 01/08/18	4:30 p.m.	Upshur County Solid Waste Authority
• 01/08/18	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 01/08/18	6:00 p.m.	Lewis-Upshur Community Corrections Board-Lewis County
• 01/09/18	7:30 p.m.	Adrian VFD
• 01/04/18	6:00 p.m.	Buckhannon-Upshur Board of Health
• 01/17/18	7:00 a.m.	Upshur County Development Authority – Full Board
• 01/10/18	12:00 p.m.	Upshur County Senior Center Board
• 01/11/18	3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 01/10/18	6:00 p.m.	Upshur County Citizens Corp – CERT
• 01/10/18	7:30 p.m.	Warren District VFD
• 01/11/18	1:00 p.m.	Adrian PSD
• 01/10/18	3:00 p.m.	Tennerton PSD
• 01/11/18	4:00 p.m.	Upshur County Safe Sites & Structures Ordinance Board
• 01/11/18	7:30 p.m.	Buckhannon VFD
• 01/11/18	4:00 p.m.	Buckhannon Upshur Airport Authority
• 01/18/18	6:30 p.m.	Upshur County Youth Camp Board
• 01/21/18	6:00 p.m.	Washington District VFD
• 01/15/18	12:00 p.m.	Buckhannon-Upshur Chamber of Commerce
• 01/16/18	4:00 p.m.	Upshur County Public Library Board
• 01/23/18	10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council - Senior Center's Conference Room in Gilmer County
• 01/16/18	6:30 p.m.	Upshur County Fire Board, Inc.
• 01/16/18	5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board
• 01/10/18	7:00 p.m.	Ellamore VFD
• 01/17/18	12:00 p.m.	Lewis Upshur LEPC --- Upshur location
• 01/18/18	3:00 p.m.	Upshur County Farmland Protection Board
• 03/28/18	10:00 a.m.	James W. Curry Advisory Board
• 01/29/18	6:00 p.m.	Upshur County Fire Fighters Association
• 01/10/18	7:00 p.m.	Buckhannon River Watershed Association - Board of Directors

#### 11. Appointments Needed or Upcoming:

12. Board of Review & Equalization Meeting Schedule

- 02/01/2018 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/06/2018 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/09/2018 1:00 p.m. – 3:00 p.m.
- 02/14/2018 1:00 p.m. – 3:00 p.m.
- 02/16/2018 9:00 a.m. – 11:00 a.m. Adjournment

Tabled Items

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

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2018, and shall continue until the work is complete but will adjourn no later than the close of business on the 16<sup>th</sup> day of February, 2018.

Next Regular Meeting of the Upshur County Commission  
January 18, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex



Mary E. Herndon  
3511 Buckhannon Run Rd  
Buckhannon, WV 26201  
(304) 472-0475



October 23, 2017

Upshur County Commission  
38 West Main Street  
Buckhannon, WV 26201

RE: WV State Code 7-1-3h

APPROVED

DEC 07 2017

UPSHUR COUNTY COMMISSION

County Commissioners:

After reviewing WV State Code 7-1-3h, I am submitting this application and requesting the Upshur County Commission to close an unused paper alley located between parcels of land that I own in the Buckhannon District.

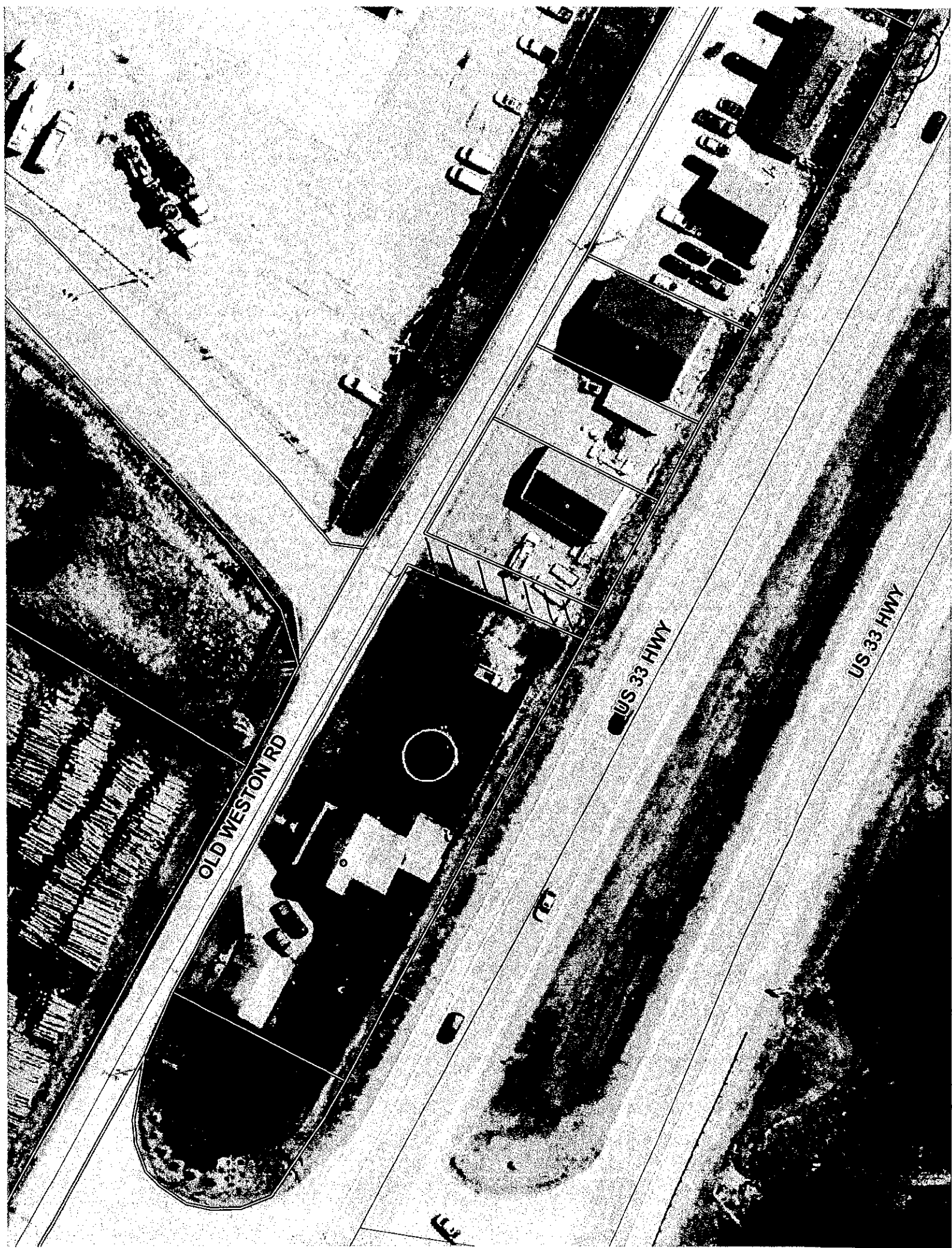
The property is located in Buckhannon District, Upshur County, WV (Village of Lorentz). It is a 14' alley situated on the east side of my property recorded in Deed Book 493 @ Page 0745 and on the west side of my other property recorded in Deed Book 543 @ Page 641. The alley does not serve any public access.

Please see attached aerial map and plats.

If additional information is needed, please do not hesitate to contact me at the above address/telephone. Thank you for your time and consideration into this matter.

Sincerely,

Mary E. Herndon



OLD WESTON RD

US 33 HWY

US 33 HWY

Hearing to Consider Easement  
Related to the Possible Closure  
of an Unused Paper Alley  
Located to the South of the Old  
Weston Road and the North of  
US Highway 33 in the Village of  
Lorentz in Buckhannon District

(Adjoining property surface  
rights appear to be owned by  
Mary E. Herndon and Russell  
Herndon)

The Upshur County Commission  
will conduct a public hearing  
at 9:15 a.m. on Thursday,  
January 11, 2018 to consider  
evidence related to the possible  
closure of an unused paper  
alley located to the South of  
the Old Weston Road and  
the North of US Highway 33  
in the Village of Lorentz in  
Buckhannon District. The public  
hearing will be conducted in  
the Commission Meeting Room  
(301) in the Courthouse  
Annex, 38 West Main St.,  
Buckhannon, WV 26201. A  
map of the alley in question  
can be requested via email to  
ciwallace@upshurcounty.org  
or via telephone at 304-472-  
0535 x.3.

Mary Herndon  
12-11-17

## AFFIDAVIT

STATE OF WEST VIRGINIA, COUNTY OF UPS  
, Legal Clerk of the Record Delta,  
a Newspaper Published in Buckhannon in said c  
do hereby certify that the annexed

### PUBLIC NOTICE

Was published once a week for (1) one  
week in said Record Delta Newspaper as aforese  
commencing on the 11th day of December, 2017

Legal Clerk:

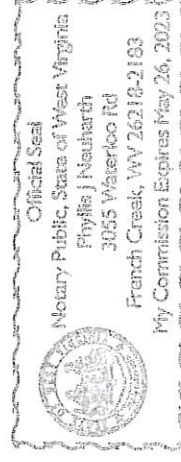
*Jay H Mullins*

WEST VIRGINIA, UPSHUR COUNTY, TO WIT:  
Subscribed and sworn before me this 3rd  
day of January 2018.

Notary Public:

*Phyllis J. Neuharth*

My commission expires: May 26, 2023



## THE RECORD DELTA

P.O. BOX 550

BUCKHANNON, WV 26201

(304) 472-2800

FEIN NO. 363672215

Mary Herndon

3511 Buckhannon Road

Buckhannon, WV 26201

## LEGAL ADVERTISEMENT INVOICE

ACCT. 6423 LEGAL # 618

### DESCRIPTION: PUBLIC NOTICE

PUBLICATION DATES	PUBLICATION COST	
12/11/2017	\$ 24.58	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
AFFIDAVIT FEE	\$ 2.00	
TOTAL	\$ 26.58	

Legal Rate: .11 1/2 cents per word space for first publication  
75% of the first cost for each additional publication



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

January 11, 2018

Mr. Tony O'Leary  
Community Development Representative  
WV Development Office  
1900 Kanawha Boulevard, East  
Building 3, Suite 700  
Charleston, WV 25305

**RE: Upshur County Commission—Elkins Road PSD Phase III Water System Improvements  
Small Cities Block Grant Project #16SCBG0008  
Request for Funds #5**

Dear Mr. O'Leary:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Administration**— All evidentiary materials have been submitted and exempt activities have been approved by the WVDO. Currently, the environmental review is in progress. Amount requested is \$0.00.
2. **Engineering**— Study and Report Phase is 100% complete and the preliminary design phase is approximately 70% complete. Amount requested is \$4,632.00.

The total amount of this request is \$4,632.00. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Samuel R. Nolte  
President

Enclosure

(5)

**Community Development Block Grant -Small Cities Block Grant Program  
REQUEST FOR PAYMENT**

**TO:** West Virginia Development Office  
1900 Kanawha Boulevard, East  
Building 3, Room 700  
Charleston, WV 25305  
304-558-2234 304-558-3248

**FROM:** Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

<b>Project Name</b>	Elkins Road PSD Phase III Water System Improvements			<b>Project #</b>	16SCBG0008	
<b>Drawdown #</b>	5			<b>% of Project Complete</b>	15.7%	
<b>Time Period Covered by this Request:</b>				11/10/2017	TO	1/11/2018
<b>Amount of CDBG Funds on hand at the time of this Request</b>				\$ -		
<b>COST CATEGORIES</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>AMOUNT REQUESTED TO DATE</b>	<b>AMOUNT REQUESTED THIS DRAW</b>	<b>TOTAL AMOUNT REQUESTED</b>	<b>AMOUNT DISBURSED TO DATE</b>	<b>BALANCE</b>
Administration	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Arch/Engineering	\$263,434.00	\$39,837.00	\$4,632.00	\$44,469.00	\$39,837.00	\$218,965.00
Land Acquisition						
Construction						
Permits/Ads/Fees						
Other						
Other						
<b>SUB-TOTAL:</b>	<b>\$ 283,434.00</b>	<b>\$ 39,837.00</b>	<b>\$ 4,632.00</b>	<b>\$ 44,469.00</b>	<b>\$ 39,837.00</b>	<b>\$ 238,965.00</b>
Less Income						
<b>TOTAL:</b>	<b>\$ 283,434.00</b>	<b>\$ 39,837.00</b>	<b>\$ 4,632.00</b>	<b>\$ 44,469.00</b>	<b>\$ 39,837.00</b>	<b>\$ 238,965.00</b>

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.**

Region VII Planning and Development Council has assisted the Commission with completing the Evidentiary Materials. The project engineers, Chapman Technical Group, has started the design and is 100% complete with the Study and Report Phase and 70% complete with the Preliminary Design.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

**Chief Elected Official**

**Date**

*Original Signature Required*

*Copies of Invoices Required*



# INVOICE

Elkins Road PSD

DEC 18 2017

RECEIVED

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

November 30, 2017

Project No: 0000007006.00

Invoice No: 0017125

Project 0000007006.00 Elkins Road PSD-Phase III WSI  
Re: Elkins Road PSD Phase III WSI  
Professional Services from October 22, 2017 to November 18, 2017  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	70.00	108,080.00
Final Design	205,600.00	0.00	0.00
Bidding & Contracting	25,700.00	0.00	0.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	0.00	0.00
Financing Services	3,500.00	4.2857	150.00
Record Drawings	15,000.00	0.00	0.00
PSC Services	4,000.00	0.00	0.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
Total Fee	1,155,700.00		177,930.00

Previous Fee Billing 162,490.00  
Current Fee Billing 15,440.00

Total Fee

15,440.00

Total this Invoice

\$15,440.00

## Billing Note:

SCBG Eligible (30%) \$4,632  
(except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
Chapman Technical Group  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

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# UPSHUR COUNTY COMMISSION

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

January 11, 2018

I, Samuel R. Nolte, President of the Upshur County Commission, hereby authorize Carrie L. Wallace, County Administrator, to use my official signature stamp to sign any required documentation on behalf of the Upshur County Commission.

\_\_\_\_\_  
Samuel R. Nolte  
President, Upshur County Commission

State of WV  
County of Upshur

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018 by Samuel R. Nolte.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

*An Equal Opportunity Employer*





# UPSHUR COUNTY COMMISSION

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January 11, 2018

I, Samuel R. Nolte, President of the Upshur County Commission, hereby authorize Tabatha R. Perry, Assistant County Administrator, to use my official signature stamp to sign any required documentation on behalf of the Upshur County Commission.

---

Samuel R. Nolte  
President, Upshur County Commission

State of WV  
County of Upshur

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2018 by Samuel R. Nolte.

My commission expires: \_\_\_\_\_.

---

Notary Public



9

January 4, 2018

Attn: Upshur County Commissioners

Appointed to the Civil Service Board four years ago, term expired on December 31, 2017, please consider my continued appointment, not serving on any boards in county or state.

Thank you,

*Donna Kafer*

Donna Kafer

# Upshur County Sheriff's Office



**DAVID H. COFFMAN, SHERIFF**

Heather D. Parke  
Chief Deputy  
Tax Division

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

Michael R. Kelley  
Chief Deputy  
Law Enforcement

January 11, 2018

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

Dear Commissioners:

Please approve the advertisement for one (1) part-time Circuit Court Bailiff position. This advertisement will be run in the Record Delta beginning Monday, January 15, 2018 through Friday, January 19, 2018. The deadline for applications will be Monday, January 22, 2018.

Thank you for your support and consideration.

Respectfully,

David H. Coffman  
Sheriff of Upshur County, WV

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## **JOB DESCRIPTION COURT BAILIFF**

The Sheriff of Upshur County is accepting applications for the position of Court Bailiff in the Law Enforcement Division. This is a part-time position with no more than 19 ½ hours per week. Applicants must have a High School Diploma or GED.

Applications and job description will be available at the Upshur County Sheriff's Office Monday–Friday 8am–4pm. Applications must be received in our office no later than Monday, January 29, 2018 by 4pm.

### **Skill Requirements**

- Must have good communication skills.
- Must be able to learn and execute proper bailiff procedures.
- Must be punctual and respectful of the court processes.
- Must possess strong observation and awareness tactics.

### **Duties and Responsibilities**

This position requires the court bailiff to:

- Bailiff in all courts.
- Serve civil process.
- Oversee inmates.
- Escort inmates to and from courts.
- Transport inmates to and from holding facilities.
- All other duties as assigned by the Sheriff.

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

# UPSHUR COUNTY COMMISSION

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

January 8, 2018

Thomas Moates  
10 Corder Crossing  
Buckhannon, WV 26201

*via personal service*

Re: Required Action --- Case Number: 041416-01

Mr. Moates,

During a regularly scheduled Commission Meeting held on Thursday, January 4, 2018, the Upshur County Commission discussed the status of your property located in Warren Tax District – Tax Map 6C – Parcel Number 4. I informed the Commission of our telephone conversation that took place on December 22, 2017 and your request for an extension.

After careful consideration, the Commission voted to grant you an extension to bring the property into full compliance with the Ordinance by the end of March. The Commission will review photographs and discuss the status of your property on Thursday, April 5, 2018 at 9:05 a.m. in the Commission Meeting Room, Room 301 of the Courthouse Annex. If the property is not brought into compliance by this date, the Commission will discuss future cleanup options and legal remedies that may be taken.

Sincerely,



Tabatha R. Perry  
Assistant County Administrator

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# UPSHUR COUNTY COMMISSION

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

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Emergency: 911

January 8, 2018

Todd Spencer Walter Gould  
3988 Little Sand Run Road  
Buckhannon, WV 26201

*via Certified Mail with Return Receipt*

Re: Required Action --- Case Number: 041317-02

Mr. Gould,

As you are aware, during a regularly scheduled Commission Meeting held on Thursday, January 4, 2018, the Upshur County Commission discussed the status of your property located in Washington Tax District – Tax Map 7J – Parcel Number 11. After reviewing photographs and discussing the various actions you have taken to improve the condition of your property, the Commission determined that the property has not been brought into full compliance with the Safe Structures and Sites Ordinance; however, they noted progress is being made. The Commission then voted to grant you an extension to bring the property into full compliance by the end of March. Therefore, the Commission will review photographs and discuss the status of your property on Thursday, April 5, 2018 at 9:15 a.m. in the Commission Meeting Room, Room 301 of the Courthouse Annex. The Commission appreciates the effort you are putting into cleaning up your property and the adjoining parcel.

Best regards,



Tabatha R. Perry  
Assistant County Administrator

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# UPSHUR COUNTY COMMISSION

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

Telephone: (304) 472-0535  
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TDD Numbers  
Business: 472-9550  
Emergency: 911

January 8, 2018

Frank Kelley  
4010 Little Sand Run Road  
Buckhannon, WV 26201

*via Certified Mail with Return Receipt*

Re: Required Action --- Case Number: 051117-01

Mr. Kelley,

During a regularly scheduled Commission Meeting held on Thursday, January 4, 2018, the Upshur County Commission discussed the status of your property located in Washington Tax District – Tax Map 7J – Parcel Number 11.1. After reviewing photographs of the current condition of your property, the Commission determined that the property has not been brought into full compliance with the Safe Structures and Sites Ordinance. The Commission then voted to grant you an extension to bring the property into full compliance by the end of March. Therefore, the Commission will review photographs and discuss the status of your property on Thursday, April 5, 2018 at 9:30 a.m. in the Commission Meeting Room, Room 301 of the Courthouse Annex. If you have any questions, please feel free to contact our office.

Best regards,



Tabatha R. Perry  
Assistant County Administrator

*An Equal Opportunity Employer*





# UNIVERSITY

Wesley, W. 1772-1773

## UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

MONTH / YEAR: August 2016 November 2017

<b>Employee</b>	<b>Vehicle Description</b>	<b>VIN</b>	<b>Start Mileage</b>	<b>End Mileage</b>	<b>Total Mileage</b>	<b>Fuel (Gal.)</b>
Doyle Cutright II	2005 Chev Equinox	2CNDL73F556160712	65603	65603	0	0
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
<b>GRAND TOTALS</b>					<b>0</b>	<b>0</b>

# UPSIDE

## UPSHUR COUNTY COMMISSION

Assistance

Nov. 2017

[illegible]



# PSHURF

## UPSHUR COUNTY COMMISSION

# MONTHLY MILEAGE LOG

Antitoxine

MONTH / YEAR:

Vol. 2017

[illegible]

## UPSHUR COUNTY COMMISSION

MONTH / YEAR: Nov, 2017

[illegible]



# U P S H U R

UPSHUR COUNTY COMMISSION

# MONTHLY MILEAGE LOG

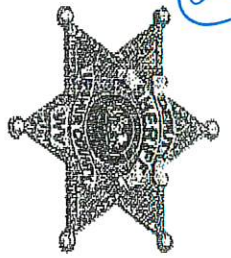
DEPARTMENT: OEM

MONTH / YEAR: NOVEMBER 20

2017

[illegible]





## UPSHUR COUNTY SHERIFF'S OFFICE

~~Oct-17~~ Nov 17

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
DAVE COFFMAN	2014 FORD EXPLORER	1FM5K8AR9EGA71008	N/A	N/A		N/A
MIKE KELLEY	2010 FORD Explorer	1FM5K8AR8GGB44629	31210	31907	697	39
MARK DAVIS	2016 Ford Explorer	1FM5K8AR0GGB43426	32684	33762	1078	17.1
MARSHALL POWERS	2016 Ford Explorer	1FM5K8AR4GGB44630	34030	35440	1410	113
CI DAY	2013 FORD TAURUS	1FAHP2M86DG157805	51560	51973	413	15.2
THERON CAYNOR	2017 FORD EXPLORER (NEW)		6823	8016	1193	100
DEWAINE LINGER	2012 FORD EXPEDITION	1FMJL1G50CEF29483	99671	101414	1743	135
RODNEY ROLENSON	2017 FORD F-150 (NEW)		12189	13387	1198	101
ROCKY HEBB	2010 DODGE CHARGE	2B3AA4CT9AH269160	88656	89022	366	26.5
TYLER CHIDESTER	2013 FORD TAURUS	1FMJL1G59CEF29482	93225	94987	1762	115.9
TYLER GORDON	2010 FORD CROWN VICTORIA	1FAHP21482DG157798	84063	86098	2035	120.5
SETH CUTRIGHT	2010 FORD EXPEDITION	2FABP7BV2AX100650	87355	88820	1465	123
BOBBY HAWKINS	2010 FORD CROWN VICTORIA	2FABP7BV4AX100651	119146	120063	917	67
DOUG WHITE	2008 FORD CROWN VICTORIA	2FAFP71V88X123105	99385	99516	131	0
	2001 FORD EXPLORER	1FMZV72E41ZA57159	N/A	N/A		N/A
S.W.A.T.	1991 INTERNATIONAL	1HT5LNEMOMH337402	N/A	N/A		N/A
DUSTIN HOLLEN	2009 FORD F150	1FTRX14W39FA27159	154910	155588	678	62
VIRGIL MILLER	2010 FORD EXPEDITION	1FMJL1G52AEB66214	116252	116625	373	26.5
GRAND TOTALS					15,459	1,061.70

UPSIDE

## UPSHUR COUNTY COMMISSION

DEPARTMENT: Arb MONTHLY MILEAGE LOG MONTH / YEAR: Nov. 2017

[illegible]



22

# UPSHUR COUNTY

## MONTHLY MILEAGE LOG

DEPARTMENT: Community Corrections

MONTH / YEAR: NOV 2017

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal)
	<u>Explorer</u>		115,983	116,024	41	0
			116,024	116,045	21	0
			116,045	116,097	52	0
			116,097	116,136	39	0
			116,136	116,204	68	0
			116,204	116,237	33	0
			116,237	116,256	19	0
			116,256	116,314	58	0
			116,314	116,365	51	0
			116,365	116,393	28	0
			116,393	116,436	43	0
			116,436	116,454	18	0
			116,454	116,491	37	0
			116,491	116,533	42	0
			116,533	116,564	31	0
			116,564	116,623	59	0
GRAND TOTALS					646	0
					0	58












UPSHUR COUNTY COMMISSION  
MONTHLY MILLAGE LOG

Domestic

MONTH / YEAR: 1200 2017

[illegible]



## UPSHUR COUNTY COMMISSION

MONTH / YEAR: 10/17-11/17

[illegible]



# UNPSHU

County, West Virginia

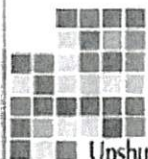
# UPSHUR COUNTY COMMISSION MONTHLY MILEAGE LOG

DEPARTMENT: Dog Pound

**MONTH / YEAR: November 2017**

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Upshur County

Family Resource Network

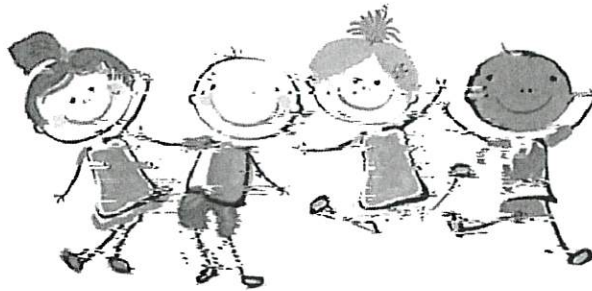
# THE MONTH OF January



United Way

## What's Happening

City Council Dates: January 4th & 18th  
County Commission Meetings - every  
Thursday at 9am in Courthouse Annex



~Jan 2nd: Literacy Volunteers of Upshur Co.  
Board Mtg - 3:30pm at Literacy Bldg  
~Jan 3rd: UC Tobacco Prevention Coalition  
Mtg at 11:30am at SYC - \$5 for lunch

Join us for the next family social at Stockert Youth  
Center on Monday, January 22nd from 11am-1pm!

~Jan 8th: UCFRN Board Meeting 11:00am  
at SYC - upstairs in quiet room  
~Jan 8th: UCFRN General Membership  
Meeting at 12:00pm - at SYC (upstairs)  
~Jan 8th: UC Partners in Prevention Mtg  
at 1:30pm (directly after UCFRN mtg)



What is a family social? Family Connections  
holds a monthly get together for children and  
adults to play, learn, and have fun! The adults  
have an informal group discussion while the  
children play, then we have lunch, and at the  
end we do a fun activity together. Each child  
also takes home a new book (and we have a  
door prize for the adults) each time.

~Jan 10: UC Homeless and Housing  
Coalition Mtg - 2pm - Parish House  
~Jan 11: Tri-County Visitation Board  
Meeting 4pm at Parish House



*These gatherings were usually Mommy & Me  
groups; however, today children are with their  
grandparents, aunts, uncles, foster families, and  
we wanted to include everyone!*

**\*\*Martin Luther King, Jr. Day\*\***

~Jan 16: IMC Meeting at 11am at  
Lewis DHHR Office  
~Jan 22: Family Connections' family social  
at Stockert Youth Center from 11am-1pm



This publication is by the Upshur County Family Resource Network. Please contact us at:  
upshurfrn@yahoo.com ~~ (304) 473.1051 ~~ PO Box 2115, Buckhannon, WV 26201





# What's Happening at Stockert Youth Center?

Check it out!

**Karate** - Tuesdays and Wednesdays 6:30pm - 8:30pm Ages 10 & up. \$25 a month.

**SYC Drill Team** - Ages 3-18 with \$35 sign-up fee only. (Groups - baton, rifle, & pom-poms)

*Sign ups are Monday, January 29th from 5:00pm - 7:30pm.*

**Adult Fitness Center** - \$20/mo or \$5/mo with other SYC class. Open 10am - 8pm.

**Kickboxing** - Tuesdays at 5:30pm and Fridays at 10am. \$5/session or \$20 monthly.

**SYC Cheerleading** - \$35 registration. Practice on Monday at 5:00pm

**BIRTHDAYS ARE FUN AT SYC - TO SCHEDULE! (304) 473.0145**



Upshur County Breastfeeding Group - Mountain Milk Mamas is on Facebook!  
Look for "Mountain Milk Mamas" to join the discussion....  
Meetings every second and fourth Thursdays - days and evenings!



**NATIONAL STALKING AWARENESS MONTH**  
**JANUARY 2017**

**StalkingAwarenessMonth.org**

**\*\*Stalking is a crime in all 5 states\*\***

**\*\*1/4 women and 1/13 women will become a victim of stalking in their lifetime\*\***

**\*\*If you feel you are being stalked, tell your family members, friends, and co-workers. Give them a picture of the stalker, and they can make sure they do not tell the stalker any information\*\***

**\*\*Have a safety plan\*\***

"Poverty" is not a catch-phrase—it is a serious reality many are living.

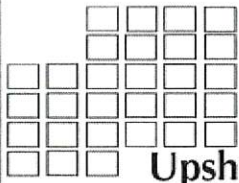
1 in 7 households were food insecure last year.

~~~~~

**\*\*Poverty effects us all. Help break the cycle of poverty.\*\***



Check out all of the FRNs in the state by going to: [www.wvfrn.org](http://www.wvfrn.org)



Upshur County

**Family Resource Network**

P.O. Box 2115  
Buckhannon, WV 26201

Telephone (304) 473-1051  
Fax (304) 473-0945

Email: [upshurfrn@yahoo.com](mailto:upshurfrn@yahoo.com)

*General Membership Meeting*

*January 8, 2018  
12:00 PM*

*Stockert Youth Center*

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**Agenda Topics**

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- Walking Taco Bar – help yourself!
- President call meeting to order
- Invocation
- Introductions
- Director's report, Intermountain Collaborative update, and Safe at Home updates/information
- Information Sharing
- Closing

Next meeting Monday, February 12, 2018 at 12:00 pm at Stockert Youth Center

### Notice of Meeting

#### **Buckhannon-Upshur Parks and Recreation Advisory Board**

\*\*\*\*\*

Location: Upshur County Administrative Annex, 91 West Main St. Suite 101  
Date: January 8, 2018  
Time: 5:30 PM

#### **Agenda**

1. Call meeting to order.
2. Approve December 11, 2017 minutes
3. Public comment
4. Discuss status of both orders – blazes and brick
5. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
6. Election of officers (to take place once all vacancies are filled)
7. Discuss monthly meeting date and time
8. Creation of Riverwalk Extension Working Group
9. 2017 park and pool season review
10. Adjournment

Next Meeting: 5:30 PM, February 12, 2018 at Upshur County Administrative Annex



## ELKINS ROAD PUBLIC SERVICE DISTRICT

## Agenda

(31)

|                |                                 |                   |                                                         |
|----------------|---------------------------------|-------------------|---------------------------------------------------------|
| <b>Meeting</b> | <i>Regular Monthly Meeting</i>  | <b>Start Time</b> | <i>5:30 PM</i>                                          |
| <b>Date</b>    | <i>Tuesday, January 9, 2018</i> | <b>Place</b>      | <i>P.S.D. Office<br/>4536 Old Elkins Rd, Buckhannon</i> |

---

|                                                                                        |             |
|----------------------------------------------------------------------------------------|-------------|
| Meeting Called to Order by Chairperson                                                 | 5:30 PM     |
| Pledge of Allegiance                                                                   |             |
| Roll Call Introduce Board of Directors                                                 |             |
| Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews      |             |
| Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Sharon Burr; |             |
| System Operator-David Wamsley                                                          |             |
| Recognize Current Customers                                                            |             |
| Approval of Minutes - December 5, 2017 Regular Monthly Meeting                         | <b>Vote</b> |
| Treasurer Report/Payment of Bills for January/bal of Dec. Invoices                     | <b>Vote</b> |

**ITEMS FOR DISCUSSION**

|                             |             |
|-----------------------------|-------------|
| <b>Election of Officers</b> | <b>Vote</b> |
|-----------------------------|-------------|

|                              |             |
|------------------------------|-------------|
| <b>2018 Holiday Schedule</b> | <b>Vote</b> |
| Review and Approve           |             |

|                                           |             |
|-------------------------------------------|-------------|
| <b>Phase III Extension Project Update</b> | <b>Vote</b> |
| Invoice payment approval                  |             |
| Property Update                           |             |
| Project Update from CTG                   |             |

|                                     |             |
|-------------------------------------|-------------|
| <b>EXPO for WV WARN</b>             | <b>Vote</b> |
| Carey Wagner - attendance/room fees |             |

|                      |             |
|----------------------|-------------|
| <b>WVRWA</b>         | <b>Vote</b> |
| Voluntary Surcharges |             |

**Maintenance Report**

**Date & Time of February 2018 Meeting - Tuesday, February 6, 2018 @ 5:30 pm**

|                    |             |
|--------------------|-------------|
| <b>Adjournment</b> | <b>Vote</b> |
|--------------------|-------------|

**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!!!! ☺)**

# UPSHUR COUNTY SENIOR CENTER

**TO:** Upshur County Senior Center Board of Directors

**FROM:** Billy Marsh/Allen Cook

**MEETING:** Senior Center Board of Directors

**DATE:** January 10, 2018

**TIME:** noon

**PLACE:** Board Room

**Lunch:** 11:30 in Nutrition Site

Minutes Attached

## **AGENDA**

**Call to Order**  
**Roll Call**

### **Approval of Minutes**

**Previous Business**  
Update on parking lot repair  
Request to purchase new computers  
2017 financial audit bids

**New Business**  
Country Roads Transit contract for 2018  
Board Training (with Scott Gossard)  
New member for personnel committee

**Miscellaneous/Other**  
Allen: request for week off (Jan. 22-26, family issues)



UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

Meeting Agenda  
Thursday, January 11, 2018  
4:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - December 14, 2017
- V. Report and/or action on Pending Cases
  - 012017-01 and 012017-02 (George) – Status of complaint filed with the DEP
  - 020917-01 (Wojnovich) – On hold – sold at tax sale, property owner has 18 months to redeem
  - 110917-01 (DeMastes) – Deadline of February 7, 2018 to bring property into compliance
  - 121407-01 (Rowan) – Review photographs from initial visit
  - 121417-02 (Wilkins) – Review photographs from initial visit
- VI. Consider requests to establish new cases
  - no new complaints
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, February 8, 2018 at the Upshur County Administrative Annex, 91 West Main St., Suite 101.

***Special Session of City Council of Buckhannon –3:30 p.m. in Council Chambers: Meeting Agenda for Thursday, January 11, 2018***

---

- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guest
  - B.1 Callie Sams- Information Coordinator & Grant Researcher
  - B.2 Bryson VanNostrand-City Architect
- C. Strategic Issues for Discussion and/or Vote
  - C.1 Acceptance of Resignation of Fire Chief, Jim Townsend
  - C.2 Appointment of J.B. Kimble as Interim Fire Chief with added responsibilities & compensation
  - C.3 Discussion & Approval - VGF Volunteer Center Funding Grant
  - C.4 Discussion & Approval - FirstEnergy Foundation Grant Application for Colonial Theatre
  - C.5 Discussion & Approval - Increase Compensation to City Architect from \$200 to \$500 per Month
- D. Comments and Announcements
  - D.1 Mary Albaugh
  - D.2 Pamela Cuppari
  - D.3 C J Rylands
  - D.4 Robbie Skinner
  - D.5 David Thomas
  - D.6 Susan Aloï
- E. Mayor's Comments and Announcements
- F. Adjournment

Revised /Posted 01-08-18

# ***Buckhannon-Upshur Airport Authority Agenda***

## ***Buckhannon-Upshur Airport Authority–Upshur County Development Office***

### ***Thursday, January 11, 2018 at 4:00 pm***

---

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President's Report – Bill Thomas, President
  - Treasurer's Report – Phil Loftis, Treasurer
    - Approval of authority to transfer funds from general fund account to payroll account as required (estimated at \$7500.00) for payroll expenses between 1/11/2018 and the next regularly scheduled authority meeting on 2/8/2018
    - Approval of annual renewal of Sage 50 Premium contract \$1,374.18 to be paid in 12 monthly installments
    - Approval to compensate Jennifer Powers to attend the State Auditor's Office 2018 Local Government P-Card Program Coordinator Regional Workshop in Bridgeport, WV on March 1, 2018 (8:30am-12:30pm)
    - Approval of renewal for annual SHRM membership for Jennifer Powers \$209.00
    - Approval of temporary change in fuel pricing strategy for 100LL
  - Secretary's Report – Rich Clemens, Secretary
    - Meeting Notice: February 2018 West Virginia Aeronautics Commission
  - Engineering Reports – Chapman/Technical
  - Operations – Jamie Wilt, Jennifer Powers
    - Fuel Prices/Inventory
- 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:
  - New hangar space requests/applications/updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment



Buckhannon-Upshur Chamber of Commerce  
Meeting Agenda  
January 15, 2018

Welcome and Introductions

Pledge of Allegiance

Review of Minutes from Previous Meeting

Treasurer's Report

Old Business:

- We still have 2 website banner ads available. The banner ad is located on the directory page of the website. We are able to provide the numbers for both impressions and clicks at the end of the year. Cost is \$500 for 12 months.
- Upshur County Day at the Capitol will be held on Feb. 28<sup>th</sup>. Call the office to register.

New Business:

- If your Chamber Business or Organization has an upcoming event, please forward your flyer and/or information to us. We would love to include it on our website event calendar!

Reports from Collaborative Organizations and Standing Committees:

West Virginia Strawberry Festival – Debra Hupp  
Economic Development Authority – Rob Hinton  
Southern Upshur Business Association (SUBA) - Glen Hawkins  
Upshur County Convention and Visitor's Bureau (CVB) - Laura Meadows  
Create Buckhannon – C.J. Rylands  
City of Buckhannon – Amby Jenkins  
County Commission – Carrie Wallace  
Mountain CAP of WV- Kathy McMurray  
WVWC- Bob Skinner  
St. Joseph's Hospital- Lisa Wharton

Guest Speaker: Bob Orndorff, Mike Cozad & Denise Campbell - Atlantic Coast Pipeline

Announcements

Closing Prayer- Adjourn

Next Meeting- February 19, 2018

***Special Session of City Council of Buckhannon -6:00 p.m. in Council Chambers:  
Meeting Agenda for Tuesday, January 16, 2018***

---

- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guest
  - B.1 Municipal Program Assessment Committee
- C. Strategic Issues for Discussion and/or Vote
  - C.1 Municipal Assessment Committee: Town-Gown Relationship Survey Results-Two Part Research
    - .Part 1-Perceptions of Community Members regarding West Virginia Wesleyan College
    - .Part 2-Marketing Research Survey-What Students want from Local Businesses
- D. Comments and Announcements
  - D.1 Mary Albaugh
  - D.2 Pamela Cuppari
  - D.3 C J Rylands
  - D.4 Robbie Skinner
  - D.5 David Thomas
  - D.6 Susan Aloï
- E. Mayor's Comments and Announcements
- F. Adjournment

Posted 01-05-18

# Notice of Meeting

\*\*\*\*\*

for

## Upshur County Fire Board, Incorporated

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

**Location:** Upshur County Administrative Annex, Suite 101, 91 W. Main Street

**Date:** Tuesday, January 16, 2018

**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---December 19, 2017

Public Questions/Comment Period

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

- Cumulative report
- Reminders update
- Audit update

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 12/31/2017---\$140,814.25
- Disbursement from Chief Tax Deputy for November---TBD prior to meeting

Payment of Bills/Invoices

- Software Systems Invoice# 31169---\$269.00---Maintenance Charge December
- Hart Office Solutions Invoice---\$135.00---Maintenance Charge December
- Ralston Press- Invoice #83640---Fire Board Envelopes---\$264.45

Complete and Sign WV Association of Counties Group Self Insurance Risk Pool Renewal

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---February 20, 2018---Adjournment



**UPSHUR COUNTY FAMILY RESOURCE NETWORK  
DIRECTOR'S REPORT  
December 2017**

39

Groups/Meetings:

- **Curry Library Board:** *October 25, 2017*
  - **Next meeting: March 2018**
  
- **FRN:** *December 11, 2017*
  - Had a potluck lunch for the holidays.
  - At board meeting, officers were elected. Chair is Dr. Reed, Vice Chair remains Idress Gooden, Treasurer remains Debora Brockleman, and Secretary officer will now become the duty of the UCFRN Administrative Assistant which is Ginny Dixon. The board will begin discussing and updating bylaws and other information which has not been updated for some time.
  - There was information sharing.

**Next meeting: Monday, January 8 at 12:00 p.m. at SYC**
  
- **Homelessness and Housing Coalition Meeting:** *December 13, 2017*
  - The meeting was again canceled because most attendees were involved in other activities, off for the holidays, etc.
  - We need new members and new ideas!

▪ **Next meeting: Wednesday, January 10 at 2:00 p.m. at Parish House**
  
- **Intermountain Collaborative:** *December 19, 2017*
  - Meeting held at Randolph County DHHR
  - Director was on leave and administrative assistant was juggling so many other tasks that Upshur County was not represented that day.

• **Next meeting: January 16, 2018 at 11:00am – Lewis DHHR**
  
- **Literacy Volunteers of Upshur County Board Meeting:** *December 5, 2017*
  - Further organized holiday potluck dinner.
  - Discussed Rachel's project of raising new or very gently used books and stuffed animals for the Christmas Tree table.
  - Have found out by the Catholic church that they have plans to build a new rectory, and one of the possible areas would be the building in which literacy currently operates. We will not know anything until after the beginning of the year, so we are proceeding with any ideas possible.

▪ **Next meeting: Tuesday, January 2, 2018 at 3:30pm**

- **Partners in Prevention (UCPIP):** *December 11, 2017*

- The Upshur County Community Baby Shower will be held March 17, 2018, so mark your calendars. Lori and Jodi will get information out at the beginning of the year.
- The shower will be held at Wesleyan's social hall again. The goal is to serve more families again this year.
- The plans for the Memorial Flag and Child Abuse Prevention proclamations, flag raisings, information in the annex, blue lights in the courthouse, etc. are currently being planned.
- Very little information was shared since the year is winding down.

**Next meeting: Monday, January 8, 2018 at 1:30 p.m. at SYC**

- **Tobacco Prevention Coalition:** *December 6, 2017*

- UCTPC elected officers: Ginny Dixon, Chair; Dr. Reed; Vice-Chair, and Secretary, Amanda Hayes
- Discussed how Great American Smokeout pledges went in November.
- Note, still need to remove display at annex.

▪ **Next meeting: Wednesday, January 3, 2018 at 11:30am at SYC**

- **UCARE:**

- Meeting was canceled.
- We need new members, new ideas, and funding or this group might not be able to continue as is.
- ANY HELP OR SUGGESTIONS ARE APPRECIATED!

▪ **Next meeting: time/place TBA**

Buckhannon-Upshur Parks and Recreation Advisory Board Minutes  
12/11/17

Attending: J.J Ford, Hannah Lively, Buck Edwards, Josh Hinchman

Absent: Callie Cronin-Sams, Greenbrier Almond, Tappan Squires

Guests: Tabatha Perry

The meeting was held at the Upshur County Park at BUHS Pavillion

1. The meeting was called to order at 5:45 by Hannah Lively
2. March minutes approved on motion by Buck Edwards, seconded by J.J. Ford.
3. Public Comment  
No public comment at this time.
4. Discuss ordering blazes
  - a. J.J wants to rethink ordering blazes. Suggested to cut down on the arrows by routing to the quickest way back.
  - b. Hannah will create an order for blazes- mostly blue and some extra orange.
  - c. Buck motioned to order and Josh second it.
  - d. Hannah create the orders and give the order to Tabatha.
5. Discuss objective and goals (1 yr. vs. next 5 yrs.) of the Board
  - a. Buck discussed a meeting time to get together and think of a plan for goals.
  - b. Create a comprehensive plan to measure progress of the Board.
  - c. For a year goal, Josh mentioned lowering operational cost of pool for attendance. The following ideas were discussed: adding splash pads and amenities, redoing the basketball courts and nets, amphitheater use, a more detailed plan for a levy, trail running race- 5k and 5 miler, improve our athletic fields for adults, extend the river walk, use additional property and develop it. Ultimately getting a more developed sports complex. Shawn Tucker is the contact for that. We want to developing structures that will attract people to the county.
6. Discuss Frank and Jane Williams Memorial Bench
  - a. Hannah will contact the family to see what they will want to put on the stone around the dog park. Cap set at \$100.00
  - b. Hannah will send the order to Tabatha to order.
7. Board vacancy  
Filled by Josh Hinchman



8. Election of officers-

Tabled until all members are present.

9. Discuss monthly meeting date and time

This does not seem to affect the members present.

10. Creation of Riverwalk Extension Working Group

a. Will discuss more when Callie is present to give information.

b. J.J says this is a great topic of interest in the county.

c. Idea to secure SOME funding from some of the businesses that are coming to town.

11. Discuss 2017 pool season


a. Tabatha handed out pool season expenses and revenue, but no new information was presented.


b. Discussed implementing higher standards for hiring pool workers.

12. Adjournment- The next meeting will be held on Jan. 8<sup>th</sup> at 5:30 at 91 W. Main Street office.

With no further business, the Board adjourned at 6:37.

Approved by:

  
Chairperson

  
Buck Edwards, Vice-Chairperson