

## Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: January 18, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 11, 2018

9:05 a.m. Bobbi Cox on behalf of Women's Aid in Crisis – Presentation of Stalking Awareness Month Proclamation

### Items for Discussion / Action / Approval:

1. Approval and signature of an Order closing an unused paper alley located between parcels of land that Mary Herndon owns in Buckhannon District of Upshur County, West Virginia in accordance with WV Code §7-1-3h. *Page 1-2*
2. Approval of "Request for Qualifications" for Environmental Consultant Services necessary for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project. Sealed Proposals must be received by the Commission no later than 4:30 p.m. on Wednesday, February 28, 2018. All Proposals will be publicly opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on Thursday, March 1, 2018. *Page 3-8*
3. Correspondence from David E. Godwin, Prosecuting Attorney, and Matthew R. Cutright, Victim Advocate, announcing Mr. Cutright's resignation effective January 19, 2018. *Under separate cover Item may lead to executive session per WV Code §6-9a-4*
4. Correspondence from David E. Godwin, Prosecuting Attorney, requesting approval of the advertisement for the Victim Advocate Position. *Page 9-10*
5. Correspondence from Lori Ulderich-Harvey, on behalf of the Upshur County Family Resource Network and the Upshur County Tobacco Prevention Coalition, requesting space in the Courthouse Annex for a display table for "Through With Chew Week" and "Kick Butts Day" from February 12, 2018 through March 23, 2018. *Page 11*
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. Hydrogeological Assessment of the Stormwater Permit Application and Erosion and Sediment Control Plan for the Atlantic Coast Pipeline Application Submitted to the West Virginia Department of

2. 2018 IRS Standard Mileage Rates for Business, Medical and Moving beginning January 1, 2018 will be in the amount of 54.5 cents per business mile driven, up from 53.5 cents in 2017. Page 12
3. Newsletters and/or Event Notifications:
  - Vera Bradley Bingo to benefit the Upshur County Recreation Complex – Buckhannon Moose Lodge on January 21, 2018 from 2 p.m. to 4 p.m. Page 13
  - James W. Curry Public Library Calendar of Events - February 2018 Page 14
4. Agendas and/or Notice of Meetings:
 

<ul style="list-style-type: none"> <li>• Lewis/Upshur LEPC</li> <li>• Upshur County Farmland Protection Board</li> <li>• City Council of Buckhannon</li> <li>• Elkins Road PSD</li> </ul>	January 17, 2018 <u>Page 15</u> January 18, 2018 <u>Page 16</u> January 18, 2018 <u>Page 17</u> February 6, 2018 <u>Page 18</u>
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5. Meeting Minutes:
 

<ul style="list-style-type: none"> <li>• B.R.W.A. Board of Directors</li> <li>• B.R.W.A. Board of Directors</li> <li>• Buckhannon-Upshur Chamber of Commerce</li> <li>• Upshur County Senior Center</li> <li>• Upshur County Family Resource Network</li> <li>• B.R.W.A. Board of Directors</li> <li>• Upshur County Safe Structures and Sites Enforcement Board</li> </ul>	October 25, 2017 <u>Page 19</u> November 15, 2017 <u>Page 20-21</u> November 20, 2017 <u>Page 22-23</u> December 6, 2017 <u>Page 24</u> December 11, 2017 <u>Page 25-26</u> December 13, 2017 <u>Page 27-28</u> December 14, 2017 <u>Page 29-30</u>
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6. Meetings:
 

<ul style="list-style-type: none"> <li>• 02/06/18 5:30 p.m. Elkins Road PSD</li> <li>• 01/02/18 4:00 p.m. Hodgesville PSD</li> <li>• 01/04/18 7:00 p.m. Banks District VFD</li> <li>• 01/04/18 7:00 p.m. Selbyville VFD</li> <li>• 01/08/18 12:00 p.m. Upshur County Family Resource Network</li> <li>• 01/08/18 4:30 p.m. Upshur County Solid Waste Authority</li> <li>• 01/08/18 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board</li> <li>• 03/05/18 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County</li> <li>• 01/09/18 7:30 p.m. Adrian VFD</li> <li>• 01/04/18 6:00 p.m. Buckhannon-Upshur Board of Health</li> <li>• 01/17/18 7:00 a.m. Upshur County Development Authority – Full Board</li> <li>• 01/10/18 12:00 p.m. Upshur County Senior Center Board</li> <li>• 01/11/18 3:00 p.m. Upshur County Conventions &amp; Visitors Bureau</li> <li>• 01/10/18 6:00 p.m. Upshur County Citizens Corp – CERT</li> <li>• 01/10/18 7:30 p.m. Warren District VFD</li> <li>• 01/11/18 1:00 p.m. Adrian PSD</li> </ul>	
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- 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 – CANCELLED
- 01/30/18 4:00 p.m. Upshur County Public Library Board – Special Meeting
- 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

7. Appointments Needed or Upcoming:

8. 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)

1. Review and discuss proposals received for legal representation in potential opioid litigation.

**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 25, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex

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**Order of the County Commission of Upshur County, West Virginia**

**Effective Date of Order: January 11, 2018**

**Closure of an Unused 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 of Upshur County, West Virginia**

In accordance with the Code of West Virginia, in particular Chapter 7, Article 1, Section 3h (7-1-3h), the County Commission of Upshur County, West Virginia conducted a public hearing to consider evidence related to the request for closure of an unused 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. Samuel R. Nolte, President, called the meeting to order and reviewed the following for all parties in attendance, copies of which are included for reference and are to be considered as exhibits attached to this Order:

- Application from Mary E. Herndon, dated October 23, 2017 and approved on December 7, 2017, in which she request the Commission to close the alley in question (Exhibit A)
- Copy of Tax Map 9 in which the property owned by Mary E. Herndon, designated as Parcels 3 and 5, abuts or surrounds the alley in question (Exhibit B)
- Aerial photo of the Tax Map's referenced above (Exhibit C)
- Copy of Deed (Book 543 Page 641) which reflects the purchase of parcel 3 mentioned above by Mary Herndon and copy of Deed (Book 493 Page 745) which reflects the purchase of parcel 5 mentioned above by Mary E. Herndon and Russell Herndon (Exhibit D-E)
- Copy of the Public Notice as prepared and published by Mary E. Herndon and Copy of the Affidavit of Publication from the Record Delta Newspaper (Exhibit F)

Samuel R. Nolte, President, welcomed Ms. Herndon via telephone conference and asked if she had any additional information to provide for the hearing. Ms. Herndon reviewed the information above, advised that no liens exist against the subject properties and restated her request for the closure of the alley. Carrie Wallace, County Administrator, acknowledged that the Commission had not received any correspondence concerning this matter and inquired from individuals in attendance for any comments on the closure of the alleys. The Commission received no objections or comments on the matter.

Upon consideration the Commission concludes and finds that the use and rights of no person will be impaired or lost by the closing of the alley in question. Therefore, the Commission determines that it is in the best interest to grant or approve such request and does hereby adjudge and order that:

- said alley be closed as per the requirements of the controlling statute;
- the applicant, Mary E. Herndon become the owner of the property;
- the applicant enter and pay any related fees to record this Order in the Office of the Upshur County Clerk;
- the applicants take any other appropriate action for preparation and recording of any and all other necessary documents to reflect ownership of the property in question, including

paying any fees associated with obtaining a certified survey of the property which shall be recorded with and considered part of this Order as Exhibit G.

This Order is to become effective upon passage, which was January 11, 2018. Given under our hand and seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Samuel R. Nolte, President

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Troy A. Brady III, Commissioner

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Terry B. Cutright, Commissioner

SEAL:

ATTEST:

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Carol J. Smith, Clerk of the Commission

**Notice of Request for Qualifications  
Environmental Consultant Services  
Upshur County, West Virginia**

Introduction

Notice is hereby given that the Upshur County Commission will retain an environmental or engineering firm to provide professional and technical services necessary to undertake remediation planning activities. The activities include producing plans and specifications for bidding for remediation services necessary for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project. The firm will also be retained to provide environmental management and oversight of the site cleanup activities, including serving as the Licensed Remediation Specialist (LRS) of record to navigate the site through the West Virginia Voluntary Remediation Program (VRP). Finally, the firm will also hold responsibility for regular reporting to EPA Region III, as required in the cooperative agreement. The Upshur County Youth Camp Tar Pit (the Tar Pit) is a half-acre of land situated on the western shore of the Buckhannon River in Selbyville, West Virginia that is part of the Upshur County Youth Camp Property.

Background

The Upshur County 4-H Camp site was formerly the location of the Buckhannon Chemical Company which produced charcoal, wood alcohol and calcium acetate. The Tar Pit area was used for the disposal of wastes generated by the plant, which was closed and abandoned in about 1933. USEPA estimated the approximate dimensions of the Tar Pit area at 125 ft. x 225 ft., and was thought to be 8 – 10 feet in depth. Since 1945, the property has been used as a County 4H and Youth Camp.

In 1987, a complaint was made to the West Virginia Department of Natural Resources, which led to US EPA Removal Actions in 1988. Removal actions at the site consisted of stabilization of the Tar Pit, which included placing a reinforcing cover over the tar pit area, covering it with a 6" – 8" veneer of soil, and installing an 8' chain link fence around the perimeter to control access. These actions mitigated direct contact exposure and provided temporary containment. Since the 1988 removal action, vegetation has not been restricted on the cap. Thirty years of succession has resulted in a diverse array of mature plant species throughout the Tar Pit.

In October of 2017, Upshur County was awarded a U.S. EPA Brownfield Cleanup Grant for the Upshur County Youth Camp Tar Pit site in Selbyville, WV. The County received the funds to remove fencing and vegetation on and around the Tar Pit, as well as remediate the soil throughout. The goal of the cleanup is for the Tar Pit may become a safe, usable part of the camp by serving as an archery range.

### Existing Site Assessment Data

Phase I ESA was performed May 10, 2016.

Phase II ESA was performed December 20, 2016.

### Scope of Work Requested

The selected firm shall complete remediation planning and creation of bid specifications for the hiring of a remediation contractor, to begin cleanup activities on Monday, September 10, 2018, and perform oversight of the site clean-up project. The specific objectives of this scope of work are to:

- Review existing site assessment data and reports to determine the best approach to implement the selected remedial alternative in accordance with the West Virginia Department of Environmental Protection (WVDEP) Voluntary Remediation Program (VRP);
- Provide an executable cleanup plan as determined by the requirements of the West Virginia VRP in a written report and an oral presentation;
- Serve as the Licensed Remediation Specialist of record, ensuring compliance of the cleanup with the Voluntary Remediation Agreement;
- Prepare written plans and specifications suitable for bidding and based upon the selected plan of action (remedial action plan);
- Conduct project oversight including on-site inspection and testing as deemed appropriate by EPA and WVDEP (related to confirmatory or clearance sampling);
- Provide project progress reports to the Upshur County Commission at agreed upon intervals and attend meetings with WVDEP and other regulatory stakeholders, as needed;
- Facilitate one or more public meetings to provide public information and collect feedback; and,
- Prepare close-out documentation as required by the WV DEP VRP and the EPA Grant Guidelines.



## Submission Information and Instruction

The complete proposal must be submitted in a sealed package marked "Upshur County Youth Camp Tar Pit Brownfields Cleanup" and received by 4:30 p.m. on February 28, 2018, by the Upshur County Commission. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled closing time.

In order to be considered, prospective firms must submit one (1) original proposal and three (3) additional copies in the required format to:

Upshur County Commission  
c/o Tabatha Perry  
91 W Main Street, Suite 101  
Buckhannon, WV 26201

Any questions should be directed to Tabatha Perry at [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org)

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:05 a.m. on Thursday, March 1, 2018.

## Proposal Requirements

Proposals must be prepared and submitted in the following format:

- Firm Identification  
*Name of company, including phone number, fax number, and mailing and electronic addresses and lead representative and Licensed Remediation Specialist(s) that would be assigned to the project.*
- Qualifications and Experience of the Firm  
*A brief summary of the qualifications of the company, lead representative, and Licensed Remediation Specialist(s) to review environmental documents and analyze sampling data. Included should be their experience with the WVDEP VRP, and familiarity with US EPA Brownfields grants.*  
*Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications*
- Timeline  
*A timeline for review of existing documents and submission of project deliverables*
- References





*Three references, including names and phone numbers for similar, ideally recent, projects.*

- Separate inclusion in proposal package

Enclose in a separate, sealed envelope a fee schedule for all tasks described in the scope of work.

*Note: The fee schedule will not be opened until after the selection of the proposal is determined.*

### Evaluation Criteria

Proposals will be evaluated based upon the following criteria:

- Specialized experience, technical competence, and qualifications of the firm in environmental remediation;
- Quality and completeness of the proposal;
- Experience of the firm with EPA's Brownfields Program;
- Experience of the firm with the West Virginia Voluntary Remediation Program;
- Availability of the firm to enter a contract beginning on March 12, 2018; and
- Completion of project deliverables according to Project Timeline.

The contract will be awarded to the responsible firm whose proposal is judged most competitive and determined to be the most advantageous to the Upshur County Commission.

### Additional Information

Each firm must fully comply with the requirements, terms and conditions to achieve Minority-owned/women owned Business Enterprise (MBE/WBE) participation during the performance of this contract. The firm commits itself to the program for MBE/WBE participation and all other requirements, terms, and conditions of the bid conditions. Upshur County Commission hereby notifies proposers that it will afford full opportunity for minority business enterprises and women business enterprises to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of actual or perceived race, creed, color, sex, age, handicap, or national origin in the award of this Contract.

Attention is directed to the fact that the proposed project is to be undertaken through various state and federal government grants (including a EPA Brownfields Grant) and loans, and that all work shall be performed in accordance with the regulations issued by those agencies.

Proposers will be notified in writing of any change in the specifications contained in this RFQ.

No verbal or written information which is obtained other than through this RFQ or its addenda shall be binding on Upshur County Commission.

The Upshur County Commission is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

The Upshur County Commission may request clarification and additional information from any proposer.

The Upshur County Commission will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

The Upshur County Commission reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the Upshur County Commission when received.

The Upshur County Commission reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals.

If contract negotiations are unsuccessful, the Upshur County Commission reserves the right to negotiate with the next highest ranked consultant.

Successful bidder will be required to furnish the following documentation before work may commence:

- Certificate of Insurance naming the Upshur County Commission as a secondary insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver

The Commission may require up to 30 days after opening the proposals to award the work.

## 2018 Tar Pit Cleanup Timeline – 1.11.18 DRAFT

Calendar Quarter	2018				2019	
	1	2	3	4	1	
Cleanup Planning and Coordination	January - Release RFP	Review Proposals  March 8 - select a qualified environmental professional	May – <ul style="list-style-type: none"> <li>Consultant completes remedial action plan and has it approved by WVDEP via the VRP</li> <li>Consultant outlines cleanup plan specifications and releases request for bids</li> </ul>	November 16 – Cleanup activities completed including confirmatory sampling		
	February 28 – Proposals are Due	March/April – Begin contract with consultant Consultant completes application to the WVDEP VRP	June – Cleanup contractor selected	December – Final reports requesting WV DEP VRP Certificate of Completion	Project receives COC	
		April/May – Consultant completes the VRP application with WVDEP	September 10 – Begin cleanup activities			
	January – Development Committee discusses elements to include in redevelopment plan	April - Preliminary development plan presented to committee for review and discussion of development plan components	July - <ul style="list-style-type: none"> <li>Updated development plan presented to committee for review</li> <li>Development committee begins creating project steps and timeline</li> </ul>	October - Final development plan presented to development committee		
Redevelopment Planning						

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**UPSHUR COUNTY**  
**OFFICE OF THE PROSECUTING ATTORNEY**  
J.D. JENNINGS ANNEX, ROOM 202  
38 W. MAIN ST.  
BUCKHANNON, WV 26201

Phone: 304-472-9699

FAX: 304-472-1452

**DAVID E. GODWIN**  
Prosecuting Attorney

**KELLEY J. CUNNINGHAM**  
Assistant Prosecuting Attorney  
**STEPHANIE MILLIRON**  
Assistant Prosecuting Attorney  
**MATTHEW CUTRIGHT**  
Victim Services Coordinator

**PATTY REPLOGLE**  
Administrative Assistant  
**ROBERTA SAMPLES**  
Administrative Assistant  
**LINDA TOLER**  
Administrative Assistant

January 16, 2018

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

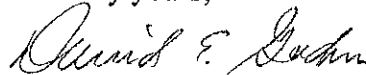
RE: Vacant Victim Advocate position in Prosecutor's office

Dear Commission:

I request approval to have the Victim Advocate position advertised. I want to have the advertisement printed in the more noticeable "display ad" format. I need to reach more of the local public by advertising on one occasion in the Record Delta, one occasion in the Clarksburg Exponent-Telegram, and one occasion in the Inter Mountain newspaper. Additionally, I intend to include the offered pay rate of up to \$33,780.00, which is the current salary for the position.

Thank you for your consideration of this matter. A copy of the ad is attached.

Sincerely yours,



David E. Godwin  
Prosecuting Attorney



**VICTIM ADVOCATE POSITION****Upshur County Office of the Prosecuting Attorney**

The Upshur County Office of the Prosecuting Attorney is accepting applications for a Victim Advocate. This is a full-time position with County benefits. The applicant will assist victims in safety planning; inform victims of their rights; notify victims of all hearing dates and any changes in case status; assist victims in understanding court process and completion of any necessary paperwork including application for victim's compensation, if applicable; serve as a liaison between victims and court personnel; accompany victims to court; make referrals to service providers as needed; assist victims with notification of perpetrator's release from jail/prison; prepare grant applications and all necessary reports on a timely basis; attend approved victim service training annually and provide other victim assistance as needed.

This is a grant funded position. Salary may be up to \$33,780.00. Salary offer will be based upon education and/or experience. A Bachelor degree in a related field is preferred. A high school diploma or GED with victim advocacy experience and training may be considered. Grant application and report preparation experience also preferred. The applicant must work well in a small office environment with minimal supervision. Applicants must possess strong interpersonal skills; demonstrate the ability to work well with the public; maintain confidentiality as required by law and office policy. Applicants should be proficient with MS Office Suite and possess strong oral and written communications skills.

An application may be obtained from the Prosecuting Attorney's Office located at the Upshur County Courthouse Annex Room 202 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. The application is also available online at [http://www.upshurcounty.org/Application\\_for\\_Employment.pdf](http://www.upshurcounty.org/Application_for_Employment.pdf). The application deadline is February 16, 2018. Please send completed application, a resume, and a letter of interest to:

David E. Godwin, Prosecuting Attorney  
J.D. Jennings Annex, Room 202  
38 W. Main St.  
Buckhannon, WV 26201

Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age, or handicap. Upshur County has established a drug free and tobacco free work environment.

Upshur County Family Resource Network  
Lori Ulderich Harvey, Director  
PO Box 2115  
Buckhannon, WV 26201

January 16, 2018

Upshur County Commission  
Attn: Ms. Carrie Wallace  
38 West Main Street  
Buckhannon, WV 26201

Ms. Wallace,

The Upshur County Family Resource Network and the Upshur County Tobacco Prevention Coalition has two upcoming anti-tobacco-related events coming up in February and March. The third full week of February is Through with Chew Week, and March 21, 2018 is Kick Butts Day. Both prevention events are very important to our coalition.

The UCTPC is asking the commission for space in the courthouse annex to display a table for both events. The table the coalition will use is approximately six foot long by two foot wide. The coalition would like to use the space from February 12, 2018 to March 23, 2018

By keeping the table in place for approximately four weeks, the coalition can cover both events along with our displaying the coalition's usual tobacco prevention information. If it is not possible to have the space for approximately four to five weeks, could you advise our group which weeks are available?

We appreciate your and the commission's time on this matter. Please feel free to contact me or the FRN's administrative assistant and UCTPC's secretary at (304) 473.1051 or [upshurfrn@yahoo.com](mailto:upshurfrn@yahoo.com).

Thank you,

Lori Ulderich Harvey  
Director, Upshur County Family Resource Network



(12)



# Standard Mileage Rates for 2018 Up from Rates for 2017

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IR-2017-204, Dec. 14, 2017

WASHINGTON — The Internal Revenue Service today issued the 2018 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54.5 cents for every mile of business travel driven, up 1 cent from the rate for 2017.
- 18 cents per mile driven for medical or moving purposes, up 1 cent from the rate for 2017.
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate and the medical and moving expense rates each increased 1 cent per mile from the rates for 2017. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other requirements are described in Rev. Proc. 2010-51.

Notice 2018-03, posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

*Page Last Reviewed or Updated: 14-Dec-2017*



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Vera Bradley

# BINGO

**Sunday,**

*thirty-one*<sup>TM</sup>

**January 21, 2018**

**2:00 PM – 4:00 PM**

**Doors open at 1 PM**

**Buckhannon Moose Lodge**

25 N Kanawha St., Buckhannon

**Tickets \$20.00**

**21 Games of Bingo**

**Concessions | Chinese Auction | Tips**

Play a little bingo and win a Vera Bradley or Thirty-One bag stuffed with goodies!

**Tickets may be purchased at:**

Buckhannon Moose Lodge  
Chamber of Commerce

or contact:


Shawn Tucker at (304) 290-3992

All proceeds benefit:

Upshur County Recreation Complex



Find us at:  /UCRCWV

 [www.upshurrecreationcomplex.org](http://www.upshurrecreationcomplex.org)

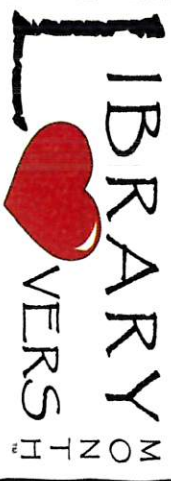






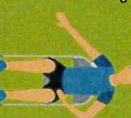







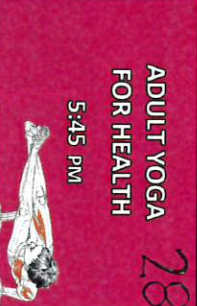
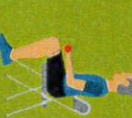

By purchasing a ticket, you are helping us fund a recreation complex in Upshur County. Thank you!



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# February

## James W. Curry Public Library

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
 <p><b>LIBRARY</b> VERS</p> <p><b>FEBRUARY IS LIBRARY LOVERS MONTH!</b></p> <p>Show your love by stopping by to renew your library card, check out a book or DVD, participate in a program, use a computer, read the newspaper, or just say Hi!</p>	<p>5</p> <p> 5:45 pm</p> <p>QUILTS</p>	<p>7</p> <p> 5:45 PM</p> <p>ADULT YOGA FOR HEALTH</p>	<p>1</p> <p> 1:00 PM</p> <p>SIT &amp; BE FIT</p>	<p>2</p>	<p>3</p> <p> ALTON COMMUNITY BUILDING</p>
	<p>12</p> <p> 5:45 pm</p> <p>YEAR OF THE DOG</p>	<p>14</p> <p> 5:45 PM</p> <p>ADULT YOGA FOR HEALTH</p>	<p>8</p> <p> 1:00 PM</p> <p>SIT &amp; BE FIT</p>	<p>16</p> <p> TITLE I BEGINNING LINKS PRESCHOOL PROGRAM 1:00 PM</p>	<p>10</p> <p> SELBYVILLE VOLUNTEER FIRE DEPARTMENT</p>
	<p>19</p> <p> IN OBSERVANCE OF Presidents' Day</p>	<p>21</p> <p> 5:45 PM</p> <p>ADULT YOGA FOR HEALTH</p>	<p>15</p> <p> 1:00 PM</p> <p>SIT &amp; BE FIT</p>	<p>23</p>	<p>24</p> <p> SELBYVILLE VOLUNTEER FIRE DEPARTMENT</p>
	<p>26</p> <p> 5:45 pm</p> <p>NAR - WHAT?</p>	<p>28</p> <p> 5:45 PM</p> <p>ADULT YOGA FOR HEALTH</p>	<p>22</p> <p> 1:00 PM</p> <p>SIT &amp; BE FIT</p>	<p><b>Libraries Rock!</b></p> <p><b>James W. Curry Summer Reading</b></p> <p>JOIN US IN JUNE, JULY &amp; AUGUST FOR STORIES, CRAFTS, ACTIVITIES, &amp; PRIZES</p> <p><b>TALENT SHOW JULY 21ST, 2018</b></p> <p>DETAILS TO FOLLOW</p> <p></p>	

1721 Brooks Hill Road FRENCH CREEK, WV 26218

FACEBOOK @jwcp1

304-924-6724

MON-WED 11AM-7PM THU 1PM-7PM FRI 10AM-6PM SAT 10AM-3PM

EMAIL: jameswcurrypubliclibrary@gmail.com



Lewis/Upshur LEPC  
Meeting Agenda-Lewis EMS  
January 17, 2018

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. Tier II Reports:
9. Off Site Emergency Response Plans:
10. Old Business:
11. New Business:
12. Election of Officers:
13. Membership comments
14. Public comments
15. Adjournment



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## Notice of Monthly Meeting Upshur County Farmland Protection Board

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Location: West Virginia Farm Bureau Office  
1 Red Rock Road, Buckhannon, WV  
Date: January 18, 2018  
Time: 3:00 p.m.

### AGENDA

CALL MEETING TO ORDER / ROLL CALL

APPROVAL OF MINUTES: November 16, 2017 (no December meeting)

PUBLIC QUESTIONS / COMMENT PERIOD

BUSINESS ITEMS – Discussion/Update/Action

- MH application – Update from Ziegler, Survey review
- Program/Policy change – Updates from November/review and vote
- Establish “set aside” funds
- Land Trust Alliance article –  
<http://www.landtrustalliance.org/blog/help-us-stop-overindulgence>
- 1099's for 2017
- Form 990
- Annual Audit - (to be performed in 2017), (where reports should reside)

FINANCIAL MATTERS – Discussion/Update/Action

- FY 17 Financial Spreadsheet
- Checking Account - Bank Statement Balance --- \$ \_\_\_\_\_
- CD Balance --- \$ \_\_\_\_\_
- WVMM Balance --- \$ \_\_\_\_\_
- Transfer Tax Deposit/Credits --- \$ \_\_\_\_\_
- Interest Earned – Checking \_\_\_\_\_, CD \_\_\_\_\_, WVMM \_\_\_\_\_
- Payment of Bills / Invoices ---
  - Saddleback Services
  - Bennett Surveying
  - Hymes and Coonts

OTHER BUSINESS

DATE OF NEXT MEETING

ADJOURNMENT

(17)

## ***City Council of Buckhannon – 7:00 pm in Council Chambers Meeting Agenda for Thursday, January 18, 2018***

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- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
  - A.3 Mayor's Greetings
- B. Recognized Guests
  - B.1 County Roads Transit-Laura Ward, Director: Annual Report & Budget Funding Request
  - B.2 Misty Post-Zach Post Memorial Food Drive
- C. Department & Board Reports
  - C.1 Public Works Director- Jerry Arnold
  - C.2 Finance Director- Amberle Jenkins
  - C.3 City Attorney- Tom O'Neill
  - C.4 Police Chief- Matthew Gregory
  - C.4 Information Coordinator-Grant Researcher- Callie Cronin Sams
- D. Correspondence & Information
  - D.1 Letter from Altice USA RE: Removal of Starz Channel from Suddenlink Lineup
  - D.2 Notice & Timetable for Hiring New City Fire Chief
  - D.3 Notice-Employee Safety Meeting February 12, 2018 at 5:30pm at PSC Training Room
  - D.4 Notice & Timetable-Police Civil Service Commission Accepting Applications for Police Officer
- E. Consent Agenda
  - E.1 Approval of Minutes-Regular meeting 01/04/18, Special meeting 01/11/18 & 01/16/18
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote
  - F.1 Ordinance No. 423 Disposal of Asbestos at Transfer Station- Second and Final Reading
  - F.2 Resolution 2018-01 Gateway West Phase III Transportation Alternatives Sidewalk & Lighting Project
  - F.3 Resolution 2018-02 Poundstone Riverwalk Trail Extension #4 Transportation Alternatives Project
  - F.4 Resolution 2018-03 GF Budget Revision
  - F.5 Authorization of FEMA Generator Grant Application – Assurances-Construction Program Form
- G. Comments and Announcements
  - G.1 Mary Albaugh
  - G.2 Pamela Cuppari
  - G.3 C J Rylands
  - G.4 Robbie Skinner
  - G.5 David Thomas
  - G.6 Susan Aloï
- H. Mayor's Comments and Announcements
- I. Adjournment

POSTED 01-12-18



**THE ELKINS ROAD PUBLIC SERVICE  
DISTRICT WILL HOLD ITS REGULAR  
MONTHLY MEETING ON TUESDAY,  
FEBRUARY 6, 2018 @ 5:30 P.M.**

**ANYONE WISHING TO ADDRESS THE BOARD SHOULD REQUEST TO BE PUT ON THE AGENDA BY FRIDAY, FEBRUARY 2, 2018  
FOR ADDITIONAL INFORMATION, PLEASE CALL 304-472-3008 MONDAY THRU FRIDAY 9-1.**



**B.R.W.A. Board of Directors Meeting Minutes  
Wednesday, October 25, 2017**

Trustees Room, Martin Religious Center  
West Virginia Wesleyan College

*The Buckhannon River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannon River Watershed and promoting our West Virginia river heritage through public awareness.*

**Meeting Time/Date – 1800 hrs., Wednesday, October 25<sup>th</sup>, 2017**

**Present:** Kim Bjorgo-Thorne, Jim Mitchell, Donnie Tenney, Greenbrier Almond, Kevin Campbell, G. Paul Richter, April Keating, D.W. "Woody" Martin

Start time: 1810 hrs.

Quorum present (at least ≥4)? Yes

**Guests:** Martin Christ

• **September 13, 2017 Board meeting minutes review:** Paul moved, 2<sup>nd</sup> by Kevin to accept the minutes; motion passed. Kevin moved, 2<sup>nd</sup> by Donnie to approve the minutes, motion passed.

It was noted that there are plenty of BRWA brochures available, in response to a question April had about group rates & contacts/solicitation for greater participation.

**Reports:**

• **BRWA Administrator's Report:** Paul reported that Swamp Run #1 is completed except for monitoring; Herods Run construction is complete and the USACOE report is due at the end of the month as it also moves into the monitoring phase; and no update for Swamp Run # 2.

• **Treasurer's Report:** Jim distributed the Treasurer's report (copy attached) showing: regular checking - \$3976.94, cash-on-hand - \$10, CD - \$3213.93, OSM checking - \$11. It was noted that Form 990 (the long one) will need to be completed this year because of expenditures exceeding \$50k.

• **Membership Report:** Paul reported there are 40 members, 6 of which are organizations

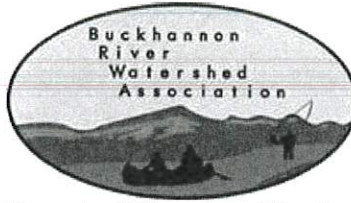
• **Facebook & Web site Report:** Rich apparently is keeping the website going and there were 11 page views this week. We need to follow-up with Rich regarding the log-in information & access, and any expenses related to maintaining the website.

**Old Business:**

- Stream Partners grant application - submitted
- Swamp Run # 2 status – no update from Paul; Jason has a RFQ (request for proposal) drafted
- Herods Run status – finished except for sampling/monitoring & USACOE report submittal
- Sampling –scheduled for 12/7/17 with the 14<sup>th</sup> an alternate – Swamp Run #1 & Herods Run
- Tee-shirts – no action
- Bull Run – Martin distributed some maps and data tables, and provided an overview of the existing data and stream segments and tributaries of Bull Run for a Watershed Based Plan. A reconnaissance trip may be planned for December 14<sup>th</sup> to try to more clearly understand the information and areas of concern.

Meeting adjourned to the BRWA Project Team/Framework meeting @ 1910 hrs.

**Next BRWA Board Meeting:** Wednesday, November 15, 2017 at 1800 hours  
Location – Room 331, 3<sup>rd</sup> Floor Reemsnyder Research Building, WVWC



### **B.R.W.A. Board of Directors Meeting Minutes**

**Wednesday, November 15, 2017**

Room 331, 3<sup>rd</sup> Floor Reemsnyder Research Building  
West Virginia Wesleyan College

*The Buckhannon River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannon River Watershed and promoting our West Virginia river heritage through public awareness.*

#### **Meeting Time/Date – 1800 hrs., Wednesday, November 15<sup>th</sup>, 2017**

**Present:** Kim Bjorn-Thorne, G. Paul Richter, Donnie Tenney, Terri Jo Bennett, April Keating, Kevin Campbell,  
D. W. "Woody" Martin

**Start time:** 1808 hrs.

**Quorum present** (at least ≥4) Yes

**Guests:** Jason Fillhart

**October 25, 2017 Board meeting minutes review:** Paul moved, seconded by Donnie to accept the October minutes as presented, motion passed.

#### **Reports:**

- **BRWA Administrator's Report:** Paul gave the report as noted below
- **Treasurer's Report:** No report due to Jim's absence
- **Membership Report:** 35 members, including 6 organizations
- **Facebook & Web site Report:** 602 followers on website; there was a discussion about membership and recruitment, other groups/organizations, utilization of Paypal or credit cards and recurring payments, and a newsletter

#### **Old Business:**

- Stream Partners grant application – Has been submitted and acknowledged by Jennifer Pauer.
- Bull Run – Discussion about fecal coliform bacteria, human vs animal, and possible sources
- Herods Run status – The project is operational with a couple of follow-up items to be reviewed for consideration (additional soil cover over liner, baffling to increase limestone exposure/contact time, flow measurement weir at inlet source(s). Jason will draft a 'no cost' extension.
- Swamp Run # 2 status – Unused funds from Herods Run will be requested to be redirected to Swamp Run # 2
- Sampling – Swamp #1 & Herods - scheduled for 12/7/17 with the 14<sup>th</sup> an alternate. Need bottles and may include Bear Camp for sampling too
- Upshur Youth Camp Visioning presentation – A brief update was provided regarding the WVU Landscape Architecture students' presentation
- Tee-shirts – no action, carry-over.
- By-laws update/amendments – Need to send out/email bylaws to Board, drop from agenda until future action



**New Business:**

- Insurance – Donnie moved, seconded by Paul to solicit bids to enroll in insurance coverage for liability and Directors & Officers
- BRWA storage – Terri Jo suggested space may be available in the former jail & invited members to review
- WCAP administration & contact information – no action, carry-over.

**Next BRWA Board Meeting:** Wednesday, December 13<sup>th</sup> at 1800 hours

Location – Room 331, 3<sup>rd</sup> Floor Reemsnyder Research Building, WVWC

## Buckhannon -Upshur Chamber of Commerce General Membership Meeting

Monday, November 20, 2017

12:00 noon – Upshur County Public Library

Presiding – Robbie Skinner, President

**Welcome** – Robbie Skinner welcomed everyone and thanks to coming to our new location today. Introductions of those in attendance.

Reciting of the Pledge of Allegiance

### **Treasurer's Report:**

- Checking: \$ 3,095.58
- Money Market: \$10,424.87
- CD: \$26,472.02
- Total Funds: **\$39,992.47**

### **Minutes:**

- Joe Reed moved to accept minutes of October 16, 2017 as presented, seconded by Keith Buchanan, group approved.

### **New Business:**

- Holiday Lunch is Monday, December 18<sup>th</sup> at noon –location is at Event Center at Brushy Fork. This year's sponsor is Lowe's of Buckhannon and catered by Fish Hawk Acres.
- Small Business Saturday is November 25<sup>th</sup> – please come out and support our local businesses.
- Annual Scavenger Hunt kicked off today, November 20<sup>th</sup> and will run thru December 15<sup>th</sup>. Have 12 businesses on this year's program.

### **Old Business:**

- Reminder don't forget to get in your ballots for Board of Director's.

### **Organizations & Committee Reports:**

- **WVSF:** Membership program is starting soon – Brittany Small is handling this project. Pageants scheduled for the spring. Please sign up at website if interested in this year's pageant. Please sponsor as a business and/or an individual for the 77<sup>th</sup> WVSF need funds to continue producing each year.
- **UCDA:** Work continues on the final design for the Innovation Center – plans to begin in Spring of 2018. Broadband grant – working on final leases and look for project to begin 1<sup>st</sup> quarter of 2018.
- **SUBA** – No report
- **CVB:** Arts bidding event to be at their location -
- **Create BU:** Little Free Libraries available for decorate and place – need volunteers to help teach chess at the elementary level – Create has purchased 25 chess sets. Pancakes and Santa – December 9<sup>th</sup> – 8a-10a CJ Maggies - \$5 and 2<sup>nd</sup> Annual Elimination Dinner scheduled for February 16<sup>th</sup> – Fabulous 50's - tickets \$25 each – final prize \$1000.
- **City of Buckhannon:** Water plant upgrade is finished. A new \$1.2M water tank going in. Offering waste collection containers in the County to keep track of who is actually

placing out their trash. Callie Sams has been selected as the new PR/Grant writing person and will be curbing North Buckhannon soon.

- **County Commission:** Have a few retired police cruisers for sale – great Christmas Gifts!! Visit [www.publicsurplus.com](http://www.publicsurplus.com)
- **WWWC:** Quiet this week with the students gone. Upcoming events: Dec. 28<sup>th</sup> Dance Company at PAC; Dec. 1<sup>st</sup> – Sleeth Art Gallery students art; Dec. 2<sup>nd</sup> open house for incoming students; Dec. 3<sup>rd</sup> Lessons & Carols; Dec. 5<sup>th</sup> Big Band Jazz concert.
- **Mountain Cap:** 2<sup>nd</sup> Chance Prom – thanks to everyone who attended and support this event. Received 3000 books to be distributed throughout a few counties.
- **Upshur Arts Alliance:** Tree/wreath silent auction bids start Sat. Nov. 25<sup>th</sup> thru Dec. 2<sup>nd</sup> at the Chamber/CVB Offices.
- **St. Joseph's Hospital:** Healthy Living sessions continue – free to public. Next one is Nov. 29<sup>th</sup> – stretch & yoga at noon at Library at Hospital. Grassroots Advocacy – continues to watch health care changes.

#### Other:

- Al Tucker spoke to group about the Band of Brothers a group of men from various churches in our area that supports and sponsors 86 kids at Union School in the pack back project; provided Christmas & Easter to flood victims and work internationally with Haiti etc. Thru the sale of this year's 2018 WV Calendar helps with their efforts. Cost \$15 each for calendars and/or make a donation to the group. Group needs \$7000 to do all they do, currently need \$4,000 to complete this years needs.
- Rose Ferguson working now at AFW Meat Market – fresh meats available to public as well as the bulk food store.

#### Speaker – Ralph Oppenheim – Upshur County Public Library

- Library cards are FREE
- FREE office space for meetings/ events
- Review of what other libraries have and do in their States
- 150 patrons a day
- What can “we” do at this Library – discussion
- Library uses social media to get their news out
- Upshur Co. has lots of resources
- Book mobile – cost and manpower not feasible at this time
- Library Hours are: M-W-F 10a-5p T-T 10a-8p Sat 10a-2p closed on Sundays

#### Announcements:

- Dec. 3<sup>rd</sup> Talking Donkey at Pres. Church
- Dec. 1<sup>st</sup> – City Christmas Parade – 6pm
- Dec. 2<sup>nd</sup> – SUBA County Parade – 1pm
- Dec 18<sup>th</sup> – Chamber Christmas – gifts for Child Advocacy – snacks small gifts
- Jan 15<sup>th</sup> – Atlantic Coast Pipeline will be speaker for Chamber
- Happy Thanksgiving to ALL

Closing Prayer by Robbie Skinner

Meeting adjourned at 1:12 pm

Submitted by:

Melodie Stemple, Treasurer Chamber



## UPSHUR COUNTY SENIOR CENTER

Upshur County Senior Center  
Board of Directors  
Minutes: December 6, 2017

**Call to order:** Meeting called to order by President, Billy Marsh

**Roll Call:** Allen Cook

**Those attending:** Billy Marsh, Joy Shingleton, Bryan Hinkle, Tim Rock, Jim Vance, and Allen Cook.

**Approval of Minutes:**

-Bryan Hinkle moved to approve the November minutes. Jim Vance seconded. The motion passed unanimously.

**Previous Business:**

-Jim Vance nominated Ransom Hackett to join the Board. Joy Shingleton so moved. Jim Vance seconded. The motion passed unanimously.

-Menu changes for the nutrition site were discussed.

**New Business:**

-Allen informed the Board that a new part-time employee (Brenda Frame) had been hired as an assistant cook.

-Allen presented a proposed 2018 holiday schedule. The schedule would, as previous years, follow the state holiday calendar, plus Good Friday. Tim Rock moved to approve. Bryan Hinkle seconded. The motion passed unanimously.

**Miscellaneous/Other:**

-Allen informed the Board that Kevin had ordered new batteries for two of the parking lot lights.

-The meeting was adjourned.

**Upshur County Family Resource Network  
General Membership Meeting  
December 11, 2017  
Meeting Minutes**

**Board Members present:** Troy “Buddy” Brady, Idress Gooden, Phyllis Sembello, Kathleen Neetz, Joseph Reed, Bill McCollam, Diane Godwin, Debora Brockleman and Mary Austin.  
**Board Members excused:** Matt Kerner, Alicia Rapping and Kellie Woody-Hyre.

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

- **Community Members present:** Deanna Warner, Owen Howes, Lesley Slaughter, Becky Young, Sheila Minix, Cindy Jenkins, Suree Sarceno, Crystal Replogle, Rita McCrobie, Tonya Kittle, Laura McDaniels, Addie Helmick, Bobbi Cox, Amanda Hayes, Anne Chopyak, Rachel Strawder and Heather Lane.

All present enjoyed a delicious potluck Christmas dinner and fellowship before the start of our meeting.

**Opening/Invocation:** Chair, Kathleen Neetz, opened the meeting. Idress Gooden provided our invocation.

**Introductions:** Introductions were made around the table, each sharing his or her group affiliation where appropriate.

**FRN Director’s Report:** Director’s Report for November, 2017 was provided to all present and was reviewed by Lori, who noted that there was no newsletter for this month.

Prior to sharing of information, we drew the winning ticket for a beautiful Christmas cactus plant. Congratulations, Bill McCollam!

**Information Sharing:**

- Diane Godwin shared that the Red Cross Club at B-U High School has been conducting a food drive in the commons area, to benefit the Parish House and the backpack program. Donations of non-perishable food items ends on 12/19/17.
- Rita McCrobie of the WV Attorney General’s office shared that she was able to spend some time at B-U Middle School during Red Ribbon Week in October. She related how impressed she was at the activities happening in our county schools.
- Owen Howes, with VITA, told us that he serves 12 counties. Income to qualify must be \$54,000 or less. Also, one can go to My Free Taxes online to file. That income limit is \$66,000 or less.
- Suree Sarceno, also with VITA, added that she would have brochures to be handed out by Lori Hagi at our next meeting.
- Lesley Slaughter, Highland-Clarksburg Hospital, told us that they are holding a 5K run on Friday, 12/15/17 at the VA Park in Clarksburg. Registration can be done online or on the day of the run.
- Dr. Joseph Reed shared that he talks to 4<sup>th</sup> and 5<sup>th</sup> grade students about avoiding tobacco. He has learned that fewer than 50% of these children live in homes where there is no tobacco use.
- Cindy Jenkins informed us that 2 new Girl Scout troops have been started (at French Creek and at Hodgesville Elementary Schools). On January 11<sup>th</sup>, BAES will have recruitment night from 6-7 pm., and they recently had a mental health awareness day. Girl Scouts can always use volunteers (e.g., parents). Cookie sale starts January 5<sup>th</sup>.
- Buddy Brady wished everyone present a merry Christmas and offered thanks to all the work which the various agencies around the table do. He feels that the public doesn’t have an idea of all that’s done.



Our next meeting will be January 8, 2018 at noon.

Respectfully submitted,

Handwritten signature of Ginny Dixon.

Ginny Dixon, Administrative Assistant  
Upshur County FRN

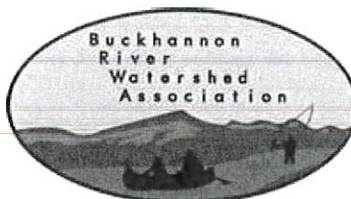
Handwritten signature of Rhylles Sembrillo.

Board Member

Handwritten signature of M. A. Man.

Board Member





**B.R.W.A. Board of Directors Meeting Minutes**  
**Wednesday December 13, 2017**  
 Room 331, 3<sup>rd</sup> Floor Reemsnyder Research Building  
 West Virginia Wesleyan College

*The Buckhannon River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannon River Watershed and promoting our West Virginia river heritage through public awareness.*

**Meeting Time/Date – 1800 hrs., Wednesday, December 13<sup>th</sup>, 2017**

**Present:** Kim Bjorgo-Thorne, Frank Shreve, Jim Mitchell, Donnie Tenney, Terri Jo Bennett, G. Paul Richter, D.W. 'Woody' Martin

Start time: 1800 hrs.

Quorum present (at least ≥4)? **Yes**

**Guests:** None

• **November 15, 2017 Board meeting minutes review:** Frank moved, seconded by Jim to approve the minutes as presented, motion passed.

**Reports:**

- BRWA Administrator's Report: Paul reported as noted below.
- Treasurer's Report: Jim distributed the Treasurers Report and it was accepted as presented (attached).
- Membership Report: Paul reported that it is unchanged from last month, 35 members including 6 organizations
- Facebook & Web site Report: Terri Jo discussed it with Rich Clemens

**Old Business:**

- Herods Run status – close-out report is due 12/27/17
- Swamp Run # 2 status – WCAP not yet approved
- Sampling – Swamp Run #1 & Herods Run - scheduled tentatively for Tuesday 12/19/17
- Insurance – I briefed the group on the current status of bids solicitation and the need to get more information to potential vendors to move forward.
- Tee-shirts – carry-over
- BRWA storage – Terri Jo noted that the former jail cell storage areas are accessible 0800 – 1630 hrs. weekdays, and we just need to give maintenance a heads-up to access. Paul estimated that he has 3 plastic totes and a banker's box that can be moved to storage. I noted that I have the Marsh-McBerney, buckets, and other sampling equipment and bottles that may also be placed into storage
- WCAP administration & contact information – carry-over. Paul to hand the reins to someone else by April 2019

**New Business:**

As a result of a discussion about the YSI, Frank moved, seconded by Donnie, to have it sent away for repair/maintenance. Motion passed. Kim is going to make the arrangements.

It was noted to put the "Annual meeting" (in April) on the January meeting agenda, for suggestions for a Topic and Speaker for the Annual meeting.

It was suggested to contact & invite the media to the January meeting, for the check presentation & projects overview.



The projects overview should include the amount of money spent on the mitigation and restoration projects in the watershed, and the Stream Partner Grants projects (12 @ \$5k/) in Upshur County.

There was a discussion about having a newsletter published, and recruiting/enlisting an intern this summer.

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Frank moved, seconded by Donnie to adjourn @ 1905 hrs.

**Next BRWA Board Meeting:** Wednesday, January 10<sup>th</sup>, 2018 at 1800 hours

Location – Room 331, 3<sup>rd</sup> Floor Reemsnyder Research Building, WVWC

Upshur County Safe Structures and Sites  
Enforcement Board  
December 14, 2017

Members present: Greg Harris, Kenneth "Brian" Shreves, Chris Garrett and Ed Beer

Members absent: Rick Harlow

Others present: Tabatha Perry

The meeting was called to order at 4:00 p.m. by Greg Harris.

The November 9, 2017 meeting minutes were reviewed. On Motion by Ed Beer, seconded by Brian Shreves, the meeting minutes were approved as presented.

No guests were present and no public comment was made.

**The Enforcement Board reviewed the following cases:**

012017-01 and 012017-02 (George) – Chris Garrett spoke with a DEP representative regarding the complaint filed on October 13, 2017. The complaint was received; however, was not investigated. Stan Wolfe is no longer an employee of the DEP so Jason Ely will be temporarily filing in. If Chris Garrett does not hear from Jason Ely within a reasonable amount of time, he will call and follow up.

020917-01 (Wojnovich) – The Tax Dept. sent a certified letter to the property owner regarding their taxes being delinquent. A tax lien sale was held on November 15<sup>th</sup> and the property was sold. The property owner has 18 months to redeem; however, if they do not, the new property owner may have intentions of cleaning up the property. No action was taken.

110917-01 (DeMastes) – This property sold at a previous tax sale; however, Ms. DeMastes is still the legal owner for 18 months, which time period is believed to expire in April. The Board has not received a return receipt for the previous mailing. On Motion by Ed Beer, seconded by Brian Shreves, the Board authorized Greg Harris to send a standard letter to the property owner setting the deadline for February 7, 2018 to bring the property into compliance with the Ordinance. Greg Harris advised that he will have photographs for review at the next meeting.

**The Enforcement Board reviewed the following new cases:**

121417-01 (unknown) – The Board reviewed the complaint and photographs of the property on Radabaugh Ridge Road. On motion by Ed Beer, seconded by Brian Shreves, the Enforcement Board will proceed with the initial investigation.



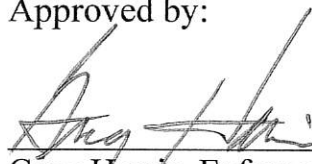
121417-02 (Wilkens) – The Board reviewed the complaint and photographs of the property on McCartney Road. On motion by Ed Beer, seconded by Brian Shreves, the Enforcement Board will proceed with the initial investigation.

**Other Business: None**

The next meeting will be held on Thursday, January 11, 2018 at 4:00 p.m. in the Upshur County Administrative Annex located at 91 West Main Street, Suite 101.

By consensus of the Board, the meeting adjourned at 4:25 p.m.

Approved by:



Greg Harris, Enforcement Officer

01-11-18

Date

Chris Garrett, Board Member

Date



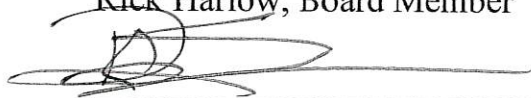
Ed Beer, Board Member

1/11/18

Date

Rick Harlow, Board Member

Date



Kenneth "Brian" Shreves, Board Member

1/11/18

Date