

Upshur County Commission

Agenda

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: March 1, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 22, 2018
- 9:05 a.m. Bid Opening and Review---Environmental Consultant Services necessary to undertake remediation planning activities for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project.
- 9:15 a.m. Lori Ulderich Harvey on behalf of the Upshur County Family Resource Network Tobacco Prevention Coalition --- Approval and signature of Tobacco Prevention Coalition Kick Butts Day Proclamation - A Campaign for Tobacco-Free Kids Page 1-2
- 9:30 a.m. Elissa Mills on behalf of the Buckhannon Animal Care and Control Commission – Provide an update on the Buckhannon City Dog Park and discuss an issue regarding the Animal Care and Control Commission
- 9:45 a.m. Terry Gould on behalf of the Hodgesville PSD – Requesting a \$15,000 allocation of funding to repair a waterline that provides service to approximately 20 customers
- 10:00 a.m. Rodney Rolenson, Corporal and Home Confinement Supervisor – 2017 Home Confinement Report
- 10:15 a.m. Cheyenne Walters, Program Director for Community Corrections – 2017 Community Corrections Report
- 11:00 a.m. Check presentation, in the amount of two thousand five hundred dollars (\$2,500), to the Upshur County Public Library in addition to the Commission's FY 18 required donation from General County

Items for Discussion / Action / Approval:

1. Correspondence from Dr. Joseph B. Reed regarding Brushy Fork Road, County Route 7 and the pending modification between Corridor H and the road leading to the Upshur County Regional Airport. Dr. Reed would like to suggest exploring the possibility of establishing a bicycle lane on that road project, or establishing a walk/bicycle path along the city's utility right of way to the Event Center on Brushy Fork. Page 3-4
2. Approval and signature of the Federal Aviation Administration Outlay Request Number 4 in the amount of eighteen thousand four hundred sixty nine dollars (\$18,469.00) for the Airport Improvement Program Project No. 3-54-0039-031-2017 at the Upshur County Regional Airport in Buckhannon, WV. Page 5-9
3. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Site Supervisor, announcing the resignation of Shelly Bleigh, Monitor, effective March 8, 2018. Page 10

4. Approval of Upshur County Assessor's Office Volunteer, Francine Lillo. *Under separate cover*
5. 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. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – January 2018 *Page 11*
2. Upshur County Animal Control/Humane Officer Monthly Dog Report for the months of November 2017, December 2017 and January 2018 *Page 12-14*
3. Lewis-Upshur Animal Control Facility Cat Report for the months of November 2017, December 2017 and January 2018 *Page 15-17*
4. Upshur County Mileage Reports – January 2018 *Page 18-31*
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Newsletters and/or Event Notifications:
 - Hodgesville Lions Club fundraiser at the Warren District Community Building on March 10th from 7 a.m. to 1 p.m. *Page 32*
6. Agendas and/or Notice of Meetings:

• Upshur-Buckhannon Board of Health	March 1, 2018	<i>Page 33</i>
• City Council of Buckhannon	March 1, 2018	<i>Page 34</i>
• Lewis-Upshur Community Corrections	March 5, 2018	<i>Page 35</i>
• Upshur County Senior Center	March 14, 2018	<i>Page 36</i>
7. Meeting Minutes:

• Upshur County Fire Board	January 16, 2018	<i>Page 37</i>
• Wes-Mon-Ty RC&D Board of Directors	January 23, 2018	<i>Page 38-39</i>
8. Meetings:

• 03/06/18	5:30 p.m.	Elkins Road PSD
• 03/06/18	4:00 p.m.	Hodgesville PSD
• 03/01/18	7:00 p.m.	Banks District VFD
• 03/01/18	7:00 p.m.	Selbyville VFD
• 03/12/18	12:00 p.m.	Upshur County Family Resource Network
• 03/12/18	4:30 p.m.	Upshur County Solid Waste Authority

- 03/12/18 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 03/05/18 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
- 03/13/18 7:30 p.m. Adrian VFD
- 03/01/18 6:00 p.m. Buckhannon-Upshur Board of Health
- 03/21/18 7:00 a.m. Upshur County Development Authority – Full Board
- 03/14/18 12:00 p.m. Upshur County Senior Center Board
- 03/08/18 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 03/14/18 6:00 p.m. Upshur County Citizens Corp – CERT
- 03/14/18 7:30 p.m. Warren District VFD
- 03/08/18 10:00 a.m. Adrian PSD
- 03/14/18 3:00 p.m. Tennerton PSD
- 03/08/18 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 03/08/18 7:30 p.m. Buckhannon VFD
- 03/08/18 4:00 p.m. Buckhannon Upshur Airport Authority
- 03/15/18 6:30 p.m. Upshur County Youth Camp Board
- 03/18/18 6:00 p.m. Washington District VFD
- 03/19/18 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 03/13/18 4:00 p.m. Upshur County Public Library Board
- TBD 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 03/20/18 6:30 p.m. Upshur County Fire Board, Inc.
- 03/20/18 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/14/18 7:00 p.m. Ellamore VFD
- 03/21/18 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 03/15/18 2:00 p.m. Upshur County Farmland Protection Board
- 03/28/18 10:00 a.m. James W. Curry Advisory Board
- 02/26/18 6:00 p.m. Upshur County Fire Fighters Association
- 03/14/18 7:00 p.m. Buckhannon River Watershed Association - Board of Directors

9. Appointments Needed or Upcoming:

10. Budget Hearing Schedule

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

- Monday, March 12th beginning at 9:00 a.m.
- Tuesday, March 13th beginning at 9:00 a.m.
- Wednesday, March 14th beginning at 9:00 a.m.
- Thursday, March 15th beginning at 1:00 p.m.
- Friday, March 16th beginning at 9:30 a.m.

Tabled Items

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

1. Approval and signature of 2018 Board of Review and Equalization (BORE) meeting minutes Page 40-42

Next Regular Meeting of the Upshur County Commission

March 15, 2018 --- 9:00 a.m. at the Upshur County Courthouse Annex

The regularly scheduled Commission Meeting scheduled for Thursday, March 8, 2018 has been CANCELLED



A proclamation of the Upshur County Commission recognizing March 21, 2018 as KICK BUTTS DAY in Upshur County

WHEREAS, preventing youth tobacco initiation is a critical step in combating the pervasive problem of tobacco, the leading cause of disease and preventable death in the United States; and

WHEREAS, nine out of 10 all adult smokers begin while in their teens, or earlier, and two-thirds become regular, daily smokers before they reach the age of 19; and

WHEREAS, more than 1,800 children, under age 18, in West Virginia become new smokers each year; and

WHEREAS, 19.6% percent of high school students which is a total of 17,400 students; and

WHEREAS, current data suggests that 47,000 Upshur County children will ultimately die prematurely from smoking; and

WHEREAS, adolescents' bodies are more sensitive to nicotine and adolescents are more easily addicted than adults, and in addition, the

design and contents of tobacco products make them more attractive and addictive than ever before; and

WHEREAS, the focus of Kick Butts Day is a national day of activism that empowers youth to speak up and take action to help prevent youth tobacco use; and

WHEREAS, the state of West Virginia is committed to the goals and objectives of Kick Butts Day through a variety of public health activities and programs;

NOW, THEREFORE BE IT PROCLAIMED BY THE UPSHUR COUNTY COMMISSION, that they hereby proclaim March 21, 2018 as **Kick Butts Day** in Upshur County and encourage the residents of Upshur County to assist in creating a smoke free environment.

Samuel Nolte, President, Upshur County Commission

Terry Cutright, Upshur County Commissioner

Troy "Buddy" Brady, Upshur County Commissioner

③

From: "Reed" <jbreed1@frontier.com>
To: "'Teresa Summers'" <teresa.summers@buckhannonwv.org>, "'trperry'"
<trperry@upshurcounty.org>, dot.commissioner@wv.gov
Cc: "'Reed'" <jbreed1@frontier.com>
Subject: Bicycle path, Brushy Fork Road 23 Feb, 2018
Date: 2/22/2018 11:39:28 PM

This is in reference to Brushy Fork Road, Buckhannon WV, County Route 7 and the pending modification between Corridor H and the road leading to the Upshur County Regional Airport.

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WV Dept. of Highways, attention Thomas J. Smith PE

Feb. 23, 2018

Upshur County Commission

City of Buckhannon

To all:

Brushy Fork has an existing trailer park with a large number of units.

A new facility has been built on Brushy fork Road to accommodate Pipeline workers with, I understand. 150 locations. What will become of this after the pipeline is done in 3 years, I do not know.

At present, there are a number of residents, primarily from the existing trailer park, who are walking or bicycling in to town.

Plans are progressing for road modification between Corridor H and the Upshur County Airport road; this is the most dangerous part of the Brushy Fork Road for pedestrians and bicyclers because of relative blind spots. This road, I believe, is an official west to south bypass around Buckhannon.

I would suggest exploring the possibility of establishing a bicycle lane on that road project, or establish a walk/bicycle path along the city's utility right of way to the Event Center on Brushy Fork.

Sincerely and respectfully,

Joseph B. Reed, MD

PS. I was not sure who to direct this to in the Dept of Highways-Mr. Smith was the only e-Mail address I could find.



Transmittal

43 East Main Street, Buckhannon, WV 26201

PROJECT: 17021 W22TerminalDsgn DATE: 2/8/2018
17021
SUBJECT: FAA Outlay Request No. 4 TRANSMITTAL ID: 00022
PURPOSE: For your review and signature VIA: Hand

FROM

NAME	COMPANY	EMAIL	PHONE
Kelly Queen 43 East Main Street Buckhannon WV 26201 United States	Chapman Technical Group	kqueen@chaptech.com	(304) 472-8914

TO

NAME	COMPANY	EMAIL	PHONE
William Thomas Post Office Box 1042 Buckhannon WV 26201 United States	Buckhannon Upshur Airport Authority	Bill3534@yahoo.com	304-472-8418

REMARKS: **Re: FAA AIP No. 3-54-0039-031-2017**

Bill:

The attached FAA Outlay Request No. 4 is for your use in drawing your reimbursement electronically through the DELPHI eInvoicing System. Upon approval, I need both you and Mr. Nolte to sign and date all copies, retain two (2) originals for your files and return one (1) original to Chapman Technical Group.

If you have any questions, please call. Thanks.

Kelly

Transmittal

DATE: 2/8/2018
TRANSMITTAL ID: 00022



DESCRIPTION OF CONTENTS

QTY	DATED	TITLE	NOTES
3	2/1/2018	FAA Outlay Request No. 4	
3	1/10/2018	Chapman Technical Group Invoice 17021-17168	
3	1/31/2018	Chapman Technical Group Invoice 17021-17207	

REQUEST FOR ADVANCE OR REIMBURSEMENT		Approved by Office of Management and Budget, No. 80-RO181		PAGE 1 OF 1
		1. TYPE OF REQUEST [] ADVANCE [] REIMBURSEMENT [] FINAL [X] PARTIAL		2. BASIS OF REQUEST [X] CASH [] ACCRUAL
		3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-54-0039-031-2017
5. PARTIAL PAYMENT REQUEST NO. Request #4				
6. EMPLOYER IDENTIFICATION NUMBER 30-0733276	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) December 13, 2017 TO: (MONTH / DAY / YEAR) February 8, 2018		
9. RECIPIENT ORGANIZATION Name: Buckhannon Upshur Airport Authority No. and Street: Post Office Box 1042 City, State and ZIP Code: Buckhannon, West Virginia 26201		10. PAYEE (Where check should be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:		
11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED				
PROGRAMS / FUNCTIONS / ACTIVITIES		(a) Budget	(b) Total to Date	(c) Previously Requested
a. Administrative expense		\$3,000.00	\$2,000.00	\$2,000.00
b. Preliminary Expense		\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way		\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees		\$54,178.00	\$50,321.80	\$29,800.65
e. Other Architectural engineering fees		\$9,690.00	\$1,460.52	\$1,460.52
f. Project Inspection fees		\$0.00	\$0.00	\$0.00
g. Land Development		\$0.00	\$0.00	\$0.00
h. Relocation expenses		\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses		\$0.00	\$0.00	\$0.00
j. Demolition and removal		\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs		\$0.00	\$0.00	\$0.00
l. Equipment		\$0.00	\$0.00	\$0.00
m. Miscellaneous cost		\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)		\$66,868.00	\$53,782.32	\$33,261.17
o. Deductions for program income				
p. Net cumulative to date (line n. minus line o.)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal Share (line q. plus line r.)		\$60,181.00	\$48,404.09	
t. Federal payments previously requested			\$29,935.00	
u. Amount requested for reimbursement				\$18,469.00
v. Percentage of physical completion of project			80%	
12. CERTIFICATION				
I certify that to the best of my knowledge and belief the data above is correct and that all outlays are made in accordance with the grant condition or other agreement and that payment is due and has not been previously requested.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		DATE REPORT SUBMITTED 2/8/18
		TYPED OR PRINTED NAME AND TITLE William M. Thomas President, Buckhannon Upshur Airport Authority		TELEPHONE (304) 472-8418
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED
		TYPED OR PRINTED NAME AND TITLE Samuel R. Nolte President, Upshur County Commission		TELEPHONE (304) 472-0535



INVOICE



Buckhannon Upshur Airport Authority
Attn: Mr. Bill Thomas, President
P.O. Box 1042
Buckhannon, WV 26201

December 31, 2017

Project No: 0000017021.00

Invoice No: 0017168

Project 0000017021.00 Buckhannon-Upshur AA-Construct Terminal
Construct Terminal (Phase I Design)
Obstruction Removal
FAA AIP No. 3-54-0039-031-2017
Professional Services from November 19, 2017 to December 30, 2017
Fee

Billing Phase	Fee	Percent Complete	Earned
Preliminary Design	23,227.00	85.00	19,742.95
Final Design	30,951.00	60.00	18,570.60
Surveying	2,790.00	52.3484	1,460.52
Total Fee	56,968.00		39,774.07
		Previous Fee Billing	31,261.17
		Current Fee Billing	8,512.90
		Total Fee	8,512.90

Consultants

Geotechnical Consultant

12/4/2017	TERRACON	Drilling Services, 6/4/17-10/28/17	3,100.00
12/4/2017	TERRACON	Lab Services, 6/4/17-10/28/17	95.00
12/4/2017	TERRACON	Engineering Services, 6/4/17-10/28/17	2,200.00
	Total Consultants	1.15 times	5,395.00

6,204.25

Billing Limits

	Current	Prior	To-Date
Consultants	6,204.25	0.00	6,204.25
Limit			6,900.00
Remaining			695.75

Total this Invoice \$14,717.15

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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INVOICE



Buckhannon Upshur Airport Authority
Attn: Mr. Bill Thomas, President
P.O. Box 1042
Buckhannon, WV 26201

January 31, 2018

Project No: 0000017021.00

Invoice No: 0017207

Project 0000017021.00 Buckhannon-Upshur AA-Construct Terminal
Construct Terminal (Phase I Design)
Obstruction Removal
FAA AIP No. 3-54-0039-031-2017

Professional Services from December 31, 2017 to January 27, 2018

Fee

Billing Phase	Fee	Percent Complete	Earned	
Preliminary Design	23,227.00	90.00	20,904.30	
Final Design	30,951.00	75.00	23,213.25	
Surveying	2,790.00	52.3484	1,460.52	
Total Fee	56,968.00		45,578.07	
		Previous Fee Billing	39,774.07	
		Current Fee Billing	5,804.00	
		Total Fee		5,804.00
Billing Limits		Current	Prior	To-Date
Consultants		0.00	6,204.25	6,204.25
Limit				6,900.00
Remaining				695.75
			Total this Invoice	\$5,804.00

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

Tri-County Child Exchange & Visitation Program

P.O. Box 724 Weston, WV 26452

Phone (304) 269-8247

tricountychildwv@hotmail.com

Contact: Bethany Burkhart, Supervisor



February 25, 2018

Good afternoon,

A letter of resignation was received today from Monitor Shelly Bleigh. In her letter she stated her last day would be 3/8/18. Please do accept this resignation.

Thank you.

Bethany Burkhart

Supervisor

Adoption Financial Transactions January 2018 (DOG POUND)

1/2/18	Agreement #	Animal ID	Adoption	S/N deposit
1/2/18	9119	NO ID #	15. ⁰⁰	-0-
1/2/18	9120	NO ID #	20-	50-
1/3/18	9121	NO ID #	30-	0-
1/3/18	9122	NO ID #	15-	-0-
1/5/18	9126	NO ID #	30-	-0-
1/11/18	9127	7538	30-	-0-
1/13/18	9131	7540	-0-	-0-
1/17/18	9134	7550	15-	0-
1/17/18	9135	7549	20-	50-
1/18/18	9136	7544	20-	50-
1/22/18	9139	7552	20-	50-
1/23/18	9140	7560	30-	-0-
1/25/18	9141	NO ID #	30-	-0-
1/26/18	9143	NO ID #	10-	50-
1/29/18	9144	NO ID #	20-	50-
1/30/18	9145	NO ID #	10-	50-
1/30/18	9146	NO ID #	10-	50-
1/30/18	9147	NO ID #	20-	50-

Total = \$345 \$450-

Adoptions \$345⁰⁰
 Upstar S/N dep. \$450⁰⁰
 Lewis S/N dep. \$200⁰⁰
 donations \$225⁰⁰
\$1220⁰⁰

MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION

FROM: Dustin L. Hollen, ANIMAL CONTROL/HUMANE OFFICER

SUBJECT: REPORT OF ANIMAL CONTROL OFFICER

DATE November 1, 201~~7~~- November 30, 2017

THE FOLLOWING IS AN ACCOUNT OF DOGS PROCESSED IN UPSHUR COUNTY DURING THE MONTH OF November 2017

NUMBER OF DOGS PICKED UP	6
NUMBER OF DOGS ADOPTED	6
NO CHARGE	0
RESCUED DOGS	18
NUMBER OF DOGS RETURNED TO OWNER	1
NUMBER OF DOGS QUARANTINED	0
NUMBER OF DOGS IN DROP BOX	7
NUMBER OF DOGS BROUGHT IN	5
NUMBER OF DOGS EUTHANIZED	1
NUMBER OF HOURS INVOLVED	81 1/2
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	16

MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION

FROM: Dustin L. Hollen, ANIMAL CONTROL/HUMANE OFFICER

SUBJECT: REPORT OF ANIMAL CONTROL OFFICER

DATE December 1, 201~~8~~- December 31, 2017

THE FOLLOWING IS AN ACCOUNT OF DOGS PROCESSED IN UPSHUR COUNTY DURING THE MONTH OF December 2017

NUMBER OF DOGS PICKED UP	8
NUMBER OF DOGS ADOPTED	10
NO CHARGE	0
RESCUED DOGS	0
NUMBER OF DOGS RETURNED TO OWNER	1
NUMBER OF DOGS QUARANTINED	1
NUMBER OF DOGS IN DROP BOX	0
NUMBER OF DOGS BROUGHT IN	7
NUMBER OF DOGS EUTHANIZED	0
NUMBER OF HOURS INVOLVED	170 1\2
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	33

MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION

FROM: Dustin L. Hollen, ANIMAL CONTROL/HUMANE OFFICER

SUBJECT: REPORT OF ANIMAL CONTROL OFFICER

DATE January 1, 2018- January 31, 2018

THE FOLLOWING IS AN ACCOUNT OF DOGS PROCESSED IN UPSHUR COUNTY DURING THE MONTH OF January 2018

NUMBER OF DOGS PICKED UP	15
NUMBER OF DOGS ADOPTED	5
NO CHARGE	0
RESCUED DOGS	1
NUMBER OF DOGS RETURNED TO OWNER	1
NUMBER OF DOGS QUARANTINED	0
NUMBER OF DOGS IN DROP BOX	0
NUMBER OF DOGS BROUGHT IN	14
NUMBER OF DOGS EUTHANIZED	1
NUMBER OF HOURS INVOLVED	170
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	17

(13)

To: Upshur County Commission
From: Janella Cochran Supervisor of Animal Services
Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During

The Month of November 2017

Number of Cats brought in by Buckhannon City Trapper	_0_
Number of Cats brought in by Weston City Trapper	_0_
Number of Cats Brought in By John for Lewis County	_0_
Number of Cats Brought in By Dustin for Upshur County	_1_
Number of Cats Brought in By Law Enforcement	_0_
Number of Cats Brought in By Lewis County Residence	_14_
Number of Cats Dropped Off by Upshur County Residence	_19_
Number of Cats Quarantined	_0_ (0) Upshur (0) Lewis
Number of Cats in Holding Box	_5_
Number of Cats Adopted(Upshur)	_12_ (12)Upshur (0)Lewis
Number of Cats Returned to Owner	_0_ (0)_ Upshur (0) Lewis
Number of Cats/Kittens Rescued	_13_ (7)Upshur (6) was Lewis
No Charge	_13_
Number of Cats Euthanized	_14_ (6) Upshur (8) of these were Lewis
Number of Euthanized Cats Picked up by Lab	_0_

(16)

To: Upshur County Commission
From: Janella Cochran Supervisor of Animal Services
Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During

The Month of December 2017

Number of Cats brought in by Buckhannon City Trapper	__6__
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	__6__
Number of Cats Brought in By Dustin for Upshur County	__0__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__2__
Number of Cats Dropped Off by Upshur County Residence	__17__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__0__
Number of Cats Adopted(Upshur)	__17__(15)Upshur (2)Lewis
Number of Cats Returned to Owner	__0__(0)_Upshur (0) Lewis
Number of Cats/Kittens Rescued	__0__(0)Upshur (0) was Lewis
No Charge	__0__
Number of Cats Euthanized	2_(2) Upshur (0) of these were Lewis
Number of Euthanized Cats Picked up by Lab	__0__

(17)

To: Upshur County Commission
From: Janella Cochran Supervisor of Animal Services
Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During

The Month of January 2018

Number of Cats brought in by Buckhannon City Trapper	__5__
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	__0__
Number of Cats Brought in By Dustin for Upshur County	__0__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__0__
Number of Cats Dropped Off by Upshur County Residence	__3__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__0__
Number of Cats Adopted(Upshur)	__10__(7)Upshur (3)Lewis
Number of Cats Returned to Owner	__0__(0)_Upshur (0) Lewis
Number of Cats/Kittens Rescued	__0__(0)Upshur (0) was Lewis
No Charge	__0__
Number of Cats Euthanized	__0__(0) Upshur (0) of these were Lewis
Number of Euthanized Cats Picked up by Lab	__0__

County, West Virginia

MONTHLY MILEAGE LOG

MONTH / YEAR: January 2018

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

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Maintenance

TAN, 2018

[illegible]

UPSHUR

UPSHUR COUNTY COMMISSION

MONTH / YEAR: JAN. 2018

[illegible]

UPSIDE

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT:

Distance

MONTH / YEAR:

JAN, 2018

[illegible]



100



100

UNPSHU

Continued, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: OEM

MONTH / YEAR: Jan 2017

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	1999 Ford f250		93018	93018	0	0
B Shreves	2008 Ford f 250		102036	102057	21	24
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					21	24

Jan-18

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

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	2014 FORD Explorer	1FM5K8AR8GGB4629	33066	34656	1590	94.3
MARK DAVIS	2016 Ford Explorer	1FM5K8AR0GGB3426	35025	36625	1600	78.4
MARSHALL POWERS	2016 Ford Explorer	1FM5K8AR4GGB44630	37320	38980	1660	113
CI DAY	2013 FORD TAURUS	1FAHP2M86DG157805	52198	52613	415	44.4
THERON CAYNOR	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	9969	12294	2325	149
DEWAIN LINGER	2012 FORD EXPEDITION	1FMJ1G5DCE29483	102607	103926	1319	119
RODNEY ROLENSON	2017 FORD F-150 (NEW)	1FTEW1EFOHA12892	14089	15811	1722	125
ROCKY HEBB	2017 FORD TAURUS	2B3AA4CT9AH269160	2900	4510	1610	88
TYLER CHIDESTER	2013 FORD TAURUS	1FMJ1G59CEF29482	98887	99108	221	93.7
TYLER GORDON	2010 FORD CROWN VICTORIA	1FAHP21482DG157798	87757	89695	1938	142.71
SETH CUTRIGHT	2010 FORD EXPEDITION	2FABP7BV2AX100650	90565	91635	1000	119.5
BOBBY HAWKINS	2010 FORD CROWN VICTORIA	2FABP7BV4AX100651	121216	122000	784	67
DOUG WHITE	2008 FORD CROWN VICTORIA	2FAFP71V88X123105	99884	100068	184	Not Reported
S.W.A.T.	1991 INTERNATIONAL	1HT5LNEMCMH337402	N/A	N/A	N/A	N/A
DUSTIN HOLLEN	2009 FORD F150	1FTRX14W39FA27159	156877	158196	1319	134.5
VIRGIL MILLER	2010 FORD EXPEDITION	1FMJ1G52AEB66214	116750	117108	358	36.5
Crystal Linger	2010 FORD CROWN VICTORIA	2FABP7BV4AX100651	10068	Just Issued 2/18	N/A	N/A
			Grand Total		18045	1403.01
Additional Vehicles						
	2005 Yamaha ATV	5Y4MO4Y55AO13912				
	2005 Yamaha Grizzly 500-4W	JY4AM03Y75C013912				
	2005 HMS Transport Trailer	5HABH20265ND049282				
	2010 Ford Expedition	1FMJ1G50AEB66213		FOR SALE		
	2001 Ford Explorer	1FMZV72ZE41ZA57159		FOR SALE		
	2006 Fleetwood Mallard	1EF1B3020364011090				
	2006 Speed Trailer	5F1S091761003152				
	2010 Dodge Charger	2B3AA4CT9AH269160				

23

[illegible]

MONTHLY MILEAGE LOG

73

Jan 2018

[illegible]

UPSHUR COUNTY COMMISSION

comm. corrections

MONTH / YEAR: 12/17 / 1/18

MONTHLY VILLAGE LOG

[illegible]

82

UPSHUR COUNTY

MONTHLY MILEAGE LOG

DEPARTMENT:

Common Operations

MONTH / YEAR:

Jan 2018

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
	Focus		112115	112174	59	0
			112174	112217	43	0
			112217	112261	44	0
			112261	112306	45	0
			112306	112361	55	9.1
			112361	112448	87	0
			112448	112484	36	0
			112484	112543	59	0
			112543	112570	27	0
			112570	112613	43	0
			112613	112679	66	10.2
			112679	112710	31	0
			112710	112753	43	0
			112753	112804	51	0
			112804	112849	45	0
			112849	112910	61	0
			112910	112949	39	0
GRAND TOTALS					859	19.3

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UPSHUR COUNTY COMMISSION
MONTHLY MILEAGE LOG

Month/Year: January 2018

[illegible]

UPSHUR COUNTY COMMISSION
MONTHLY MILEAGE LOG

Month/Year: January 2018

[illegible]

EAT A BITE FOR SIGHT

THE HODGESVILLE LIONS CLUB IS HOSTING AN "ALL-YOU-CAN-EAT" PANCAKE, SAUSAGE, BUCKWHEAT CAKE, BISCUIT AND GRAVY FUNDRAISER ON MARCH 10, 2018 AT THE WARREN DISTRICT COMMUNITY BUILDING FROM 7 AM TO 1 PM.



DON'T FORGET TO BRING IN YOUR OLD EYGLASSES



**Upshur-Buckhannon Board of Health – 6:00pm in Board Meeting Room
15 North Locust Street
Amended Meeting Agenda for Thursday, March 1, 2018**

33

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Financial Report- Melinda Law
- C. Recognized Guests
 - C.1 Representative for UBHD Employee Flex Benefits Program
 - C.2 Tricia Kingery- Upshur-Buckhannon Health Dept. Strategic Plan Discussion
- D. Department Reports
 - D.1 Environmental- Chris Garrett, RS
 - D.2 Nurse Director- Sue McKisic, RN
 - D.3 Medical Director- Dr. Joseph Reed
 - D.4 Threat Preparedness- Patty Thrasher
 - D.5 Administrator's Report- Sue McKisic, RN
- E. Correspondence & Information
 - E.1 Copier Replacement Quotes from Hart Office Solutions
- F. Consent Agenda
 - F.1 Approval of Minutes- Regular Meeting 01/04/2018
- G. Strategic Issues for Discussion and/or Vote
 - G.1 Copier Replacement
 - G.2 Department Issued Cell Phone for Nurse Director
 - G.3 Harm Reduction Program Funding
 - G.4 UBHD Employee Flex Benefits Program
 - G.5 By-Law Revisions
 - G.6 BOH Policy Review and Revisions
 - G.7 Fee Increase for Environmental Services
- H. Board Member Comments and Announcements
 - H.1 Larry Carpenter
 - H.2 Charliena Eubank
 - H.3 Teresa Kee
 - H.4 Amy Queen
- I. Board Chairman Comments and Announcements
- J. Executive Session- (Personnel) WV Code 6-9A-4
 - H.1 Action from Executive Session
- K. Adjournment

Next Meeting: May 3, 2018, 6:30pm 15 N. Locust Street

POSTED: 2/21/2018

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, March 1, 2018

34

- 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 Jason Keeling- Proclamation-American Red Cross Month
- C. Department & Board Reports
 - C.1 Public Works Director- Jerry Arnold
Stormwater Report-Erasmo Rizo
 - C.2 Finance Director- Amberle Jenkins
 - C.3 City Attorney- Tom O'Neill
 - C.4 Interim Fire Chief- J.B. Kimble
 - C.5 Information Coordinator/Grant Researcher- Callie Cronin Sams
 - C.6 Stockert Youth Center Director-Debora Brockleman
- D. Correspondence & Information
 - D.1 Response Letter from Thrasher re: UC Innovation & Knowledge Business Center-Design Review
 - D.2 Ballot Position Drawing
 - D.3 Public Employees Retirement System (PERS) Contribution Rate Change
 - D.4 Suddenlink/Altice USA-Restoration of Starz/Encore Programming
 - D.5 Press Release-French Creek Freddie & Friends at Jawbone Park
 - D.6 Job Posting Water Plant Operator
- E. Consent Agenda
 - E.1 Approval of Minutes-Regular meeting 02/15/18 & Special meetings 02/19/18 & 02/27/18
 - 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 Approval Sponsorship Table at the 2018 Chamber of Commerce Annual Dinner
 - F.2 Approval Resolution 2018-04 Budget Revision –Fire Department Turnout Gear-City Contingency Fund Allocate \$15,000
 - F.3 Discussion/Possible Vote- Becoming a HEARTSafe Community
 - F.4 Discussion/Possible Vote-Fire Prevention & Safety Grant Program-Risk Assessment
 - F.5 Discussion Bicycle Lane-Brushy Fork Road
 - F.6 Discussion Draft Public Safety Training Room Policy
- 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
 - H.1 Pare Lorentz Day March 4th
- I. Executive Session Per WV Code § 6-9A-4 (Personnel-Identify List of Applicants for Fire Chief Interviews)
- J. Adjournment

Posted 02/26/18

(35)

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program board meeting will be held March 5, 2018 at 6:00pm in the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS

Board Meeting Agenda

March 5, 2018

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

I. Handouts

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

II. New Business

- 1) Batterer's Intervention Prevention Class Update
 - Upshur/Lewis- clients
- 2) Home Confinement Update- Lewis- Upshur-
- 3) Community Corrections Update
 - Referrals received since July 1, 2017 Upshur-45 Lewis-55 Total- 100
 - Substance Abuse Treatment Background Board Member vacancy
 - Grant request for approval
 - T-Cup equipment and drug testing updates
 - Counseling services update

III. Next Meeting

- May 7, 2018 Lewis County Commission Meeting Room 6:00 P.M.

36

UPSHUR COUNTY SENIOR CENTER

TO: Upshur County Senior Center Board of Directors

FROM: Billy Marsh/Allen Cook

MEETING: Senior Center Board of Directors

DATE: March 14, 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

Hiring Process for new Executive Director
Parking lot project update

New Business

Plans for 2018 Strawberry Festival
Update regarding findings in Personal Care
and Medicaid Waiver reviews for 2017

Miscellaneous/Other

37

Upshur County Fire Board Meeting January 16, 2018

Members Present: Joe Gower, Terry Cutright, Larry Alkire, Tom O'Neill and Linn Baxa

Members Absent: Joe Malcolm, Clifton Shaw,

Others Present: Toni Newman-Fire Fee Clerk

The Fire Board meeting was called to order by Terry Cutright at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from December 19, 2017, were reviewed. On motion by Linn Baxa, and second by Larry Alkire, the Board moved to approve the minutes.

The Fire Fee Clerk reported the percentage of collected fees for 2017 is at 87%. Only 132 reminders remain to be sent and they are all from District 5. Ferarri and Associates, PLLC will be on sight this week or next to conduct the audit.

The December disbursement from the Chief Tax Deputy was \$7,450.13. Checking account balance as of December 31, 2017, was \$140,814.25.


The following invoices were reviewed and approved upon motion by Linn Baxa and second by Tom O'Neill.

- Software Systems Invoice #331169---\$269.00---Maintenance Charge December
- County Commission reimbursement---postage Oct-Dec---\$653.44
- Ralston Press---Invoice #83640---Fire Board Envelopes---\$264.45

The WVCorp Group Self Insurance renewal was completed and signed on approval by motion of Tom O'Neill and second by Larry Alkire.

There were no corrective tickets completed this month. The Fire Fee Clerk provided 17 *Requests for Relief of Erroneous Assessment*. The Board approved all requests based on research from the Fire Fee Clerk and/or the Assessor's Office.

The next meeting of the Board will be February 20, 2018. There being no further business the meeting adjourned at 7:00 p.m.



Joe Malcolm, Chairman, Upshur County Fire Board



Board Member

Wes-Mon-Ty RC&D Board of Directors
January 23, 2018 - 10:00 A.M.
Gilmer County Senior Center – Glenville, WV
Meeting Minutes

Members Present: John Sencindiver, Joe Gumm, Bob True, Scott Springer, Ed Utterback, Jim Nester, Bill Coffindaffer, Joe Shaffer, Jane Collins, and Don Headley **Other Present:** Sigrid Teets, Martin Christ, and Larry Spanaule

Call to Order at 10:00am by president Sencindiver.

Pledge of Allegiance led by *Jim Nester*

Devotions – *provided by Jane Collins.*

Report on Board Members – The board was happy to see J. Sencindiver return. He gave a report about his recovery from surgery. J. Foster is getting better.

Minutes of 11-28-17 – Motion to approve made by B. True, 2nd by J. Nester, motion approved.

Treasurer's Report – Bob True provided the following account summaries as of 12-31-17:

- CIG 2013 - \$1250.44
- General Fund - \$5073.20
- CIG 2016 - \$6039.14
- WVU-ES Trail Fund - \$1032.45
- NFWF – (\$110.00)

B. Coffindaffer moved to accept and file for audit, 2nd by J. Nester, motion carried.

Correspondence:

- S. Teets received WVCA grant of \$17575.00
- America Walks grant was not funded.
- Reminder to renew our SAM registration before 2-8-18 received
- SF-425 (quarterly financial report) filing reminders from NRCS received.

Old Business

- 319 project planning. M. Christ will check into requirements needed prior to applying for grant.
- Wes-Mon-Ty RC&D Credit Card. B. Coffindaffer moved to set a \$2000.00 credit limit per transaction with autopay option on the application. 2nd by J. Nester. Motion carried.
- RC&D membership review. It was discussed and face to face contact was encouraged.

New Business

- By-laws review – No report.
- Goal F - Reviewed.
- FY-19 WVCA project applications due 1/31/18

Coordinator's Report

- 2013 - USDA-NRCS Conservation Innovation Grant – final report and final reimbursement request completed.
- 2016 – USDA-NRCS Conservation Innovation Grant – editing video. Plan to share during Extension Dinner Meetings. All end of year financial and programmatic reports were completed and accepted.

- Walkability Grant – hiking trail funding?
- National Fish and Wildlife Foundation- “Pulling it Together” Grant – writing final report (due March 1, 2018)
- USDA – NRCS- Video Demonstrations – still in planning phase.
- FY-18 West Virginia Conservation Agency – WVCA funding was received. Teets has been working with True to get 1st payments out.

Agency and Organization Reports

Next Meeting – Our next meeting will be Tuesday, February 20, 2018 at 10:00am at the Weston Steer Steakhouse.

Meeting notes taken by B. Coffindaffer, and typed by S. Teets.

Upshur County Commission Meeting
2018 Board of Review and Equalization

40

In accordance with WV State Code § 11-3-24 the County Commission of Upshur County, West Virginia, met as the Board of Review and Equalization on February 1, 2018 after providing official notice of the meeting to the citizens of Upshur County. The purpose of this body is to review and equalize county assessments as determined by the Upshur County Assessor's Office and the West Virginia State Tax Department. This Board shall remain in session and shall not recess for more than three (3) working days, until February 16, 2018.

The 2018 Board of Review and Equalization session was called to order on February 1, 2018 at 1:20 pm by Samuel Nolte. There were present Troy Brady III, Commissioner; Terry Cutright, Commissioner; Dustin Zickefoose, Assessor; Carrie Wallace, County Administrator and Tabatha Perry, Assistant County Administrator. Hugh McGee, Jr., Deputy Assessor, attended Lowes' hearing on Wednesday, February 14, 2018. Listed below are the dates and times at which the Board met throughout February 2018, which includes details about the Boards' activity on each particular date.

February 1, 2018 1:00 pm

The Board reviewed the property books. No appointments were scheduled on this date. The Board will stand in recess until 9:00 am on Tuesday, February 6, 2018.

February 6, 2018 9:00 am

The Upshur County Commission sitting as the Board of Equalization and Review reconvened Tuesday, February 6, 2018 at 9:00 am. The Board reviewed the property books. No appointments were scheduled on this date. The Board will stand in recess until 1:00 pm on Friday, February 9, 2018.

February 9, 2018 1:00 pm

The Upshur County Commission sitting as the Board of Equalization and Review reconvened Friday, February 9, 2018 at 1:00 pm. The Board reviewed the property books. No appointments were scheduled on this date. The Board will stand in recess until 1:00 pm on Wednesday, February 14, 2018.

Upshur County Commission Meeting
2018 Board of Review and Equalization

41

February 14, 2018 1:00 pm

The Upshur County Commission sitting as the Board of Equalization and Review reconvened Wednesday, February 14, 2018 at 1:00 pm and held a hearing for Lowes of Buckhannon, represented by Altus, at 1:30 pm.

Lowes of Buckhannon Buckhannon Corporation District Parcel # 03-19000500000000

Lowes of Buckhannon was represented by Connor Morrow and Dylan Bedford of Altus *via* teleconference. Sam Nolte read the BOER guidelines and each attendee stated their name and title for the record. Mr. Connor and Mr. Bedford were sworn in. Altus reviewed the documents they provided in advance of the hearing including, but not limited to, the Marshall and Swift Cost Manual and Market Value *via* the Cost Approach, Income Approach and Sales Approach. Altus argued that the assessed value for the Lowes property was not in proportion to properties they consider comparisons, such as Wal-Mart.

Mr. Zickefoose was sworn in and explained that he and Mr. McGee had recently visited the property and obtained updated measurements and information related to the improvements. Mr. Zickefoose supported the assessed value and explained that it is a result of the WV State Tax Departments formula that takes into account property characteristics, construction date, grade, quality, etc.

Mr. Connor and Mr. Bedford continued to argue for the depreciation value to increase to 20% from its current value of 10%.

Terry Cutright confirmed that Mr. Zickefoose had assessed all of the surrounding properties fairly and equitably and thus moved to deny the request. Troy "Buddy" Brady III seconded the motion. Mr. Nolte explained that according to State Law, the Assessor is presumed to be correct and the taxpayer has the burden of proving, by clear and convincing evidence, that the Assessor's value is wrong, a certified appraisal of the property is the recommended evidence and that the taxpayer could appeal to Circuit Court.

Having no further business, the Board will stand in recess until 9:00 am on Friday, February 16, 2018.

Upshur County Commission Meeting
2018 Board of Review and Equalization

42

February 16, 2018 9:00 am

The Upshur County Commission sitting as the Board of Equalization and Review reconvened on Friday, February 16, 2018 at 9:00 am. The Board postponed the adjournment of Board of Equalization & Review for two hours to accommodate for any last minute appointment requests. There being no further business, corrections to the property books or appointments scheduled, on motion by Terry Cutright, seconded by Troy "Buddy" Brady the Board adjourned sine die at 11:00 am.

The Board received nine requests for Board of Assessment Appeals hearings in October that were postmarked on or before February 20, 2018 from the individuals listed below:

EnerVest Operating L.L.C. of Charleston, WV – oil & gas

Denex Petroleum Corp. of Buckhannon, WV – oil & gas

Stalnaker Energy Corp. of Glenville, WV – oil and gas

John Haskins of Fort Myers, FL – oil and gas

Energy Production of Jane Lew, WV – oil and gas

Devonian Gas Production of Jane Lew, WV – oil and gas

KAJ, LLC of Jane Lew, WV – oil and gas

New River Energy Corporation of Allen, KY – oil and gas

Mike and Elizabeth Richter of Pickens, WV

#