

Upshur County Commission Meeting Agenda

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Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 17, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 10, 2019
- 9:05 a.m. Bid opening, presentation and award -- Soil Remediation Services for the Upshur County Youth Camp Brownfields Cleanup Project
- 9:15 a.m. Mike Cozad, Community Liaison – Provide project update and request letter of support for any and all permits needed for the continued construction and completion of the Atlantic Coast Pipeline
- 9:30 a.m. Laura Ward – Country Roads Transit – Presentation of report on fiscal year 2018-2019 and funding request for fiscal year 2019-2020
- 9:45 a.m. Swearing in of E-911 telecommunicators – Emergency Communication Center located at 181 Pallottine Drive
- 1:00 p.m. Supervisor’s Meeting
- 2:00 p.m. Policy Board Meeting
- 3:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

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

For Your Information:

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

1. Correspondence from John McGarrity, Senior Planner for the WV Development Office, regarding the recent inspection of the facilities located at the Upshur County Park, as required by the National Park Service on Land and Water Conservation Fund-assisted projects. A few corrections were noted with regards to signage and ADA designs. Page 4
2. James W. Curry Public Library Loleta D. Fyan Grant Application in the amount of \$3,000 to be utilized for the Curry Coders Club. Page 5-9
3. Upshur County Road Name Index as of January 2019 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator. Under separate cover

4. Fire Board Financial Report– July 17, 2018 through January 1, 2019 Page 10-12
5. Healthiestyou summary of savings year to date and annualized utilization – October & November 2018 Page 13-14
6. Lewis-Upshur Animal Control Facility Cat Report for the month of December 2018 Page 15
7. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of December 2018 Page 16
8. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - Public Health Bulletin released by Chief Matthew Gregory on January 15, 2019 Page 17
 - b. Agendas and/or Notice of Meetings:
 - Upshur County Fire Board, Inc. January 15, 2019 Page 18
 - Upshur County Farmland Protection Board January 17, 2019 Page 19
 - City Council of Buckhannon January 17, 2019 Page 20
 - Buckhannon-Upshur Chamber of Commerce January 21, 2019 Page 21
 - c. Meeting Minutes:
 - Elkins Road PSD December 4, 2018 Page 22-23
 - Upshur County Solid Waste Authority December 10, 2018 Page 24-26
 - Upshur County Safe Structures and Sites Enforcement Board December 13, 2018 Page 27-28
 - d. Meetings:
 - 02/05/19 5:30 p.m. Elkins Road PSD
 - 02/05/19 4:00 p.m. Hodgesville PSD
 - 02/07/19 7:00 p.m. Banks District VFD
 - 02/07/19 7:00 p.m. Selbyville VFD
 - 02/11/19 12:00 p.m. Upshur County Family Resource Network
 - 02/11/19 4:30 p.m. Upshur County Solid Waste Authority
 - 02/11/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
 - 03/04/19 6:00 p.m. Lewis-Upshur Community Corrections Board-Lewis County
 - 02/05/19 7:30 p.m. Adrian VFD
 - TBD 6:00 p.m. Buckhannon-Upshur Board of Health
 - 01/16/19 7:00 a.m. Upshur County Development Authority – Full Board
 - 02/13/19 12:00 p.m. Upshur County Senior Center Board
 - 02/14/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
 - 01/16/19 6:00 p.m. Upshur County Citizens Corp – CERT
 - 02/13/19 7:00 p.m. Warren District VFD
 - 02/14/19 10:00 a.m. Adrian PSD
 - 02/13/19 3:00 p.m. Tennerton PSD
 - 02/14/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
 - 02/14/19 7:30 p.m. Buckhannon VFD
 - 02/14/19 4:00 p.m. Buckhannon Upshur Airport Authority

- 01/17/19 6:30 p.m. Upshur County Youth Camp Board – WVU Extension Office
- 01/20/19 6:00 p.m. Washington District VFD
- 01/21/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/16/19 4:00 p.m. Upshur County Public Library Board

- 02/19/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
Tygart Valley Conserv. District Office in Philippi
- 01/15/19 6:30 p.m. Upshur County Fire Board, Inc.
- 01/29/19 12:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/13/19 7:00 p.m. Ellamore VFD
- 01/16/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 01/17/19 2:00 p.m. Upshur County Farmland Protection Board
- 03/27/19 10:00 a.m. James W. Curry Advisory Board
- 01/29/19 6:00 p.m. Upshur County Fire Fighters Association
- 02/13/19 6:00 p.m. Buckhannon River Watershed Association - WVWC
- 01/28/19 12:00 p.m. Region VII Planning & Development Council
- 02/25/19 10:00 a.m. Mountain CAP of WV, Inc. a CDC
- 03/15/19 11:00 a.m. Region VI Local Elected Officials – Lewis County

9. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board (unexpired term - June 30, 2020) -- Community Member
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – June 30, 2019) – City Appointee

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
January 24, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

The County Commission will begin Canvassing for the January 19th Special School Levy Election on Friday, January 25, 2019 starting at 9:00 a.m. in the County Clerk area



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WEST VIRGINIA DEVELOPMENT OFFICE

1900 Kanawha Boulevard East • Charleston, WV 25305-0311
(304) 558-2234 • (800) 982-3386 • WVDO.org

December 28, 2018



Ms. Carrie L. Wallace
County Administrator
Upshur County Commission
91 West Main Street
Buckhannon, West Virginia 26201

Dear Carrie:

As a part of our regularly scheduled on-site inspections required by the National Park Service (NPS) on Land and Water Conservation Fund-assisted (LWCF) projects, the County's facilities at the Upshur County Park were recently reinspected.

These facilities were in good condition according to NPS standards and reflect well on the maintenance staff's efforts to provide quality outdoor recreation. Some ADA items to correct include the installation of some ADA-compliant playground equipment in the park's playground and the repositioning of a bathhouse urinal to not exceed 17" AFF (above finished floor). Additionally, the park needs the reposting of a LWCF acknowledgement sign. Please have a representative contact our office for further signage or ADA design assistance to address these matters.

As you know, the LWCF Act states that the project areas defined by an LWCF agreement cannot be converted to alternate uses, other than for outdoor recreation purposes, without replacing the facilities developed with the grant at local expense. Any such conversion must not be undertaken without prior notice to our office and approval of the National Park Service. To prevent a conversion-in-fact from occurring, the Park Service requires notice to be given of *any* park facility changes prior to their being constructed. Any future, planned changes **including outsales, conversions, abandonments, or additions** to this LWCF-assisted park needs to be reported to our office before such changes are acted on.

We are pleased to report the maintenance of these worthwhile public facilities to the National Park Service. If you have any questions about this information or need additional clarification, please contact me or James Bush of our office at 304.957.2046 or by email to john.r.mcgarritty@wv.gov or james.e.bush@wv.gov.

Sincerely,

John McGarritty
Senior Planner

LOLETA D. FYAN GRANT**Application Cover Sheet**

Please print out this form and return it with your project proposal.

Date submitted: January 11, 2018_____

Project Title: Curry Coders Club_____

Organization/Individual Applying: Judith Williams, Director_____

James W. Curry Public Library_____

Address: 1721 Brooks Hill Road_____

French Creek_____

West Virginia _____ 26218_____

Telephone: 304-924-6724_____ Fax: 304-924-6724_____

E-mail: jlwilliams@upshurcounty.org_____

Project Director (if organization): Judith Williams_____

Telephone: 304-924-6724_____ Fax: 304-924-6724_____

E-mail: jlwilliams@upshurcounty.org_____

Amount Requested: _\$3000.00_____

Summary of Proposed Project (2 or 3 sentences):

The Curry Coders Club will provide an introduction to coding by providing the necessary infrastructure (broadband internet, tablets, notebooks, laptops) and access to a self-paced coding instruction (Prenda) system allowing participants to learn how to build apps, games, and software. While the club will target children, interested adults will be welcomed and encouraged to participate.

NEED:

As computers become increasingly ubiquitous and learning to code is emerging as a critical skill, youth in rural communities are being left behind. Society is evolving rapidly as the impacts of computer technology are felt in every aspect of human life. This change means a very different landscape faced by the rising generation. Those who can work with a computer will be significantly more successful than those who cannot. The signs are already here: over 300,000 open computer programming jobs, making up 71% of STEM-related jobs today. Coding is not for a niche technology industry. Two-thirds of computer programming jobs are outside of the tech sector, and this trend IS growing as computer science concepts are applied to many disciplines. Beyond the workplace, computer science has been recognized as "a new basic skill necessary for economic opportunity and social mobility." Efforts in recent years have expanded coding education, but limitations in both people and technology in rural areas has meant very little progress, resulting in a widening gap in access between urban/suburban and rural populations. As one commentator put it, "the most direct road to the modern American Dream doesn't pass through rural America," For example, a 2016 Google study found that computer science is a lower priority in rural schools.

Public libraries serving small and rural communities throughout the U.S. can provide access and exposure to help young people achieve the gains from computer programming. As stated in the American Library Association's Office For information Technology Report, "Ready to Code: Connecting Youth to CS Opportunities Through Libraries," "communities [where libraries provide coding] will see young people who are ready to take on their futures, who have robust career options, and who guarantee the economic and social vitality of the cities, towns, and reservations in which they live." By offering consistent informal coding programs, small and rural libraries can play a critical "community anchor" role, creating a safe environment for youth to learn valuable skills and experience a sense of belonging through interactions with peers and adult facilitators.

But small and rural libraries face challenges. Many library staff are apprehensive about leading a coding program because they do not have the expertise they think is required, struggle to find time to prepare lessons, and don't know how to build community partnerships in order to connect with experts that may help them build successful coding activities. As a result, many small and rural Libraries across the nation never try to run a coding program.

Here at the James W. Curry Public Library, we would like to make our community the exception to the data. With the appropriate funds we can acquire the infrastructure and partnerships needed to run a life-changing code club in our library.

The James W. Curry Public Library would like to provide coding education programming for youth in rural southern Upshur County, West Virginia. Computer programming education is categorically among the highest impact opportunities for library programming. Research shows that not only will programs like the one proposed here provide skills for future job placement in a high paying field, but it teaches children how to think rationally, a much needed skill set for today's youth.

This grant proposal is requesting funds for the infrastructure needed to run a code club. Laptop computers, charging stations, tablets, and educational software are all required in order to offer a code club. Currently the library has just 2 public access computers unable to

perform at the level needed for a coding club.

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Additionally, James W. Curry Public Library will apply funds towards a third party coding program provider, Prenda. Prenda has a service package designed to enable libraries to run successful code clubs. They provide one on one training with the librarian, software that teaches the children how to code, and ongoing support to help ensure the program is a success. The annual subscription for their services is very reasonable, and this proposal is requesting funds to cover one year of services.

As an endowed library, we receive no state or local government funding and budget cuts over the past 2 years have decimated our funding for technology. This grant funding will help us in our attempts to bridge the digital divide.

PURPOSE:

To lessen the digital divide endemic to rural communities, stimulate interest in STEM related careers, and to remain true to our founder, James W. Curry's purpose in creating this library: to better oneself mentally, physically, spiritually, and economically through knowledge with a view to returning to the community help others do the same.

TARGET AUDIENCE:

The target audience is children and teens between 8-18 years of age. A typical code club will see 10-20 kids each week, for an annual attendance of 500-1000. Many of these are repeat visitors: Prenda's data suggest that each club will reach 100-200 unique patrons over the course of the year, with many of these progressing well beyond an introduction and eventually building competency with computer programming languages like scratch, javascript, and html. At the James W. Curry Public Library we are including tablets in our request to be able to expand our target audience to include children not yet able to read and use the Prenda software. Visual based, free software and touch screen technology will allow us to accommodate families with siblings and make the most of their visit to our facility through inclusion. Several adult patrons have also expressed interest in learning to code which could lead to additional programming.

PLANNED ACTIVITIES:

The James W. Curry Public Library will host a weekly code club - an informal facilitated learning session where children and teens work together to teach themselves computer programming and build video games, websites and apps. The project leverages Prenda's learning software tool, training and support program that make it easy for any library to run a code club.

The code club will see its inauguration as a part of our vigorous Summer Reading Program when we typically reach the most children and with a view to building a following that will sustain it year round. With the infrastructure and the Prenda software in place children who due to logistical issues cannot attend club meetings can still gain the advantage of coding knowledge through independent activities. At the end of the project, we will consider renewing the Prenda software if appropriate and continue providing opportunities to practice coding collectively and/or individually.

QUALIFICATIONS:

Library staff will facilitate the code clubs after receiving training from Prenda. The code club will be supported with the librarian, a paraprofessional, and volunteers. Because the software includes all activities, curriculum and administrative reporting, the staff commitment is limited to the two hours of code club meetings. Prenda will support the facilitators by phone, email and web conference as needed.

EVALUATION:

A significant advantage to the Prenda software system is the data analytics available to evaluate usage and progress.

SHARING:

The code clubs will be offered free of charge. While all patrons in this age range are invited, the outreach and marketing efforts will specifically target individuals from traditionally underrepresented groups. Outreach strategies include: Library event calendars and signage: School outreach: Community partnerships (Girl Scouts, Boys/Girls Club, etc.); local press coverage (online, print, television).

Since we are starting at "ground zero," if we can successfully execute this program, presenting our journey at the West Virginia Library Association Spring Fling would be a realistic possibility.

BUDGET:

We began a year ago to bring this program to fruition after finally succeeding in upgrading our internet connectivity and accessibility. In seeking funding, we initially sought \$5000.00 to purchase tablets, chromebooks, laptops, a charging depot, software subscription, and allow for start-up costs (see attached, prices and availability have changed however comparable products should be available once funding is acquired). We were recipients of a \$2000.00 grant from ACP/Dominion which has been earmarked for this project. We are seeking an additional \$3000.00 for the purchase of equipment and software. Any other expenses would fall in the institutional overhead category. Ideally, I would like to put a plate on each device indicating that it was provided by the Loleta D. Fyan Grant.

ITEM DESCRIPTION		NUMBER	VENDOR	UNIT PRICE	EXTENSION
Fire 7 Kids Edition Tablet, 7" Display, 16 GB, Blue Kid-Proof Case		4	Amazon	99.99	399.96
ASUS Chromebook C300SA Compact 13.3 Inch (Intel Celeron, 4GB, 16GB eMMC, Black)		4	Amazon	169.00	676.00
2018 Dell 15 3000 Flagship Touchscreen Laptop (15.6 Inch HD backlit Display, Intel i3-7100U Processor, 16GB DDR4 RAM, 256GB SSD, HDMI, DVDRW, Bluetooth, Webcam, MaxxAudio, Windows 10)		2	Rock eDigital Fulfilled by Amazon	699.00	1398.00
Datum Laptop Charging Depots Laptop Desk Depot 10 Capacity 17"H x 24.5"W x 22"D Item #: WE13571830 Light Gray		1	Demco	910.05	910.05
1 year subscription to Prenda coding software, 2 hour staff training, phone/internet support		1	Prenda	1,000.00	1,000.00
Miscellaneous start-up costs (publicity, shipping, program support)			Assorted	615.99	615.99
TOTAL AMOUNT REQUESTED					\$5000.00

Fire Board Financial Report 2018 - 2019

CARRYOVER BALANCE: \$87,229.94

<u>Item / Date</u>	<u>Amount</u>	<u>Financial Institution / Payee</u>	<u>Description / Source</u>
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DEPOSITS

Sheriff of Upshur County	\$695.00	First Community Bank	Fire Fee Collections through 6/30/2017
Sheriff of Upshur County	\$30,465.03	First Community Bank	Fire Fee Collections through 7/31/2017
Sheriff of Upshur County	\$141,038.15	First Community Bank	Fire Fee Collections through 8/31/2017
Sheriff of Upshur County	\$36,626.39	First Community Bank	Fire Fee Collections through 9/30/2017
Sheriff of Upshur County	\$14,440.41	First Community Bank	Fire Fee Collections through 10/31/2017
Sheriff of Upshur County	\$7,280.16	First Community Bank	Fire Fee Collections through 11/30/2017
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 12/31/2017
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 01/31/2018
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 02/28/2018
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 03/31/2018
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 04/30/2018
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 05/31/2018
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 06/30/2018

Total Deposits: \$230,545.14

Plus Carryover: \$87,229.99

Total: \$317,775.13

EXPENDITURES

DATE	Amount	Check #	Payee	Description
July 17, 2018	\$5,925.98	874	Upshur County Commission	Reimbursement Payroll
July 17, 2018	\$212.83	875	Upshur County Commission	Reimbursement P-card (supplies)
July 17, 2018	\$269.00	876	Software Systems	Invoice # 31714
July 17, 2018	\$23.21	877	Sheriff of Upshur County	FY 18 Postage To Tax Office (forwarded mail)
July 17, 2018	\$4,460.09	878	Ralston Press	FY 18 Fire Fee Statements Postage only
July 17, 2018	\$10.81	879	Upshur County Commission	Postage reimbursement April to June

[illegible]

Total Expenditures:	\$170,189.83
CARRYOVER BALANCE:	\$147,585.30

Carryover balance includes \$30,000 Emergency Fund

SAVINGS YEAR TO DATE

\$517 Savings Per Episode x Visits YTD

\$9,306

ANNUALIZED UTILIZATION

YTD Visits X 12 / # Months Accrued /
YTD Average Primary Members

71.1%

AVERAGE RESPONSE TIME

10 minutes

	VISITS		MEMBERSHIP		REGISTRATIONS		MEDICAL HISTORY COMPLETIONS	
	Report Period	YTD	Report Period	YTD AVG	Report Period	YTD	Report Period	Since Inception
Primaries	3	13	76	76	2	31	2	19
Dependents	1	5	119	120	2	9	1	6
Eligible Lives	4	18	195	196	4	40	3	25

TOP DIAGNOSES YTD

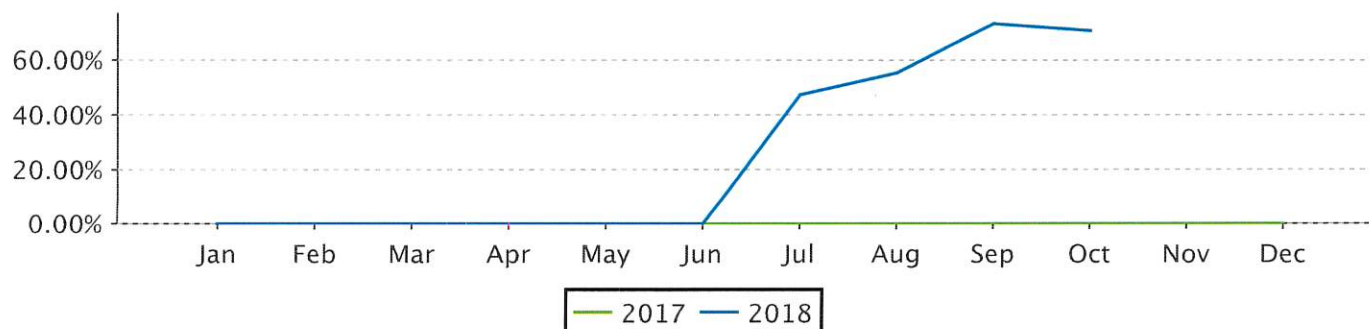
Acute maxillary sinusitis,
Acute pharyngitis, unspecified
Acute cystitis without hematuria
Acute ethmoidal sinusitis,
Acute follicular conjunctivitis, left

TOP PRESCRIPTIONS YTD

Augmentin 875 mg-125 mg oral
Tessalon Perles 100 mg oral
amoxicillin 500 mg oral capsule
amoxicillin-clavulanate 875 mg-
Amoxicillin-Clavulanate 875 mg-

Visits w/Rx	14
% Visits w/Rx	78%
Visits w/out Rx	4
Total Rx YTD	19
Avg Rx/Visit	1.1

ANNUALIZED UTILIZATION TREND



SAVINGS YEAR TO DATE

\$517 Savings Per Episode x Visits YTD

\$12,925

ANNUALIZED UTILIZATION

YTD Visits X 12 / # Months Accrued /
YTD Average Primary Members

78.9%

AVERAGE RESPONSE TIME

12 minutes

	VISITS		MEMBERSHIP		REGISTRATIONS		MEDICAL HISTORY COMPLETIONS	
	Report Period	YTD	Report Period	YTD AVG	Report Period	YTD	Report Period	Since Inception
Primaries	5	18	77	76	3	34	2	21
Dependents	2	7	123	120	1	10	1	7
Eligible Lives	7	25	200	197	4	44	3	28

TOP DIAGNOSES YTD

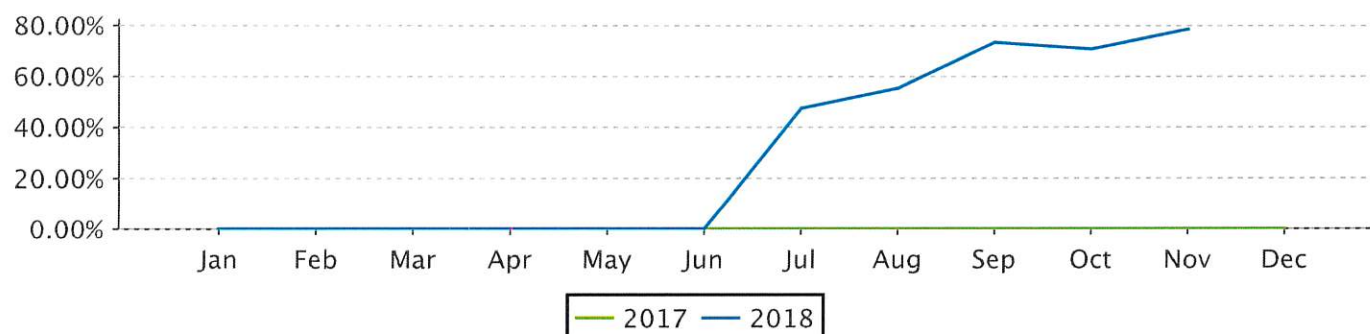
Acute maxillary sinusitis,
Acute cystitis without hematuria
Acute nasopharyngitis [common
Acute pharyngitis, unspecified
Acute upper respiratory infection,

TOP PRESCRIPTIONS YTD

Augmentin 875 mg-125 mg oral
Flonase 50 mcg/inh nasal spray
Macrobid macrocrystals-
Tessalon Perles 100 mg oral
amoxicillin 500 mg oral capsule

Visits w/Rx	19
% Visits w/Rx	76%
Visits w/out Rx	6
Total Rx YTD	24
Avg Rx/Visit	1.0

ANNUALIZED UTILIZATION TREND



(15)

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 2018

Number of Cats brought in by Buckhannon City Trapper	__1__
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	__1__
Number of Cats Brought in By Dustin for Upshur County	__8__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__8__
Number of Cats Dropped Off by Upshur County Residence	__13__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__1__
Number of Cats Adopted(Upshur)	__5__ (5) Upshur () Lewis
Number of Cats Returned to Owner	__1__ (1) Upshur (0) Lewis
Number of Cats/Kittens Rescued	__5__ (5) Upshur (0) was Lewis
No Charge	__5__
Number of Cats Euthanized	__14__ (13) Upshur (1) of these were Lewis

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, 2018- December 30, 2018

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

NUMBER OF DOGS PICKED UP	5
NUMBER OF DOGS ADOPTED	8
NO CHARGE	0
RESCUED DOGS	6
NUMBER OF DOGS RETURNED TO OWNER	5
NUMBER OF DOGS QUARANTINED	1
NUMBER OF DOGS IN DROP BOX	0
NUMBER OF DOGS BROUGHT IN	5
NUMBER OF DOGS EUTHANIZED	3
NUMBER OF HOURS INVOLVED	112
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	9

**BUCKHANNON POLICE
DEPARTMENT**

24 S Florida St
Buckhannon, WV 26201
Phone (304)472-5723
Fax (304)473-7911

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Press Release

Contact: Chief Matthew Gregory
Phone: (304) 472-5723

IMMEDIATE RELEASE

PUBLIC HEALTH BULLITIN

ON 1-14-2019 THE BUCKHANNON POLICE DEPARTMENT TOOK A COMPLAINT OF STOLEN CHEMICAL STORAGE TANKS THAT ARE BEING SOLD AND ADVERTISED AS WATER STORAGE TANKS. THESE TANKS CONTAINED VERY HARSH CHEMICALS. THEY SHOULD NOT BE USED TO STORE WATER FOR HUMAN OR ANIMAL CONSUMPTION. IF YOU ARE USING ONE OF THESE TANKS FOR WATER STORAGE PLEASE DISCONTINUE USE IMMEDIATLEY.



-End-

Notice of Meeting

for

Upshur County Fire Board, Incorporated

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

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

Date: Tuesday, January 15, 2019

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---December 18, 2018

Public Questions/Comment Period

Welcome New Commission Representative Kristie G. Tenney

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

- Cumulative report
- Quarterly Financial Report for Commission
- Civil Suits
- Fire Board terms expiring in June: Joe Malcolm—2nd Term and Tom O'Neill—1st Term.

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 12/31/2018---\$143,041.04
- Disbursement from Chief Tax Deputy for December---TBD prior to the meeting

Payment of Bills/Invoices

- Software Systems---Invoice # 32297--Maintenance Charge December---\$216.00

Review and Approval of Corrective Tickets and Exonerations

Discussion of payment made to Buckhannon VFD for SCBA Annual Calibration---\$715.00

Other Items/Matters to Consider

Date of Next Meeting---February 19, 2019---Adjournment



Notice of Monthly Meeting Upshur County Farmland Protection Board

Location: West Virginia Farm Bureau Office
1 Red Rock Road, Buckhannon, WV

Date: January 17, 2019

Time: **2:00 p.m.**

AGENDA

CALL MEETING TO ORDER / ROLL CALL / WELCOME NEW COMMISSIONER

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: November 16, 2018

BUSINESS ITEMS – Discussion/Update/Action

- Bylaws – Review/Amend
- IRS – late payment penalty (\$4,804.80) – Update
- IRS – request to remove 501(c)3 (\$400) – Update
- FY19 Application for funding consideration
- 1099's & 1096

FINANCIAL MATTERS – Discussion/Update/Action

- FY19 Financial Spreadsheet
- Checking Account - Bank Statement Balance --- \$ _____
- CD Balance --- \$ _____
- WVMM Balance --- \$ _____
- Transfer Tax Deposit/Credits --- \$ _____
- Payment of Bills / Invoices ---
 - Saddleback Services – \$21.00

OTHER BUSINESS

DATE OF NEXT MEETING

ADJOURNMENT

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, January 17, 2019

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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 Woody's Bowling Center-Cemantha Woody
- B.2 Recognition Volunteer Champion of the Month-January- Shirley Tinney
- B.3 Literacy Volunteers of Upshur County-Director Kristy Stewart
- B.4 County Roads Transit-Executive Director Laura Ward- Annual Report & Request Continued Funding

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief-Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Buckhannon Volunteer Center Newsletter-January 2019
- D.2 Email from Jesse Faison RE: A Unified Virginia & Issues in Richmond
- D.3 UC Homeless & Housing Coalition Meeting Minutes November 14, 2018
- D.4 State Auditor's 2019 Budget Workshop
- D.5 FOIA Request-SmartProcure RE: Purchasing Records
- D.6 State Tax Department-Property Valuation Fund Budget
- D.7 CityPR- Upshur Arts Alliance Spelling Bee 01/25/19 at 6pm at Brushy Fork Event Center
- D.8 Article- <https://www.register-herald.com/news/city-of-beckley-s-lgbtq-ordinance-moves-forward/article>
- D.9 Article- https://www.wvgazette.com/opinion/gazette_opinion/op_ed_commentaries/clay-marsh

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 01/03/19
- 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 Discussion/Possible Vote Memo of Understanding Families Leading Change Grant Award
- F.2 Discussion HRSA -Opportunity House- Letter of Support RE: Opioid Planning Grant
- F.3 Approval Ordinance No. 433 Establishing Municipal Sales and Service Tax and Use Tax-1st Reading
- F.4 Discussion Installation of Security Cameras at Parks, River Trail & Main Street

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 Colin Reger

H. Mayor's Comments and Announcements

I. Executive Session Personnel Matters Per WV Code § 6-9A-4

J. Adjournment

Next City Council Meeting Date Thursday, February 7 , 2019

Posted 01/14/19

Buckhannon-Upshur Chamber of Commerce
Meeting Agenda
January 21, 2019

Welcome and Introductions

Pledge of Allegiance

Review of Minutes from Previous Meeting

Treasurer's Report

Old Business:

- We still have a couple of website banner ads available. The banner ad is located on the directory page of the website. We are able to provide the numbers for both impressions and clicks at the end of the year. Cost is \$500 for 12 months.

New Business:

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

Reports from Collaborative Organizations and Standing Committees:

West Virginia Strawberry Festival – Sandra Bennett

Economic Development Authority – Rob Hinton

Southern Upshur Business Association (SUBA) - Glen Hawkins

Upshur County Convention and Visitor's Bureau (CVB) - Laura Meadows

Create Buckhannon – C.J. Rylands

City of Buckhannon – Amby Jenkins

County Commission – Carrie Wallace

Mountain Cap of WV- Kathy McMurray

WVWC- Bob Skinner

St. Joseph's Hospital- Lisa Wharton

Announcements

Closing Prayer- Adjourn

Next Meeting- February 18, 2019

Elkins Road Public Service District
Board of Directors' Regular Meeting
December 4, 2018



The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, December 4, 2018.

Chair, Carey Wagner, called the meeting to order at 5:30 p.m. and led the group in the Pledge of Allegiance.

A moment of silence was observed to honor our 41st President who has passed away.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Sharon Burr, System Operator-David Wamsley

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

Recognize that five (5) customers were present.

APPROVAL OF MINUTES

Minutes of November 13, 2018 Regular Monthly Meeting were presented for approval. **Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. **Sonny Matthews made a motion to approve the financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried**

JANUARY MEETING DATE CHANGE

Carolyn Douglas ask that the January meeting date be changed due to the 1st being a holiday. **Sonny Matthews made a motion to change the date from the 1st to the 8th. Carey Wagner seconded. Motion carried**

RATE INCREASE

Carolyn Douglas presented the Board with the recent correspondence from PSC having to do with our seeking a rate increase for this PSD. According to the correspondence they are working on the 19A and will let us know when we are required to provide more information to them regarding our request. Nothing needs to be done at this time.

PHASE III EXTENSION PROJECT

No invoice payment request forms were received from Region VII for approval

Elkins Road Public Service District
Board of Directors' Regular Meeting
December 4, 2018

PHASE III EXTENSION PROJECT (continued)

Carey Wagner stated the project was moving forward and that she and Greg Belcher with Chapman Technical Group would be attending the IJDC Meeting scheduled for December 18th in Charleston to answer any questions they may have about our extension.

Carolyn Douglas stated she had completed and returned several Easements/Right of Ways to the attorney and will continue to try and expedite these as quickly as possible.

MAINTENANCE

Dave Wamsley, System Operator, gave a verbal maintenance report for the month of November. Carey Wagner stated that she had been told at a recent meeting that we needed to execute a plan to try and bring down our unaccounted for water loss percentage as this was a real problem and could impact our extension plans.

PERSONNEL

Carey Wagner made a motion to enter into Executive Session pursuant WV Code 6-9A-4. Sonny Matthews seconded. Motion carried. At 6:57 p.m. Carey Wagner made a motion to come out of Executive Session. Larry Heater seconded. Motion carried. The Board approved a Christmas Bonus for the employees and contractors to be paid during the next pay period.

There being no further business, **the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater.** Meeting adjourned at 6:59 p.m.

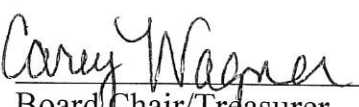
The next regular monthly meeting will be held on Tuesday, January 8, 2019 at 5:30 p.m.


Respectfully submitted:

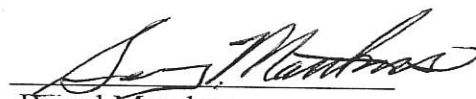
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet
Financial Report

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews

Note: Recorded Meeting

Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
December 10, 2018

Chair Joyce Harris-Thacker called the regularly scheduled meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on December 10, 2018.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, G. Paul Richter, Jacqueline (Jackie) McDaniels and Director Burl Smith. James S. "Jay" Hollen, III, was absent. A quorum was present. There were no guests.

Minutes of the November 12, 2018 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Paul and second by Jackie. Motion carried. The minutes were signed by the Chair and Director.

The Financial Report for November was presented by Burl in the absence of the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering November, 2018 were presented. The ending balances for the accounts are as follows:

- | | |
|---------------------|--------------|
| • REAP Account | \$ 1,678.11 |
| • SWMB Account | \$ 4,472.95 |
| • Money Mkt Account | \$ 19,537.51 |
| • Operating Account | \$ 11,311.14 |

A motion to accept by Paul and seconded by Mary. Motion carried.

Director's Report:

Burl Smith presented written copies of the Director's Report for the Period from November 13, 2018 to December 10, 2018, a copy of which is attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests: None.

Old Business:

- **Purchase of Promotional Items:** Burl noted that the order of 400, 30-gallon blue bins has been made but the bins have not been received. He also noted that the pencil order for 2500 pencils was made and the pencils delivered.

Burl presented copies of the approved budget modification of the 2018 REAP Grant. This allowed for the order of 900 grocery totes at the budgeted amount. Burl asked permission to place the order with about \$100.00 being needed from the operating account to cover price increases from the original quote. A motion by Paul to proceed with the order as requested. Second by Mary. Motion carried.

New Business:

- **April Make-It-Shine 2019 Discussion & EDDM Brochure Discussion:** There was general discussion of the 2019 event and brochure with no specific action.

The Director's Report is attached on Page 3 of 3.



UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT---Burl Smith

Period from November 13, 2018 to December 10, 2018

Activities include:

- Prepared and distributed by email the minutes of the 11/12/18 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check (\$1999.66) on 12/7/18.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances (I went to FCB and had them printed). Everything is okay for November, 2018. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the regularly scheduled 12/10/18 meeting. Posted Agenda on the office window and emailed to various agencies, press, etc.
- Pickup of litter at Crossroads Recycling Center was done once this month.
- Prepared application to have direct deposit of state of WV checks to Operating account and had Joyce sign the form and then mailed it on November 15th. I have not heard back from this yet. I called and the auditor's office said there is a backlog of applications.
- Emailed minutes of 11/12/18 meeting to SWMB noting the UCSWA Board decision on updating bylaws and developing an employee manual.
- Ordered and received promotional pencils as approved by the board.
- Received approval of the requested FY 2018 REAP Grant modification. Copies are in agenda packet.

Thanks---Burl

Upshur County Safe Structures and Sites
Enforcement Board
December 13, 2018

Members present: Greg Harris, Chris Cook and Chris Garrett

Members absent: Rick Harlow and Kenneth "Brian" Shreves

Others present: None

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

The November 8, 2018 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Chris Garrett, the meeting minutes were approved as presented.

No guests were present.

The Enforcement Board reviewed the following cases:

012017-01 and 012017-02 (George) – No action taken. This case remains open, per the Board's previous decision.

020917-01 (Wojnovich) – No action taken. Waiting until the end of the 18 month period to see if the new owner brings the property into compliance. Sold during the tax sale on 11/15/17.

110917-01 (DeMastes) – On motion by Chris Garrett, seconded by Chris Cook, the Board moved to send initial correspondence to the new property owner.

030818-02 (Linger/Merriman) – No action taken, extension expires on January 9, 2019.

061418-03 (Best) No action taken. Waiting until the end of the 18 month period to see if the new owner brings the property into compliance. Sold during the tax sale in November 2018.

101118-01 (Chapman) – Initial deadline is January 9, 2019. The Board reviewed a copy of correspondence sent to the property owner by the WVDEP.

The Enforcement Board reviewed the following new cases:

121318-01 (Humphrey) The Board reviewed this complaint.

Public Comment:

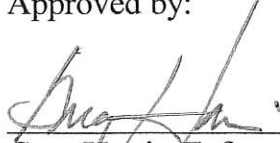
None

Other Business:

The next meeting will be held on Thursday, January 10, 2019 at 4:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon.

By consensus of the Board, the meeting adjourned at 4:30 p.m.

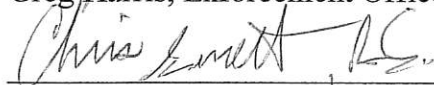
Approved by:



Greg Harris, Enforcement Officer

01-10-19

Date



Chris Garrett, Board Member

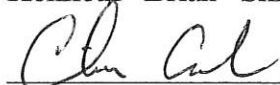
1/10/2019
Date

Rick Harlow, Board Member

Date

Kenneth "Brian" Shreves, Board Member

Date



Chris Cook, Board Member

Date