

Upshur County Commission Meeting Agenda

①

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: January 23, 2020

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 16, 2020
- 9:15 a.m. Tom O'Neill, City Attorney – Requesting revision of the Resolution Transferring Property to the Buckhannon Volunteer Fire Department previously considered and signed by the Commission on October 31, 2019 Page 4-5
- 9:30 a.m. Dr. Sara Lewis-Stankus, Superintendent of Upshur County Schools – Discuss the addition of a 2nd Prevention Resource Officer at the Buckhannon-Upshur High School
- 10:00 a.m. Benjamin Claypool, WV DOH Upshur County Supervisor – Introduction and update on local roadways

Items for Discussion / Action / Approval:

1. Approval of Request for Bids for the Grounds Keeping Contract for 2020. Grounds keeping will commence on or around March 30, 2020 and will conclude on or around September 30, 2020. All sealed bids must be received no later than 4:00 p.m. on February 24, 2020. Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, February 27, 2020. * Page 6
2. Authorization for Carrie L. Wallace, County Administrator, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission. * Page 7
3. Authorization for Tabatha R. Perry, Assistant County Administrator, to use Terry B. Cutright's official signature stamp to sign required documentation on behalf of the Upshur County Commission. * Page 8
4. 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. Upshur County Mileage Reports – December, 2019 Page 9-18
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping

- Community Corrections
- Dog Pound



2. Public Notices:

a. Newsletters and/or Event Notifications:

b. Agendas and/or Notice of Meetings:

- Upshur County Fire Board, Inc. January 21, 2020 Page 19
- Upshur County Development Authority January 22, 2020 Page 20

c. Meeting Minutes:

- Upshur/Lewis Community Corrections September 9, 2019 Page 21
- Upshur/Lewis Community Corrections September 18, 2019 Page 22
- Upshur County Youth Camp November 20, 2019 Page 23-25
- Upshur County Public Library Board of Trustees November 20, 2019 Page 26

d. Meetings:

- 02/04/20 5:30 p.m. Elkins Road PSD
- 02/04/20 4:00 p.m. Hodgesville PSD
- 01/02/20 7:00 p.m. Banks District VFD
- 01/02/20 7:00 p.m. Selbyville VFD
- 01/13/20 12:00 p.m. Upshur County Family Resource Network
- 01/13/20 4:30 p.m. Upshur County Solid Waste Authority
- 01/13/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 03/09/20 6:00 p.m. Lewis-Upshur Community Corrections Board -- Lewis Co.
- 01/14/20 7:30 p.m. Adrian VFD
- 01/02/20 6:00 p.m. Buckhannon-Upshur Board of Health
- 01/15/20 7:00 a.m. Upshur County Development Authority -- Full Board
- 01/15/20 12:00 p.m. Upshur County Senior Center Board
- 01/09/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 01/08/20 7:00 p.m. Warren District VFD
- 01/02/20 3:00 p.m. Adrian PSD
- 01/08/20 3:00 p.m. Tennerton PSD
- 01/09/20 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/09/20 7:30 p.m. Buckhannon VFD
- 01/09/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/16/20 6:30 p.m. Upshur County Youth Camp Board
- 01/19/20 6:00 p.m. Washington District VFD
- 01/20/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/19/20 4:00 p.m. Upshur County Public Library Board
- 01/21/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 01/21/20 6:30 p.m. Upshur County Fire Board, Inc.
- 01/21/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/08/20 7:00 p.m. Ellamore VFD
- 01/15/20 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 01/16/20 2:00 p.m. Upshur County Farmland Protection Board
- 03/25/20 10:00 a.m. James W. Curry Advisory Board
- 01/27/20 7:00 p.m. Upshur County Fire Fighters Association

- 01/08/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 03/13/20 11:00 a.m. Region VI Local Elected Officials
- 01/27/20 12:00 p.m. Region VII Planning & Development Council

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3. Appointments Needed or Upcoming:

- Buckhannon-Upshur Parks and Recreation Advisory Board (BOE appointee – 6/30/2020)

4. Board of Review & Equalization Meeting Schedule

- 01/30/2020 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/05/2020 1:00 p.m. – 3:00 p.m.
- 02/11/2020 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/18/2020 9:00 a.m. – 11:00 a.m. Adjournment

These meetings will take place at the Upshur County Administrative Annex

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

January 30, 2020 --- 9:00 a.m.

Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on February 20, 2020 is CANCELLED****

**BEFORE THE COUNTY COMMISSION OF
UPSHUR COUNTY, WEST VIRGINIA**

**A RESOLUTION FOR ALLOCATION OF FUNDS TO
THE CITY OF BUCKHANNON, WEST VIRGINIA**

WHEREAS, the Upshur County Commission was the owner of two fire trucks identified as (1) a 1996 Smeal Freightliner Pumper, Vehicle Identification Number 1FV6JLCB6TL682573, and (2) a 2003 Kenworth Pumper, Vehicle Identification Number 2NKMHZ8X33M387293 (the "Property");

WHEREAS, the Property was transferred by Resolution to the Buckhannon Volunteer Fire Department (the "Buckhannon VFD");

WHEREAS, the County Commission historically allocated annually \$15,000.00, including through the fiscal year 2020, to the Buckhannon VFD, following budgetary approval, which amount was used to maintain the Property in addition to the County's fire fee appropriation from the Upshur County Fire Board, Incorporated;

WHEREAS, beginning in the fiscal year 2021, the County Commission will cease to regularly allocate the aforesaid funds from the General County Levy Order to the Buckhannon VFD; and

WHEREAS, following the adoption of this Resolution and beginning in the fiscal year 2021, the County Commission intends to allocate the aforementioned \$15,000.00 to the City of Buckhannon, West Virginia, for fire response within the first due fire service zone, pending annual budgetary approval.

NOW, THEREFORE, IT BE RESOLVED

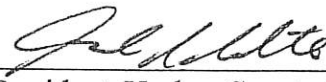
1. That, beginning in the fiscal year 2021, the County Commission shall cease to regularly allocate the \$15,000.00 from the General County Levy Order to the Buckhannon VFD, which amount was used to maintain the Property in addition to the County's fire fee appropriation from the Upshur County Fire Board, Incorporated;

2. That, beginning in the fiscal year 2021, the County Commission will allocate the aforementioned \$15,000.00 to the City of Buckhannon, West Virginia, for fire response within the first due fire service zone, pending annual budgetary approval; and

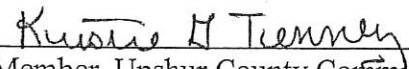
3. That any actions heretofore taken by the President of the County Commission with respect to carrying out the purposes of these resolutions are hereby ratified and confirmed.

COPY 5

Adopted at a meeting of the Commission held on the 31st day of October, 2019.



President, Upshur County Commission



Member, Upshur County Commission



Member, Upshur County Commission

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Request for Bids
Grounds Keeping Contract

Publish: January 28, 2020 and February 4, 2020

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced service for various Commission owned properties located within Upshur County, West Virginia. Specifications for bid to include details as listed on the scope of work (available upon request) or at www.upshurcounty.org.

Contractors must provide an itemized quote for mowing and trimming each County owned property listed in the scope of work. Quotes must include all applicable charges. Grounds keeping will commence on or around March 30, 2020 and conclude on or around September 30, 2020. Questions regarding the project shall be directed to Greg Harris, Facilities Director at gharris@upshurcounty.org or (304) 613-1801.

A **mandatory** pre-bid meeting will be conducted at 9:00 a.m. on Tuesday, February 11, 2020 at the Upshur County Maintenance Department, 2 Chancery Street, Buckhannon, West Virginia. Bid packets, including the scope of work, will be available at the pre-bid meeting. Contractors must attend the pre-bid meeting in order to be considered for the award.

All requested and/or required documentation must be included with the bid submission, including but not limited to the following:

- West Virginia Business License
- Certificate of Insurance naming the Upshur County Commission as an additional insured-- \$1,000,000 minimum general liability coverage
- Certificate of Coverage of Workers' Compensation or executed Independent Contractor Affidavit
- Affidavit of Non-Collusion
- Three references – including name, business name, address, telephone number and e-mail address

Any and all sealed bids must be received no later than 4 p.m. on

February 24, 2020 at the following address:

**Office of the Upshur County Commission
Sealed Bid – Grounds Keeping Contract
91 W Main Street, Suite 101
Buckhannon, WV 26201**

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, February 27, 2020.

The Upshur County Commission reserves the right to award the bid for the project based upon certain criteria, including but not limited to, submitted bid price, references and/or any other factor determined to be in the best interest to the completion of the contract. The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

UPSHUR COUNTY COMMISSION

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

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

TDD Numbers
Business: 472-9550
Emergency: 911

January 23, 2020

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

Terry B. Cutright
President, Upshur County Commission

State of WV
County of Upshur

The foregoing document was acknowledged before me this ____ day of _____, 2020 by
Terry B. Cutright.

My commission expires: _____.

Notary Public

UPSHUR COUNTY COMMISSION

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



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

TDD Numbers
Business: 472-9550
Emergency: 911

January 23, 2020

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

Terry B. Cutright
President, Upshur County Commission

State of WV
County of Upshur

The foregoing document was acknowledged before me this ____ day of _____, 2020 by Terry B. Cutright.

My commission expires: _____.

Notary Public

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U P S H U R

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: November/Decem

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2005 Chev Equinox	2CNDL73F556160712	121874	122203.4	329.4	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		329.4	0

County, West Virginia 25000-0000

MONTHLY MILEAGE LOG

Maintenance

Dec. 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2008 Toyota Tundra	5TBBV541B8551	81,288	81,588	300	15.14
Che's Fikire		4917			0	19.12
Mike Haler					0	
Loretta Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					300	34.26

U P S H U R

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Dec. 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	3,868	3958	90	0
Chris AlKire		902				0
Mike Hale						0
Louisa Koone						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					90	0

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Dec. 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2010 Ford F-150	1ETFWIEVIAFC7	109102	109357	255	24.0
Chris Alkire		9153			0	22.0
Mike Haler					0	
LORRETTA KOWNE					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					255	46 0

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U P S H U R

~~County, West Virginia~~

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year DEC 2019

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	3560	3798	238	
			GRAND TOTALS		238	

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Dec-19

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
DAVE COFFMAN - 900	2014 FORD EXPLORER	1FM5K8AR9EGA71008	N/A	N/A	N/A	N/A
MIKE KELLEY - 902	2010 FORD Explorer	1FM5K8AR8GGB44629	68919	70506	1587	121
MARK DAVIS - 903	2016 Ford Explorer	1FM5K8AR0GGB43426	66908	67750	842	31
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	79370	80270	900	45
Theron CAYNOR - 905	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	51214	52795	1581	100.7
DEWAINE LINGER - 907	2019 Ford Explorer	1FM5K8AR5KGA29379	15315	16643	1328	0
RODNEY ROLENSON - 906	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	32177	32911	734	64
TYLER GORDON - 909	2019 FORD TAURUS	1FAHP2M104KG102939	21358	22114	756	188
DAN BARCUS - 912	DODGE CHARGER	2B3AA4CT9AH269160	114026	116460	2434	181.5
COLE BENDER - 913	2012 FORD EXPEDITION	1FMJU1G50CF29483	44595 Academy	Academy	Academy	Academy
BOBBY HAWKINS-916	2010 FORD CROWN VICTORIA	2FABP7BV2AX1010650	148980	149684	704	69
CRYSTAL LINGER - 917	2010 Ford Expedition	1FMJU1G52AEB66214	130117	130213	96	21.72
Dustin Hollen - 930	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	2732	3980	1248	102.1
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
GRAND TOTAL					12,210	924.02

Additional Vehicles

2005 Yamaha ATV	5Y4MO4Y55A013912	
2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912	
2005 HMS Transport Trailer	5HABH20265N049282	
2010 Ford Expedition	1FMJU1G50AEB66213	Gave to 911
2001 Ford Explorer	1FMZV72ZE41ZA57159	Sold July 2019
2006 Fleetwood Mallard	1EF1B3020364011090	
2006 Speed Trailer	5F15S091761003152	
S.W.A.T. 1991 International	1HT5LNEMOMH337402	
2008 Ford Crown Victoria	2FAFP71V88X123105	Sold Dec. 2017

P. 001/001

FAX No. 304 472 4547

Upshur Co Sheriff WV

JAN/21/2020/TUE 12:47 PM

County, West Virginia

25.76

UPSHUR COUNTY COMMISSION

DEPARTMENT: _____

MONTHLY M
Common Corrections

MONTH / YEAR: _____

R: Dec 2019

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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 21, 2020

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---December 17, 2019

Public Questions/Comment Period

Distribution of 2nd 2019 Disbursement to VFDs in the amount of \$5,000.00 each

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

- Cumulative report
- Reminders update
- Computer installation
- Financial Reports to Commission
- Change in Courthouse hours

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 12/31/2019---\$112,918.71
- Disbursement from Chief Tax Deputy for December---\$TBD Prior to Meeting

Payment of Bills/Invoices

- Software Systems---Invoice #33420---Maintenance Charge December---\$206.00
- Upshur County Commission---Reimbursement---Payroll 4th quarter---\$7,929.42
- Global Science & Technologies, Inc.—Adobe Acrobat Software for new PC--\$314.90

Review and Approval of WVCoRP Insurance Quote

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---February 18, 2020---Adjournment

**AGENDA
BOARD OF DIRECTORS
UPSHUR COUNTY DEVELOPMENT AUTHORITY**

Wednesday, January 22, 2020

7:00 am – UCDA – 21 E Main Street

Presiding, Skip Gjolberg, President

- | | | |
|-------|--|-------------------|
| I. | Call to Order
➤ Roll Call | Gjolberg |
| II. | Approve Minutes | Gjolberg |
| III. | Financial Statement | Gompers / Hinton |
| IV. | Old Business | Gjolberg / Hinton |
| V. | Director's Report
➤ AML
➤ Innovation Center
➤ Booster Station
➤ NMTC | Hinton |
| VI. | President's Report | |
| VII. | New Business
➤ Resolution Leases | |
| VIII. | Other | |
| IX. | Adjourn | |
| X. | Next Meeting | |

Next Meeting – Full Board – March 25, 2020

Executive Board – February 26, 2020

26th Judicial Circuit Community Corrections
Day Report Center

Upshur County
31 North Spring Street
Buckhannon, West Virginia 26201
Phone: (304) 472-9548
or (304) 472-0789
Fax: (304) 472-8735

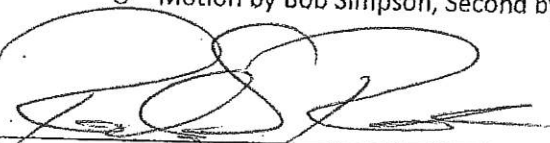
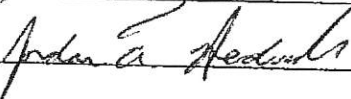


Lewis County
111 Court Avenue
Weston, West Virginia 26452
Phone: (304) 269-8674
or (304) 269-9162
Fax: (304) 269-8693

Upshur/Lewis Community Corrections Board Meeting
September 9, 2019
6:00pm, Lewis County Commission Room

The 26th Judicial Circuit Community Corrections of Lewis and Upshur Counties, West Virginia held their regularly scheduled meeting in the Lewis County Commission Room on September 9, 2019. Project Director Rodney Rolenson called the meeting to order at 6:02pm. Those in attendance were: Terry Cutright, Jordan Hedrick, Jason Kelley, Rod Wyman, Bob Simpson, Gene Edwards, and Samantha Ribelro Matos as an employee. Appearing by conference call were: Sid Phillips and Laura McDaniels.

- Motion to approve previous minutes by Jordan Hedrick
- Budget Report
- BIPPS program, still need facilitator
- Home confinement update: Upshur 24, Lewis 22
- Community Corrections Referrals: Upshur 10, Lewis 21
- Grant Update – cut \$27,000 – got \$161,500.00
- Resignation of Janet McCourt, Jim Wilson, and Faith Wilson
- Request to Hire Andrew Pinkney, Drug Court Counselor
 - Motion by Bob Simpson, Second by Gene Edwards
- Pay Rate for Andrew Pinkney of \$30/hour until certified
 - Motion by Bob Simpson, Second by Gene Edwards
- Request to transfer James Lough to Full Time Case Manager – Lewis County
 - Motion by Bob Simpson, Second by Gene Edwards
- New DHHR fees: \$100 collection + device cost and lab fees
- Motion to adjourn – 6:35pm
 - Motion by Bob Simpson, Second by Gene Edwards

X 
X 



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26th Judicial Circuit Community Corrections
Day Report Center




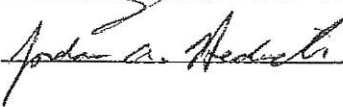
Upshur County
31 North Spring Street
Buckhannon, West Virginia 26201
Phone: (304) 472-9548
or (304) 472-0780
Fax: (304) 472-8735

Lewis County
111 Court Avenue
Weston, West Virginia 26452
Phone: (304) 269-8674
or (304) 269-9162
Fax: (304) 269-8693

Upshur/Lewis Community Corrections Board Meeting
September 18, 2019
6:00pm, Upshur County Day Report Center

The 26th Judicial Circuit Community Corrections of Lewis and Upshur Counties, West Virginia held their specially scheduled meeting at the Upshur County Day Report Center on September 18, 2019. Project Director Rodney Rolenson called the meeting to order at 6:02pm. Those in attendance were: Terry Cutright, Jordan Hedrick, Bob Simpson, Gene Edwards, Larry Williams, Addie Helmick, Sid Phillips, and Samantha Ribeiro Matos as an employee. All motions were approved unanimously.

- Motion to approve previous minutes by Bob Simpson, Seconded by Larry Williams
- Budget Report
- BIPPS program, still need facilitator
- Home confinement update: Upshur 24, Lewis 22
- Community Corrections Referrals: Upshur 10, Lewis 21
- Request to Hire Andrew Pinkney, Drug Court Counselor as a part time employee
 - Motion by Larry Williams, Second by Sid Phillips
- Motion to adjourn – 6:04pm
 - Motion by Bob Simpson, Second by Sid Phillips

X 
X 

UPSHUR COUNTY YOUTH CAMP BOARD
November 20, 2019

The Upshur County Youth Camp Board met in regular session on Thursday, November 20, 2019 in the WVU Extension office. The meeting was called to order by President Glen Hawkins at 6:30 pm. Members present were Glen, Gini Croaff, Debbie Hull and Thanna Wentz. Craig Presar did not attend.

The secretary's report and financial statement was approved through motions made by Debbie and seconded by Gini.

Old Business:

1. There was nothing to report on the Brownfield project.
2. Debbie suggested that we compose a letter to WVU 4-H Foundation requesting immediate payment of the \$500.00 amount remaining owed from the CPG Grant which we received in 2016. Register the letter and state that we will ask the County Attorney to look into the matter if payment is not received.
3. Gini reported that the camp brochure is ready to be printed. She is waiting for Craig to have time to help her write a grant to possibly waive part of the expense of having it printed.
4. The audit for years 15-16, 16-17, and 17-18 have been completed. Glen, Debbie and Thanna met with Thomas Dodd for the exit meeting.

New Business:

1. The audit for next fiscal year (18-19) will be taking place in January, 2020.
2. Craig will do the employee evaluation for Greg in January. Thanna will present different forms which could be used during the evaluation.
 1. Thanna announced that we have received a \$2,000.00 donation from Premier Bank from the Hill Stump Foundation Fund.

Gregs comments:

1. The dog warden's truck which we inherited has finally passed State inspection.
2. He has volunteered one day at World Vision this month. Donations this trip was cleaning supplies and towels. Also, they gave him five (5) large Germeric generators which had been damaged in a truck wreck. If he can

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get them to work, we will pay for them, otherwise they are just junk.

3. He asked if we could request that the co-head cooks receive a pay raise to make their salary higher than the other cooks. This item was tabled until the January meeting when we will make the request to the Commission.

3. He plans to finish cleaning the rest of the floors as soon as the deer campers leave.

There being no further business, the meeting was adjourned at 7:10 pm. The next meeting will be held in the Extension Office on Thursday, January 16, 2020 at 6:30 pm.

Respectfully submitted,

Shanna West

**UPSHUR COUNTY YOUTH CAMP BOARD
AGENDA**

November 20, 2019

Call to order

Secretary report

Financial statement

Old Business:

1. Brownfield Project
2. CPG
3. Brochure/Grant for printing
4. Audit

New Business:

1. Audit Present
2. Personnel evaluation

Greg's comments:

Adjournment

Next meeting January 16, 2020 6:30 pm

WVU Extension Office

Adjournment

Upshur County Public Library Board of Trustees Meeting November 20, 2019

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, November 20, 2019 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, John Haymond, and Kenna Leonard. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; Ann Slaughter, Friends of the Library representative; and members of the public. (36 signed attendance sheet)

The minutes of the October meeting were approved on a motion made by Carol and seconded by Michelle.

The financial reports for October were accepted on a motion made by John and seconded by Kenna.

Director's Report – see written report

Dennis reported that the base coat of asphalt has been completed. The light fixtures and light poles for the parking lot were ordered yesterday. This will complete the work on the parking lot until next year.

Michelle stated that the Personnel Committee had no revisions to recommend at this time.

Dennis stated we had received a letter from Carrie Wallace reminding county agencies to send a copy of their agenda and approved minutes to Tabatha Perry at the County Commission as soon as possible after board meetings.

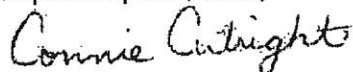
Paul requested permission that the library be allowed to open one hour late on December 6 in order for the staff to enjoy a Christmas Brunch. All were in favor without a formal motion taken. Connie stated that library funds were not used for the brunch.

Ann reported the Friends made around \$700.00 at Harvest Time in the Hills and she plans to schedule a meeting soon.

Before going into executive session for the Director's evaluation, the next meeting was scheduled for January 15.

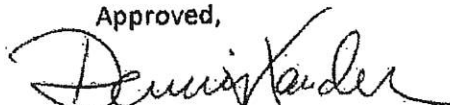
On a motion made by Michelle and seconded by Carol, the board entered into executive session at 4:30. Due to the large number of guests that would not leave the office, the board officially came out of executive session at 4:37 p.m. and the meeting adjourned at 4:39 p.m.

Respectfully submitted,



Connie Cutright,
Business Manager

Approved,



Dennis Xander,
President