Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: August 30, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 23, 2018

9:05 a.m. Samantha Atchinson, Vice President of the Animal Outreach Project – Request for funds from the spay/neuter account to serve as a match for their grant award

11:00 a.m. Doyle Cutright, E-911 Communication Center Director and Eric Fecat of Staley Communication, Inc. – Presentation of E-911 Center upgrade quote at the Emergency Operations Center

Items for Discussion / Action / Approval:

1. Correspondence from Tim Shaw requesting the closure of an unused paper alley located between parcels of land owned by High Point Construction in Buckhannon District. This application has been submitted per WV Code §7-1-3h.*

2. Consider making a pool pass donation to the Stockert Youth Drill Team for an upcoming fundraiser.*

3. Request from Pastor J. Edward McDaniels to use the Courthouse plaza for a county wide worship service and walk on Sunday, September 9, 2018 from approximately 3:00 pm until 5:00 pm. A certificate of Liability Insurance has been provided.*

4. Consider request from Eric’s Towing and Recovery LLC to be reinstated to the E911 Communications Center rotation list, per the Procedures to Dispatch Wrecker Services.*

5. Correspondence from Cheyenne Walters, Program Director for Community Corrections, requesting permission to hire two paid interns to be utilized at the Day Report Center, commencing September 10, 2018. Upon approval, each intern will be paid $8.75 an hour and work up to 19 hours per week.*

6. Correspondence from Michalla Kelley, E911 Communications Center telecommunicator, announcing her resignation, effective Friday, September 7, 2018.*

7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.
For Your Information:
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Upshur County Mileage Reports – July 2018
   • Upshur 911
   • Maintenance
   • Emergency Management
   • Sheriff
   • Addressing and Mapping
   • Community Corrections
   • Dog Pound

2. Newsletters and/or Event Notifications:
   • James W. Curry Public Library Calendar of Events – September 2018
   • Upshur County Children’s Festival – September 15th from 10 am - 2 pm at Stockert Youth Center

3. Agendas and/or Notice of Meetings:
   • James W. Curry Library/Park August 22, 2018
   • Upshur-Buckhannon Board of Health September 6, 2018
   • Upshur County Solid Waste Authority September 10, 2018

4. Meeting Minutes:
   • Upshur County Building Commission December 2, 2013
   • Upshur County Fire Board July 17, 2018
   • Upshur County Building Commission July 23, 2018
   • James W. Curry Library/Park July 25, 2018
   • Upshur County Building Commission August 9, 2018

5. Meetings:
   • 09/04/18 5:30 p.m. Elkins Road PSD
   • 09/04/18 4:00 p.m. Hodgesville PSD
   • 09/06/18 7:00 p.m. Banks District VFD
   • 09/06/18 7:00 p.m. Selbyville VFD
   • 09/10/18 12:00 p.m. Upshur County Family Resource Network
   • 09/10/18 4:30 p.m. Upshur County Solid Waste Authority
   • 09/10/18 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
   • 09/10/18 6:00 p.m. Lewis-Upshur Community Correction Board-Upshur County
   • 09/11/18 7:30 p.m. Adrian VFD
   • 09/06/18 6:00 p.m. Buckhannon-Upshur Board of Health
   • 09/19/18 7:00 a.m. Upshur County Development Authority – Full Board
   • 09/12/18 12:00 p.m. Upshur County Senior Center Board
   • 09/13/18 3:00 p.m. Upshur County Conventions & Visitors Bureau
   • 09/12/18 6:00 p.m. Upshur County Citizens Corp – CERT
   • 09/12/18 7:30 p.m. Warren District VFD
   • 09/13/18 10:00 a.m. Adrian PSD
   • 09/12/18 3:00 p.m. Tennerton PSD
   • 09/13/18 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
   • 09/13/18 7:30 p.m. Buckhannon VFD
6. Appointments Needed or Upcoming:
   • Upshur County Public Library Board (unexpired term June 30, 2019) – Commission Appointment

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

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 *last extension was approved during April 5th meeting*

2. Discussion and/or action regarding the scheduling of a hearing for the removal of Michael E. Vest as Administrator of the Estate of Ernest Junior Vest, deceased.

Next Regular Meeting of the Upshur County Commission
September 6, 2018 — 9:00 a.m.
Upshur County Courthouse Annex
August 27, 2018
Upshur County Commission
38 West Main Street
Buckhannon, WV 26201

RE: WV State Code 7-1-3h

County Commissioners:
After reviewing the WV State Code 7-1-3h, I am submitting this application and requesting the Upshur County Commission to close and unused paper alley located between parcels of land owned by High Point Construction in the Buckhannon District.

This property is located in Buckhannon District, Upshur County, WB (village of Tennerton). It is a 15' alley situated on High Point Properties recorded in DB 422 at Page 732 and DB 445 at Page 516 running north and south approximately 350 LF from County Route 9 (Tallmansville Road) to the south at Tennerton drive. The alley does not serve any public access including no public utilities.

Please see the attached map for reference.

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

Sincerely,

Tim Shaw
High Point Construction
Dear Upshur County Commission,

Our Stockert Youth Drill Team is in the process of scheduling various fundraisers for this coming year. We are very much hoping that you would consider donating 2019 summer pool passes for an upcoming fundraiser we will be holding. Your donation is greatly needed and very much appreciated. If you have any questions, feel free to contact me at any time.

Thank you,

Kristina Smith

Coach Kristina Smith

(304) 704-9360
August 27, 2018

Upshur County Commission  
Court House Annex  
Main Street  
Buckhannon, WV 26201

To Whom It May Concern:

On September 9, 2018 the churches of Upshur County are coming together to participate in the walk...“God Belongs In Our County.” We are requesting to use the courthouse plaza where we will be sharing in a county wide worship service. There will be speakers and singing. The time we are requesting to use the courthouse plaza is from 3:00-5:00 in the afternoon.

If you have any further questions, please do not hesitate to contact me. Thank you in advance for your consideration in this matter.

Sincerely,
Pastor J. Edward McDaniels
August 28, 2018

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

Dear Commissioners,

The 26th Judicial Circuit Community Corrections Program is requesting the hire of two paid interns to help our offices run efficiently while we are down two staff members. The Local Community Corrections Board has voted and approved the hiring of two paid interns. Their start date would be September 10, 2018 and they would work until the end of their first semester, the rate of pay would be minimum wage ($8.75 per hour), and working up to 19 hours per week. We have one person so far that has shown interest in this opportunity Taylor Rolenson a student from WVWC. The other position is still unknown as to who may be able to fill it. If you have any further questions feel free to contact me.

Sincerely,

[Signature]

Cheyenne Walters
Program Director
# UPShur County Commission

## Monthly Mileage Log

**Department:** Upshur 911  
**Month / Year:** June/July 2018

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<th>Vehicle Description</th>
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**Grand Totals:**

|                  | 668.1         | 11.5        |
## UPShur County Commission
### Monthly Mileage Log

**Department:** Maintenance  
**Month/Year:** July 2018

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**Grand Totals:** 446 0 37 0
# UPShur County Commission

## Monthly Mileage Log

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**Grand Totals:**

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BOTH VEHICLES ARE OUT OF SERVICE

WHITE TRUCK BEING PREPARED TO GO TO POUND

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**GRAND TOTAL**

|                      |                       |                       |               |             | 18,978       | 1369.6      |

**Additional Vehicles**

- 2005 Yamaha ATV: 5Y404Y5A013912
- 2005 Yamaha Grizzly 500-4W: 5Y404Y5A013912
- 2005 HMS Transport Trailer: 5HABH202656N045282
- 2010 Ford Expedition: 1FMSK9848R8GB44629
- 2001 Ford Explorer: 1FM5K848R8GB44629
- 2006 Fleetwood Mallard: 1EF1B30203G11090
- 2006 Speed Trailer: 5F15509176109152
- 2010 Dodge Charger: 2B3AA4C792A2269160
- S.W.A.T. 1991 International: 1HT5L2999M0037402
- 2008 Ford Crown Victoria: 2FAPF1J0V88X123015

FOR SALE
FOR SALE
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**GRAND TOTALS**

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**GRAND TOTALS**

91 0
# UPShur County Commission

**Monthly Mileage Log**

**Department:** Dog Pound  
**Month/Year:** July 2018

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<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
<th>Total Mileage</th>
<th>Fuel (Gal.)</th>
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**Grand Totals**  
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304-472-9430

Upshur Dog Pound
## September at the James W. Curry Public Library

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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td><strong>Selbyville Volunteer Fire Department</strong></td>
<td><strong>TIE-DYE &amp; DANCE</strong></td>
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<tr>
<td>VISIT OUR FACEBOOK PAGE</td>
<td>TUESDAYS @ 5:45 PM</td>
<td>WEDNESDAYS @ 5:45 PM</td>
<td>THURSDAYS @ 1:00 PM</td>
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<td>@jwcpl</td>
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<td>FOR UPDATES</td>
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<td><strong>LAWR</strong></td>
<td>FAMILY STORYTIME</td>
<td>ADULT YOGA FOR HEALTH</td>
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<td><strong>WE WILL BE</strong></td>
<td>&quot;HUMMINGBIRDS&quot; 5:45 PM</td>
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<td>1:00 PM</td>
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**Note:**
- **Fall begins**
- **BANDED BOOKS WEEK**
- Sept 23-29th

**Contact:**
- 1721 Brooks Hill Road, French Creek, WV 26218
- Mon-Wed 11am-7pm, Thu 1pm-7pm, Fri 10am-6pm, Sat 10am-3pm
- 304-924-6724
- Email: jameswcurrypubliclibrary@gmail.com
FREE!
Upshur County Children's Festival
Come Join Us
Saturday, September 15, 2018
at Stockert Youth Center
10 am - 2 pm
Giveaways
Games & Activities
Health Info & Demos
Cornhole
Magician
balloon animals
Face Painting
Bounce Houses
TRUCK FEST!
Food, door prizes and much more!

Contributors/Participants:
Stockert Youth Center © Upshur County FRN © UCARE
City of Buckhannon © Literacy Volunteers © Buckhannon Elks 1736
WV WIC © Community Care of WV © Mountain Cap
Call to Order
Roll Call
Public Comment Period
Approval of July 25, 2018 minutes
Staff Report
   Park
   Library
   Timber
Review/Report
   Old Business:

New Business:
   Consideration of Bike Trails on Curry Property
   Consideration of Dehumidifier Quotes
Fundraising Committee (11:30 am)

- Lego Board and Quilt Sales Review
- Brooks Hill Fair
  - Concessions
  - Zuls
- Ideas for Future Fundraisers
  - Community Quilt
A. Call to Order
   A.1 Moment of Silence
   A.2 Pledge to the Flag of the United States of America

B. Recognized Guests

C. Consent Agenda
   C.1 Approval of July 12, 2018 Minutes

D. Departmental 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 Report – Patty Thrasher
   D.5 Administrators Report – Sue McKisic, RN

E. Harm Reduction Program – Sue McKisic, RN

F. Correspondence & Information
   F.1 Audits have been put out to bid for FY 2017 & FY 2018, through the WV State Auditor’s Office.
   F.2 Threat Preparedness Audit findings and recommendations
   F.3 Lisa Thornburg, CPA Audit findings and recommendations

G. Financial Report – Melinda Law

H. Strategic Issuers for Discussion and / or vote
   H.1 Wavier of fees for Stockert Youth Center
   H.2 Wavier of fees for Habitat for Humanity
   H.3 BOH By-Law Revisions (Committee Appointment)
   H.4 BOH Policy Review and Revisions (Committee Appointment)

I. Board Member Comments and Announcements
   I.1 Larry Carpenter
   I.2 Kessa Thorpe
   I.3 Teresa Kee
   I.4 Amy Queen

J. Board Chairman Comments and Announcements

K. Adjournment
AGENDA
UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, September 10, 2018

Time: 4:30 PM
Place: UCSWA Office, 380 Mudlick Rd, Suite 102, Buckhannon, WV 26201

1. Call to Order
2. Determine Quorum
3. Minutes of August 13, 2018 Meeting
5. Director’s Report – Burl Smith
6. Recognition of Guests

Old Business:

1. AWVSWA Conference Attendance, Stonewall Resort, Oct. 28-30/2018
2. 4th Grade City of Buckhannon Recycling Center Tours, Oct 9th & 11th –
3. 

New Business:

1. Sponsorship Request, WV DEP Youth Environmental Conference, 10/12-14/18, Charleston, WV---
2. Door Prize Gift Purchase, AWVSWA Conference---
3. 

Board Member Comments:

Meeting Adjournment:

NEXT MEETING: October 8, 2018 – (Regular Schedule)
UPSHUR COUNTY BUILDING COMMISSION

NOTICE OF SPECIAL MEETING

The members of the Upshur County Building Commission will meet in special session on December 2, 2013 at 4:00 p.m., prevailing time, at the Upshur County Commission Meeting Room, Buckhannon, West Virginia, for the following purposes:

1. To consider and act upon a proposed resolution providing for conveyance of the Adrian Volunteer Fire Department building to the Adrian Volunteer Fire Department;
2. Election of officers.

Megan J Pomeroy
Interim Secretary-Treasurer

Date: November 26, 2013

Special Meeting Minutes

Members Present: Joe Malcolm, R. Dennis Xander, Terry Reed, Richard Ralston
Members Absent: AG Trusler
Others Present: Megan J Pomeroy, Bennie Nazlerod

Meeting was called to order at 4:02 pm by Terry D. Reed, Chairman. All motions passed unanimously unless otherwise noted.

The Board first reviewed the June 17, 2010 meeting minutes. On motion by Richard Ralston, seconded by Joe Malcolm, the board approved the minutes.

Terry D. Reed reviewed the background information on Item 1. In 2006, the Adrian VFD needed to borrow money in order to build the new fire department; in order to get a special interest rate on the loan, the Building Commission approved obtaining the loan for the Adrian VFD with the tacit understanding that once the loan was paid off, the Building Commission would convey the property back to the Adrian VFD. At this point, the Adrian VFD has completely repaid the loan. On motion by Dennis Xander, seconded by Richard Ralston, the Building Commission authorized the conveyance of the property to the Adrian VFD. (Note: Joe Malcolm abstained in discussion and voting due to membership in the Adrian Volunteer Fire Department.)
Terry D. Reed reviewed Item 2 from the Meeting Agenda and discussed the past election of officers. On motion by Richard Ralston, seconded by Dennis Xander, the Building Commission approved the nomination of Terry D. Reed as Chairman. After discussion of the Secretary/Treasurer officer position as being filled by the County Administrator in the past, due to the financial relationship between the Building Commission and County Commission, on motion by Dennis Xander and seconded by Terry D. Reed the Building Commission approved the nomination of Megan J Pomeroy as Secretary/Treasurer. On motion by Dennis Xander, seconded by Joe Malcolm, the Building Commission approved the nomination of Richard Ralston as the Vice Chairman. The Building Commission also noted that AG Trusler’s term as a board member has expired, and upon his indication that he would remain interested in being on the board, would recommend to the County Commission that he be reappointed. Terry D. Reed indicated that he would make contact with AG Trusler to ascertain his interest in continuing as a member of the Building Commission.

With no further business, the Building Commission Meeting adjourned at 4:07 pm.

Megan J Pomeroy
County Administrator
Building Commission Secretary / Treasurer
Upshur County Fire Board Meeting
July 17, 2018

Members Present: Joe Malcolm, Larry Alkire, Terry Cutright, Joe Gower, Clifton Shaw, Linn Baxa and Tom O’Neill

Others Present: Art Wilson-Guest, and Toni Newman-Fire Fee Clerk

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

The meeting minutes from June 19, 2018, were reviewed. On motion by Larry Alkire, and second by Linn Baxa, the Board moved to approve the minutes.

The Fire Fee Clerk reported the 2018 Fire Fees were mailed on Monday, July 16, 2018 and the checks have been received for the Fire Board account.

The June disbursement from the Chief Tax Deputy was $695.00. Checking account balance as of June 30, 2018, was $86,273.43.

The following invoices were reviewed and approved upon motion by Terry Cutright and second by Linn Baxa:

- Upshur County Commission---Reimbursement---Payroll 2nd Quarter 2018---$5,925.98
- Upshur County Commission---Reimbursement---Supplies (ink, carbon paper, binder, spray duster)---$212.83
- Software Systems---Invoice # 31714---Maintenance Charge June---$269.00
- Sheriff of Upshur County---Reimbursement---Postage paid by Tax Office (forwarded mail at post office)---$23.21
- Ralston Press---Postage 2018 Fire Fee Statements---$4,460.09
- Upshur County Commission---Reimbursement---Postage---April through June---$10.81

There was one Request for Relief of Erroneous Assessment approved by the Fire Board. There were no corrective tickets this month.

After discussion the online payment/inquiries for 2018 Fire Fees was tabled.

The next meeting of the Board will be August 21, 2018. There being no further business the meeting adjourned at 7:45 p.m.

Joe Malcolm, Chairman, Upshur County Fire Board

[Signature]

Board Member
NOTICE OF SPECIAL MEETING

The members of the Upshur County Building Commission will meet in special session on Monday, July 23, 2018 at 4:00 p.m., prevailing time, at the Upshur County Administrative Annex, 91 W. Main St, Suite 101, Buckhannon, West Virginia, for the following purposes:

1. Approval of meeting minutes from the December 2, 2013 meeting;
2. Election of Officers;
3. To consider and act upon a proposed engagement letter from Dinsmore & Shohl Legal Counsel outlining the agreement to provide bond counsel for Lease Revenue Bonds (911 Center Project), Series 2018, not to exceed $1,100,000;
4. To consider and act upon a proposed Bond Ordinance for the above referenced Lease Revenue Bonds.
5. To consider and act upon the Basic Credit Terms provided by Citizen’s Bank of West Virginia for above referenced Lease Revenue Bonds.

Carrie L. Wallace, County Administrator

Date: July 16, 2018

SPECIAL MEETING MINUTES

Members Present: Terry Reed, Richard Ralston II, R. Dennis Xander, Joe Malcomb, A.G. Trusler, Carrie Wallace

Members Absent: None

Others Present: Samuel Nolte, Terry Cutchright, Franki Parsons

The meeting was called to order at 4:02 pm by Terry D. Reed, Chairman. All motions passed unanimously unless otherwise noted.

The Commission reviewed the member list and noted necessary corrections to the political affiliations for R. Dennis Xander (No Party Affiliation) and Joe Malcom (No Party Affiliation). Once changes are made the Commission will remain within the requirements of WV Code Chapter 8, Article 33 with no more than three members in the same political party.

The Commission reviewed the December 2, 2013 meeting minutes. On motion by R. Dennis Xander, seconded by Richard Ralston, the Commission approved the minutes.
On motion by R. Dennis Xander, seconded by Joe Malcolm, the Commission elected the following officers:

Terry D. Reed, Chairman
Richard Ralston II, Vice Chairman
Carrie Wallace, Secretary/Treasurer

Franki Parsons, Esq., Dinsmore & Shohl LLP, provided a brief explanation of the 911 Center project and the need to obtain financing through Lease Revenue Bonds. Ms. Parsons further explained the Deed of Trust structure and Lease-Lease Back Agreement that will be necessary. On motion by Joe Malcolm, seconded by R. Dennis Xander, the Commission approved the Chairman’s execution of the Engagement Letter.

Ms. Parsons noted that agenda item #5 should be reviewed prior to action on item #4.

The Commission reviewed the Basic Credit Terms provided by Citizen’s Bank of WV. Carrie Wallace noted that the terms are the same as those in the current loan (APR: 3.675%, Maturity Date: September 1, 2029). On motion by R. Dennis Xander, seconded by Richard Ralston, the Commission approved the Terms as presented.

The Commission reviewed the proposed Bond Ordinance for the 911 Center Lease Revenue Bonds. On motion by R. Dennis Xander, seconded by A.G. Trusler, the Commission approved the Bond Ordinance.

The next meeting of the Building Commission is scheduled for Thursday, August 9, 2018 at 4:00 pm in the Upshur County Administrative Annex at 91 W. Main St., Suite 101, Buckhannon, WV 26201.

With no further business, the Building Commission Meeting adjourned at 4:15 pm.

Carrie L. Wallace, County Administrator
Building Commission Secretary/Treasurer
James W. Curry Library/Park
Advisory Board Minutes
July 25, 2018

The July 25, 2018 meeting of the James W. Curry Library/Park Advisory Board was called to order by Vice President Albert Lake at 10:04 am.

Roll Call: Present – Mike Quinn, Patricia Tolliver, Carrie Wallace, Al Lake, Erv Lake, Lori Ulderich-Harvey
Absent: Tink Simmons
Guests: Nate Kennedy
Staff: Judith Williams, Jonathan Freeman, Darlene Gregory

Minutes: Minutes of the May 23, 2018 and June 27, 2018 Advisory Board Meetings were approved; motion by Erv, seconded by Patricia; motion passed.

Public Comment Period:
There were no public comments.

Staff Report:

Park: The Blue Grass Festival went well. There were 10 campers and left the area very clean; Jonathan was impressed. Jonathan met with Basement Systems of WV who provided a quote in the amount of $8,380 for the Basement System. The dehumidifier is not included and would be an additional $1675. Jonathan doesn’t think it is worth the investment; cleaning out the current French drain has seemed to resolve the issue. There hasn’t been any flooding with hard rains after the original flooding occurred. Judith does want to consider the purchase of the dehumidifier to preserve the collection; however we need to get additional quotes from other companies. Jonathan is able to install a drain tube onto the mobile dehumidifiers; however, he doesn’t recommend adding another hole to the building. On motion by Carrie, seconded by Lori, the board approved the solicitation of additional quotes for the purchase and installation of a dehumidifier.

Jonathan reported that the 4th of July was very quiet and peaceful with only two campers. There still hasn’t been any activity or contact from the Pipeline workers.

The Brooks Hill Fair has resulted in 16 camping reservation which are always weather permitting.

Library: Judith reported on activity for both May and June. Deposits were $69 for Fundraising, $45 for raffle tickets and the remaining $24 was for the Blue Grass Festival.

Usage numbers are down; Judith has been trying to figure out what’s going on. Some of the regular campers have purchased leases elsewhere, families have relocated to Buckhannon and Ohio, another family continues to have car issues, etc. The Library doesn’t seem to have any influence over the dip in numbers. For the first time since Judith has been here, we circulated over 1,000 items!! The Summer Reading program has grown from 124 in 2016 to 170 to date in 2018 (8 kids have dropped out). Kids are loving the instruments, especially the drums! The Library is going to be closed on Saturday during the Fair; Judith is participating in various fundraising events and the dunking booth and simply cannot do it all. We can expect around 200 individuals on the hill for the Fair.
Selbyville FD will be hosting their Halloween program the weekend before (Holiday is on Wednesday). The Library will participate in some way; however, Judith hasn't committed to haunting the Library as that is very labor intensive.

December 8th will be the Children’s Workshop program; Judith needs volunteers! Erv will be wearing the pink Santa suit. Max capacity will be 24.

Timber: Nate reviewed the July Timber Sale Contract Administration Notes included in the agenda packet. He reported that he expects the job will be complete within 2 weeks. He needs to talk to Northwest about them bringing a truck in to remove the tops. 57 acres have been harvested in total resulting in 250,000 board feet. The sale will create several nice walking trails for development. Nathan Fetty expressed interest in bike trails to Nate Kennedy. Judith is interested in attracting mountain bikers to the area!

Old Business:

Coding Club: Mike reported that he spoke with his contact, Barbara, with Mylan Pharmaceuticals last week. She turned paperwork in at Mylan requesting the donation of excess equipment for the Coding Club. When implemented, the software will be portable for outreach into local schools.

FY 19 Budget: Carrie reported that the Commission approved the budget as submitted.

Mountain State Waste Increase: Jonathan called MSW multiple times. We were originally paying $157 per month for twice monthly pickup, but they were picking it up every week. Once they realized that the price increased to $262 per month. They agreed to put us on a call list to contact after the park slows down. During slower months the fee with be $50 per month for dumpster rental and $75 per dump (Jonathan will request). Jonathan will monitor outside use.

New Business:

Library Flooding – WV CORP Claim: Carrie explained the $25,000 Flood deductible. The Advisory Board discussed the water mark on the carpet, damage to both bathroom floors and the lower section of bathroom walls. On motion by Carrie, seconded by Erv, the Advisory Board moved to allow Jonathan to replace the bathroom walls and flooring and hold off on carpet replacement. Different flooring options were discussed with Commissioner Cutright.

Child Safe Play Area: Carrie and Judith explained that discussion originally took place during a Fundraising Committee meeting when discussing quilt making classes. The committee members voiced the need for an area for the children to play while adults take classes and recommended a child safe play area. Judith reviewed what a child safe play area consists of: safe area for children to play unattended with toys, games, etc. Judith explained to the individuals that have brought the idea up that she and Jonathan have looked at the possibility multiple times. Jonathan recommends building towards the parking lot and estimates that the cost would be around $20k. A business in Clarksburg sells pre-fab 10x20 buildings for around $8k. There is a possibility to connect the current Library with the new room with a breezeway. Costs could be decreased if volunteer labor was obtained. Judith explained that
James W. Curry Library/Park
Advisory Board Minutes
July 25, 2018

Storytime ranges from age 2-12 and it is very difficult to accommodate all ages in the same place. Teens are hesitant to attend as all are together. Could the building become a teen hangout? All agreed the expansion was something to consider in the future and that further discussion should take place. Carrie encouraged members to share ideas.

With no further business, the meeting adjourned at 10:58 am.

Members approving the July 25, 2018 minutes:

_________________________  _________________________
Michael Quinn             Carrie Wallace

_________________________  _________________________
Albert Lake               Ervin Lake

_________________________  _________________________
Lori Ulderich Harvey      Lewis Simmons

_________________________
Patricia Tolliver
James W. Curry Library/Park
Fundraising Committee Notes
July 25, 2018

Present: Shanna Collins, Sara Collins, Darlene Gregory, Judith Williams, Carrie Wallace, Lori Ulander-Harvey

Raffle Sales To Date: $670.00. Drawing will take place Saturday during the Fair.

Brooks Hill Fair: Concessions (baked goods, Zuls Lemonade and Popcorn) will be sold. Judith will participate in the Dunking Booth to raise money. Committee members reviewed volunteer shifts and donations.

Ideas for Future Fundraisers:

Summer Reading T-shirts: A plan is in the works for next year. A universe of stories is next year’s theme. Lori will seek quotes from multiple companies. Carrie explained the inability to use TopLine Apparel if Mrs. Tenney is elected as Commissioner.

Tie Dye: The committee is looking at the Spring; VFD will do theirs in August. Shayla and Sarah will brainstorm. They may be able to talk the VFD into donating their extra die. The customers bring their own shirt and we charge for use of the die.

Quilt (WVSF Auction): Judith spoke with Deborah Hupp and she explained that we will not be able to get into the auction. The berry growers would be upset. CEOs do the baskets in coordination with the berry growers through the WVU Extension Office. We will still be able to sell tickets for the quilt that will be made this winter. Do we want to move forward with the camping quilt or strawberry quilt? Adults are interested in learning how to hand quilt. Children could pick their material for the trees and use the sewing machine. The camper quilt is an applique quilt. All agreed to move forward with the camping quilt. Group will search for the pattern. Sarah is the “official photographer” and will take pictures of the project. Judith needs to schedule a brainstorming session for the quilt making group. Need to involve Opal and others interested – Shayla and Sarah will discuss her schedule with her and get back in touch with Judith.

Friends of the Library 501-c-3: Judith isn’t sure it is worth it for the effort. Have to have a Charter Agreement, etc. Questioned ROI. All agreed that we could revisit in the future after we see how a year of fundraising works out.

Discussed Child Safe Area: The group liked the idea of moving supplies into another room and keeping the kids in the Library. Everything can be seen by the Librarian in the front.

Meeting adjourned at 12:23 pm.
STAFF REPORT
JAMES W. CURRY PUBLIC LIBRARY AND PARK
7/25/2018 through 8/21/2018

FINANCIAL REPORT

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STATISTICAL REPORT

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PARK

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PROGRAM RECAP:

Libraries Rock! Summer Reading (2): 27 Children  18 Adults
Family Storytime (2): 17 Children  16 Adults
Title I Beginning Links (1): 4 Children  2 Adults
Adult Yoga for Health (4): 4 Adults
Sit and Be Fit: Adults (4): 4 Adults

Summer Reading Recap
10 programs with 134 children and 86 adults attending
657 books read (not including multiple readings): 88 Board Books, 169 Easy Books, 174 Juvenile Fiction, 171 Juvenile Nonfiction, 47 Tween Fiction, 8 Tween Nonfiction
2737 raffle tickets for 22 prizes were earned
Program costs: $1045.09 + $175.00 Skateland Rental

Cataloging update: 7007 items successfully cataloged: 112 items cataloged this period

Grants: Nothing to report

**Raffle Tickets** are available for the Lego/Whiteboard and the Library Lovers Quilt for purchase and sale.

- 46 books (County Administrators Office) $230.00
- 24 books (Curry Library) $125.00
- 20 books (ACP) $100.00
Strawberry Festival Sales $170.00
Blue Grass Festival Sales $45.00
AB Meeting (7/25/18), Ticket turn in $35.00
Brooks Hill Fair $30.00

**TOTAL SALES** $735.00

**Brooks Hill Fair Fundraiser**

- Dunk Tank $42.00
- Zul's Sales $43.50
- Concessions $80.25

**TOTAL Sales** $165.75

**Donation from Zul's** $43.50

**TOTAL REVENUE** $209.25

Donors/Volunteers: Carrie Wallace, Shanna Collins, Leah Collins, Wyatt Collins, Sara Collins, Linda Finney, Ms. S. Evans, Cal Lenderman

Donation in service/materials to Community Building: design, print, laminate

Placards: value $24.65

**UPCOMING EVENTS:**

- September 3rd: Library closed in observance of Labor Day
- September 4th: Family Storytime: Hummingbirds - 5:45 pm
- September 5th, 12th, 19th, 26th: Adult Yoga for Health
- September 6th, 13th, 20th, 27th: Sit and Be Fit
- September 7th: SVFD Tie-dye and Dance 6:00 pm
- September 11th: Family Storytime: Yoga - 5:45 pm
- September 18th: Family Storytime: Frida Kahlo & Her Animalitos - 5:45 pm
- September 23rd-29th: Banned Books Week
- September 25th: Family Storytime: Do Unto Otters - 5:45 pm
- September 26th: Advisory Board Meeting - 10:00 am
- September 26th: Fund Raising Committee Meeting - 11:30 am
- October 24th: Advisory Board Meeting - 10:00 am
- October 19th: Halloween-Fall/Hayride with SVFD - Story Trail in campground, Harry Potter Halloween
- October 31st: Community Trick or Treat

**December 8th:** Curry Children's Christmas Program: Theme - Curry Santa’s Workshop Christmas: volunteers needed
NOTICE OF SPECIAL MEETING

The members of the Upshur County Building Commission will meet in special session on Thursday, August 9, 2018 at 4:00 p.m., prevailing time, at the Upshur County Administrative Annex, 91 W. Main St, Suite 101, Buckhannon, West Virginia, for the following purposes:

1. Approval of meeting minutes from the July 23, 2018 meeting;
2. To consider and act upon a proposed Bond Ordinance for the 911 Center Lease Revenue Bonds.

Carrie L. Wallace, County Administrator

Date: August 3, 2018

SPECIAL MEETING MINUTES

Members Present: Terry Reed, Richard Ralston II, Joe Malcolm, Carrie Wallace

Members Absent: R. Dennis Xander, A.G Trusler

Others Present: Terry Cutright, Franki Parsons

The meeting was called to order at 4:00 pm by Terry D. Reed, Chairman. All motions passed unanimously unless otherwise noted.

The Commission reviewed the July 23, 2018 meeting minutes. On motion by Richard Ralston, seconded by Joe Malcolm, the Commission approved the minutes.

The Commission reviewed and held the second reading of the proposed Bond Ordinance for the 911 Center Lease Revenue Bonds. On motion by Joe Malcolm, seconded by Richard Ralston, the Commission approved the Bond Ordinance.

The next meeting of the Building Commission is scheduled for Wednesday, August 22, 2018 at 4:00 pm in the Upshur County Administrative Annex at 91 W. Main St., Suite 101, Buckhannon, WV 26201.

With no further business, the Building Commission Meeting adjourned at 4:04 pm.

Carrie L. Wallace, County Administrator

Building Commission Secretary/Treasurer