Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 13, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- September 6, 2018

Items for Discussion / Action / Approval:

1. Approval of Financial Statement – Fiscal Year ended June 30, 2018* Under separate cover

2. Approve Election Officials, Alternates, and Emergency Ballot Commissioners for the November 6, 2018 General Election.* Under separate cover

3. Establish date and time for Trick or Treat – City of Buckhannon will be Wednesday, October 31st from 6:00 p.m. to 7:30 p.m.*

4. Discuss the 2018 SB 625 Report Survey for West Virginia County Governments from the WV State Fire Marshal. The responses from this survey will assist this agency in producing a report requested by the WV Legislature based on Senate Bill 625.* Page 4-13

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

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

1. Correspondence from Samantha L. Woods, Director of Professional Development for the State of WV Office of the State Auditor Chief Inspector Division, enclosing a copy of the audit report of the Upshur County Commission for the fiscal year ended June 30, 2017. This report is available for inspection in the office of the Upshur County Commission. Page 14

2. Correspondence from Brian Cooper, WV Department of Transportation Division of Highways District Engineer, enclosing the Bridge Inspection Report for the Youth Camp Girder Bridge, dated June 15, 2018. Page 15-16


4. Official Proclamation by WV Secretary of State Mac Warner designating September 2018 as National Voter Registration Month. Page 21
5. Upshur County Building Permits for the month of August 2018

6. Newsletters and/or Event Notifications:
   - Ribbon Cutting – HearingLife on September 17th at 1:15 p.m. – 4 Northridge Drive, Suite 110
   - Really Awesome Dads Family Fun Day & Chili Cook Off – October 7th from 1 p.m. – 4 p.m. at the Stockert Youth Center

7. Agendas and/or Notice of Meetings:
   - Upshur County Family Resource Network
     September 10, 2018 Page 27
   - Upshur County Safe Structures & Sites Enforcement Board
     September 13, 2018 Page 28
   - Buckhannon-Upshur Airport Authority
     September 13, 2018 Page 29
   - Buckhannon-Upshur Chamber of Commerce
     September 17, 2018 Page 30
   - Upshur County Fire Board, Inc.
     September 18, 2018 Page 31

8. Meeting Minutes:
   - Upshur County Family Resource Network
     August 13, 2018 Page 32-33
   - Upshur County Solid Waste Authority
     August 13, 2018 Page 34-37

9. 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 Corrections 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
   - 09/13/18 4:00 p.m. Buckhannon Upshur Airport Authority
   - 09/20/18 6:30 p.m. Upshur County Youth Camp Board – Selbyville
   - 09/16/18 6:00 p.m. Washington District VFD
   - 09/17/18 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
   - 09/18/18 4:00 p.m. Upshur County Public Library Board
   - TBD 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
   - 09/18/18 6:30 p.m. Upshur County Fire Board, Inc.
   - 09/18/18 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
   - 09/12/18 7:00 p.m. Ellamore VFD
• 09/19/18  12:00 p.m.  Lewis Upshur LEPC --- Lewis location
• 09/20/18  2:00 p.m.  Upshur County Farmland Protection Board
• 09/26/18  10:00 a.m.  James W. Curry Advisory Board
• 09/24/18  6:00 p.m.  Upshur County Fire Fighters Association
• 09/12/18  7:00 p.m.  Buckhannon River Watershed Association - Board of Directors
• 10/23/18  12:00 p.m.  Region VII Planning & Development Council

10. 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.

3. Discuss Animal Outreach Project’s request for funds from the spay/neuter account to serve as a match for their grant award

Next Regular Meeting of the Upshur County Commission
September 20, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex
2018 SB 625 Report Survey for West Virginia County Governments

FROM THE WEST VIRGINIA STATE FIRE MARSHAL

In 2018, the West Virginia Legislature directed our agency to produce a report based on Senate Bill 625. This report requires an assessment of multiple aspects of the fire service, such as the following:

(1) Recommendations regarding recommended state oversight of the State’s such fire services; financial support for fire services, a plan and timeline for transitioning responsibility and oversight to the counties; and county authority, oversight, and accountability of operations, fiscal planning, financial accountability, and risk management planning. We feel that the following information will assist and contribute to the said report. (Please Note: It is not anticipated that any authority that the State Fire Commission and State Fire Marshal’s Office currently has would be transferred to the said counties):

(a) An assessment of all current funding received by the volunteer fire companies and departments, and a further assessment of the funding necessary to provide the community protections required for the areas served by the volunteer fire companies and departments, the extent to which those needs are being met, the extent to which they are not being met, and recommendations of sources of funds to meet additional needs and the amounts needed, if any;

(b) An assessment of the cost of workers’ compensation coverage for the volunteer fire companies and departments and recommendations for any actions that may be undertaken by the volunteer fire companies and departments and others to reduce those costs;

(c) An assessment of the level of financial accountability that should be required of volunteer fire companies and departments in order to provide the Legislature the information necessary to target future funding for their activities based upon the safety and fire protection needs of the various areas of the state;

(d) An assessment of the comparative levels of funding for volunteer fire companies and departments provided by counties, municipalities and other political subdivisions and the means by which that funding is provided, including identification of those which contribute little or no funding to the volunteer fire companies and departments within their jurisdictions, together with recommendations for increasing those levels of contributions;
(e) An assessment of the comparative levels of funding for volunteer fire companies and departments provided by their own efforts, and the means by which that funding is provided, including identification of those which provide little or no funding through their own efforts, together with recommendations for increasing these sources of funding;

(f) An assessment of the comparative economic and other benefits provided by the various volunteer fire companies and departments to their counties, municipalities and other political subdivisions, as well as to citizens of the local communities they serve;

(g) An assessment of all current liabilities (debt)) sustained and the mechanisms and timeline used to repay such liabilities; and

(h) Other assessments and recommendations which the State Fire Marshal and Stakeholders deems appropriate in the circumstances.

In an effort to meet the requirements of this law in a cost-effective manner, we have developed the attached Survey Report Questionnaire. We are confident you will find it relatively easy to complete. It is my personally desire this survey ultimately works to the benefit of the fire service community of West Virginia.

***** This survey is not mandatory to fulfill the requirements of the Legislature and is requested to be completed and returned by October 12, 2018. *****

Your response will only be used for statistical purposes to give vital data for the State Fire Marshal's Office to provide a report to the Legislature. The reporting burden for this survey is estimated to average approximately one (1) hour per response. You may use reasonably close estimates if book figures are not readily available. Please keep in mind, the accuracy of the data you provide will directly impact the validity of the conclusions provided to the Legislature.

I greatly appreciate your assistance and THANK YOU in advance for ensuring that the results of this survey are comprehensive, timely, and reliable.

Sincerely,

Kenneth E. Tyree Jr.
State Fire Marshal

CC: W.Va. State Fire Commission

Visit [www.firemarshal.wv.gov](http://www.firemarshal.wv.gov)
- To get help with reporting
- For a fillable electronic version to be printed and returned upon completion
- To answer questions about this survey or the office
Survey Report Questionnaire

Prepared by: [Name]
[Title]

Address:

County:
Phone:
Mobile phone:
E-mail:

Date:

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Other ................................................................................................. 7

NOTE: Please attach additional sheets to answer any of the following questions if necessary. Again, if you have the exact information readily available, please provide the same. If, however, you do not have this information, you may provide reasonable estimates to answer the questions.
### ORGANIZATION INFORMATION

#### Profile

- **County Commission President:**
- **County Manager (if applicable):**
- **Number of County Employees:**
- **Does the Department/County have current Bylaws for Fire Departments within your County and are they actively followed and enforced:**

#### General Information

<table>
<thead>
<tr>
<th>Type of Fire Dept. Organizations within County</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ County (Paid)</td>
</tr>
<tr>
<td>☐ County (Volunteer)</td>
</tr>
<tr>
<td>☐ Municipal (Paid)</td>
</tr>
<tr>
<td>☐ Municipal (Combination)</td>
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<tr>
<td>☐ Corporation/Incorporated (Paid)</td>
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<tr>
<td>☐ Corporation/Incorporated (Combination)</td>
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<tr>
<td>☐ Corporation/Incorporation (Vol.)</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Stations/Substations</th>
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</thead>
<tbody>
<tr>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4 or more</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
</table>

#### Detailed Information

- **Mailing address:**
- **Primary Physical Address:**
- **Primary phone:**
- **E-mail:**
- **Number of all calls dispatched within the County in 2017:**
- **Number responded to:**
  - Structure/Vehicle Fires:
  - Vehicle Crashes/Technical Rescues:
  - Medical Calls:
  - Other:
  - Percentage of members holding full time employment:
  - Percentage of members holding part time employment:
- **Number of members receiving social security retirement, social security disability, workers' compensation, or other entitlement supplemental income:**
### FUNDING/INCOME SOURCES

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>Amount Received</th>
<th>Amount Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Appropriations</td>
<td>☐</td>
<td></td>
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<tr>
<td>State Appropriations</td>
<td>☐</td>
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<tr>
<td>County Fire Fee</td>
<td>☐</td>
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<tr>
<td>County Fire Levy</td>
<td>☐</td>
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<tr>
<td>Other County Allocation</td>
<td>☐</td>
<td></td>
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</tr>
<tr>
<td>Municipal Allocations</td>
<td>☐</td>
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<tr>
<td>Federal Grant</td>
<td>☐</td>
<td></td>
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<tr>
<td>Other Grant</td>
<td>☐</td>
<td></td>
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</tr>
<tr>
<td>Unsolicited Donations</td>
<td>☐</td>
<td></td>
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</tr>
<tr>
<td>Solicited Donations</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundraising Activities</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bingo, photography or other service exchanged fundraising</td>
<td>☐</td>
<td></td>
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</tr>
<tr>
<td>Ambulance / EMS Services</td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
<td></td>
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</tr>
</tbody>
</table>

List any comment you may have to explain the above information:

### OPERATIONAL RESOURCES/EXPENDITURES

<table>
<thead>
<tr>
<th>Current Assets of Fire Departments (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total checking account balance: $</td>
</tr>
<tr>
<td>Bank:</td>
</tr>
<tr>
<td>Total savings account balance: $</td>
</tr>
<tr>
<td>Bank:</td>
</tr>
<tr>
<td>Value of stocks and bonds: $</td>
</tr>
<tr>
<td>Value of real estate owned: $</td>
</tr>
<tr>
<td>Value of personal property/equipment: $</td>
</tr>
<tr>
<td>Value of vehicle(s): $</td>
</tr>
<tr>
<td>Other current assets: $</td>
</tr>
<tr>
<td>Total asset value: $</td>
</tr>
</tbody>
</table>
### Current Liabilities of Fire Departments (if known)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real estate mortgage loan amount: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>improvement or other loan amount: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge accounts (include all account balances): $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle loan amount(s): $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers’ Compensation Premiums: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other liabilities (e.g., utilities, insurance, repairs,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>maintenance, etc.): $</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Annually:</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Do you or would you support any of the below incentives? If so, please mark all applicable.**

**RECRUITMENT AND RETENTION Incentives for Fire Departments**

<table>
<thead>
<tr>
<th>Recruitment</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Salaried Compensation</td>
<td>☐ Salaried Compensation</td>
</tr>
<tr>
<td>☐ Hourly Compensation</td>
<td>☐ Hourly Compensation</td>
</tr>
<tr>
<td>☐ Per-call Compensation</td>
<td>☐ Per-Call Compensation</td>
</tr>
<tr>
<td>☐ Gifts or other tangible items in exchange for work</td>
<td>☐ Gifts or other tangible items in exchange for work</td>
</tr>
<tr>
<td>☐ Other</td>
<td>☐ Other</td>
</tr>
</tbody>
</table>

Please detail attempts and costs of these programs:

**FINANCIAL AND LOSS PREVENTION ACCOUNTABILITY**

**Financial Accountability**

<table>
<thead>
<tr>
<th>Audit Source</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Last Audit by State Legislative Auditor</td>
<td></td>
</tr>
<tr>
<td>☐ Last Audit by State Auditor's Office (Municipality Only)</td>
<td></td>
</tr>
<tr>
<td>☐ Last Audit by other Governmental Auditor (if any)</td>
<td></td>
</tr>
<tr>
<td>☐ Last Audit by Independent Auditor or CPA</td>
<td></td>
</tr>
<tr>
<td>☐ Last In-house (uncertified) Financial Audit</td>
<td></td>
</tr>
<tr>
<td>☐ Findings of Audit(s). Specify:</td>
<td></td>
</tr>
</tbody>
</table>
## Financial Record Keeper/Financial Program Used

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Comments on Program Used/Other Comments:</td>
<td></td>
</tr>
</tbody>
</table>

## Risk Analysis / Loss Prevention

| Does the County/department have a Health, Safety or Health/Safety Officer: Y / N | Is that person responsible for only scene safety or general safety and welfare of the membership: Y / N |
| Who is designated as being responsible for safe practices for department: | Does the County/Department have a loss prevention program: Y / N |

What steps could/does your department/county take to reduce injuries and losses:

Does your Workers Compensation Insurance Carrier require you have a Risk Management Plan?

## Workers' Compensation Specific Information

<table>
<thead>
<tr>
<th>Number of Workers' Compensation Claims Filed in 2017:</th>
<th>W/C Claims in last 10 years:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of 2017 claimants who did not return to work:</td>
<td>Number of claimants in 10 year period who did not return:</td>
</tr>
</tbody>
</table>

Comments:

## Community Oriented Benefits

### Community Benefits Derived

| What was your last ISO review date: |
| ISO ratings received: |
| Other |
Other Questions:

1. Would you support the transfer of VFDs to be placed under County oversight?

2. If Yes, what do you see as the advantage of such a process? Please provide a detailed explanation.

3. If No, what do you see as the disadvantage of such a process? Please provide a detailed explanation.

4. What would it take for you to support such a transfer? Provide Detailed Parameters of acceptance.

5. Would you prefer the transfer to be limited to County’s oversight/service provided?
6. with allowance of the continuance of each department’s non-profit status?

7. Would you support a legislative move to permit the establishment of Fire Protection Districts within your said County? SFMO Provide Explanation of Fire Protection Districts.

8. Would county oversight of Fire Dept. within each county help in the Recruitment and Retention issue? Provide details of how it could or would not enhance these efforts.

9. Do you feel that county oversight would improve call response capabilities? If yes, please elaborate.

10. Do you feel that county oversight would strengthen staffing levels overall?

11. Are you currently using any type of financial management program or a Third Party Financial Mgt program? If so, what form/financial management program is being used?

12. What would be the Advantage and Disadvantage of Dept’s full financial disclosure including their total DEBT liabilities?

13. Do you feel such a transfer of VFDs to county oversight, would necessitate additional staffing within the county? If so, please provide details.

14. How would you propose to fund the additional staffing?

15. What additional transfers of authority do you feel, would be necessary to properly oversee fire departments?

16. Would you feel that distribution/disbursement that is currently provided to VFDs through the Insurance Premium Tax be continued?

17. If so, should that said disbursement be continued to each of the said departments or be distributed to the counties for disbursement? Please provide detailed opinion.

18. Are there any thoughts on what that disbursement should be based on; completion of incident reports, calls dispatched, call responses, etc.?
19. What type of funding would be needed to facilitate such a transfer within your county?

20. Do you currently have a funding mechanism such as a County Levy or Fire Fee?

21. If you do not, would you support such a mechanism or even consider the establishment of Fire Protection Districts within your county? Please provide details.

22. In your opinion should the authority of the county for providing fire services be mandatory (shall) or permissive (may) language?

23. Does your county assist volunteer fire departments? __Yes __No __NA

24. How does your county assist volunteer fire departments?
   a. __ Levy __General __Coal Severance __ Other

25. How many volunteer fire departments in your county? ____

26. How many volunteer fire departments in city limits? ____

27. Does your county have contract agreements, service agreements, or memorandum of understanding with the departments in your county? __Yes __No

28. Any current oversight in place for the county departments? __Yes __No

29. Does the county commission have any skill set or knowledge in managing a volunteer department? __Yes __No

30. Does your county Commission have any accountability of inventory of each department? __Yes __No

31. Does your fire department have an accountability committee? __Yes __No

32. Does your fire department audit all accounts or certain account? __Yes __No
   Please Explain:

33. Does your corporate officer have any business training? __Yes __No

34. Would your department be agreeable to be transferred to your county Commission? __Yes __No
   Please Explain:

35. Does your department have monthly corporate officer meetings? __Yes __No

36. How much debt does your department have? ______ Loans ______ Leases
37. Do you feel there needs to be additional items added to the allowed expenditures of the State disbursed monies as identified in WV Code 8-15-8b? If so, what?

38. Would you be in favor of continuing or the establishment of a County Fire Board in your said county?

39. Would you be in favor of the transfer of all assets and liabilities of each volunteer fire department within your county under the proposed transfer of oversight? Please share the advantages and disadvantages of such a transfer:

If you have any other comments, suggestions, or details, which you believe may be useful in providing the Legislature a full and complete understanding of the West Virginia Fire Service, please let us know:

Please note: You may use a separate sheet of paper for any answers you may provide that do not fit below the said question. Please place the number of the question beside that answer given.
Honorable Terry B. Cutright, President
Upshur County Commission
91 W. Main Street, Suite 101
Buckhannon, West Virginia 26201

Dear Mr. Cutright:

Enclosed is a copy of the audit report of the Upshur County Commission for the fiscal year ended June 30, 2017. As the recipient, you are required to notify all members of the governing body of the receipt of this report and related correspondence and to make the contents available for inspection by all such officers. You are also advised that this report, under the provisions of West Virginia Code § 6-9-9a, is considered public information and must be made available for public inspection. Your audit is posted to the West Virginia State Auditor’s website at http://www.wvsao.gov/ChiefInspector/Default. You can also contact us if you would like to receive further copies of the report directly from us.

It is the responsibility of all members of the governing body to review the audit report and take the necessary actions to remedy all instances of noncompliance and weaknesses in internal control.

West Virginia Code § 6-9-7 also requires that this office notify the proper legal authority of any instances of noncompliance with state laws. Please advise the Prosecuting Attorney of Upshur County within 60 days of how you intend to remedy the instances of noncompliance. State law authorizes the prosecutor to proceed with civil and/or criminal action to resolve noncompliance problems, which are not otherwise remedied.

If I can be of further assistance, please do not hesitate to contact this office.

Very truly yours,

Samantha L. Woods
Director of Professional Development
Chief Inspector Division

cc: Hon. Dustin Zickefoose
    Assessor

    Hon. Carol J. Smith
    County Clerk

    Hon. David E. Godwin
    Upshur County Prosecuting Attorney

    Hon. Brian P. Gaudet
    Circuit Clerk

    Hon. David H. Coffman
    Sheriff
September 5, 2018

Upshur County Commission
Upshur County Court House
38 West Main Street, Room 302
Buckhannon, WV 26201

Dear Commission:

The Division of Highways continues to undertake an effort to have all City or County owned bridges inspected in accordance with the National Bridge Inspection Standards which is a Federal Law that requires all bridges located on all public roads be inspected on a regular schedule varying from 3 months to 4 years.

Included in the above subject inspection program is the Youth Camp Girder Bridge which we have identified as Bridge No. 49-N00/99-0.02. This inspection was completed by West Virginia Division of Highways personnel.

Transmitted herewith is your copy of the Periodic Inspection Report for the above subject structure, dated June 15, 2018.

Based on the inspection findings and rating results of this report, the structure requires no load posting to be in compliance with the National Bridge Inspection Standards. The bridge is not posted.

It is suggested that a review of the recommendations as offered in the condition report be made and that proper consideration be given to implementing needed corrective repairs to insure continued safety of the traveling public. The repair of previous deterioration of abutment #1 by WV Division of Highway forces continues to remain intact and hold secure.

Some spot painting and erosion repair could reduce future expenses.
West Virginia secured approximately $3.6 million in federal funding under the Help America Vote Act (HAVA) in April 2018. Combined with repurposed monies of approximately $2.9 million from the former HAVA loan fund, which was modified by the Legislature in 2018 into a loan and grant fund, Warner immediately established a grant application process to distribute 100 percent of the available $6.5 million in HAVA funds to West Virginia counties. Depending on the items requested, counties are required to supply a percentage of matching funds to leverage the overall enhancement of election technology and security in West Virginia.

“Any time we can secure federal money to help our county clerks leverage additional local funding to address election security, we’re going to do our best to get it. The upgrades and improvements that will be made because of this funding will continue to increase confidence in our election system at the local level,” Warner said.

Warner’s grant process included the establishment of a HAVA Grant Board that thoroughly reviewed all 41 county applications. The Grant Board is comprised of Putnam County Clerk Brian Wood, Boone County Clerk Roger Toney, the Governor’s Director of Intergovernmental Affairs Rebecca Blaine, Disability Rights of WV advocate Joy Doss, and Donald “Deak” Kersey, the Elections Division Director and Deputy Counsel for the Secretary of State.

“I want to extend my sincere appreciation to the members of the Grant Board. They did a lot of hard work in a short period of time to make sure that counties get the financial support they need as soon as possible,” Warner said.

On Tuesday morning, the State Election Commission met and approved all the recommended distributions from the Grant Board.

“Our county clerks appreciate this opportunity to secure state and federal assistance to help modernize their county’s voting technology to better serve the voters,” said Donald Kersey, Director of the West Virginia Secretary of State Elections Division.

The $6.5 million allocated to the counties will result in more than $12.6 million in new election systems and physical and cyber security upgrades throughout the state.
A summary list of approved grant funding per county is attached.

-30-

Note: If you would like to stop receiving email notices and releases from the West Virginia Secretary of State’s Office please notify Erin at etimony@wvsos.com. Thank you.

For more information please contact:

Erin Timony
Assistant Communications Director

West Virginia Secretary of State’s Office
304-558-6000 (Office)
304-356-2616 (Direct Dial)

304-558-0900 (Fax)

--

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To post to this group, send email to ccawv-listserv@ccawv.org.
## HAVA Grant Summary

<table>
<thead>
<tr>
<th>County</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbour</td>
<td>$117,577.75</td>
</tr>
<tr>
<td>Boone</td>
<td>$233,021.00</td>
</tr>
<tr>
<td>Braxton</td>
<td>$5,367.75</td>
</tr>
<tr>
<td>Carell</td>
<td>$667,724.18</td>
</tr>
<tr>
<td>Clay</td>
<td>$7,543.50</td>
</tr>
<tr>
<td>Doddridge</td>
<td>$339,015.40</td>
</tr>
<tr>
<td>Fayette</td>
<td>$52,785.98</td>
</tr>
<tr>
<td>Grant</td>
<td>$133,907.84</td>
</tr>
<tr>
<td>Greenbrier</td>
<td>$57,911.70</td>
</tr>
<tr>
<td>Hampshire</td>
<td>$195,142.25</td>
</tr>
<tr>
<td>Hancock</td>
<td>$239,072.88</td>
</tr>
<tr>
<td>Hardy</td>
<td>$4,607.84</td>
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<tr>
<td>Harrison</td>
<td>$59,886.25</td>
</tr>
<tr>
<td>Jackson</td>
<td>$316,736.89</td>
</tr>
<tr>
<td>Jefferson</td>
<td>$46,707.20</td>
</tr>
<tr>
<td>Kanawha</td>
<td>$58,721.71</td>
</tr>
<tr>
<td>Lincoln</td>
<td>$209,518.20</td>
</tr>
<tr>
<td>Logan</td>
<td>$688,001.33</td>
</tr>
<tr>
<td>Marion</td>
<td>$6,120.00</td>
</tr>
<tr>
<td>Mason</td>
<td>$400,329.70</td>
</tr>
<tr>
<td>Mercer</td>
<td>$22,639.88</td>
</tr>
<tr>
<td>Mineral</td>
<td>$31,567.00</td>
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<tr>
<td>Mingo</td>
<td>$381,479.50</td>
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<tr>
<td>Monongalia</td>
<td>$273,117.34</td>
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<tr>
<td>Monroe</td>
<td>$146,291.33</td>
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<tr>
<td>Nicholas</td>
<td>$130,009.00</td>
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<tr>
<td>Ohio</td>
<td>$40,797.17</td>
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<tr>
<td>Pendleton</td>
<td>$153,379.64</td>
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<tr>
<td>Pocahontas</td>
<td>$134,553.83</td>
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<tr>
<td>Preston</td>
<td>$336,229.88</td>
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<tr>
<td>Putnam</td>
<td>$373,353.71</td>
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<tr>
<td>Raleigh</td>
<td>$16,246.25</td>
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<td>Ritchie</td>
<td>$91,566.67</td>
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<td>Roane</td>
<td>$24,175.75</td>
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<tr>
<td>Summers</td>
<td>$207,969.23</td>
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<tr>
<td>Upshur</td>
<td>$237,866.26</td>
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<tr>
<td>Wayne</td>
<td>$56,660.81</td>
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<tr>
<td>Webster</td>
<td>$5,270.00</td>
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<tr>
<td>Wetzel</td>
<td>$226,345.35</td>
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<tr>
<td>Wood</td>
<td>$576,992.93</td>
</tr>
<tr>
<td>Wyoming</td>
<td>$16,603.10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,535,478.96</strong></td>
</tr>
</tbody>
</table>

### General Categories:
- **Cybersecurity Upgrade/Software:** Fortification of physical structures where election equipment are stored, security cameras and systems, climate control, fire systems, key card and other limited access technology for doors, and steel doors.
- **Physical Security Upgrade:** Purchase of new equipment, reimbursement for previous purchase of voting systems (prior EAC approval was received), and purchase of additional backup machines to mitigate election day issues.
- **Voting System Upgrade:** Purchase of e-polbooks for more efficient voter processing during early voting and/or election day, and increased data accuracy of voter participation.
- **Other:** Various other items, including laptops for early voting, cybersecurity training, voting system accessories that protect the machines during transport, etc.

### Description:
- Total county requests to be granted per category:
  - HAVA Match
  - County Match
- Total matching funds that will be provided to counties from the HAVA fund.
- Total funds that will be contributed by the counties.

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Counties</th>
<th>HAVA Match</th>
<th>County Match</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>$244,164.49</td>
<td>$64,177.20</td>
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<td></td>
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<td>$229,919.44</td>
<td>$33,796.25</td>
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<td>$5,436,330.13</td>
<td>$6,005,558.06</td>
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<td></td>
<td></td>
<td>$205,751.88</td>
<td>$36,309.16</td>
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<td>N/A</td>
<td>$7,023.96</td>
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<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Approx. Amount</th>
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<tbody>
<tr>
<td>HAVA 1</td>
<td>$2,896,929.99</td>
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<tr>
<td>HAVA 2</td>
<td>$3,611,943.00</td>
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<tr>
<td>Interest Accrued</td>
<td>$26,605.97</td>
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<tr>
<td>Total HAVA Match Requested</td>
<td>$6,535,478.96</td>
</tr>
<tr>
<td>Total County Match</td>
<td>$6,145,864.63</td>
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</tbody>
</table>

**Total:** $12,682,343.59
- OFFICIAL PROCLAMATION -

NATIONAL VOTER REGISTRATION MONTH

WHEREAS, Registering to vote empowers eligible residents to exercise their right to vote on Election Day; and

WHEREAS, Our state has more than 1.2 million West Virginia residents currently registered to vote, but still has an estimated 100,000 additional eligible residents who are eligible, but have not yet registered; and

WHEREAS, The voter registration process in West Virginia is easier and more convenient than ever before, with applications now available online at www.GoVoteWV.com as well as in-person at every county clerk's office; and

WHEREAS, West Virginia's user-friendly online voter registration system enables eligible residents to register, check or update their registration status 24-hours a day; and

WHEREAS, Public information and education regarding voter registration will encourage citizen registration and civic engagement in our election process.

NOW THEREFORE IT BE RESOLVED that the Honorable Mac Warner, West Virginia Secretary of State, does hereby designate September 2018 as National Voter Registration Month; and in doing so encourages all interested citizens and all appropriate media outlets and civic organizations to participate in this non-partisan voter registration awareness campaign to encourage the maximum participation of qualified voters in West Virginia.

Acknowledged this 31st Day of August 2018

[Signature]

Mac Warner
WV Secretary of State
<table>
<thead>
<tr>
<th>DATE ISSUED</th>
<th>PERMIT NUMBER</th>
<th>UID NUMBER</th>
<th>APPLICANT NAME</th>
<th>APPLICANT ADDRESS</th>
<th>ESTIMATED PROJECT COST</th>
<th>CHECK, CASH, COUNTY CLERK, OR ONLINE</th>
<th>DESCRIPTION OF PROJECT</th>
<th>CONTRACTOR OR PROPERTY OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/2018</td>
<td>7413</td>
<td>61965</td>
<td>DONALD BENNETT</td>
<td>2 SARPOTGA DR, BUCKHANNON, WV 26201</td>
<td>$5,500.00</td>
<td>CASH</td>
<td>19' X 24' STORAGE BUILDING AND 12' X 30 STORAGE BUILDING</td>
<td>SELF</td>
</tr>
<tr>
<td>8/2/2018</td>
<td>7414</td>
<td>NEW</td>
<td>PERRY NUTTER</td>
<td>39 TUCKER ST, BUCKHANNON, WV 26201</td>
<td>$460,000.00</td>
<td>CHECK</td>
<td>SEE X 90' NEW HOUSE</td>
<td>SELF</td>
</tr>
<tr>
<td>8/2/2018</td>
<td>7415</td>
<td>5628</td>
<td>JESSICA VINCENT</td>
<td>236 N TENNEY DR, BUCKHANNON, WV 26201</td>
<td>$12,000.00</td>
<td>CASH</td>
<td>METAL ROOF</td>
<td>SELF</td>
</tr>
<tr>
<td>8/2/2018</td>
<td>7416</td>
<td>583</td>
<td>JOHN RIPPLE</td>
<td>307 CARPER RD, BUCKHANNON, WV 26201</td>
<td>$18,000.00</td>
<td>CASH</td>
<td>30' X 40' GARAGE</td>
<td>SELF</td>
</tr>
<tr>
<td>8/2/2018</td>
<td>7417</td>
<td>7440</td>
<td>BILL PATTERSON</td>
<td>3054 TALLMANVILLE RD, BUCKHANNON, WV 26201</td>
<td>$1,500.00</td>
<td>CASH</td>
<td>REPAIR FRONT PORCH</td>
<td>SELF</td>
</tr>
<tr>
<td>8/6/2018</td>
<td>7418</td>
<td>10054</td>
<td>NATASHA OR JOEY CHOEDETER</td>
<td>610 GAINES RD, ROCK CAYE, WV 26224</td>
<td>$2,000.00</td>
<td>CASH</td>
<td>BUILT IN PORCH</td>
<td>SELF</td>
</tr>
<tr>
<td>8/7/2018</td>
<td>7419</td>
<td>11486</td>
<td>JAMES K MICK</td>
<td>1656 JENKS FORK RD, TALLMANVILLE, WV 26227</td>
<td>$24,360.00</td>
<td>CASH</td>
<td>REPLACING ENDURA ROOF WITH METAL ROOF ON CAVEN, GARAGE, AND SHED, MOVING SHED TO MORE STABLE GROUND NEAR GARAGE</td>
<td>APPALACHIAN RENOVATIONS, 2742 FRENCHTOWN RD, FRENCH CREEK, WV 26218</td>
</tr>
<tr>
<td>8/7/2018</td>
<td>7420</td>
<td>TROY WILLIAMS</td>
<td>314 GAINES RD, ROCK CAYE, WV 26224</td>
<td>$20,000.00</td>
<td>CASH</td>
<td>20' X 32' BUILDING</td>
<td>SELF</td>
<td></td>
</tr>
<tr>
<td>8/7/2018</td>
<td>7421</td>
<td>10954</td>
<td>MONICA WALTON</td>
<td>3655 EDEN RD, ROCK CAYE, WV 26224</td>
<td>$1,000.00</td>
<td>CASH</td>
<td>8 X 12 ADDITION</td>
<td>SELF</td>
</tr>
<tr>
<td>8/7/2018</td>
<td>7422</td>
<td>12-183</td>
<td>WOOD BY WILSING CENTER</td>
<td>446 N TENNEY DR, BUCKHANNON, WV 26201</td>
<td>$400,000.00</td>
<td>CASH</td>
<td>REMODEL, INSIDE AND REBUILD ENTRANCEWAY</td>
<td>SELF</td>
</tr>
<tr>
<td>8/7/2018</td>
<td>7423</td>
<td>5645</td>
<td>DAVID W SMITH</td>
<td>627 BRUSHFORD RD, BUCKHANNON, WV 26201</td>
<td>$800.00</td>
<td>CASH</td>
<td>RECONSTRUCTION</td>
<td>SELF</td>
</tr>
<tr>
<td>8/7/2018</td>
<td>7424</td>
<td>10494</td>
<td>JONATHAN CLAYTON</td>
<td>31 ELNORA CIR, BUCKHANNON, WV 26201</td>
<td>$5,287.00</td>
<td>CHECK</td>
<td>14 REPLACEMENT WINDOWS</td>
<td>SELF</td>
</tr>
<tr>
<td>8/7/2018</td>
<td>7425</td>
<td>8043</td>
<td>DAVID A BURR</td>
<td>225 APEHLM DR, BUCKHANNON, WV 26201</td>
<td>$6,000.00</td>
<td>CASH</td>
<td>12' X 24' BUILDING</td>
<td>SELF</td>
</tr>
<tr>
<td>8/8/2018</td>
<td>7426</td>
<td>81075</td>
<td>FRANKLIN W WHITE</td>
<td>40 TOWE'S TR, BUCKHANNON, WV 26201</td>
<td>$18,000.00</td>
<td>CHECK</td>
<td>HIGH TUNNEL</td>
<td>SELF</td>
</tr>
<tr>
<td>8/8/2018</td>
<td>7427</td>
<td>870</td>
<td>WENDY HAKE</td>
<td>1314 TURKEY RUN RD, BUCKHANNON, WV 26201</td>
<td>$2,000.00</td>
<td>CASH</td>
<td>132 SQ FT HANDicap RAMP AND 64 SQ FT DECK</td>
<td>SELF</td>
</tr>
<tr>
<td>8/9/2018</td>
<td>7428</td>
<td>NEW</td>
<td>H WINSTON MCNENY</td>
<td>306 WYOMETAL LN, BUCKHANNON WV 26201</td>
<td>$13,000.00</td>
<td>CASH</td>
<td>19 LOTS</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7429</td>
<td>1191</td>
<td>LARRY A JONES / CRYSTALL JONES</td>
<td>1400 MURPHY STATION RD, BUCKHANNON, WV 26201</td>
<td>$6,000.00</td>
<td>CHECK</td>
<td>19' X 30 BUILDING ON A CINDER BLOCK FOUNDATION WITH A CONCRETE RAMPS, SITE DEVELOPMENT</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7430</td>
<td>72334</td>
<td>POWERS CONSTRUCTION LLC</td>
<td>30 YARROW DR, BUCKHANNON, WV 26201</td>
<td>$9,600.00</td>
<td>CASH</td>
<td>ROOF</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7431</td>
<td>8652</td>
<td>ELLEN FREEMAN</td>
<td>103 JACKSON PARK AVE, BUCKHANNON, WV 26201</td>
<td>$1,600.00</td>
<td>CASH</td>
<td>ROOF</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7432</td>
<td>81688</td>
<td>WV DEVELOPMENT CORP</td>
<td>PO BOX 2340, BUCKHANNON, WV 26201</td>
<td>$25,000.00</td>
<td>CHECK</td>
<td>12' X 70' SINGLE WIDE</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7433</td>
<td>81688</td>
<td>WV DEVELOPMENT CORP</td>
<td>PO BOX 2340, BUCKHANNON, WV 26201</td>
<td>$25,000.00</td>
<td>CHECK</td>
<td>14' X 70' SINGLE WIDE</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7434</td>
<td>81688</td>
<td>WV DEVELOPMENT CORP</td>
<td>PO BOX 2340, BUCKHANNON, WV 26201</td>
<td>$25,000.00</td>
<td>CHECK</td>
<td>14' X 70' SINGLE WIDE</td>
<td>SELF</td>
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<tr>
<td>8/13/2018</td>
<td>7435</td>
<td>81688</td>
<td>WV DEVELOPMENT CORP</td>
<td>PO BOX 2340, BUCKHANNON, WV 26201</td>
<td>$25,000.00</td>
<td>CHECK</td>
<td>14' X 70' SINGLE WIDE</td>
<td>SELF</td>
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<tr>
<td>8/13/2018</td>
<td>7436</td>
<td>5133</td>
<td>JACKSON DURS</td>
<td>600 SPRUCE FORK RD, BUCKHANNON, WV 26201</td>
<td>$3,000.00</td>
<td>CASH</td>
<td>12' X 20' OUT BUILDING</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7437</td>
<td>2270</td>
<td>RUSSELL W DAY</td>
<td>1501 SUNDAY RD, BUCKHANNON, WV 26201</td>
<td>$2,500.00</td>
<td>ONLINE</td>
<td>10' X 12' FORD, 48' WALKWAY CONNECTING BACK PORCH WITH FRONT, AND 10' X 12' PRE Fab BUILDING</td>
<td>SELF</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>7438</td>
<td>NEW</td>
<td>SHAWN JANE SMITH</td>
<td>404 LITTLE SAND RUN RD, BUCKHANNON, WV 26201</td>
<td>$150,000.00</td>
<td>CASH</td>
<td>27 X 48 NEW HOME INSTALLATION</td>
<td>SELF</td>
</tr>
</tbody>
</table>

UPSHUR COUNTY BUILDING PERMITS
AUGUST 1, 2018 - AUGUST 15, 2018
## UPSHUR COUNTY BUILDING PERMITS
### AUGUST 1, 2018 - AUGUST 15, 2018 (CONT)

<table>
<thead>
<tr>
<th>DATE ISSUED</th>
<th>PERMIT NUMBER</th>
<th>UID NUMBER</th>
<th>APPLICANT NAME</th>
<th>APPLICANT ADDRESS</th>
<th>ESTIMATED PROJECT COST</th>
<th>PAID</th>
<th>CHECK, CASH, COUNTY CLERK, OR ONLINE</th>
<th>DESCRIPTION OF PROJECT</th>
<th>CONTRACTOR OR PROPERTY OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/14/2018</td>
<td>7439</td>
<td>81386</td>
<td>JOSEPH AND KATHY MCMAURAY</td>
<td>5176 LARRY ANDERSON RD, ROCK CAVE, WV 26204</td>
<td>$10,000.00</td>
<td>$10.00</td>
<td>CASH</td>
<td>14' X 22' UTILITY SHED</td>
<td>ROA STURGE CONSTRUCTION LLC, PO BOX 1051, BUCKHANNON, WV 26201</td>
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<tr>
<td>8/14/2018</td>
<td>7440</td>
<td>8752</td>
<td>MELISSA CURRENCE</td>
<td>1777 ABBOTT RD, BUCKHANNON, WV 26201</td>
<td>$4,000.00</td>
<td>$15.00</td>
<td>CHECK</td>
<td>10' X 25' STORAGE BUILDING</td>
<td>SELF</td>
</tr>
<tr>
<td>8/14/2018</td>
<td>7441</td>
<td>11731</td>
<td>ANDREW MOORES</td>
<td>1304 LEE GLASS RD, TALLMANSVILLE, WV 26337</td>
<td>$2,000.00</td>
<td>$15.00</td>
<td>CASH</td>
<td>10' X 25' STORAGE BUILDING</td>
<td>SELF</td>
</tr>
<tr>
<td>8/15/2018</td>
<td>7442</td>
<td>8710</td>
<td>DAVID SACK</td>
<td>105 JOLYNE DR, BUCKHANNON, WV 26201</td>
<td>$3,000.00</td>
<td>$15.00</td>
<td>CASH</td>
<td>324.60 SQFT ATTACHED GARAGE REMODELED TO BE LIVING ROOM</td>
<td>SELF</td>
</tr>
<tr>
<td>8/16/2018</td>
<td>7443</td>
<td>814</td>
<td>ANTHONY WARE</td>
<td>1777 CLARKSBURG RD, BUCKHANNON, WV 26201</td>
<td>$10,000.00</td>
<td>$15.00</td>
<td>CASH</td>
<td>30 X 60' HIGH TUNNEL GREENHOUSE</td>
<td>SELF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>TOTAL</td>
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<td></td>
<td></td>
<td></td>
<td>TOTAL $2,355,637.00</td>
<td>$466.00</td>
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## UPSHUR COUNTY BUILDING PERMITS
### AUGUST 16, 2018 - AUGUST 31, 2018

<table>
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<th>PERMIT NUMBER</th>
<th>UID NUMBER</th>
<th>APPLICANT NAME</th>
<th>APPLICANT ADDRESS</th>
<th>ESTIMATED PROJECT COST</th>
<th>PAID</th>
<th>CHECK, CASH, COUNTY CLERK, OR ONLINE</th>
<th>DESCRIPTION OF PROJECT</th>
<th>CONTRACTOR OR PROPERTY OWNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/16/2018</td>
<td>7444</td>
<td>5530</td>
<td>CHARLES SUDER</td>
<td>6354 KESLING MILL RD, BUCKHANNON, WV 26201</td>
<td>$10,000.00</td>
<td>$15.00</td>
<td>CHECK</td>
<td>BUILD RETAINING WALL</td>
<td>ELDERS ROOFING &amp; REPAIR, 834 KESLING MILL RD, BUCKHANNON, WV 26201</td>
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<tr>
<td>8/16/2018</td>
<td>7445</td>
<td>8872</td>
<td>CHARLES SUDER</td>
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<td>$30,000.00</td>
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<td>CHECK</td>
<td>ROOF REPLACEMENT, BUILD NEW FRONT PORCH, BREEZEWAY, SOFFIT, FASCIA, AND GUTTERS</td>
<td>ELDERS ROOFING &amp; REPAIR, 834 KESLING MILL RD, BUCKHANNON, WV 26201</td>
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<tr>
<td>8/20/2018</td>
<td>7446</td>
<td>NEW</td>
<td>JAMES AND CHRISTINA REED</td>
<td>5118 INDIAN CAMP RD, FRENCH CREEK, WV 26218</td>
<td>$105,000.00</td>
<td>$15.00</td>
<td>CC</td>
<td>DOUBLE-WIDE HOME</td>
<td>FREEDOM HOMES, RT 33 E, BUCKHANNON, WV 26201</td>
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<tr>
<td>8/20/2018</td>
<td>7447</td>
<td>61110</td>
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<td>1906 TALLMANSVILLE RD, BUCKHANNON, WV 26201</td>
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<tr>
<td>8/20/2018</td>
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<td>11561</td>
<td>BRIAN AND REBECCA NORRIS</td>
<td>155 IVANHOE RD, BUCKHANNON, WV 26201</td>
<td>$5,000.00</td>
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<td>CASH</td>
<td>12' X 21' GARAGE, FRONT PORCH AND NEW UNDERSPINNING</td>
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<tr>
<td>8/17/2018</td>
<td>7449</td>
<td>1779</td>
<td>DONALD RICE</td>
<td>200 CLARKSBURG RD, BUCKHANNON, WV 26201</td>
<td>$6,400.00</td>
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<td>NEW ROOF, METAL OVER SHINGLES</td>
<td>FLOODPLAIN, ROOF WORK ONLY</td>
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<tr>
<td>8/21/2018</td>
<td>7450</td>
<td>927</td>
<td>CHRISTOPHER HITE</td>
<td>1507 HACKERS CREEK RD, BUCKHANNON, WV 26201</td>
<td>$17,000.00</td>
<td>$15.00</td>
<td>CASH</td>
<td>NEW ROOF, METAL OVER SHINGLES (ROOF)</td>
<td>WOODRY HOME IMPROVEMENTS, 496 NATURAL BRIDGE RD, FRENCH CREEK, WV 26201</td>
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<tr>
<td>8/21/2018</td>
<td>7451</td>
<td>9092</td>
<td>MAYNARD HAFAN</td>
<td>2338 HICKORY FLAT RD, BUCKHANNON, WV 26201</td>
<td>$600.00</td>
<td>$15.00</td>
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<td>24 X 9'5 METAL OVER SHINGLES ON HAY BARN</td>
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<td>BRENDA HULL</td>
<td>426 SABAL CAMP RD, FRENCH CREEK, WV 26201</td>
<td>$15,000.00</td>
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<td>14' X 62 HOUSE</td>
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<tr>
<td>8/22/2018</td>
<td>7453</td>
<td>80276</td>
<td>JONATHAN CLUTTER</td>
<td>8120A CIR, BUCKHANNON, WV 26201</td>
<td>$2,794.00</td>
<td>$15.00</td>
<td>CHECK</td>
<td>8 REPLACEMENT WINDOWS</td>
<td>WINDOW WORLD OF FAIRMONT, 168 MCKEETOWN RD, FAIRMONT, WV 26545</td>
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<tr>
<td>8/22/2018</td>
<td>7454</td>
<td>5949</td>
<td>LEONARD GOLDEN</td>
<td>140 PRESTANS RD, FRENCH CREEK, WV 26201</td>
<td>$150.00</td>
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<td>6 X 10' NEW PORCH</td>
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<tr>
<td>8/23/2018</td>
<td>7455</td>
<td>4985</td>
<td>ALI A KHAN</td>
<td>145 EAGLE ST, BUCKHANNON, WV 26201</td>
<td>$2,200.00</td>
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<td>CASH</td>
<td>12 X 12 CIRCULAR CLOSED IN POOL-72X50 SQ FT</td>
<td>REEDS HOME REPAIR &amp; CONTRACTING, 5430 RT 20 SOUTH RD, BUCKHANNON, WV 26201</td>
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<td>7456</td>
<td>NEW</td>
<td>JENNIFER SCOTT</td>
<td>1145 SAGO RD, BUCKHANNON, WV 26201</td>
<td>$4,600.00</td>
<td>$15.00</td>
<td>DI</td>
<td>12 X 12 TRAILER, 10' X 10' BACK PORCH, 16' X 25' FRONT PORCH, 3 X 9'5 TIP OUT, 15' X 12 ADDITION</td>
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<tr>
<td>8/28/2018</td>
<td>7457</td>
<td>6559</td>
<td>POWERS CONSTRUCTION LLC</td>
<td>30 YARROW DR, BUCKHANNON, WV 26201</td>
<td>$12,400.00</td>
<td>$15.00</td>
<td>CC</td>
<td>REPLACE DECK WITH ROOF OVER</td>
<td>POWERS CONSTRUCTION LLC, 30 YARROW DR, BUCKHANNON, WV 26201</td>
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<td>7459</td>
<td>11244</td>
<td>BETTY COLLINS</td>
<td>2230 BELLEVUE RD, ROCK CAVE, WV 26204</td>
<td>$4,013.16</td>
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<td>1152 SQ FT ROOF</td>
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<td>Name</td>
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<tr>
<td>8/28/2018</td>
<td>7480</td>
<td>TIMOTHY S HIBBS</td>
<td>338 ROCK CAVE RD, CRAWFORD, WV 26202</td>
<td>14' X 48' MOBILE HOME</td>
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<td>7481</td>
<td>LARRY R YOUNG</td>
<td>12 RAY YOUNG RD, FRENCH CREEK, WV 26218</td>
<td>12' X 30' REPAIR ROOF</td>
<td>CAS94</td>
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<tr>
<td>8/28/2018</td>
<td>7482</td>
<td>KEVIN STINGO</td>
<td>PO BOX 41, 8061 PT 20 SOUTH RD, ADRIAN, WV 26210</td>
<td>INSTALL METAL ROOF OVER EXISTING ROOF</td>
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<td></td>
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<tr>
<td>8/28/2018</td>
<td>7483</td>
<td>MAXIME MALCOLM</td>
<td>2211 BEECHTOWN RD, FRENCH CREEK, WV 26218</td>
<td>15' WALL AND REPLACE BROKEN STEPS INTO BASEMENT</td>
<td>CHECK</td>
<td></td>
<td></td>
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<tr>
<td>8/29/2018</td>
<td>7484</td>
<td>MAURICE J BOHMAN JR</td>
<td>386 GLENN ABY RD, BUCKHANNON, WV 26201</td>
<td>15' X 15' DECK</td>
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<td>POWERS CONSTRUCTION LLC</td>
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<td>REROOF SHINGLES</td>
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**Total**

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**Total**

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<tr>
<td>$1,629,264.15</td>
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Join us for our
RIBBON CUTTING CELEBRATION
at our new location

During the event:
- Enjoy light refreshments
- Explore our new state-of-the-art facility
- Meet with the local hearing care provider,
  and his awesome team.

Monday, September 17 at 1:15pm

HearingLife
hearinglife.com

4 Northridge Drive, Suite 110
Northridge Shopping Center
Buckhannon, WV 26201

Ryan Summerfield
Licensed Hearing Instrument Specialist
You Don’t Want to Miss The
**Really Awesome Dads**
Family Fun Day
&
Chili Cook– off

**When: October 7th, 1-4pm**

**Where: Stockert Youth Center**

We are celebrating all the **RAD Dads** out there with a **free** family event. There will prizes for best chili, contests, games, door prizes bounce houses, food, and the Steelers Game on the big screen!

For More information and to enter the cook-off contact Jodi McQuillan @ 304-376-0086 or @ JFLeshman@hsc.wvu.edu

Sponsored by the WV Healthy Start Fatherhood Project and the Upshur County Family Resource Network
UCFRN General Membership Meeting
September 10, 2018 12:00PM

Stockert Youth Center

Agenda Topics

- Greeting and invocation
- Introductions (around the room)
- Director’s report including Intermountain Collaborative, Safe at Home/Family First, meetings, events
- Guest speakers for Preparedness Month – Susan Duranti and Phyllis Sembello
- Information Sharing
- Closing

Next meeting Monday, October 8, 2018 at 12:00 pm at Stockert Youth Center
UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda
Thursday, September 13, 2018
4:00 p.m.

I. Call meeting to order

II. Recognition of Guests

III. Public Comment

IV. Approval of previous meeting(s) minutes
   • July 19, 2018

V. Report and/or action on Pending Cases
   • 012017-01 and 012017-02 (George) – On hold until additional information is received to act on.
   • 020917-01 (Wojnowich) – sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18 month period to see if the new owner brings the property into compliance – Sold during tax sale on 11/15/17.
   • 110917-01 (DeMastes) – sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18 month period to see if the new owner brings the property into compliance
   • 030818-01 (Cogar) – Review photographs of property
   • 030818-02 (Linger/Merriman) – Review photographs of property
   • 061418-03 (Best) – Review photographs of property from initial visit

VI. Consider requests to establish new cases
   • 1 new complaint

VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, October 11, 2018 at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.
Buckhannon-Upshur Airport Authority Agenda
Buckhannon-Upshur Airport Authority–Upshur County Development Office
Thursday, September 13, 2018 at 4:00 pm

A. Call to order
B. Recognized guests and public comment period
C. Officer/Committee/Consultant Reports:
   • President’s Report – Bill Thomas, President
   • Treasurer’s Report – Phil Loftis, Treasurer
     o Approval of Authority to transfer funds from general fund account to payroll account as required (estimated at $7,500.00) for payroll expenses between 9/12/2018 and the next regularly scheduled authority meeting on 10/11/2018
     o Approval for employment letter of offer – Dakota McCartney (attached to Treasurer’s Report)
   • Secretary’s Report – Rich Clemens, Secretary
     o FOIA request from Derek Long – update
     o FOIA request from SmartProcure – update
     o Hangar Space Request
     o Young Eagles Event - update
   • Engineering Reports – Chapman/Technical
   • Operations – Jamie Wilt, Jennifer Powers
     o Fuel Prices/inventory
D. Consent Agenda:
   • Approval of Minutes
   • Approval of Treasurer’s Report
   • Authorization for payment of the bills
E. Items Removed from the Consent Agenda for discussion and vote:
F. Old Business:
   • New hangar space requests/applications/updates
G. New Business:
H. Board Member Comments and Announcements
I. Adjournment
Welcome and Introductions

Pledge of Allegiance

Treasurer’s Report

Review of Minutes from Previous Meeting

New Business:
- Locations For 2019-
  - We are working on next year’s meeting schedule. If you have a suggestion for a location or would like to host a meeting, please let us know!

Old Business:
- WV Chamber Annual Meeting & Business Summit
  - Largest to date with 1000+ attending

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
- Upshur Arts Alliance- Jane Helmick
- WVWC- Bob Skinner
- St. Joe’s- Lisa Wharton

Location- Opera House, CJ Rylands

Announcements

Closing Prayer- Adjourn

Next Meeting- October 15, 2018
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, September 18, 2018
Time:  6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---August 21, 2018

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures
  • Cumulative report
  • 501 (c) (3) status update
  • Collection of checks status update

Financial Matters/Items
  ➢ Bank Statement---Checking Account Balance as of 08/31/2018---TBD
  ➢ Disbursement from Chief Tax Deputy for August---TBD

Payment of Bills/Invoices
  ➢ Software Systems---Invoice # 31920---Maintenance Charge August---$216.00
  ➢ Upshur County Commission---Reimbursement P Card Purchase---Office Supplies (Binders, tabs, clipboard pushpins, legal pads)---$201.96

Review and approval of supplemental payment for tax deputies for October 2018-September 2019

Review and Approval of Corrective Tickets and Exonerations

Correspondence from State Auditor’s Office re: Training

Other Items/Matters to Consider

Date of Next Meeting---October 16, 2018---Adjournment
Upshur County Family Resource Network
General Membership Meeting
August 13, 2018
Meeting Minutes

Board Members present: Phyllis Sembello, Joseph Reed, Buddy Brady, Susan Duranti, Jodi McQuillan, Addie Helmick, Mary Austin, Angel Harvey and Alicia Rapking.

Board Members not present: Jodie Akers, Tonya Kittle, Matt Kerner, and Debora Brockerleman (although attended Board meeting).

Staff: Lori Ulderich Harvey and Ginny Dixon.

- Community Members present: Rita McCrobie, Delora Kittle, Barb Tucker, Lori Hagi, Sarah Campbell, Andi Cartier, Courtney Roby, Tiffany Auvil, Emily Tallman, Crystal Replogle, Laura McDaniels, Amanda Hayes, Anne Chopyak, Rachel Strawder, Melissa Fram(?) and Emma Rexroad.

Opening/Invocation: Chair, Joseph Reed, opened the meeting and Phyllis Sembello provided our invocation.

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

Minutes: At today’s FRN Board meeting, held prior to this meeting, minutes of the general membership meetings of July 9, 2018 were approved. Meeting minutes will be scanned and forwarded to Tabatha Perry, Assistant County Administrator. Also approved was the final expenditure report for FY 2017-2018.

FRN Director’s Report: Lori explained that her report for July had not been typed yet, but shared highlights with the group. FRN Board agreed that we would meet in October, not in November, then meet in December (with a potluck meal). Reminders will be sent. The PIP grant is done, and we have the DHHR grant contract. National Night Out went well; in addition to several agencies, Buckhannon Police Dept. and VIPS, Upshur EMS, Ellamore VFD, Washington District VFD, and DJ Brad Allen were there. Lori announced that on Saturday, October 13th there will be an EMS safety fair in the BHS packing lot. Children’s Festival will be Saturday, September 15th. In conjunction with HAPI, a fatherhood event will take place Sunday, October 7th from 1-4 pm, focusing on men’s health and family. Agencies are welcome to set up and there will be door prizes. More details to follow. Lori indicated there wasn’t much to share about Safe At Home WV. On December 18th, the IMC will meet at DHHR in Upshur County (11-1). Ginny will email a list of IMC meeting dates and locations to our email list. Recently about 9 homes opened in this area to provide foster care; PRIDE classes will be starting again.

Information Sharing:
- Ginny Dixon shared a summary of Green Bean weekend and the stroll Saturday, August 11th.
- Sarah Campbell, recently hired Volunteer Coordinator (Buckhannon Volunteer Center), shared that the official opening of the center will be Wednesday, August 15th at 2:30 pm. There will be a grant-writing training early in November. Look for postings on Facebook (Buckhannon Volunteer Center).
• **Tiffany Auvil**, Davis Medical Center, told us she is focusing on the senior population. On 9/20/18 from 8-11 am they will hold their first senior health day at Davis Health Care in Buckhannon. Providers will include a nutritionist.

• **Rita McCrobie** shared that she’s been working at many fairs and festivals, including a recent one, the Blackberry Festival in Sistersville (Tyler County).

• **Rachel Strawder**, VISTA with Literacy Volunteers of Upshur County, gave us the book sale dates: 11/16 and 11/17/18, still held at Holy Rosary Catholic Church. LVUC will be moving at the end of this month into a building owned by St. Joseph’s Hospital (formerly sold medical supplies from it).

• **Dr. Joseph Reed** noted that Healthy Bodies Healthy Spirits, an outgrowth of TryThis! WV, will be holding a conference 11/2/18 at 5 locations around the State, connected by TV’s. Emphasis is on involving churches. One can access signup through the Try This! Website.

Our next meeting will be September 10, 2018 at 12:00 noon. Before adjourning, Dr. Reed asked us to speak to “what you do as a volunteer” when introducing ourselves at our next meeting.

Respectfully submitted,


Ginny Dixon, Administrative Assistant  
Upshur County FRN

______

Board Member

______

Board Member
Upshur County Solid Waste Authority  
Board of Directors Meeting  
MINUTES  
August 13, 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 August 13, 2018.

Present at the meeting were: Joyce Harris-Thacker, James S. “Jay” Hollen, III, Mary Gower, G. Paul Richter, Jacqueline (Jackie) McDaniel and Director Burl Smith. A quorum was present. There was one guest: Beth A. Henry-Vance, WV DEP Youth Environmental Program Coordinator.

Minutes of the July 9, 2018 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jackie and second by Mary. Motion carried. The minutes were signed by the Chair and Director.

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

- REAP Account $2,198.65
- SWMB Account $100.00
- Money Mkt Account $19,534.48
- Operating Account $9,549.85

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

Director’s Report:

Burl Smith presented a written copy of the Director’s Report for the Period of July 10, 2018, to August 13, 2018, a copy of which is attached as part of the minutes. Burl presented a copy of the WV SWMB SWA Board Appointment Form for Review. No corrections to contact information were required. Joyce signed the form to be sent to the SWMB. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests:

- Beth A. Henry-Vance noted that she had recently attended the Adopt-A-Highway volunteer appreciation picnic at Stonewall Resort and got to meet many Upshur County volunteers. She is a new hire to her job as the Youth Environmental Program Coordinator and is eager to learn more of what the UCSWA is doing. She hopes to attend the AWVSWA conference in October.

Old Business:

- None.
New Business:

- **AWVSWA Conference Attendance, Stonewall Resort, Oct. 28-30, 2018:** Burl presented registration forms to be completed. All but Mary will register to attend all or part of the conference. The UCSWA has $1500.00 SWMB Grant money for conference attendance. Those who will attend only a portion of the conference will commute with mileage being paid by the SWA. Burl and possibly Paul will have room reservations.

- **FY 2019 SWMB Grant Award & Implementation:** Burl presented a copy of the Approved Grant Budget Form which showed:

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<tr>
<td>Containers/Bins</td>
<td>Recycling Blue Bins</td>
<td>3,770.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$13,170.00</strong></td>
</tr>
</tbody>
</table>

Burl noted that the grant training had taken place and the grant forms were signed by Joyce and have been returned to the SWMB.

- **FY 2019 Bounty Program, Upshur County Schools:** Burl reported that he had begun the contact to implement the program to be run in all nine Upshur County schools to award $1200.00 for recycling activities. The quantity of recycled material from each school will be measured and the awards will be presented based upon the pounds recycled per student for each school. The period runs for the months of September through April.

- **4th Grade City of Buckhannon Recycling Center Tours, Oct. 9th and 11th:** Burl reported that the contacts had been made for the date and time for each 4th grade class tour of the Recycling Center. Beth Henry-Vance expressed an interest in attending the tours with the students to help make contact with each school.

- **Paper Shred Event, September 8, 2018:** Burl reported that Shred-It will be at Crossroads Recycling Center from 9:00 AM to noon on Saturday, September 8, 2018. Mary, Jackie and Paul said they could help. Help is needed with traffic control, especially at the beginning hour.

Board Member Items:

- None

With no further business, the meeting adjourned at 5:10 PM.

Respectfully Submitted,

Burl J. Smith, Director  
August 13, 2018

Joyce Harris-Thacker, Chair

(Original Signature Copy to be maintained in the UCSWA Office)

The Director’s Report is attached on Page 3 of 3.
UPSHUR COUNTY SOLID WASTE AUTHORITY
DIRECTOR’S REPORT---Burl Smith
Period from July 10, 2018 to August 13, 2018

Activities include:

- Prepared and distributed by email the minutes of the 7/9/18 meeting.
- Checked upshurswa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check ($2133.59) on 7/28/18.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for July, 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.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the regularly scheduled 8/13/18 meeting. Posted Agenda on the office window and emailed to various agencies, press, etc., on 7/31/18.
- Pickup of litter at Crossroads Recycling Center was done twice this month.
- Shred Event with Shred-It is Saturday, September 8, 9-12, to be paid from REAP Grant. Updated some signs and posted. Addressing advertisements in RecordDelta and Prospector. Talked to City of Buckhannon Police about a presence as the event starts for traffic control. Will need some SWA help that day.
- Received from American Legion Boys State, “thanks for support” card.
- Received notification of FY2019 SMB Grant Award for $13,170.00. Did grant training and returned signed contracts and paperwork to SWMB on 7/31/18.
- Worked on 2018 REAP Grant 2nd quarter report.

Thanks---Burl
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