Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: September 20, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
  • September 13, 2018

9:05 a.m. Robert Sargent on behalf of Parents of Murdered Children – Presentation of National Day of Remembrance for Murder Victims Proclamation

9:30 a.m. Brian Fletcher, Fred W Eberle Technical Center Instructor; Tyler Cutright, Courtney Lesondak & Caleb Leggett, Fred W Eberle Technical Center Students – Discuss Economic Projects Impacting Communities (EPIC) Competition and request the support and certification from the County Commission.  

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9:45 a.m. Discuss property owned by Clarence and Dorothy Rowan located in Union Tax District – Tax Map 9E – Parcel Number 22.8

10:00 a.m. Public Hearing to consider evidence related to the possible closure of an unused paper alley located between parcels of land that High Point Construction owns in Buckhannon District

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3:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Review suggested revisions to the Upshur County 9-1-1 Addressing and Mapping Ordinance previously adopted on September 18, 2003 and amended on February 8, 2007. Upon consideration, set dates for public hearings.*

   Under separate cover

2. Determine Board of Assessment Appeals hearing schedule.*

3. Correspondence from Rick Harlow, President of the Upshur County Firefighters Association, requesting legal clarification with regards to the Fire Service Fee.*

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4. Consider authorizing Commission President Sam Nolte to sign a 120 day modification to the Upshur County Commission/Buckhannon-Upshur Airport Authority line of credit through Community Bank. The current line of credit is in the amount of one hundred sixty five thousand three hundred fifty five dollars and forty cents ($165,355.40). Draws on the line of credit will not be authorized during the 120 day extension.*

5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exoneration/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 Donald M. Kersey, III, Elections Director & Deputy Legal Counsel for the WV Secretary of State, announcing the Help America Vote Act Grant Award in the amount of two hundred thirty seven thousand eight hundred sixty six dollars and twenty six cents ($237,866.26) for the purposes of improving the administration of federal elections by enhancing election technology and making security improvements.

2. Correspondence from Tanya Zickefoose and Larry Lance, B-UMS Counselors, requesting donations and sponsorships for the “Buccaneer’s Pantry” in an effort to end childhood hunger within the B-UMS.


5. Updated Contract Administration Notes for Millsite Run South ’16 TS – Curry Park – Submitted by Nate Kennedy, Forester

6. WVDOH District 7 informational material disbursed during the meeting held on August 28, 2018

7. Upshur County Animal Control/Humane Officer Monthly Dog Report for the month of August 2018

8. Lewis-Upshur Animal Control Facility Cat Report for the month of August 2018

9. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – August 2018

10. Newsletters and/or Event Notifications:
- FALL FEST schedule of events – September 26th through 29th at Jawbone Park  
- CommUnity & Kindness Day of Service – Saturday, October 13th beginning at 8:00 a.m. at Jawbone Park  
- Building/Zoning Code Tutorial Session – City Hall Council Chambers on November 7th at 6:00 p.m.  
- Informational handout regarding WVABLE – Administered by the WV State Treasurer’s Office

11. Agendas and/or Notice of Meetings:
- Upshur County Senior Center  
- Upshur County Public Library  
- Upshur County Farmland Protection Board  
- City Council of Buckhannon

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12. Meeting Minutes:
- Upshur County Farmland Protection Board
- Upshur County Farmland Protection Board
- Upshur County Safe Structures & Sites Enforcement Board
- Elkins Road PSD
- Adrian PSD
- Adrian PSD – Phase VII & Phase VIII Progress Meeting

13. Meetings:
- 10/02/18 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
- 10/23/18 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
- 10/22/18 12:00 p.m. Region VII Planning & Development Council
14. 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)*

Next Regular Meeting of the Upshur County Commission
September 27, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex
Economic Projects Impacting Communities (EPIC) Competition
Overview, Application Guidelines, Eligibility, and Checklist

Overview:
West Virginia Department of Education’s Division of Technical Education and Governor’s Economic Initiatives is challenging Simulated Workplace companies to compete in an innovative tiny structure competition that will directly impact communities’ economy. The Economic Projects Impacting Communities (EPIC) Competition magnifies the Simulated Workplace Company’s collaborative and creative abilities into a showcase of technical skills through designing and constructing an eye-catching, energy efficient, high-performance tiny structure for commercial or residential use. The EPIC Competition will be completed over the next two school years and will require partnering with local businesses and other community organizations. The overarching concept should be to enhance students’ technical skills and creativity while making an impact within their local community. Think big, think efficient and think economic impact. Good luck and may the most creative, economically impactful structure win!

Guidelines:
- Application timeline: The application deadline is Friday, October 19, 2018.
- Student leaders from Simulated Workplace companies complete the application.
- Project construction must be completed by Friday, April 24, 2020 for the project showcase event in May 2020.
- Final reports are required for approved projects and due in May 2020.
  - Final reports must include an itemized list of project expenditures.
- Successful applicants will be notified by November 1, 2018.
- Submission: Applications may be submitted via email or mailed.
  - Email - Submit completed application with the required accompanying documents to: (jwilkinson@k12.wv.us) by NOON on Friday, October 19, 2018.
  - Mail - completed application with the accompanying documents to the address below. Applications must be postmarked by Friday, October 19, 2018.

  Jody Wilkinson
  Office of Governor’s Economic Initiatives
  West Virginia Department of Education
  1900 Kanawha Boulevard, East
  Building 6, Room 221
  Charleston, WV  25305-0330

Eligibility:
- Simulated Workplace Companies in CTE Centers, High-Schools, and/or specialized CTE schools.
- Must have at least four (4) partners on the project.
  - One (1) partner must be the County Commission.
- Three (3) letters of support from partners outlining commitment and/or in-kind contribution for the project.
  - No letter of support needed from County Commissioner. Only required to have support and certification from County Commissioner.
- Support and certification for the project from the Instructor, School Administrator, CTE Director, County Superintendent, County Board of Education President, County Commissioner, and signatures from Simulated Workplace Student Leaders participating in EPIC Competition.
Economic Projects Impacting Communities (EPIC) Competition
Overview, Application Guidelines, Eligibility, and Checklist

Application Checklist:
Use the checklist as a guide to complete the application sections.

1. Applicant Information
   □ Complete all sections entirely.

2. Narrative
   □ Innovation describes economic need tiny structure addresses and illustrates unique aspects of the structure’s architecture, engineering and affordability.
     ○ Architecture describes approach to designing and building an attractive, high-performance structure that integrates solar and energy efficiency technologies seamlessly into the design.
     ○ Engineering describes how the design demonstrates market-leading technologies and engineering integration to address energy efficiency for system operation and maintenance.
     ○ Affordability describes how the team will construct an affordable, energy-efficient structure with applicable renewable energy systems.
   □ Leadership Team lists student members and their roles.
   □ Collaborative Partnerships includes at least four (4) project partners.
     ○ County Commission must be one (1) of the four (4) partners.
       Only support and certification required from County Commission.
     ○ Signed letter of support from each partner. Must have at least three (3) letters of support.
       ○ Letters of support outline partners’ commitment and in-kind contribution for the project.
       ○ Attach letters of support with original signatures.
   □ Construction Management Plan provides detailed outline of project activities and timeline.

3. Budget
   □ Complete entire budget form and submit with required signatures.
     Signatures must be original.
   □ Estimated Construction Materials: List all anticipated expenses for project materials and supplies.
   □ Estimated In-kind Project Contributions: Indicate the source of any additional in-kind contributions you have secured for the project.

4. Support, Certification, and Participation
   □ Includes all required, original signatures.
     ○ Instructor, School Administrator, CTE Director, County Superintendent, County Board of Education President, County Commissioner, and Simulated Workplace Student Leaders participating in EPIC Competition.
1. Applicant Information

Complete all sections of the application entirely. Incomplete or missing information may result in disqualification.

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<th>School:</th>
<th>County:</th>
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<th>School Mailing Address:</th>
<th>School Phone:</th>
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<tr>
<th>CTE Program of Study:</th>
<th>Simulated Workplace Company Name:</th>
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<tr>
<th>Administrator Name and Email:</th>
<th>Instructor Name and Email:</th>
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Project Overview: *(Limit 200 words)*

Provide an overview of your project and briefly describe how your team’s project will integrate academics and technical skills to provide students with authentic workplace experiences.
2. Narrative

Respond to each of the following questions completely. Responses may be typed directly into the boxes on this form.

<table>
<thead>
<tr>
<th>Project Innovation</th>
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<tr>
<td>(Limit 1,000 words)</td>
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<tr>
<td>1. What makes your project innovative?</td>
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<tr>
<td>2. What economic need will your tiny structure address?</td>
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<tr>
<td>(healthcare, tourism, entrepreneurship, etc.)</td>
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<tr>
<td>3. What is unique about the architecture, engineering, and affordability of your tiny structure?</td>
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<tr>
<td>Please refer to the application checklist for additional guidance.</td>
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</tbody>
</table>
2. Narrative (Continued)

Respond to each of the following questions completely. Responses may be typed directly into the boxes on this form.

<table>
<thead>
<tr>
<th>Project Leadership Team</th>
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<tbody>
<tr>
<td><strong>Who will be leading the team's project?</strong></td>
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<tr>
<td>Please list each student on the project leadership team, including roles.</td>
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<table>
<thead>
<tr>
<th>Collaborative Partnerships</th>
<th>(Limit 150 words)</th>
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<tr>
<td><strong>How will your team collaborate with partners on the project?</strong></td>
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<tr>
<td>Must have at least four (4) project partners. <strong>One (1) partner must be the County Commission.</strong></td>
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<td>Other potential project partners may include: other Simulated Workplace companies, other schools, businesses, government, non-profits, community organizations, etc.</td>
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<td><strong>Attach partner letters of support with application submission.</strong></td>
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<thead>
<tr>
<th>Construction Management Plan</th>
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<tbody>
<tr>
<td><strong>What is your team's construction management plan?</strong></td>
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<tr>
<td>Provide a detailed outline describing the project's activities and timeline from design thru completion.</td>
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<tr>
<td>Projects must be completed by April 24, 2020 for project showcase event in May 2020.</td>
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</table>
3. Budget

WVDE will provide a $50,000 grant to successful applicants.

Estimated Construction Budget:

Please list the estimated cost for all construction materials.

<table>
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<tr>
<th>Item</th>
<th>Estimated Cost</th>
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**TOTAL $**

Estimated In-kind Contributions:

Please list the estimated amount for in-kind contributions for the project.

(For example, time, expertise, and donations from partners supporting the project.)

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<tr>
<th>In-kind Contribution</th>
<th>Estimated Amount</th>
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**TOTAL $**
### 4. Support, Certification, and Participation

#### Statement of Certification

I have reviewed the information in this application and certify, to the best of my knowledge, that it is accurate.

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>School Administrator Name</td>
<td>Signature</td>
<td>Date</td>
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<td>CTE Director Name</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Superintendent Name</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>Board of Education President Name</td>
<td>Signature</td>
<td>Date</td>
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<tr>
<td>County Commissioner Name</td>
<td>Signature</td>
<td>Date</td>
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#### Participating Simulated Workplace Student Leaders

As a Simulated Workplace Student Leader, I certify that I have completed this application and will participate in the EPIC Competition.

<table>
<thead>
<tr>
<th>Student Leader Name</th>
<th>Signature</th>
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<tr>
<td>Student Leader Name</td>
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<td>Student Leader Name</td>
<td>Signature</td>
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</table>
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

Public hearing: 9/20/18 at 10am
APPROVED
AUG 30 2018
UPSHUR COUNTY COMMISSION
To: Upshur County Commission

From: Rick Harlow-UCFFA President

Subject: Legal clarification-U.C Fire Fee

Dear Commission Members,

During our July, 2018 Firefighter association meeting, the need for legal clarification of an updated Fire Fee was discussed. The current Fire Fee that is in place has been utilized for over 15 years. The cost of providing all aspects of Emergency Services has increased significantly since the passing of the original Fee.

The association is asking the Commission for clarification on the following.

(1) Can a new Fee be put into place?
(2) What procedures would have to be followed to accomplish this?
(3) If attempted & it fails, Does the original fee stay in place?
(4) Can we try for a progressive fee? *One that has built in increases so We don’t have to go through this process numerous times*
(5) If it does fail what can the County Commission do to fund the Fire departments?

Please let me know if you have any questions & or concerns.

Sincerely, Rick Harlow (President)

Cell: (304) 406-4808
September 14, 2018

Upshur County Commission
Attn: Carol Smith, County Clerk
91 West Main Street, Ste. 101
Buckhannon, WV 26201
Via First-Class Mail

RE: Help America Vote Act Grant Award

Dear County Commissioners,

I am pleased to notify you that your request for grant funding under the Help America Vote Act of 2002 (HAVA) for the purposes of improving the administration of federal elections by enhancing election technology and making security improvements was approved by the State Election Commission upon recommendation by the HAVA Grant Board on September 11, 2018.

This letter details the state and federal requirements you must satisfy as a grant recipient. Please review this letter carefully and contact the undersigned with any questions or concerns regarding the following:

Grant Award Summary

Pursuant to the State Election Commission’s authority in W. Va. Code § 3-1-48 and Code of State Rules (CSR) § 153-10-1 et seq., HAVA grant funding in the amount of $237,866.26 will soon be provided by check from the Auditor’s Office to your county address via First-Class Mail.

Pursuant to CSR § 153-10-3, the County Commission must spend or otherwise obligate these funds within one hundred twenty (120) days from receipt of the award. Failure to do so will result in a violation of the terms of the award and remedial action will be immediately taken by the Secretary of State’s Office and/or the U.S. Election Assistance Commission.

The following breakdown reflects which items may be purchased with HAVA funds, as well as the total estimated cost of each provided by the county. The HAVA award is based on the matching percentage of the below costs provided in CSR § 153-10-3:

$302,743.00 Request for 50% reimbursement of voting machines purchased in March 2018
$152,100.00  40 Expressvote machines with accessories
$8,265.00   Ballot on Demand System to include printer with firmware, laptop, training, and installation and software license
$21,880.35  Door Access Control system with 5 IP Security Cameras
$4,940.00   Cisco 2960X-24TS-L (24Port), BeyondTrust Retina Network Vulnerability Scanner, User training

Grant Denial Summary

HAVA funding for the below items were not granted by the SEC upon recommendation by the HAVA Grant Board for the following reasons:

- Reimbursement for 3 Pollbooks ($7,257) – county was over its pro rata share of the available HAVA funds and approved purchases were deemed greater priorities than this item
- Purchase of 66 Expresspoll tablets with stands and 33 ExpressLink Printers with hardware, software, and maintenance ($122,694) – same answer as above
- Additional $16,485.03 deducted from total amount requested based on pro rata share of available funds

Sup-Recipient Grant Administration

Pursuant to Title 2 C.F.R. Subtitle A, Chapter II, Part 200 (2 CFR § 200), you must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance.

Therefore, please complete and submit the attached narrative report and summary of expenditures with required additional documents by December 31st, 2018. The original document may be scanned and submitted via e-mail to Dkersey@wvsos.com. There must be included a list of equipment obtained with the funds and a description of how the funded purchases meet the goals of the HAVA State Plan. An electronic version of the report spreadsheet document will be provided upon request.

Federal Audit, Proper Usage and Matching Funds Requirements:

The Office of Inspector General will audit the management of these grant funds to ensure compliance with state and federal law. Please consider this notice that these funds are granted for the sole purpose(s) as applied for and outlined above. Any other use of these funds are expressly prohibited and is subject to civil and criminal penalties.

Furthermore, for equipment purchases of over $5,000, 2 CFR 200.310 (regarding insurance generally) and particularly 2 CFR 200.13 provide requirements for the title, usage, management and maintenance of that equipment, including a physical inventory at least every two (2) years. For any capital improvements that increase the value of a building or site more than a de minimis
amount, please refer to 2 CFR 200.310 (insurance) and 2 CFR 200.311 (real property). Please be aware of and be certain to comply with these requirements.

Finally, pursuant to CSR § 153-10-3.4, 5 and 6, as well as the certification provided in your signed HAVA Grant Request Cover Page, your county is responsible for its share of matching funds required to make the authorized purchases outlined above. If at any time your county cannot make the required payments, you shall notify the Secretary of State’s Office immediately and promptly mitigate any physical, financial and all other actual or potential damages.

Notice of Right to Appeal

Pursuant to CSR § 153-10-5.1.3, your County Commission has ten (10) calendar days from the electronic receipt of this letter to file a written appeal to the SEC, which must be signed by a majority of the County Commissioners and provide specific grounds and details in support of the appeal.

Following the appeal period the SEC will consider all appeals at a later-scheduled hearing held at the Secretary of State’s Office in Charleston, WV. Appellants must appear in person to the hearing or otherwise the appeal will be dismissed with prejudice.

Respectfully yours,

Donald M. Kersey, III
Elections Director & Deputy Legal Counsel

Cc: cjsmith@upshurcounty.org
File/chron
# 2018 HAVA Election Security Grant
## Narrative Report and Summary of Expenditures

**Budget Information**
- **Name of County:**
- **Budget Period Start:** 3/23/2018
- **Budget Period End:** 3/23/2023

**Important:** You must attach (1) written explanations of how each purchased item below meets the goal of the HAVA State Plan, and (2) all invoices and proof of purchases made with HAVA funds.

### Program Categories

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>(a) Voting Equipment</th>
<th>(b) Election Auditing</th>
<th>(c) Voter Registration Systems</th>
<th>(d) Cyber Security</th>
<th>(e) Communications</th>
<th>(f) Physical Security</th>
<th>(g) Other</th>
<th>(f) Other</th>
<th>Totals</th>
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<td>3. Subgrants (State use only)</td>
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<td>4. Training</td>
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<td>5. All Other Costs</td>
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<td>6. Total Direct Costs (1-6)</td>
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<td>7. HAVA Matching Funds</td>
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<td>8. County Matching Funds</td>
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<td>9. Total Cost</td>
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</tbody>
</table>

**A. Do you have an Indirect Cost Rate Agreement approved by the Federal government or some other non-federal entity?**

If yes, please provide the following information:

**B. Period Covered by the Indirect Cost Rate Agreement (mm/dd/yyyy-mm/dd/yyyy):**

**C. Approving Federal agency:**

**D. If other than Federal agency, please specify:**

**E. The Indirect Cost Rate is:**
Buckhannon-Upshur Middle School  
553 Route 20 South Road  
Buckhannon, West Virginia 26201  
Phone: (304) 472-1520  
Fax: (304) 472-6864  

Renee E. Warner  
Principal  
Mitch Wood  
Assistant Principal  
Amy Cale  
Assistant Principal  

CHILDHOOD HUNGER  
IS AFFECTING OUR STUDENTS  

Did you know that 1 and 5 children in the United States are hungry? This staggering statistic is happening in our community and within our school. Buckhannon-Upshur Middle School is determined to change the hunger statistic by continuing our Buccaneer's Pantry. We have 890 students and nearly all (86.7%) come from low-income families. We have identified the students that accept food from our pantry every week and trying to support their food needs have been difficult. Our students need your help in making our pantry a success.  
The average cost per child is $3.00 per week, $12 per month. Our school food bank provides approximately 100 students each.  

There are many ways that you can be involved:  
1. Sponsor a student for a month. The cost would be $12.00  
2. Sponsor _______ students a month. The cost would be $12 x _______ students.  
3. Sponsor all 100 students for a week. The cost would be $300.00  
4. Sponsor all 100 students 2 weeks. The cost would be $600.00  
5. Sponsor all 100 students for the entire month at the cost of $1200.00  

Statistics have proven that hungry students struggle to focus and learn. Childhood hunger affects childhood learning. Please help us help our students by ending hunger within our school. Any donation big or small will make a huge difference. We thank you in advance for supporting such a great cause and look forward to receiving your help. Please know that all donors will receive a donation form that may be submitted with their taxes.  

If you have any questions please contact B-UMS Counseling Department 304-472-1520, Ms. Zickefoose (Ext 3017) or Mr. Lance (Ext 3016), or Vanessa Perkins (304-439-0996) and Kenna Leonard (304-613-1746), Food Pantry Volunteer Coordinators.  

Best Regards,  

Tanya Zickefoose,  
B-UMS Counselor  

Larry Lance,  
B-UMS Counselor  

[Signature]
THE CIRCUIT COURT OF UPSHUR COUNTY, WEST VIRGINIA

IN RE: WEAPONS/SECURITY IN THE UPSHUR COUNTY COURTHOUSE AND J. DOWELL JENNINGS ANNEX

ADMINISTRATIVE ORDER CONCERNING WEAPONS, SECURITY, AND SEARCHES ON COURTHOUSE GROUNDS

To preserve order, the fair administration of justice, and the safety of all persons having and doing business in the Upshur County Courthouse, which includes the J. Dowell Jennings Annex, it is hereby ORDERED and DECREED that no weapon, explosive, or other object deemed to be dangerous by the Court Security Officer, be permitted in the building. Circuit Judges, Magistrates, Prosecuting Attorneys and Assistant Prosecuting Attorneys, Certified Law Enforcement Officers, Probation Officers, and others authorized by statute to possess firearms on the Courthouse grounds are exempt from this prohibition and may possess a firearm.

It is further ORDERED that all persons and packages entering the building shall be subject to a limited administrative search for said weapons or explosives.

It is further ORDERED that Circuit Judges, Magistrates, Prosecuting Attorneys and Assistant Prosecuting Attorneys, Certified Law Enforcement Officers, Probation Officers, and others authorized by statute shall be exempt from said administrative search upon entry into the Upshur County Courthouse and the J. Dowell Jennings Annex.

It is further ORDERED that the Upshur County Sheriff’s implement policies and procedures to effectively carry out this ORDER forthwith.
ENTERED this 14th day of September, 2018.

KURT W. HALL, Chief Judge
26th Judicial Circuit

ATTEST: A true copy from the records located in the office of the Clerk of the Circuit Court of Upshur County, West Virginia.

Given under my hand 9/18/18

By:
Deputy Clerk
THE CIRCUIT COURT OF UPSHUR COUNTY, WEST VIRGINIA

ADMINISTRATIVE ORDER

WHEREAS, Article VIII of the West Virginia Constitution provides for the Supreme Court and its Circuit Courts to appoint their own officers and employees; and

WHEREAS, adequate security is necessary to assure the safe, secure, and peaceful conduct of a Circuit Court's business by its officers and employees; and

WHEREAS, the Circuit Court of Upshur County, West Virginia has determined that a full-time position for a qualified Court Security Officer is necessary for adequate security in the conduct of the Court's business; and

WHEREAS, the Chief Judge of the Circuit Court of Upshur County, West Virginia, has determined that Robert E. Hawkins is qualified by training and experience to be a Court Security Officer;

NOW, THEREFORE, IT IS ORDERED, that Robert E. Hawkins is hereby designated by the Chief Judge of the Twenty-sixth Judicial Circuit as Court Security Officer for the Circuit Court of Upshur County, to serve at the will and pleasure of the Chief Judge thereof;

IT IS FURTHER ORDERED that the Court Security Officer is authorized to:

1. Exercise full police authority in the Upshur County Courthouse and on Upshur County Courthouse grounds
2. Make arrests in and around the Upshur County Courthouse for offenses committed in their presence or in the presence of the Court
3. Carry a concealed firearm or other deadly weapon upon their person in the Upshur County Courthouse
4. Use reasonable and necessary force, including deadly force in the exercise of their responsibilities and duties

ENTERED this 11th day of September 2018.

ATTEST: A true copy from the records located in the office of the Clerk of the Circuit Court of Upshur County, West Virginia.

Given under my hand this 11th day of September 2018.

[Signature]
Deputy Clerk

KURT W. HALL, Chief Judge
26th Judicial Circuit
THE CIRCUIT COURT OF UPSHUR COUNTY, WEST VIRGINIA

ADMINISTRATIVE ORDER

WHEREAS, Article VIII of the West Virginia Constitution provides for the Supreme Court and its Circuit Courts to appoint their own officers and employees; and

WHEREAS, adequate security is necessary to assure the safe, secure, and peaceful conduct of a Circuit Court’s business by its officers and employees; and

WHEREAS, the Circuit Court of Upshur County, West Virginia has determined that a full-time position for a qualified Court Security Officer is necessary for adequate security in the conduct of the Court’s business; and

WHEREAS, the Chief Judge of the Circuit Court of Upshur County, West Virginia, has determined that Virgil D. Miller is qualified by training and experience to be a Court Security Officer;

NOW, THEREFORE, IT IS ORDERED, that Virgil D. Miller is hereby designated by the Chief Judge of the Twenty-sixth Judicial Circuit as Court Security Officer for the Circuit Court of Upshur County, to serve at the will and pleasure of the Chief Judge thereof;

IT IS FURTHER ORDERED that the Court Security Officer is authorized to:

1. Exercise full police authority in the Upshur County Courthouse and on Upshur County Courthouse grounds
2. Make arrests in and around the Upshur County Courthouse for offenses committed in their presence or in the presence of the Court
3. Carry a concealed firearm or other deadly weapon upon their person in the Upshur County Courthouse
4. Use reasonable and necessary force, including deadly force, in the exercise of their responsibilities and duties

ENTERED this 11th day of September, 2018.

ATTEST: A true copy from the records located in the office of the Clerk of the Circuit Court of Upshur County, West Virginia.

Given under my hand

KURT W. HALL, Chief Judge
26th Judicial Circuit

BRIAN P. GAUDET, CLERK
Deputy Clerk
THE CIRCUIT COURT OF UPSHUR COUNTY, WEST VIRGINIA

ADMINISTRATIVE ORDER

WHEREAS, Article VIII of the West Virginia Constitution provides for the Supreme Court and its Circuit Courts to appoint their own officers and employees; and

WHEREAS, adequate security is necessary to assure the safe, secure, and peaceful conduct of a Circuit Court’s business by its officers and employees; and

WHEREAS, the Circuit Court of Upshur County, West Virginia has determined that a full-time position for a qualified Court Security Officer is necessary for adequate security in the conduct of the Court’s business; and

WHEREAS, the Chief Judge of the Circuit Court of Upshur County, West Virginia, has determined that James W. Vance is qualified by training and experience to be a Court Security Officer;

NOW, THEREFORE, IT IS ORDERED, that James W. Vance is hereby designated by the Chief Judge of the Twenty-sixth Judicial Circuit as Court Security Officer for the Circuit Court of Upshur County, to serve at the will and pleasure of the Chief Judge thereof;

IT IS FURTHER ORDERED that the Court Security Officer is authorized to:

1. Exercise full police authority in the Upshur County Courthouse and on Upshur County Courthouse grounds
2. Make arrests in and around the Upshur County Courthouse for offenses committed in their presence or in the presence of the Court
3. Carry a concealed firearm or other deadly weapon upon their person in the Upshur County Courthouse
4. Use reasonable and necessary force, including deadly force, in the exercise of their responsibilities and duties

ENTERED this 14th day of September, 2018.

KURT W. HALL, Chief Judge

26th Judicial Circuit

ATTEST: A true copy from the records located in the office of the Clerk of the Circuit Court of Upshur County, West Virginia. Given under my hand.

[Signatures]

Deputy Clerk
THE CIRCUIT COURT OF UPCSHUR COUNTY, WEST VIRGINIA

ADMINISTRATIVE ORDER

WHEREAS, Article VIII of the West Virginia Constitution provides for the Supreme Court and its Circuit Courts to appoint their own officers and employees; and

WHEREAS, adequate security is necessary to assure the safe, secure, and peaceful conduct of a Circuit Court’s business by its officers and employees; and

WHEREAS, the Circuit Court of Upshur County, West Virginia has determined that a full-time position for a qualified Court Security Officer is necessary for adequate security in the conduct of the Court’s business; and

WHEREAS, the Chief Judge of the Circuit Court of Upshur County, West Virginia, has determined that Crystal S. Linger is qualified by training and experience to be a Court Security Officer;

NOW, THEREFORE, IT IS ORDERED, that Crystal S. Linger is hereby designated by the Chief Judge of the Twenty-sixth Judicial Circuit as Court Security Officer for the Circuit Court of Upshur County, to serve at the will and pleasure of the Chief Judge thereof;

IT IS FURTHER ORDERED that the Court Security Officer is authorized to:

1. Exercise full police authority in the Upshur County Courthouse and on Upshur County Courthouse grounds
2. Make arrests in and around the Upshur County Courthouse for offenses committed in their presence or in the presence of the Court
3. Carry a concealed firearm or other deadly weapon upon their person in the Upshur County Courthouse
4. Use reasonable and necessary force, including deadly force, in the exercise of their responsibilities and duties

ENTERED this 11th day of September, 2018.

ATTEST: A true copy from the records located in the office of the Clerk of the Circuit Court of Upshur County, West Virginia.

Given under my hand,

KURT W. HALL, Chief Judge
26th Judicial Circuit

BRIAN P. GAUTET, CLE:
By NELL S. STINELING
Deputy Clerk
THE CIRCUIT COURT OF UPSHUR COUNTY, WEST VIRGINIA

ADMINISTRATIVE ORDER

WHEREAS, Article VIII of the West Virginia Constitution provides for the Supreme Court and its Circuit Courts to appoint their own officers and employees; and

WHEREAS, adequate security is necessary to assure the safe, secure, and peaceful conduct of a Circuit Court's business by its officers and employees; and

WHEREAS, the Circuit Court of Upshur County, West Virginia has determined that a full-time position for a qualified Court Security Officer is necessary for adequate security in the conduct of the Court's business; and

WHEREAS, the Chief Judge of the Circuit Court of Upshur County, West Virginia, has determined that Douglas K. White is qualified by training and experience to be a Court Security Officer;

NOW, THEREFORE, IT IS ORDERED, that Douglas K. White is hereby designated by the Chief Judge of the Twenty-sixth Judicial Circuit as Court Security Officer for the Circuit Court of Upshur County, to serve at the will and pleasure of the Chief Judge thereof;

IT IS FURTHER ORDERED that the Court Security Officer is authorized to:

1. Exercise full police authority in the Upshur County Courthouse and on Upshur County Courthouse grounds
2. Make arrests in and around the Upshur County Courthouse for offenses committed in their presence or in the presence of the Court
3. Carry a concealed firearm or other deadly weapon upon their person in the Upshur County Courthouse
4. Use reasonable and necessary force, including deadly force, in the exercise of their responsibilities and duties

ENTERED this 11th day of September, 2018.

ATTEST: A true copy from the records located in the office of the Clerk of the Circuit Court of Upshur County, West Virginia.

Given under my hand

KURT W. HALL, Chief Judge
25th Judicial Circuit

BRIAN F. GAUSE, Clerk
Deputy Clerk
SEPTEMBER UPDATE
CONTRACT ADMINISTRATION NOTES
CURRY PARK TIMBER SALE

8/21/18    Mike Tenney called to discuss landing chunk pile. Requested if they could bury it.

8/22/18    At Curry Park Board meeting, discussed the need for signage at the county road saying “Motorized Vehicles Prohibited”. Since the sign would be on Wayne property, I need to contact Andy Wayne and request permission for the county to place that sign on his father’s property. Board is in agreement with the Waynes that the road needs to be blocked so that 4-wheeler can not get onto the road system for the timber sale.

8/27/18    Because of weather, they have been cutting and setting out. There are numerous large piles on ridge top, north side of ridge loop, & main road. South side of ridge loop – 2 – 50’ sections need to be built to tie loop together. Reclamation is good for west end of ridge loop road, main road south of ridge, and steep tie road. On creek crossing road, reclamation is as good as it will get due to springs. Requested that a hemlock tree which was girdled be dropped down the creek crossing road to prevent 4-wheelers from accessing park property. Stream has been cleaned out.

8/31/18    Inspected timber sale and discussed contract admin notes with Theo. Drier weather and they are making very good progress with skidding.

9/6/18     Inspected timber sale. Cutting and skidding are 99% done. The only section left is below the landing ~ 1 acre. They are working on dozer work for reclamation of remaining skid roads. Main road from switchback up looks very good but will need waterbars. Ridge loop road looks good except for a 50’ section to complete. They are working on roads on lower half of slope, but not done yet. Theo and I discussed landing reclamation and came up with a plan on burying and disposing of woody debris. Weather permitting, he plans to be done by Wednesday.

9/12/18    Reclamation of all skid roads is complete. Buried a portion of the woody debris, and hauled out a truck load of firewood to reduce the pile. They have another pile that Theo cannot move with dozer. To reduce that pile to less than 3’ tall, Northwest Hardwoods will hire an excavator to scatter the chunks out across landing. Also, excavator will build a solid road over top of skid road to provide path for recreational access as well as a solid place for the machine to work off of.
District Seven

Barbour County  Braxton County
Gilmer County  Lewis County
Upshur County  Webster County

Total Road Miles in District: 3,794.44
(excluding Interstate/Expressway)
Paved Primaries (US & WV Routes): 423.54 miles
Paved Secondaries: 1,339.51 miles
Surface Treated: 390.55 miles
Stone Stabilized: 1,208.29 miles
Other (primitive, unimproved, etc.): 432.55 miles

Bridges (over 20') and Less Than 20' Drainage Structures throughout the District:

- Bridges: 710  Less Than 20' Structures: 748

- Bridges may also include city and county owned bridges which fall under the Bridge Inspection Program. All Bridges are inspected but only State-owned bridges can be maintained by State Forces.
- Less Than 20' Drainage Structures are smaller than bridges (horizontal waterway is less than 20') but are greater than 60' in diameter. All structures in the program are State owned.

Fiscal Year 2017/2018 Annual Plan Budget - Whole District
$25,031,039

Fiscal Year 2017/2018 Annual Plan Budget for Maintenance in Counties only:
$19,783,355 Total for all six counties
- Labor Budget: $9,991,971
- Equipment Budget: $3,317,325

Employee Quota for Entire District: 403*
*This number includes all counties, interstate and expressways, District Sign Shop, District Bridge Department, District Construction, District Comptrollers Office, District Right of Way, District Equipment Shop, District Heavy Maintenance Crews, District Maintenance Office, and District Administration including Human Resources.

Quota: 201** (six counties only)
Current Staffing: 185** (six counties only)

<table>
<thead>
<tr>
<th>Equipment Operator 3</th>
<th>29</th>
</tr>
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<tbody>
<tr>
<td>Equipment Operator 2</td>
<td>111</td>
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<tr>
<td>Craftworker</td>
<td>11</td>
</tr>
<tr>
<td>Mechanic 3</td>
<td>6</td>
</tr>
<tr>
<td>Mechanic 2</td>
<td>4</td>
</tr>
<tr>
<td>Storekeeper</td>
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</tr>
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<td>Office Assistant</td>
<td>6</td>
</tr>
<tr>
<td>Crew Leader</td>
<td>19</td>
</tr>
</tbody>
</table>

**Does not include Interstate and Expressway maintenance organizations, District Heavy Maintenance and Bridge Maintenance forces, District Shop, District Administration & other support organizations, etc.

WVDOH District Workers per District Population

<table>
<thead>
<tr>
<th>District</th>
<th>Staffing</th>
<th>Population in District</th>
<th>District Funding (2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>461</td>
<td>301,336</td>
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</tr>
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<td>District 2</td>
<td>370</td>
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<td>$23,743,436</td>
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<td>262,740</td>
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<td>151,230</td>
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3881  1,827,773  $243,378,068
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Upshur County  Webster County

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Craftsman: 11
Mechanic 3: 6
Mechanic 2: 4
Storekeeper: 5
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Crew Leader: 19

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3881  1,827,773  $243,378,068
HOW A COUNTY’S ANNUAL PLAN BUDGET IS CALCULATED

An allocation formula has been established based on five (5) primary factors which have the greatest influence on maintenance expenses. These factors are:

- Climate (Snow Removal) = “C”
- Truck Density = “T”
- Vehicle (car) Density = “V”
- Cost of Hot Mix Asphalt (HMA) = “H”
- Cost of Aggregate (Stone) = “A”

These five (5) factors are multiplied by weighting factors (K₁ thru K₅) to come up with a Total County Factor (TCF), where:

\[
K₁ = 1.00 \text{ (Climate)}
\]

\[
K₂ = 1.00 \text{ (Truck Density)}
\]

\[
K₃ = 0.50 \text{ (Vehicle/Car Density)}
\]

\[
K₄ = 1.00 \text{ (HMA Activity Cost)}
\]

\[
K₅ = 0.35 \text{ (Aggregate Activity Cost)}
\]

\[
\text{TCF} = K₁C + K₂T + K₃V + K₄H + K₅A
\]

The “TCF” is then multiplied by the weighted type of road miles to calculate the “Index” used in determining the percentage of budget allocation for each county:

- State Local Service (SLS) paved miles = “S” = 1.00
- Expressways, Trunklines, Feeders (XTF) miles = “X” = 1.20 *
- Traffic Bound Miles = “TB” = 1.30 **
- Unimproved miles = “U” = 0.20

*Interstate and APD miles are excluded from calculations for county computations.

**Traffic Bound Miles are all other travelled road miles in county not included in S, XTF, or U.

\[
\text{Index} = TCF (1.20X + 1.00S + 1.30TB + 0.20U)
\]

The county allocation formula determines the percentage of the total state budget for maintenance that a county will receive. In this way, the level of service will go up or down equally in each county as the total budget fluctuates. The county allocations are calculated by Central Office in Charleston and given to each District to then determine the best way to spend the allocations with guidance.
CURRENT ANNUAL PLAN BUDGETS FOR COUNTIES IN DISTRICT SEVEN

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>TOTAL BUDGET</th>
<th>PORTION OF BUDGET DEDICATED TO CORE PLAN (MOWING, DITCHING AND POTHOLE REPAIR)</th>
<th>PORTION OF BUDGET ESTIMATED FOR SRIC</th>
<th>PORTION OF BUDGET ESTIMATED FOR ALL OTHER NON-CORE PLAN MAINTENANCE ACTIVITIES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbour</td>
<td>$3,582,334.00</td>
<td>$2,194,980.10</td>
<td>$770,150.00</td>
<td>$617,203.90</td>
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<td>Braxton</td>
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<td>$2,329,222.54</td>
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<td>$764,554.46</td>
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<td>Gilmer</td>
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<td>Lewis</td>
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<td>$2,082,882.05</td>
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<td>Upshur</td>
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<td>$624,010.00</td>
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<tr>
<td>Webster</td>
<td>$3,174,170.00</td>
<td>$1,836,590.21</td>
<td>$715,120.00</td>
<td>$622,459.79</td>
</tr>
</tbody>
</table>

* Non-Core Plan Activities include, but are not limited to: Temporary Patching, Culvert Installation, Placing Dump Rock Ditches, Riprapping Embankments, Guardrail Maintenance, Dead Animal Pickup, Work Release Crew (when available) and Supervision, Sign Installation and Maintenance, Emergency Services, Equipment Transporting and Repairs, Supervision/Administration, Shop Expenses, Overhead, Leave Time, Training, Buildings and Grounds, etc.

Labor is generally 50% to 55% of the budget costs

Equipment is generally 15% to 20% of the budget costs.

Materials are generally 30% to 35% of the budget costs.

THE CORE MAINTENANCE PLAN

The Core Maintenance Plan consists of three general operations: Mowing, Ditching and Pothole repair.

These three items, plus SRIC, must comprise at least 70% of a maintenance organization’s Annual Plan Budget. This is their CORE work.

A Core Plan is developed by each County and Expressway organization twice a year (January 1 to June 30 and July 1 to December 31).

The Plan is typically submitted in early December for the first six-month cycle and near the end of the fiscal year, which is June 30, for the second six-month cycle. Any planned work not completed is generally moved to the next CORE PLAN.

Maintenance organizations use the Core Plan to build their weekly work schedules. The intent is to design a well thought out Plan to be able to better schedule crews so they are not jumping around from one area of the county to the next, but working in more logical, systematic pattern to best utilize resources. However, there should be time built in to handle those situations that arise that cannot be planned, as emergencies and other issues that may need an immediate temporary fix happen at any time.

The Core Plan is updated monthly and submitted to the Maintenance Engineer to ensure operations are progressing. Each task a maintenance organization performs has an Activity Code, each Activity Code has an established Performance Standard. These Standards outline the description, purpose, general crew size, daily accomplishments, equipment required and performance criteria for each maintenance activity.
SNOW REMOVAL AND ICE CONTROL (SRIC)

SRIC Priorities are set based on factors such as Surface Type, ADT, use, etc.

**PRIORITY 1**

These are generally our Primary Routes, Paved Major Secondary Routes and Paved School Bus Routes.
They have the same pavement types and conditions.
The same SRIC Material can be used on different First Priority Routes.

**PRIORITY 2**

Generally these are lower volume Paved Secondary Routes, Surface Treated / Tar & Chip Routes, and all other school bus routes that were not in Priority 1.

*Paved Secondaries* will normally receive a treatment consisting of plowing and an application of abrasive/chemical mix applied to hills, hazardous curves, intersections, railroad crossings, and other potential high accident areas.

*Surface Treated Routes* will normally receive plowing with abrasives only applied to hills, hazardous curves, intersections, railroad crossings and other potential high accident areas. Salt and other ice melting chemicals **CANNOT BE APPLIED** to these routes.

**PRIORITY 3**

These are usually Stone Stabilized Routes, Surface Treated, or very low volume Paved Routes.
Regardless of pavement type, Priority 3 Routes will receive plowing only, except abrasives may be used on steep grades, hazardous curves, intersections, railroad crossings, and other potential high accident areas. NO DEICING CHEMICALS ARE TO BE USED unless directed by management. Policy states these routes are to be treated for chain traffic only, however we obviously often go above and beyond what policy dictates.

**PRIORITY 4**

Will receive SRIC treatment only in situations deemed necessary for the safety of the traveling public under special circumstances.


<table>
<thead>
<tr>
<th>COUNTY</th>
<th>PRIORITY 1 ROAD MILES</th>
<th>PRIORITY 2 ROAD MILES</th>
<th>PRIORITY 3 ROAD MILES</th>
<th>PRIORITY 4 ROAD MILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbour</td>
<td>270.97</td>
<td>172.83</td>
<td>157.70</td>
<td>50.94</td>
</tr>
<tr>
<td>Braxton</td>
<td>282.05</td>
<td>154.14</td>
<td>234.75</td>
<td>105.82</td>
</tr>
<tr>
<td>Gilmer</td>
<td>183.32</td>
<td>102.65</td>
<td>150.03</td>
<td>90.69</td>
</tr>
<tr>
<td>Lewis</td>
<td>172.48</td>
<td>129.51</td>
<td>219.83</td>
<td>98.02</td>
</tr>
<tr>
<td>Upshur</td>
<td>118.50</td>
<td>190.80</td>
<td>316.22</td>
<td>101.47</td>
</tr>
<tr>
<td>Webster</td>
<td>202.66</td>
<td>78.13</td>
<td>159.25</td>
<td>51.68</td>
</tr>
</tbody>
</table>
OVERVIEW OF PROGRAMS FROM THE DISTRICT PERSPECTIVE

In October each year, the District Design Department receives a memorandum from the State Highway Engineer’s Office describing the Scope of Work, Funding Levels for A10 (Federal Aid Other Paving) and A13 (State and Local Service Paving) Programs, along with bid timelines, requirements for programming projects, etc. A20 (Tar and Chip), B20 (State Force Skip Paving), B30 (District Forces Slide Repair), and B31 (Contract Slide Repair) program funds are confirmed with the District by the Regional Programming Coordinator prior to the District sending any programming information through for projects.

Any additional funding for Interstate/APD projects also comes out as memorandums from the State Highway Engineer’s Office, as well as any funding for special projects that may not be covered under a specific program.

PROGRAM DESCRIPTIONS:

A10 - Fed Aid Other (80/20) - 80% Federal Participating Funding for paving used for Federal Aid eligible routes other than Interstates, APD’s and Expressways. These projects require full PS&E (Plans, Standards, & Estimates) submittals for contractor bidding.

A13 - State Local Service Paving - Paving either via Contract Bidding or Purchase Order Contract. Generally used only on State Local Service Routes, but may be used for Fed Aid eligible routes with full PS&E submittal to contract.

A20 - Tar and Chip (Surface Treatment) - District wide Tar and Chip Program by District/County Forces.

B20 - State Skip Paving - District wide skip paving, either via Purchase Order Contract or by District Forces.

B30 - District Forces Slide Repair - Programmed for slide repairs via Purchase Order Contract repair or by District Forces.

B31 - Contract Slide Repair - Programmed for slide repairs via Contract PS&E, but may also be used for Purchase Order Contract repairs.

C23 - Bridge Renovations - varies yearly; District-wide bridge renovation program.

C26 - Small Bridge Replacement - funding to replace bridges between 20’ and 200’ long.

C28 - Spot Painting of Bridges - funding for spot painting bridge substructures.

TYPICAL FUNDING FOR EACH PROGRAM DISTRICT-WIDE:

**PAVING:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>A10 Fed Aid (est.)</td>
<td>$2,400,000.00</td>
</tr>
<tr>
<td>A13 Spring SLS</td>
<td>$709,800.00</td>
</tr>
<tr>
<td>A13 Summer SLS</td>
<td>$4,914,000.00</td>
</tr>
<tr>
<td>A20</td>
<td>$530,700.00</td>
</tr>
<tr>
<td>B20</td>
<td>$1,280,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,834,500.00</strong></td>
</tr>
</tbody>
</table>

(Distribution of funds/country for paving is approximated using factors of 2/3 population and 1/3 paved road miles)

**SLIDES:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>B30</td>
<td>$400,000.00</td>
</tr>
<tr>
<td>B31</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,400,000.00</strong></td>
</tr>
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</table>

**BRIDGES:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Funding</th>
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</thead>
<tbody>
<tr>
<td>C23 (varies yearly)</td>
<td>$225,000.00</td>
</tr>
<tr>
<td>C26 (varies yearly)</td>
<td>$1,250,000.00</td>
</tr>
<tr>
<td>C28</td>
<td>$70,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,545,000.00</strong></td>
</tr>
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</table>
WVDOH District 7

Contract Cost Data Sheet

August 28, 2018

Resurfacing

Two-lane, 1” overlay/preservation: $114,500.00* per mile
16’ wide county route, 2” overlays w/ Wearing IV: $154,710.00* per mile
Two-lane, 1.5” urban overlay w/ paved shoulders: $174,142.86* per mile
18’ wide county route, 3” overlay w/Base and Wearing: $244,500.00* per mile
Two-lane, 1.5” urban mill/fill: $477,000.00* per mile

*Prices include all ancillary work to complete project; such as, traffic control, tack coat, patch/level and scratch courses, ditching, shoulder reconstruction, permanent roadway markings, etc.

Bridge

Superstructure/deck rehabilitation: $250.00** per square foot of deck
Complete replacement (Bridges < 100 ft): $450.00** per square foot of deck
Deck surface overlay: $50.00** per square foot of deck

**Prices include all ancillary work to complete project; such as, traffic control, demolition of existing structure, detour installation and maintenance, approach roadways, roadway markings, etc.

Major drainage

16” - 63” pipe relining (concrete): $560.00† per linear foot

†Includes costs of ancillary work: traffic control, erosion and environmental controls, etc.

Note: Values determined from average bid costs from District 7 projects from 2017 and 2018 to date. Values are averages from projects throughout the District. Values vary based on location and time of letting.
Upshur County

Total Road Miles: 726.99 (excluding expressways)
Paved Primaries [US & WV Routes]: 55.84 miles
Paved Secondaries: 275.10 miles
Surface Treated: 57.63 miles
Stone Stabilized: 258.76 miles
Other (primitive, unimproved, etc.): 79.66 miles

Fiscal Year 2017/2018 Annual Plan Budget:
$3,473,250 Total
- Labor Budget: $1,702,835
- Equipment Budget: $563,039
- Materials Budget: $1,207,376

Employee Quota: 35
Current Staffing: 32

Equipment Operator 3: 4
Starting salary: $17.99/hour
Average salary: $19.16/hour

Equipment Operator 2: 22
Starting salary: $12.81/hour
Average salary: $14.81/hour

Craftworker/Laborer: 0
Starting salary: $10.77/hour
Average salary: N/A

Mechanic 3: 1
Starting salary: $17.99/hour
Average salary: $19.88/hour

Mechanic 2: 1
Starting salary: $12.81/hour
Average salary: $15.45/hour

Storekeeper: 1
Starting salary: $9.84/hour
Average salary: $13.08/hour

Office Assistant: 1
Starting salary: $9.84/hour
Average salary: $18.14/hour

Crew Leader: 3
Starting salary: $20.15/hour
Average salary: $20.11/hour

County Population: 24,465 (US Census Bureau)

<table>
<thead>
<tr>
<th>SOME TOP ROUTES IN COUNTY</th>
<th>ADT</th>
</tr>
</thead>
<tbody>
<tr>
<td>WV 20</td>
<td>16,836</td>
</tr>
<tr>
<td>WV 4</td>
<td>1,212</td>
</tr>
<tr>
<td>CR 151</td>
<td>6,055</td>
</tr>
<tr>
<td>CR 7, Brushy Fork</td>
<td>4,337</td>
</tr>
<tr>
<td>CR 12, Buckhannon Mountain Road</td>
<td>8,130</td>
</tr>
<tr>
<td>CR 1, Hackers Creek Road</td>
<td>1,198</td>
</tr>
<tr>
<td>CR 13, Hall Road</td>
<td>1,507</td>
</tr>
<tr>
<td>CR 9, Tallmansville Road</td>
<td>4,394</td>
</tr>
<tr>
<td>CR 14, Stony Run</td>
<td>2,062</td>
</tr>
<tr>
<td>CR 22, Sago Road</td>
<td>889</td>
</tr>
<tr>
<td>CR 11, Alexander Road</td>
<td>1,376</td>
</tr>
</tbody>
</table>

Equipment Quotas
Backhoes: 2
Skid Steer: 2
Dump Trucks: 10
Graders: 5
Tractor Mowers: 4
Endloaders: 2

Estimated Cost of Equipment: $1.6 M

Bridges (over 20') and Less Than 20' Drainage Structures in County:
Bridges: 109
Less Than 20' Structures: 122

- Bridges may also include city and county owned bridges which fall under the Bridge Inspection Program. All Bridges are inspected but only State-owned bridges can be maintained by State Forces.

- Less Than 20' Drainage Structures are smaller than bridges (horizontal waterway is less than 20') but are greater than 60" in diameter. All structures in the program are State owned.
## Upshur County

<table>
<thead>
<tr>
<th>Route</th>
<th>Length</th>
<th>Project Name</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>33/15</td>
<td>1.27 Weyerhaeuser IAR</td>
<td>Paving</td>
<td>$330,000.00</td>
</tr>
<tr>
<td>CO</td>
<td>9/21</td>
<td>0.32 Ivy Shortcut</td>
<td>Paving</td>
<td>$98,905.00</td>
</tr>
<tr>
<td>CO</td>
<td>16</td>
<td>4.68 Little Sand Run Road</td>
<td>Paving</td>
<td>$666,634.00</td>
</tr>
<tr>
<td>WV</td>
<td>20</td>
<td>3.82 Diana-Rock Cave Road</td>
<td>Paving</td>
<td>$1,287,148.00</td>
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<tr>
<td>CO</td>
<td>11</td>
<td>2.53 Alexander Road</td>
<td>Paving</td>
<td>$405,802.00</td>
</tr>
<tr>
<td>CO</td>
<td>11</td>
<td>2 Alexander Road</td>
<td>Paving</td>
<td>$150,500.00</td>
</tr>
<tr>
<td>CO</td>
<td>3</td>
<td>0.85 Kesling Mill Road</td>
<td>Paving</td>
<td>$37,600.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$2,976,589.00</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Route</th>
<th>Length</th>
<th>Project Name</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td></td>
<td>Upshur County ADA</td>
<td>Curb Ramp Design/Build</td>
<td>$490,200.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route</th>
<th>Length</th>
<th>Project Name</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>1/13</td>
<td>1.16 Ira Moore Road</td>
<td>Tar and Chip</td>
<td>$39,250.00</td>
</tr>
<tr>
<td>CO</td>
<td>4/4</td>
<td>0.93 Ira Moore Road</td>
<td>Tar and Chip</td>
<td>$31,250.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$70,500.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route</th>
<th>Length</th>
<th>Project Name</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>1</td>
<td>0.01 White Oak Arch Replacement</td>
<td>Bridge</td>
<td>$522,000.00</td>
</tr>
<tr>
<td>US</td>
<td>33</td>
<td>14.89 Corridor H Drainage Improvement</td>
<td>Garvee Drainage</td>
<td>$1,306,972.00</td>
</tr>
<tr>
<td>CO</td>
<td>40/4</td>
<td>0.1 Less than 20 Superstructure Replacement</td>
<td>Bridge</td>
<td>$25,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1,853,972.00</strong></td>
</tr>
</tbody>
</table>
MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION
FROM: Dustin L. Hollen, ANIMAL CONTROL/HUMANE OFFICER
SUBJECT: REPORT OF ANIMAL CONTROL OFFICER
DATE August 1, 2018- August 31, 2018

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

NUMBER OF DOGS PICKED UP 15
NUMBER OF DOGS ADOPTED 11
   NO CHARGE 0
RESCUED DOGS 19
NUMBER OF DOGS RETURNED TO OWNER 1
NUMBER OF DOGS QUARANTINED 0
NUMBER OF DOGS IN DROP BOX 0
NUMBER OF DOGS BROUGHT IN 14
NUMBER OF DOGS EUTHANIZED 0
NUMBER OF HOURS INVOLVED 194 1\2
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL 12
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL 22
To: Upshur County Commission  
From: Janella Cochran Supervisor of Animal Services  
Subject: Report of Cats  

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During  
The Month of Aug 2018  

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Cats brought in by Buckhannon City Trapper</td>
<td>1</td>
</tr>
<tr>
<td>Number of Cats brought in by Weston City Trapper</td>
<td>0</td>
</tr>
<tr>
<td>Number of Cats Brought in By John for Lewis County</td>
<td>0</td>
</tr>
<tr>
<td>Number of Cats Brought in By Dustin for Upshur County</td>
<td>1</td>
</tr>
<tr>
<td>Number of Cats Brought in By Law Enforcement</td>
<td>1</td>
</tr>
<tr>
<td>Number of Cats Brought in By Lewis County Residence</td>
<td>34</td>
</tr>
<tr>
<td>Number of Cats Dropped Off by Upshur County Residence</td>
<td>45</td>
</tr>
<tr>
<td>Number of Cats Quarantined</td>
<td>0</td>
</tr>
<tr>
<td>Number of Cats in Holding Box</td>
<td>5</td>
</tr>
<tr>
<td>Number of Cats Adopted (Upshur)</td>
<td>13</td>
</tr>
<tr>
<td>Number of Cats Returned to Owner</td>
<td>0</td>
</tr>
<tr>
<td>Number of Cats/Kittens Rescued</td>
<td>28</td>
</tr>
<tr>
<td>No Charge</td>
<td>28</td>
</tr>
<tr>
<td>Number of Cats Euthanized</td>
<td>45</td>
</tr>
</tbody>
</table>

(24) Upshur (21) of these were Lewis
<table>
<thead>
<tr>
<th>Animal ID</th>
<th>County</th>
<th>Adopt Fee Pd By</th>
<th>Adopt Fee CK No</th>
<th>Board Dep</th>
<th>Spay Dep Ret By</th>
<th>Spay Dep Ret Claro</th>
<th>Trans Date</th>
<th>Trans Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>7953</td>
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<td>Cash</td>
<td>JAN</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>08/01/2018</td>
<td>12:47:32</td>
</tr>
<tr>
<td>7954</td>
<td>Upshur</td>
<td>Cash</td>
<td>JANELLA</td>
<td>Upshur</td>
<td>None</td>
<td>None</td>
<td>08/01/2018</td>
<td>16:02:15</td>
</tr>
<tr>
<td>7955</td>
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<td>Cash</td>
<td>RANDY</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>08/03/2018</td>
<td>10:22:44</td>
</tr>
<tr>
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<td>Cash</td>
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<td>None</td>
<td>None</td>
<td>08/05/2018</td>
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</tr>
<tr>
<td>7957</td>
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<td>Check</td>
<td>143</td>
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<td>None</td>
<td>None</td>
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<tr>
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<td>JAN</td>
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<td>JAN</td>
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<td>None</td>
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<tr>
<td>7886</td>
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<td>9453</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
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<tr>
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<td>None</td>
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<tr>
<td>7884</td>
<td>Upshur</td>
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<td>377</td>
<td>JAN</td>
<td>None</td>
<td>None</td>
<td>08/08/2018</td>
<td>11:39:30</td>
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<tr>
<td>7885</td>
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<td>JAN</td>
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<td>None</td>
<td>None</td>
<td>08/08/2018</td>
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<tr>
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<td>None</td>
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</tr>
<tr>
<td>7798</td>
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<td>377</td>
<td>JAN</td>
<td>None</td>
<td>None</td>
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<td>11:59:11</td>
</tr>
<tr>
<td>7993</td>
<td>Lewis</td>
<td>Cash</td>
<td>JAN</td>
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<td>Lewis</td>
<td>None</td>
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</tr>
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<td>None</td>
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</tr>
<tr>
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<td>Upshur</td>
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<td>Upshur</td>
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</tr>
<tr>
<td>7819</td>
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<td>Cash</td>
<td>RANDY</td>
<td>6.00</td>
<td>Upshur</td>
<td>None</td>
<td>08/09/2018</td>
<td>12:57:37</td>
</tr>
<tr>
<td>7748</td>
<td>Upshur</td>
<td>9319</td>
<td>None</td>
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**Main Menu**

Adoptions $735.00
USN $700.00
Board/Rescue $70.00
LSN $350.00

**S/N Deposit Returned** $300.00

Total = $1,855.00

---

http://www.upshuranimalcontrol.org/admin/ADOPTF.html

9/5/2018
# Downtown Buckhannon Presents
## Fall Fest
### September 26th - 29th
### Jawbone Park

**September 26th & 27th**
- **Carnival**

**September 28th**
- **Carnival**
- **Tractor Rides**
- **Apple Cider @ Fire Station**
- **Battle of the Bands**

**September 29th**
- **5K**
- **Make Apple Butter**
- **Tractor Rides**
- **Children's Activities**
- **Pumpkin & Apple Sales**
- **Heritage Dance Exhibitions**
- **Antique Tractor & Car Show**
- **Colonial Theatre Performances**
- **Pet Show & Parade**
- **Canning Demonstrations**
- **Petting Zoo**

Find more details on Facebook

### PAWS in the Park Schedule
**September 29, 2018**
- **8 AM - 4 PM**
- **Yappy Hour at 5 PM**

- **9:00 am**
  - **Blessing of the Paws**
  - **Pet Show**

- **10:00 am**
  - **Microchipping**
  - **Pet Portraits**

- **11:00 am**
  - **Pet Parade**

- **3:00 pm**
  - **Yappy Hour**

For more information, find The Buckhannon Dog Park on Facebook, look for Paws in the Park event page or email BuckhannonDogPark@hotmail.com

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
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<tbody>
<tr>
<td><strong>Wed-Thurs</strong></td>
<td></td>
<td></td>
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<tr>
<td>Carnival - Gambill Amusements</td>
<td>Jawbone Lot</td>
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<tr>
<td><strong>Friday</strong></td>
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<tr>
<td>Fall Fest Welcome</td>
<td>Theatre</td>
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<tr>
<td>Pumpkin Decorating Contest</td>
<td>CVB</td>
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<tr>
<td>Apple Cider</td>
<td>Fire House Bay 6</td>
<td>5:00 PM</td>
<td>8:00 PM</td>
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<tr>
<td>Kettle Corn</td>
<td>Jawbone Park</td>
<td>5:00 PM</td>
<td>8:00 PM</td>
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<tr>
<td>Wagon Rides</td>
<td>Theatre</td>
<td>5:00 PM</td>
<td>8:00 PM</td>
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<tr>
<td>Downtown Business Display Contest Winners</td>
<td>CVB</td>
<td>5:30 PM</td>
<td>5:45 PM</td>
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<tr>
<td>Carnival - Gambill Amusements</td>
<td>Jawbone Lot</td>
<td>6:00 PM</td>
<td>10:00 PM</td>
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<tr>
<td>Battle of the Band</td>
<td>Theatre</td>
<td>8:00 PM</td>
<td>10:00 PM</td>
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<td>Event</td>
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<td>2nd Annual UCRC 5K</td>
<td>Jawbone</td>
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<td>Tractor &amp; Car Show Registration</td>
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<tr>
<td>Blessing of the Paws</td>
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<td>Food preservation &amp; Canning Demo</td>
<td>Jawbone Park</td>
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<td>Kettle Corn</td>
<td>Jawbone Park</td>
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<td>A Coin in a Hay Stack Hunt</td>
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CommUnity & Kindness Day of Service

September 13, 2018

BUCKHANNON, WV: We need the "U" in Community; that is, we need YOU to join others for a fun day of socializing while getting some work done. Join us on Saturday, October 13th for our CommUnity & Kindness Day of Service. Our parks, river, schools, cemetery, community center, and flower beds can always use a little extra sprucing up, so grab your shovel, gloves, or paintbrush and come down to Jawbone Park, where registration will begin at 8:00 a.m. and run until 1:00 p.m. You will need to arrive by 9:00 a.m., though, if you want to join the first shift. The second shift will start at 1:00 p.m. In between, from noon to one, we'll celebrate our volunteers' hard work with a PIZZA PARTY at Jawbone Park. All pre-registered volunteers will also receive a thank you gift.

West Virginia Wesleyan Greek Life, led by John Bohman & Zachary "Dutch" Mutchler, and the Center for Community Engagement's WE LEAD student organization have already stepped up to the plate, with all sororities and fraternities committing to participate. Are you going to let those 'Cats have all the fun? That's right: I'm calling you out Buccaneers. We want to see you out and putting in some sweat and love for your hometown. Will your family, business, or organization get onboard? Call Casey Gilbert, Buckhannon Volunteer Center Coordinator, to see how you can pre-register and select a project that matches your needs and skill set.

The Buckhannon Volunteer Center is a grant-funded program through Volunteer West Virginia and the Volunteer Generation Fund. The grant funding is a part of the Be Kind, #VolunteerWV initiative, a campaign developed by Volunteer West Virginia to dedicate a year of kindness to West Virginia. The campaign's goal is simple: to spread kindness and volunteerism across the state.
Interested volunteers and organizations may reach out to Casey Gilbert, Buckhannon Volunteer Center Coordinator, by calling City Hall at (304) 472-1651 or by emailing BAvolunteer@buckhannonwv.org. Watch for Buckhannon Volunteer Center news and updates at www.buckhannonwv.org/volunteer.

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Callie Cronin Sams, callie.csams@buckhannonwv.org

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Callie Cronin Sams
Information Coordinator & Grant Writer
City of Buckhannon
(304) 472-1651 ext. 1052
(304) 613-6610 Mobile

Find us on Facebook
Building/Zoning Code Tutorial Session
Notice of the City Council of Buckhannon
Wednesday, November 7, 2018 at 6:00 p.m. in
City Hall Council Chambers

CITIZENS ARE ENCOURAGED TO ATTEND THE EDUCATIONAL SESSION OF THE
CITY OF BUCKHANNON BUILDING/ZONING CODES

POSTED 09-17-18
What is WVABLE?

- A WVABLE account is an investment account that allows qualified individuals with disabilities to save and invest money without losing eligibility for certain public benefit programs, like Medicaid or SSI.
- WVABLE accounts are made possible by Federal legislation known as the Achieving a Better Life Experience “ABLE” Act passed by Congress in 2014. WVABLE accounts launched February 9, 2018.
- WVABLE accounts are similar to a 529 college savings account and can work alongside Special Needs Trusts. They can also function like a regular checking account.

What are the Benefits?

- WVABLE accounts provide financial independence and empowerment for individuals with disabilities by dramatically increasing the ability to save and invest.
- Before, individuals with disabilities could only save $2,000 before losing needs-based benefits.
- Now, WVABLE accounts allow individuals with disabilities to save and invest up to $15,000 annually, and if employed, save an additional $12,060 annually without affecting eligibility for certain public benefits programs.
- Funds in a WVABLE account can be spent on Qualified Disability Expenses. Examples include: education, housing, transportation, healthcare, assistive technology, and basic living expenses, etc.
- Earnings on a WVABLE account grow tax-free and are not subject to federal income tax, as long as the funds are spent on Qualified Disability Expenses.

Who is Eligible?

- An “Eligible Individual” is someone with a disability that occurred prior to the age of 26, has been living with their disability for at least one year, or expects their disability to last for at least a year.
- An individual must also meet one of the following criteria: 1. Eligible to receive SSI or SSDI; 2. Have a condition listed on the Social Security Administration’s “List of Compassionate Allowances Conditions”; or 3. Self-certify their diagnosis.
- Visit wvable.com/eligibility to take the quick and easy eligibility quiz to learn more.

What is the STABLE Card?

- The STABLE Card is a debit card participants can use to easily spend money from a WVABLE account. It is available at no cost to all WVABLE account holders.
- The STABLE Card is a loadable prepaid debit card. It does not pull money directly from a STABLE account for added protection. The card is accepted anywhere VISA is used.

How do I Enroll?

- A WVABLE account can be opened by a qualifying person with a disability, the parent or legal guardian/conservator of an eligible individual, or by a designated Power of Attorney.
- Online enrollment is free. Participants will need to deposit a minimum of $50 to open an account.
- Account set up and enrollment is done online at wvable.com. No bank trip necessary.
What is WVABLE?

- An account that allows qualified individuals with disabilities to save money without losing eligibility for Medicaid or SSI.
- You can have a WVABLE account AND a Special Needs Trust.
- Your WVABLE account can also be used like a regular checking account for daily expenses.

What are the Benefits?

- Before WVABLE, individuals with disabilities could only save $2,000 before losing Medicaid or SSI. Now, individuals with disabilities can save up to $15,000, annually.
- Money in your WVABLE account can be spent on life needs like education, housing, transportation, healthcare, assistive technology, basic living expenses, etc.
- Earnings are tax-free as long as the funds are spent on life needs.

Who is Eligible?

- Someone with a disability that occurred prior to the age of 26 and the disability is expected to last for at least one year.
- The individual must be eligible to receive SSI or have a physician certify their diagnosis.
- Visit wvable.com/eligibility/ to take the quick and easy eligibility quiz to learn more.

What is the STABLE Card?

- A loadable prepaid debit card that can be used to spend money from a WVABLE account. The card is accepted anywhere VISA is used.

How do I Enroll?

- A parent or legal guardian/conservator of a child with a disability can establish and maintain the account on behalf of the child.
- Account enrollment is done online at wvable.com. It only takes a $50 deposit to open an account. No bank trip necessary.

Can adults have a WVABLE account, too?

- Yes. Not only can parents open an account for a child with a disability but any adult with a disability can also open an account.

Program Contact Information

WVABLE- A program of the West Virginia State Treasurer’s Office
Phone: 304-340-5050 Email: wvable@wvsto.com Website: www.wvable.com

WVABLE Family Guide prepared in partnership with the WVDE Office of Special Education
1900 Kanawha Blvd, Charleston, WV. 304-558-2696
UPSHUR COUNTY SENIOR CENTER

TO: Upshur County Senior Center Board of Directors
FROM: Billy Marsh/Sarah Campbell
MEETING: Senior Center Board of Directors
DATE: September 12, 2018
TIME: noon
PLACE: Board Room
Lunch: 11:30 in Nutrition Site

Minutes Attached
Director’s Report Attached

AGENDA
Call to Order
Roll Call

Approval of Minutes
Review of Executive Committee Meeting
Directors Report
Previous Business
Parking Lot
Audit Bids
AAA Audit

New Business
Employee Handbook Updating Committee
Safety Committee

Personnel Matters
Next Meeting
Adjournment
UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting
September 18th, 2018, 4:00 p.m.

Agenda

I. Call to Order

II. Reading/Approval of Minutes

III. Review/Approval of Monthly Financial Report

IV. Librarian’s Report – see written report

V. Unfinished Business
   a. Parking lot update
   b. Personnel manual revisions
      i. Fines & Fees
      ii. Employment anniversary date
      iii. Other new policies?
   c. Assistant Director search

VI. New Business
   a. Banking document
   b. Asset account signature changes (Remove JR, Molly and Angie, add Carol, John)

VII. Friends of the Library

VIII. Setting date of next Board meeting

IX. Adjournment
Notice of Monthly Meeting
Upshur County Farmland Protection Board

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

Date: September 20, 2018

Time: 2:00 p.m.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: July 19, 2018

BUSINESS ITEMS – Discussion/Update/Action
• Annual audit for 2017 (in combination with County Commission)
• Form 990EZ for 2016 – signed and filed
• Form 990EZ for 2017 – review and approve
• IRS determination – letter received, review and approve response
• Ranking Sheet – Review/Revise (minimum farm size)
• Bylaws – Review/Amend
• Public Relations strategy to encourage new applicants

FINANCIAL MATTERS – Discussion/Update/Action
• FY17 Financial Spreadsheet – final review
• FY18 Financial Spreadsheet
• Checking Account - Bank Statement Balance --- $____________
• CD Balance --- $____________
• WVMM Balance --- $____________
• Transfer Tax Deposit/Credits --- $____________
• Interest Earned – Checking _______, CD _________, WVMM ________
• Payment of Bills / Invoices ---
  o Saddleback Services – $____________

OTHER BUSINESS
• Training opportunities
  o Canaan Conference – October 17, 18, 19
  o State Auditor’s Training

DATE OF NEXT MEETING

ADJOURNMENT
City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, September 20, 2018

A. Call to Order
   A.1 Moment of Silence
   A.2 Pledge to the Flag of the United States of America
   A.3 Mayor's Greetings

B. Recognized Guests
   B.1 First Service Recognition

C. Department & Board Reports
   C.1 Information Coordinator/Grant Researcher - Callie Cronin Sams
   C.2 SYCC Director - Debora Brockleman
   C.3 Public Works Director - Jerry Arnold
   C.4 Finance Director - Amberlo Jenkins
   C.5 Police Chief - Matthew Gregory
   C.6 City Attorney - Tom O'Neill
       Buckhannon Upshur Airport Authority Line of Credit Support Transition

D. Correspondence & Information
   D.1 Flyer COB Fall Fest September 26th-29th
   D.2 Halloween Events-SYCC’s Haunting Oct. 26th; BPD’s Trunk or Treat Oct. 30th; Trick or Treat Oct. 31st 6pm-7:30pm
   D.3 Route 20 Railroad Track Crossing Update
   D.4 CityPR Community & Kindness Day Oct. 13th
   D.5 CityPR Patriot Day Proclamation & Mayor’s Statement
   D.6 CityPR & Proclamation Rick Anthony Retirement
   D.7 CityPR & Proclamation Constitution Week
   D.8 CityPR Buckhannon Volunteer Center hires new Coordinator Casey Gilbert, says farwell to Sarah Campbell
   D.9 Email from Resident RE: Proposed City Sales Tax
   D.10 Zoning Board of Appeals Trader's Alley
   D.11 Notice of Public Hearing of Proposed Adoption of an Amendment to the City’s Home Rule Plan-1% Sales & Use Tax

E. Consent Agenda
   E.1 Approval of Minutes-Regular meeting 09/06/18
   E.2 Approval of Building and Wiring Permits
   E.3 Approval of Payment of the Bills
   E.4 Miss Piggies BBQ, LLC Zoning Form to WVABCA

F. Strategic Issues for Discussion and/or Vote
   F.1 Resolution 2018-19 Acceptance Deed of Dedication John & Debra Moss Trader’s Alley Property
   F.2 Resolution 2018-20 Acceptance Deed of Dedication Health Facilities Main Street Mural Property
   F.3 Resolution 2018-21 Acceptance Deed of Dedication Health Facilities Trader’s Alley Property
   F.4 Draft/Possible Vote 1st Reading Drug House Ordinance
   F.5 Discussion Residential Parking around WVWC
   F.6 Possible Approval Financial Statement 2017-18

G. Comments and Announcements
   G.1 Mary Albaugh
   G.2 Pamela Cuppari
   G.3 CJ Rylands
   G.4 Robbie Skinner
   G.5 David Thomas
   G.6 Colin Reger

H. Mayor's Comments and Announcements

I. Adjournment

Next City Council Meeting Date Thursday, October 4, 2018

POSTED 09/17/18
Buckhannon-Upshur Airport Authority Agenda
Buckhannon-Upshur Airport Authority–Upshur County Development Office
Friday, September 21, 2018 at 9:00 am

A. Call to order
B. This special meeting for the BUAA is to consider the signature of the 120 day modification to the Commission/BUAA LOC through Community Bank. The minutes will need to reflect the approval for board members to sign the 120 modification at it’s current balance of $165,355.40 without the ability to make draws within the 120 day period.
C. Board Member Comments and Announcements
D. Adjournment
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
The Elkins Road Public Service District will hold its regular monthly meeting on Tuesday, October 2, 2018, at 5:30 p.m.
Upshur County Farmland Protection Board
Regular Monthly Meeting
March 15, 2018
West Virginia Farm Bureau Office

MEMBERS PRESENT: Lowell Peterson-Chairman, Todd Payne, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary, John Sencindiver-Vice Chairman

MEMBERS ABSENT: Troy A. Brady, Rob Hinton

OTHERS PRESENT: Amy Moloney, Mike & Linda Hicks

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 2:05 p.m. by Lowell Peterson, Chairman.

PUBLIC QUESTIONS / COMMENTS: None

APPROVAL OF MINUTES: On Motion by John Sencindiver, seconded by Todd Payne, the Board moved to approve the minutes from the February 15, 2018 meeting as corrected. Motion passed.

BUSINESS ITEMS:

Update/Action – MH application
Closing date – March 22nd at 3:00 p.m. Closing will be held at the offices of Hymes & Coonts. Mike and Linda left the meeting at this point.

Form 990 – No action. Amy will e-mail Buddy and Joe asking for an update. Move to next meeting.

Annual Audit – The County Commission approved the FPB audit being included with the CC audit. Audit is underway.

Program Administration – Amy suggested that the Board find a local individual who could take minutes, keep financial records, etc., during the time between now and the next easement. Todd thought he might know of someone. He will ask. Amy is to provide a written position description.

FINANCIAL MATTERS – ITEMS:

Checking Account – Bank Statement Balance 2/28/18 - $198,780.96
Transfer Tax Deposit February - 3/8/18 - $2,500.30
Interest Earned – February - $33.77
Bills: SBS - $862, Ziegler & Ziegler - $1000

On Motion by John Sencindiver, seconded by Todd Payne, the Board accepts the treasurers report and will file for audit, and approved bills for payment. Motion passed.
OTHER BUSINESS: None

DATE AND LOCATION OF NEXT MEETING: May 17th at 2:00 p.m. at the West Virginia Farm Bureau Office.

ADJOURN: 3:28

Submitted By:

Amy Moloney

Approved:
Upshur County Farmland Protection Board
Regular Monthly Meeting
May 17, 2018
West Virginia Farm Bureau Office

MEMBERS PRESENT: Troy A. Brady, Todd Payne, Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary,

MEMBERS ABSENT: Rob Hinton, John Sencindiver-Vice Chairman

OTHERS PRESENT: Amy Moloney

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 2:05 p.m. by Lowell Peterson, Chairman.

PUBLIC QUESTIONS / COMMENTS: None

APPROVAL OF MINUTES: On Motion by Joe Reed, seconded by Arley Robinson, the Board moved to approve the minutes from the March 15, 2018 meeting as submitted. Motion passed.

BUSINESS ITEMS:

Update/Action – MH application
Easement closed March 22nd! Amy informed the Board that she had purchased a basket made within WV, with WV grown bamboo and wood products for presentation to the Hicks at closing. The basket was engraved with the landowner names and closing date. The cost for this was $47.70, reimbursement consideration was requested. Motion to reimburse Amy and to continue this practice for future closing with Upshur County products (whenever possible). 1st Arley, 2nd Todd. Motion passed.

Form 990 – Amy contacted Sam Sedosky May 14th about completing the Form 990. Sam agreed to do this for a price ranging from $300-500.

Annual Audit – Dr. Reed indicated that a note had been received, which said “all looks good”. An official response is expected shortly.

Program Administration – Job description was provided. Bi-monthly or quarterly meetings were suggested. No further action taken.

Call for applications – It was motioned to established deadline dates for August 1st and January 1st for applications. 1st Joe, 2nd Arley. Amy will prepare the announcement and distribute to the Record Delta, The Inter-Mountain and to the Upshur County Development Authority for inclusion in their paper, news blog and/or communication blasts.

IRS determination – Amy reviewed the IRS Rules regarding filing status for governmental agencies. Motion to authorize David Cain with assistance from Tabatha Perry to file the forms necessary to obtain a “non-filing” determination from the IRS. 1st Joe, 2nd Arley. Motion passed.
FINANCIAL MATTERS – ITEMS:

Checking Account – Bank Statement Balance 4/30/18 - $44,180.93  
CD Balance - $101,104.55  
WVMM Balance - $251,752.47  
Transfer Tax Deposits - 4/10/18 - $5,635.30 & 5/11/18 - $17,989.40  
Interest Earned –  
  Checking - March - $28.03 & April - $3.44  
  CD - $273.49  
  WVMM - $376.61 (reinvested)

On motion by Arley, seconded by Todd, the Board accepts the treasurers report and will file for audit. Motion passed.

Bills: SBS - $276.42, May for April services & $886.29, April for March services. Motion to approve $886.29 for SBS. 1st Arley, 2nd Buddy. Motion passed.

OTHER BUSINESS: Becky Hinkle joined the meeting for a short time to discuss the completion of an application.

DATE AND LOCATION OF NEXT MEETING: July 19th at 2:00 p.m. at the West Virginia Farm Bureau Office.


ADJOURN: 3:58

Submitted By:

Amy Moloney

Approved:
Upshur County Safe Structures and Sites
Enforcement Board
July 19, 2018

Members present: Greg Harris, Chris Cook, Kenneth “Brian” Shreves and Chris Garrett

Members absent: Rick Harlow

Others present: Tabatha Perry

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

The June 14, 2018 meeting minutes were reviewed. On Motion by Brian Shreves, seconded by Chris Cook, the meeting minutes were approved as presented.

No guests were present and no public comment was made.

The Enforcement Board reviewed the following cases:

012017-01 and 012017-02 (George) – Chris Garrett reported that he looked at the streambank again in late May-early June and did not observe signs of sewage drainage in the stream. The Board moved to keep the case open until more information to act on is received.

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

110917-01 (DeMastes) – No action taken. Waiting until the end of the 18 month period to see if the new owner brings the property into compliance.

121417-01 (Rowan) – The Board reviewed photographs and noted that a few items have been moved on the property; however the truck and its contents must be removed. On Motion by Chris Garrett, seconded by Brian Shreves, the Board moved to submit this case to the Upshur County Commission.

030818-01 (Cogar) -- The Board reviewed photographs of the property. Chris Garrett will follow up with Officer Tanner Collins. On Motion by Brian Shreves, seconded by Chris Cook, the Board moved to provide an extension until September 12, 2018.

030818-02 (Linger/Merriman) No action – initial deadline is 9/13/18.

061418-01 (Knight) The Board reviewed photographs of the property and noted no non-compliance with the ordinance. On Motion by Brian Shreves, seconded by Chris Garrett, the Board deemed the complaint as unfounded and closed the case.

061418-02 (Loudin) The Board reviewed photographs of the property. It was noted the complainant was an ex-tenant. On Motion by Chris Garrett, seconded by Brian Shreves, the case was closed due to the complaint being unfounded.
061418-03 (Best) The Board reviewed photographs of the property. The structure is abandoned with the doors and windows open, and vegetation is overgrown. On Motion by Brian Shreves, seconded by Chris Cook, the Board moved to send a letter of required action with a deadline of 9/12/18.

The Enforcement Board reviewed the following new cases:

No new cases.

Other Business:

The next meeting will be held on Thursday, August 9, 2018 at 4:00 p.m. in the Upshur County Commission Meeting Room, 38 West Main Street, Room 301, Buckhannon.

By consensus of the Board, the meeting adjourned at 4:37 p.m.

Approved by:

[Signature]  
Greg Harris, Enforcement Officer  
Date: 09-13-18

[Signature]  
Chris Garrett, Board Member  
Date: 9/13/18

[Signature]  
Rick Harlow, Board Member  
Date: 9/13/18

[Signature]  
Kenneth “Brian” Shreves, Board Member  
Date:

[Signature]  
Chris Cook, Board Member  
Date:
The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, August 7, 2018.

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

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

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

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

Recognize that five (5) customers were present.

APPROVAL OF MINUTES
Minutes of July 9, 2018 Regular Monthly Meeting were presented for approval. Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE
Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried

RESOLUTION – NEW ACCOUNT
Carey Wagner ask for a motion to be made to open a new account at Citizen’s Bank in Buckhannon to deposit Phase III Tap Fees into. Sonny Matthews made the motion to open the new account. Larry Heater seconded. Motion carried

RESOLUTION – PURCHASE AGREEMENT
Carolyn Douglas presented paperwork to start the process of purchasing a PSD Truck from Jenkins Ford. The paperwork involved entering into a purchase agreement with Ford Motor Credit. Sonny Matthews made a motion to enter into the agreement. Larry Heater seconded. Motion carried

PHASE III EXTENSION PROJECT
Region VII sent a request for payment of invoices in the amount of $16,924.50 for CTG from SCBG. Sonny Matthews made a motion for approval to pay. Larry Heater seconded the motion. Motion carried
PHASE III (con’t)
Carey Wagner gave an update on the Phase III Project from Greg Belcher which she received via an email. According to Greg we are on track but getting customers signed up and closing out FY 6/30/18 are a priority.

Pre-construction sign-ups are scheduled for August 20, 21, 22, 27, 28 & 29; hoping to get most of the potential customers in and signed up. September is catch up month on anyone who didn’t get in to take care of this.

MAINTENANCE
Dave Wamsley, System Operator, presented his Maintenance Report for July. Discussion followed on ways to continue to lower unaccounted water loss. Discussion continued on various taps and possible leak areas.

There being no further business, the meeting adjourned on motion made by Larry Heater and seconded by Carey Wagner. Meeting adjourned at 6:18 p.m.

The next regular monthly meeting will be held on Monday, September 4, 2018 at 5:30 p.m.

Respectfully submitted:

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

Attachments: Agenda
Sign In Sheet
Financial Report

Approved By:

Carey Wagner
Board Chair/Treasurer
Carey Wagner

Larry Heater
Secretary
Larry Heater

Sonny Matthews
Board Member
Sonny Matthews

Note: Recorded Meeting
Present from Adrian PSD were: Paul Spencer, Don Killingsworth, Philip Petrosky, Eric Brunty, Lindsey Woody and Nina Monroe. Visitors: Emiel (Butcher) Butcher from Micrologic and Cheryl Parker.

All motions are unanimous unless otherwise noted.

The meeting was called to order at 10:00 am by Chairman Spencer.

Minutes of the July 12, 2018 meeting were read. Motion to accept as read was made by Don, second by Phil.

Minutes of the July 19, 2018 Phase VII progress meeting were read. Motion to approve was made by Don, second by Phil.

Invoices were presented – Motion to pay was made by Don, second by Phil.

**Old Business**
- Phase VII – Cheryl Parker is still waiting for repairs to be made on Bud St. The heavy trucks going to French Creek tank site degraded the road.
- Phase VIII/Pickens – A public meeting is scheduled for August 13, 2018 at the French Creek United Methodist Church at 7:00 PM.

**New Business**
- Mr. Butcher from Micrologic was here to discuss placing a 120 ft. tower at our Rock Cave tank site. The tower would have 12’X13’ footprint. The Upshur County Development Authority has been awarded a grant to provide broadband service to unserved areas of the county. They are partnering with Micrologic to be the service provider. We are in the early stages of coming to an agreement.
- Bennett & Dobbins – Will be here August 30, 2018 to work on the Annual Report and financial statements for fiscal year ended June 30, 2018.

**Maintenance – Eric**
- Cut out and replaced 6” valve on Alexander Road
- Repaired 3 service leaks
- Installed three (3) new services
- Repaired telemetry
- Installed new backflow device at Kanawha Head
- Working on: Hydrants – floors at Wilsontown Station PS – leaking roof at Carter PS

**Office – Nina**
Lindsey and Norma will be attending Utility Office Works training in Beckley on August 21st.
Lindsey and Nina will be attending a class on Electronic Submission of Monthly Operational Reports in Buckhannon on August 22nd.

The meeting adjourned at 12:00. Next regular meeting will be September 13, 2018.

Board of Directors

[Signatures]

Paul Spencer, Chairman

Don B. Killingsworth, Vice Chairman

Philip L. Petrosky, Sec., Treas.
Adrian Public Service District
August 16, 2018
10:00 AM

Monthly Progress Meeting
Phase VII & Phase VIII

Present from Adrian PSD were: Paul Spencer, Don Killingsworth, Philip Petrosky, Lindsey Woody and Nina Monroe. Others present were: Trey Hornor and Eli Meyer of Hornor Brothers Engineers, Cary Smith from Region VII and Gerald Bosley from Lloyd’s Electronics.

Chairman Spencer called the meeting to order at 10:00.

Gerald Bosley would like to place an antenna on our Cleveland Mountain tank to facilitate two-way radio communication for the pipeline workers. We will need to be assured that the antenna will not interfere with our radio telemetry. Mr. Bosley will have his company, Lloyd’s Electronics, prepare a lease agreement. We will have Norm approve before we enter into an agreement.

Trey presented Requisition No. 9. The project is 99.4% completed. Motion to approve the requisition was made by Don, second by Phil, signed by Paul.

Trey presented Calculation Sheet Determining Adverse Weather Days. There were three adverse weather days in July. Motion to approve was made by Don, second by Phil and signed by Paul.

Trey presented Change Order No. 1. The changes include $1,625 for placing extra dirt on the access road at French Creek tank, $1,200 searching for Mrs. Nutter’s gas line leak near the Rock Cave tank access road and $70,437 for 250 radio read meters. Motion to approve the change order was made by Phil, second by Don.

This concluded the Phase VII progress meeting. The next meeting will be September 20, 2018.

The Public Meeting went well. There were 65 people in attendance.

The Buckhannon water board meeting did not go well. The City is reluctant to commit to providing additional water without making upgrades to their system. The discussion was tabled until their September 13th meeting. The City’s engineer, Jay Holien, will prepare a cost estimate of the needed improvements. They want Adrian PSD to add the cost of improvements to the Buckhannon system to our Phase VIII loan.

We have had two additional requests for line extensions since deciding on the scope of our Phase VIII project. At this time, we cannot add them to the scope of the project. Should we have bid under runs or contingency money left at the end of the project we will consider adding them as a change order.

This concluded the Phase VIII portion of the meeting. Next meeting will be September 20, 2018.

Board of Directors

Paul A Spencer, Chairman

Don B. Killingsworth, Vice Chairman

Philip L. Petrosky, Sec., Treas.