Upshur County Commission
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 16, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• November 9, 2017

Scheduled Appointments:

9:15 a.m. Mike Cozad, Community Liaison – Atlantic Coast Pipeline timeline and project expectations

1:30 p.m. Cam Wilson, Election Systems & Software -- Discuss DS200 and Express Vote System

Items for Discussion / Action / Approval:

1. Approval of Financial Statement – Fiscal Year ended June 30, 2017 Under separate cover

2. Discuss refinancing of HVAC loan and existing vehicle loans.

3. Correspondence from John McGrew Jr., Chairman of the Tennerton PSD, requesting the appointment of Joseph Tenney to the Board, effective immediately. Upon approval, Mr. Tenney’s term will expire on July 31, 2023. Page 1

4. Correspondence from Kimbra Wachob, E911 Communications Center Assistant to the Director, announcing the resignation of Kayla Woody, full-time telecommunicator, effective November 9, 2017.
   Item may lead to Executive Session per WV Code §6-9A-4 Page 2

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

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

1. Correspondence from Dale W. Steager, State Tax Commissioner, certifying that Dustin W. Zickefoose, Assessor of Upshur County, has substantially complied with the “assessor’s additional duties” as delineated in WV Code §7-7-6a, which entitles him to additional compensation in the amount of $15,000 as provided in WV Code §7-7-6b. Page 3

2. Atlantic Coast Pipeline Project Update – November 2017 Page 4-7

3. Lewis – Upshur Animal Control Facility Adoption Financial Transactions for October 2017 Page 8-9
4. Newsletters and/or Event Notifications:
   - St. Joseph’s Hospital Healthy Living Program Schedule of November Events
   - Winter Warm Them Up – November 19th at 2 p.m.

5. Agendas and/or Notice of Meetings:
   - Buckhannon-Upshur Parks & Recreation Advisory Board  
     November 13, 2017
   - Upshur County Family Resource Network  
     November 13, 2017
   - Upshur County Fire Board, Inc.  
     November 15, 2017
   - Upshur County Public Library  
     November 16, 2017
   - City Council of Buckhannon  
     November 16, 2017
   - Upshur County Farmland Protection Board  
     November 16, 2017
   - Buckhannon-Upshur Chamber of Commerce  
     November 20, 2017

6. Meeting Minutes:
   - Upshur County Solid Waste Authority  
     October 9, 2017
   - Upshur Citizen Corp Council  
     October 11, 2017
   - Upshur County Conventions & Visitors Bureau  
     October 12, 2017
   - Upshur County Family Resource Network Director’s Report  
     October 2017

7. Meetings:
   - 12/05/17  5:30 p.m.  Elkins Road PSD
   - 11/07/17  4:00 p.m.  Hodgesville PSD
   - 11/02/17  7:00 p.m.  Banks District VFD
   - 11/02/17  7:00 p.m.  Selbyville VFD
   - 11/13/17  12:00 p.m. Upshur County Family Resource Network
   - 11/13/17  4:30 p.m.  Upshur County Solid Waste Authority
   - 11/13/17  5:30 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
   - 11/13/17  6:00 p.m.  Lewis-Upshur Community Corrections Board-Lewis County
   - 11/14/17  7:30 p.m.  Adrian VFD
   - 01/04/18  6:00 p.m.  Buckhannon-Upshur Board of Health
   - 11/15/17  7:00 a.m.  Upshur County Development Authority
   - 11/08/17  12:00 p.m. Upshur County Senior Center Board
   - 11/09/17  3:00 p.m.  Upshur County Conventions & Visitors Bureau – Event Center at Brushy Fork
   - 01/10/18  6:00 p.m.  Upshur County Citizens Corp – CERT
   - 11/08/17  7:30 p.m.  Warren District VFD
   - 11/09/17  1:00 p.m.  Adrian PSD
   - 11/08/17  3:00 p.m.  Tennerton PSD
   - 11/09/17  4:00 p.m.  Upshur County Safe Sites & Structures Ordinance Board
   - 11/09/17  7:30 p.m.  Buckhannon VFD
   - 11/09/17  4:00 p.m.  Buckhannon Upshur Airport Authority
   - 11/16/17  6:30 p.m.  Upshur County Youth Camp Board
   - 11/19/17  6:00 p.m.  Washington District VFD
   - 11/20/17  12:00 p.m. Buckhannon-Upshur Chamber of Commerce – Public Library
   - 11/16/17  4:00 p.m.  Upshur County Public Library Board
   - 11/27/17  10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
   - 11/21/17  6:30 p.m.  Upshur County Fire Board, Inc. – CANCELLED
8. Appointments Needed or Upcoming:
   • Tennerton Public Service District – July 31, 2017

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

Next Regular Meeting of the Upshur County Commission
November 30, 2017 — 9:00 a.m.
Upshur County Courthouse Annex

**The regularly scheduled Commission Meeting to be held on Thursday, November 23, 2017 has been CANCELLED **
November 9, 2017

Upshur County Commission
38 W. Main Street
Buckhannon, WV 26201

Due to the resignation for health issues by Tennerton PSD member, Kyle Cochran, the Tennerton Public Service District is requesting that Joseph Tenney be appointed to fill the term of Mr. Cochran. Mr. Tenney resides in the Tennerton Public Service Area and has extensive utility service background. The term continues thru July 31, 2023.

Thank you in advance for your consideration in this matter.

Sincerely,

John McGrew Jr., Chairman
Honorable Commissioners:

As of November 9th, 2017, Kayla Woody has resigned from her position as a telecommunicator at the Upshur County Emergency Communications Center. She left seeking higher pay at her previous position at the Tygart Valley Regional Jail.

Respectfully,

Kimbra L. Wachob – Assistant Director
Upshur County Emergency Communications Center E911
November 6, 2017

President, Upshur County Commission
Upshur County Courthouse
38 West Main Street, Room 302
Buckhannon, West Virginia 26201

Dear Commission President:

This letter and attachment certify that Dustin Zickefoose, Assessor of Upshur County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Zickefoose to the additional compensation of $15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

[Signature]

Dale W. Steager
State Tax Commissioner

DWS/jaj
Attachment

cc: Assessor of Upshur County
    Clerk of Upshur County
FROM THE PROJECT DIRECTOR

On Friday, October 13, the Federal Energy Regulatory Commission (FERC) issued the long-awaited Certificate of Public Convenience and Necessity for the Atlantic Coast Pipeline, which authorizes the construction and operation of the project. See more in the Regulatory Update on page 4.

While working our way through the remaining permits needed for the project, we are actively preparing for construction. Safety on and off the construction site is now and has always been our number one priority. The ACP construction theme: Home Safe for Everyone, is the topic of our Safety Focus on page 3.

The ACP will be built in phases beginning with tree felling in some areas later this year. See the FAQ on page 3 for additional information about tree felling. In the spring of 2018, we will begin major construction on several pipeline sections and the compressor stations. Later in 2018 additional tree felling will occur. Construction of the remaining sections of the pipeline will begin in the spring of 2019.

You can learn more about all aspects of the construction activity during two rounds of Construction Open Houses. The first round will be held in January 2018 near communities affected by the 2018 construction season. The second round will be held in the fall of 2018 to coincide with areas under construction in 2019. Additional information and notification will be shared as details for these events are finalized.

Finally, we hope you enjoy meeting our featured landowner, Ward Burton on page 2. Ward and his Wildlife Foundation own and manage more than 4,000 acres of land with an eye toward developing and sustaining diverse wildlife habitats. As with many landowners, we worked closely with Ward to determine the best route across his property with the least impact to the natural resources in his care.

We hope you will find this information useful and we encourage you to reach out to us anytime with your questions. Thank you for your continued interest in the ACP.

Sincerely,

Brian Wright, Authorized Representative
Dominion Energy Transmission, Inc.
Landowner Profile: Giving the Land a Voice

Virginia native and 2002 Daytona 500 winner, Ward Burton has spent a lifetime developing a deep appreciation for natural spaces. He has devoted himself and the Foundation that bears his name to the mission of building diversity in habitats for all wildlife species, both today and in the future. The 4,000+ acre Ward Burton Wildlife Foundation is a living testament to that mission and takes its responsibility for proper land management very seriously. So seriously, in fact, that Ward initially asked the Foundation attorneys to file letters expressly forbidding the Atlantic Coast Pipeline from crossing Foundation property.

Leslie Hartz, Vice President of Pipeline Construction at Dominion Energy states, "Ward invested a tremendous amount of personal effort into the Foundation property and wanted to make sure the resources were protected."

After talking with project team members and learning more about planned restoration efforts, Ward was satisfied that the team is seeking ways to minimize adverse effects of the ACP. Ward was pleasantly surprised, for example, to learn about ACP's Pollinator Habitat Initiative and has since enrolled two of his Foundation's parcels crossed by the pipeline.

Ward said, "As a lifelong conservationist, I couldn't be more excited to participate in this program. Not only will it be beneficial for the pollinators, but it's also going to create new habitats for other wildlife like quail, turkey and songbirds. I see this as a really creative way to not just restore the right of way, but actually enhance its environmental value beyond what it was when we started."

See more information about the Pollinator Habitat Initiative and a video featuring Ward on the ACP website at www.atlanticcoastpipeline.com.

"All land should have a voice, and all landowners have a responsibility to give their land a voice."

Ward Burton
SAFETY FOCUS  Home Safe for Everyone

Safety is our number one priority. We are 100 percent committed to building the ACP safely, in a way that is protective of our environment and the communities we serve while maintaining the highest quality standards.

We will reinforce this commitment throughout ACP construction and restoration. To start, we’ve provided a magnet that includes project contact information on the front of this newsletter. We invite you to contact us to ask questions, and share concerns and compliments as we move forward on the ACP.

Prior to construction, all project team members, vendors, suppliers and contractors will receive extensive safety training before ever entering an ACP workspace. As we move closer to construction and beyond, we will meet with school, community, recreational and other interested groups to discuss our commitment to safety and gather feedback about our safety practices.

A commitment to safety is expected from all project team members, at all times and is our standard of operation on the construction site, out in the community, and everywhere in between.

Even if we complete construction on time and on budget, we have failed if we have compromised the safety of our crews, the environment we share, or the communities we serve.”

Brian Wright, ACP Project Manager

Home Safe for Everyone = Every home is safe, and everyone makes it safely home.

FREQUENTLY ASKED QUESTIONS

What is tree felling?

Now that FERC has issued a Certificate of Public Convenience and Necessity for ACP, the project team will begin preparing the approved right of way for pipeline construction. In forested areas, tree felling is the first step in this process. Survey crews carefully stake the right of way to define the approved construction workspace. The tree-felling crew will hand cut trees within the approved space.

Tree felling will begin as soon as contractors and crews can be deployed and continue until migratory bird restrictions take effect in March 2018. Landowners will be notified prior to tree felling activities taking place on their property.

Landowner agreements and site-specific conditions will determine how the felled trees are managed. The tree-felling crews will have specific instructions for each parcel that is crossed. If you have questions about how the trees will be managed on your parcel, contact your land agent, or call the Landowner Information Line at 888-895-8716.
Project Update  NOVEMBER 2017  Atlantic Coast Pipeline

REGULATORY UPDATE

After the Certificate

On Friday, October 13, FERC issued a Certificate of Public Convenience and Necessity, which authorizes the construction and operation of the project. The Certificate includes terms and conditions for approval of the project, including specific construction and environmental protection measures required.

On Tuesday, October 17, the ACP project team filed an Implementation Plan that outlines how the team will satisfy the conditions included in the Certificate. If the mitigation measures contained in the Implementation Plan are approved, FERC will issue a Notice to Proceed with Construction Activities and construction can begin. The ACP project team will file weekly status reports with FERC until construction is complete. The weekly reports document project construction status, the results of project inspections, and actions taken to comply with Certificate conditions.

While the FERC Certificate conveys approval of the project, we continue to work closely with other federal agencies, as well as state and local regulators, to complete all necessary permitting actions.

About Atlantic Coast Pipeline, LLC.  Atlantic is a company formed by four major U.S. energy companies — Dominion Energy (NYSE: D), Duke Energy (NYSE: DUK), Piedmont Natural Gas (NYSE: PNY), Southern Company Gas (NYSE: SO) — to build and own the ACP. Through access to multiple supply basins, ACP would be capable of delivering 1.5 million dekatherms (equivalent to 1.5 billion cubic feet per day) of natural gas. The abundant supply of natural gas that would flow safely and reliably through this pipeline is needed by utilities within the project area to generate electricity, heat homes and businesses, and meet a growing domestic demand for energy.
| Animal ID | Agent No. | Adoption Fee | Adopt Fee Pd By | Adopt Fee Chk | Adop Fee Col By | Drax Fee | County | Spay Dep | Spay Date | Spay Dep Ret By | Spay Dep Ret Change | Returned By | County User | Trans Date | Trans Time |
|-----------|-----------|--------------|----------------|---------------|----------------|----------|--------|--------|----------|-----------|-----------------|------------------|-------------|------------|------------|------------|
| 7262      | 8963      | 30.00        | Cash           | CHRISTY       | None            | None     | None   | 10.00  |          |          |                 |                  |             | Upshur      | 10/03/2017 | 09:25:24   |
| 7263      | 8968      |              | Cash           | JAN           | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             |            | 10/04/2017 | 14:36:02   |
| 6891      | 8527      |              | None           |               | None            | PC INVOICE 268840 |          |          |          |          |                 |                  |             | Upshur      | 10/05/2017 | 12:49:10   |
| 7142      | 8761      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 323327 |          |          |          |                 |                  |             | Upshur      | 10/05/2017 | 13:01:57   |
| 7258      | 8873      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 323327 |          |          |          |                 |                  |             | Upshur      | 10/05/2017 | 14:46:39   |
| 7346      | 8973      |              | Cash           | JAN           | None            | 10.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/05/2017 | 14:46:39   |
| 7345      | 8974      |              | Cash           | JAN           | None            | 10.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/05/2017 | 14:48:00   |
| 6880      | 8509      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 69794 |          |          |          |                 |                  |             | Upshur      | 10/05/2017 | 15:25:48   |
| 6945      | 8573      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 70672 |          |          |          |                 |                  |             | Upshur      | 10/05/2017 | 15:28:52   |
| 7259      | 8878      |              | Lewis          |               | 50.00           | Cr/Dbl Card | PC INVOICE 227552 |          |          |          |                 |                  |             | Upshur      | 10/06/2017 | 10:53:26   |
| 7366      | 8976      | 20.00        | Cash           | JAN           | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/06/2017 | 12:54:42   |
| 7383      | 8977      | 30.00        | Cash           | JAN           | 6.00            | PC INVOICE 69794 |          |          |          |          |                 |                  |             | Upshur      | 10/06/2017 | 14:11:44   |
| 7382      | 8978      | 30.00        | Check 703      | 3.00          | PC INVOICE 246914 |          |          |          |          |          |                 |                  |             | Upshur      | 10/10/2017 | 14:55:45   |
| 7329      | 8979      |              | Cash           | JAN           | None            | 20.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/11/2017 | 12:49:13   |
| 7380      | 8983      | 20.00        | Check 11268    | JAN           | 6.00            | PC INVOICE 246914 |          |          |          |          |                 |                  |             | Upshur      | 10/13/2017 | 13:37:02   |
| 7379      | 8984      | 20.00        | Cash           | DUSTIN        | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/13/2017 | 13:43:35   |
| 7381      | 8985      | 20.00        | Cash           | DUSTIN        | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/13/2017 | 13:45:30   |
| 7300      | 8989      |              | Cash           | JAN           | None            | 10.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/17/2017 | 08:36:43   |
| 7353      | 8992      | 30.00        | Cash           | CHRISTY       | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/17/2017 | 09:40:02   |
| 7394      | 8992      | 30.00        | Cash           | JAN           | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/17/2017 | 14:16:37   |
| 6969      | 8501      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 246996 |          |          |          |                 |                  |             | Upshur      | 10/18/2017 | 14:17:51   |
| 6966      | 8597      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 246914 |          |          |          |                 |                  |             | Upshur      | 10/18/2017 | 14:20:19   |
| 6962      | 8585      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 247330 |          |          |          |                 |                  |             | Upshur      | 10/18/2017 | 14:21:43   |
| 6987      | 8613      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 247315 |          |          |          |                 |                  |             | Upshur      | 10/18/2017 | 14:27:19   |
| 6941      | 8380      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 247307 |          |          |          |                 |                  |             | Upshur      | 10/18/2017 | 14:28:30   |
| 6999      | 8623      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 248354 |          |          |          |                 |                  |             | Upshur      | 10/18/2017 | 14:29:22   |
| 7027      | 8652      |              | None           |               | 50.00           | Cr/Dbl Card | PC INVOICE 250262 |          |          |          |                 |                  |             | Upshur      | 10/18/2017 | 14:30:14   |
| 7389      | 8993      | 30.00        | Cash           | JAN           | None            | 10.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/19/2017 | 12:08:24   |
| 7392      | 8994      | 30.00        | Check 129      | JAN           | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/19/2017 | 12:11:31   |
| 7400      | 8996      | 15.00        | Cash           | JAN           | None            | 50.00    | PC INVOICE |          |          |          |                 |                  |             | Upshur      | 10/20/2017 | 14:00:48   |
| 7398      | 8997      | 20.00        | Cash           | JAN           | 6.00            | PC INVOICE 250202 |          |          |          |          |                 |                  |             | Upshur      | 10/21/2017 | 11:34:37   |

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

11/9/2017
## Adoption Financial Transactions

### DOG POUND

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**Totals:** 455.00

### Main Menu

- **Adoptions:** 455.00
- **Board & Rescue:** 90.00
- **LSIIN deposit:** 200.00
- **USIIN deposit:** 350.00

**Total:** 1005.00

**51st Deposit Returned $ 700.00**
St. Joseph’s Hospital Healthy Living Program

Happy, Healthy Holiday Meal Planning
Guidelines for planning healthy meals, cooking demonstration and recipes.
Wednesday, November 15th, Noon
St. Joseph’s Hospital Library

Staying Fit With Yoga
Learn the benefits of Yoga and plan to go through basic yoga postures.
Dress comfortably and bring a yoga mat if available.
Wednesday, November 29th, Noon
St. Joseph’s Hospital Library

All sessions of the Healthy Living Program are free and open to the public.

WVU Medicine
ST. JOSEPH’S HOSPITAL
WINTER
WARM THEM UP

What: Winter Warm them Up
Who: 10-20 kids
When: November 19th @2:00 P.M.
Where: Meadowland Trailer Park
        Buckhannon, WV

How can you partner with us?
1. Pray for the event
2. Prep for event November 16th
   @6:00 P.M. Alliance Church
3. Help deliver clothes Nov. 19th
4. Make a tax-deductible donation
   (each child costs around $40)

If you are aware of other kids who need winter shirts/pants
& socks, let us help you Warm them Up.
Let us know before November 10 so they can be included.
Notice of Meeting
Buckhannon-Upshur Parks and Recreation Advisory Board

Location: Upshur County Administrative Annex, 91 West Main St. Suite 101
Date: November 13, 2017
Time: 5:30 PM

Agenda

1. Call meeting to order.
2. Approve May 8, 2017 minutes
3. Public comment
4. Discuss ordering blazes
5. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board
6. Discuss Frank and Jane Williams Memorial Bench / other ideas
7. Discuss Board vacancy – Commission appointment
8. Election of officers (to take place once all vacancies are filled)
9. Discuss monthly meeting date and time
10. Creation of Riverwalk Extension Working Group
11. 2017 park and pool season review
12. Adjournment

Next Meeting: 5:30 PM, December 11, 2017 at Upshur County Administrative Annex
General Membership Meeting

November 13, 2017
12:00 PM

Stockert Youth Center

Agenda Topics

- President call meeting to order
- Invocation
- Introductions
- Director’s report, Intermountain Collaborative update, and Safe at Home updates/information
- Guest speaker – Karissa Loring from Mission, WV to speak about foster and adoption for National Adoption Month
- Information Sharing
- Closing

Next meeting Monday, December 11, 2017 at 12:00 pm at Stockert Youth Center
Notice of Special Meeting

for
Upshur County Fire Board, Incorporated
(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Wednesday, November 15, 2017
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---October 17, 2017

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures
  • Cumulative report
  • Reminders update
  • Audit Training update

Financial Matters/Items
  ➢ Bank Statement---Checking Account Balance as of 10/31/2017---$133,992.04
  ➢ Disbursement from Chief Tax Deputy for October---to be determined prior to meeting.

Payment of Bills/Invoices
  ➢ Software Systems Invoice #30974---$269.00---Maintenance Charge October
  ➢ Mountaineer Newspapers Invoice #6040---$65.91---Legal Advertisement
  ➢ Upshur County Commission---mileage reimbursement (audit training)---$23.65

Scoring of Bids for Audit

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

The regular meeting scheduled for Tuesday, November 21, 2017, has been cancelled.

Date of Next Meeting---December 19, 2017---Adjournment
UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting

November 16, 2017, 4:00 p.m.

REVISED AGENDA

I. Call to Order
II. Reading/Approval of Minutes
III. Review/Approval of Monthly Financial Report
IV. Librarian’s Report
   a. Circulation Reports
   b. Affiliates
   c. Weyerhaeuser Grant
   d. Toy Library
   e. Gaming at Stockert
   f. Manga Club
   g. Conversion of quiet room
   h. Report from WVLA Conference
V. Unfinished Business
   a. Vacation time policy revision
VI. New Business
   a. Review Director’s Performance
VII. Setting date of next Board meeting
VIII. Adjournment
City Council of Buckhannon - 7:00 pm in Council Chambers
Meeting Agenda for Thursday, November 16, 2017

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
   A.4 Pancreatic Cancer Awareness

B. Recognized Guests
   B.1 Al Tucker B-U Camera Club & Calendar Promotion

C. Department & Board Reports
   C.1 Public Works Director- Jerry Arnold
   C.2 Finance Director- Amberle Jenkins
   C.3 City Attorney- Tom O’Neill
   C.4 Police Chief- Matthew Gregory

D. Correspondence & Information
   D.1 Notice- Hiring Clerical/Parking Enforcement Officer Position
   D.2 Notice -RFP Information Technology Support Services
   D.3 Atlantic Coast Pipeline- letter announcing the receipt of a Certificate of Public Convenience & Necessity from the Federal Energy Regulatory Commission
   D.4 Press Release- Arts26201- Donation to COB re: Marquee Restoration Colonial Theatre
   D.5 Proclamation- WW II Veteran Karl Nixon
   D.6 Proclamation- Small Business Saturday Shop Small
   D.7 Proclamation- National American Indian Heritage Month
   D.8 BCT Contribution

E. Consent Agenda
   E.1 Approval of Minutes-Regular meeting 11-02-17; Special meetings 11-02-17 & 11-13-17
   E.2 Approval of Building and Wiring Permits
   E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote
   F.1 Ordinance 421 Amending Animal Care & Control 2nd/Final Reading
   F.2 Geotab-GPS Fleet Tracking & Management-Police Dept- Authorization of Agreement
   F.3 Draft Ordinance- Amending Parking Ordinance 409
   F.4 Discussion/Possible Draft Ordinance- St Joseph’s Hospital Property Exchange
   F.5 Discussion/Possible Draft Ordinance-Disposal of Asbestos at Transfer Station
   F.6 Historic Landmarks Commission Signage Comments
   F.7 Approval- Stockert Youth Center Donation Authorization Form (Utility Gift Form)
   F.8 Possible Hire of Information Coordinator/Grant Writer
   F.9 Possible Action to Approve Submission of FirstEnergy Foundation Grant-Theatre Restoration

G. Comments and Announcements
   G.1 Mary Albaugh
   G.2 Pamela Cuppari
   G.3 C J Rylands
   G.4 Robbie Skinner
   G.5 David Thomas
   G.6 Susan Alo"

H. Mayor’s Comments and Announcements
   H.1 Appreciation & Thank-Yous to the City of Buckhannon- A perfect example of the can do attitude of Buckhannon in action
   H.2 Mayor McCauley Remarks at WV Collegiate Business Plan Competition-11-10-17
   H.3 Mayor McCauley Veterans’ Day Address- 11-11-17

I. Adjournment

POSTED 11-13-17
Notice of Monthly Meeting
Upshur County Farmland Protection Board

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

Date: November 16, 2017
Time: 3:00 p.m.

AGENDA

Call Meeting to Order / Roll Call

Approval of Minutes: September 28, 2017 (no October meeting/no quorum)

Public Questions / Comment Period

BUSINESS ITEMS – Discussion/Update/Action
- MH application – Baseline Document, attorney, survey, reserved homesite
- Annual Audit – Final review
- Program and Policies – How to amend/append
- Program/Policy change
- Establish “set aside” funds

FINANCIAL MATTERS – Discussion/Update/Action
- FY 17 Financial Spreadsheet
- Checking Account - Bank Statement Balance --- $___________
- CD Balance --- $__________
- WVMM Balance --- $___________
- Transfer Tax Deposit/Credit --- $___________
- Interest Earned --- $___________
- Payment of Bills / Invoices ---
  o Saddleback Services $561.52
  o Office of the State Auditor $500/audit, $1,000/report

OTHER BUSINESS

Date of Next Meeting

Adjournment
Chamber Meeting  
November 20, 2017  
Noon  

We are headed to the Upshur County Public Library for the November Chamber Meeting! Director Ralph Oppenheim will update us on new programs and Chef Dale Hawkins will provide lunch. Please let us know if you are able to attend.

info@buchamber.com
Upshur County Solid Waste Authority  
Board of Directors Meeting  
MINUTES  
October 9, 2017

Chair Joyce Harris-Thacker called the meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on October 9, 2017. A quorum was determined to be present at that time.

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

Minutes of the September 11, 2017 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Paul and second by Jay. Motion carried. The minutes were signed by the Director and Chair.

The Financial Report was presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering September, 2017 were presented. The ending balances for the accounts are as follows:

- REAP Account $ 100.00
- SWMB Account $ 7,260.00
- Money Mkt Account $ 19,529.60
- Operating Account $ 9,969.39

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

Director’s Report:

Burl Smith presented a written copy of the Director’s Report for the Period of September 12, 2017 to October 9, 2017, a copy of which is attached as part of the minutes. Burl also reported that he had received notification of acceptance of final report of the FY 2017 SWMB Grant. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests: None.

Old Business:

- 2017 Make It Shine Applications for Clean City and Clean County Awards
  Discussion --- Jay and Burl reported that they had notification that both the City and County won first place with the applications. Presentation of the awards is to be at the October Educational Conference at Pipersburg.
• 2017 AWVSWA Conference at Pipestem Resort Oct. 22\textsuperscript{nd} to 24\textsuperscript{th} — Burl, Jay, Paul and Mary will attend the conference. Joyce gave Jay a proxy to vote at the AWVSWA board meeting. Jay is transporting the door prize gift donations.

• 4\textsuperscript{th} Grade Field Trips to Recycling Center, October 10\textsuperscript{th} and 12\textsuperscript{th} --- Burl noted that all seven Upshur County schools are scheduled. City employees help out as he conducts the tours.

New Business:

• Audit Bids for FY 2017, FY 2018 & FY 2019—As part of the regular meeting, the audit committee consisting of the members of the UCSWA board present reviewed and scored the bids for RFP# 17-382. Proposals were submitted by: Balestra, Harr & Scherer, CPAs; Fizer and Associates, PLLC; Perry and Associates, CPAs, A. C.; and, Tetrick & Bartlett, PLLC. The firm that had the best score was Balestra, Harr & Scherer, CPAs, Inc., at a bid amount of $1080.00 for each of the three years. A motion to accept the proposal from Balestra, Harr & Scherer, CPAs, Inc., and authorize the chair to sign a contract for the audit as required by the WV State Auditor by Paul. Second by Jay. Motion carried.

Burl will process the paperwork with the chosen bidder and the WV State Auditor.

Board Member Items: None

With no further business, the meeting adjourned at 5:15 PM.

Respectfully Submitted,

\begin{flushright}
Burl J. Smith, Director  
October 9, 2017 
(Original Signature Copy to be maintained in the UCSWA Office)
\end{flushright}

\begin{flushright}
Joyce Harris-Thacker, Chair
\end{flushright}

The Director’s Report is attached on Page 3 of 3.
UPSHUR COUNTY SOLID WASTE AUTHORITY
DIRECTOR’S REPORT—Burl Smith
Period from September 12, 2017 to October 9, 2017

Activities include:

- Prepared and distributed by email the minutes of the 9/11/17 meeting.
- Checked upshurswa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check ($2159.06) on 9/15/17.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for September, 2017. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts. The REAP Account had no activity.
- Prepared checks for payment of bills.
- Cleared office.
- Prepared Agenda and meeting package for the 10/9/17 meeting. Posted Agenda on the office window and emailed to various agencies, press, etc., one week before the meeting.
- Pickup of litter at Crossroads Recycling Center was done two times this month.
- Submitted Clean County Make It Shine Award application. Was advised that Upshur County won first place and the award will be presented at the WVVSWA Educational Conference in October.
- Conducted tour of Recycling Center on Saturday, October 7th at 10:00 AM for a local Cub Scout group. There were seven cub scouts with leaders and parents.
- Prepared for 4th Grade Tours of the City of Buckhannon Recycling Center on October 10th and 12th. Purchased snacks from Wendling’s and prepared materials to be sent back to school with the classes.
- Sent RFP’s to firms for FY 2017, 18 & 19 audits. Prepared for opening and evaluating bids at the October UCSWA Board meeting.
- Worked SYC Children’s Festival on September 16th from 10:00 AM until 2:00 PM. Paul and Jackie assisted.
- One item about invoices: Shred-It had included taxes on the invoice for our shred event. We paid the amount in full less taxes and they cashed the check. I am working with Shred-It to clear up the paperwork.

Thanks—Burl
Upshur Citizen Corp Council Minutes Oct 11, 2017 Meeting
Upshur Co. OEM Office. Buckhannon, WV 26201

Present: Bill Duranti, Susan Duranti, Shannon Whited, Phyllis Sembello, Tom Hinchman, Shannon Whited, Jim Farry, Brad Montgomery

Approved Leave: Sheila Simmons

Unexcused:

Minute of Silence and Pledge of Allegiance

Meeting: Called to order at 6:00 PM by Brad Montgomery. Meeting minutes were read for the month of Sept. 2017. A motion was made and seconded to approve the minutes.

Treasure: As of today (Oct. 11, 2017) the account balance is $2531.84. This is $750 from the County Commission and $1781.84 from our earnings being previously held by the LEPC. No change in the balance. A motion was made and seconded to approve the Treasure's.

Status of Funding: Shannon reported that she isn’t aware of any additional expenses at this time.

Update on Training: Brad reported that he had received notice from the Red Cross office in regards to the cost of the CPR cards going up to $25 each. However, the cost of the training books has been reduced. He wasn’t sure of the new cost on those. He will find out the cost of a class now and report back to the council. He hopes to hold a class this coming spring.

Shannon was able to talk with Jodi at the Board of Education for an update. Jodi will supply us with an updated county school listing of the teachers that are still employed with CERT training. Jodi reported that the team bags at the schools are still in good condition and fully stocked. She also reported that her budget had been cut so the county is no longer paying teachers to teach the CERT classes to other teachers that may be interested in the training. Jodi felt sure that we have an incident where would still be enough trained teachers to respond. Phyllis reported back on the Family Resource Center and stated that Lori Harvey was in charge so she would check with her at the next meeting to see if they are interested in any CERT or CPR training.

Update on Equipment: Brad reported that Brian requested the yellow Volunteer WV bags for the event that was taking place at Tractor Supply. Brian called Gina at the state office and requested permission to use them.

Grants: No new report.

Information Sharing: Phyllis shared a piece in the local paper about an early response class that was taking place at the Methodist Church in town. Jim noted that the class is held about every year and is for local church members that want to volunteer at the church if the church would be designated as a shelter. Susan shared a flyer that was sent to us by Gina indicating that there would be a work event at the Upshur Co Youth Camp. It will be held on Oct. 18, 2017 at 11 am if anyone is interested in helping out.

Meeting: Training update: Future CERT classes:

Next Meeting Date: November 8, 2017

Adjourned: 6:25 PM

Approved As Read:

Signed ___________________________ Date 11- 8-17 Respectfully Submitted By: Susan Duranti, Secretary
CVB Meeting Minutes

Thursday, October 12, 2017 at 3:00
Presiding: Melodie Stemple

PRESENT: Mel Stemple, Dan Hale, Jack Reager, Joey Baxa, Debra Hupp, Jon Teets, Tammy Reager, Laura Meadows, Sean Harris, Linda Wellings, Tabatha Perry, Mary Albaugh
ABSENT: Meghan Kroll, Michael Cowger

Meeting called to order by President, Melodie Stemple at 3:00 PM.

Minutes: Motion by Linda Wellings and Second by Dan Hale Hupp to approve minutes from September 14th 2017. Motion Carried & Board Approved.

Financials: Laura Meadows reviewed the financials with the board. Financials accepted as presented.

Director’s Report:
✓ Website, Travel Guide & Rack Card updates
✓ Wesleyan shadows will be in the Chamber & Visitor Center offices to see what we do
✓ WV Division of Tourism Updates:
  o Co-Op program for advertising opportunities
  o Annual Conference the end of October
  o Access to online tourism listings with the Division of Tourism
✓ Ron Hinkle Glass open house on October 27th

Event Center Manager Report:
✓ Upcoming Events: WVWC Homecoming, 2nd Chance Prom, Region VII, Upshur County Commission, Board of Education, Alpha Gamma Delta

Old Business:
✓ Sound System: work to start October 23rd. County Commission approved a $2,500 contribution to the system. Access to the conduit might be more difficult than planned, but work will move forward.
✓ Weekend Coverage: Ideas to have something interactive for visitors to see when we’re not staffed.

New Business:
✓ Discussion of local businesses being closed when visitors are ready to shop. A suggestion that the CVB can conduct market research for the current hours businesses are open, gather data for typical days when businesses are closed, and show the potential revenue businesses could generate if open.

Submitted by: Laura Meadows
Groups/Meetings:

- **Curry Library Board: October 25, 2017**
  - Last meeting of the year.
  - Elected officers.
  - Had staff reports
  - **Still accepting DVD donations as many families are utilizing the library because many can no longer afford cable. Once they are at the library, they are using more of the library’s resources and programs.**
  - Next meeting: March 2018

- **FRN: October 9, 2017**
  - Meeting was canceled due to what would have been very low attendance.
  
  Next meeting: Monday, November 13, 2017 at 12:00 p.m. at SYC

- **Homelessness and Housing Coalition Meeting: October 11, 2017**
  - Meeting was canceled.
  - Next meeting: Wednesday, November 8, 2017 at 2:00 p.m. at Parish House

- **Intermountain Collaborative: October 17, 2017**
  - Meeting held at Preston County DHHR
  - Group began to discuss how to help with the foster/adoption crisis.
  - Discussed other upcoming goals to work on in 2018 such as getting to work with agencies and distribute information on foster/adoption, work on Safe at Home connections/mentorships
  - Next meeting: Tuesday Nov, 21 2017 at 11:00am – Barbour DHHR

- **Literacy Volunteers of Upshur County Board Meeting:**
  - No meeting in October.
  - Book sale went well but did not have the usual sales.
  - LV-UC offered a room in the book bank for the UCFRN to use for storage!
  - Next meeting: Tuesday, November 7, 2017 at 3:30 pm

- **Partners in Prevention (UCPIP): Meeting canceled**
  - The Upshur County Breastfeeding Support Group had a Halloween party on October 28th that was well attended.
Next meeting: Monday, November 13, 2017 at 1:30 p.m. at SYC

- **Tobacco Prevention Coalition: October 4, 2017**
  - UCTPC discussed the last health department meeting where there was no quorum to vote on the new Clean Indoor Air Act changes. Those who wish to come to the meeting on Thursday, November 2nd at 6pm at the Health Department to voice concerns or supports of the changes are welcome. The vote will take place then.
  - Discussed ideas for Great American Smokeout – the proclamation will be Thursday, November 9th. The UCTPC will also have a table in the Courthouse Annex for the month of November.
  - Need to keep in mind that elections will be coming up, and Lori has served as chair two years in a row.

- **Next meeting: Wednesday, November 1, 2017 at 11:30am at SYC**

- **UCARE:**
  - Meeting was canceled.
  - We need new members, new ideas, and funding or this group might not be able to continue as is.

- **Next meeting: November 15, 2017 – time and place TBA**

**Upcoming:**

---December 4th: Family Connections – family social – 11am to 1pm at Stockert Youth Center