Upshur County Commission
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 9, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 26, 2017
• November 2, 2017

Scheduled Appointments:

9:05 a.m. Patty Adams on behalf of the Pancreatic Cancer Action Network – Presentation of Proclamation
declaring November as “Pancreatic Cancer Awareness Month” in Upshur County, WV

9:15 a.m. Lori Ulderich Harvey on behalf of the Upshur County Tobacco Prevention Coalition – Presentation
of Great American Smokeout Proclamation

9:25 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of National
Adoption Month Proclamation

Items for Discussion / Action / Approval:

1. Discuss the request made by Mary Herndon to close an unused paper alley located between parcels of
land that she owns in Buckhannon District submitted per WV Code §7-1-3h.

2. Review and approval for the Commission President to sign correspondence to Tony O’Leary, Community
Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant
Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of
$4,623.00. This is for Request for Funds #4.

3. Correspondence from Richard H. Ralston, II, requesting reappointment to the Upshur County Building
Commission. Upon approval, Mr. Ralston’s term would expire on November 10, 2022.

4. Review and approval of everbridge one year renewal quote in the amount of $3,090. This service is for
the limited capacity free public notification system referred to as nixle 360. Upon approval, the contract
period would be from 11/23/17 to 11/22/18.

5. Approval of Lewis - Upshur Animal Control Facility Volunteers: Karen T. Sanford, Derek Nickleson and
Maggie Nickleson. Under separate cover

6. 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.
1. Adrian PSD notice of failure to complete corrective actions. Page 10

2. Correspondence from Brian Wright, Authorized Representative of the Atlantic Coast Pipeline, LLC, announcing the receipt of a Certificate of Public Convenience and Necessity from the Federal Energy Regulatory Commission to construct, operate and maintain the Atlantic Coast Pipeline and also enclosing a Project At-A-Glance Fact Sheet and Landowner Environmental Complaint Resolution Form. Page 11-16

3. Correspondence from Tabatha R. Perry, Assistant County Administrator, to Thomas Moates regarding his property located in Warren Tax District – Tax Map 6C – Parcel Number 4. During the regularly scheduled Commission Meeting conducted on November 2, 2017, the Commission moved to grant Mr. Moates a 60 day extension to bring the property into full compliance with the Ordinance. Page 17

4. Upshur County Building Permits for October 2017 Page 18-19

5. Newsletters and/or Event Notifications:
   - Frank B. Bartlett Post #0007 The American Legion – Schedule of Events for Veteran’s Day – November 11th Page 20

6. Agendas and/or Notice of Meetings:
   - Community Corrections November 6, 2017 Page 21
   - Elkins Road PSD November 7, 2017 Page 22
   - Upshur County Senior Center November 8, 2017 Page 23
   - Buckhannon-Upshur Airport Authority November 9, 2017 Page 24
   - Upshur County Safe Structures and Sites Enforcement Board November 9, 2017 Page 25
   - Upshur County Convention & Visitors Bureau November 9, 2017 Page 26
   - Upshur County Solid Waste Authority November 13, 2017 Page 27

7. Meeting Minutes:
   - B.R.W.A. Board of Directors May 10, 2017 Page 28-29
   - B.R.W.A. Board of Directors July 12, 2017 Page 30-31
   - B.R.W.A. Board of Directors September 13, 2017 Page 32
   - James W. Curry Library and Park Advisory Board September 27, 2017 Page 33-34

8. Meetings:
   - 11/07/17 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
9. 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 16, 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**
PROCLAMATION

Declaring November as “Pancreatic Cancer Awareness Month” in Upshur County West Virginia.

WHEREAS in 2017, an estimated 53,670 people will be diagnosed with pancreatic cancer in the United States, and 43,090 will die from the disease;

WHEREAS pancreatic cancer is one of the deadliest cancers, is currently the third leading cause of cancer death in the United States, and it is projected to become the second leading cause around 2020;

WHEREAS pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits, at just 9 percent;

WHEREAS when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis, while 91 percent of pancreatic cancer patients die within the first five years;

WHEREAS approximately 280 deaths will occur in West Virginia in 2017, including 11 in Upshur County.

WHEREAS pancreatic cancer is the seventh most common cause of cancer-related death across the world;

WHEREAS there were an estimated 367,000 new pancreatic cancer cases diagnosed in 2017;

WHEREAS the good health and well-being of the residents of Upshur County are enhanced as a direct result of increased awareness about the symptoms and risk factors of pancreatic cancer, and research into early detection, causes, and effective treatments; therefore be it

RESOLVED that the Upshur County Commission designates November as “Pancreatic Cancer Awareness Month” in Upshur County.

In witness, we have hereunto set our hand this 9th day of November, 2017


Terry B. Cutright
President

Samuel R. Nolte
Commissioner

Troy A. Brady III
Commissioner
WHEREAS, the American Cancer Society encourages all tobacco users to join the Great American Smokeout and pledge to quit for at least one day; and

WHEREAS, increasing numbers of children are experimenting with a product that can produce lifetime addiction with an increased risk of cancer; and

WHEREAS, more Americans die every year from tobacco-related diseases than from AIDS, alcohol, car accidents, fires, illegal drugs, murder, and suicides combined; and,

WHEREAS, in 2015, the prevalence of cigarette smoking among adults in West Virginia was 25.7%. Nationally, the prevalence of cigarette smoking among adults was 17.5%; and,

WHEREAS, in 2015, 18.8% of high school students (19.2% of male high school students and 18.4% of female high school students) in West Virginia smoked cigarettes on at least one day in the past 30 days. Nationally, 10.8% of high school students smoked cigarettes on at least one day in the past 30 days; and,

WHEREAS, in FY2017, West Virginia allocated $3.0 million in state funds to tobacco prevention, which is 11.1% of the Centers for Disease Control and Prevention’s (CDC) Annual Spending Target and in FY2018 that allocation became $0.00; and,

WHEREAS, the health care costs in West Virginia, directly caused by smoking, amount to $1.00 billion annually and West Virginia loses $1.23 billion in productivity each year due to smoking.
NOW, THEREFORE, be proclaimed that the Upshur County Commission hereby recognizes and supports the American Cancer Society’s GREAT AMERICAN SMOKEOUT on November 16, 2017, in Upshur County and encourages all citizens who smoke, use chew or dip tobacco, or any other devices to ingest nicotine to demonstrate to themselves and to their children that they can quit by joining the American Cancer Society’s Great American Smokeout.

_________________________
Terry Cutright, President, Upshur County Commission

_________________________
Troy “Buddy” Brady, Upshur County Commissioner

_________________________
Samuel Nolte, Upshur County Commissioner
A proclamation of Upshur County Commission recognizing November 2017 as National Adoption Month:

WHEREAS, National Adoption Month is an initiative of the Children's Bureau with a goal to increase national awareness and bring attention to the need for permanent families for children and youth in the U.S. foster care system; and,

WHEREAS, for over two decades, National Adoption Month has been promoted and celebrated every November in communities across the country. Many national, state, and local agencies as well as foster, kinship care, and adoptive family groups will help spread the word through programs, events, and activities that help raise awareness for thousands of children and youth in foster care who are waiting for permanent, loving families; and,

WHEREAS, in 2015 our state of West Virginia had 4,857 child maltreatment cases; 4,959 children were in foster care placement, and 893 adoptions. As of January 2017, there are approximately 5,040 children in foster care. All of the numbers mentioned continue to climb at an alarming rate in the state; and,

WHEREAS, the Upshur County FRN continues to raise awareness of foster care and adoption in the hopes that these children can be placed in forever homes. We work to present the facts and dispel the myths to the journey to foster and/or adopt; and,

WHEREAS, many children awaiting adoptive families were removed from their
biological families due to abuse, neglect or abandonment. These children have endured hardships, sadness, loss of relationships, and abuse. All of these children deserve a permanent home. Without a permanent, loving adoptive home, these children face the likelihood of entering adulthood with no parental guidance or support. We believe that all children deserve a loving, safe home.

NOW, THEREFORE BE IT PROCLAIMED BY THE UPSHUR COUNTY COMMISSION, that they hereby proclaim November 2017 as National Adoption Month in Upshur County and encourage the residents of Upshur County to consider fostering or adopting a child as well as spreading the word that so many children need loving homes. We also celebrate all of the adoptions that have taken place in Upshur County.

__________________________
Terry Cutright, President, Upshur County Commission

__________________________
Troy “Buddy” Brady, Upshur County Commission

__________________________
Samuel Nolte, Upshur County Commission

On this date, November 9, 2017
November 9, 2017

Mr. Tony O'Leary
Community Development Representative
WV Development Office
1900 Kanawha Boulevard, East
Building 3, Suite 700
Charleston, WV 25305

RE: Upshur County Commission—Elkins Road PSD Phase III Water System Improvements
Small Cities Block Grant Project #16SCBG0008
Request for Funds #4

Dear Mr. O'Leary:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. Administration— All evidentiary materials have been submitted and exempt activities have been approved by the WVDO. Currently, the environmental review is in progress. Amount requested is $0.00.

2. Engineering— Study and Report Phase is 100% complete and the preliminary design phase is approximately 60% complete. Amount requested is $4,632.00.

The total amount of this request is $4,632.00. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Terry B. Cutright
President

Enclosure
Community Development Block Grant - Small Cities Block Grant Program  
REQUEST FOR PAYMENT

TO:  West Virginia Development Office  
1900 Kanawha Boulevard, East  
Building 3, Room 700  
Charleston, WV 25305  
304-558-2234  

FROM:  Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201  
304-568-3248

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<tr>
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<td>Drawdown #</td>
<td>4</td>
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<tr>
<td>% of Project Complete</td>
<td>14.1%</td>
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<tr>
<td>Time Period Covered by this Request</td>
<td>10/13/2017 TO 11/9/2017</td>
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<th>AMOUNT REQUESTED TO DATE</th>
<th>AMOUNT REQUESTED THIS DRAW</th>
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<td>$35,205.00</td>
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<td>Other</td>
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| SUB-TOTAL:      | $283,434.00            | $35,205.00               | $4,632.00                 | $39,837.00             | $23,625.00               | $243,597.00 |
| Less Income     |                        |                          |                           |                        |                          |        |
| TOTAL:          | $283,434.00            | $35,205.00               | $4,632.00                 | $39,837.00             | $23,625.00               | $243,597.00 |

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.

Region VII Planning and Development Council has assisted the Commission with completing the Evidentiary Materials. The project engineers, Chapman Technical Group, has started the design and is 100% complete with the Study and Report Phase and 60% complete with the Preliminary Design.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.

Chief Elected Official

Date

Original Signature Required  

Copies of Invoices Required

ATTACHMENT 3-4
Oct. 31, 2017

Attention Upshur County Commissioners:

I understand that my membership on the Upshur County Building Commission expires on the 10th of November, 2017. I am interested in continuing in that position, if that is acceptable with you.

Sincerely,

[Signature]

Richard H. Ralston, II
Prepared for:
Brian Shreves
Upshur County WV Office of Emergency Management
181 Pallottine Drive
Buckhannon WV 26201
United States
Ph: (304) 472-4983
Fax: Email: kbshreves@upshurcounty.org

Quote #: Q-06944
Date: 8/18/2017
Expires On: 11/22/2017
Confidential
Salesperson: Rose Scott
Phone: 7618195176
Email: rose.scott@everbridgemail.com

Contract Summary Information:
Contract Period: 12 Months
Contract Start Date: 11/23/2017
Contract End Date: 11/22/2018
Note: **Quantity on this quote represents the population count

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<th>QTY</th>
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<tr>
<td>24,665</td>
<td>Nixle 360</td>
<td>USD 3,090.00</td>
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Pricing Summary:
Year One Fees: USD 3,090.00
One-time Implementation and Setup Fees: USD 0.00
Professional Services: USD 0.00
Total Year One Fees Due: USD 3,090.00

1. Additional rates apply for all international calls.
2. This Quote and the Service(s) provided are subject to the Everbridge, Inc. –Nixle Solutions service agreement entered into by and between Everbridge and the client identified above (the "Service Agreement").
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override the language of the Service Agreement.

("Year One Fees are the total of the first year annual subscription fees and any one-time fees, i.e., Professional Services.)
IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER
FAILURE TO COMPLETE CORRECTIVE ACTIONS
ADRIAN P S D, WV3304911

Our water system violated State drinking water requirements. Even though these were not emergencies, you, as our customers, have a right to know what happened and what we did to correct the situation (See table below).

An onsite evaluation of our system is conducted on a regular basis. Results of the evaluation show significant deficiencies in our water system which must be addressed to the Office of Environmental Health Services- District Office. We did not correct these deficiencies by the required date, and therefore are in violation.

What should I do?

There is nothing you need to do at this time.

The table below lists the deficiencies that require corrective action.

<table>
<thead>
<tr>
<th>Required Corrective Action</th>
<th>Corrective Action Required by:</th>
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<tr>
<td>Failure to correct significant deficiencies</td>
<td>Within 120 days of written notification</td>
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</table>

What happened? What is being done? (Describe corrective action)

“The French Creek tank site is not fenced, and cattle access to the tank site has caused significant degradation to the tank site.” Adrian PSD failed to correct the deficiency within 120 days of the written notification.

Construction is ongoing at the site. A second tank is currently being erected to increase capacity in our system. The existing tank will be renovated as part of the upgrade. Temporary fencing, to keep the cattle away from the site, is in place and will remain until permanent fencing is installed at the completion of the construction and renovation project. The temporary fencing has effectively met the objective of keeping the cattle from the site.

For more information, please contact Nina Monroe at (304) 924-6107 or PO Box 87, French Creek WV 26218-0087.

Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.

This notice is being sent to you by ADRIAN P S D
State Water System ID# WV3304911 Date Distributed October 31, 2017
October 30, 2017

Terry Cutright
Commissioner
Upshur County
91 W. Main St., Ste. 101
Buckhannon, WV 26201-2287

RE: FERC Issues Certificate for Atlantic Coast Pipeline

Dear Terry Cutright:

On Friday, October 13, Atlantic Coast Pipeline, LLC (Atlantic) received a Certificate of Public Convenience and Necessity from the Federal Energy Regulatory Commission to construct, operate and maintain the Atlantic Coast Pipeline. This certificate is the result of an extensive environmental review and public input process that began in November 2014.

Atlantic will construct the ACP, a new, underground 600-mile interstate natural gas transmission pipeline. The pipeline will begin in Harrison County, West Virginia, travel southeast through Virginia and proceed south to Robeson County, North Carolina. In West Virginia and Virginia the pipeline will be 42 inches in diameter. In North Carolina, the pipeline will be 36-inches in diameter. Three extensions are planned in Virginia, including a 20-inch diameter lateral to Chesapeake and 16-inch diameter laterals in both Brunswick and Greensville Counties. Compressor stations, which help maintain the flow of gas, will be positioned in Lewis County, West Virginia; Buckingham County, Virginia; and Northampton County, North Carolina.

The ACP will be capable of delivering about 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.

Atlantic will begin work on the ACP this fall. The first phase of the project will be tree felling within the area of construction disturbance. Landowners will be notified prior to tree felling activities on their property. The clearing of trees, brush and debris will occur shortly after tree felling as long as weather permits. The next phase will begin in the spring of 2018 and will include major pipeline construction and restoration work on several sections of the 600-mile route as well as construction on the three compressor stations. The third phase of construction will begin in the spring of 2019 on the remaining sections of the route.

Enclosed is a Project At-A-Glance fact sheet as well as a copy of Atlantic’s Landowner Complaint Resolution Procedures. These procedures provide an overview of the process for reporting and resolving any issues that arise during construction of the pipeline across property owned or rented by your constituents.
Atlantic will host a series of Construction Open Houses and the dates, times, and locations of those events will be published as details are finalized.

For additional information
- Visit the ACP Website at www.atlanticcoastpipeline.com
- Check out the project Facebook page at Atlantic Coast Pipeline
- Call our toll-free General Information number at 844-215-1819
- Or, Email the ACP Project Team at ACpipeline@dominionenergy.com

Safety is our number one priority on this and all projects. The ACP will be constructed, operated and maintained in accordance with the highest safety standards. We look forward to continuing to work with you and all other stakeholders as construction begins on this project.

Sincerely,

[Signature]

Atlantic Coast Pipeline, LLC by:
Brian Wright, Authorized Representative

Enclosures
The abundant supply of natural gas that will flow safely and reliably through the Atlantic Coast Pipeline (ACP) is needed by utilities within the project area to generate electricity, heat homes and businesses and meet a growing domestic demand for energy.

The ACP will begin in Harrison County, West Virginia, travel southeast through Virginia and then proceed south to Robeson County, North Carolina. A project overview map is available on page 2 of this document.

**Project Details**

- **Length:** Approximately 600 miles
- **Pipe:**
  - West Virginia: 42-inch diameter
  - Virginia: 42-inch diameter
  - North Carolina: 36-inch diameter
- **Lateral Extensions**
  - Chesapeake: 20-inch diameter
  - Brunswick: 16-inch diameter
  - Greensville: 16-inch diameter
- **Capacity:** 1.5 million dekatherms (equivalent to 1.5 billion cubic feet/day)

**Compressor Station Locations:**
1. Lewis County, West Virginia
2. Buckingham County, Virginia
3. Northampton County, North Carolina

**Community and Economic Benefits**

Construction and operation of the ACP will result in a number of community and economic benefits in West Virginia, Virginia and North Carolina. Within the three-state area, the project will provide additional opportunities for new manufacturing, greater stability in energy prices, and air quality improvements through increased use of cleaner-burning natural gas as a fuel source for electric generation.

The ACP will have significant economic impacts in the region. During construction, ACP is estimated to generate $2.7 billion in total economic activity and support 17,240 jobs. Additionally, capital expenditures during construction will generate $4.2 million annually in total tax revenue paid to local governments.

Atlantic will pay property taxes to every locality through which it passes. Cumulatively, these payments could result in nearly $30 million annually by 2022. The lower cost of natural gas to fuel power generation lowers energy bills. Virginia and North Carolina electricity consumers could save up to $377 million annually.

The complete reports are available on the ACP website at www.atlanticcoastpipeline.com.

**Project Contact Vehicles**

**Contact the ACP Project Team**
- Visit the ACP website at: www.atlanticcoastpipeline.com
- Visit ACP on Facebook at: Atlantic Coast Pipeline
- Call the landowner toll-free number: 888-895-8716
- Call the general inquiry toll-free number: 844-215-1819
- Email: ACpipeline@DominionEnergy.com

**Schedule**

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<tr>
<th>PROJECT ACTIVITY</th>
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<tbody>
<tr>
<td>FERC Certificate</td>
<td>October 2017</td>
</tr>
<tr>
<td>Construction Open Houses</td>
<td>2018</td>
</tr>
<tr>
<td>Construction</td>
<td>2017 – 2019</td>
</tr>
<tr>
<td>In-service</td>
<td>Late 2019</td>
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On October 13, 2017, Atlantic Coast Pipeline, LLC (Atlantic) received a Certificate of Public Convenience and Necessity from the Federal Energy Regulatory Commission (FERC) under Docket Number CP15-554. The Certificate authorizes Atlantic to construct, operate, and maintain the Atlantic Coast Pipeline (ACP) and establishes environmental conditions applicable to construction. Atlantic accepted this Certificate on October 16, 2017.

The Project will include stream crossings, wetland crossings, and land clearing, as well as land reclamation after construction activities are completed. To minimize environmental impacts, Atlantic will implement procedures that include the use of soil erosion and sediment control structures and the use of construction techniques to control soil movement. In addition, Atlantic will be using the services of an Environmental Inspector to ensure compliance with any applicable environmental regulations, approvals and/or permits.

Atlantic will use the following Environmental Complaint Resolution Procedure to receive and respond to landowner concerns during construction of the ACP and during restoration of the right-of-way after ACP construction is complete. We invite you to follow the steps below to express environmental concerns during construction and restoration activities.

**Landowner Instructions**

1. If you have a concern or complaint regarding construction of the ACP across your property, please contact your local land representative. Your land representative is your first and primary source for initiating complaint resolution. If you do not have your land representative's contact information readily available, please contact the land supervisor for the state in which your property is located. Contact with your local land agent or area land supervisor will lead to the quickest response from on-site personnel who are most familiar with the construction and restoration activities.

   - **Virginia ACP Land Supervisor**
     - Counties of: Augusta, Bath, Buckingham, Cumberland, Highland, Nelson and Prince Edward
     - Jamie Burton
       - 304-472-0314
       - Jamie.S.Burton@DominionEnergy.com
   - **Virginia ACP Land Supervisor**
     - Counties of: Brunswick, Dinwiddie, Greensville, Nottoway and Southampton
     - Jedidiah Spratt
       - 804-451-9452
       - Jedidiah.T.Spratt@DominionEnergy.com
   - **North Carolina ACP Land Supervisor**
     - Jeff Arrington
       - 704-205-9150
       - Jeffrey.A.Arrington@DominionEnergy.com

Land supervisors are typically available during construction and restoration activities from 7:00 a.m. to 5:00 p.m. Monday through Saturday.

A land representative will attempt to return your call the next business day to acknowledge receipt of your message and address your concern.
2. If your land representative does not provide a timely or satisfactory response, or if contact is necessary outside of business hours, please contact Atlantic via phone or email.

- **ACP Toll-Free Landowner Line**
  888-895-8716

- **ACP Project Email**
  ACPipeline@DominionEnergy.com

Leave a detailed message including the date and time of the call; your name, address and telephone number; and a detailed description of the issue or concern. The Landowner Toll-Free Line and Project Email will be checked regularly and each message received will be documented. An appropriate Project representative will be designated to respond to your issue or concern.

A Project representative will attempt to return your call the next business day to acknowledge receipt of your message.

Atlantic’s goal is to resolve issues and concerns as quickly as possible. Your land representative will keep you informed of the progress and anticipated schedule for resolution.

3. If you are unsatisfied with the response you received through the above-listed procedures, you may contact FERC via phone or email. FERC’s Landowner Helpline staff will informally seek information from you and will attempt to address your concerns. Contact with the FERC Landowner Helpline staff can be made anonymously, and information and documents obtained from them will be treated as non-public information.

- **FERC Landowner Helpline**
  877-337-2237

- **FERC Landowner Email**
  LandownerHelp@ferc.gov

Following resolution of your complaint, the responsible Project personnel will close out the complaint for the record, noting the date and means of resolution. All complaints received that reach this stage, along with the status of their resolution, will be documented in a status report that will be submitted to FERC.

It is Atlantic’s intent to construct these facilities in a diligent, prudent and safe manner. It is also Atlantic’s goal to perform and complete the work without concerns and while minimizing environmental impacts. However, we wish to provide you with this procedure to allow a means for the timely resolution of any problems or concerns that may arise. Thank you for working with us throughout the Project.
November 3, 2017

Thomas Moates
10 Corder Crossing
Buckhannon, WV 26201

via personal service

Re: Required Action --- Case Number: 041416-01

Mr. Moates,

During a regularly scheduled Commission Meeting held on Thursday, November 2, 2017, the Upshur County Commission discussed the status of your property located in Warren Tax District – Tax Map 6C – Parcel Number 4. I informed the Commission of a telephone call I received from Crystal Cummings on October 23, 2017 and that she advised you were in United Hospital Center recovering from surgery. Ms. Cummings also advised that your son, Robert, was out of town but planned on working on the property upon his return.

After careful consideration, the Commission voted to grant you another 60 day extension to bring the property into full compliance with the Ordinance. The Commission noted that progress has been made to the property and are appreciative that you are working to bring the property into compliance.

The Commission will review photographs and discuss the status of your property on Thursday, January 4, 2018 at 9:15 a.m. in the Commission Meeting Room, Room 301 of the Courthouse Annex. If the property is not brought into compliance by this date, the Commission will discuss future cleanup options and legal remedies that may be taken.

Sincerely,

[Signature]
Tabatha R. Perry
Assistant County Administrator

An Equal Opportunity Employer
## UPShur COUNTY BUILDING PERMITS

### OCTOBER 1, 2017 - OCTOBER 15, 2017

<table>
<thead>
<tr>
<th>Date Issued</th>
<th>Permit Number</th>
<th>UID Number</th>
<th>Applicant Name</th>
<th>Applicant Address</th>
<th>Estimated Project Cost</th>
<th>Paid</th>
<th>Check, Cash or County Clerk</th>
<th>Description of Project</th>
<th>Contractor or Property Owner</th>
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<tbody>
<tr>
<td>10/2/2017</td>
<td>7099</td>
<td>4466</td>
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<tr>
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<td>7097</td>
<td>7400</td>
<td>M Hope Water Association</td>
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<td>$15.00</td>
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<tr>
<td>10/2/2017</td>
<td>7098</td>
<td>7812</td>
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<td>104 E Green St, Buckhannon, WV 26201</td>
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<td>$145,000.00</td>
<td>$15.00</td>
<td>CASH</td>
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<td>7303</td>
<td>Susan Dumais</td>
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<td>14 X 70 SINGLE WIDE MOBILE HOME</td>
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<td>7304</td>
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<td>14 X 70 SINGLE WIDE MOBILE HOME</td>
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<tr>
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<td>7450</td>
<td>Leigh Enterprises</td>
<td>31 Crescent Ave, Buckhannon, WV 26201</td>
<td>$5,800.00</td>
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<td>CC</td>
<td>REMOVE AND REPLACE VINYL SIDING</td>
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<td>10/2/2017</td>
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<td>1743</td>
<td>Jack Streets</td>
<td>4678 Clarksburg Rd, Buckhannon, WV 26201</td>
<td>$350.00</td>
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<td>15 X 24 LEAN-TO ON THE BACK OF EXISTING GARAGE</td>
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<td>6897</td>
<td>Carolyn S Sayre</td>
<td>76 Story Run Harp St, Buckhannon, WV 26201</td>
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<td>5117</td>
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<td>81338</td>
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<td>13863</td>
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<td>1201 12th Street, Weston, WV 26452</td>
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<td>13863</td>
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<td>719</td>
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<td>$15.00</td>
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<td>REPLACE INTERIOR PANELING WITH DRYWALL; TRIM; REPLACE SOME FIXTURES AND KITCHEN CABINETS</td>
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<td>10/20/2017</td>
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<td>61310</td>
<td>Robert Urue</td>
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<td>OIL</td>
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<td>2877</td>
<td>Helen Sue Spencer</td>
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<td>RE-RoOFING HOUSE</td>
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<td>9594</td>
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<td>Mayford L and Leslie Jill Bailey</td>
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<td>198</td>
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<td>7080</td>
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<td>7328</td>
<td>Brenda J Shannon</td>
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<td>68012</td>
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<td>CASH</td>
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**Total:** $1,618,315.00

**Total:** $345.00
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<th>Contractor or Property Owner</th>
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<tbody>
<tr>
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<td>INSTALL ACRYLIC LINER OVER EXISTING TUB; REPLACE WALL SURROUND, NEW DELTA FIXTURE</td>
<td>OHIO BATH SOLUTIONS, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339</td>
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<td>11732</td>
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<tr>
<td>10/24/2017</td>
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<td>81987</td>
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<td>7126</td>
<td>10064</td>
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<td>14 X 60' SINGLE WIDE</td>
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<td>81986</td>
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<td>7694</td>
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<td>11551</td>
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<td>4' X 8'6&quot; CONCRETE PAD AND 60 KW KOHLER GENERATOR</td>
<td>BOSSIEINC, 303 Slack St, Charleston, WV 25301</td>
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<td>7134</td>
<td>11917</td>
<td>JAMIEL M McCARTNEY</td>
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<td>5626</td>
<td>DARRELL LANHAM</td>
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<td>7136</td>
<td>10989</td>
<td>RICHARD J CUTRIGHT</td>
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<td>NEW ROOF</td>
<td>GUTTERWORKS LLC, 7920 TALLMANVILLE RD, TALLMANVILLE, WV 26237</td>
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<td>12/31/2017</td>
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<td>9051</td>
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<td>7' X 13' FRONT PORCH ENCLOSURE AND 7' X 21' BACK PORCH ENCLOSURE</td>
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<td>CC</td>
<td>12' X 22' ATTACHED GARAGE</td>
<td>SELF</td>
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<tr>
<td>12/31/2017</td>
<td>7139</td>
<td>7853</td>
<td>POWERS CONSTRUCTION LLC</td>
<td>30 Yawor Dr, Buckhannon, WV 26201</td>
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<td>7499</td>
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<td>$35,000.00</td>
<td>$15.00</td>
<td>CHECK</td>
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**TOTAL**                                  | **TOTAL**                                  | **$27,111.00**  | **$420.00**  | **$239,424.80**  | **$785.00**  |
Honoring our Veterans will begin on Sunday, November 5th at Chapel Hill United Methodist Church at 8:00 am for their traditional Veterans Day Breakfast.

On Veterans Day Saturday, November 11, honoring the Veterans starts off with a free breakfast for ALL VETERANS at the Elk’s Lodge #1736. Breakfast will be served at 8:00 am till 9:00 am.

The Veterans Day Parade lineup starts at 9:00 am on Sedgewick and Main St. Parade begins at 9:45 am. We ask all participants (other than Veterans) to register for the parade. Registration forms are available at the American Legion Office, the Convention and Visitors Bureau, City Hall and a the Buckhannon Police Department. Request a form via email at iwabyf@gmail.com or call (304) 460-7377. Deadline for registering is the Thursday, November 9th. Those who don’t register will be required to fall in at the end of the parade lineup which will start at the Gibson Library and Main St. down Sedgewick St to College Avenue. Note: No 18 wheelers or large trailers allowed. We welcome youth groups to join us in the parade. Great way to show your spirit of Patriotism and Americanism – Come out and support the veterans of our community. The Buckhannon Upshur High School Band will be leading the parade. We hope to have many youth groups joining us!!

This year’s parade will travel West on Main St and go directly towards the Courthouse. Turn left on Chancellor St. Turning left on Coleman St., crossing Kanawha Street to Spring Street to enter the “Walk of Valor” at Jawbone Park.

This year the parade ends at Jawbone Park at the “Walk of Valor”. A “Special Veterans Day Celebration” will be held here to honor all Veterans of our community! No better place to end the parade than the “Walk of Valor”. Come out to join us in tribute to all those who have served and those who are still serving in our Armed Forces.

After the program at the Walk of Valor the VFW Post #3663 will be conducting their traditional Veterans Program at 11:00 am. Public is invited.

The American Legion Post #7 will be serving a free Spaghetti Dinner at The American Legion Post #7 located at 16 South Kanawha. This invitation is open to all Veterans +1 guest. You do not need to be a member of a veterans organization. The Veterans Dinner will be served Saturday, November 11th, 2017 (Veterans Day), from 5:00 pm thru 6:30 pm. The American Legion is handicap accessible. Handicap parking is available across the street in the City Parking Lot. For more information contact Mary Albaugh. Call 304-516-5040 or 304-460-7377.

This parade on Veterans Day will give each of us Veterans a chance to show what Patriotism and Americanism is all about and show how much we truly LOVE OUR COUNTRY!
In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program special board meeting will be held November 6, 2017 at 6:00pm in the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS
Board Meeting Agenda
November 6, 2017
Upshur County Day Report Center 6:00 P.M.

I. Handouts
   • Sign in sheets
   • Agenda, Previous Meeting Minutes
   • Budget report

II. New Business
1) Batterer's Intervention Prevention Class Update
   • Upshur/Lewis- 6 clients
2) Home Confinement Update- Lewis-29 Upshur-25
3) Community Corrections Update
   • Referrals received since July 1, 2017 Upshur-30 Lewis-45 Total- 75
   • Substance Abuse Treatment Background Board Member vacancy
   • Request for seven new computers

III. Next Meeting
   • January 8, 2018 at 6:00pm in the Lewis County Commission Meeting Room
ELKINS ROAD PUBLIC SERVICE DISTRICT

Meeting  Regular Monthly Meeting
Date       Tuesday, November 7, 2017
Start Time 5:30 PM
Place       P.S.D. Office
             4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson  5:30 PM
Pledge of Allegiance
Roll Call Introduce Board of Directors
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Sharon Burr;
System Operator-David Wamsley
Recognize Current Customers
Approval of Minutes - October 10, 2017 Regular Monthly Meeting  Vote
Treasurer Report/Payment of Bills for November/bal of Oct. Invoices  Vote

ITEMS FOR DISCUSSION

ERPSD Christmas Dinner
See insert  Vote

PSC Annual Report/Independent Audit FY 7/1/16 - 6/30/17
Approval/Review Reports  Vote

Phase III Extension Project Update
Invoice #6 Approval  Vote

Holiday Office Closures
Christmas Week  Vote

Fallen Road Land Purchase
Update

Maintenance Report
Hydrant Repair List

Date & Time of December 2017 Meeting - Tuesday, December 5, 2017 @ 5:30 pm

Adjournment  Vote

Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the
meeting or as time permits in between other items on agenda. Please ask to be added so we
can be sure to address you. Thank you for your patience!!! ☺️

Rough Draft Prepared by Office Manager October 12, 2017
Prepared by Board Chair and Office Manager October 17, 2017
Posted and Available to the Public on November 3, 2017
UPSHUR COUNTY SENIOR CENTER

TO: Upshur County Senior Center Board of Directors

FROM: Billy Marsh/Allen Cook

MEETING: Senior Center Board of Directors

DATE: November 8, 2017

TIME: noon

PLACE: Board Room

Lunch: 11:30 in Nutrition Site

Minutes Attached

AGENDA

Call to Order
Roll Call

Approval of Minutes

New Business
Personal Care monitoring results for 2016
Annual performance/loyalty bonus for employees
In-home care program administration
Nominees for new Board member (beginning Jan. 1, 2018)

Miscellaneous/Other
Allen’s request for vacation (week of December 10, 2017)
Request to move December Board meeting to Wednesday, Dec. 6
Buckhannon-Upshur Airport Authority Agenda
Buckhannon-Upshur Airport Authority-Upshur County Development Office
Thursday, November 9, 2017 at 4:00 pm

A. Call to order
B. Recognized guests and public comment period
C. Officer/Committee/Consultant Reports:
   - President’s Report – Bill Thomas, President
     - Amendment Number One (Lease with Air-Tech)
       - Aviation Fuel Contract
       - Temporary Work Easement
   - Treasurer’s Report – Phil Loftis, Treasurer
     - Approval of authority to transfer funds from general fund account to payroll account as required
       (estimated at $11,000.00 for 3 payrolls) for payroll expenses between 11/9/2017 and the next
       regularly scheduled Authority meeting on 12/14/2017.
   - Secretary’s Report – Rich Clemens, Secretary
     - Financial Audit Process
     - Web site Hosting
   - Engineering Reports – Chapman/Technical
   - Operations – Jamie Wilt, Jennifer Powers
D. Consent Agenda:
   - Approval of Minutes
   - Approval of Treasurer’s Report
   - Authorization for payment of the bills
E. Items Removed from the Consent Agenda for discussion and vote:
F. Old Business:
   - New hangar space requests/applications/updates
   - Request to County Commission regarding renaming Airport Road as Bill Wellings Road
G. New Business:
H. Board Member Comments and Announcements
I. Adjournment
UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda
Thursday, November 9, 2017
4:00 p.m.

I. Call meeting to order
II. Recognition of Guests
III. Public Comment
IV. Approval of previous meeting(s) minutes
   • October 12, 2017
V. Report and/or action on Pending Cases
   • 012017-01 and 012017-02 (George) – Status of complaint filed with the DEP
   • 020917-01 (Wojnovich) – On hold, waiting to see if property owner appears to pay delinquent taxes and have letter served then.
   • 101217-01 (Lance) – Photographs for review from initial visit
VI. Consider requests to establish new cases
   • 1 new complaint
VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, December 14, 2017 at the Upshur County Administrative Annex, 91 West Main St., Suite 101.
Upshur County Convention & Visitors Bureau
November 9th 2017 Agenda

• Call Meeting to Order

• Approval of Minutes

• Treasurer's Report

• Director's Report

• Event Center Manager's Report

• Old Business:

• New Business:
  o Event Center Grant application – Create Buckhannon's Elimination Dinner
  o Upshur County Youth Camp Landscape Design Presentation Invitation

• Motion to Adjourn Meeting

NEXT MEETING: December 14th, 2017 at the UCDA Office
AGENDA
UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, November 13, 2017

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

1. Call to Order
2. Determine Quorum
3. Minutes of October 9, 2017 Meeting
5. Director's Report – Burl Smith
6. Recognition of Guests

Old Business:

1. 2017 Make It Shine Clean City and Clean County Award Report--


3. 4th Grade Field Trips to Recycling Center, October 10th & 12th Report---


5. 

New Business:

1. Schedule of Audit for FY 2017---

2. FY 2018 SWMB Grant, Direct Mailing Discussion---

3. 

Board Member Comments:

Meeting Adjournment:

NEXT MEETING: December 11, 2017 – (Regular Schedule)
B.R.W.A. Board of Directors Meeting minutes  
May 10, 2017  
3rd Floor Reemsnyder Research Building  
West Virginia Wesleyan College

The Buckhannon River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannon River Watershed and promoting our West Virginia river heritage through public awareness.

Meeting Date – Wednesday, May 10, 2017


Start time: 1810 hrs.  
Quorum present (at least ≥4)? Yes

Guests: none

The April 12, 2017 Board meeting minutes were subsequently reviewed, and Kim moved, seconded by Kevin to accept the minutes as presented, motion passed.

Reports:

- BRWA Administrator’s Report – Paul noted that we will be returning ~$4450 of “administrative” funds of the WCAP grant, and also reported that we spent all ($5000) of the Stream Partners grant. He is wrapping up the related paperwork.
- Paul noted that Swamp Run # 1 is finished but that he would like to have one more round of sampling conducted, and that we’ll need to use our own funds not WCAP.
- Paul reported that a meeting with the Woodys is scheduled for Tuesday (5/16/17) at 10:30 regarding Swamp Run # 2.

Paul reported that the Woodys were paid $5000 for loss of use related to the Herods Run project, and that a pre-construction meeting is scheduled at 10:00 on May 13. There is no signed agreement yet with the awarded contractor, Solid Rock Excavating from Albright, WV.
- There is no new right-of-entry agreement yet with Beech Mountain RR (Noble Energy with a regional office in Canonsburg & H.Q. in Houston, TX) for use of the access road from Alexander, but the existing r-o-e is good until November. The Penn Virginia agreement is still okay.

- Treasurer’s Report – Jim distributed the Treasurers report showing balances of $5300.12 in regular checking, $0.00 in Stream Partners, and $11.00 in the OSM account. Paul completed the ASAP system process to return $1103.27 to OSM, that for some unknown reason, had been double-deposited. There was a discussion about some outstanding checks that haven’t yet cleared. SAM has been renewed for continued Federal grant eligibility.

- Membership Report: Three members paid dues this evening bringing the membership totals to 24 individuals and 5 organizations.

- Facebook & Web site Report:

Old Business:

- Executive Committee – Kim graciously will accept the President’s position after August, and agreed to pro tem during the interim.
- Stream Partners Report
- Swamp Run # 2 status - as noted in Paul’s report above
- Herods Run status
B.R.W.A. Board of Directors Meeting minutes 
July 12, 2017 
Room 331, 3rd Floor Reemsnyder Research Building 
West Virginia Wesleyan College

The Buckhannon River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannon River Watershed and promoting our West Virginia river heritage through public awareness.

Meeting Date - Wednesday, July 12, 2017

Present: Kevin Campbell, April Keating, Jim Mitchell, G. Paul Richter, Terri Jo Bennett, Woody Martin

Start time: 6:35 p.m. Quorum present (at least ≥4)? Yes

Guests: Martin Christ

• May 10, 2017 Board meeting minutes review: Jim moved, 2nd by Paul to accept the May minutes, motion passed.

Reports:

• BRWA Administrator’s Report: Paul gave update reports for Herods Run, Swamp Run # 2 (the paperwork is moving), and Swamp Run # 1 (monitoring; no response @ construction permit, & Jason adjusted the agdrain to increase the residence time).
• Treasurer’s Report: Jim distributed the financial reports, copy attached.
• Membership Report: 24 individuals and 5 organizations
• Facebook & Web site Report: Need to check with Rich

Old Business:

• Executive Committee – Board of Directors includes April and Kevin.
• Swamp Run # 2 – Paul noted that six (6) letters requesting support were mailed (including WWWC, Rotary, Historic Preservation Office, the Upshur County Commission, & the Upshur Co. Development Authority)
• Herods Run status – Paul noted that construction work is expected to be completed within 30 days.
• Watershed Celebration Day – the State event is scheduled August 18-19, 2017 at Camp Dawson in Kingwood. Paul and Marge plan to attend, as do Jane and I.
• Sampling – Paul would like to sample Swamp Run #1 again in August, and future sampling events may include Panther Fork, Bear Camp Run, and Smooth Rock Lick. Need to check on supply of sample containers
• Buckhannon River clean-up – The City’s ‘clean-up’ is from the dam to the Hall Road and a mussel survey is required before the removal. There was a discussion about checking for litter/debris in the loop section of the river around the island, and including it in a river litter clean-up sometime in September. We would try to promote the clean-up event among high school and college students as part of a membership drive.
• April advised that the MLPA may do a river litter clean-up in August and that she and Kevin are going to present some background information to Create Buckhannon and try to schedule a water celebration event on or about August 25th
New Business:
- By-laws – a brief discussion regarding amending the by-laws was tabled
- Tee shirts – there was a discussion about purchasing tee shirts for participants in the river litter clean-up, and Terri Jo suggested soliciting sponsors to defray the costs.
- Upshur Youth Camp – I advised of the WVDEP planned remediation work associated with the legacy tar pit area at the camp, and discussions regarding a river crossing to facilitate access to the additional property owned by the county across the river.
- Bull Run of French Creek – there was a discussion about the tributary, AMD, and fecal coliform, and that it may need a request for a watershed based plan from the WesMonTy Resource Conservation & Development.

Adjourned @ 1940 hrs. (Moved by Kevin, 2nd by Paul)

Next Board Meeting: Wednesday, August 9, 2017 at 1800 hours
Location – Trustees Room, Martin Religious Center, WV Wesleyan College
Followed by the Buckhannon River Watershed Project Team Framework meeting at 1900 hrs.
B.R.W.A. Board of Directors Meeting Minutes  
Wednesday, September 13, 2017  
Room 331, 3rd Floor Reemsnyder Research Building  
West Virginia Wesleyan College

The Buckhannan River Watershed Association (BRWA) is dedicated to preserving, conserving, and monitoring the health of the Buckhannan River Watershed and promoting our West Virginia river heritage through public awareness.

Meeting Time/Date – 1800 hrs., Wednesday, September 13th, 2017  
Start time: 1815 hrs.  
Quorum present (at least ≥4)? Yes  
Guests: Martin Christ

• July 12, 2017 Board meeting minutes review: Frank moved to approve the minutes, seconded by Paul, motion passed

Reports:
  • BRWA Administrator’s Report: Paul gave the Administrator’s report noting that Swamp Run #1 was closed out; Herods Run construction is finished & was sampled 9/13/17. Paul will participate in a meeting on the 19th @ grants.gov and Swamp Run #2  
  • Treasurer’s Report: Jim distributed the Treasurer’s report (copy attached) showing balances of $4989.94 checking & cash-on-hand, & $3213.93 in the BRWA accounts and $11.00 in the OSM account.  
  • Membership Report: Paul gave the Membership report showing 35 members including 6 organizations  
  • Facebook & Web site Report: Paul thought the webpage was current. He had previously sent an email to Rich requesting info regarding related expenses, but did not receive a reply.

Old Business:  
• Stream Partners grant application is expected to be submitted by 9/15/17.  
• Swamp Run #2 & Herods Run status are as noted above  
• Sampling – Swamp Run quarterly tentatively set for December 7th with the 14th an alternate  
• Watershed Celebration Day at Camp Dawson in August, BRWA received a total of $300  
• Buckhannon Water Day at the River Walk – August 24. Donated $100 to MLPA to support  
• Voted to support West Virginians for Public Lands via West Virginia Rivers Coalition, and allow BRWA to be added to the coalition list of supporters.  
• Buckhannon River litter clean-up – September 9. Seven (7) participants removed 25+ tires & other debris  
• Tee-shirts – no action  
• Bull Run – discussion regarding Stream Partners grant application and development of Watershed Based Plan  
• By-laws update/amendments – no action

New Business: None

Next Board Meeting: Wednesday, October 25, 2017 at 1800 hrs., followed by the BRWA Project Team/Framework meeting at 1900 hrs., Trustees Room, Martin Religious Center, WVWC
The September 27th, 2017 meeting of the James W. Curry Library/Park Advisory Board was called to order by board President, Mike Quinn at 10:04 am.

**Roll Call:** Present – Al Lake, Mike Quinn, Lewis Simmons, Lori Ulderich Harvey
Absent: Carrie Wallace, Erv Lake, Sue Roth.
Guests – Terri Cutright, Chair of the Upshur County Commission, Nate Kennedy;
Staff - Jonathan Freeman, Judith Williams.

**Minutes:** Minutes of the August 23rd, 2017 Advisory Board Meeting read and approved; motion made by Lori, seconded by Al; motion passed.

**Public Comment Period:**

There were no public comments.

**Staff Reports:**

Park: Hot, sunny, and quiet. 3 campers during the Brooks Hill Community Building Pickin’ on the Mountain Blue Grass Festival, which seemed to go well for its inaugural year. Comment was made that camping was down overall due to lower disposable income levels and increased gasoline prices.

Library staff report: Attendance is holding and circulation is up with approximately 40% of circulating items being DVD's/VHS, 20% being older non-cataloged items, and 80% being newer, cataloged items. Rock Cave Elementary School Kindergarten had a field trip to the Library which went very well and is leading to further collaboration on literacy based issues and activities. Title I has picked us up again this year as a sight for their monthly Beginning Links Preschool program.

Timber: Dozer has been dropped off. Logging slated to begin the first or second week of October.

**Old Business:**

Fulton Financial Report letter follow-up: Commissioner Cutright presented the original letter, Fulton’s reply, and the August financial statement. Board was made aware of an IRS ruling designating the Trust as a private foundation, resulting in the invasion of the corpus when interest does not equal 5% of the market value. Because of this Fulton cannot honor our request for additional funds. After due consideration, it was the opinion of the Upshur County Commission that we should rescind the letter requesting additional funds and watch how the stock market goes. Commissioner Cutright was thanked for his efforts on this issue and the consensus of the Advisory Board was to leave things as they
are with a view to honoring Mr. Curry’s wish to have a functional library serving the Brooks Hill community.

**New Business**

None.

Commissioner Cutright announced a ground breaking ceremony to be held Thursday at 2 pm in Kerens. The advantages of an affirmative vote on the Road Bond were briefly considered and discussed. Pipeline news was discussed leading to a motion to consider making the Park available to pipeline workers for stays longer than the existing 14 consecutive days rule. Motion was made by Tink and seconded by Al to place this item on the October meeting agenda for discussion, consideration, and action with a view to the inherent financial advantages.

Motion to adjourn by Tink, seconded by Lori; meeting adjourned at 11:15 am.

Members approving Minutes of September 27th, 2017 meeting:

Michael Quinn

Albert Lake

Lori Ulderich Harvey

Sue Roth

Carrie Wallace

Ervin Lake

Lewis Simmons