Upshur County Commission
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: December 14, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:
- December 7, 2017

Scheduled Appointments:

Items for Discussion / Action / Approval:

1. Discuss 2020 Census Local Update of Census Addresses Operation (LUCA) participation.

2. Consider writing a letter of support for the Stormwater Pollution Prevention Plan and General Pollution Control Permit for the Atlantic Coast Pipeline.  
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3. 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 Jeff Amburgey, Chairman of the Property Valuation Training and Procedures Commission, advising that the Assessor’s Office is in compliance with all areas that were reviewed by the Property Valuation Training and Procedures Commission on November 29, 2017.  
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2. Newsletters and/or Event Notifications:
   - St. Joseph’s Hospital Healthy Living Program on December 11th and December 18th at noon in the library of St. Joseph’s Hospital  
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   - Notice of Public Hearing taking place at Buckhannon-Upshur High School on December 18th from 6 to 8 p.m. The purpose of the hearing is for Dominion Energy Transmission, Inc., Atlantic Coast Pipeline to take comments on the draft permit that will cover the discharge of storm water during construction activities  
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3. Agendas and/or Notice of Meetings:
   - Upshur County Family Resource Network  
   December 11, 2017  
   Page 7
   - Buckhannon-Upshur Airport Authority  
   December 12, 2017  
   Page 8
   - Upshur County Safe Structures and Sites Enforcement Board  
   December 14, 2017  
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   - Upshur County Fire Board, Inc.  
   December 19, 2017  
   Page 10

4. Meeting Minutes:
   - Buckhannon-Upshur Parks and Recreation Advisory Board  
   May 8, 2017  
   Page 11-12
   - Upshur County Family Resource Network  
   August 14, 2017  
   Page 13-14
5. Meetings:

- **01/09/18 5:30 p.m.**  Elkins Road PSD
- **12/05/17 4:00 p.m.**  Hodgesville PSD
- **12/07/17 7:00 p.m.**  Banks District VFD
- **12/07/17 7:00 p.m.**  Selbyville VFD
- **12/11/17 12:00 p.m.**  Upshur County Family Resource Network
- **12/11/17 4:30 p.m.**  Upshur County Solid Waste Authority
- **12/11/17 5:30 p.m.**  Buckhannon-Upshur Recreational Park Advisory Board
- **01/08/18 6:00 p.m.**  Lewis-Upshur Community Corrections Board-Lewis County
- **12/12/17 7:30 p.m.**  Adrian VFD
- **01/04/18 6:00 p.m.**  Buckhannon-Upshur Board of Health
- **12/20/17 7:00 a.m.**  Upshur County Development Authority - Executive Board
- **12/06/17 12:00 p.m.**  Upshur County Senior Center Board
- **12/14/17 3:00 p.m.**  Upshur County Conventions & Visitors Bureau
- **01/10/17 6:00 p.m.**  Upshur County Citizens Corp – CERT
- **12/13/17 7:30 p.m.**  Warren District VFD
- **12/14/17 1:00 p.m.**  Adrian PSD
- **12/13/17 3:00 p.m.**  Tennerton PSD
- **12/14/17 4:00 p.m.**  Upshur County Safe Sites & Structures Ordinance Board
- **12/14/17 7:30 p.m.**  Buckhannon VFD
- **12/14/17 4:00 p.m.**  Buckhannon Upshur Airport Authority – CANCELLED
- **12/12/17 4:00 p.m.**  Buckhannon Upshur Airport Authority – Special Meeting
- **01/18/18 6:30 p.m.**  Upshur County Youth Camp Board
- **12/17/17 6:00 p.m.**  Washington District VFD
- **12/18/17 12:00 p.m.**  Buckhannon-Upshur Chamber of Commerce – Event Center at Brushy Fork
- **01/16/18 4:00 p.m.**  Upshur County Public Library Board
- **TBD** 10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development Council
- **12/19/17 6:30 p.m.**  Upshur County Fire Board, Inc.
- **12/19/17 5:00 p.m.**  UC Enhanced Emergency Telephone Advisory Board
- **12/13/17 7:00 p.m.**  Ellamore VFD
- **01/17/18 12:00 p.m.**  Lewis Upshur LEPC --- Upshur location
- **12/21/17 3:00 p.m.**  Upshur County Farmland Protection Board
- **03/28/17 10:00 a.m.**  James W. Curry Advisory Board
- **12/04/17 6:00 p.m.**  Upshur County Fire Fighters Association
- **12/13/17 7:00 p.m.**  Buckhannon River Watershed Association - Board of Directors
- **12/04/17 10:00 a.m.**  Mountain CAP of WV, Inc. a CDC
6. Appointments Needed or Upcoming:

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

Next Regular Meeting of the Upshur County Commission
December 21, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex

**The regularly scheduled Commission Meeting on December 28, 2017 has been cancelled**
Streams

Atlantic will restore the banks of waterbodies to preconstruction contours to the extent practicable. In steep-slope areas, re-grading may be required to reestablish stable contours capable of supporting preconstruction drainage patterns. Riparian areas will be revegetated with native species across the entire width of the construction corridor. Restoration of riparian areas will be designed to:

- restore stream bank integrity, including both shore crossings up to the ordinary high water mark;
- withstand periods of high flow without increasing erosion and downstream sedimentation; and
- include temporary erosion control fencing, which will remain in place until stream bank and riparian restoration is complete.

Permanent bank stabilization and erosion control devices (e.g., natural structures, rock riprap, and/or large woody debris) will be installed as necessary on steep banks in accordance with permit requirements to permanently stabilize the banks and minimize sediment deposition into waterbodies.

Disturbed banks and riparian work areas will be seeded as soon as possible after final grading, weather and soil conditions permitting and subject to the recommended seeding dates for the area. In accordance with those programs, the project has been designed to minimize the number of new stream crossings for access roads. New crossings will be designed to meet aquatic life passage requirements in the Nationwide 12.

Karst

Approximately 2,000 miles of gas pipeline have been successfully and safely constructed in karst terrain in Virginia, Tennessee, Kentucky and West Virginia. Much is known about how to safely construct these types of pipelines. ACP conducted extensive karst survey studies to identify and delineate karst features that could potentially be impacted by the pipeline. ACP also developed the Karst Mitigation plan, which details the measures used to identify and protect karst features that are present along the alignment. This Plan is included as an enforceable portion of the FERC certificate. ACP will have their karst expert representative on site during excavation within karst areas to monitor implementation of the recommended mitigation measures.

ACP has performed extensive work to identify and avoid sensitive karst features. Should a feature be found during construction that cannot be avoided, ACP will utilize remediation methods approved by Virginia and/or West Virginia as applicable to stabilize and protect the encountered karst feature. The proposed remediation methods are used commonly in construction of buildings and roadways and have a proven track record of success.
Steep Slopes

ACP has developed and is implementing Best-in-Class processes and environmental protection measures for constructing and operating in steep slope and potential slip prone areas. The BIC steep slopes program goes above and beyond state regulatory standards to proactively address sediment and erosion control on slopes, greater than 30% and longer than 100 feet, and potential landslide hazards along the ACP project right-of-way that could potentially impact environmental resources. ACP has prepared extensive, Erosion and Sediment Controls and Stormwater Pollution Prevention Plans that detail site specific measures regarding erosion and sedimentation and further incorporate the Best-in-Class program enhancements.

Water Withdrawals and Discharges

The ACP environmental compliance inspectors will coordinate closely with DEP if low flow conditions develop where withdrawals are planned. To minimize impacts of short duration, larger volume withdrawals of water from streams, Atlantic will construct prefabricated aboveground water impoundment structures adjacent to several of the water withdrawal points. Use of the water holding areas will allow for a longer duration of withdrawal at lower rates to minimize impacts on stream flows and aquatic resources. Stream flow rates will be routinely monitored while water is being withdrawn. ACP will proactively utilize abandoned quarries and municipal sources to minimize the need for surface water withdrawals when reasonably available.

Discharge of hydrostatic test water is governed by the Plan and Procedures, the ACP SWPPP, the ESC Plans, and the SWCB general permit for hydrostatic test discharges. In accordance with those plans and permits, once hydrostatic testing is complete, the test water will be discharged to well-vegetated upland areas, which will eliminate the translocation of invasive aquatic species that may be present. In addition, this practice will also prevent transporting water from impaired streams (i.e., 303d listed waters) to other waterbodies. The discharge rate will be regulated using valves and energy dissipation devices to prevent erosion. Containment structures such as hay bales and/or filter bags will be used to remove turbidity or suspended sediments (i.e., dirt left in the pipe during construction) and to prevent scour and erosion.

No chemicals are added to the test water during hydrostatic testing. Water will also be tested prior to introducing it in the pipeline for the test and will be tested again prior to discharge once the hydrostatic test is complete.

Prior Violations

The WVDEP issued an Administrative Consent Order to Dominion Energy on January 12, 2015 in response to landslides that reached state waters during construction of the G-150 pipeline in early 2014. Dominion fully complied with the Consent Order and it was terminated by WVDEP on October 4, 2016.

In response to the CD, Dominion has aggressively trained their employees and contractors in procedures to avoid and protect water resources and steep slopes. For the ACP DETI has further developed protective measures that go above and beyond those required by state and federal regulations,
including a Geohazards Field Survey Report; the Karst Terrain Assessment Construction, Monitoring, and Mitigation Plan; and the Best-in-Class Steep Slopes Program.

The Best-in-Class Steep Slopes Program was developed by Dominion to avoid the occurrence of landslides. The program goes above and beyond Federal and State regulatory standards to proactively address sediment and erosion control on steep slopes (greater than 30% and longer than 100 feet) and landslide hazards. Compliance with the program is an enforceable condition of the FERC certificate.

Safety

For Dominion Energy, protecting the safety of their employees and the communities they operate in is their top priority. Dominion Energy employees and contractors live in the communities where the pipeline and compressor stations will be built and operated.

The pipeline will be closely monitored 24/7, 365 days a year, at Dominion Energy’s Gas Control Center. Pressure, temperature and flow of gas will be monitored at all times through remote sensors positioned along the entire length of the pipeline. The pipeline is equipped with remote-controlled shut off valves, which allow gas control operators to immediately shut off the flow of gas to individual sections of pipeline if any safety issues are detected.

Around-the-clock monitoring allows Dominion Energy to detect and address even the slightest variation before it becomes a risk to public safety. All operational employees must meet strict government-mandated qualification standards and receive safety training on a regular basis.

Dominion Energy has a Damage Prevention Program that contains the following primary components:

1. Participation in state One Call systems (all states where we have underground facilities including VA & NC),
2. Continuing Education Programs for excavators, emergency responders & the general public in the vicinity of the pipelines,
3. Surveillance through aerial patrol, driving & walking the pipeline route on regularly scheduled intervals.
4. The pipeline right of way will have line markers installed at regular intervals representing the emergency contact phone number that is monitored 24/7, 365 days per year by the gas control center.

The interior of the pipeline will be inspected through the use of sophisticated devices known as smart pigs, which use computerized sensors to detect dents, corrosion and other damage. Follow up verification inspections are completed and if required, actions can be taken immediately when necessary to ensure the integrity of the pipeline.

Dominion Energy will utilize a company owned and operated microwave communication system to ensure reliable communications with all ACP facilities. Back up communications systems will also be available in a standby mode. All these requirements are overlain with pipeline safety regulatory program that includes inspections.
Mr. Dustin Zickefoose  
Assessor of Upshur County  
38 West Main Street, Room 102  
Buckhannon, West Virginia 26201

Dear Mr. Zickefoose:

Each year the Property Valuation Training and Procedures Commission (PVC) reviews the progress of county assessors’ offices in complying with standards established by the PVC. At our meeting on November 29, 2017, the PVC reviewed the county monitoring reports for Tax Year 2017.

At that meeting, we were advised that your office is in compliance with all areas that were reviewed. You and your office personnel are to be commended. Therefore, on behalf of the members of the PVC, I wish to congratulate you on a job well done.

Sincerely,

Jeff Amburgey  
Chairman  
Property Valuation Training and Procedures Commission

JA/aj

cc: Members, Property Valuation Training and Procedures Commission  
President, Upshur County Commission
St. Joseph’s Hospital
Healthy Living Program

Monday, December 11th, Noon
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.

Monday, December 18th, Noon
Dining with Diabetes During the Holidays
Guidelines for planning healthy meals for those with diabetes and setting lifestyle goals.

The Healthy Living Programs are held in the library of St. Joseph’s Hospital and are free and open to the public.
Notice of Public Hearing

A public hearing has been scheduled for Dominion Energy Transmission, Inc, Atlantic Coast Pipeline (WVR310820).

The purpose of the hearing is to take comments on the draft permit that will cover the discharge of stormwater during construction activities.

A hearing has been scheduled from 6 to 8 p.m. on Monday December 18, 2017 at:

Buckhannon Upshur High School
270 Bu Dr
Buckhannon, WV 26201

And

From 6 to 8 p.m. on Thursday December 21, 2017 at:

Pocahontas County High School
271 Warrior Way
Dunmore, WV 24934

Oral and written comments will be accepted at the hearing. After the public hearing, the comment period will be extended until 8 p.m. on Sunday, December 31, 2017.

A copy of the draft permit can be obtained by calling Sharon Mullins, Division of Water & Waste Management, (304) 926-0499, ext. 1132; or e-mail her at Sharon.A.Mullins@WV.Gov.
General Membership Meeting

December 11, 2017
12:00 PM

Stockert Youth Center

Agenda Topics

- Potluck Christmas dinner – help yourself!
- President call meeting to order
- Invocation
- Introductions
- Director’s report, Intermountain Collaborative update, and Safe at Home updates/information
- Information Sharing
- Closing

Next meeting Monday, January 8, 2018 at 12:00 pm at Stockert Youth Center
Buckhannon-Upshur Airport Authority Agenda

Buckhannon-Upshur Airport Authority–Upshur County Development Office
Tuesday, December 12, 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
     - Fuel Contract and RFP
     - CIP Submission for FAA
   - Treasurer’s Report – Phil Loftis, Treasurer
     - Approval of authority to transfer funds from general fund account to payroll account as required.
     - Approval of invoice payments
   - 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, December 14, 2017
4:00 p.m.

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I. Call meeting to order

II. Recognition of Guests

III. Public Comment

IV. Approval of previous meeting(s) minutes
   • November 9, 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.
   • 110917-01 (unknown) – Photographs for review from initial visit

VI. Consider requests to establish new cases
   • 2 new complaints

VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, January 11, 2017 at the Upshur County Administrative Annex, 91 West Main St., Suite 101.
Notice of Meeting

for

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

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Tuesday, December 19, 2017

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes—November 15, 2017

Public Questions/Comment Period

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

Financial Matters/Items
  ➢ Bank Statement—Checking Account Balance as of 11/30/2017—$133,633.48
  ➢ Disbursement from Chief Tax Deputy for October—TBD prior to meeting

Payment of Bills/Invoices
  ➢ Software Systems Invoice #31070—$269.00—Maintenance Charge October
  ➢ Hart Office Solutions Invoice #149863—$135.00—Maintenance Charge November
  ➢ Upshur County Commission—P-Card reimbursement office supplies (ink both printers) —$410.88

Signing of contract for Audit

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting—January 16, 2018—Adjournment
Buckhannon-Upshur Parks and Recreation Advisory Board Minutes
5/08/17

Attending: Joe Fealy, J.J Ford, Greenbrier, Tappan Squires and Hannah Lively, Greenbrier
Almond, Buck Edwards

Absent: Callie Cronin-Sams

Guests: Tabatha Perry, Seth Blake

The meeting was held at the B-U Recreational Park

1. The meeting was called to order at 5:32 by Joe Fealy

2. March minutes approved on motion by Buck Edwards, seconded by J.J. Ford.

3. Public Comment
   No public comment at this time.

4. Vote and discuss opening day ceremony.
   a. June 3rd was the decided date for the opening ceremony.
   b. Joe discussed a draft agenda for the kickoff.
   c. We discussed the possibility/accessibility of water fountains/restrooms for the ceremony.
   d. The ceremony will be held under the pavilion at the high school.
   e. J.J. will introduce trail and agenda. He will also create the agenda
   f. Buck will lead the hiking rail and J.J. will lead the bike trail.
   g. We will contact an individual for an opening blessing- Collin Reger?
   h. Title the event “Buckhannon-Upshur Parks and Rec Complex Biking and Hiking Trail” opening ceremony.
   i. Amanda Hayes and Tammy Reger will both be present.
   j. J.J. will get Buck a map to take to the Sign Guy for him to create an overlay of the biking trails to place on the signs that were previously made

5. Discuss status of trail signs and blazes.
   a. The bike trail is marked.
   b. Joe motioned to increase the budget for blazes to mark the other trails. $600.00.
   c. Hannah will get Voss signs order on Vosssigns.com

6. Discuss Frank and Jane Williams Memorial Bench

   We want to get benches, similar to the ones at Jawbone, for the dog park establishment.

7. Discuss 2017 pool season
   a. Seth Blake spoke in regard to the pool. He said the pool shade structures will be there.
   b. Concession stand is also up and running. We discussed items that would be enticing to
sell and bring more kids to the pool.
c. Tappan suggested a required break every two hours instead of one to maintain adult
swim and suffice children.

8. Discuss Sport Fields in Upshur County and the Community needs

9. Adjournment- The next meeting will be held on June 12, 2017 at 5:30 at the BU Recreational
Park Pavilion

With no further business, the Board adjourned at 6:28 p.m.

Approved by: 

Joe Pealy, Chairperson

Buck Edwards, Vice-Chairperson

JJ Ford
Board Members present: Phyllis Sembello, Idress Gooden, Tonya Kittle (for Bill McCollam), Joseph Reed, Kathleen Neetz, Buddy Brady, Debora Brocklemann and Matt Kerner.

Board Members excused: Diane Godwin, Mary Austin, Alicia Rapking and Kellie Woody-Hyre.

Staff: Lori Ulderich Harvey and Ginny Dixon.


Opening/Invocation: Chair, Kathleen Neetz, opened the meeting and provided the invocation. Please note that prior to this general meeting being convened, the Board of Directors of Upshur County Family Resource Network (FRN) met separately with Director, Lori Ulderich Harvey, and will continue to do so in the future.

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

Minutes: These would have been voted on in Board meeting. Copies were also provided at General Membership meeting, as well as emailed to those on FRN’s email and mailing lists.

FRN Director’s Report: Director’s Report for July was reviewed, a copy of which is on file as well as being provided to those in attendance and on our email list. Lori noted that FRN meetings are changing, in that the Board meetings will be held before the general membership meetings. She added that FRNs are being noticed on both State and national levels, in terms of what we do. Pallotone Foundation grant will be written this month.

Guest Speaker: Kendra Sullivan, who teaches yoga at Stockert Youth Center Monday and Wednesday evenings, provided instruction in chair yoga today. During Fall semester, Kendra will be student teaching and available to teach yoga at SYC on Wednesday evenings only (6:15 pm). Cost is $5/session or $20/month.

Information Sharing:
- Matt Kerner, Opportunity House, shared that on September 9th at noon they will hold a celebration at Jawbone Park to celebrate and encourage pathways to recovery from substance abuse. They are still gathering organizations to be present; the Davisson Brothers will be there as well as a DJ. Tomorrow at the Public Safety Complex at 6:00 pm they will show the film “Oxyana”, a documentary about the town of Oceana. Also, on 8/31/17 at 9:00 am, at the PSC will be mental health first aid training for adults.
- Barb Tucker told us that Parents as Teachers provides visitation for prenatal through 5 years old, as well as screenings, resource connections, etc. PATs are required to have group connections once a month; August’s is 8/23 Pop Up Farmer’s Market at Lewis County Park. From 9/1-9/10, Lewis FRN is hosting “Climb for Life”, through the American Association for Suicide Prevention. Also, Roll to
Read, through the national PAT organization, will be held in Jane Lew on 9/16, a combination of health and literacy.

- Ginny Dixon distributed flyers and Participant Registration Forms for Children’s Festival; registration deadline is September 1st to reserve space.
- Idress Gooden has a couple sets of bullying prevention literature (geared to schools), which was passed around. She told us that her office has moved but her email address remains the same. No new phone number yet.
- Kendra Sullivan announced the Adult Learning Center’s hours for the Fall semester: Monday, Tuesday and Friday from 5-9 pm.
- Natasha Gum informed us that United Summit Center still needs a peer recovery coach, who should have a history of addiction and pass a background check. Also, Monday through Friday from 1-6 pm, Glenda Lewis is available at Stockert Youth Center for youth ages 12-24, through the Region 4 Tomorrow program; there is also another Youth Resource Outreach Worker at WV Fitness 24.
- Laura McDaniels shared that Mountain CAP’s CAC is hosting its first annual fundraiser, a Second Chance Prom on Friday, October 20th 7-11 pm at the Event Center on Brushy Fork Rd.; cost is $25/single or $45/couple. Laura added that their services are free, regardless of income.
- Anne Chopyak told us that Stars and Strides, a therapeutic center working with kids and horses, is at the Bridgeport Farmers Market and they have a Facebook page.
- Dr. Joseph Reed made several announcements: 1) Green Bean Day resulted in 5 bushels in the freezer at Parish House, plus 100 cans and $150 or more collected. 2) On 9/7/17 the Health Board meets at 6 pm to consider proposal to eliminate exclusions to Clean Indoor Air Act for fraternal organizations, hotels, etc. 3) Chronic Disease Management program begins 9/8/17 at Ellamore Fire Hall, 2 hours a night for 6 weeks. Community Care will also be offering it. 4) Immunizations—get caught up if you don’t have them. 5) At the Presbyterian Church Wednesdays at 6 pm is a discussion group on a variety of issues (e.g. prison industry) and a potluck meal. 6) As those agencies and individuals around the table are all trying to help people in need, Dr. Reed feels there is a need for those receiving help to return service to the community.
- Jodi McQuillan noted that September is Car Seat Safety Month. She is a car seat tech and has resources at her disposal (e.g. what seat for what child, and how to afford a car seat).

Our next meeting will be September 11, 2017 at noon.

Respectfully submitted,

Ginny Dixon, Administrative Assistant
Upshur County FRN

Board Member

Board Member
Upshur County Family Resource Network
General Membership Meeting
September 11, 2017
Meeting Minutes

Board Members present: Phyllis Sembello, Tonya Kittle (for Bill McCollam), Barb Zickefoose (for Mary Austin), Joseph Reed, Idress Gooden, Buddy Brady and Debora Brokleman. (Note: Tonya, Barb and Joseph were not at Board of Directors meeting preceding the general meeting.)

Board Members excused: Diane Godwin, Kathleen Neetz, Matt Kerner, Alicia Rapking and Kellie Woody-Hyre.

Staff: Lori Ulderich Harvey and Ginny Dixon.

- Community Members present: Delora Kittle, Lesley Slaughter, Deanna Warner, Marjorie Burdick, Crystal Repngle, Amanda Hayes, Jodi Mcquillan, Cindy Kays, Marcia Hahn, Maddie Ovies, Elizabeth Corder, Melissa Busdeker, Rachel Strawder, Glenda Lewis, Carol Bush, Addie Helmick, Bobbi Cox, Emma Rexroad, and Laura McDaniels.

Opening/Invocation: Vice-Chair, Idress Gooden, opened the meeting. Laura McDaniels provided our invocation.

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

Minutes: These get voted on in Board meeting if there is a quorum. Copies were also provided at General Membership meeting, as well as emailed to those on FRN’s email and mailing lists.

FRN Director’s Report: Director’s Report for August was also provided to all present. Additionally, Lori noted that September is amnesty month at Curry Library, and they have had a good return rate. The FRN Board continues to meet immediately prior to the general meeting, not for the purpose of hiding anything but rather to protect those who attend the general meetings. The next Regional Children’s Summit will be held in Elkins on 9/14. Children’s Festival is 9/17. First United Methodist Church will hold a 5K on 10/1/17.

National Preparedness Month: Lori spoke on the topic of preparedness and has sent an email listing several links for further information. She stressed that everyone in the home needs to know how to get out in the event of an emergency. In a 72 hour supply “kit”, remember medications, pet supplies and the like, preferably in a bag to grab and go. Also, flashlights are helpful as well as a first aid kit. Does your child know how to get help, explain what is going on, where he/she lives? Do you have a plan for your pets? (e.g., someone to take them if you must be separated from them). School contacts should be updated at each new school year. Do you keep emergency supplies in your vehicle? (e.g., a blanket in Winter). You can register someone in your family (child or adult) who may have special needs, with OEM or the fire department. This could be a family member who is non-verbal.

Information Sharing:
- Amanda Hayes reported on the Hope & Help Assembly held September 9th (City of Buckhannon partnered with Opportunity House). Many speakers and performers were there and while not well attended it was just the first year for this event.
• Debora Brockleman expects the Children’s Festival on Sept. 16th to be well attended. The City is having a Fall Fest 9/27-9/30 with a car show, tractors pulling wagons, square dancers, bands on Main Street, a carnival, a pet show at Stockert Youth Center, pumpkin painting, a bounce house and more. On 10/28, SYC will hold a “Haunted River Walk” to raise funds for their gym addition.

• Dr. Reed announced that on 10/7 there will be a Healthy Bodies, Healthy Spirits event to promote healthy eating, exercise, and as a help to church congregations. Green Bean Weekend brought in 225 pounds (7 bushels) of green beans to the Parish House. Next year’s event will be August 11, 12, 13, 2018. Health Dept. meets 9/21 at 6:00 pm regarding proposed changes to the Clean Indoor Air Act to remove exceptions to fraternal organizations, motels, etc. Ongoing is a free disease management program, at Ellamore VFD and one starting 9/19 through Community Care, to be held at the Presbyterian Church. They are committed to do these twice a year for 3 years.

• Rachel Strawder, Literacy Volunteers, shared there will be a 9/11 Memorial at Pringle Tree Park today at 6:30 pm. Book Sale will be in October and they need volunteers to help sort books. Also, they are selling raffle tickets for a unisex mountain bike.

• Laura McDaniels shared that the United Way’s Duck & Turtle Race will be October 7th at 1:00 pm in downtown Weston; the grand prize is $1,000, and there will be smaller prizes. Mountain CAP’s Child Advocacy Center is having a fundraiser event: Second Chance Prom, on October 20th from 7-11 pm at the Event Center (new Armory). All proceeds go to therapy for the kids they see. Ticket prices: $25 single, $45 a couple.

• Lesley Slaughter shared that Highland-Clarksburg Hospital will be holding a Fall Conference October 5th and 6th and a one day workshop November 10th; both offer CEUs. A Wednesday evening (5 pm) support group meets for families of those fighting addiction. Ending the last of September is their Soles for September drive, collecting shoes (especially athletic shoes). Finally, they are hiring BHTs (behavior technicians).

• Elizabeth Corder, Parents as Teachers, shared that Roll & Read will take place Sept. 16th at Jane Lew Park, featuring the book Brown Bear, Brown Bear. This event will be brought to Upshur County in the Spring. Lewis County is doing a needle exchange.

• Carol Bush shared that Marketplace Insurance (formerly the Affordable Care Act or Obamacare) is available. Open enrollment will be Nov. 1 to Dec. 15. Website: www.healthcare.gov.

• Jodi McQuillan shared that September is car seat month; she will be checking seats at Children’s Festival and has information for parents/caregivers. September is also infant to child mortality awareness month. On Sept. 21st at Bartini in Morgantown they will be taking donations to help people in Texas and Florida who have been impacted by recent hurricanes.

• Idress Gooden shared that she has information on well child visits for those interested.

Our next meeting will be October 2, 2017 at noon.

Respectfully submitted,

Ginny Dixon, Administrative Assistant
Upshur County FRN

Board Member

Board Member
The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, November 7, 2017.

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

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

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

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

Recognize that five (5) customers were present.

**APPROVAL OF MINUTES**
Minutes of October 10, 2017 Regular Monthly Meeting were presented for approval. Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

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

**ERPSD CHRISTMAS DINNER**
Carolyn Douglas presented the information for the annual Christmas Dinner to everyone.

**PSC ANNUAL REPORT/INDEPENDENT AUDIT FY 7/1/16 – 6/30/17**
Carolyn Douglas presented the completed PSC Annual Report for review and the Independent Audit for fiscal year 7/1/16 – 6/30/17 for review and approval from Tetrick & Bartlett PLLC. Larry Heater made a motion to approve the reports. Sonny Matthews seconded. Motion carried

**PHASE III EXTENSION PROJECT**
Region VII emailed a request for funds from SCBG for Chapman Technical Group invoice #6 for approval by the Board. Sonny Matthews made a motion to approve the request. Larry Heater seconded. Motion carried
HOLIDAY OFFICE CLOSURES
Carolyn Douglas asked the Board if the office could be closed additional days the week of Christmas. She also asked that the January 2, 2018 meeting be changed to January 9, 2018 in order to have time to prepare for the meeting. Sonny Matthews made a motion to approve the extra days and the meeting change. Larry Heater seconded. Motion carried.

LAND FOR NEW OFFICE
Board Chair, Carey Wagner, and Office Manager, Carolyn Douglas, met with Susan Fallen Hall to discuss the terms of the land purchase.

MAINTENANCE REPORT
Dave Wamsley, System Operator, presented the maintenance report for October. The Board and Dave Wamsley discussed ways to reduce unaccounted for water loss on the system and also our remaining hydrants which are in need of replacement or repair.

There being no further business, the meeting adjourned on motion made by Larry Heater and seconded by Sonny Matthews. Meeting adjourned at 6:40 p.m.

The next regular monthly meeting will be held on Tuesday, December 5, 2017 at 5:30 p.m.

Respectfully submitted:

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

Attachments: Agenda
Sign In Sheet
Financial Report
Elkins Road Public Service District
Board of Directors' Regular Meeting
November 7, 2017

Approved By:

Carey Wagner
Board Chair/Treasurer
Carey Wagner

Larry Heater
Secretary

Sonny Matthews
Board Member

Note: Recorded Meeting
Upshur County Family Resource Network
General Membership Meeting
November 13, 2017
Meeting Minutes

Board Members present: Phyllis Sembello, Joseph Reed, Idress Gooden, Buddy Brady, Debora Brockleman and Diane Godwin. (Note: Idress was unable to attend the Board of Directors meeting preceding the general meeting).

Board Members excused: Kathleen Neetz (but available by phone if needed), Matt Kerner, Alicia Rapking, Kellie Woody-Hyre, Mary Austin, and Bill McCollam

Staff: Lori Uldeerich Harvey and Ginny Dixon.

- **Community Members present:** David Rossana, Heather Lane, Paul J. Binns, Marcia Hahn, Cindy Kays, Emma Rexroad, Delora Kittle, Adrienne Bell, Lori Hagi, Anne Chopyak, Karissa Linger, Laura McDaniels, Rachel Strawder, Bobbi Cox and Addie Helmick.

Opening/Invocation: Vice-Chair, Idress Gooden, opened the meeting. Diane Godwin provided our invocation.

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

FRN Director’s Report: Director’s Report for October, 2017 was provided to all present. Lori added that on Thursday, November 9th, she and Tim Higgins of UCTPC were present at the County Commission meeting for reading and signing of proclamation for the Great American Smokeout. Debora Brockleman, director of Stockert Youth Center, contributed some background about UCARE. Pool parties held during the Summer are quite popular. Names of attendees are put in a hat and the winner drawn receives a laptop at the end of the season. Debora as well as mayor Dave McCauley are active in these events, but usually the board members of UCARE don’t attend. She expressed a need to get these groups together (one group “doing” and the other “meeting”). She feels we need activities to focus on a healthy lifestyle. Publicity for the pool parties is by newspaper, Facebook, as well as students’ parents receiving a call ahead of each event.

Guest speaker: Karissa Loring from Mission WV, informed us that this agency’s main office is in Hurricane but she works out of their Morgantown office. As informational brochures were passed around, Karissa told us that 3 of her 5 children (ages 17-14-13-13 and 3) have been adopted. Caseloads number up to 20 children, with the oldest children being the hardest to place and often living in group homes. Mission WV is entering their 20th year and serves the entire state of WV. Some programs they offer are: Frameworks program, THINK program (in 22 counties) and Relatives as Parents program. Karissa’s main job is with Wendy’s Wonderful Kids program. Karissa showed us a sample backpack which contains items such as personal care, a small blanket, stuffed toy, etc., and she left about 10 with our FRN to donate as we saw fit. For people who can’t foster or adopt but want to help, they can participate in organizing care packages. Statewide there has been a dramatic increase in children needing to be fostered or adopted, due in much part to the drug epidemic (6,000 currently). Upshur County statistics are: 10 private agencies offering foster homes, 51 kids in care currently. Karissa’s contact
information is on the literature she provided. Her supervisor is Rachel Kinder.

**Information Sharing:**
- David Rosanna shared that WV Family Health covers all 55 counties with Parkersburg being the home office. He provided a general brochure and other handouts. Some of their services include wellness coaches, registered dieticians, preventive dental visits for 2-3 year olds, and a Moms Matters program.
- Rachel Strawder shared that her service project for Literacy Volunteers of Upshur County is gathering “gently used but clean” books and puzzles for the Christmas Store. They especially need baby books, board books.
- Lori Hagi noted that Mountain CAP’s Supportive Services for Veterans Program (SSVP), funded through the Veterans Administration, gets homeless vets housed. Mountain CAP has just been awarded a grant through the Malina Foundation.
- Dr. Joe Reed had several topics to share. He noted the importance of supporting people going through smoking cessation. Also, Shannon Bosley, a member of Wesleyan College’s faculty, is helping kids in Arlington (southern Upshur County). Also, St. Joseph’s Hospital is asking for people to be advocates for the hospital.
- Addie Helmick, Women’s Aid in Crisis, reminded us that the holidays coming up can be very stressful, which can lead to domestic violence at times. Addie reviewed some of the supportive services which WAIC provides, including funding for a bus ticket.
- Emma Rexroad with Unicare, a Medicaid managed care organization, shared that they offer pregnant women the option of a car seat or a Pack & Play.
- A spaghetti dinner is being offered tonight at Don Paco’s Mexican Restaurant on South Florida St. to benefit women who have lost a baby.

**Our next meeting will be December 11, 2017 at noon.**

Respectfully submitted,

Ginny Dixon, Administrative Assistant
Upshur County FRN

[Signature]
Board Member

[Signature]
Board Member
Vice-Chair Jackie McDaniels, in the absence of 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 November 13, 2017. A quorum was determined to be present at that time.

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

Minutes of the October 9, 2017 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Mary and second by Jay. Motion carried. The minutes were signed by the Director and Vice-Chair.

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

- REAP Account $ 100.00
- SWMB Account $ 7,260.00
- Money Mkt Account $ 19,530.09
- Operating Account $ 10,401.68

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

Director’s Report:

Burl Smith presented a written copy of the Director’s Report for the Period of October 10, 2017 to November 13, 2017, a copy of which is attached as part of the minutes. Burl also reported that he had received a Census Bureau financial data request on 11/13/17 and he had completed the form online. 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 Clean City and Clean County Award Report — Jay and Burl reported that Upshur County won first place in the Clean County Make It Shine Award competition. This included a $2000.00 prize. The City of Buckhannon won first place in the
Clean Community competition with a $500.00 prize. Presentation of the awards was at the October Educational Conference at Pipestem.

- **2017 AWVSWA Conference at Pipestem Resort Oct. 22nd to 24th Report** — Burl, Jay, Paul and Mary attended the conference. Each reported that the conference was helpful. The Toyota presentation on Zero Waste and the motivational speaker were particularly good. Next year’s conference will be at Stonewall Resort in adjacent Lewis County.

- **4th Grade Field Trips to Recycling Center, October 10th and 12th Report** — Burl reported that he had conducted eight 4th Grade Tours of the City of Buckhannon Recycling Center on October 10th and 12th. There were about 260 students with about 20 teachers and aides. City personnel were excellent in helping with the tours.


New Business:

- **Schedule of Audit for FY 2017** — This will probably take place in January or early February, 2018.

- **FY 2018 SWMB Grant, Direct Mailing Discussion** — Last year’s mailing was handed out with recommendations for the 2018 mailing to be given at next meeting.

Board Member Items: None

With no further business, the meeting adjourned at 4:55 PM.

Respectfully Submitted,

Burl J. Smith, Director
Joyce Harris-Thacker, Chair
November 13, 2017
(Original Signature Copy to be maintained in the UCSWA Office)

The Director’s Report is attached on Page 3 of 3.
UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT—Burl Smith

Period from October 10, 2017 to November 13, 2017

Activities include:

- Prepared and distributed by email the minutes of the 10/9/17 meeting.
- Checked upsushursw@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check ($2341.73) on 10/20/17.
- Received and deposited WV DEP REAP check ($2000.00 for 1st Place Award) on 10/25/17.
- 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 October, 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.
- Cleaned office.
- Prepared Agenda and meeting package for the 11/13/17 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.
- Attended AWVSWA/REAP Conference at Pipestem Resort 10/22-24/17. Upshur County won first place in the Clean County Make It Shine Award competition. This included a $2000.00 prize. The City of Buckhannon won first place in the Clean Community competition.
- On November 2nd, Terry Carrington, WV DEP Make It Shine Coordinator, came to the Upshur County Commission meeting and outlined the Clean County Make It Shine Award for the Commission. Pictures were taken and a nice article with picture appeared in The RecordDelta newspaper on 11/3/17. Mary Gower and Jay Hollen also attended the meeting.
- Conducted eight 4th Grade Tours of the City of Buckhannon Recycling Center on October 10th and 12th. There were about 260 students with about 20 teachers and aides. City personnel were excellent in helping with the tours.
- Sent contract for 3 years worth of audits to Balestra, Harr & Scherer, CPA's for signature. It was returned and then was sent to the WV State Auditor for approval. The signed approval was received back. I began the procedure to schedule the FY 2017 audit.

Thanks—Burl