Upshur County Commission
Special Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: June 15, 2017

3:00 p.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- May 18, 2017
- June 7, 2017 – Special Meeting
- June 8, 2017

Scheduled Appointments:
3:15 p.m. Cheyenne Walters, Program Director for Community Corrections and Rodney Rolenson, Corporal and Home Confinement Supervisor --- Discussion regarding GPS monitoring contracts and office space lease agreement renewal

3:30 p.m. Further discuss property owned by Jessica Bennington located in Banks Tax District – Tax Map 2Q – Parcel Number 46 – Case Number 041212-01. The last extension given was during the regularly scheduled Commission Meeting held on April 6, 2017.

Items for Discussion / Action / Approval:

1. Correspondence from Patty Adams, Chairman of the Upshur County Republican Executive Committee, requesting use of the Courthouse Plaza on Tuesday, June 20, 2017 from 11:00 a.m. to 1:00 p.m. to celebrate West Virginia’s Birthday with cake and drinks. Ms. Adams is also requesting that the Committee be provided the use of two tables and ten chairs. A certificate of liability insurance naming the Commission as a certificate holder has been provided.

2. Correspondence from Carrie Wallace, on behalf of the Upshur County Youth Camp Nominating Committee for the Upshur County Youth Camp Board, recommending the appointment of Virginia Burns --Croaff to the Youth Camp Board. Upon approval, her term will begin on June 1, 2017 and expire on May 23, 2023.

3. Correspondence from Aaron Harris respectfully submitting his resignation form the Upshur County Fire Board, effective June 30, 2017. Mr. Harris is a community representative from the 2nd District and his term is set to expire on June 30, 2018.

4. Correspondence from Carrie Wallace, Administrator, requesting the temporary full-time employment of Mildred “Jeanne” Zickefoose at her current rate of pay, effective on or around August 15, 2017 for no more than 12 weeks. If approved, Ms. Zickefoose will continue to work part-time in her current position as Administrative Assistant in the Addressing and Mapping Department, but will also work part-time as a Commission Assistant during the upcoming short term vacancy expected in the Commission Office.

5. Approval of Application for Donated Leave
   Item may lead to Executive Session per WV Code §6-9A-4

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

1. Correspondence from Governor Jim Justice announcing the STOP Violence Against Women Act grant award to the Upshur County Commission in the amount of $26,496. These funds provide for the enhancement and the continuation of the Upshur County STOP Team to improve the criminal justice system’s response to victims of domestic violence, sexual assault, stalking and dating violence.

2. Correspondence from Austin Caperton, Cabinet Secretary of the WV DEP, reappointing Mr. G. Paul Richter to the Board of Directors of the Upshur County Solid Waste Authority, effective July 1, 2017. His appointment will expire on June 30, 2021.

3. Correspondence from Charles K. McKinney, Assistant Chief Inspector, Chief Inspector Division of the Office of the State Auditor, enclosing the report on applying agreed-upon procedures of the Upshur County Magistrate Court for the period ending December 31, 2016. Report is available for public review in the Upshur County Commission Office.

4. Upshur County Commercial Solid Waste Facility Siting Plan Revised 2017, approved by the UCSWA on 3/13/17 and by the WV SWMB on 4/19/17

5. Upshur County Building Permits – May 2017

6. Newsletters and/or Event Notifications:
   - The WV Good Jobs Business Plan Pitch Contest Announcement
   - Upshur County Family Resource Network Newsletter – June 2017
   - Buckhannon City Council closure – July 13, 2017

7. Agendas and/or Notice of Meetings:
   - Region VI Local Elected Officials Meeting
     June 9, 2017
   - Upshur County Family Resource Network
     June 12, 2017
   - Elkins Road PSD
     June 14, 2017
   - Upshur County Fire Board
     June 20, 2017

8. Meeting Minutes:
   - Upshur County Family Resource Network Director’s Report
     May 2017
   - Upshur County Solid Waste Authority
     May 8, 2017
   - Upshur County Youth Camp Board
     May 11, 2017
   - Upshur County Youth Camp Board Nominating Committee
     May 22, 2017

9. Meetings:
   - 06/05/17 5:30 p.m. Elkins Road PSD
   - 06/06/17 4:00 p.m. Hodgesville PSD
   - 06/01/17 7:00 p.m. Banks District VFD
10. Appointments Needed or Upcoming:
   • Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative

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

1. US Census Bureau local updated census address project
2. Award for Circuit Courtroom Wheelchair Lift

Next Regular Meeting of the Upshur County Commission
June 22, 2017 — 9:00 a.m.
Upshur County Courthouse Annex
June 5, 2017

Upshur County Commission  
Terry Cutright, President  
38 W Main Street  
Buckhannon, WV 26201

The Upshur County Republican Executive Committee would like to have your permission to celebrate West Virginia's 154th birthday on Tuesday, June 20, 2017 in front of the Upshur County Courthouse or Annex if available with Birthday cake & drinks from 11 am to 1 pm.

In the past someone from Maintenance has provided us with two tables and 10 chairs to use. We would appreciate that service again.

We as members of the Upshur County Republican Executive Committee are proud members to honor West Virginia's Birthday as West Virginia is the ONLY State to become a state thru Presidential Proclamation. Abraham Lincoln signed Legislation granting statehood to West Virginia on December 31, 1862. President Lincoln issued a Proclamation on April 20 and West Virginia was accepted into the Union on June 20, 1863.

Thank you in advance,

Patty Adams, Chairman  
Upshur County Republican Executive Committee  
Patadams1942@yahoo.com  
Cell # 304-704-9250
Commissioners,

On behalf of the Nominating Committee for the Upshur County Youth Camp Board, I would like to recommend the appointment of Virginia Burnside-Croaff to the Youth Camp Board. Ms. Burnside-Croaff’s interest letter was reviewed by the Nominating Committee during their meeting on May 22, 2017. Her appointment is sent to you with unanimous support.

If approved, Ms. Burnside-Croaff will fill the vacancy created by Ms. Debbie Barnes’ term expiration. Her term will begin on 6/1/2017 and expire on 5/31/2023. She resides at 1 Lightburn Street within 1st District, meeting requirements set forth in House Bill No. 144, Chapter 115, attached.

Thank you in advance for your consideration.

Carrie Wallace, Nominating Committee Member
June 7, 2017

To the Upshur County Fire Board:

Due to extenuating circumstances, I respectfully submit my resignation from the Upshur County Fire Board, effective date June 30, 2017.

Thank you,

Aaron Harris

[Signature]
INTEROFFICE MEMORANDUM

TO: UPSHUR COUNTY COMMISSION
FROM: CARRIE WALLACE, COUNTY ADMINISTRATOR
SUBJECT: TEMPORARY FULL-TIME EMPLOYMENT OF MILDRED “JEANNE” ZICKEFOOSE
DATE: JUNE 15, 2017
CC: DEBBIE HALL, DEPUTY COUNTY CLERK; TABATHA PERRY, ASSISTANT COUNTY ADMINISTRATOR

Commissioners –

I would like to request the temporary full-time employment of Mildred “Jeanne” Zickefoose at her current rate of pay. If approved, Ms. Zickefoose will continue to work part-time in her current position as Administrative Assistant in the Addressing & Mapping Department, but will also work part-time as a Commission Assistant during the upcoming short term vacancy expected in our office. Ms. Zickefoose’s full time employment is estimated to begin around August 15, 2017 and last no more than 12 weeks. Her preliminary work schedule is as follows:

Addressing & Mapping Office: Monday, Wednesday, Friday afternoon

Commission Office: Tuesday, Thursday, Friday morning

This schedule is subject to change based upon the needs of both offices.

Thank you for your consideration.
The Honorable Terry B. Cutright  
Commission President  
Upshur County Commission  
Upshur County Administration Annex  
91 West Main Street, Suite 101  
Buckhannon, West Virginia 26201

Dear Commissioner Cutright:

I am pleased to inform you that I have approved a STOP Violence Against Women Act (VAWA) grant award to the Upshur County Commission in the amount of $26,496. These funds provide for the enhancement and the continuation of the Upshur County STOP Team to improve the criminal justice system's response to victims of domestic violence, sexual assault, stalking, and dating violence. The core Team includes the Upshur County Prosecutor's Office, Women's Aid in Crisis, and the Buckhannon Police Department. Funded staff positions include a portion of two (2) VAWA Dedicated Assistant Prosecutor's salary and overtime for Buckhannon Police Department.

Please let me know if our Division of Justice and Community Services' staff or I can be of further assistance.

Sincerely,

Jim Justice  
Governor

JJ/lbm

c: Mr. David E. Godwin
June 5, 2017

Mr. G. Paul Richter
112 Fayette Street
Buckhannon, WV  26201

Re:  Appointment to Upshur County Solid Waste Authority

Dear Mr. Richter:

I am pleased to inform you that, pursuant to W. Va. Code § 22C-4-3(b), you are hereby reappointed to the Board of Directors of the Upshur County Solid Waste Authority, effective July 1, 2017. Unless sooner rescinded, your appointment will expire on June 30, 2021. All appointees to county and regional solid waste authorities should be aware of Section 3(b)’s conflict of interest provision, which states:

No member who has any financial interest in the collection, transportation, processing, recycling or the disposal of refuse, garbage, solid waste or hazardous waste shall vote or act on any matter which directly affects the member’s personal interests.

I congratulate you on your appointment, and I appreciate your personal dedication in proving willing to serve your community. Your commitment to public service will enable West Virginia to continue to move forward in a responsible manner to preserve the environment and to protect human health and safety.

Sincerely,

Austin Caperton
Cabinet Secretary

cc:  The Honorable Jim Justice, Governor
Mark Holstine, Executive Director, West Virginia Solid Waste Management Board
Michael A. Albert, Chairman, West Virginia Public Service Commission
Brian Farkas, Executive Director, West Virginia Conservation Agency
Upshur County Commission
Upshur County Solid Waste Authority

Promoting a healthy environment.
May 31, 2017

The Honorable Gary Johnson
Supreme Court Administrator
1900 Kanawha Blvd. East, Building 1, E-100
Charleston, West Virginia 25305

Dear Mr. Johnson:

Enclosed is a copy of the Report on Applying Agreed-Upon Procedures of the Upshur County Magistrate Court for the period ending December 31, 2016.

As the recipient, you are required to notify all members of the magistrate court of the receipt of this report and related correspondence and make the contents available for inspection by all such officers. You are also advised that this report, under the provisions of West Virginia Code § 6-9-9a, is considered public information and must be made available for public inspection.

It is the responsibility of all members of the court to review the report and take the necessary actions to remedy all instances of noncompliance and weaknesses in internal control as listed in the Schedule of Comments.

Your cooperation is most appreciated. If I can be of assistance, please do not hesitate to contact this office.

Very truly yours,

Charles K. McKinney
Assistant Chief Inspector
Chief Inspector Division

CKM/et
Enclosure

cc: Hon. Chief Judge
26th Judicial Circuit

Hon. Terry B. Cutright, President
Upshur County Commission

Magistrate Court Clerk
Upshur County Magistrate Court
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**Upham County Building Permits**

May 1, 2017 - May 15, 2017

Application Name: [Redacted]

Applicant Address: [Redacted]

Estimated Project Cost: [Redacted]

County Code: [Redacted]

Date: [Redacted]
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<th>Description</th>
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<th>Applicant Address</th>
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Susan:

Our state needs jobs, good jobs. That means we need you.

That’s why we are so proud to be one of dozens of partners helping to launch the first-ever WV Good Jobs Conference and Business Plan Competition. It’s up to us to re-imagine and re-build our state’s economy!

Got an idea to start or grow a business, enterprise, non-profit or social enterprise? We want to give you $1-$10k in start-up capital to do so. Apply here by June 19th.


In our first year, we will offer as many as 20 prizes at the Good Jobs Conference in November. Best of all: your business plan does not need to be 100% complete right now. Strong Mountain Communities and other partners will work with entrants over the summer to strengthen your business plan leading up to the November final competition.

We are looking for almost any idea - so long as it creates economic activity in a way that also produces a positive impact for communities. The categories include: agriculture and natural resource / post-mine land-use, S.T.E.M., lifestyle and innovation, manufacturing, and community impact.

Young and old, experienced and first-time entrepreneurs - from every race, gender, class, and creed - are encouraged to apply.

Thanks for your help in re-building our beautiful state.

Stephen

More information below...

***

The West Virginia Good Jobs Business Plan Pitch Contest.
The Inspiration for the Good Jobs Business Plan Pitch Contest stems from the desire to see Southern West Virginia thrive economically and socially well into the future. Our thinking is that no single silver bullet will transform the economy of southern West Virginia and give it the stability and longevity we so wish it would have. That stability and longevity will come from a combination of different enterprises in various sectors working in concert to create a unique Appalachian economy throughout the region. The pitch contest is designed to encourage and nurture the entrepreneurial spirit of West Virginians, particularly in the southern part of the state, to start, grow, or re-tool their businesses in the varied fields of agriculture and natural resource use, post-mine land-use, S.T.E.M., lifestyle and innovation, manufacturing, and community impact. The online portal for submissions is open until June 19th and can be found here: https://appReviewer.com/s1/site/GoodJobsFund-2017.

The Business Plan Competition serves to inspire and encourage entrepreneurs and new businesses in southern West Virginia in a number ways. Of course, the cash grants to the contest winners are meant to attract applicants, but the very process of applying for the contest gives entrepreneurs and business owners access to technical assistance in business plan development, marketing, and legal assistance. Furthermore, the pitch contest highlights entrepreneurial activities going on in the state and draws attention to them such that angel and venture capital investors, loan funds, banks and other financial organizations are able to find and financially support new businesses in various sectors across southern West Virginia.

But the cash awards are a nice bonus. The contest itself affords small business owners and entrepreneurs grant money to help get their ideas and businesses off the ground. Each of the five categories will be awarded a first-place prize of $10,000 and a second-place prize of $5000. Given these incentives, we expect the pitch contest to launch at least 10 new businesses in southern West Virginia, ultimately providing as many as 30 to 40 new jobs over the next few years. Our hope is that, as the pitch contest continues on an annual basis, more and more entrepreneurs and small businesses will find the financial and technical resources they need to thrive, all the while the number of investors who realize the growth potential of southern West Virginia increases throughout the region.

West Virginians are famous for their ingenuity, inventiveness, and their ability to just ‘get-er-done. That said, only in recent times have we been called upon to be overtly entrepreneurial. But that spirit lies ready to be awakened throughout our coalfields. The business plan competition, and to a larger degree the West Virginia Good Jobs Conference, are meant to inspire and enliven that entrepreneurial spirit in West Virginians such that we can continue the business of diversifying and growing our economy for the betterment of our people and our communities.

Contact Jina Belcher (jbelcher@strongmountaincommunities.org) or Zach Drennen (zdrennen@strongmountaincommunities.org) for more information.
Amberle Jenkins
Assistant Recorder, Office Manager, Director of Finance and Administration
City of Buckhannon
304-472-1651 ext 1016

Teresa Summers
City of Buckhannon
Mayor's Office-Secretary
304-472-1651 Ext. 1001
Hunger doesn't take a summer break!
See the Upshur County Family Resource Network page for details of sites and dates for breakfast and lunch throughout the county!

**RED NOSE DAY**

his summer the UCFRN is creating blessing bags for children this summer much like Red Nose Day! The UCFRN will be collecting items that can be bagged for 24 children by July 1st. Just because school takes a summer break, hunger does not, so we want to help these children have a healthy and happy summer.

Need ideas?

- foods such as: peanut butter, crackers, granola bars, oached apple sauce/fruit, pudding cups, individual nana cheese cups, individual packages of gold fish, pretzels, or other crackers, pull top snacks, individual juices, bottles of water, fruit snacks, and any other treats you may want to add.

Without YOU, we cannot accomplish this. Please help!

Donations DUE in FRN Office by next FRN meeting in Monday, July 10th! We need to get these packed and to the Parish House immediately after the collection.

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**IMPORTANT DATES**

- **Rotary** - Tuesday, noon at Chapel Hill
- **County Commission** - Thursdays at 2pm
- **City Council** - April 1st and 15th at 7pm
- **June 6**: Family Connections family social from 11am-1pm - upstairs at Stockert Youth Center
- **June 7**: Upshur Co Tobacco Prevention Coalition at 11:30 am at SYC - bring lunch
- **June 8**: Region III Summit - 10am at Moorefield
- **June 9**: Upshur FRN at SYC at 12pm
- **June 12**: Upshur County PIP Team meeting at 1:30pm at SYC (immediately after FRN)
- **June 14**: Upshur County Homeless and Housing Coalition Meeting at SYC at 2pm
- **June 14**: Flag Day
- **June 15**: Elder Abuse Awareness Day
- **June 18**: Father's Day
- **June 20**: West Virginia Day
- **June 20**: Green Bean Day Mtg at 5pm at Presbyterian Church across from Court House
- **June 21**: UCARE at 12pm at SYC
- **June 27**: State-wide FRN Meeting - DHHR Braxton County
- **June 27**: Intermountain Collaborative Meeting at Tucker County at 11am
- **June 28**: Curry Library Board Meeting at Curry Library at 10am
- **June 29**: Coalition for Tobacco-Free WV at Days Hotel in Flatwoods - starting at 9:30a
STOCKERT YOUTH CENTER ACTIVITIES

YOGA - Every Monday and Wednesday at 6:15pm. $5/session or $20/month
ZUMBA - Mondays, Tuesdays, Wednesdays 6:00 pm for ages 16 and up. $5/session or $20/month
USA MARTIAL ARTS - Saturdays at 11 am. $35/month
KARATE - Tuesdays and Wednesdays 6:30 pm - 8:30 pm. Ages 10 and up. $25/month
SYC DRILL TEAM - $35 Registration. Practices on Thursdays
ADULT FITNESS CENTER - $20/month or $5/month with another SYC class. Open 10 am - 8 pm
GUITAR LESSONS - Group & Private lessons. Call Joe at (304) 629-6688 for more information
KICKBOXING - Tuesdays at 5:30 pm and Fridays at 10 am. $5/session or $20/monthly
SYC CHEERLEADING - $35 Registration. Practice Wednesdays at 4:30 pm

BIRTHDAY PARTIES ARE FUN AT SYC - CALL TO SCHEDULE 304-473-0145

Family Connections

The THIRD event is Tuesday, June 6th from 11am to 1pm at the Stockert Youth Center! (Next on TBA - stay tuned!)
Free family fun time including activities for families to do together, lunch, free books, and educational materials. Attend 3 of 4 for a special prize!

Family Connections are what traditional "Mommy and Me" events were; however, today's families include Daddies, Grandmas, Grandpas, Aunts, Uncles, and more!

Come join us for a great time and meet other families too!

June is Adopt a Shelter Cat Month

FRN Meetings
Noon at SYC
~
June 12, 2017
July 10, 2017
August 14, 2017
September 11, 2017
October 2, 2017

Check the box on your state tax return and help fund programs that help children in West Virginia.

West Virginia
Children's Trust Fund
Notice of the Buckhannon City Council for
Thursday, July 13, 2017

All City Operations to close at 2:30 p.m. on July 13, 2017 to allow City Employees to attend the Dedication "Harley A. Brown Memorial Water Plant" at 173 Wood Street

POSTED 06-05-17
1. CALL TO ORDER – QUORUM

2. HOST WELCOME – Commissioner Veltri – Guest Introductions

3. APPROVAL of March 10, 2017 MINUTES–VOTE

4. OLD BUSINESS
   A. Conflict of Interest Statements – Handout
   B. Performance Reporting PY16 3rd Qtr. Final -Regional – Handout
   C. WorkForce West Virginia Compliance 2017 JD-NDWG Review – Handout
   D. Business Plan – 2nd Revision on website - Update
   E. Sector Partnership Grant Extension – Update – Increase of $184,316.00

5. NEW BUSINESS
   A. Region VI Local Elected Official Board Bylaws – Revised – VOTE
   B. LWDB-LEO MOU – Revised – VOTE
   C. WIQA Policies – Available for Review
      - Youth Supportive Services – VOTE
      - One Stop Operator Procurement – VOTE
      - Comprehensive One Stop Designation/Certification – VOTE
      - One Stop Operator Agreement Review/Update – VOTE
      - Region VI Grievance/Complaint Policy - VOTE
   D. PY17 Case Management Contract (WorkForce WV) - $200,000.00 – VOTE
   E. PY17 Accounting Contract (Conley CPA) – $44,200.00 – VOTE
   F. PY17 Youth Contract (HRDF, Inc):
      - Phase Out In-School Youth by June 30, 2018- VOTE
      - Contract Renewal - $385,000.00- VOTE
   G. PY17 Audit Contract (Arnett Carbis Toothman) - $19,425.00 – VOTE
   H. PY17 One-Stop Operator Contract – Kathy Wagner, One Stop Committee Report & Recommendation - $72,600.00 - VOTE
   I. PY17 Budget Recommendation – Amounts based upon PY16 Budget– VOTE
   J. FY17 Budget Modification ($3,989.00 Increase) - VOTE
   K. EXECUTIVE SESSION: Finance Committee Recommendation for Personnel-VOTE
   L. Election of Officers- VOTE
   M. Reconciliation Statements – Financial Statements Available for Review - VOTE
   N. Financial Update/Accountant Report for LEO Board – Handout
   O. Staff Reports
      - Rapid Response – Ginny Layton - Handout
      - Dislocated Worker On-The-Job Training Report – Handout
      - Unemployment Data – Handout
   P. Orientation Manual - Draft
   Q. Schedule/Locations of Meeting for July 1, 2017 – June 30, 2018 –VOTE

6. COMMENTS FROM THE FLOOR

7. ADJOURNMENT
Board Meeting  
June 12, 2017  
12:00 PM  
Stockert Youth Center

Agenda Topics

- Opening/Invocation
- Introductions
- Approval of May minutes and signing of those minutes
- FRN Director’s Report, update on Safe at Home WV and Inter-Mountain Collaborative
- Information Sharing
- Closing

Next meeting Monday, July 10, 2017 at 12p.m. at Stockert Youth Center
JUNE 14, 2017 @ 5:30 P.M.

BUDGET MEETING ON WEDNESDAY,
DISTRICT WILL HOLD A SPECIAL
THE ELKINS ROAD PUBLIC SERVICE
FOR ADDITIONAL INFORMATION, PLEASE CALL 304-472-3009 MONDAY THROUGH FRIDAY 9-4.
ANYONE WISHING TO ADDRESS THE BOARD SHOULD REQUEST TO BE PUT ON THE AGENDA BY FRIDAY, JUNE 12, 2017.
ELKINS ROAD PUBLIC SERVICE DISTRICT

Meeting Regular Monthly Meeting
Date Monday, June 5, 2017

Start Time 5:30 PM
Place P.S.D. Office
4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson
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
Recognize Current Customers

ITEMS FOR DISCUSSION

Budget - 7/1/2017 - 6/30/2018
Review and Approve

Personnel

Date & Time of July 2017 Meeting - Tuesday, July 11, 2017 @ 5:30 pm

Adjournment

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 Preapred by Office Manager 6/9/17
Prepared by Board Chair and Office Manager 6/9/17
Posted and Available to the Public on 6/12/17
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, June 20, 2017
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---May 23, 2017

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures
   ➢ Cumulative Report
   ➢ Fire Fee Statements
   ➢ Website/social media
   ➢ Audit

Financial Matters/Items
   ➢ Bank Statement---Checking Account Balance as of 05/31/2017---$79,301.01
   ➢ Disbursement from Chief Tax Deputy for May---TBD prior to meeting

Payment of Bills/Invoices
   ➢ Software Systems Invoice #30501---$251.00---Maintenance Charge---May

Resignation of Aaron Harris and Letter of Interest from Joe Gower

Tabled item: Request from Fire Chief Townsend for funding in the amount of $2000.00 for Foam to be used for County/City backup

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---July 18, 2017---Adjournment
UPSHUR COUNTY FAMILY RESOURCE NETWORK
DIRECTOR'S REPORT
May 2017

Groups/Meetings:

- **Curry Library Board: May 24, 2017**
  - Discussed upcoming programs, mainly summer reading
  - Second budget discussion
  - **Next meeting: June 28, 2017**

- **FRN: May 8, 2017**
  - Discussed what had already happened and would be happening for Child Abuse Prevention Month in April
  - Remember that May 9th is Rachel’s Challenge with location at B-UHS
  - Information sharing
  - **Next meeting: Monday, June 12th at 12:00 p.m. at SYC**

- **Homelessness and Housing Coalition Meeting: May 10, 2017**
  - The UCHHC meetings have been moved to the Parish House instead of SYC as had previously been held.
  - Group discussed getting community meals on one piece of paper/calendar since nothing like that currently exists.
  - Alicia is going to write a series of articles in RD and Intm to raise awareness and educate the public before any grand plans of opening a shelter.
  - It has been discovered that some Blessing Boxes around town have been used for drug deals/drop offs.
  - **Next meeting: Wednesday, June 14th at 2:00 p.m. at SYC**

- **Intermountain Collaborative: May 16, 2017**
  - The group meeting was held in Harrison County but the UCFRN was unable to attend, again because of personal matters and April Child Abuse Prevention activities
  - **Next meeting: Tuesday, June 27 at 11:00 a.m.**
    --meeting is fourth Tuesday due to WV Day--
    (Location is Tucker County DHHR)

- **Literacy Volunteers of Upshur County Board Meeting: May 9, 2017**
  - The group reviewed and revised the bylaws and other internal information at this annual meeting.
  - Next meeting will be in September unless a special meeting is called.
  - **Next meeting: September at Literacy office**
• **Partners in Prevention (UCPIP): May 8, 2017**
  o The Upshur County Breast Feeding Support Group had 13 at its first meeting.
  o The second Family Connections social had 7 families.
  o UCPIP will be going through the Jr. Royalty Parade on May 18th. Jeff will be driving the lead truck with walkers to hand out pinwheels and candy, and then Laura will be driving her truck in which the children can sit. We hope for a great time and good weather.
  o Rachel’s Challenge will be May 9th at B-UHS if anyone can help. The UCFRN will be representing itself along with UCPIP, UCARE, and UCTPC

  **Next meeting: Monday, June 12th at 12:00 p.m. at SYC**

• **Tobacco Prevention Coalition: May 3, 2017**
  o UCTPC decided to take the laminated 8.5x11 No Smoking signs to both businesses on the street affected by the festival as well as to vendors
  o Lori, Ginny, and Dr. Reed volunteered to take the signs to the businesses and vendors
  o Lori and Ginny are still sifting through and trying to organize the tobacco prevention materials. *If anyone has extra shelves or other storage containers they no longer use, the UCFRN could probably put them to good use*
  o The group discussed getting in touch with the CVB, DOH, and a sign company to see how to proceed with the possibility of having a banner across Main Street.

  **Next meeting: Wednesday, June 7th at 11:30 a.m. at SYC**

• **UCARE: May 17, 2017**
  o The dates for the pool parties are set for the summer
    • BUHS: 8-11 pm on 6/17, 7/15 and 8/12; for BUMS: 7-10 pm on 7/8; $2 admission
  o National Night Out will be Tuesday, August 1st – 6p-10p

  **Next meeting: June 21st at 12:00 p.m. at Stockert Youth Center**
Upshur County Solid Waste Authority
Board of Directors Meeting

MINUTES
May 8, 2017

Chair Joyce Harris-Thacker called the meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on May 8, 2017. A quorum was determined to be present at that time.

Present at the meeting were: Joyce Harris-Thacker, Jacqueline (Jackie) McDaniels, James S. “Jay” Hollen, III, Mary Gower and Director Burl Smith. G. Paul Richter was absent. Jeff Wamsley, City of Buckhannon Waste Board Supervisor, was a guest.

Minutes of the April 10, 2017 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jay and second by Mary. Motion carried. The minutes were signed by the Director and Chair.

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

- REAP Account $ 100.00
- SWMB Account $ 2455.18
- Money Mkt Account $ 19,527.14
- Operating Account $ 12,654.94

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 April 11, 2017 to May 8, 2017, a copy of which is attached as part of the minutes. Burl noted that the update to the Comprehensive Siting Plan was approved by the WV SWMB on April 19, 2017 and it is ready for copying and distribution. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests:

Guest Jeff Wamsley once again presented information on issues of recycling the #1 & #2 plastic bottles. Combining of these plastics is nearly impossible to market at this time. The market is very low and the Waste Board is now doing some hand separating to market clear milk jugs, colored milk jugs and #1 PET bottles. Hopefully the market will change. Also, Jeff noted that the FREE DAY for City of Buckhannon customers, as part of “April Make It Shine”, was a great success with 342 customers participating and 72 tons of waste collected.
Old Business:

- **2017 Make It Shine Applications for Clean City and Clean County Awards Discussion** — Both the City and County plan to apply for these awards in August or September. Jay will prepare the City application and Burl will prepare the application for the County. Documentation is ongoing for these applications. Jeff Wamsley’s report shown above is part of the documentation.

- **April Make-It-Shine Promotion Discussion** — Evaluation of this year’s successes and shortfalls were discussed with the overall feeling that everything went very well and the format needs to be continued.

New Business:

- **FY 2018 Proposed Budget Discussion** — Burl presented a draft budget for review with approval of a budget to be addressed at the June, 2017 meeting.

- **2017 SWMB Grant Implementation: Grant Modification Resolution** — Burl presented a typed Resolution sheet detailing the need to reallocate funds within the approved grant. A copy of this is attached on Page 5 of 5 of these minutes. A motion to approve by Jackie. Second by Mary. Motion carried.

- **FY 2018 REAP Grant Application (due 7/1/17)** — Burl presented a copy of page 5 of the draft application for the board’s review. The application is for $12,727.87 which includes money for grocery totes, the Bounty program, conference attendance, telephone, a 2018 paper shred event and another direct mailing. Board action on the application will be at the June meeting.

- **Tire Amnesty Disposal Advertising** — The event is scheduled for June 3rd at the City of Buckhannon Transfer Station. A motion by Jay to advertise the event in the Prospector and RecordDelta 3 or 4 times each. Second by Jackie. Motion carried.

- **Printer** — Burl noted that the $100+/- printer will no longer print and that it is several years old. The difficulty repairing it economically makes purchasing another a more viable option. Motion by Mary to allow Burl to purchase a similar printer. Second by Jay. Motion carried.
Board Member Items:

- Jackie noted that she will have the completed applications for the 7 students wanting to attend the WV DEP Junior Conservation Camp at Cedar Lakes in June later this week. She will get them to Burl to submit to the DEP.

With no further business, the meeting adjourned at 5:00 PM.

Respectfully Submitted,

Burl J. Smith, Director  
May 8, 2017

Jeyce Harris-Thacker, Chair

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

The Director's Report is attached on Page 4 of 4.
UPSHUR COUNTY SOLID WASTE AUTHORITY
DIRECTOR’S REPORT---Burl Smith
Period from April 11, 2017 to May 8, 2017

Activities include:

- Prepared and distributed by email the minutes of the 4/10/17 meeting.
- Checked upshurswa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check ($1469.06) on 4/19/17.
- 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 April, 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 5/8/17 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 twice this month.
- Gave a presentation to 17 Mt Cap pre-K students on Thursday, April 20th. This was a delightful time in that the teacher had talked about recycling and litter control. These students knew the 3 R’s.
- Worked the Celebration of Recycling at Crossroads Recycling Center with 2 City employees all day Friday and half a day Saturday. Weather was “April showers” on Saturday. Closed early.
- Conducted tours of the City’s Recycling Center for two groups of Headstart students on Monday, May 24th. There were a total of about 60 students.
- Continued work on April Make-It-Shine promotion.
- Prepared draft 2018 UCSWA Budget for discussion at 5/8/17 meeting. Budget approval should be at the June meeting.
- Prepared paperwork on Bounty Program Awards and arranged to make presentation to Board of Education Principal’s meeting on 5/17/17 at 12:30 PM.
- Prepared 2018 REAP Grant application for discussion and Resolution approval at June meeting.
- Worked on FY 2017 Grant Modification proposal.

Thanks—Burl
UPSHUR COUNTY YOUTH CAMP BOARD
May 11, 2017

The Upshur County Youth Camp Board met at the camp on Thursday, May 11, 2017. The
meeting was moved forward one week because of conflicting Strawberry Festival
events. President Debbie Barnes called the meeting to order at 6:30 pm. Board
members present were Debbie Barnes, Debbie Hull, Craig Presar and Thanna Wentz.
Glen Hawkins did not attend. Greg Woody, camp manager, also attended.
Comments on how beautiful the cherry tables in the dining hall are after Greg and
Jonathan stripped, sanded and refinshed them. The cherry lumber used for building the
tables was timber taken from the camp ground property.
The secretary’s report and financial statement was approved through a motion made by
Craig and seconded by Debbie H.

Old Business:
1. The WVU foundation still has $500.00 of the grant money given to us by CPG. Craig
hasn’t spoken to them for a while to see what the hold up is.
2. Camp rates won’t be discussed until Debbie H. and Greg can meet to “crunch” figures
of past camping seasons.
3. Representatives from the Brownfield Company picked up the soil samples from the
tar pit sometime the first part of this week.
4. The approved camp budget was discussed
5. Craig was unable to get any volunteers to help at World Vision for a day. The folks at
World Vision have been very gracious to us, we feel that some volunteer hours are in
order. Greg’s last trip to World Vision netted four (4) 100 gallon hot water heaters for
$240 each. Their on-line value $4,400.00 each. They also GAVE him 210 8 X 12
cement plank boards valued at $10.00 each. He will use them in finishing the new
building.

New Business:
1. Craig announced that WVU has closed the excess property facility so we will not be
able to “shop” at that site. However, the warehouse will still be available.

Greg’s Comments:
1. The bread man must be paid upon delivery, so checks #’s 79, 80 and 81 will be given
to Glen so he can pay for the bread.
2. Greg presented a verbal list of summer help. A copy will be attached to the secretary’s
copy of these minutes when it is available.
3. Greg also distributed a copy of the summer camp schedule. He stated that the LDS
group decided not to use our facility.
4. The pool supplies have been delivered (chlorine and shock treatment). Also the pool
is filled.
5. The County Commissioners are planning to tour the camp on May 22. Any of our
board members that can, are welcome to join them.
6. While Greg has summer help, he would like get all the brush away from everything.
Another weed eater would be helpful, but funds are not available at this time to make that purchase.

7. His plans include painting the second floor of Heavner Hall, power washing the two shower houses, and, when funds are available pouring a concrete floor in the new storage building and insulating its walls and ceiling.

The meeting adjourned at 7:45 pm. The next meeting will be at the camp on June 6 when we will be guests of the older 4-H campers for dinner at 5:30 pm.

Following adjournment, the board inspected the new storage building.

Respectfully submitted,

 [Signature]
Nominating Committee – Upshur County Youth Camp Board
May 22, 2017

Members Present: Carrie Wallace, Craig Presar, Debbie Dean

Members Absent: Thanna Wentz, Clayton Tenney

Others Present: None

The Nominating Committee meeting was called to order by Carrie Wallace at 3:00 pm. A quorum was established. All motions passed unless otherwise stated.

Carrie Wallace provided information regarding the upcoming 1st District vacancy created by the completion of Debbie Barnes’ term. A new member must be nominated from the 1st District as there are already two members serving from each the 2nd and 3rd Districts. Per House Bill No. 144, Chapter 115, not more than two members may be appointed to serve from each Magisterial District. One letter of interest has been received by Virginia Burnside-Croaff, of 1 Lightburn Street located within 1st district. Thanna Wentz also submitted a letter of support for Ms. Burnside-Croaff’s nomination. On motion by Debbie Dean, seconded by Craig Presar the Nominating Committee moved to recommend Ms. Burnside-Croaff’s nomination to the Youth Camp Board to the Upshur County Commission.

The Nominating Committee reviewed the current Youth Camp Board members and noted that Debbie Hull had been reappointed by the County Commission and that the next board expiration would be Glen Hawkins in 2019.

Carrie Wallace will send a letter of nomination for Virginia Burnside-Croaff to the County Commission for final approval. Upon approval, correspondence will be sent to Ms. Burnside-Croaff and the Youth Camp Board.

The meeting adjourned at 3:15 pm.