Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: June 8, 2017

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

10:30 a.m. 
Approval of Minutes:
• May 25, 2017
• May 31, 2017 — Special Meeting
• June 5, 2017 — Special Meeting
• June 7, 2017 — Special Meeting

Scheduled Appointments:

9:00 a.m. 
David Godwin, Prosecuting Attorney — Petition for Relief from Erroneous Assessment for years 2014, 2015 and 2016 in the assessments of property located in Banks District owned by Appalachia Midstream Services

9:15 a.m. 
Linda Wolfe --- Relay for Life Chair --- Discuss July 15th event at Jawbone Park; reading, approval and signature of Proclamation

9:30 a.m. 
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.

9:45 a.m. 
Bid opening and award for Circuit Courtroom Wheelchair Lift

10:00 a.m. 
Bid opening for James W. Curry Park Timber Sale and signature of Timber Agreement

10:15 a.m. 
David Coffman, Upshur County Sheriff and Rocky Hebb, Prevention Resource Officer — Discuss the purchase of a K9 Officer to assist Corporal Hebb in his PRO duties at Buckhannon-Upshur High School.

Items for Discussion / Action / Approval:

1. Approval and signature of Resolution allowing Terry B. Cutright, President of the Upshur County Commission, to enter into a loan agreement and to sign any and all loan documents with Citizen’s Bank of West Virginia to receive and administer loan funds up to the amount of $1,137,020 for the refinancing of the E911 Communications Center.

2. Approval and signature of Account Agreement and Entity Authorization with First Community Bank for the Elkins Road PSD III project.

   Under separate cover

5. Correspondence from April Spears, Mountain CAP, CDC Director, requesting the Commission to consider offering the one-day pass booklets at a discounted rate of $15 to Mountain CAP, CDC attendees. The pass booklets are currently $20 for five one-day passes.  
   Page 9

6. Correspondence from Bethany Burkhart, Tri-County Child Exchange & Visitation Program Site Supervisor, requesting the employment of Patricia Hardman as a Monitor, effective June 11, 2017, pending background check results. Upon approval, Ms. Hardman’s rate of pay will be $8.75 per hour and she will not work more than 19 hours per week.  
   Page 10

7. Correspondence from Sierra Norman, E911 Communications Center telecommunicator, announcing her resignation, effective May 28, 2017.  
   Under separate cover
   Item may lead to Executive Session per WV Code §6-9A-4

8. 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)

   Page 11-18

2. Correspondence from David R. Lloyd, Office of Brownfields and Land Revitalization Director, announcing that the Upshur County Commission was selected as one of the entities the US EPA will begin negotiations with to award a cooperative agreement for a cleanup grant.  
   Page 19

3. Correspondence from John B. McCuskey, WV State Auditor, announcing this year’s In-Service Training Seminar location and times. According to WV Code §7-7-2, each official and, at his or her option, one or more of his or her employees shall participate in the program established by the State Auditor.  
   Page 20-21

4. NACo Prescription Drug Discount Card Program breakdown from 2005 to April 2017  
   Page 22-24

5. Newsletters and/or Event Notifications:
   - WV Tourism Social Media Campaign flyer for WV’s birthday  
     Page 25-27
   - Family-Youth Engagement Strategies Training announcement  
     Page 28

6. Agendas and/or Notice of Meetings:
   - Elkins Road PSD  
     June 5, 2017  
     Page 29
   - Buckhannon-Upshur Airport Authority  
     June 8, 2017  
     Page 30
   - Upshur County Safe Structures and Sites Enforcement Board  
     June 8, 2017  
     Page 31
   - Upshur County Solid Waste Authority  
     June 12, 2017  
     Page 32
   - Upshur County Public Library  
     June 22, 2017  
     Page 33
8. 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
- 06/01/17  7:00 p.m.  Selbyville VFD
- 06/12/17  12:00 p.m.  Upshur County Family Resource Network
- 06/12/17  4:30 p.m.  Upshur County Solid Waste Authority
- 06/12/17  5:30 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
- 06/12/17  6:00 p.m.  Lewis-Upshur Community Corrections Board-Lewis County
- 06/13/17  7:30 p.m.  Adrian VFD
- 06/29/17  6:00 p.m.  Buckhannon-Upshur Board of Health
- 06/21/17  7:00 a.m.  Upshur County Development Authority – Executive Board
- 06/14/17  12:00 p.m.  Upshur County Senior Center Board
- 06/08/17  3:00 p.m.  Upshur County Conventions & Visitors Bureau – UCDA Office - CANCELLED
- 06/22/17  8:00 a.m.  Upshur County Conventions & Visitors Bureau – Annual Meeting
- 06/14/17  6:00 p.m.  Upshur County Citizens Corp – CERT
- 06/14/17  7:30 p.m.  Warren District VFD
- 06/08/17  1:00 p.m.  Adrian PSD
- 06/14/17  3:00 p.m.  Tennerton PSD
- 06/08/17  4:00 p.m.  Upshur County Safe Sites & Structures Ordinance Board
- 06/08/17  7:30 p.m.  Buckhannon VFD
- 06/08/17  4:00 p.m.  Buckhannon Upshur Airport Authority
- 06/15/17  6:30 p.m.  Upshur County Youth Camp Board
- 06/18/17  6:00 p.m.  Washington District VFD
- 06/19/17  12:00 p.m.  Buckhannon-Upshur Chamber of Commerce
- 06/22/17  4:00 p.m.  Upshur County Public Library Board
- 06/20/17  10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development Council
- 06/20/17  6:30 p.m.  Upshur County Fire Board
- 06/20/17  5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
- 06/14/17  7:00 p.m.  Ellamore VFD
- 06/21/17  12:00 p.m.  Lewis Upshur LEPC --- Upshur location
- 05/24/17  10:00 a.m.  James W. Curry Advisory Board
- 06/15/17  3:00 p.m.  Upshur County Farmland Protection Board
- 05/29/17  6:00 p.m.  Upshur County Fire Fighters Association
- 06/14/17  7:00 p.m.  Buckhannon River Watershed Association - Board of Directors
- 06/09/17  11:00 a.m.  Region VI Local Elected Officials – Taylor County
- 06/26/17  10:00 a.m.  Mountain CAP of West Virginia, CDC

9. 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

Next Regular Meeting of the Upshur County Commission
June 15, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex
Relay for Life of Upshur County Proclamation

WHEREAS, the people of Upshur County joined together 20 years ago to fight back against cancer, and WHEREAS the diagnosis of cancer in Upshur County remains steady with an average of 143 people being diagnosed each year between 2009 and 2013; and

WHEREAS, Relay For Life is the signature activity of the American Cancer Society; and

WHEREAS, Relay For Life of Upshur County is not just a fundraiser, it is a unique activity that offers an opportunity to participate in the fight against cancer, to honor cancer survivors and remembers those lost to the disease, to build a network of businesses and health organizations to address community cancer issues, and to recruit new volunteers to deliver American Cancer Society programs and services; and

WHEREAS, Relay For Life of Upshur County has had a significant presence in our community for the last 20 years, has touched thousands of our residents, and has raised $2 million to help fight the battle against cancer; and

WHEREAS, Relay For Life of Upshur County invites cancer survivors, their caregivers and the community to the 20th annual Upshur County Relay for Life on July 15 at Jawbone Park.

NOW THEREFORE BE IT RESOLVED, that we, the Commissioners of Upshur County, do hereby proclaim the month of July in the year 2017 as Relay For Life Month in Upshur County and urge individuals, families, businesses, schools, service organizations, churches, and neighbors to unite in the fight against cancer, to honor cancer survivors, and to remember those we have lost to cancer.

Given under our hands on this _____ day of ________, 2017.

Commissioner ____________________________

Commissioner ____________________________

Commissioner ____________________________

Timber Sale Agreement

This AGREEMENT, made and entered into this ______ day of ______, 2017 by and between ___________ Upshur County Commission ______ whose address is ________________ 91 West Main Street, Buckhannon, WV 26201 ______ hereinafter referred to as the SELLER, and ___________ ________ whose address is ________________ hereinafter referred to as the PURCHASER.

WITNESSETH:

ARTICLE I. The SELLER hereby agrees to sell and the PURCHASER agrees to purchase, according to conditions and requirements hereinafter mentioned, all live timber MARKED OR DESIGNATED by two blue paint spots at Diameter Breast High and on stump and or tree number for cutting all merchantable timber located in Banks Magisterial District, Upshur County; and further described as follows: Portion of Map Parcel #6S – 20 located south of Millsite Run and on the waters of Millsite Run, tributary to the Right Fork of Buckhannon River.

ARTICLE II. The PURCHASER further agrees to pay the SELLER the total sum of ______ for the ______ designated trees whose volume is estimated to be ______ board feet measure, more or less, as determined by the DOYLE tree scale.

ARTICLE III. The PURCHASER further agrees, before cutting any material referred to in this AGREEMENT, to make payment according to the following schedule: Payment in full at signing of contract.

ARTICLE IV. This AGREEMENT cannot be assigned in whole or in part without the consent of the SELLER.

ARTICLE V. All operations on the timber sale area may be suspended by the SELLER, in writing, if conditions and requirements set forth in this AGREEMENT are disregarded. Failure to comply with the said conditions and requirements, if persisted in after receipt of written notification from the SELLER, shall be sufficient cause to terminate this AGREEMENT.

ARTICLE VI. The SELLER agrees to the following conditions and requirements:

A. To guarantee title to the forest products covered by this Agreement. Property lines for this tract were marked or designated by the SELLER or his AGENT. Any dispute concerning boundary line location shall be the responsibility of the SELLER.

B. To grant freedom of entry and right-of-way to the PURCHASER and his employees on and across the area covered by this AGREEMENT provided such entry and/or right-of-way does not conflict with specific provisions of this AGREEMENT.

ARTICLE VII. The PURCHASER further agrees to cut and remove the said timber in strict compliance with the following conditions and requirements:

A. All timber shall be cut and removed from the premises of the SELLER on or before ______ September 30, 2020 ______ by the PURCHASER.
B. The PURCHASER further agrees to those practices as specified in The West Virginia Forest Practices Standards and to follow The Best Management Practices under the 208 Program where practicable.

C. To do all within his and his employees’ power, both independently and upon request of the SELLER to prevent and suppress forest fires.

D. To cut stumps no higher than 12 inches adjacent to the highest ground, except in cases of forked trees and to utilize the tops to the smallest practicable diameter, preferably 10 inches.

E. Undesignated trees which are cut or damaged through negligence shall be paid for at the rate of triple the stumpage price as appraised by the Forester designated and/or contracted by the Upshur County Commission during the terms of this agreement. Trees which are damaged through accident may be cut at the discretion of the Forester and paid for at the rate of a stumpage price as appraised by Forester. Trees which need to be cut for construction of skid roads shall be approved or designated by the Forester prior to cutting and paid for at the rate of a stumpage price as appraised by Forester. Volumes will be determined by the Forester using DOYLE tree scale and will include flagrant damage to remaining stand from cutting, felling, or skidding.

F. The PURCHASER shall keep all structures used in connection with this scale, and the grounds in their vicinity, in a sanitary condition. All debris, such as paper, cans, bottles, oil filters, etc., left on the sale area shall be disposed of by the PURCHASER on completion of the operation. Sanitation measures specified in the Occupational Safety and Health Act of 1970 shall be met.

G. The PURCHASER agrees to the following specifications regarding skid and haul roads and location of landings:
   1) Skid road locations have been marked with blue flagging.
   2) Additional skid roads which need to be built must be approved by Forester prior to construction.
   3) Pipeline shall be crossed with an air bridge of sufficient length and height to prevent pressure on the gas pipeline. Air bridge may be removed after completion and acceptance of logging and reclamation.
   4) Stream crossing shall be either a bridge or 4-4’ diameter culverts with limestone as backfill. Stream crossing structure(s) may be removed at the completion and acceptance of logging and reclamation.
   5) Skid road shall be matted for the width of the gas pipeline R/W. Skid road(s) shall be matted for a minimum distance of 100’ on both sides of stream crossing. All mats may be removed after completion and acceptance of reclamation beyond the mats.
   6) Culverts shall be installed on skid roads when crossing seeps and springs. At the completion of skidding, all culverts installed by Purchaser for logging skid roads may be removed.

H. Trees or portions of trees that fall onto adjacent landowners’ property shall be removed immediately by PURCHASER. All trees which fall into streams, fields, or gas line right-of-ways shall be removed before topping or limbing.
I. All limbs and tops greater than 3” diameter and more than 3’ above ground shall be cut to allow tops and limbs to lay flatter on the ground.

J. Fences, roads, bridges, and other improvements shall be protected from damage during the logging operation and if damaged shall be repaired to their original condition by the PURCHASER. (1) The PURCHASER agrees to suspend operation of logging equipment on main farm access roads during periods that would cause excess rutting of road surface.

K. Young growth and trees left standing shall be protected from unnecessary damage.

L. The PURCHASER agrees to use the following measures to retard erosion on skid trails and haul roads upon completion of the operation:

1. All roads used for harvest of this designated timber shall be smoothed and drained by the PURCHASER. All road berms shall be pulled back into the road. Road shoulders shall be out sloped to allow drainage of water off the road surface. Water bars or rolling dips shall be installed where indicated by Forester.

2. If the PURCHASER plans to discontinue active logging in the sale area before the operation is completed, then the PURCHASER shall install water bars on roads and trails where indicated by Forester.

3. All log landings shall be smoothed and drained and all logging residue shall be removed from landing by PURCHASER.

4. All log landings and skid roads within 200’ of landing shall be seeded and mulched. Stream crossing shall be seeded and mulched for a distance of 100’ on either side of stream crossing. Pipeline crossing shall be seeded and mulched for the width of the pipeline R/W. Any skid roads or portion of a skid road with a grade in excess of 15% shall be seeded and fertilized and mulched if needed.

The Forester will inspect the area during cutting and upon completion of the operation to insure all measures meet the requirements of this AGREEMENT.

M. The PURCHASER hereby agrees to protect, indemnify and save harmless SELLER from any and all liability for personal injuries, death and/or property damage suffered or incurred by any person in connection with the PURCHASER’S performance of this contract. PURCHASER shall also provide the following proof of insurance:

- $1,000,000 Liability Insurance
- Proof of current Workers Compensation Insurance

PURCHASER shall also list the Upshur County Commission as an additional insured on liability policy.

N. The PURCHASER agrees to furnish Upshur County Commission with a performance bond in the amount of 10% of the bid value. Actual bond amount will be rounded up to an even $1,000 unit. Intent of performance bond is to cover logging reclamation costs if needed. PURCHASER’S performance bond shall be in the form of a surety bond, cashier’s or certified check, money order, assignment of surety, or irrevocable letter of credit. Performance bond shall be
kept in effect during the term of the agreement. Upshur County Commission shall release PURCHASER’S bond upon acceptance of completed and inspected logging reclamation.

O. In case of dispute over the terms of this AGREEMENT, final decision shall rest with arbitrators, one of whom shall be selected by each party of this contract, and in case the two selected shall disagree, they shall select a third arbitrator, and the decision of the majority shall be final with respect either to acts to be done or compensation to be paid by either party to the other.

*This completes the terms of this Agreement and the signature page follows.*
IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names on this _________ day of ________________, 20______.

WITNESSES:

__________________________________________

(SELLER)

TAKEN, SUBSCRIBED, and SWORN TO before me this ____________ day of _____
______________________________, 20_______. My Commission Expires ______________________
__________________________________________________________________________, 20________

__________________________________________

(NOTARY PUBLIC)

__________________________________________________________________________

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names on this _________ day of ________________, 20______.

WITNESSES:

__________________________________________

(PURCHASER)

TAKEN, SUBSCRIBED, and SWORN TO before me this ____________ day of _____
______________________________, 20_______. My Commission Expires ______________________
__________________________________________________________________________, 20________

__________________________________________

(NOTARY PUBLIC)
RESOLUTION

The **Upshur County Commission** met on Thursday, June 8, 2017 with a quorum present and passed the following resolution.

Be it resolved that the **Upshur County Commission** hereby authorizes **Terry B. Cutright, President** of the **Upshur County Commission**, to act on its behalf to enter into a loan agreement and to sign any and all loan documents with Citizen’s Bank of West Virginia to receive and administer loan funds up to the amount of $1,137,020.00, 3.625% for 144 months, monthly payments estimated at $9,780.00, for the refinancing of the E911 Communications Center located at 181 Pallottine Drive, Buckhannon, WV 26201.

Signed:

Terry B. Cutright,
President

Signed:

Troy A. Brady III,
Commissioner

Signed:

Samuel R. Nolte,
Commissioner
The Plan shall be construed, enforced, administered, and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974, (as amended) if applicable, the Internal Revenue Code of 1986 (as amended), and the laws of the State of West Virginia. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include the provision determined to be void.

This Plan is hereby adopted this __________ day of _____________________, 20__.

UPSHUR COUNTY COMMISSION
(Name of Employer)

Witness:__________________  By:__________________

Title:__________________  Title:__________________

APPENDIX A

Related Employers that have adopted this Plan

Name(s):
N/A

THIS DOCUMENT IS NOT COMPLETE WITHOUT SECTIONS I THROUGH XIII
PD0217     103215     5/24/2017 12:12 AM
Samuel R. Noite  
Troy A. Brady III  
Terry B. Cutright  
Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

Dear Commissioners,

I am April Spears, Director at Mountain CAP, Child Development Center. As summer approaches we are looking forward to spending a couple of days a week at the pool with our school-age children. As you are probably aware Mountain CAP is a non-profit and we function on grant money and tuition paid by our parents. Although, I am aware we received pool passes at a discount rate last year of $50.00 per pass, I am requesting that we receive the booklet passes for $15.00 a piece since we will be attending the pool 13 times this year. Please know we are very appreciative that you are even considering giving us a discount. We want to ensure our children are allowed the opportunity to attend the pool and not have to stay at our facility while their friends attend. Please let me know if you have any questions. Again, we appreciate your consideration and willingness to help us make sure our children can attend the pool this summer.

Respectfully,

April Spears, BA

April Spears, BA  
Director  
Mountain CAP, Child Development Center  
10 Tennerton Drive  
Buckhannon, WV 26201  
304-472-3391
To whom it may concern,

This letter is to provide insight to the purpose for hiring Patricia Hardman for Tri-County Child Exchange & Visitation Program. Mrs. Hardman will be hired for a part-time, minimum wage monitors position. Currently our program has a position vacancy and Mrs. Hardman will be filling this spot upon completion of a background check and finalization of the hiring process.

If you have any questions please contact our office.

Thank you.
Bethany Burkhart
Site Supervisor
June 2, 2017

Honorable David Coffman
Sheriff and Treasurer
of Upshur County
38 W Main Street
Room 101
Buckhannon, WV 26201

Re: Upshur County Notice of Auction of
Delinquent and Nonentered Lands

Dear Sheriff Coffman:

Enclosed is the list of properties that will be offered for sale on July 11, 2017.

Should you have any knowledge that any of these properties should not be included in the Sale, please contact this office as soon as possible. The Auditor’s Office does not wish to include any properties in the Sale that shouldn’t be sold. Please note that properties who status indicate that they have been deeded, redeemed, dismissed, suspended, or suspended because of bankruptcy will not be offered for sale.

If you have any questions please feel free to contact me.

Sincerely yours,

Russell Rollyson
Senior Deputy State Auditor
County Collections Division

Encl(s)

cc: Honorable Debbie Wilfong, County Clerk
Honorable Brian Gaudet, Circuit Clerk
Honorable Dustin Zickefoose, Assessor
Honorable David Godwin, Prosecuting Attorney
Honorable Terry B. Cutright, President of the Upshur County Commission
<table>
<thead>
<tr>
<th>CERT NO</th>
<th>YEAR</th>
<th>NAME1</th>
<th>NAME2</th>
<th>DESCRIPTION</th>
<th>DISTRICT</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>491089</td>
<td>1984</td>
<td>Rohrbaugh, William L.</td>
<td></td>
<td>1/2 Int Fs 1/2A Ten Mil</td>
<td>MEADE</td>
<td>Sold</td>
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<tr>
<td>491091</td>
<td>1982</td>
<td>Stackpole, Oscar</td>
<td></td>
<td>Coal 2 Less PB &amp; RS Seam</td>
<td>WARREN</td>
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<tr>
<td>491094</td>
<td>1985</td>
<td>Carpenter, O. F.</td>
<td></td>
<td>Coal 2 Kanawha</td>
<td>BANKS</td>
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<tr>
<td>491101</td>
<td>1985</td>
<td>Harrison, Michael L. &amp; Tammy L.</td>
<td></td>
<td>FS 1/8A Adrian</td>
<td>MEADE</td>
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<tr>
<td>491107</td>
<td>1985</td>
<td>Goodwin, Charles &amp; Shreve, Frank</td>
<td></td>
<td>Coal 1 Ac Gum Run</td>
<td>UNION</td>
<td></td>
</tr>
<tr>
<td>491109</td>
<td>1985</td>
<td>Queen, Jack &amp; Mervie</td>
<td></td>
<td>COG 30 Sq Rods Middle Fork</td>
<td>UNION</td>
<td></td>
</tr>
<tr>
<td>491114</td>
<td>1985</td>
<td>Bailey &amp; Sons Builders Inc</td>
<td></td>
<td>Coal 4.61A Hickory Flat</td>
<td>WASHINGTON</td>
<td></td>
</tr>
<tr>
<td>491128</td>
<td>1986</td>
<td>Hill, Richard G. &amp; Anna M.</td>
<td></td>
<td>Sur .63A Finks Run O As</td>
<td>BUCKHANNON</td>
<td>Sold</td>
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<tr>
<td>491147</td>
<td>1988</td>
<td>Everett, Anara J. Himes</td>
<td></td>
<td>Coal 1.04A French Creek (See Cheryl D. Woody for Sur)</td>
<td>BANKS</td>
<td></td>
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<tr>
<td>491159</td>
<td>1990</td>
<td>Reppert, H. W.</td>
<td></td>
<td>Coal 6.8 Finks Run</td>
<td>BUCKHANNON</td>
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<td>491165</td>
<td>1990</td>
<td>Roda, Mary C.</td>
<td></td>
<td>RS Coal 11.25 (Corr James Larossa)</td>
<td>WARREN</td>
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<tr>
<td>491179</td>
<td>1991</td>
<td>See, C. S.</td>
<td></td>
<td>FS Triangular Strip Lem Sur</td>
<td>UNION</td>
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<td>491187</td>
<td>1992</td>
<td>Evans, R. T.</td>
<td></td>
<td>Coal 2</td>
<td>WARREN</td>
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<tr>
<td>491192</td>
<td>1993</td>
<td>Davis, Gary L. &amp; Helen M.</td>
<td></td>
<td>1 Ac Coal Bkhn River</td>
<td>WARREN</td>
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<tr>
<td>491235</td>
<td>1994</td>
<td>Nease, Sarah M.</td>
<td></td>
<td>Coal 34.32 Less Coal Below EL Seam Childress Run</td>
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<td>491255</td>
<td>1994</td>
<td>Wilson, H. P.</td>
<td></td>
<td>Coal 5 Turkey Run</td>
<td>WARREN</td>
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<tr>
<td>491262</td>
<td>1994</td>
<td>Pick, Jeffrey</td>
<td></td>
<td>1/96 Int COG 1/2 Ac Hickory Flat</td>
<td>WASHINGTON</td>
<td></td>
</tr>
<tr>
<td>491278</td>
<td>1995</td>
<td>Smith, Fernie ETAL</td>
<td></td>
<td>Coal 5 MS Run</td>
<td>BANKS</td>
<td></td>
</tr>
<tr>
<td>491316</td>
<td>1996</td>
<td>Van Gilder, Earl</td>
<td></td>
<td>Coal 6 Bkhn River</td>
<td>BANKS</td>
<td></td>
</tr>
<tr>
<td>491319</td>
<td>1996</td>
<td>Starkey, Clifton</td>
<td></td>
<td>Coal 3 Bull Run</td>
<td>MEADE</td>
<td></td>
</tr>
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<td>491321</td>
<td>1996</td>
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<td></td>
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<td></td>
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<td>491322</td>
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<td>F E W Inc</td>
<td></td>
<td>Coal 2 RS (Ward Brake)</td>
<td>WARREN</td>
<td></td>
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<tr>
<td>491324</td>
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May 31, 2017

The Honorable Terry B. Cutright
President
Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear President Cutright:

On behalf of the United States Environmental Protection Agency (EPA), I am pleased to congratulate you and confirm that the Upshur County Commission was selected as one of the entities EPA will begin negotiations with to award a cooperative agreement for a cleanup grant. The Upshur County Commission submitted an outstanding grant proposal, and we deeply appreciate the tremendous commitment of time and energy that went into its preparation.

Through the Small Business Liability Relief and Brownfields Revitalization Act of 2002, EPA is working to help states and communities around the country clean up and revitalize brownfield sites. We fully expect that these brownfield projects will provide benefits to the environment and economy of local communities. Tom Stolle, your Regional Brownfields Contact, will work closely with the Upshur County Commission to negotiate the cooperative agreement prior to the grant award. Please contact Tom Stolle at 215-814-3129 or stolle.tom@epa.gov.

Again, congratulations on being selected! We look forward to working with you.

Sincerely,

[Signature]

David R. Lloyd, Director
Office of Brownfields and Land Revitalization

cc: Tom Stolle
May 23, 2017

TO: WEST VIRGINIA COUNTY CLERKS
WEST VIRGINIA COUNTY COMMISSIONERS
WEST VIRGINIA COUNTY SHERIFFS

RE: TRAINING SEMINAR FOR COUNTY OFFICIALS AND STAFF

Under the provisions of W. Va. Code § 7-7-2, the State Auditor is authorized and directed to establish in-service training programs for, county clerks, county commissioners, sheriffs and their employees. According to the code each official and, at his or her option, one or more of his or her employees shall participate in the program established by the State Auditor.

In addition, the County Commission is authorized and directed to expend funds for reimbursing officials while in attendance at meetings called by the State Auditor.

This year’s In-Service Training Seminar location and times have been set and are listed on the attached schedule.

The agendas will be set at a later date and forwarded to you upon completion. If you have any suggestions for the agenda please let us know.

If you have questions, suggestions, or comments regarding the seminar, please feel free to contact Ora L. Ash, Deputy State Auditor of Local Government Services at 304-627-2415, extension 5114, or via email at ora.ash@wvsao.gov.

Very truly yours,

John B. McCuskey
State Auditor

JBM: OLA/nlp
TRAINING SEMINARS FOR COUNTY OFFICIALS AND STAFF

COUNTY CLERKS:

June 6 – 9, 2017

The Marriott Hotel
200 Lee Street East
Charleston, WV  25301

COUNTY COMMISSIONERS

August 20 – 21, 2017

The Days Hotel and Conference Center
350 Days Drive
Sutton, WV  26601

SHERIFFS

September 10 – 12, 2017

Glade Springs Resort and Conference Center
255 Resort Drive
Daniels, WV  25832
### NACo Prescription Drug Discount Card Program

#### UPSHUR COUNTY, WV

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2. Plan Priced RxS: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of RxS that the card gave the best price vs. the pharmacy.
3. % Plan Priced RxS: What percentage of the total attempted RxS adjudicated via best price with the card.
4. Plan Priced RxS: What percentage of the total attempted RxS adjudicated via best price with the card.
5. % Retail Priced RxS: Percentage of RxS where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren’t filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn’t presented at a discount.
10. Price Savings: Total dollar savings for all RxS filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions i.e. some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don’t hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

Andrew Goldschmidt,
Director, Membership/Marketing
NACo—National Association of Counties

WHAT MAKES WEST VIRGINIA #ALMOSTHEAVEN TO ME

CHELSEA RUBY, WEST VIRGINIA TOURISM COMMISSIONER

West Virginians—and everyone who loves West Virginia—I have a small but very important favor to ask! This month, take a few minutes to tell the world what it is you love about our state.

West Virginia’s birthday is June 20 (birthday number 154, if you’re counting). The West Virginia Division of Tourism is celebrating West Virginia’s birthday with a list of reasons West Virginia is #AlmostHeaven to us. For the two weeks leading up to the birthday, we’ll post every day—on Facebook, Instagram and Twitter—a reason the Mountain State is an amazing place to live and travel with the hashtag #AlmostHeaven.

The idea is to get out the word about what makes West Virginia special. And while our list will be a nice start, it isn’t going to finish the job. So we need your help.

Starting Tuesday, get on your favorite social media sites and talk about West Virginia—loudly, proudly, and often. Whatever #AlmostHeaven means to you, share it with everyone you know. Post that great selfie in front of fog-covered mountaintops, or the one with the bass you caught last summer, or the family at a Mountaineer or Herd football game. Post all of them. And don’t stop there. Overwhelm your friends and followers with West Virginia pride for the next two weeks.

Think of it as a competition. The person with the most and best #AlmostHeaven posts by June 20th is the one who loves West Virginia most of all. And that, dear reader, should be you. Not to mention that we’ll be giving away great West Virginia vacations to our favorite posts each day.

This is fun, but it’s also serious business. West Virginia has an image problem. Those of us who love her know how marvelous she is. But much of the world is blinded by ugly stereotypes perpetuated by folks who’ve never set foot within our borders.

Those stereotypes have held us back for years. They drag down our tourism industry. They hinder us from recruiting new businesses. They deter talented people from moving here. All of this is enormously frustrating to those of us who want our state to prosper.

Today, though, social media gives all of us a way to fight back. In modern America, social media networks are powerful shapers of public perception. In the tourism industry, for example, research shows people now decide where to vacation based on what others are saying on social media. It's a major factor in travel planning.
The upshot: Your #AlmostHeaven posts will do more than just convey your love for your state. They will grow our tourism industry. Most tangibly, they will create jobs for your fellow West Virginians - and maybe even you. If everyone who loves this state spends just a little bit of time during the next couple weeks posting, tweeting, Instagramming, liking, and sharing how great West Virginia is, it will reach people across the country, even the world, and tell our story in an authentic, personal way. Your social posts will dramatically multiply the impact of our paid advertising.

So this year, give wild, wonderful West Virginia a birthday gift she can really use: the gift of grassroots marketing. Flex your social media muscle and let the rest of the world see the West Virginia you know. You can change minds and start breaking down stereotypes just by doing something you already do every day. Use #AlmostHeaven, and visit gotowv.com to see the very best posts and pics from your fellow West Virginians.

THE #ALMOSTHEAVEN CHALLENGE
From now until West Virginia’s birthday on June 20, share what makes West Virginia #AlmostHeaven to you!

SEE IT:

SNAP IT:

TAG IT: #AlmostHeaven

SHARE IT:  Facebook Twitter Instagram

REPEAT:
SAMPLE POSTS

FACEBOOK

Chelsea Ruby

Nothing can beat the view from the top of our West Virginia mountains! Sunsets like this remind me of how lucky we are to live in a place that's #AlmostHeaven. I'd like to nominate @WVGovernor to join in our #AlmostHeaven celebration and share some of his favorite things about West Virginia!

TWITTER

Chelsea Ruby @RubyChelsea • 20 Sep 2016

Nothing can beat the view from the top of our West Virginia mountains! Sunsets like this remind me of how lucky we are to live in a place that's #AlmostHeaven. I'd like to nominate @WVGovernor to join in our #AlmostHeaven celebration and share some of his favorite things about West Virginia!

INSTAGRAM

chelsea.ruby

Dolly Soda

2,875 Likes

chelsea.ruby Can you believe we get to see views like this every day in WV? This #AlmostHeaven scenery is why I love serving our great state. And who better to share in our #AlmostHeaven celebration than @GovJustice?

QUESTIONS?

We're happy to help! Feel free to contact Emily Amos at Emily.N.Amos@wv.gov for any questions you may have throughout the campaign.

WILD, WONDERFUL
WEST VIRGINIA

GoToWV.com | 1-800-CALL-WVA
Register now for a free professional development workshop:

FAMILY-YOUTH ENGAGEMENT STRATEGIES TRAINING
YOU DO NOT HAVE TO HAVE FAMILY CENTERED PRACTICE FIRST

June 6, 2017
Region IV
10 a.m. to 3:30 p.m.
Greenbrier County DHHR
Register Online Only at:
https://www.surveymonkey.com/r/HVHLB2K

June 7, 2017
Region I
9:30 a.m. to 2:30 p.m.
Marion County DHHR
Register Online Only at:
https://www.surveymonkey.com/r/HW8W8RR

June 7, 2017
Region II
10 a.m. to 3:30 p.m.
Putnam County DHHR
Register Online Only at:
https://www.surveymonkey.com/r/HJC53FH

June 13, 2017
Region II
10 a.m. to 3:30 p.m.
Boone County DHHR
Register Online Only at:
https://www.surveymonkey.com/r/HW5XRZZ

June 14, 2017
Region III
9:30 a.m. to 2:30 p.m.
Berkeley County DHHR
Register Online Only at:
https://www.surveymonkey.com/r/8R5LSVH

This cross-disciplinary training is for anyone who works directly with children, youth, and families in the child welfare, education, behavioral health, juvenile justice, delinquency prevention, or related fields.

LEARNING OBJECTIVES

- Participants will learn the definition of Family & Youth Engagement, as a core competency of community-based Systems of Care.
- Participants will learn benefits of engaging families and youth in service planning and delivery, as well as challenges to engagement within various child and youth-serving systems.
- Participants will learn the six components of effective parent engagement that were rated as most important by West Virginia families of children with behavioral challenges and other needs.
- Participants will review key concepts and develop practical skills for each of the six family engagement components.
- Participants will develop personalized plans of action to improve family and youth engagement in day-to-day practice.

Application has been made for Continuing Education Units in social work.

Sponsored by the West Virginia System of Care & the Family Advocacy, Support & Training (FAST) Program.
ELKINS ROAD PUBLIC SERVICE DISTRICT

Agenda

Meeting                  Regular Monthly Meeting  Start Time  5:30 PM
Date                    Monday, June 5, 2017  Place  P.S.D. Office
                         4538 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;
Recognize Current Customers
Approval of Minutes - May 2, 2017 Regular Monthly Meeting
Treasurer Report/Payment of Bills for June/bal. of May Invoices  Vote

ITEMS FOR DISCUSSION

Walter Frazier - ASI
Discuss pricing for upgrade

August Meeting  Vote
Date change from 1st to 8th

Phase III Extension Project Update
Update

Maintenance Report

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

Personnel
Interviews

Date & Time of July 2017 Meeting  -  Tuesday, July 11, 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 May 15, 2017
Prepared by Board Chair and Office Manager May 15, 2017
Posted and Available to the Public on June 2, 2017
Buckhannon-Upshur Airport Authority Agenda
Buckhannon-Upshur Airport Authority–Upshur County Development Office
Thursday, June 8, 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
   • Treasurer’s Report – Phil Loftis, Treasurer, Jennifer Powers
     o Approval to transfer funds from General Operations to Payroll Account
     o Publishing Financial Statements – update
     o Jennifer on vacation
   • Secretary’s Report – Rich Clemens, Secretary
   • Engineering Reports – Chapman/Technical
   • Operations – Jamie Wilt, Jennifer Powers
     o SRE lounge construction update
     o Fuel price review
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
G. New Business:
H. Board Member Comments and Announcements
I. Adjournment
UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda
Thursday, June 8, 2017
4:00 p.m.

I. Call meeting to order

II. Recognition of Guests

III. Public Comment

IV. Approval of previous meeting(s) minutes
   - May 11, 2017

V. Report and/or action on Pending Cases
   - 012017-01 (George) – Discuss status as to if other agencies have been in contact – on hold until water can be sampled
   - 012017-02 (George) – Discuss status as to if other agencies have been in contact – on hold until water can be sampled
   - 020917-01 (Wojnovich) – has until 6/7/17 to bring property into compliance
   - 041317-02 (Gould) — deadline for compliance 6/30/17, discuss status of DNR referral
   - 051117-01 (Kelley) – Photographs for review from initial visit

VI. Consider requests to establish new cases
   - 1 new complaint

VII. Election of Officers

VIII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, July 13, 2017 at the Upshur County Administrative Annex, 91 West Main St., Suite 101.
AGENDA
UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, June 12, 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 May 8, 2017 Meeting
5. Director’s Report — Burl Smith
6. Recognition of Guests

Old Business:

1. 2017 Make It Shine Applications for Clean City and Clean County Discussion---
2. _______________________________________________________________________

New Business:

1. FY 2018 Proposed Budget Review/Approval
2. FY 2018 REAP Grant Application Review/Approval (due 7/1/17)---
3. Audit Requirements, Solicit Proposals---
4. _______________________________________________________________________

Board Member Comments:

Meeting Adjournment:

NEXT MEETING: July 10, 2017 – (Regular Schedule)
UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting

June 22, 2017, 4:00 p.m.

Agenda

I. Call to Order
II. Reading/Approval of Minutes
III. Review/Approval of Monthly Financial Report
IV. Librarian’s Report
   a. Circulation Reports
   b. Affiliates
V. Unfinished Business
   a. Parking lot
   b. Employee Incentive Plan
VI. New Business
   a. New employees
   b. Adding Paul Norko to checking acct.
VII. Misc.

Next Board Meeting: Tuesday, July 18 at 4:00 pm
A meeting of the Upshur County Board of Health was held on Thursday, March 2, 2017 in the agency office at 15 North Locust Street in Buckhannon. Board members present were, Charliena Eubank – Chair (late), Larry Carpenter, Teresa Kee, Amy Rohr-Queen, and Michael Livesay. Also present was Linda Sanders – Administrator, Sue McKisic – Nurse Director, Chris Garrett – Sanitarian, and Melinda Law – CPA Firm. Also present was Keven Campbell and April Keating for the public comment period.

A quorum was present and the meeting was called to order at 6:00 pm by the vice chair, Teresa Kee. Prayer and the Pledge of Allegiance was led by Teresa.

The minutes of the previous meetings on January 11, 2017 and January 31 2017 were sent to members prior to the meeting. Larry made a motion to approve the minutes as presented, seconded by Michael and motion carried with all in favor.

Keven and April gave presentations on the possible construction of a gas pipeline by Dominion that would cross WV and gave members brochures to review. The comment period ends on April 6, 2017. Dr. Reed commended them on their efforts to let people know about the possible problems and risk with the pipeline.

Financial Report: Melinda Law gave copies of the Balance Sheet and Income Statement for January 31, 2017 and the Income Statement compared to the Budget for February 2017 to board members. She explained expenses as compared to budget, current assets, and went over income and expenses. Purchase of the Security System was approved at the last meeting and Melinda stated she would make a budget adjustment for the amount. A motion was made by Larry to approve the report, seconded by Michael and motion approved with all in favor.

Medical Director – Joseph Reed, M.D. - Dr. Reed gave copies of his report to members and it is made a part of these minutes. He participated on four inspection issues with the sanitarian; a restaurant issue, a sewage issue, an apartment complex, and a dead carcass. He helped arrange and participated in a four-day Chronic Disease Management workshop in February. He spoke about the legislative Bill SB 359 that would allow religious and personal exemptions for immunizations. This bill has been introduced several times before.

Environmental – Chris Garrett - Copies of his report were given to members and is made a part of these minutes. The enforcement action in Magistrate Court against a Manufactured Home Community owner has been settled and a permit will be issued. Two MHC's were cited for excessive solid waste and garbage violations and one has been corrected; a follow-up inspection on the other one is pending. He gave members a copy of total investigations, inspections and services provided since the last board meeting. He attended an active shooter training and a plan for this will be included in the agency Safety Plan. Chris gave members a copy of the report of a Fire Drill completed on January 26, 2017; all deficiencies have been corrected.

Nursing – Sue McKisic – Copies of her report were given to members and is made a part of these minutes. The students from Fred Eberle Center are doing a good job and their instructor reports.
they like coming here. She informed the board we had several doses of flu vaccine left and only some of them can be returned for credit. There was not as many people requesting flu vaccine this year and there was no record of vaccine ordered by a previous employee until it was received by the agency. There was a demand for the high dose vaccine by seniors.

**Threat Preparedness** – Patty Thrasher – no report – staff is doing trainings on line.

**Regional Tobacco Specialist** – Cheryl Jackson – not present

**Administrative Report** – Linda Sanders – Linda updated the board on activities at the agency. The retirement contribution by the agency will decrease to 11% effective July 1, 2017. The revised TP budget has been approved and a copy was sent to Melinda. Some additional notes were found for board meetings and they will be typed up and given to the board for additions or corrections. Amy gave Linda a folder with several copies of past minutes; she will review these and make copies of those we need. A notebook was started to hold minutes and clerks will keep it updated. Clerks has started cross training in environmental and billing. Libby did a spreadsheet on insurance billing and Linda stated a total of $9,782.60 has been received since August, 2016. We will be doing a comparison of cost of vaccine against income received from insurance companies and private pay. Accu Medical Waste was purchased by Stericycle and we received information on another company that may have the same rates.

We received several positive comments on the last newsletter we did. The first Strategic Planning session was held on Friday, February 10th. We started on a Mission and Vision Statement and ideas for a Logo. The next meeting will be on Monday, March 13th 11 – 2 at the church and the next two meetings will be on Tuesday, April 4, 11 – 3 and Thursday, April 20, 11 – 3. Linda reported on the Harm Reduction Program established in some counties. The yearly audit is scheduled for Monday and Tuesday, March 20th and 21st. Information for the audit has been pulled and is ready for the auditor.

**New Business:**

After discussion about the past practice of canceling the board meeting when schools close because of bad weather on the day of a scheduled meeting, a motion was made by Michael to hold scheduled meetings even if schools are closed. Motion seconded by Teresa and carried with all in favor.

Chris discussed charging a re-inspection fee of $50.00 for Clean Indoor Air Inspections. Larry suggested charging $25.00 for the first re-inspection, $50.00 for the next re-inspection, and $75.00 for any re-inspection after this. Suggestions were also made to charge a fee for off-site food handlers classes when requested by a business. This will be on the agenda for the next meeting.

**Old Business:**

Linda reported we had not heard from the Board of Education regarding a letter sent about fees for permits. She will do another letter and enclose an invoice. Dr. Reed stated he would deliver the letter and invoice directly to the Board Office.

Sue reported that her life insurance had been reinstated by PEIA and back money would have to be paid because of premium increases; part would be paid by the agency and part by her.
Teresa made a motion to go into Executive Session to discuss personnel issues. Motion seconded by Amy and carried with all in favor.

Larry made a motion to exit Executive Session, motion seconded by Teresa and carried with all in favor.

After discussion, Teresa made a motion to approve the settlement agreements for Grievant A and B and a letter to the Nursing Board for grievant A as presented in Executive Session. Also, the reference letter with changes suggested. Motion seconded by Larry and carried with all in favor.

A motion was made by Teresa to grant a pay increase to Libby Leichliter as discussed in Executive Session. Motion seconded by Larry and motion carried with all in favor.

A motion was made by Michael to approve Linda’s request for a decrease in hourly pay as discussed and it will be effective March 1, 2017. Motion seconded by Larry and carried with all in favor.

The next regular meeting will be on Thursday, May 4, 2017 at 6:00 pm in the agency office.

A motion was made by Larry to adjourn the meeting at 8:15 and the meeting was adjourned by the chair.

Submitted by:

Linda Sanders, Administrator
On behalf of Dr. Reed

Approved: 5-4-17
The April 26th, 2017 meeting of the James W. Curry Library/Park Advisory Board was called to order by board vice president, Al Lake at 10:00 am.

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

**Minutes:** Minutes of the March 22nd, 2017 Advisory Board Meeting read, and approved; motion made by Carrie, seconded by Lori.

**Staff Reports:**

Park: Everything doing ok.

Library staff report: Past month had record attendance sans major programs and record circulation. Computer use slightly increased. Marked increase in circulation of media collection attributable to the addition of newer materials.

**Old Business:**
Nate delivered timber quote sheet. Needs a performance bond included. 9% goes to Nate.
Nate and Carrie worked out details.

**New Business**

Budget issues: cutting of both Park and Library expenses to balance budget. Motion by Erv, seconded by Carrie to approve the budget as amended; motion carried.

Motion by Carrie, seconded by Erv to approve raises for staff.

Motion to adjourn by Erv, seconded by Lori, motion carried. Meeting adjourned at 11:40 am.
Members approving Minutes of April 26th, 2017 meeting

Michael Quinn

Albert Lake

Luke Ulrich Harvey

Sue Roth

Carrie Wallace

Ervin Lake

Lewis Simmons

Lewis Simmons