Upshur County Commission
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: August 10, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
          Approval of Minutes:
          • August 3, 2017

Scheduled Appointments:

9:15 a.m. Dr. Joseph Reed – Reading and signature of the Green Bean Weekend 2017 Proclamation
declarng August 10-12, 2017 as the Second Annual Green Bean and Volunteerism Weekend;
Announcement of the upcoming Green Bean Stroll to be held at the River Walk on Saturday,
August 12th at 9:00 am.

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9:30 a.m. Corporal Charles “C.J.” Day III – Certificate of Recognition in honor of being named West Virginia
Prevention Resource Officer (PRO) of the Year

9:45 a.m. Bernard Keating, on behalf of the Mountain Lakes Preservation Alliance and Upshur Indivisible,
requesting a funding appropriation from the fiscal year 2018 budget for the upcoming "Water
Celebration" to be held on August 24th. Upshur Indivisible is partnering with WV Rivers, MLPA,
and Buckhannon River Watershed Association on this event.

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Items for Discussion / Action / Approval:

1. Discuss settlement options proposed by Appalachian Midstream Services, LLC for taxes owed for years
   2014, 2015 and 2016 as a result of a Relief from Erroneous Assessment filed by the Upshur County
   Assessor and approved by the Upshur County Commission during their regularly scheduled meeting on

2. Review of loan proposals for the possible refinancing of the HVAC system located within the Courthouse.

3. Correspondence from Software Systems, Inc. regarding changes in maintenance contract amounts.
   Review and approval of 2017-2018 maintenance levels. This maintenance includes program updates,
telephone support and time spent performing data conversions and other on-site tasks depending upon
which level is requested for each system.

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4. Correspondence from Craig Presar, WVU Extension Agent, on behalf of the Upshur County Community
   Education Outreach Service (CEOS) requesting use of the Courthouse Plaza to hold their annual mini fair
   on Friday, September 8, 2017 from 8:00 am to 3:00 pm. A copy of the Certificate of Liability Insurance
   will be provided to Carrie Wallace, County Administrator, prior to the event.

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5. Approval of “Requests for Bids” and Minimum Vehicle Specifications for a Police Vehicle – Sedan. Sealed
   Proposals must be received no later than 3:00 pm on August 30, 2017 at the Administrative Annex
   located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened,
   reviewed and read aloud by the Commission at 10:30 am on Thursday, August 31, 2017

Page 9-10
6. Approval of “Request for Proposals” for the replacement of a portion of the Upshur County Courthouse and Annex surveillance system and supporting equipment. A mandatory pre-bid conference will be held on Thursday, August 31, 2017 at 1:00 pm. Sealed bids must be received no later than 4:30 pm on September 20, 2017 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publically opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, September 21, 2017.

7. Request from Upshur County Clerk, Carol J. Smith, for the Sheriff of Upshur County to serve as Administrator of the Estate of Thomas Ray Shipley, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.

8. Request from Upshur County Clerk, Carol J. Smith, for the Sheriff of Upshur County to serve as Administrator of the Estate of Rodney Wayne Landis, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.

9. Correspondence from Quayla A. Bennett, Deputy County Clerk, announcing her resignation from her full time position, effective August 4, 2017. Under separate cover Item may lead to Executive Session per WV Code §6-9a-4

10. Correspondence from Carol J. Smith, Upshur County Clerk, requesting the change of employment status for Quayla A. Bennett from full-time to part-time, working an average of less than 12 hours per week, effective immediately to help with upcoming scheduled vacations and training of her replacement.

11. Approval of the advertisement/job posting for a full-time Deputy County Clerk. Applications will be accepted by the Clerk through the close of business on September 8, 2017.

12. Approval of the advertisement/job posting for a part-time Executive Director for the Tri-County Visitation and Exchange Center. Applications will be accepted by the Board until the position is filled.

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

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

1. Correspondence from Jason Westfall, Upshur County Youth Baseball President, expressing appreciation for the utilization of the Wellness Complex property located off Brushy Fork Road and regretfully announcing the termination of their lease of the property due to its location within the flood zone.

2. Correspondence from Nesco, Inc. providing notice of blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection commencing August 23, 2017 and continuing through August 24, 2018 from sunrise to sunset.
3. Correspondence from Governor Jim Justice announcing the Community Corrections program grant award for FY 18 in the amount of $180,000.00. These funds will be utilized for the continued operation of a community corrections program in Upshur and Lewis Counties.

4. Newsletters and/or Event Notifications:
   - Upshur-Buckhannon Health Department Newsletter  July-September, 2017  Page 20-23
   - Hope and Help Assembly (H.A.H.A.) at Jawbone Park  September 9, 2017  Page 24

5. Agendas and/or Notice of Meetings:
   - City Council of Buckhannon  August 8, 2017  Page 25
   - Elkins Road PSD  August 8, 2017  Page 26
   - Buckhannon Upshur Airport Authority  August 10, 2017  Page 27
   - Upshur County Solid Waste Authority  August 14, 2017  Page 28
   - Upshur County Fire Board, Inc.  August 15, 2017  Page 29

6. Meeting Minutes:

7. Meetings:
   - 08/08/17  5:30 p.m.  Elkins Road PSD
   - 08/01/17  4:00 p.m.  Hodgesville PSD
   - 08/03/17  7:00 p.m.  Banks District VFD
   - 08/03/17  7:00 p.m.  Selbyville VFD
   - 08/14/17  12:00 p.m. Upshur County Family Resource Network
   - 08/14/17  4:30 p.m.  Upshur County Solid Waste Authority
   - 08/14/17  5:30 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
   - 09/11/17  6:00 p.m.  Lewis-Upshur Community Corrections Board-Lewis County
   - 08/08/17  7:30 p.m.  Adrian VFD
   - 09/07/17  6:00 p.m.  Buckhannon-Upshur Board of Health
   - 08/16/17  7:00 a.m.  Upshur County Development Authority – Executive Board
   - 08/09/17  12:00 p.m. Upshur County Senior Center Board
   - 08/10/17  3:00 p.m.  Upshur County Conventions & Visitors Bureau – UCDA Office
   - 08/09/17  6:00 p.m.  Upshur County Citizens Corp – CERT
   - 08/09/17  7:30 p.m.  Warren District VFD
   - 08/10/17  1:00 p.m.  Adrian PSD
   - 08/09/17  3:00 p.m.  Tennerton PSD
   - 08/10/17  4:00 p.m.  Upshur County Safe Sites & Structures Ordinance Board
   - 08/10/17  7:30 p.m.  Buckhannon VFD
   - 08/10/17  4:00 p.m.  Buckhannon Upshur Airport Authority
   - 08/17/17  6:30 p.m.  Upshur County Youth Camp Board
   - 08/20/17  6:00 p.m.  Washington District VFD
   - 08/21/17  12:00 p.m. Buckhannon-Upshur Chamber of Commerce
   - 08/22/17  4:00 p.m.  Upshur County Public Library Board
   - TBD  10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development Council
   - 08/15/17  6:30 p.m.  Upshur County Fire Board, Inc.
   - 08/15/17  5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
   - 08/09/17  7:00 p.m.  Ellamore VFD
8. Appointments Needed or Upcoming:
   - Wes-Mon-Ty Resource Conservation & Development Council (2 year term) — Commission Representative
   - Upshur County Fire Board (Community Representative – 3rd District) — June 30, 2017

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
August 17, 2017 — 9:00 a.m.
Upshur County Courthouse Annex

***The Regularly Scheduled Commission Meeting on August 24th has been CANCELLED***
Green Bean Weekend Proclamation

City of Buckhannon West Virginia Aug 8, 2017

Upshur County Commission, West Virginia Aug 10, 2017

1. Recognizing that hunger still exists in Upshur County and in Buckhannon
2. Recognizing that green beans are a productive and nutritious vegetable crop that is easily grown and harvested
3. Acknowledging that many of the activities are a success in our fair city and county because of the multitude of volunteers who are the catalyst and workers in these activities,

We therefore declare August 10-12, 2017, as the Second Annual Green Bean and Volunteerism Weekend

And urge all citizens of our City and County to grow green beans or to go to the Farmer’s Market and purchase green beans, snap them, and deliver them to the Parish House to help feed those who are in nutritional need this year and the next.

We invite all to the Green Bean Stroll, Aug. 12, 9 AM at the River Walk to walk, run, ride a wheelbarrow, stroller, electric scooter for the handicapped, or any other non-motorized transportation to celebrate activity.

David McCauley
Mayor City of Buckhannon

Terry Cutright
President Upshur County Commission
Green Bean Stroll Registration

Saturday, Aug. 12, 9 AM at the River Walk

The course is 1 mile and the goal is to finish. It is OK to stop and “smell the roses.”

You can use anything non-powered except for electric scooters for the handicapped. Strollers, scooters, tricycles, little red wagons, bicycles, roller skates, skate boards, wheel barrows, garden carts, wheelchairs, walk, run are all acceptable.

Costumes and groups are encouraged.

All proceeds to benefit the Parish house.

Registration at the River walk: Bag of fresh green beans snapped, 2 cans of green beans, or $5.00

Green Bean Weekend T-shirts are available to order! The shirts are $15 each (slightly more for sizes over 2X). You can place your order when you register for the stroll. Delivery expected two weeks after the event. Please direct any questions to GreenBeanDay@hotmail.com

Size choices:

Toddlers: 6, 12, 18, 24 months
Young children: 2t, 4t, 6t
Youth: extra small, small, medium, large, extra large
Adults: small to 5x (3x = $16.50; 4x = 18.00; 5x = 19.50)

All shirts less than 3x are $15.00

I SHUT the GATE!

Green Bean Weekend 2017

For More Information, please call Dr. Joseph Reed at 304-472-2146
Mountain Lakes Preservation Society, the City of Buckhannon, WV Rivers, and Buckhannon River Watershed Association are hosting a water celebration on August 24 from 5:30 – 8:00pm. To have the gala we would like, we will need some funding, and we want to give the city and county an opportunity to contribute to this effort.

The City employees already involved are: Jay Hollen, Jerry Myers (water), Jerry Arnold, and Kelly Arnold.

The overall aim of the event is to raise awareness about the importance of clean water.

**Proposed schedule**

4:30pm - set up
5:30 - opening – Thanks to WV Rivers, MLPA, BRWA, City of Buckhannon
5:45 – 6:00 - Speakers
6:00 – 6:30 p.m. - Doug Wood, historian and naturalist, environmental lessons from the past
7:00 - Interfaith Water Blessing ceremony (Native American presenters, local faith leaders)
7:15 - Native dancers and drumming (TBA)
7:30 – 7:45 - Speakers
7:45 – Closing
8:00 - Adjourn

Ongoing: Tables/demonstrations, music, vending/catering, kayak/canoe, kids’ activities, speakers

**Rationale**

Water is the foundation of our lives, our bodily health, and our well-being. It fortifies our spirits and keeps our bodies strong, our houses and cars clean, and provides hours of fun. It is even used in scientific applications. Without clean water, we cannot survive. The U.N. Predicts that there will be a serious water shortage by 2030 if we continue to abuse it at our current rate.

Water is not a renewable resource. We only have so much, and industrial processes such as fracking and even agriculture are toxic to water. Timbering creates runoff that can damage water. Mining creates acid conditions unfavorable to life and good health. Even improper disposal of paints, automotive fluids, and household chemicals creates a toxic situation not only for stream life, but for human life. Sick people and toxic streams harm the economy, especially tourism, a $5 Billion business in WV. Sustainable economic development is what we should be seeking.

West Virginia water goes to 14 states and 46 rivers. We have a duty to keep it clean - for those downstream, if not for ourselves. Water is Life. We should protect it, and the first step is understanding how crucial it is in our lives. We hope our celebration will highlight these issues and get them involved in saving this vital resource. We would love it if the county commissioners would attend our celebration, and if you would like a slot to speak, you may have it.

**Identified expenses include:** $150 for Doug Wood; $300 for native group; $75 for WVWC green room at the college (secured for rain); $150 musical entertainment (Seth Maynard); $50 PA system rental; $75 for a banner with sponsor names; advertising and food will be covered by Rivers; $250 for kayak/raft rides from Tygart River Outfitters; advertising and food will be covered by Rivers.

**We ask a contribution of $300-500 to help cover these expenses.**

Checks should be made out to: MLPA with “water celebration” as a notation in the memo line.

**Contributing organizations will, of course, be identified as sponsors on the banner.**

Thank you for your consideration!

Bernard Keating, Treasurer
Mountain Lakes Preservation Alliance
July, 31, 2017

TO: All Software Systems, Inc. Maintenance Contract Customers

SUBJECT: Changes in Maintenance Contract Amounts

Please find enclosed your new maintenance contract amounts. As a reminder, the level 2 and level 3 amounts are based on your “usage” for the period 7/1/2016 through 6/30/2017. Each month, we include in our billing, a page with a header that says “Maintenance Information”. It also notes that you are not to pay that amount, but it is the value of the services you have received under your maintenance contract. If you total all those pages you’ve gotten over the past year, and divide by 12, you will see that the proposed level 2 and level 3 charges are the same as the number you calculate. We do this so that you will recognize what factors influence the price of our support. You are effectively paying this year for services you received last year. This is done in an effort to allow you to spread equal payments across the entire year, rather than having ups and downs in the amount due all year long.

If you have any questions about how these numbers were computed, please first refer to the documentation we supplied with each monthly invoice last year (the “maintenance” sheets). If you still have problems understanding the numbers, please let us know.

Please enter the level of maintenance you want for each system in the column second from the right. Also, then please initial each line. If you do not make an entry in the “2017-2018” column, we will assume you wish to continue the same level as last year.

Please also note that we have assumed most counties would continue the same level of maintenance this year as last year. The invoice for July 2017 reflects new rates for the same level of maintenance you had last year. If you determine you wish to change the level of maintenance, we will adjust the amount, and make corresponding changes to the charges for services performed in July 2017.

We look forward to bringing you additional program enhancements this year under the Level 1 terms of your maintenance contracts, and as usual are anxious to help you with all your computing needs.
Please find below the 2017-2018 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<table>
<thead>
<tr>
<th>Application</th>
<th>Level 1 Charge</th>
<th>Number of Calls</th>
<th>Level 2 Charge</th>
<th>Level 3 Charge</th>
<th>Last Yr</th>
<th>2017-18 Level of Maintenance</th>
<th>Initials</th>
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ACCEPTED: ___________________________ DATE: ___________
Please find below the 2017-2018 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

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<th>Level 1 Charge</th>
<th>Level 2 Charge</th>
<th>Level 3 Charge</th>
<th>Last Yr</th>
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ACCEPTED: ____________________________ DATE: _________
Upshur County Commission  
Upshur County Courthouse  
40 W. Main St.  
Buckhannon WV 26201

Please find below the 2017-2018 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

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<th>Level 3 Charge</th>
<th>Last Yr</th>
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Select New Level of Maintenance

Accepted: ___________________________ Date: ____________
August 2, 2017

Upshur County Commission
Terry Cutright, President
91 W. Main Street, Suite 101
Buckhannon, WV 26201

Dear Commission Members,

During the week of September 4-8, 2017, the members of the Upshur County Community Education Outreach Service (CEOS) program will be observing Upshur County CEOS week. To help celebrate, we hope to hold our annual Upshur County CEOS mini fair on the Courthouse Plaza.

We therefore request usage of the Courthouse Plaza on Friday, September 8, 2017 for the hours of 8:00 am to 3:00 pm. A copy of the Certificate of Liability Insurance for the WVU Extension Service will be provided to Carrie Wallace, County Administrator, prior to the event.

Thank you,

Craig D. Presar
WVU Extension Service
Request for Bids

Police Vehicle(s) - 1 Sedan

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located at the Upshur County Administrative Annex, 91 W Main Street, Suite 101, Buckhannon, located in Upshur County, West Virginia. Minimum specifications for bid are available upon request to trperry@upshurcounty.org or online at http://www.upshurcounty.org/government/commission_office/bid.php.

Dealers must provide a quote for a basic police package, including heavy duty alternator, battery, and suspension. Vehicle must be available within 10 weeks of bid award.

The Upshur County Commission reserves the right to award the bid for the vehicle based upon certain criteria, including but not limited to, submitted bid price, estimated time of completion, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicles.

Any and all sealed bids must be received no later than 3 p.m. on August 30, 2017 at the following address:

Office of the Upshur County Commission
Sealed Bid – Police Vehicle
91 W Main Street, Suite 101
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 10:30 a.m. on Thursday, August 31, 2017.

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.
MINIMUM VEHICLE SPECIFICATIONS

Police Vehicle(s) – 1 Sedan Vehicle

- All Wheel Drive
- 3.7 Police Calibrated
- Exterior / Black
- Rear View Camera
- Transmission / 6 Speed Auto
- Alternator / Heavy Duty (220 amp)
- Battery / Heavy Duty
- Heavy Duty Cooling System
- Power Train / Heavy Duty
- Rotors / High Thermal Capacity
- Air Conditioning
- Power Windows
- Spot Light Driver's Side
- Daytime Running Lights
- AM/FM Single CD
- Front Lamp Housing
- Full Size Spare Tire
- Wheels / Heavy Duty, Vented
- Brakes / Police Calibrated
- Speed Control (Cruise)
- Flooring / Heavy Duty Vinyl
- Seating / Front Cloth, Rear Vinyl
- Speedometer / Certified
- Front Bucket Seats
- Airbags / Front and Side
- Warranty / 3 Years – 36,000 Miles
REQUEST FOR PROPOSALS
REPLACEMENT OF A PORTION OF THE UPSHUR COUNTY COURTHOUSE AND ANNEX
SURVEILLANCE SYSTEM AND SUPPORTING EQUIPMENT

Project Location:  Upshur County Courthouse, 40 West Main Street, Buckhannon, WV 26201 and
Upshur County Courthouse Annex, 38 West Main Street, Buckhannon, WV 26201

The Upshur County Commission is seeking bids for the replacement of a portion of their video surveillance
system. A mandatory pre-bid conference will be held on Thursday, August 31, 2017 at 1:00 pm in Room 301
of the Courthouse Annex.

Any and all sealed bids must be received no later than 4:30 p.m. on
Wednesday, September 20, 2017 at the following address:

Office of the Upshur County Commission
Sealed Bid – Security System
91 W. Main St., Suite 101
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened and read aloud by the Upshur County
Commission during their regularly scheduled meeting at 9:15 a.m. on Thursday, September 21, 2017 in the

A scope of work will be provided during the pre-bid meeting and may also be obtained online at
http://www.upshurcounty.org/government/commission_office/bid.php. Questions can be directed to the
County Commission office by calling (304) 472-0535 x.2, or e-mailing trperry@upshurcounty.org.

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive
any informality during the bidding process. This project is being made possible by generous support of the
West Virginia Courthouse Security Grant.
STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, **August 2, 2017.**

On August 2, 2017, it appearing to the Clerk, that it has been more than two months since the death of **Thomas Ray Shipley,** deceased, and upon the motion of **Kristina N. Christenson,** daughter and one of the legal heirs of **Thomas Ray Shipley,** deceased, does hereby request the Sheriff of Upshur County to serve as Administrator of the Estate of **Thomas Ray Shipley,** deceased; therefore, in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it is ordered that the Sheriff of Upshur County serve as Administrator of the Estate of **Thomas Ray Shipley,** late, a resident of Union District, of Upshur County, West Virginia.

**TESTE:** [Signature]

CLERK
STATE OF WEST VIRGINIA:
In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, August 2, 2017.

On August 2, 2017, it appearing to the Clerk, that it has been more than two months since the death of Rodney Wayne Landis, deceased, and upon the motion of Tiffany Landis, daughter and Dustin Landis, son and legal heirs of Rodney Wayne Landis, deceased, does hereby request the Sheriff of Upshur County to serve as Administrator of the Estate of Rodney Wayne Landis, deceased; therefore, in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it is ordered that the Sheriff of Upshur County serve as Administrator of the Estate of Rodney Wayne Landis, late, a resident of Washington District, of Upshur County, West Virginia.

TESTE: [Signature] CLERK
August 8, 2017

County Commission of Upshur County  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

RE: Employment status change for Quayla Bennett, Deputy County Clerk  
Advertisement for Deputy County Clerk

Dear Sirs:

Please be advised that Quayla Bennett has made the decision to resign from her full-time position as a Deputy County Clerk. Her last day of fulltime employment was on August 4, 2017. However, in speaking with her she indicated that she is willing to work a limited number of hours to help with scheduled vacations and the training process. I would ask that you change her employment status to part-time, working an average of less than 12 hours per week.

I am also requesting your approval to hire a replacement fulltime Deputy County Clerk. Included for your approval is a copy of the advertisement.

Thank you for your consideration and if you have any questions, please do not hesitate to contact me.

Sincerely,

Carol J. Smith  
Upshur County Clerk

Heartland of West Virginia
DEPUTY COUNTY CLERK
Upshur County Clerk

The Upshur County Clerk is accepting applications for a Deputy County Clerk. This is a full-time benefited position. The salary will be based upon qualifications. Responsibilities include, but are not limited to the following: general Deputy County Clerk duties, taking and transcribing meeting minutes, indexing minutes, letter writing, and data entry. Knowledge of spreadsheets and mail merge is beneficial. Individuals may obtain an application from the County Clerk’s Office located on the first floor of the Upshur County Courthouse, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Applications will be accepted until the close of business on September 8, 2017. Please send completed application, resume and letter of interest to:

Office of the County Clerk
Carol J. Smith, County Clerk
40 West Main Street, Room 101
Buckhannon, WV 26201

Applicant must be well organized, able to work with minimal supervision, work well with the public, and be proficient in Microsoft Office.

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age or disability. Upshur County has established a drug free and tobacco free work environment.
Part-time Executive Director
Tri-County Visitation and Exchange Center

Tri-County Visitation and Exchange Center is accepting applications for the part time Executive Director position. The Director is responsible for the day to day operation of the program, the achievement of program goals, the maintenance of interagency and community relationships, and fund raising to support the program. Weekly supervision is provided by Tri-County Visitation/Exchange Centers Board of Directors via email or phone.

Additional responsibilities include:

Setting up and maintaining scheduling of staff and visits/exchanges for clients on a monthly basis, Securing training opportunities for staff members, including making all the travel arrangements, Providing timely responses to phone messages on a daily basis, Working with the Tri-County Visitation/Exchange Board, Family Services Protection Board, and other agencies throughout the community, Reporting to the Boards on accomplishments, developments, and activities, Promoting and facilitating utilization of the centers by Family Court, Attorneys, DHHR, and others, meeting all reporting requirements for current grants and involvement in seeking out future grant opportunities for the program. Experience writing and managing grants is preferred.

Interested individuals can obtain an application online at http://www.upshurcounty.org/government/commission_office/job_postings.php. Applications will be received until the position is filled. There will be a background check done on each applicant.

Please send applications to the following address:

Tri-County Visitation and Exchange Center
111 Court Ave
Weston, 26452

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age or handicap. Upshur County has established a drug free and tobacco free work environment
To: Upshur County Commission

Date: July 31, 2017

To whom it may concern,

We would first like to thank you for allowing us the use of your property the past several years. We did mow the Brushy Fork property this spring, however have not been able to utilize the property. This property is in a flood zone and when it rains is unusable. We have made several attempts to try and make this property useable but it truly is not feasible for our organization. At this time we would like to terminate our lease with the county for the Brushy Fork Property.

Thank You,

Jason Westfall, President of UCYB
RE: Blasting Operations
Permit No. S-2006-04
Permit No. Q-2006-14

Dear Sir or Madame:

Notice is hereby given that Nesco, Inc., 709 Middletown Road, Fairmont, WV 26554, (304) 534-5276, surface mine permit No.S-2006-04 and quarry permit No. Q-2006-14, situated in Meade District of Upshur County, approximately 2.3 miles northeast of Adrian (nearest Post Office), West Virginia, will be conducting blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection. Blasting activities will occur Monday through Saturday from “sunrise to sunset”. No blasting shall be conducted on Sunday. Blasting is to commence on August 23, 2017 and continue through August 24, 2018.

Ten minutes prior to and immediately after each blast, all access to the specific area will be safeguarded from unauthorized entry. The warning signal prior to each blast shall be from a horn, air horn or siren audible to at least one half mile from the blast. The warning will be given three (3) minutes prior to detonation and will consist of three (3) short warning signals of five (5) seconds duration with five (5) seconds between each signal. The all clear signal shall be one long warning from a horn, air horn or siren, of twenty (20) seconds duration.

Blasting shall be conducted in such a way so as to prevent adverse impacts to the public or the environment.

Blasting activities will not be conducted at times other than those announced in the blasting schedule except in the event of an emergency situation where rain, lightning, or other atmospheric conditions, or operator or public safety requires unscheduled detonations.

Respectfully,

Nesco, Inc.
The Honorable Terry Cutright  
President  
Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, West Virginia 26201

Dear Commissioner Cutright:

I am pleased to inform you that I have approved a Community Corrections (CC) program grant award, to the Upshur County Commission in the amount of $180,000. These funds will be utilized for the continued operation of a community corrections program in Upshur and Lewis Counties.

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  
cc: Rodney Rolenson
NEWSLETTER
JULY – SEPTEMBER 2017
UPSHUR-BUCKHANNON HEALTH DEPARTMENT
15 North Locust Street, Buckhannon, WV 26201
(304)472-2810

VISION: ENSURE A SAFE, HEALTHY ENVIRONMENT FOR ALL WHO LIVE, WORK AND PLAY IN USPHUR COUNTY.

MISSION: PROVIDE QUALITY HEALTH, ENVIRONMENTAL AND THREAT PREPAREDNESS SERVICES THAT ARE ACCESSIBLE TO ALL BY PARTNERING WITH OUR COMMUNITY.

From the Desk of the Administrator: Linda S. Sanders

What is Public Health?
Public health connects us all. It is the science of protecting and improving the health of families and communities through the promotion of healthy lifestyles, research for disease and injury prevention and detection and control of infectious diseases.

The Upshur-Buckhannon Health Department is concerned with protecting the health of our county and trying to prevent problems from happening or recurring through implementing educational programs or administering services in the community.

We strive to assist the community to protect people’s health and safety and provide credible information to enhance health decisions, and improve health through strong partnerships. Public health encompasses a wide range of health threats; including infectious and chronic disease, food and water safety, bioterrorism, and environmental hazards.

Our environmental department fosters a safe and healthful environment by inspecting food service establishments, campgrounds, mobile home parks, schools, water wells, and septic systems to assure it is safe to eat and live in the county. The sanitarian investigates complaints and provides leadership and training on safe food handling practices.

The medical staff investigates reported infectious diseases and foodborne outbreaks, do immunizations on children and adults, do testing and treatment for tuberculosis and STD and HIV. We now bill insurance companies for services.
Our Threat Preparedness Coordinator has updated all our plans to address threats and disaster that may happen in our county and staff has been trained to respond.

The department cooperates with other community agencies to conduct a Community Health Needs Assessment and assists with the plan to address the top three problems identified by this process. The board recently voted to update the Clean Indoor Air Policy and information is available at the office on what changes will be made.

We are still working on our Strategic Plan and will have a new logo within the next month. Our health department is for Everyone and our goal is to do our best to protect the health of Upshur County.

FROM THE DESK OF CHRISTI EICHER, RN

Tick-borne Infection Prevention Checklist

Reduce your risk of tick-borne disease this spring and summer by following these tips:

Be aware that ticks are most commonly found from April–September in grassy, brushy, and/or wooded areas with shade.
☐ Ensure family pets are under the care of a veterinarian and are receiving a preventative tick treatment
☐ Consider tick-safe landscaping methods such as a 3-foot boundary of wood chips or gravel to reduce ticks crawling into yards or playgrounds *
☐ Use an insect repellent such as DEET at concentrations of 20% to repel ticks; parents should assist children in application of any repellent.
☐ Wear light-colored clothing when spending time outdoors to spot crawling ticks more easily.
Stay in the center of trail areas helps to avoid questing ticks when hiking.

Take a shower within 2 hours of being in a tick habitat

Be aware that ticks can be about as small as a poppy seed and can easily be missed.

Perform a full-body tick check using a hand mirror helps to identify crawling or attached ticks after spending time outdoors; parents should assist children in performing tick checks.

The following areas are key areas to check when looking for ticks on the body:

- under the arms
- in and around the hair line
- in and around the ears
- between the legs
- inside the belly button
- around the waist
- back of the knees

Check with your healthcare provider before traveling to another country to find out if additional precautions are needed.

If an attached tick is identified on the body, it should be removed by (1) grasping the tick as close to the skin as possible with tweezers and (2) applying steady upward pressure.

FROM THE DESK OF DR JOSEPH REED, MEDICAL DIRECTOR

HOW TO “BANG THE BUCK” IN HEALTH CARE

1. Don’t use tobacco! A pkg./day at $5.00 a pack costs $73,000.00 over 40 years and 14 years of life. Tobacco smoke contains at least 69 chemicals that may contribute to cancer. 90% of lung cancer is relate to smoking.

2. Age 11-26 get HPV vaccine to prevent cancer of cervix, penis, head and neck (available at your physician, the health department or school health clinics.

3. When you have a health care appointment, write down your questions and give the list to the person that checks you in to give to the doctor; keep a copy so you make sure your questions are answered. Write down any answers difficult to remember.

FROM THE DESK OF GUATEMALA LEICHLITER

Patriot Day, September 11, 2017

Most of us reading this will be old enough to remember September 11, 2001. You probably remember where you were and how you heard the news. The tragic pictures forever seared into our minds. People went to work that day, just like any other day. But in just a few short hours their families and our country would never be the same. After two hijacked planes crashed into the Twin Towers, one plane into the Pentagon and a fourth plane that passengers took control and crashed, the death toll from all this would be almost 3000. The events of September 11, 2001 caused Americans to promise, “We will never forget.” We should never forget the fallen ones or the heroic actions of others. While the scars remain, for the most of us out lives have returned to what they were before 9-11. But for many their health and lives will never be the same.

On Patriot Day flags are flown half-staff at the White House and other government buildings. A moment of silence is observed at 8:46 am the time the first plane struck the north tower of the World Trade Center. Different organizations hold special ceremonies across the nation.

On this September 11, we could all take a few minutes to remember the ones that lost their lives that day and the families they left behind and the ones that were injured. We should also be thankful for our freedom and all the things we sometimes take for granted. September, 11, 2017 we personally should try to recognize the losses our nation suffered that day and the sacrifices our first responders, rescue workers, and armed forces made and do make every day to maintain our freedom.

FROM THE DESK OF CHRIS GARRETT, REGISTERED SANITARIAN
We all enjoy the warm weather that summer brings. Many of us take advantage of this warm weather and engage in summer grilling and eating activities. However, warm weather can also present food safety challenges that can cause foodborne illnesses. Here are some important food safety tips that will keep you and family safe while enjoying grilling and other summer eating activities.

Meat products, especially beef, are the most common grilled food items. It is extremely important to properly cook these items to the correct temperature to prevent foodborne illness. Cook raw meat products to the following internal core temperature for 15 seconds:

- Chicken and Poultry- 165 F
- Ground Beef or Pork- 155 F
- Whole Pork, Beef, and Fish Steaks- 145 F

- To properly check food temperatures, purchase a food thermometer capable of taking internal temperatures. Food thermometers are inexpensive, around 5 dollars, and can be purchased at most local grocery stores.

- Bacteria and viruses can spread easily through your hands. Wash hands thoroughly and often, especially after handling raw meat or touching your face. Wash with hot water and soap, up to your wrists and between your fingers for approximately 20 seconds.

- Clean all counters, cutting boards, knives, and utensils with soap and water after contact with raw meat. Bacteria can be transferred from food preparation surfaces to ready-to-eat foods through cross contamination. So, remember to clean these surfaces when switching between contact with raw and ready-to-eat foods.

- Wash all fresh produce with potable water to remove bacteria and dirt.

- It is important to keep foods that spoil quickly (potential hazardous foods) at the proper holding temperature. Allowing potentially hazardous foods to remain in the temperature danger zone for extended periods of time is the leading cause of bacterial foodborne illness. Warm summer weather can increase this risk. Cold foods should be maintained at 41 F or below and hot foods should be stored at 135 F and greater.

- These simple summer food safety tips can help keep you and your family safe from foodborne illness while enjoying your summer. For more food safety information, please visit [www.foodsafety.gov](http://www.foodsafety.gov), or contact the Upshur-Buckhannon Health Department.

FROM THE DESK OF PATRICIA THRASHER, THREAT PREPAREDNESS

**Autism Awareness**

Autism and the meltdown
The meltdown might occur from a want not being metro even inability to adapt to a change in the environment, however once a certain point is reached in the meltdown, nothing will be able to satisfy the child until the situation is over. This complete loss of behavioral control can leave even the most experienced parent feeling stressed. Meltdowns can be loud, frustrating and risky at times, leaving both parent and child exhausted.
If you come upon what looks like a meltdown, look at the parent, and ask “how can I help?”

The parent may just say “we will wait this out’ or ”help me get to my car”.
He or She will appreciate your patience and awareness.

**Awareness is necessary**

FROM THE DESK OF ARLENE HARPER

Here's your yearly reminder to keep aluminum foil off the grill
Honestly, most of us cook with aluminum foil without really giving it a second thought, even though in the back of our minds, we probably vaguely remember hearing somewhere that it’s not the wisest thing to do. Still, we wrap those baked potatoes, grill our fish and line baking pans with foil on a regular basis. But it’s really time to stop.

Information from a study from 2012, aluminum can leach from the foil into your food. It’s especially true for spicy and acidic foods, which is troubling considering how many of the foods we cook and grill in the summer are drenched in spicy, vinegary marinades.

This is scary, because excessive aluminum intake can wreak havoc on your health. Results of the study show, "High concentrations of aluminum have been detected in brain tissues of patients with Alzheimer's disease. Aluminum reduces the growth rate of human brain cells." At the end of the day, the researchers say, "The aluminum health effects are far too vast to even be summarized."

To make sure your food doesn't come in contact with the aluminum foil, line the foil with parchment paper first. This way you still get to enjoy the versatility and durability of foil, especially when cooking over high heat on the grill, but your food isn't touching the foil itself, so no aluminum can leach into it.

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School will start on Monday, August 14th in Upshur County. Does your child have all the immunizations they need to start school for the first time? Is your child entering the seventh grade this year; proof of a booster of Tdap is required or a dose of Tdap. They must also have at least their first dose of Meningitis vaccine. Immunizations are very important to protect the health of your child and prevent the spread of disease. A child entering the twelfth grade must have their second dose of Meningitis vaccine.

If your child is eligible for VFC vaccine, you can come to the Upshur-Buckhannon Health Department and receive free vaccines for your child. If you have insurance, we can bill for private vaccines. Immunization are given on Monday - Friday between the hours of 8:30 am – 4:00 pm. Call us to verify if a nurse is available at (304)-472-2810 and to find out what vaccines are available and what your child needs to start school.

Our Office Hours are 8:30 am to 4:30 pm Monday through Friday. We are closed on all legal holidays. Please call (304)472-2810 to verify nurse availability before coming into the office.

Contact information for our employees:
- Linda S. Sanders, Administrator - linda.s.sanders@wv.gov - Extension 305
- Susan H. McKisic, Nurse Director - susan.h.mckisic@wv.gov - Extension 306
- Arlene F. Harper, OA II - arlene.f.harper@wv.gov - Extension 302
- Libby E. Leichliter, OA II - guatemala.e.leichliter@wv.gov - Extension 301
- Chris Garrett, Registered Sanitarian - william.c.garrett@wv.gov - Extension 303
- Christi Eicher, Staff Nurse - christi.r.eicher@wv.gov - Extension 304
- Patty Thrasher, Threat Preparedness Coordinator - patty.a.thrasher@wv.gov - Extension 307

Our Board of Directors consists of: Charliena Eubank, Larry Carpenter, Amy Rohr-Queen, Michael Livesay, and Teresa Kee. The Medical Director for the agency is Dr. Joseph B. Reed.

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The Board of Health voted to amend the Upshur County Clean Indoor Air Policy at their meeting on May 4, 2017. Copies of the proposed changes can be obtained at the agency office at 15 North Locust Street. Written comments about these changes can be sent to the Administrator until Thursday, August 31, 2017 at 4:30. Oral comments will be heard at the next board meeting on Thursday, September 7, 2017 at 6:00 pm. Each speaker must pre-register with the Administrator no later than Tuesday, September 5th at 1:00 pm by calling 304-472-2810.
SATURDAY, SEP. 19TH
JAWBONE PARK, BUCKHANNON WV

H.A.H.A.
HOPE AND HELP ASSEMBLY
A. Call to Order
   A.1 Moment of Silence
   A.2 Pledge to the Flag of the United States of America
   A.3 Mayor’s Greetings

B. Recognized Guests
   B.1 Dr. Joseph Reed- Proclamation- Green Bean Stroll
   B.2 Andrew Nesselroade-Proclamation-BU New School Record
   B.3 April Keating -Water Celebration
   B.4 Maria Bray-Dog Park Committee Update

C. Department and Board Report
   C.1 Fire Chief-James Townsend
       .Official Oath: Probationary Fire Fighters Tanner Smith & John Brugnoli
   C.2 Finance Director- Amberle Jenkins
   C.3 City Attorney- Tom O’Neill
   C.4 Public Works Director- Jerry Arnold
       .Fall Fest Event
       .Recreation Complex

D. Correspondence & Information
   D.1 Letter to CSX re: RR Crossing at 31 N. Locust Street
   D.2 Letter of Agreement Trader’s Alley Project- John Moss
   D.3 Letter of Agreement Parking Lot Landscape Project-Ameriprise

E. Consent Agenda
   E.1 Approval of Minutes – Regular 07-20-17, Special Joint w/Sanitary 7-20-17, Special 07-27-17
   E.2 Approval of Building and Wiring Permits
   E.3 Approval of Payment of the Bills
   E.4 Miss Piggies BBQ, LLC Zoning Form to WVABCA
   E.5 WVWC Student Move-in Day -Traffic Pattern Meade Street

F. Strategic Issues for Discussion and/or Vote
   F.1 Draft Ordinance No. 419 Sewer Rate Increase
   F.2 Additional Funding for Downtown Holiday Banners
   F.3 City Properties Surveying Bid Opening Results
   F.4 Discussion/Approval Information & Grants Coordinator- Programs Facilitator Position
   F.5 Formalize Membership Preservation Alliance of WV Historic Theatre Trail
   F.6 Request St. Joseph’s Hospital –Alley Exchange
   F.7 Discussion & Possible Action- Deed of Dedication Gate Street- John Moss
   F.8 Resolution 2017-10 Budget Revision #2 GF fy 2017-18
   F.9 Resolution 2017-11 Heating/Cooling/Charging Stations –HMGP Update
   F.10 Discussion & Possible-Letter Lease Agreement WVWC & COB Re: Dog Park
   F.11 Benefits of Participation in Fire Accreditation-CFAI

G. Comments and Announcements
   G.1 Mary Albaugh
   G.2 Pamela Cuppari
   G.3 CJ Rylands
   G.4 Robbie Skinner
   G.5 David Thomas
   G.6 Susan Alois

H. Mayor’s Comments and Announcements
   H.1 Article: How Hiking Could Help Change the Fate of Rural Appalachia https://www.outsideonline.com
   opioid-epidemic
   H.3 Article: Deborah Dorland: http://www.register-herald.com/flood/drawing-with-the-left-richwood-artist-
continues-to-thrive/article_5c709ea3-1198-35b0-9745-7b0a6df3940s.html
   H.4 Article: http://wwwpublic.org/post/cities-explore-compassion-economic-driver#stream/

I. Adjournment

POSTED 08-02-17
# ELKINS ROAD PUBLIC SERVICE DISTRICT
## Agenda

**Meeting** Regular Monthly Meeting  
**Start Time** 6:30 PM  
**Date** Tuesday, August 8, 2017  
**Place** P.S.D. Office  
4538 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; Billing Clerk - Sharon Burr;  
Recognize Current Customers  
Approval of Minutes - July 11, 2017 Regular Monthly Meeting  
Treasurer Report/Payment of Bills for August/bal of July Invoices  

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<th>ITEMS FOR DISCUSSION</th>
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| Tetrick & Bartlett  
Audit and PSC Annual Report  
Preparation and Costs  
Phase III Extension Project Update  
Chapman Technical Group-Contract Amendment  
Tank Inspections  
Land for New Office Building  
Discuss options/locations/advertising  
Maintenance Report  
Personnel  
Reviews  

**Date & Time of May 2017 Meeting** - Tuesday, September 5, 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 Prepared by Office Manager July 27, 2017  
Prepared by Board Chair and Office Manager July 27, 2017  
Posted and Available to the Public on August 4, 2017
Buckhannon-Upshur Airport Authority Agenda
Buckhannon-Upshur Airport Authority–Upshur County Development Office
Thursday, August 10, 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
     o Approval of authority to transfer funds from general fund account to payroll account as required (estimated at $7,000.00) for payroll expenses between 08/09/2017 and the next regularly scheduled Authority meeting on 9/14/2017.
     o Approval of payment of Fire Protection Service Fee 2017 Ticket #3294 ($50.00) & Ticket #3293 ($50.00)
   • Secretary’s Report – Rich Clemens, Secretary
   • Engineering Reports – Chapman/Technical
     o FAA reimbursement request no. 1 for the terminal building grant.
   • 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
AGENDA
UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING

Monday, August 14, 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 July 10, 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. Audit Requirements, Solicit Proposals---

3. ________________________________________________

New Business:

1. Paper Shred Event in September---

2. Financial Support- WV DEP 42nd Annual Youth Environmental Conference at North Bend State Park, Sept. 29 to Oct. 1, 2017

3. FY 2018 SWMB Grant Award Acceptance ---

4. ________________________________________________

Board Member Comments:

Meeting Adjournment:

NEXT MEETING: September 11, 2017 – (Regular Schedule)
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, August 15, 2017
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---July 18, 2017

Public Questions/Comment Period

Election of Officers

Review/change of meeting date/time

Report from Fire Fee Clerk on Collections and/or Operational Procedures
  - Cumulative report
  - Tax Deputy Incentive

Review/acceptance of contract for Software Systems

Financial Matters/Items
  ➢ Bank Statement---Checking Account Balance as of 07/31/2017---$68,397.16
  ➢ Disbursement from Chief Tax Deputy for July---$TBD prior to meeting

Payment of Bills/Invoices
  ➢ Software Systems Invoice #30712---$482.50---Maintenance Charge July & upload 2017 Fire Fees
  ➢ County Commission reimbursement---Postage: April, May, and June 2017---$155.14
  ➢ Ralston Press---Printing and Mailing 2017 statements---$8,247.63

Review of Financial Statements of Rock Cave, Washington District, and Buckhannon VFDs

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---September 19, 2017---Adjournment