Upshur County Commission
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: August 17, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- August 10, 2017

Scheduled Appointments:

9:15 a.m. Seth Blake, Pool Director — Provide end of season report for Buckhannon-Upshur Recreational Park

9:30 a.m. Rocky Hebb, Prevention Resource Officer — Further discuss the purchase of a K9 Officer to assist in his PRO duties at Buckhannon-Upshur High School. Corporal Hebb initially appeared before the Commission regarding this matter on June 8, 2017.

9:45 a.m. Chris Barron on behalf of the Upshur County EMS and Volunteer Fire Departments — Requesting a monetary or prize donation for the upcoming Fire Safety Fair scheduled to take place on October 7th, location to be determined.

10:00 a.m. David Godwin, Prosecuting Attorney — Discuss settlement option 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 July 27, 2017.

Items for Discussion / Action / Approval:

1. Approval and signature of correspondence to April Perry, Executive Director of the Buckhannon Housing Authority, offering support in changing the current numbering system to be in accordance with WV E911 guidelines. The current numbering system for the complex does not provide for easy identification to promote the health, safety and welfare of the citizens of Upshur County relevant to emergency service dispatch.


4. Approval of “Request for Proposals” for a new duress alarm system. A mandatory pre-bid conference will be held on Thursday, September 7, 2017 at 1:00 pm. Sealed bids must be received no later than 4:30 pm on September 27, 2017 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, September 28, 2017.
5. Approval and signature of FY 18 WV Community Corrections Grant Contract Agreement, Resolution, Certifications and Standard and Special Terms and Conditions. The grant award is in the sum of $180,000 to be used for the continued operation of a community corrections program in Upshur and Lewis Counties.

6. Correspondence from Joseph F. Fealy announcing his resignation from the Buckhannon Upshur Parks and Recreation Advisory Board, effective August 13, 2017. Mr. Fealy was appointed to the Board by the Upshur County Commission and this term is set to expire on June 30, 2018.

7. Correspondence from JC Raffety announcing his resignation from the Upshur County Senior Center Board as Commission appointee, effective immediately.

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)

1. Correspondence from Peter E. Brown, VP Operations Mid-Atlantic Region Altice, USA, on behalf of Suddenlink, informing Franchising Authorities that Altice will be introducing two new residential video packages to provide more simplified, streamlined offerings for consumers, effective August 14, 2017.

2. Lewis-Upshur Animal Control Facility Adoption Financial Transactions for the month of July 2017

3. Upshur County E911 Communication Reports --- July 2017
   • Monthly Call Summary Report
   • Monthly Department Summary Report
   • Monthly and YTD Wrecker Report

4. Newsletters and/or Event Notifications:
   • Ribbon Cutting Ceremony at TATEEP Unique Boutique on August 21st at 1:00 p.m.
   • Solar Eclipse Event from 1:00 p.m. to 4:00 p.m. on August 21st at the Chapel Oval of Wesleyan’s Campus
   • Chronic Condition Self-Management Workshop-Training from 6:30 p.m. to 9:00 p.m. beginning September 8th at the Ellamore Fire Department
   • Upshur County Family Resource Network August Newsletter

5. Agendas and/or Notice of Meetings:
   • Upshur County Safe Structures and Sites Enforcement Board August 10, 2017
   • Upshur County Family Resource Network August 14, 2017
   • City Council of Buckhannon August 17, 2017
   • Buckhannon-Upshur Chamber of Commerce August 21, 2017
6. Meeting Minutes:
   - Upshur County Family Resource Network May 8, 2017 Page 46-47
   - Upshur County Family Resource Network June 12, 2017 Page 48-49
   - Upshur County Family Resource Network July 10, 2017 Page 50-51
   - Upshur County Solid Waste Authority July 10, 2017 Page 52-55
   - Elkins Road PSD July 11, 2017 Page 56-58
   - Adrian PSD July 20, 2017 Page 59

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
   - 08/22/17 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
   - 08/16/17 12:00 p.m. Lewis Upshur LEPC — Upshur location
   - 08/23/17 10:00 a.m. James W. Curry Advisory Board
   - 08/17/17 3:00 p.m. Upshur County Farmland Protection Board
   - 08/28/17 6:00 p.m. Upshur County Fire Fighters Association
   - 08/09/17 7:00 p.m. Buckhannon River Watershed Association - Board of Directors
   - 10/23/17 11:00 a.m. Region VI Local Elected Officials – Annual Meeting
   - 08/28/17 10:00 a.m. Mountain CAP of West Virginia, CDC
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

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

Next Regular Meeting of the Upshur County Commission
August 31, 2017 — 9:00 a.m.
Upshur County Courthouse Annex

***The Regularly Scheduled Commission Meeting on August 24th has been CANCELLED***
August 17, 2017

Buckhannon Housing Authority
April Perry, Executive Director
23 ½ Hinkle Dr
Buckhannon, WV 26201

Dear Ms. Perry:

It is my understanding that you met with representatives from the City of Buckhannon, Addressing & Mapping Office, EMS, 911 Communication Center, Office of Emergency Services and the United States Postal Service on Tuesday, August 8th to discuss the renumbering of the apartments and various buildings located within the Buckhannon Housing Authority complex.

The current numbering system for the complex does not provide for easy identification to promote the health, safety and welfare of the citizens of Upshur County relevant to emergency service dispatch as is the purpose of our entire 911 Addressing & Mapping Project and Ordinance. In order to resolve this issue and provide more efficient emergency response to your residents, the Commission offers its support in changing this numbering system in accordance with WV E911 guidelines which implement the Federal Postal Addressing Standards and Property Numbering Standards.

If you should have any questions or would like to discuss further, please contact the Office of the Upshur County Commission at the number listed above.

Sincerely,

Terry B. Cutright
Commission President

An Equal Opportunity Employer
Upshur County Emergency Operations Plan Functional Annex
Natural Gas Pipeline Emergency Response

Approval Signatures

Brian Shreves, Director
Upshur County Office of Emergency Management

Doyle Cutright, Director
Upshur County E 911 Communications Center

Kimbra Wachob, Asst. Director
Upshur County E 911 Communications Center

Terry Cutright, President
Upshur County Commission

David Corfman, Sheriff
Upshur County

Date

8/1/17

8/1/17

8/1/17

8/8/2017
Approval Signatures

Rick Harlow, President
Upshur county FF Association

James Townsend, Chief
Buckhannon Fire Department

Gloria Burr, Director
Upshur County EMS

7/31/17
Date

7/31/2017
Date

7/31/17
Date

Alan Coberly
ARC

Date
Upshur County Emergency Operations Plan
Functional Annex

Natural Gas Pipeline Emergency Response

Created June 2017
Natural Gas Pipeline Emergency Response

Local Coordination:
- Upshur County Office of Emergency Management
- Upshur County E 911
- Upshur County Emergency Operations Center

Local Primary Response Agencies and Corporations:
- Pipeline Owner and Operator
- Upshur County Sheriff’s Office
- Buckhannon Police
- Upshur County Volunteer Fire Departments
- Buckhannon Fire Department
- Upshur County Emergency Medical Services
- Emergency Site Protection Ambulance Service

Stake Holders:
- Upshur County Government
- City of Buckhannon Government
- Upshur County Department of Health
- Local Gas Customers
- Foreign Gas Customers
- Interconnected Midstream Services

Support Agencies:
- WV Division of Homeland Security and Emergency Management
- National Weather Service, Charleston WV
- WV Region of the American Red Cross
- WV State Police and Other State Law Enforcement
- WV Department of Environmental Protection
- WV Division of Highways
- WV Fusion Center
- Pipeline and Hazardous Material Safety Administration (PHMSHA)

I. Introduction

Effective emergency response is dependent upon the coordination and cooperation of emergency management, emergency communications, police, fire, emergency medical services and various other public, private, and non-profit organizations that may be called upon to perform duties in an emergency situation. Each incident may differ by type, and impact, but the basic responsibilities of
the involved organizations remain the same. The following plan is established to ensure effective emergency response in a rural setting. This plan utilizes the National Incident Management System (NIMS) and the Incident Command System (ICS)

A. Purpose

The goal of the Annex is to provide agencies within Upshur County with the information needed to assist them with the response and recovery of a Natural Gas Pipeline Emergency. This plan will serve as an Annex to the existing county Emergency Operations Plan.

B. Scope

The scope of this annex describes the responsibilities and activities of local first responders, private agencies and industries for providing pipeline incident response services in Upshur County.

II. Situation and Assumptions

A. Situation

Natural gas pipelines are located throughout Upshur County. There are essentially three major types of pipelines along the transportation route: gathering systems, transmission systems, and distribution systems.

- Gathering pipeline systems gather raw natural gas from production wells.
- Transmission pipeline systems transport natural gas thousands of miles across many parts of the continental United States.
- Distribution pipeline systems distribute natural gas to homes and businesses through mains and service lines.

Except for gas service lines, the pipe used in natural gas pipeline systems can range in size from 2 inches to 42 inches in diameter; gas service lines are generally from ½ inch to 2 inches in diameter. Natural gas gathering and transmission pipeline systems are constructed from steel pipe. However, natural gas distribution systems have been constructed from many different materials including cast iron, steel, copper, and plastic pipe. Plastic pipe is most commonly installed today for gas distribution systems. Natural gas pipeline systems are owned and operated by many different companies. This Annex is intended for emergencies on these ‘systems’ which can easily cascade into large incidents as opposed to incidents after the private gas meter which are handled routinely by the Emergency Services Sector (ESS).

General Assessment

This section provides a general assessment and overview of pipeline system incident capabilities in Upshur County.

Natural gas does not present a threat in a controlled environment; however, an accidental release could result in dangerous situations. Pipelines in Upshur County are subject to age, old standards, poor
mapping, abandonment, natural disasters, unauthorized construction disturbance, and very large diameter.

The ultimate responsibility for safeguards relating to pipelines belongs to the party owning and or operating them.

Limitations

This section also addresses limitations that may complicate the response operations. Assumptions addressed might include the following:

1. Private gas company equipment and resources located in the region will be available for use during incident response situations.

2. Resources available through local, county, state, and private mutual aid agreements will be provided for use during the incident response.

3. Resources through state and federal agencies will be provided during the recovery phase.

4. Sufficient volunteer firefighters will be available during the initial response phase to assist with operations.

III. Concept of Response Operations

This section describes how pipeline incident response operations will be conducted in Upshur County in cooperation with other jurisdictions, other services, and government agencies.

A. General

This section details the provisions for initializing and managing response tasks. It identifies who will be in charge of directing response operations and provides a general overview of how these activities will be accomplished using NIMS and ICS.

1. To ensure the necessary planning and coordination are accomplished prior to the occurrence of a pipeline incident and to facilitate the management of services during the incident,

2. It is essential to define the planning and coordination responsibility for leadership by private industry and elected officials. It is the duty of elected officials to set policy prior to major incidents, this is accomplished through regular review and updating of the Emergency Operations Plan (EOP).

3. For the safety of all private industry must work with first responders to provide realistic exercise and training under the Homeland Security Exercise and Evaluation Program (HSEEP) and also review plans by actively participating in the Local Emergency Planning Committee (LEPC).
4. All involved will operate under the National Incident Management System (NIMS) and Incident Command System (ICS).

**Lead Agencies**

Initial ‘size up’ or ‘situational assessment’ by the first units on scene is critical to the determination of the activation of any plan. Pipeline incident response beyond the capabilities of the first agency on scene will need to be a coordinated effort in Upshur County that will require an expanded Incident Command and possibly an Incident Management Team. The Incident Command is responsible for establishing operational assignments. However, this plan suggests that in the early primary response phase the following responsibilities be represented:

- Pipeline Operator: control and shutdown of the pipeline.
- Fire Service: protection of the exposure.
- Law Enforcement: protection of the population.

**Pipeline Incident Response Management**

The Incident Commander or Unified Commander(s) oversee the response phase and have command and control commensurate with their legal scope of authority over all agencies and organizations involved in response operations.

The Emergency Operations Center (EOC) Supervisor is responsible for the operations of the Upshur County Emergency Operations Center during response operations. The EOC Supervisor is normally the County Emergency Manager or his or her designee.

The E 911 Director and Assistant E 911 Director are responsible for the operations in the communication center, coordination with the EOC, and coordination with the ICP Communications Section.

**Coordination with Other Jurisdictions**

The Incident Command Post will determine the method they wish to use for coordinating response from other jurisdictions. However, if activated, the Upshur County Emergency Operations Center (EOC) will make automatic basic notifications to the region and state using secure and open systems such E-Team, Homeland Security Information Network (HSIN) and WV Situational Awareness. Partial activation of the EOC will be authorized at the request of the Incident Commander. Full activation of the EOC will be recommended to elected officials based on completeness of situational reports to the Emergency Manager.

**IV. Organizational and Assignment of Responsibilities**

**A. General For All First Responders**

1. The first arriving units must assess the situation for its potential danger to the safety and health of the population in the immediate incident area. Report an initial size up to the E 911 Communication Center.
2. Once the Incident Command has determined the end of involvement by the Emergency Services Sector (ESS), Transfer of Command to the agency or private company designated to oversee the completion of the clean-up process must be formally documented.

3. All agencies involved in the pipeline incident will maintain sufficient records to justify expenses and submit an after-action report for study and critique to improve response capabilities in the future. It is conceivable that state or federal funds will not be available to cover part or all of the expenses involved in the incident. With proper records, agencies may recover some of the funds expended in the incident through direct billing and insurance or good will monies from the pipeline operator.

4. The Incident Command is responsible for determining a Shelter-In-Place or Evacuation notification be issued. The EOC and 911 can assist using available notification systems if directed to do so.

5. Maintain and protect any evidence of a crime, especially terrorism.

6. Make early considerations of possible locations unique to large incidents such as a Perimeter, Staging Area, Helispot (Landing Zone), water supply, Hot Zone, Triage Area, Rehabilitation Camp, Media, and a Decontamination Area as needed. This information should be forwarded to the EOC and 911 and provided to other responding agencies. Include GPS coordinates if possible.

7. Develop traffic flows for area and provide this information to the EOC. Request WVDOH assistance for incidents that will exceed 2 hours.

B. Upshur County Emergency Operations Center (If Activated)

1. Will document all formal requests for state level resources on E-Team and coordinate with the Logistics Section Chief.

2. Request WVDHSEM Area Liaison to the EOC.

3. Contact Air Traffic Control at Harrison Marion Regional Airport to establish restricted airspace over the incident when so directed by the Incident Commander.

4. Notify Upshur County Board of Education if school bus travel will be affected.

5. Contact National Weather Service for a special forecast for the incident area.

C. Pipeline Operator Expectations

1. Provide a representative to the EOC

2. Provide a representative to the Incident Command Post

3. Assist in evaluation of potential impact on public health, safety and infrastructure

4. Assist in the recovery efforts
D. Utility and Public Service District Expectations

1. Determine and evaluate the effects of the incident on utilities.
2. Prepare to temporarily stop service to the area affected by the incident should it be required by the situation.
3. Provide a person to the command post or EOC to represent the utility upon request.

E. Upshur County Schools Expectations

1. If school is in session activate school COOP and Evacuation Plans
2. Turn on WV-SIRN radios and monitor Upshur OEM Talkgroup.

F. WV Region of the American Red Cross

1. Open and operate shelter(s) for evacuees should residents in community need to be evacuated.
2. Provide canteen service upon request form the Incident Commander for on-scene working personnel should incident be of long duration.
3. Provide upon request individual to the staging area with radio to represent American Red Cross and act as link to IC during incident.
4. Provide mental health services to affected residents.
5. Provide medication replacement services to affected residents.

V. Recovery Operations (Type 3 or 2 Incident)

A) While best practices suggest that recovery begins during the response phase, this is a difficult task for small agencies with limited resources. At some point the incident will become more recovery oriented and some portions of the Emergency Services Sector (ESS) will start to demobilize. At this point, if this was a large scale incident, local government and the pipeline operator will have to become more involved in recovery planning through planning meetings at the EOC. This must be decision makers or their designee authorized to speak or act on behalf of their function. While the EOC does not normally operate under the Emergency Support Function (ESF) configuration, activation of some ESF positions may be considered to give the role some defined scope as laid out in NIMS and the National Response Framework (NRF).

Planning objectives and tasks to be alert for:
1. Reunification of evacuees.
2. Joint Information Center
3. Duration of services at Pick-up-Points.
4. Preliminary Damage Assessments within first 48 hours.
5. Need and responsibility of costs for short-term shelter for those who have lost a dwelling or cannot yet return to the area. Especially if the emergency was not created by natural causes.
6. Mental health services.
7. Overtime and other costs.
9. Prolonged gas and other utility outages.
10. Debris Management.
11. Media coverage and credentialing.
12. Community outrage.
14. VOAD (Voluntary Organizations Active in Disaster.)
15. Self-dispatched and non-requested recovery groups.
16. Freelance insurance adjusters.
17. Pastoral Services.
18. Delays, closings, losses, to government services such as education.

B) Collection of Hot Wash data, 911 tapes, Incident Action Plans (IAP) and all other reports for the After Action Report (AAR) and possible legal actions must start as soon as possible with the understanding that all of this data must be protected for any future legal action. The recovery planning team must designate a person responsible for this.

C) An Emergency Declaration should strongly be considered by elected officials in large or cascading pipeline incidents to give the Emergency Manager emergency powers and have all employees set aside normal business and concentrate on the emergency at hand.

 VI. Prevention, Protection, and Mitigation

A) Related Plans and Annexes

1. Region 4 Evacuation Plan. This is the current evacuation plan for the region. This plan should be updated in 2019 to reflect any influence by new large diameter pipelines.


3. Upshur Pipeline Risk Analysis. Proposed LEPC project for 2018

4. Training and Exercise Plan (3-Year Forward) Proposed pipeline exercise series for 2018-2019


6. THIRA - Threat Hazard Identification and Risk Assessment. Each year first responder agencies should report their pipeline emergency readiness and equipment needs to the OEM for inclusion in the THIRA. This information is critical for Homeland Security Grant qualification for the state and local sub-grantees.

B) Related Preparedness Systems
Upshur County Evacuation Registry. While both the OEM and LEPC promote an Evacuation Registry or what is also referred to as a special needs registry, participation by the public is minimal. Cooperation with the pipeline companies to promote the registry in mailings, especially to those along large diameter pipelines is essential for building a valid registry.
<table>
<thead>
<tr>
<th>On-Scene Checklist</th>
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<tbody>
<tr>
<td>This checklist contains suggestions for large scale (Type 3 and 2) incidents or large diameter pipelines</td>
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<tr>
<td>Give initial scene size-up to 911</td>
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<td>Establish location for Incident Command</td>
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<td>Designate Incident Commander or Unified Commanders</td>
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<td>Identify operator/owner of pipeline</td>
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<td>Request activation of County Emergency Operations Center (EOC)</td>
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<td>Assemble a complete Incident Command Staff, activating all general and command staff consider requesting a Type 3 Incident Management Team</td>
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<td>Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.</td>
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<td>Schedule Planning Meetings as Required.</td>
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<td>Transmit a detailed Situation Report to the EOC for transmission on E Team</td>
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<td>Create Incident Action Plan</td>
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<td>Request Mutual Aid if automatic aid is insufficient</td>
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<td>Consider an initial exaggerated perimeter of 150 to 200 feet per 1 inch of pipeline diameter</td>
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<td>Example: 42 inch line initial perimeter 6,300 feet (1.2 miles) to 8,400 feet (1.6 miles)</td>
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<td>Notify elected officials if they need to declare a State of Emergency</td>
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<td>Provide for the safety, accountability, and welfare of personnel.</td>
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<tr>
<td>Establish Communication Plan</td>
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<tr>
<td>Determine if evacuation is necessary/ notify EOC</td>
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<td>Establish a Staging Area</td>
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<tr>
<td>Action</td>
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<tr>
<td>Utilize Nixle Public Warning System</td>
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<td>Notify appropriate water agencies if public water system is needed for suppression</td>
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<td>Notify WV-511 and DOH for assistance in road closings</td>
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<td>Notify EOC of all resource request.</td>
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<td>Request a Joint Information Center be Established or Designate a second PIO to work directly with the media away from the Command Post</td>
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<td>Ensure safety measures are in place</td>
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<tr>
<td>Establish a Media Staging Area</td>
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<td>Designate a Helispot (landing zone)</td>
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<td>Order Demobilization when appropriate</td>
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Recommended Minimum Evacuation Distances
For Natural Gas Pipeline Leaks and Ruptures
(Not applicable for Butane, Propane, or other Hazardous Liquids)

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<td>900</td>
<td>274</td>
<td>410</td>
<td>547</td>
<td>684</td>
<td>821</td>
<td>1094</td>
<td>1368</td>
<td>1505</td>
<td>1642</td>
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<td>1000</td>
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<td>433</td>
<td>577</td>
<td>721</td>
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<td>1154</td>
<td>1442</td>
<td>1586</td>
<td>1680</td>
<td>1947</td>
<td>2363</td>
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<td>1100</td>
<td>302</td>
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<td>605</td>
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<td>1512</td>
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<tr>
<td>1200</td>
<td>316</td>
<td>474</td>
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<td>790</td>
<td>948</td>
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<td>2096</td>
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<tr>
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<td>658</td>
<td>822</td>
<td>986</td>
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<td>512</td>
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<td>853</td>
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<td>353</td>
<td>530</td>
<td>706</td>
<td>883</td>
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<td>1600</td>
<td>365</td>
<td>547</td>
<td>730</td>
<td>912</td>
<td>1094</td>
<td>1459</td>
<td>1824</td>
<td>2206</td>
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<td>1880</td>
<td>2306</td>
<td>2820</td>
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<td>4048</td>
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<td>1800</td>
<td>387</td>
<td>580</td>
<td>774</td>
<td>967</td>
<td>1161</td>
<td>1548</td>
<td>1935</td>
<td>2428</td>
<td>2952</td>
<td>3542</td>
<td>4263</td>
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<td>795</td>
<td>994</td>
<td>1193</td>
<td>1590</td>
<td>1659</td>
<td>1866</td>
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<td>3578</td>
<td>4314</td>
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<tr>
<td>2000</td>
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<td>612</td>
<td>816</td>
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<td>4388</td>
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<td>627</td>
<td>836</td>
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<td>1672</td>
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<td>2508</td>
<td>3134</td>
<td>3761</td>
<td>4538</td>
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<tr>
<td>2200</td>
<td>428</td>
<td>642</td>
<td>856</td>
<td>1069</td>
<td>1283</td>
<td>1711</td>
<td>2139</td>
<td>2353</td>
<td>2567</td>
<td>3208</td>
<td>3850</td>
<td>4692</td>
</tr>
</tbody>
</table>

Table 1 - Evacuation Distance in Feet

The applicable leak or rupture condition is that of a sustained trench fire fueled by non-toxic natural gas escaping from two full bore pipe ends. Blast overpressure is not addressed. The distances shown in Table 1 are intended to provide protection from burn injury and correspond to a thermal heat flux exposure level of 450 Btu/hr ft². This is the accepted limit of heat exposure for unprotected outdoor areas where people congregate; as established by the US Department of Housing & Development Code 24CFR51, Subpart C, Siting of HUD Assisted Projects Near Hazardous Operations Handling Conventional Fuels or Chemicals of an Explosive or Flammable Nature. The formula used to calculate distance was taken from the Gas Research Institute Report GRI-00/0189, A Model for Sizing High Consequence Areas Associated with Natural Gas Pipelines, 2001, prepared by C-FER Technologies. That model does not take into account wind or other factors which may greatly influence specific conditions. Users are advised that the distances shown in Table 1 are considered to be "general information" only and are not intended to replace a site specific risk analysis. The Pipeline Association for Public Awareness makes no warranty with respect to the usefulness of this information and assumes no liability for any and all damages resulting from its use. Anyone using this information does so at their own risk.
Grievance Procedure for Complaints Relating to Suspected of Alleged Discrimination on the Basis of Handicapped Status in Upshur County, West Virginia

Any person (employee or citizen) who believes that he/she has been subjected to discrimination as prohibited in Section 504 of the Rehabilitation Act of 1973 and pursuant regulations at 24 CFR Part 8 published in the Federal Register on June 2, 1988, may personally or by a representative, file a complaint with the Upshur County, West Virginia, Commission. A person who has not personally been subjected to discrimination may also file a complaint.

When any person (citizen, applicant or employee), who believes he/she has been adversely affected by an act or decision by Upshur County, West Virginia, and that such act or decision was based on handicapped status, he/she will have the right to process a complaint or grievance in accordance with the following procedure.

STEP ONE: An aggrieved person must submit a written statement addressed to the Upshur County Section 504 Compliance Officer, 91 West Main Street, Suite 101, Buckhannon, WV 26201 putting forth the nature of the discrimination alleged and facts upon which the allegation is based.

STEP TWO: The Compliance Officer shall contact the complainant no later than fifteen (15) days after receiving the written statement to establish an informal meeting with the objective of resolving the matter informally. However, in no case shall the informal meeting be conducted sooner than five (5) days nor more than 45 days after receiving the written statement.

There shall be prepared a written documentary of the discussions at the informal meeting, which shall be preserved in the records of Upshur County, West Virginia.

STEP THREE: Within fifteen (15) days of the informal meeting, if no decision has been made by the Commission, or the decision of the County does not satisfy the complainant, he/she may request a hearing with the Upshur County Commission by submitting a written request to the sitting President, Upshur County Commission.

STEP FOUR: In thus discussing the grievance, the complainant may designate any person of his/her choice to appear with him/her and participate in the discussion. Upshur County shall require the President of the Commission and 504 Compliance Officer (or a 2nd designated person if the Commission President is the Compliance Officer) to participate in the discussion of the grievance, when it is brought before the Commission. The Upshur County Commission shall issue a written decision on the matter within fifteen (15) days, and the decision shall be the final procedure for the complaint at the local level.

There shall be prepared a written documentary of the discussion at the hearing, which shall be preserved in the records of Upshur County, West Virginia.

ADOPTED: August 17, 2017
Date

__________________________
Terry B. Cutright, President
Upshur County Commission

ATTEST: ____________________
Section 504 Transition Plan
Date 8/17/17

County/Municipality  Upshur County
Adopted by  Upshur County Commission

The following suggestions for improvement are taken from the Upshur County Commission Accessibility Survey Report that was conducted in August 2017. This transition plan has been organized into a working table. The name of the facility and a note of the needed improvement is recorded and followed by a suggested activity to correct the deficiency. With each recommendation there will be a target date to have the activity completed. All of these dates are assigned with the understanding that unforeseen circumstances can delay the implementation of the noted activities.

Representatives from the Upshur County Commission completed the accessibility survey on August 10, 2017. Participating were Terry Cutright, Commission President, Carrie Wallace, County Administrator & Compliance Officer and Alan Cook, Upshur County Senior Center Director.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Accessibility Deficiency</th>
<th>Recommended Activity</th>
<th>Target Date for Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upshur County Courthouse and Annex</td>
<td>Old “push to exit” buttons are still in place. These could cause confusion during a stressful situation such as a fire.</td>
<td>Remove or cover the push to exit buttons</td>
<td>9/30/2017</td>
</tr>
<tr>
<td>Upshur County Courthouse and Annex</td>
<td>Public Signs with office number and name are too high</td>
<td>Request that the Maintenance Department lower with the top line of wording being no higher than 60”</td>
<td>Unfeasible due to time and cost at this time.</td>
</tr>
</tbody>
</table>

**Conclusion**

This transition plan was designed to aid the Upshur County Commission in complying with Section 504 and ADA regulations. The renovations presented range from fairly simple to complete to difficult to complete. All goals in this plan are made with the understanding that due to the possible high cost of achieving total accessibility, only the simpler activities may be feasible at this time.

__________________________  __________________________
Chief elected official  witness
Upshur County Commission
Self-Evaluation
For
Compliance with Section 504
Of the Rehabilitation Act of 1973

Chief Elected Official:       Terry B. Cutright

Section 504 Compliance Officer: Carrie Wallace, County Administrator
                              name and title

Date:                        August 10, 2017

Before you complete this self-evaluation, you will need to consult with interested persons, including individuals with handicaps, or organizations representing individuals with handicaps, and do the initial notifications.

Checklist for Complying with Section 504 Requirements

A. Initial and Continuing Notification

You must take appropriate initial and continuing steps to notify employees, participants, beneficiaries, and applicants on the waiting list as well as anyone with impaired vision or hearing, to avoid discriminating on the basis of handicap.

1. Describe your initial notification. Example: Public Notice, Newspaper/Radio, Ads, etc...

A Newspaper Ad was published in a local paper (Record Delta, Buckhannon, WV) on October 22, 2003. An additional display ad was published on July 19, 2010 in the same newspaper.

2. How will continuing notification be made?

Additional public announcements, including advertisements, will be made declaring the County’s non-discrimination policies and its plans for upgrades in facilities and programs.

3. Describe how documentation will be recorded.

Section 504 documentation, including accessibility surveys, advertisement copies, self-evaluations, transition plans, etc., will be kept on file at Upshur County Courthouse and the Region VII Planning and Development Council Office in Buckhannon, WV.
4. Describe how you have updated your recruitment materials (i.e. flyers, brochures or other general information and advertisements). Recruitment material must contain a notice of non-discrimination of the handicapped and the availability and nature of housing assistance for handicapped individuals. Please submit an example.

The County Commission has added the phrase "an equal opportunity employer" to their letterhead. Newspaper advertisements by the County will continue to contain the non-discrimination notice within.

5. Comments (please explain if there has been no action for questions 1 through 4 and provide any other comments):

There have been no comments or complaints to date.

C. Adoption of Grievance Procedures

1. Do you have any specific grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of Section 504 related complaints?

Yes

D. What additional specific modifications of your program policies and practices are you making to ensure compliance? List modifications:

Non-discrimination notices are posted on bulletin boards throughout the Courthouse and Courthouse Annex and are also contained within our Employee Handbook of Personnel Guidelines.

E. How will your self-evaluation be made available for public inspection?

The self-evaluation will be on file at the Upshur County Courthouse and at the Region VII Planning and Development Council office in Buckhannon, in the project files. The public is invited to view all Section 504 files.

Note: Recipients must maintain on file for three (3) years: (1) a list of persons consulted, (2) a description of policies and practices examined, and (3) descriptions of modifications made.

F. If you have Moderate Rehabilitation projects under lease, please consult Sections 8.23 through 8.26 of the regulations for additional information on compliance.
G. Site Accessibility Checklist

This checklist is intended to be used as a relatively quick and easy guide to determine your office's physical accessibility. Detailed specifications for each area can be found in the Uniform Accessibility Standards (UFAS).

Comments should be made on all “No” answers, and should include alterations that can or will be made, any insurmountable obstacles to accessibility, or other relevant circumstances and considerations. (Comments in 504 transition plan)

<table>
<thead>
<tr>
<th>Site Accessibility Checklist</th>
<th>Category/Issue</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the facility have designated parking disabled spaces?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are spaces of adequate width?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are spaces marked with universal handicapped symbol?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are they near the building’s entrance?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can all rooms used for meetings or meals be reached without using steps or escalators?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If elevator use is required, are the elevators accessible?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If room changes are required between sessions, are pathways accessible?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are doorways wide enough to accommodate a wheelchair?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are restrooms wheelchair accessible?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are paths to the restrooms accessible?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are drinking fountains wheelchairs accessible?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can Public telephones be used from a wheelchair?</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Parking: parking is on a city street and city alley, neither allows proper vehicle ingress/egress for drivers. The alley parking space was added following the 2010 self-inspection to provide additional parking. There are no other areas available that meet the width requirements set forth by ADA.

H. Signatures

President, Upshur County Commission

Compliance Officer

Participant

Participant
REQUEST FOR PROPOSALS
UPSHUR COUNTY COURTHOUSE AND ANNEX DURESS ALARM SYSTEM

Project Location: Upshur County Courthouse, 40 West Main Street, Buckhannon, WV 26201
Upshur County Courthouse Annex, 38 West Main Street, Buckhannon, WV 26201
Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV 26201

The Upshur County Commission is seeking bids for a new duress alarm system. A mandatory pre-bid conference will be held on Thursday, September 7, 2017 at 1:00 pm in the conference room located in the Sheriff’s Department, Room 101, of the Courthouse Annex.

Any and all sealed bids must be received no later than 4:30 p.m. on Wednesday, September 27, 2017 at the following address:

Office of the Upshur County Commission
Sealed Bid – Duress Alarm
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 on Thursday, September 28, 2017 at 9:15 a.m. in the Commission Meeting Room, Room 301 of the Judge Jack Dowell Jennings Courthouse Annex.

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

RE: Grant Number: 18-CC-27  
Amount: $180,000.00  

Dear Commissioner Cutright:

Congratulations on your recently awarded West Virginia Community Corrections grant. To formalize your acceptance of this grant, the attached documents must be signed by the authorized official and the originals returned to my office by **Monday, August 21, 2017**.

Documents required for signature include:

1. Contract Agreement  
2. Standard and Special Terms and Conditions  
3. Resolution (signed by County Clerk)  
4. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements  
5. EEOP Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Justice and Community Services

Please be advised you will be required to revise your grant budget (pages 3 through 5) to reflect your new grant award amount and appropriate matching contribution and resubmit those revised budget pages with your signed grant contract agreement via email to Marty.A.Hatfield@wv.gov Please note, your revised budget MUST be typed, and list each individual line item in each category. Furthermore, all positions funded in the Personnel/Contractual Category must list the employee’s name (if it is a currently funded position), their individual salary, and a breakdown of all benefits for each funded position. No lump sums in any category will be accepted. Additionally, please note that contract agreements will not be processed at DJCS without the revised budget pages.

Programs should also be advised the Governor’s Community Corrections Subcommittee has agreed the West Virginia Community Corrections grant program will not fund six (6) specific types of positions. **Therefore, if you have requested in your original application one of the following staff positions, please remove those positions from your revised grant budget pages you are resubmitting to DJCS:**

---

1124 Smith Street, Ste. 3100  
Charleston, WV 25301-1323  
Phone: (304) 558-8814  
Fax: (304) 558-0391
The Honorable Terry Cutright  
August 7, 2017  
Page 2 of 2

1. Community Service Officer/Supervisor  
2. Sex Offender Supervision (or related position)  
3. Home Confinement Officer/Supervisor  
4. Lab Technician (or related position)  
5. Drug Screeners  
6. Security Officers

Additionally, be advised that building renovations and improvements are not a priority of funding for the Community Corrections Subcommittee. Therefore, please consider this condition when making revisions to your budget.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated grant Project Director in the near future. In the interim, if you have any questions concerning the contract or other enclosures, please contact me at (304)558-8814, extension 53349 or Marty.A.Hatfield@wv.gov. I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely,

[Signature]

Marty A. Hatfield  
Justice Programs Specialist

MAH/Ibm

cc: Rodney Rolenson  
Grant File

Enclosures
GRANT CONTRACT AGREEMENT

BETWEEN THE

DIVISION OF JUSTICE AND COMMUNITY SERVICES

AND

Upshur County Commission

18-CC-27

This AGREEMENT, entered into this 2nd day of August, 2017 by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", for and on behalf of the State of West Virginia, and Upshur County Commission, hereinafter referred to as "Grantee."

WHEREAS, DJCS is the recipient of Community Corrections Funds from the State of West Virginia, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds for: These funds will be utilized for the continued operation of a community corrections program in Upshur and Lewis Counties.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.

2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.

3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **July 1, 2017** and shall continue those services/activities until **June 30, 2018**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **$180,000.00** shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.

6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.

7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds no more frequently than once a month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.

8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee’s governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.

9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.

10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.

11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation here-under or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.

14. The parties agree that “notice” described in this document may be by personal service, or by certified mail, return receipt requested, and evidence of such certified mail shall be postage prepaid, return receipt requested. Notice shall be given at the following addresses:

   a. Division of Justice and Community Services
      1124 Smith Street, Suite 3100
      Charleston, West Virginia 25301-1323

   b. Grantee Mailing Address:
      Upshur County Commission
      91 West Main Street, Suite 101
      Buckhannon, West Virginia 26201

15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

Terry Cutright, President
Upshur County Commission

W. Richard Staton, Director
Division of Justice and Community Services
67. QUALITY ASSURANCE:

All DRC staff certified on the LS/CMI will participate in the Quality Assurance for Treatment Intervention Programs and Supervision (QA-TIPS) program through the WV DJCS, ORSP.

All DRC directors and staff will register with the Online Learning Management System (OLMS) and utilize the system for course registration and certification tracking as instructed by the DCJS, ORSP.

68. JUSTICE REINVESTMENT INITIATIVE TRAINING AGENDA:

All DRCs will be required to have appropriate staff certified in the Cognitive Behavioral Intervention for Substance Abuse (CBI-SA), Thinking for Change (T4C), and Effective Practices in Community Supervision (EPICS) curricula at the earliest opportunity and as seats are available. Appropriate staff for each training will be listed on training announcements. It is the expectation that once certified, DRCs will begin implementing the above referenced programs and/or practices. For information on the trainings offered please contact the WV DJCS ORSP.

69. QUARTERLY MEETINGS:

The applicant shall agree to have in attendance the Project Director and/or Program Director at quarterly meetings. These meetings will be located throughout the State. Each Community Corrections program will host a quarterly meeting; with a listing of the host sites being published by DJCS with each new funding cycle. When hosting a meeting it is the responsibility of the Program Director to make all necessary contacts, set the agenda, and facilitate the meetings.

I certify that I have read all the standard and special conditions and assurances of this grant program and agree to comply with these requirements.

X

Authorized Official Signature (Original)
RESOLUTION

The Commission of Upshur County met on ____________ (date) with a quorum present and passed the following resolution.

Be it resolved that the County Commission hereby authorizes Terry Cutright, President of the Upshur County Commission, to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Community Corrections Program.

Signed: ________________________________

County Clerk
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:
(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 833 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check here □ If there are workplaces on file that are not identified here.

Section 87, 830 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check here □ If the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE
(Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW, Washington, DC 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: 

Community Corrections Grant 55-000400

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over $500,000, in addition, please complete Section D.

Recipient's Name: Upland County Commission
Address: 91 W Main St Suite 101 Buckhannon, WV 26201
Is agency a: □ Direct or □ Sub recipient of OJP, OVW or COPS funding? □ Law Enforcement Agency? □ Yes □ No
DUNS Number: 0414DEECCQG | Vendor Number (only if direct recipient)
Name and Title of Contact Person: Cheyenne Watkins, Program Director
Telephone Number: 304-472-735 | E-Mail Address: cheyeenewa@gmail.com

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

☐ Less than fifty employees. ☐ Indian Tribe
☐ Nonprofit Organization ☐ Educational Institution
☐ Medical Institution. ☐ Receiving a single award(s) less than $25,000.

I, ___________________________________________ [responsible official], certify that
[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that __________________________ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over $500,000, in addition, please complete Section D

Print or Type Name and Title ____________________________ Signature ____________ Date ____________

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of $25,000 or more, but less than $500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (28 C.F.R. § 42.305):

I, ___________________________________________ [responsible official], certify that ___________________________________________ [recipient], which has fifty or more employees and is receiving a single award or subaward for $25,000 or more, but less than $500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

_________________________________________[organization],
g1 W Main St Suite 101 Buckhannon, WV 26201 [address].

Terry R. Cutright, Commission President

Print or Type Name and Title ____________________________ Signature ____________ Date ____________

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of $500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, ___________________________________________ [responsible official], certify that __________________________ [recipient], which has fifty or more employees and is receiving a single award of $500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over $500,000, in addition, please complete Section D

Print or Type Name and Title ____________________________ Signature ____________ Date ____________
To: The Upshur County Commission
From: Joseph F. Fealy II
Subject: Resignation from the Park and Recreation Board
Date 08/13/2017

Gentlemen,

This letter is to inform you that I am resigning from the Park and Recreation Board effective 08/13/2017. I appreciate the confidence and trust that the County Commission had in my abilities on the Park Board, but unfortunately, I can provide the amount of time needed remain on the board. It would not be fair to my fellow board member, the County Commission and Upshur County to remain on the Park Board.

Thank You.

///S///

Joseph F. Fealy
From: "Je Raffety" <hooverite48@suddenlink.net>
To: "Wallace Carrie" <cwallace@upshurcounty.org>, "trperry<trperry@upshurcounty.org>,
tbcoutright@upshurcounty.org
Cc: "Upshur Co. Senior Center" <acook@upwvse.org>
Subject: Resignation from Upshur County Senior Center Board.
Date: 8/9/2017 8:06:22 PM

It was, and has been, an honor serving on the Upshur County Senior Center Board
while as Commissioner, and later, as the Commission appointee. It was my
immediate intention to retire from public service following my term as Upshur
County Commissioner, which ended December, 2016. However, My retirement took a new
First, due to my temporary appointment as Interim Elkins, WV Chief of Police from
January 2017, thru July 2017, secondly, following a request by Elkins City Council
to remain on the EPD as a Special Investigator, which I have accepted, part-time
20-30 hours per week, and thirdly serving as a part-time contract investigator for
the WV Secretary of State, on an as needed basis.
I find that with the above commitments, it would be extremely difficult to
actively serve on the Senior Center Board and attend monthly meetings with any
regularity. The senior citizens of Upshur County deserve much better from it's
board members. Reluctantly, I must request that my resignation take effect upon
receipt of this communication, and upon action of the Upshur County Commission.
Thank you for this courtesy. - Sincerely, JC Raffety.

Sent from my iPhone
August 9, 2017

Commission President
38 W Main Street
Buckhannon, WV 26201

Dear Franchising Authority:

Effective August 14, 2017, Altice will introduce two new residential video packages to provide more simplified, streamlined offerings for consumers. All video service pricing and packages for current Suddenlink customers are unaffected by these changes, and all new and existing customers will be able to choose between both the new and existing packages. In addition, all commercial packages are unaffected as to price or channels for existing and new customers.

Specifically, starting August 14, Suddenlink, in addition to its existing residential video packages, will offer two new video tiers:

(1) a package with all the same channels as the Suddenlink SL200 tier plus the channels available in add-on Family and Movie packages. Pricing for the new package will be $20.00 in addition to the monthly price for SL200, which varies by region; and

(2) a package with all the same channels as the Suddenlink SL200 tier plus the channels available in add-on Family, Movie, and Sports & Information packages, as well as HBO and Showtime. Pricing for this new offer will be $49.00 in addition to the monthly price for SL200, which varies by region.

As always, if you have any questions please feel free to call me at 304-460-0744

Sincerely,

Peter E Brown

VP Operations Mid Atlantic Region Altice, USA
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http://upshuranimalcontrol.org/admin/ADOPTTF.html

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**Total = $2518.00**
Join the Buckhannon-Upshur Chamber of Commerce for a Ribbon Cutting Ceremony at IAEEP Unique Boutique Monday, August 21, 2017 at 1pm! 7 East Main Street
Wesleyan Clubs Hold Eclipse Watch

On Monday, August 21, West Virginia Wesleyan College’s SPACE Club, Physics and Engineering Society, and Sigma Pi Sigma, will sponsor a solar eclipse event from 1-4 p.m. in the Chapel Oval of Wesleyan’s campus. Those attending will be given a pair of eclipse glasses and instructions on how to construct a pinhole camera. A few telescopes will also be available for use.

According to NASA, North America will be privy to an eclipse of the sun on Monday, August 21. Anyone within the path of totality will be able to see a total eclipse, where the moon completely covers the sun and the sun’s tenuous atmosphere, the corona. Although this path, from Salem, OR to Charleston, SC will present a total eclipse, those not in the path of totality will still experience a partial eclipse where the moon covers part of the sun’s disk.

Buckhannon will see an 88% eclipse, starting at 1:10 p.m. The peak of the eclipse will occur at 2:37 p.m., and the eclipse will end at 3:57 p.m.

“One of the neatest ways to see the eclipse for free is to look at the shadow of a tree. As the sunlight makes its way through the leaves, the system is very similar to pinhole projection and so you will see all of the little sunbeams coming through and hitting the ground in the shape of crescents,” stated Dr. Tracey DeLaney, assistant professor of physics.

Prior to the August 21 event, DeLaney will be giving a public talk on Monday, August 14 at 6 p.m. at the Upshur County Library. The event is free and open to the public.

“I will discuss the types of eclipses, the science that observers can partake in during an eclipse, past and future eclipses, and why totality is so cool,” said DeLaney.

For more information, please contact DeLaney at delaney_t@wvwc.edu
Erica Byrd, MA
Assistant Director of Public Relations
Adjunct Instructor of Communication
Advisor, WVWC Speech & Debate Team
West Virginia Wesleyan College
59 College Avenue
Buckhannon, WV 26201

Byrd_e@wvwc.edu
304.473.8111
long-term disabilities?
high blood pressure?
diabetes?
chronic pain?
anxiety?

Chronic Condition Self-Management Workshop-Training

FREE & FRIENDLY

Nothing beats a chronic health condition like self-management!

WHERE
and
WHEN

Friday evenings
06:30-09:00 PM
start date
September 8, 2017
at the
Ellamore Fire Department
9797 Old Elkins Road

WHAT
YOU’LL
LEARN

*Goal setting/Action Planning
*Problem Solving
*Communication Skills
*Dealing with difficult emotions
*Relaxation and Stress Management

CONTACT
Joe Reed, MD 304-472-2146 jbread1@frontier.com
Mariani Didyk 304-472-1263 marianididyk@gmail.com

a Stanford University program sponsored by Healthy Bodies, Healthy Spirits WV and conducted by skilled volunteers from our community.
August

Upshur County

Family Resource Network
P.O. Box 2115
Buckhannon, WV 26201

Telephone (304) 473-1051
Fax (304) 473-0945

IMPORTANT DATES

* Rotary - Tuesday, noon at Chapel Hill
* County Commission Thursdays at 9am
* City Council: First and Third Thurs at 7pm

* Aug 1: National Night Out! Join us!!
* Aug 2: UC Tobacco Prevention Coalition at SYC at 11:30a
* Aug 2: State-wide FRN meeting at Lewis County DHRR 10a-3p
* Aug 8: Family Connections social at Bkhn City Park (rain - SYC) from 11a-1p
* Aug 9: UC Homeless and Housing Meeting at Parish House at 2pm
* Aug 10: Upshur County Breastfeeding Supp Group Meeting at SYC - 11:30a-1:30p
* Aug 10: Green Bean Day! (Aug 12 - Green Bean Stroll at Riverwalk)
* Aug 14: First Day of school in Upshur Co.
* Aug 14: UCFRN meeting at SYC at noon with pizza lunch
* Aug 14: UCPIP Team Mtg immediately following UCFRN (approx 1:30p)
* Aug 15: Intermountain Collaborative 11am at Preston County DHRR
* Aug 21: WVWC classes begin!
* Aug 23: Curry Library Advisory Board Meeting - 10 am
* Aug 24: Tri-County Visitation Meeting at Parish House at 4pm

Welcome Back
STOCKERT YOUTH CENTER ACTIVITIES

YOGA - Every Monday and Wednesday at 6:15pm. $5/session or $20/month
ZUMBA - Mondays, Tuesdays, Wednesdays 6:00 pm for ages 16 and up. $5/session or $20/month
USA MARTIAL ARTS - Saturdays at 11 am. $35/month
KARATE - Tuesdays and Wednesdays 6:30 pm - 8:30 pm. Ages 10 and up. $25/month
SYC DRILL TEAM - $35 Registration. Practice on Thursdays
ADULT FITNESS CENTER - $20/month or $5/month with another SYC class. Open 10 am - 8 pm
GUITAR LESSONS - Group & Private lessons. Call Joe at (304) 629-6688 for more information
KICKBOXING - Tuesdays at 5:30 pm and Fridays at 10 am. $5/session or $20/monthly
SYC CHEERLEADING - $35 Registration. Practice Wednesdays at 4:30 pm
BIRTHDAY PARTIES ARE FUN AT SYC - CALL TO SCHEDULE 304-473-0145

Family Connections
The next event is Tuesday, August 8th from 11am to 1pm at the Buckhannon City Park! (SYC if rain)
Free family fun time including activities for families to do together, lunch, free books, and educational materials. Door prize!

School Buses Are Like Traffic Signals

Prepare to Stop
Stop!
Proceed with Caution

~FRN Meetings~
Noon at Stockert Youth Center

September 11, 2017
October 2, 2017
November 13, 2017
December 11, 2017
January 8, 2018

Love makes a family.
- Gigi Kacser
UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda
Thursday, August 10, 2017
4:00 p.m.

********************************************

I. Call meeting to order

II. Recognition of Guests

III. Public Comment

IV. Approval of previous meeting(s) minutes
   • July 13, 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) – On hold, waiting to see if property owner appears to pay delinquent taxes and have letter served then.
   • 041317-02 (Gould) — deadline for compliance 8/9/17, review photographs of property
   • 051117-01 (Kelley) – Photographs for review – deadline for compliance was 8/9/17

VI. Consider requests to establish new cases
   • No new complaints

VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, September 14, 2017 at the Upshur County Administrative Annex, 91 West Main St., Suite 101.
General Membership Meeting

August 14, 2017
12:00 PM

Stockert Youth Center

Agenda Topics

- President call meeting to order
- Invocation
- Introductions
- Director’s report, Intermountain Collaborative update, and Safe at Home updates/information
- Guest speaker – Kendra Sullivan, yoga teacher – relaxation techniques
- Information Sharing
- Closing

Next meeting Monday, September 11, 2017 at 12:00 pm at Stockert Youth Center
City Council of Buckhannon - 7:00 pm in Council Chambers
Meeting Agenda for Thursday, August 17, 2017

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 Rob Zuliani-Ambassador Proclamation
   B.2 Matt Kerner, Opportunity House-Hope And Help Assembly (HAHA)- Saturday, September 9th
   B.3 April Keating -Water Celebration-Request Funding
   B.4 Peter Brown-Suddenlink/Altice

C. Department and Board Reports
   C.1 Public Works Director- Jerry Arnold
   C.2 Finance Director- Amberle Jenkins
   C.3 City Attorney- Tom O'Neill
   C.4 Police Chief- Matthew Gregory

D. Correspondence & Information
   D.1 Mayor's Welcome Letter to WVWC Students
   D.2 Buckhannon Truck Fest 09-15 & 09-16
   D.3 Letter from West Virginians for Energy Freedom
   D.4 Press Release from Secretary of State-Upshur County Sees Highest New Business Growth in July
   D.5 Suddenlink (Altice) Letter re: Video service pricing & packages
   D.6 WVDOH Corridor H Drainage Improvement Project
   D.7 Thank you Letter to Rob Zuliani
   D.8 Police Civil Service Commission Eligibility List

E. Consent Agenda
   E.1 Approval of Minutes-Regular meeting 08-08-17
   E.2 Approval of Building and Wiring Permits
   E.3 Approval of Payment of the Bills
   E.4 Zoning Form to WVABCA-The Social, LLC

F. Strategic Issues for Discussion and/or Vote
   F.1 Discussion-Vandalism-NBRP & Jawbone Park
   F.2 BPD Request to Approve Participation in CALEA Accreditation
   F.3 Ordinance 419 Sewer Rate Increase- 1st Reading
   F.4 Ordinance 420 Amending Animal Care & Control to Provide Off-Leash Area in City Dog Park- 1st Reading
   F.5 Utility Bill Donations for: (1) SYC; (2) Colonial Theatre; and/or (3) Dog Park

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 Aloi

H. Mayor's Comments and Announcements
   H.1 Vandalism Article: http://www.lapdonline.org/crime_prevention/content_basic_view/1382

I. Adjournment

POSTED 08-14-17
Buckhannon-Upshur Chamber of Commerce
Meeting Agenda
August 21, 2017

Welcome and Introductions

Pledge of Allegiance

Treasurer’s Report

Review of Minutes from Previous Meeting

New Business:
- Ribbon Cutting Today
  - TATEEP Unique Boutique
  - 1pm
- Fall Fest
  - September 27-30, 2017
  - More Info to come....
- Wesleyan Clubs hold Eclipse Watch
  - 1-4pm Chapel Oval

Reports from Collaborative Organizations and Standing Committees:
- West Virginia Strawberry Festival – Debra Hupp
- Economic Development Authority – Rob Hinton
- Southern Upshur Business Association (SUBA) - Glen Hawkins
- Upshur County Convention and Visitor’s Bureau (CVB) - Laura Meadows
- Create Buckhannon – C.J. Rylands
- City of Buckhannon – Robbie Skinner
- County Commission – Carrie Wallace
- Mountain Cap of W- Kathy McMurray
- Upshur Arts Alliance- Charliena Eubank
- WVWC- Bob Skinner
- St. Joe’s- Lisa Wharton

Guest Speaker-Kenneth W. Lake, Job Developer- Office of Children’s and Family Policy
Bureau of Children and Families- Department of Health and Human Resources

Announcements

Closing Prayer- Adjourn

Next Meeting- September 18, 2017
Upshur County Family Resource Network
May 8, 2017
Meeting Minutes

Board Members present: Buddy Brady, Phyllis Sembello, Mary Austin, Idress Gooden, Alicia Rapking, Kathleen Neetz, Bill McCollam and Debora Brockleman.

Board Members excused: Diane Godwin, Dr. Joseph Reed, Matt Kerner and Kellie Woody-Hyre.

Staff: Lori Ulderich Harvey and Ginny Dixon.

- Community Members present: Paul J. Binns (BUMFS), Marcia Hahn (Pressley Ridge), Cindy Kays (Pressley Ridge), Tonya Kittle (ACHC), Crystal Replogle (HRDF-Youth Ready), Melissa Busdeker (WVDHHR), Anne Chopyak (community), Lori Hagi (Mountain CAP), Laura McDaniel (Mt. CAP CAC), Jodi McQuillan (HAPI), Terri Frazee (LVUC), Rachel Strawder (LVUC), Addie Helmick (WAIC) and Marjorie Burdick (The Health Plan).

Opening/Invocation: Chair, Kathleen Neetz, opened the meeting. Alicia Rapking offered our invocation.

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

Minutes: Minutes of March 13, 2017 and April 10, 2017 meetings, as well as third quarter expenditure report (covering January through March), were approved by voting board.

FRN Director’s Report: Director’s Report for April was reviewed, and a copy is on file, as well as being provided to attendees and those on our email list. Additionally, Lori reported that this month’s Inter-Mountain Collaborative meeting will be at the Barbour County DHR offices, with a speaker from ResCare on wraparound services. The Breastfeeding Support group meets the 2nd and 4th Thursday of each month. The 2nd Family Connections social was held at SYC on 5/2/17 with 7 families attending. They did “squishy paintings” as an art project. The Upshur County Courthouse had blue lights in all windows during the month of April, in honor of child abuse prevention month.

Information Sharing:
- Barb Tucker provided information about Parents as Teachers’ move to their new location.
- Terri Frazee, Literacy Volunteers’ Director, and Rachel Strawder, VISTA, reported that over 40 people attended the year-end banquet on May 5th. That agency will be in the Junior Royalty parade (May 18th), handing out books for both children and adults. Tutor training will be held June 2 & 3.
- Phyllis Sembello noted that professional artists who are seniors will have art on display at the Upshur County Senior Center during the Strawberry Festival.
- Crystal Replogle shared that Youth Ready will be holding a workshop on resume writing, with mock interviews for youth, on June 1st at Stockert Youth Center from 10:00 am to 3:30 pm. Call Crystal at 304-637-0718 for further information.
- Bill McCollam shared that Appalachian Community Health Center (ACHC) is hiring master’s level therapists, especially those providing addictions counseling.
- Lori Hagi reported that Mountain CAP’s VITA tax season was successful, serving over 280 people. Lori is available for budgeting workshops and financial counseling for adults and those of high school age. At B-U Middle School, she is providing the Get a Life program, developed through the WV State
Treasurer's office and is like a poverty simulation.

- Idress Gooden added that she endorses the Get a Life program, and added that she has information on HPV prevention, which involves a series of 3 vaccinations; flyers provided.
- Lori Harvey noted that the PIIP Team will be in the Junior Royalty parade again this year.
- Tonya Kittle, ACHC, added that the Lady Bucs’ basketball team will be in that parade also.

Our next meeting will be June 12, 2017 at noon.

Respectfully submitted,

[Signature]
Ginny Dixon, Administrative Assistant
Upshur County FRN

[Signature]
Board Member

[Signature]
Board Member
Upshur County Family Resource Network  
June 12, 2017  
Meeting Minutes

Board Members present: Phyllis Sembello, Melissa Busdeker (for Mary Austin), Kathleen Neetz and Idress Gooden.

Board Members excused: Diane Godwin, Bill McCollam, Dr. Joseph Reed, Matt Kerner, Debora Brockleman, Alicia Rapking, Troy “Buddy” Brady and Kellie Woody-Hyrc.

Staff: Lori Uldeich Harvey and Ginny Dixon.

- Community Members present: Emma Rexroad (Unicare), Wendy Bailey (OMCFH/APPI), Crystal Replogle (HRDF-Youth Ready), Marcia Hahn (Pressley Ridge SAH), Suree Sarceno (VITA-NCWVCAA), Lori Hagi (Mountain CAP), Anne Chopayak (community), Elizabeth Corder (PAT), Amanda Woody (PAT), Bobbi Cox (WAIC), Addie Helmick (WAIC), Rachel Strawder (LVUC), Laura McDaniel (Mt. CAP CAC), Carol Bush (WV Healthy Start Navigator Project), Cindy Kays (Pressley Ridge SAH), Heather Lane (RFTS) and Deanna Warner (WV BTT).

Opening/Invocation: Chair, Kathleen Neetz, opened the meeting and offered our invocation.

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

Minutes: Since there was no quorum, we could not approve May’s minutes.

FRN Director’s Report: Director’s Report for May was reviewed, and a copy is on file, as well as being provided to attendees and those on our email list. Additionally, Lori reported that Legos and DVDs (but not VCRs) are still being collected for the Curry Library. It was learned at Rachel’s Challenge that there were over 54,000 acts of kindness in Upshur County schools this past school year. The PIP Team gave out close to 300 pinwheels at the Junior Royalty parade. Lori and Ginny are still going through materials related to the Tobacco Prevention Coalition and are in need of shelving and/or totes in which to organize these materials. Placing a banner across Main Street is not working the way we had hoped it would (to recognize those businesses/campuses that have gone tobacco-free). UCARE will participate in National Night Out once again; let Lori know if any agencies want to set up a table. Last year 200 backpacks were distributed at that event. Also see “In Other News” for more information, especially for our food drive. We will need items before July 10th and plan to pack 24 bags for children. Lori will do a Doodle poll. June 15th is Elder Abuse Awareness Day; FRN will do some type of craft activity this month, with assistance from Phyllis Sembello. Finally, June is Adopt a Cat month.

Information Sharing:
- Crystal Replogle noted that the Youth Ready event held at Stockert Youth Center on June 1st had 15 (17-24 year olds) show up; speakers from Corhart’s and Weyerhaeuser were there, and Lori Hagi provided the Get a Life Project.
- Lori Hagi added that all had a good time with the Get a Life project. If interested for your organization, get in touch with Lori at Mountain CAP.
- Ginny Dixon shared that Camp Mend-A-Heart, a free camp for children aged 5 to 15 years who are dealing with the loss of a loved one, will be held in Scott Depot, WV on June 24th. Registration
deadline is June 15th. Contact number is 304-758-8523.

- Suree Sarceno shared that the VITA program depends on volunteers. Next volunteer training will be in September. The VITA site in Upshur County is Mountain CAP. A helpful website is myfreetaxes.com.

- Idress Gooden informed us of trainings at Camp Horseshoe, which are led by 20 college-age students. If a school student qualifies for free or reduced lunch, there is no charge. Idress has more information if you are interested, and distributed some literature at today’s meeting.

- Carol Bush explained what she does, and noted that she should be contacted if someone recently lost their health insurance or are at risk of losing it. Her services, offered through DHHR, are free. Open enrollment this year (2017) will be from November 1st to December 15th. CHIP is up for renewal in September. It is important to continue this program.

Our next meeting will be July 10, 2017 at noon.

Respectfully submitted,

Ginny Dixon, Administrative Assistant
Upshur County FRN

Board Member

Board Member
Upshur County Family Resource Network  
July 10, 2017  
Meeting Minutes

**Board Members present:** Mary Austin, Matt Kerner, Alicia Rapking, Idress Gooden, Kathleen Neetz, DeBora Brockleman and, arriving later, Joseph Reed.

**Board Members excused:** Diane Godwin, Bill McCollam, Phyllis Sembello, Buddy Brady and Kellie Woody-Hyre.

**Staff:** Lori Ulderich Harvey and Ginny Dixon.

- **Community Members present:** Rita McCrobie (AG’s office), Donna Thomason (Head Start), Lesley Slaughter (Highland-Clarksburg), Deanna Warner (WV BTT), Wendy Bailey (DHHR/FP/APPI), Natasha Gum (USC), Emma Rexroad (UniCare), Marcia Hahn (Pressley Ridge SAH), Amanda Hayes (Record Delta), Sharla Smith (Salvation Army), Addie Helmick (WAIC), Laura McDaniels (Mt. CAP CAC), Lori Hagi (Mt. CAP), Carol Bush (WV Healthy Start Navigation Project), Cindy Keys (Pressley), Angela Collins (ResCare), Rebecca Shriver (USC), and Rachel Strawder (LVUC).

**Opening/Invocation:** Chair, Kathleen Neetz, opened the meeting. Our invocation was provided by Alicia Rapking.

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

**Minutes:** Since there was no quorum, we could not approve minutes from both May and June meetings, as well as fourth quarter expenditure report. (We had a quorum for a brief few minutes, during information Sharing, however board member Mary Austin had to leave before the meeting adjourned).

**FRN Director’s Report:** Director’s Report for June was reviewed, and a copy is on file, as well as being provided to attendees and those on our email list. Additionally, Lori reported that the LOI (Letter of Interest) for the FRN grant for Family Connections is approved, so now she can write the grant. Alicia is writing two articles for the newspaper, on behalf of the Upshur County Homeless & Housing Coalition. There will be no Inter-Mountain Collaborative meeting in July.

**Guest Speaker:** Rebecca Shriver, program coordinator for United Summit Center’s Children’s Mobile Crisis Unit, was today’s guest speaker. This is a pilot program, begun in April, which is based out of Bridgeport, and covers 13 counties in mental health region 4. Rebecca emphasized they are a mobile unit, “essentially the EMS for children in mental health.” Their ultimate goal is to keep children in their homes. Children served must be under age 18, but is extended to age 21 for those in DHHR custody. Rebecca added that they currently have 35 established clients.

**Information Sharing:**
- Matt Kerner, Opportunity House, shared that they will be showing “Anonymous People”, a video, at the Public Safety Complex, July 11th at 7:00 pm, in cooperation with the City; hopefully it might influence some legislative issues. Also, tomorrow they will be starting family support group meetings, then, starting 7/22/17 at 7:00 PM and every Saturday thereafter, at 47 Cleveland Avenue, Buckhannon. A recovery celebration will be held 9/9/17 at Jawbone Park. They also plan a Narcan distribution.
• Rita McCrobie asked if anyone has heard about a “stigma reduction conference” to be held 8/24/17, coordinated by Renee Verbanic. No one responded.
• Carol Bush shared that, through the Affordable Care Act, marketplace insurance is still available in West Virginia from Highmark Blue Cross/Blue Shield, although some people will have Care Source. Open enrollment this year is shortened, occurring from November 1-December 15. Carol suggested we keep an eye on developments. Also, CHIP is up for renewal in September. Medicaid expansion allows working people to apply for insurance. If someone was laid off recently, there are special enrollment periods. Contact Carol for more specifics.
• Natasha Gum has goody bags if we need them. She shared that USC is looking for a peer recovery coach to work with 12-24 year olds. There is a stakeholders meeting Tuesday, July 25th. Glenda (glewis@uscwv.org) is stocking Stockert Youth Center.
• Lesley Slaughter advised that Highland-Clarksburg Hospital opened their substance abuse unit for children and adolescents and will be hiring as they are adding more beds to that unit.
• One of the people from Presley Ridge indicated they need help/suggestions for a 14 year old child being served by Home Base who wants to learn oil painting to cope with frustrations. Lori Harvey suggested Rich Clemens (304-439-8421), secretary at Artistry on Main. Idress Gooden suggested retired art teacher, Karen Brown.
• Ginny Dixon informed the group that Ashley Higginbotham, Community Coordinator for Upshur County Energy Express, had emailed to say they need volunteers to help at Buckhannon Academy Elementary School; applicants must be over 12 and if under 18 can eat breakfast and lunch (provided by Mountain CAP). Ashley can be reached by phone or text at 304-377-3161. Reading, writing, art, drama and recreation are offered at Energy Express.
• Idress Gooden noted that Camp Horseshoe in Tucker County still has 2 youth camps left in July. Idress’s email address will stay the same, but phone number will change. She will be housed at the Harrison County Board of Education offices; the RESA 7 office is still open at this point.
• Rachel Strawder, VISTA with Literacy Volunteers of Upshur County, shared that they are having a “Summer Fun Book Hunt” by hiding special books in Little Free Libraries this Summer, the location of LFL changing weekly. LVUC is looking for students to tutor as well as a tutor for sign language.
• Dr. Reed shared that the Board of Health is looking at the Clean Indoor Air (CIA) regulations and will have an open meeting the evening of 9/7/17. Green Bean Day weekend coming up August 10-12; tee shirts available for order at the convention and visitors office ($15). Registration 9:00 am on 8/12 at the boat ramp (cost: $5 or a bag of beans or 2 cans of beans). Motorized carts are permitted only for those with a handicap.
• Lori Harvey noted that the Upshur County Tobacco Prevention Coalition meets at Stockert Youth Center the first Wednesday of each month at 11:30 am. There is 0 money available and a 0 budget, yet we’re still trying to work with what we have.

Our next meeting will be August 14, 2017 at noon.

Respectfully submitted,

Ginny Dixon, Administrative Assistant
Upshur County FRN

Board Member

Board Member
Chair Joyce Harris-Thacker called the meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on July 10, 2017. A quorum was determined to be present at that time.

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

Minutes of the June 12, 2017 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Paul and second by Jackie. Motion carried. The minutes were signed by the Director and Chair.

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

- REAP Account $ 100.00
- SWMB Account $ 100.00
- Money Mkt Account $ 19,528.12
- Operating Account $ 9,771.86

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

**Director’s Report:**

Burl Smith presented a written copy of the Director’s Report for the Period of June 13, 2017 to July 10, 2017, a copy of which is attached as part of the minutes. Burl presented for review three items: a thank you letter for the contribution to American Legion Boys State; a thank you card for the contribution to WV Envirothon; and, a letter from the WV DEP of the reappointment of G. Paul Richter to the UCSWA board. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

**Recognition of Guests:**

Guest Jeff Wamsley once again presented information on issues of recycling the #1 & #2 plastic bottles. He indicated that things are going pretty well with the hand sorting of the plastics. Jeff also contributed to the discussion about the City of Buckhannon’s REAP Grant application.
Election of Officers for FY 2018:

Chair Joyce opened the floor for nominations for the three officers of the UCSWA. A motion by Jackie to maintain the same officers for FY 2018: Joyce Harris-Thacker, Chair; Jacqueline McDaniels, Vice-Chair; and, James S. “Jay” Hollen, III as Treasurer. A second by Mary. Motion carried unanimously.

Old Business:

- **2017 Make It Shine Applications for Clean City and Clean County Awards**
  **Discussion** --- Both the City and County plan to apply for these awards in August or September. Jay will prepare the City application and Burl will prepare the application for the County. Documentation is ongoing for these applications.

New Business:

- **FY 2017 End of Year Financial Report** – A copy of the FY 2017 Financial Report was part of the Agenda package for the Board members. This report as compiled by Burl includes information on the four bank accounts which showed beginning and ending bank balances with a complete register report of all transactions for each account. This report will be helpful for audits.

- **Audit Requirements, Solicit Proposals** --- Burl noted that the UCSWA had received a letter from the WV State Auditor’s Office (SAO) instructing the UCSWA to solicit proposals for audits for FY 2017 and FY 2018. Burl called the SAO and received permission to request proposals for three years instead of two. The SAO will send us a new letter of instruction within the next couple of months. Burl noted that we are still awaiting the letter.

- **City of Buckhannon FY 2018 REAP Grant Application Review** —

  Burl presented a copy of the City’s application for the board’s review. The application is for $75,000.00 which includes money for equipment and for construction materials to incorporate composting of sewage sludge with the City’s collection of grass, leaves, yard waste and ash from burning. The City presently does some composting on the Upshur County Commission property on the Hall Road. The new proposal will be on the City’s sewage treatment plant drying beds. The compost will be used for the City’s beautification program and for construction reclamation.

  After discussion, Jackie moved that the UCSWA Board recognize that the application is in compliance with the Control Plans of the UCSWA and that notice of this determination be forwarded to the WV Department of Environmental Protection (WV DEP). Second by Paul. Motion carried.
Board Member Items:

Jackie noted that three students decided not to attend the Junior Conservation Camp because of transportation issues. We need to try to address this issue for the next Camp.

With no further business, the meeting adjourned at 5:10 PM.

Respectfully Submitted,

Burl J. Smith, Director
July 10, 2017

Joyce Harris-Thacker, Chair

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

The Director's Report is attached on Page 4 of 4.
Activities include:

- Prepared and distributed by email the minutes of the 6/12/17 meeting.
- Checked upshurswa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check ($1718.12) on 6/21/17.
- One Upshur County Magistrate Court check during this time period ($139.75 on 7/6/17).
- Received monthly bank statements on the four accounts and reconciled balances.
  Everything is okay for June, 2017. I printed Register Reports for the bank accounts
  showing current month transactions for the Operating and Money Market accounts and all
  transactions for REAP and SWMB accounts. The REAP Account had no activity.
- Also, did FY 2017 Financial Report for all accounts.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the 7/10/17 meeting. Posted Agenda on the
  office window and emailed to various agencies, press, etc., one week before the meeting.
- Pickup of litter at Crossroads Recycling Center was done three times this month.
- Received 2018 REAP Grant application from City of Buckhannon for review at July
  meeting.
- Received notice of need for final report for FY 2017 SWMB Grant.
- Set up filing system for FY 2018 Financials, FY 2018 Minutes, Board member books, etc.
- Received notice of Reappointment of G. Paul Richter to UCSWA Board.

Thanks—Burl
The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, July 11, 2017.

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

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

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Sharon Burr

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

Recognize that five (5) customers were present.

**APPROVAL OF MINUTES**
Minutes of June 5, 2017 Regular Monthly Meeting and June 14, 2017 Special Budget Meeting were presented for approval. Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

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

**ATLAS GROUP, LLC**
Kyler Woody of Atlas Group, LLC attended the meeting this month to show videos of his Hydrovac Truck and the advantages of using it on certain leaks, line/utility detection etc. After some discussion it was decided by the BOD that we would utilize this option when it was deemed feasible to do so.

**PHASE III EXTENSION PROJECT**
Shane Whitehair with Region VII dropped off a form to be signed by our chair, Carey Wagner, which would allow him to request the first draw on the SCBG funds. This draw would pay partial amounts on the invoices we have received from Chapman Technical Group for our Phase III Project to date. Sonny Matthews made a motion to approve the invoices for partial payment. Seconded by Larry Heater. Motion carried
WVRWA CONFERENCE – 2017 IN CHARLESTON
The BOD approved attending the conference in Charleston and voted to elect Carey Wagner as the Voting Delegate for Elkins Road PSD. Sonny Matthews made a motion to allow attendance and elect Carey Wagner as our voting delegate. Larry Heater seconded. Motion carried.

BRIAR RIDGE ESTATES
Ken Woody called to say he would be laying the last of the water lines for Phase I of the Briar Ridge Estates. He wanted to know when we could have our inspector out there to observe and approve of the installation; July 5 and 6, 2017 were decided on. Chapman Technical Group sent an inspector who observed the whole process, then the line was pressure tested, chlorinated and a sample was taken to Clarksburg Water Board for testing and came back good.

RIDGEVIEW LANE ESTATES
Sonny Matthews received a call from Mary Tenney who lives on Ridgeview Lane and once again inquired as to whether we could resolve the pressure issues that they have. After discussion by the BOD it was decided that Carolyn Douglas would write a letter to Mary explaining, once again, that the PSD does not have the funds needed to provide better pressure to Ridgeview Lane Estates at this time. The pressure insufficiency on Ridgeview Lane has existed since before the houses were built there and each resident was fully aware of this. Sonny Matthews made a motion to write the letter to Mary Tenney. Larry Heater seconded. Motion carried.

MAINTENANCE REPORT
We continue to utilize our same back up crew, until we hire another system operator, and all things are being maintained and all monthly operations are being fulfilled and reported.

PERSONNEL
As it was time for an interview, at 6:45 p.m. Carey Wagner made a motion to enter into Executive Session pursuant WV Code 6-9A-4. Sonny Matthews seconded. Motion carried. At 7:10 p.m. Carey Wagner made a motion to come out of Executive Session. Larry Heater seconded. Motion carried. The position of System Operator was offered to Dave Wamsley which he accepted and will begin in or around the first of September.

There being no further business, the meeting adjourned on motion made by Carey Wagner and seconded by Sonny Matthews. Meeting adjourned at 7:15 p.m.

The next regular monthly meeting will be held on Tuesday, August 8, 2017 at 5:30 p.m.
Elkins Road Public Service District
Board of Directors' Regular Meeting
July 11, 2017

Respectfully submitted:

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

Attachments:  Agenda
               Sign In Sheet
               Financial Report

Approved By:

Carey Wagner
Board Chair/Treasurer
Carey Wagner

Larry Heater
Secretary
Larry Heater

Sonny Matthews
Board Member
Sonny Matthews

Note: Recorded Meeting
Present from Adrian PSD were: Paul Spencer, Don Killingsworth, Philip Petrosky, Eric Brunn, Lindsey Beets and Nina Monroe.
Trey Hornor from Hornor Brothers Engineers.

All motions are unanimous unless otherwise noted.

The meeting was called to order at 10:00 am by Chairman Spencer.

Minutes of the June 15, 2017 meeting were read. Motion to accept as read was made by Don, second by Phil.

Invoices were presented – Motion to pay was made by Don, second by Phil.

Old Business
- Phase VI – We need to get price for 3” meter.
- Phase VII – This would have been the progress meeting. There has been no progress. Site work should begin July 26, 2017. Tank work should begin the first of September.
- Phase VIII – Trey presented revised plans and cost estimate of 4,954,070. Trey presented the Engineering agreement – Motion to approve was made by Phil, second by Don and signed by Paul.

New Business
Bennett & Dobbins agreement to prepare Annual Financial Statements – Motion to approve was made by Don, second by Phil and signed by Paul.

Maintenance – Eric
Generator has been installed at Indian Camp
Repaired waterline leak on Rt 20 near Hinkleville
Installed 5 new taps
Installed new air conditioner at Carter pumping station
Painting exteriors of pump stations
Replaced 2” meters at Beechtown and Carter pumping stations

Office – Nina
Nina and Lindsey will attend Rural Water Conference in Charleston in September.
In September, we will apply for OIT for Lindsey.

The meeting adjourned at 11:30 am. Next regular meeting will be August 10, 2017.

Board of Directors

Paul Spencer, Chairman

Don B. Killingsworth, Vice Chairman

Philip L. Petrosky, Sec., Treas.