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

9:00 a.m.  
Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• September 7, 2017  

Scheduled Appointments:  

9:15 a.m.  
Craig Presar, WVU Extension Service Agent, on behalf of the Community Educational Outreach Services (CEOS) – Presentation of Proclamation for WV Breast Cancer Awareness Day (October 2, 2017) and Breast Cancer Awareness Month (October 2017)  

9:30 a.m.  
Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Proclamation of National Preparedness Month  

9:45 a.m.  
Jodi McQuillan, Community Coordinator WV Healthy Start/HAPI Project – Presentation of Proclamation of National Infant Mortality Awareness Month  

Items for Discussion / Action / Approval:  

1. Correspondence from Carol J Smith, Upshur County Clerk, requesting the temporary employment of Early Voting Clerks for the October 7, 2017 Special Election (Road Bond). Upon approval, these clerks will begin work on September 22, 2017 and end on October 4, 2017, at the wage rate of $8.75 per hour.  

2. Approval and signature of Office of State Treasurer Claim Form and Instructions.  


4. Approval of renewal of membership in NAEIR (National Association for the Exchange of Industrial Resources) free supplies program. The renewal rate options are (1) $495 for 4 catalogs or (2) $595 for 5 catalogs, effective January 1, 2018.  

5. Establish date and time for Trick or Treat – City of Buckhannon will be Tuesday, October 31st from 6:00 p.m. to 7:30 p.m.  

6. Correspondence from George and Lannette Karnes requesting an unknown amount of back Hotel / Motel Occupancy Taxes owed to Upshur County be waived due to a misunderstanding of information. Mr. and Mrs. Karnes own a vacation rental home in Temnile. Moving forward, the Karnes’ will begin charging a 6% occupancy tax which will be remitted to the Upshur County Commission on a monthly basis.  

7. Correspondence from Dustin Zickefoose, County Assessor, requesting the termination of Venus Drummond, full time Deputy Clerk in the Assessor’s Office, effective September 12, 2017.  

*Item may lead to Executive Session per WV Code §6-9A-4(A)*
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction ofErroneous 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. Upshur County Building Permits -- August 2017  

2. Newsletters and/or Event Notifications:
   - Buckhannon Truck Fest 2017 on September 15 from 5:00 p.m. – 8:00 p.m. and September 16 from 9:00 a.m. – 3:00 p.m. at the City of Buckhannon Public Safety Complex  
   - Upshur County Family Resource Network September Newsletter  
   - Antique Tractor & Farm Equipment Show on September 30 from 5:00 p.m. – 10:00 p.m. on Main Street in Buckhannon  
   - Angel Tree Sign Ups on October 16 -18 from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m. at the Salvation Army in Buckhannon

3. Agendas and/or Notice of Meetings:
   - Elkins Road Public Service District  
   - Buckhannon – Upshur Parks and Recreation Advisory Board  
   - Upshur County Family Resource Network General Membership  
   - Lewis-Upshur Community Corrections Board  
   - Upshur County Safe Structures and Sites Enforcement Board  
   - Upshur County Convention & Visitors Bureau  
   - Buckhannon – Upshur Airport Authority  
   - Buckhannon – Upshur Chamber of Commerce  
   - Upshur County Fire Board

4. Meeting Minutes:
   - Community Corrections Board  
   - Upshur County Solid Waste Authority Board of Directors  
   - Upshur County Solid Waste Authority Director’s Report - July 11, 2017 – August 14, 2017  
   - Upshur County Family Resource Network Director’s Report  

5. Meetings:
   - 09/12/17  5:30 p.m.  Elkins Road PSD  
   - 09/05/17  4:00 p.m.  Hodgesville PSD  
   - 09/07/17  7:00 p.m.  Banks District VFD  
   - 09/07/17  7:00 p.m.  Selbyville VFD  
   - 09/11/17  12:00 p.m.  Upshur County Family Resource Network  
   - 09/11/17  4:30 p.m.  Upshur County Solid Waste Authority  
   - 09/11/17  5:30 p.m.  Buckhannon-Upshur Recreational Park Advisory Board  
   - 11/06/17  6:00 p.m.  Lewis-Upshur Community Corrections Board-Upshur County  
   - 09/12/17  7:30 p.m.  Adrian VFD
• 09/07/17 6:00 p.m.  Buckhannon-Upshur Board of Health
• 09/06/17 7:00 a.m.  Upshur County Development Authority – Full Board
• 09/13/17 12:00 p.m.  Upshur County Senior Center Board
• 09/14/17 3:00 p.m.  Upshur County Conventions & Visitors Bureau – UCDA Office
• 09/10/17 6:00 p.m.  Upshur County Citizens Corp – CERT
• 09/13/17 7:30 p.m.  Warren District VFD
• 09/14/17 1:00 p.m.  Adrian PSD
• 09/13/17 3:00 p.m.  Tennerton PSD
• 09/14/17 4:00 p.m.  Upshur County Safe Sites & Structures Ordinance Board
• 09/14/17 7:30 p.m.  Buckhannon VFD
• 09/14/17 4:00 p.m.  Buckhannon Upshur Airport Authority
• 09/21/17 6:30 p.m.  Upshur County Youth Camp Board
• 09/17/17 6:00 p.m.  Washington District VFD
• 09/18/17 12:00 p.m.  Buckhannon-Upshur Chamber of Commerce
• 09/19/17 4:00 p.m.  Upshur County Public Library Board
• 09/26/17 10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development Council
• 09/19/17 6:30 p.m.  Upshur County Fire Board, Inc.
• 09/19/17 5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
• 09/13/17 7:00 p.m.  Ellamore VFD
• 09/20/17 12:00 p.m.  Lewis Upshur LEPC --- Lewis location
• 09/27/17 10:00 a.m.  James W. Curry Advisory Board
• 09/21/17 3:00 p.m.  Upshur County Farmland Protection Board
• 09/25/17 6:00 p.m.  Upshur County Fire Fighters Association
• 09/13/17 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

1. 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
   - Buckhannon-Upshur Recreational Park Advisory Board – June 30, 2018 – Commission

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

1. US Census Bureau local updated census address project

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

West Virginia Breast Cancer Awareness Day and
Breast Cancer Awareness Month

In 2017, an estimated 1,400 West Virginia women will be diagnosed with breast cancer and approximately 280 women will die from the disease. Breast cancer continues to be a leading cause of cancer related deaths among WV women. A woman has about a 1 in 8 chance (12%) chance of developing breast cancer in her lifetime and about a 1 in 37 chance (2.7%) chance of dying from the disease.

Currently, the best method to reduce deaths due to breast cancer is through early detection of the disease. Based on your age and medical history, your healthcare provider will be able to make the best breast health recommendation for you. This may include a clinical breast exam, mammogram, and monthly self–breast exams. Clinical breast exams, breast self-exams, and mammograms can save lives. Women should talk to their health care provider about their individual screening schedule.

In recognition of the important lifesaving early detection practices available for breast cancer, we the Commissioners of Upshur County, do hereby proclaim October 2, 2017, as West Virginia Breast Cancer Awareness Day and October 2017 as Breast Cancer Awareness Month. We urge all Upshur County women to become aware that they are at risk for developing breast cancer and to discuss screening with their health care providers.

Terry Cutright, President

Sam Nolte

Troy Brady III

Date
National Preparedness Month

WHEREAS, preparedness to cope with disasters requires many diverse but interrelated elements which must be woven into an integrated emergency management system involving all departments of local government and private support agencies as well as the individual citizen, and;

WHEREAS, September is National Preparedness Month and as part of this month, awareness needs to be raised to help the community have a better understanding on why they need to prepare for real-world threats and disasters since nearly half of the adults in the United States do not have the resources and plans in place in the event of an emergency, and;

WHEREAS, disasters (as recent as Hurricanes Harvey and Irma) and acts of domestic and international terrorism can have devastating physical and psychological effects on children and families if families do not prepare for these events, such as: forming advance plans in case of emergencies of any kind; creating a preparedness kit that contains various items needed in an emergency; and having other preventative measures in place. Children and adolescents are at
especially at risk for stress reactions to disasters and terrorism, although the entire family can be negatively affected, and;

WHEREAS, citizens are encouraged to take part, make a plan and know what to do during an emergency. This means that National Preparedness month is the perfect time for the community and families to spend time thinking about what would happen to their community or their loved ones in the event of an emergency by planning ahead, and then rest assured that they will be prepared.

NOW, THEREFORE, it is hereby recognized as NATIONAL PREPAREDNESS MONTH throughout Upshur County in the month of September 2017.

Signed this 14th day of September 2017 by:

______________________________
Terry Cutright, President, Upshur County Commissioner

______________________________
Troy “Buddy” Brady, Upshur County Commissioner

______________________________
Samuel Nolte, Upshur County Commissioner
National Infant Mortality Awareness Month

Whereas,
The National Infant Mortality Awareness Month campaign has been designed to increase people's awareness of the high rates of infant deaths, and is led by the West Virginia Healthy Start/HAPI Project; and,

Whereas, September 1–30, 2017, marks the annual National Infant Mortality Awareness Month campaign; and,

Whereas, The Healthy Start project in West Virginia is one of nationally recognized infant mortality reduction projects nationwide; and,

Whereas, since 1991, The National Healthy Start Association (NHSA) has been dedicated to reducing the incidence of infant mortality that is prevalent in many communities with large minority populations, high rates of unemployment and poverty and limited access to safe housing and medical providers; and,

Whereas, Our West Virginia Healthy Start in Upshur County has made a dramatic impact on the high rates of infant mortality that are prevalent in our community, providing critical services to more than 64 women and their children annually; and,

Whereas, The National Infant Mortality Awareness Month campaign provides opportunities for our community to get involved and support The West Virginia Healthy Start/HAPI Project in Upshur County,

NOW THEREFORE, be it resolved that The County Commission of Upshur County, do hereby proclaim September 2017 as National Infant Mortality Awareness Month.

Signed this 14th day of the month of September in the year 2017.

______________________________________________________________
Terry Cutright, President, Upshur County Commissioner

______________________________________________________________
Troy “Buddy” Brady, Upshur County Commissioner

______________________________________________________________
Samuel Nolte, Upshur County Commissioner
September 14, 2017

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

Dear Honorable Commissioners:

Please approve the hiring of Early Voting Clerks, John Barnes, Loretta Dawson, Hallie Hurst, Nelda Light, Ann Mickle, Margaret Neely, Lisa Owens, William Shannon, Catherine Vance, James Vance, Thanna Wentz, Delores Wilson and Janet Kay Wilson for the October 7, 2017 Special Election (Road Bond). The positions are temporary, starting on September 22, 2017 and ending on October 4, 2017, at the rate of $8.75 per hour.

Thank you for your consideration.

Sincerely,

[Signature]

CAROL J. SMITH
Upshur County Clerk
### Claim Form and Instructions

<table>
<thead>
<tr>
<th></th>
<th>Claimant's Individual - First &amp; Last Name OR Business</th>
<th>Claimant's Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upshur County Commission</td>
<td>911 W. Main St. Suite 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Claimant's Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2a</td>
<td>911 W. Main St. Suite 101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Claimant's Phone No. &amp; Email Address - if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>(341) 472-0535</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Was yours the listed name? YES ☑ or NO ☐ (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>- If NO. Print the Listed Name.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Claimant's Social Security # OR Business FEIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Is the Owner Deceased? Yes or No (circle one)</th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>- If Yes what is the status of the estate?</td>
</tr>
<tr>
<td></td>
<td>Open, Closed, or Never Opened (circle one)</td>
</tr>
</tbody>
</table>

If you have any questions filing this claim, please follow the instructions on the next page.

Under penalty of perjury, each of the undersigned claimants agrees to the following: that all the information on this form and the attachments is true and complete; that, to the best of his/her knowledge, he/she has a legal or equitable interest in abandoned property being held by the State of West Virginia Treasurer; that he/she will only accept payment of property to which he/she is entitled under the West Virginia Unclaimed Property Act; that will immediately return any property to which he/she becomes aware that he/she is not entitled; and will indemnify and hold harmless the Unclaimed Property Division, the State Treasurer’s Office, their officers and employees, and the State of West Virginia against claims to the property by another claimant.

Claimant Signature(s):  (all claimants must sign and have notarized)

Signature 1  Date 

Signature 2  Date 

Subscribed and sworn to before me _______ Day of _______

State ______ County ______ My Commission Expires _______

Notary Public Signature ________________________________

**Federal Privacy Notice Act:** Providing your Social Security number (SSN) is optional, however, if you choose not to provide your SSN, there may be insufficient information available to determine whether you are the owner of the unclaimed property held by the Division.

**Exception:** SSNs must be provided on a W-9 form by recipients of interest-bearing or security-related instrument property. The Division is required to report names and SSNs of recipients of certain types of payments to the Internal Revenue Service (IRS). If your payment includes interest paid to you, you will receive an IRS 1099-INT form. If you received cash as the result of a security related transaction, you will receive an IRS 1099-B form. If your payment included any accrued cash dividends on securities, you will receive an IRS 1099-MISC form. All IRS information tax reports are mailed during January following the end of the current calendar year. If you have any questions regarding your tax liability, please consult with an appropriate tax specialist.

If you provide your SSN, the Division will only disclose it to employees involved in paying your claim, to the federal government as required by law and in administering the Unclaimed Property Act.

For Office Use Only:

RFA:        PR:    CM/DUP:    FMS:    

Mail completed form to: Office of State Treasurer
Unclaimed Property Division
Post Office Box 4228
Charleston, WV 25334
West Virginia
USA

2017 CDBG - SMALL CITIES BLOCK GRANT PROGRAM

2017 Letter of Intent
### Community Development Block Grant
Small Cities Block Grant Program
*Letter of Intent*

#### Applicant Information

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Elkins Road PSD Phase III Water Extension Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Upshur</td>
</tr>
<tr>
<td>Region</td>
<td>Seven</td>
</tr>
<tr>
<td>Congress District</td>
<td>WV002</td>
</tr>
<tr>
<td>Applicant Name</td>
<td>Upshur County Commission</td>
</tr>
<tr>
<td>Address</td>
<td>91 West Main Street, Buckhannon, WV 26201</td>
</tr>
<tr>
<td>Telephone</td>
<td>304/472.0535</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:clwallace@upshurcounty.org">clwallace@upshurcounty.org</a></td>
</tr>
<tr>
<td>Applicant Name</td>
<td>Region VII Planning and Development Council</td>
</tr>
<tr>
<td>Address</td>
<td>99 Edmiston Way, Suite 225, Buckhannon, WV 26201</td>
</tr>
<tr>
<td>Telephone</td>
<td>304/472.6564</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:csmith@regionvii.com">csmith@regionvii.com</a> or <a href="mailto:swhitehair@regionvii.com">swhitehair@regionvii.com</a></td>
</tr>
<tr>
<td>Engineer Name</td>
<td>Chapman Technical Group</td>
</tr>
<tr>
<td>Address</td>
<td>200 Sixth Avenue, St. Albans, WV 25177</td>
</tr>
<tr>
<td>Telephone</td>
<td>304/727.5501</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:gbelcher@chaptech.com">gbelcher@chaptech.com</a></td>
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#### Project Information

<table>
<thead>
<tr>
<th>Water Service</th>
<th>New Customers</th>
<th>Existing Customers</th>
<th>Total Customers</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>1080</td>
<td>1162</td>
<td></td>
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<table>
<thead>
<tr>
<th>IJDC Number</th>
<th>2016W-1632</th>
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<tbody>
<tr>
<td>Date Submitted</td>
<td>05/10/16</td>
</tr>
<tr>
<td>Letter Attached</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td></td>
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<table>
<thead>
<tr>
<th>Census Tract</th>
<th>9671</th>
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<tbody>
<tr>
<td>Households Served</td>
<td>1135</td>
</tr>
<tr>
<td>Customers Served</td>
<td>1162</td>
</tr>
<tr>
<td>LMI %</td>
<td>65.8</td>
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</table>

<table>
<thead>
<tr>
<th>Rates</th>
<th>Existing 3,400 Gal.</th>
<th>$34.23</th>
<th>Proposed 3,400 Gal.</th>
<th>$48.97</th>
<th>FEIN</th>
<th>55-6000406</th>
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</thead>
</table>

#### Project Description

This project will make improvements to the Elkins Road PSD's existing water distribution system and extend potable water to areas of Beech Run, Hawkins Road, Upper Childers Run, Wolfe Ridge and Fortney/Snyder Road, Jackson Road/Winery Road, Kedron Road, Audra Road/Braddock Lane, Radabaugh Ridge/Handy Camp Road and Osborne Run Road. SCBG funds will only be used to extend water service to the areas of Osborne Road, Radabaugh Ridge/Handy Camp Road and Kedron Road area, which will serve approximately 33 households.
### Funding

<table>
<thead>
<tr>
<th>Type of Funding</th>
<th>Amount</th>
<th>Source of Funds</th>
<th>Date Secured</th>
<th>Anticipated/Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Cities Block Grant Request</td>
<td>$283,434.00</td>
<td>FY2016 CDBG-Small Cities</td>
<td>12/13/2016</td>
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<tr>
<td>Small Cities Block Grant Funds</td>
<td>$1,216,566.00</td>
<td>FY2017 CDBG-Small Cities</td>
<td>12/2017</td>
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<tr>
<td>IJDC Funds</td>
<td>$5,000,000.00</td>
<td>IJDC Loan funds</td>
<td>12/2017-02/2018</td>
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<tr>
<td>Other</td>
<td>$0.00</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Total</td>
<td>$6,500,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

*Please attach approval letters for all secured non-CDBG sources.*

### Status of Non-Secured Funding

A binding commitment request of the IJDC loan funds will be made as soon as the remaining CDBG funds are committed. We anticipate this to be around December 2017 to February 2018.

### 1st Year Accomplishments

ERR completed for all exempt activities. Evidentiary materials submitted and approved. All appropriate files have been set up. Approximately 75% of the design is complete. Most of the permit applications have been initiated.

### Proposed 2nd Year Accomplishments

Secure IJDC loan funds. Submit certificate application to the WV Public Service Commission. Start bidding process, award construction contracts and complete construction of the project.
### Engineering Status

<table>
<thead>
<tr>
<th>Field/Name</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Chapman Technical Group</td>
<td>Contract Date: 01/10/2017</td>
</tr>
<tr>
<td>Completion Time</td>
<td>9 months</td>
</tr>
<tr>
<td>% Completed</td>
<td>Preliminary Design: 100%</td>
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<tr>
<td>Expected approval date by the Unit of Local Government</td>
<td>November 2017</td>
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### Engineering Status

<table>
<thead>
<tr>
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<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of right-of-ways to be acquired</td>
<td>Acquired to Date: 0</td>
</tr>
<tr>
<td>Number of parcels to be acquired</td>
<td>2</td>
</tr>
<tr>
<td>Number of residents to be relocated</td>
<td>0</td>
</tr>
<tr>
<td>Number of businesses to be relocated</td>
<td>0</td>
</tr>
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</table>

### Permit Approval Status

<table>
<thead>
<tr>
<th>Organization</th>
<th>Date Submitted</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. WV Bureau for Public Health</td>
<td>November 2017</td>
<td></td>
</tr>
<tr>
<td>2. WV DEP Stormwater Permit</td>
<td>November 2017</td>
<td></td>
</tr>
<tr>
<td>3. WV DOH</td>
<td>November 2017</td>
<td></td>
</tr>
<tr>
<td>4. WV Public Service Commission</td>
<td>February 2017</td>
<td></td>
</tr>
<tr>
<td>5. US Army Corps of Engineers</td>
<td>November 2017</td>
<td></td>
</tr>
<tr>
<td>6. WV State Historic Preservation Office</td>
<td>February 2017</td>
<td></td>
</tr>
<tr>
<td>7. Public Lands Corporation</td>
<td>November 2017</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
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<td></td>
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<tr>
<td>10.</td>
<td></td>
<td></td>
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</table>

### Application for IJDC Binding Commitment

<table>
<thead>
<tr>
<th>Field/Name</th>
<th>Value</th>
</tr>
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<tbody>
<tr>
<td>Anticipated Date of Request to Funding Committee</td>
<td>December 10, 2017 to February 2018</td>
</tr>
<tr>
<td>Anticipated Date of Approval of Binding Commitment</td>
<td>January 2018 to March 2018</td>
</tr>
</tbody>
</table>
### Bidding and Contracting Status

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Bid Date:</td>
<td>September 2018</td>
</tr>
<tr>
<td>Project Award Date:</td>
<td>December 2018</td>
</tr>
<tr>
<td>Anticipated Notice to Proceed Date:</td>
<td>December 2018</td>
</tr>
<tr>
<td>Anticipated Contract Completion Date:</td>
<td>December 2019</td>
</tr>
</tbody>
</table>

#### Need Status
- Date when remaining funds will be required: December 2017

### Comments

Schedule above is predicated on receiving 2nd year funds by December 2017. All SCBG funds must be in place prior to requesting Binding Commitment Letter from WVJDC. Commitments for all funds are required in order for filing of Certificate Application with the Public Service Commission. PSC process typically takes 4 to 6 months for approval if no protests are received. Upon approval from PSC, the project would then proceed to bidding and construction.

### Certification

The information contained within this letter of intent is true and correct to the best of my knowledge. The Unit of General Local Government hereby submits this document for informational purposes for the previously stated project.

#### Chief Elected Official
- **Typed Name**: Terry B. Curray
- **Title**: President
- **Date**:

#### Preparer of Report
- **Typed Name**: Shane Whitehair, Region VII PDC
- **Signature**: Shane Whitehair
- **Title**: Executive Director
- **Date**: 9/14/17

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06/15/2017
Ms. Carrie L. Wallace

UFSHUR COUNTY COMMISSION
38 W Main St Rm 302
Buckhannon, WV 26201-2259

Date: September 1, 2017
Member Number: 31883 1001
Order Number: RENEWAL
Invoice Number: M427770

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<th>DESCRIPTION</th>
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<td>Fall 2017 Catalog is the Last Catalog in your current membership. Membership Renewal Dues</td>
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<td>Membership Option -- (Please indicate your choice)</td>
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<td>NEXT 5 CATALOGS (New Year 2018, Winter 2018, Spring 2018, Summer 2018, Fall 2018)</td>
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<td>NEXT 4 CATALOGS (New Year 2018, Winter 2018, Spring 2018, Summer 2018)</td>
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(See enclosed insert for details on the various membership options)

Now Accepting MASTERCARD, VISA, DISCOVER and AMERICAN EXPRESS. Please Contact One Of Our Membership Advocates For Details.

Payment of this invoice acknowledges that your organization will use the merchandise received through NAIR in accordance with the provisions of IRS Code 170 (c)(3). The merchandise will not be bartered, traded or sold and in keeping with the TERMS OF THE MEMBERSHIP, will be used for the care of the ill, needy or handicapped. It is also understood that your organization will keep a record of this transaction for the IRS in the event they wish to verify the transaction.

Membership Balance Due (based on Membership Option selected)
September 6, 2017

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

RE: Upshur County Hotel Occupancy Tax

Dear Commissioners: Terry B. Cutright, Samuel R. Nolte, and Troy A. Brady III

For the last 12 years we have owned a home in Tenmile, Upshur County, West Virginia. Recently, we decided to start renting the house out when we were not using it so that other people could vacation there and enjoy the beauty of West Virginia. We called Upshur County offices to find out what we needed to do and we were told that we didn’t need to do anything with the county but that we would need to collect state sales taxes. We can’t remember who we had talked to however, they gave us the correct information for the state but not the county. We have been collecting 6% tax for the state and sending that in and we thought that we were in complete compliance with the law.

A few days ago we received a letter from the Upshur County Sheriff’s Office informing us of an ordinance imposing an occupancy tax in Upshur County. We searched online and couldn’t find a single other vacation rental in the county that was collecting this tax. We called the tax office and the Sheriff’s office and this tax ordinance seemed to be news to everyone we talked to.

Going forward we will be charging a 6% occupancy tax which we will remit to the Upshur County Commission on a monthly basis but we ask that any back taxes be waived since we were unaware of this Ordinance prior to receipt of the letter from the Sheriff.

Sincerely,

George & Lannette Karnes
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<thead>
<tr>
<th>Property Name</th>
<th>Applicant Name</th>
<th>Applicant Address</th>
<th>Estimated Cost</th>
<th>Description of Proposed Work or Project</th>
<th>Permit Number</th>
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<tr>
<td>John Smith</td>
<td>123 Main St.</td>
<td>456 Maple Ave.</td>
<td>$12,000.00</td>
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<td>Jane Doe</td>
<td>789 Elm St.</td>
<td>321 Oak Dr.</td>
<td>$9,500.00</td>
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<td>Robert Lee</td>
<td>456 Pine Ave.</td>
<td>234 Cedar St.</td>
<td>$15,000.00</td>
<td>Construction of new garage</td>
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<td>Mary Brown</td>
<td>789 Walnut Rd.</td>
<td>123 Cherry Ln.</td>
<td>$11,000.00</td>
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UPSHUR COUNTY BUILDING PERMITS

August 1, 2022 - August 15, 2022

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Buckhannon Truck Fest 2017

September 15th and 16th

Buckhannon Truck Fest 2017 @ the City of Buckhannon Public Safety Complex September 15th 5 pm – 8 pm September 16th 9 am – 3 pm

- Friday evenings event will be showcasing all types of emergency response vehicles and will be in conjunction with Festival Fridays.
- Saturdays event is in conjunction with Stockert Youth Center's Children Festival.
- There will be trucks, construction equipment, and military units on display.
- Kids will be able to climb inside to get a first hand look at these awesome machines.
- The operators will be on hand to explain how they work and to answer questions.
- This event is free of charge.
Are you, your family, and pets prepared for emergencies? Make a plan!

NATIONAL PREPAREDNESS MONTH
2017 Disasters Don’t Plan Ahead. YOU CAN.

Saturday, September 16th from 10:00am - 2:00pm
Family fun, games, food, activities, and a truck show at the Stockert Youth Center!

September - National Suicide Month
Look, listen, ask!

NATIONAL SUICIDE PREVENTION LIFELINE
1-800-273-TALK (8255)
suicidepreventionlifeline.org

Hope and Help Assembly
Sat, September 9th at Jawbone Park!

More than 5 million Americans are living with Alzheimer’s.

---October 4th-7th is the Upshur County Literacy Volunteers Book Sale! Flyers and additional information coming soon!---
STOCKERT YOUTH CENTER ACTIVITIES

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

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

Family Connections

Tuesday, September 12th 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!

Breastfeeding Support
Group Meetings - second and fourth Thursdays at SYC - Check out Facebook!

FRN Meetings
Noon at Stockert Youth Center
- September 11, 2017
- October 2, 2017
- November 13, 2017
- December 11, 2017

WE are FAMILY

~ FRN Meetings ~

KEEP CALM AND Support Breastfeeding!
Antique Tractor & Farm Equipment Show

When:  September 30th, 2017  5pm - 10pm

Where:  Main St. Buckhannnon
In conjunction with Buckhannon Fall Fest

For more information contact: Jerry Arnold @ 304-472-1651 Ext. 1000 or
Email: jarnold.buckhannon@gmail.com

Visit us on the web:  www.buckhannonwv.org
SAVATION ARMY
BUCKHANNON
OCTOBER
16TH - 18TH
9:00-12:00, 1:00-3:00
MAKE UP DAYS PENDING,
WILL BE BY APPOINTMENT ONLY

WHAT TO BRING:
* Birth certificate for all children 12 and under
* Proof of income for household, last 2 paycheck stubs and complete current food stamp renewal letter (if receive)
* Picture ID and social security cards for all adults
* Proof of residency, lease or utility bill

GIFT IDEAS, CLOTHING SIZES FOR EACH CHILD & IF REQUESTING A BIKE, WILL NEED A SIZE.

QUESTIONS
304-472-6165

ANGEL TREE SIGN UPS
Meeting Called to Order by Chairperson
Pledge of Allegiance
Roll Call - Introduce Board of Directors
Chair/Treasurer-Carey Wagner, Secretary-Larry Heeter, Board Member-Sonny Matthews
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Sharon Burr;
Recognize Current Customers
Approval of Minutes - August 8, 2017 Regular Monthly Meeting
Treasurer Report/Payment of Bills for September/bal of August Invoices

ITEMS FOR DISCUSSION

Water Rule 5.5 Extension
Charles Bevins (copy of paperwork in folder) Vote

WVCoRP Annual Meeting and Elections
Friday, September 29 @ Best Western Plus in Bridgeport
10:30 am (lunch will be served to all attendees) Vote

Phase III Extension Project Update
CTG Invoice #4 Vote

Land for New Office
Update Vote

Maintenance Report
Discuss - Valve Locations
Quarterly Testing Results
Hydrant List (if available)

Date & Time of October 2017 Meeting - Tuesday, October 3, 2017 @ 5:30 pm

Adjournment Vote

Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!! ☺️

Rough Draft Prepared by Office Manager August 9, 2017
Prepared by Board Chair and Office Manager August 9, 2017
Posted and Available to the Public on September 1, 2017
Notice of Meeting
Buckhannon-Upshur Parks and Recreation Advisory Board

Location: Upshur County Administrative Annex, 91 West Main St. Suite 101
Date: September 11, 2017
Time: 5:30 PM

Agenda

1. Call meeting to order.
2. Approve May 8, 2017 minutes
3. Public comment
4. Discuss ordering blazes
5. Invoice for map stickers
6. Discuss Frank and Jane Williams Memorial Bench / other ideas
7. Discuss Board vacancy – Commission appointment
8. Election of officers (to take place once all vacancies are filled)
9. Discuss monthly meeting date and time
10. Creation of Riverwalk Extension Working Group
11. 2017 park and pool season review
12. Adjournment

Next Meeting: 5:30 PM, October 9, 2017 at Upshur County Administrative Annex
General Membership Meeting

September 11, 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
• National Preparedness Month
• Information Sharing
• Closing

Next meeting Monday, October 2, 2017 at 12:00 pm at Stockert Youth Center
In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program special board meeting will be held September 11, 2017 at 6:00pm in the Lewis County Commission Meeting Room in Lewis County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS
Special Board Meeting Agenda
September 11, 2017
Lewis County Commission Meeting Room 6:00 P.M.

I. Handouts
   • Sign in sheets
   • Agenda, Previous Meeting Minutes
   • Budget report

II. New Business
1) Batterer's Intervention Prevention Class Update
   • Upshur/Lewis- 6 clients
2) Home Confinement Update- Lewis-29  Upshur-26
3) Community Corrections Update
   • Referrals received since July 1, 2017 Upshur-9  Lewis-10  Total- 19
   • Grant Award
   • Substance Abuse Treatment Background Board Member vacancy
   • Request to raise Community Corrections Fees
   • Instant drug screen device changes update
   • DHHR drug screening update

III. Next Meeting
   • November 6, 2017 at 6:00pm in the Upshur County Day Report Center
UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda
Thursday, September 14, 2017
4:00 p.m.

I. Call meeting to order

II. Recognition of Guests

III. Public Comment

IV. Approval of previous meeting(s) minutes
   • August 10, 2017

V. Report and/or action on Pending Cases
   • 012017-01 (George) – Rick Harlow to provide update regarding appliances sitting on property. Greg Harris to provide update regarding his contact with Jeff Armentrout about the fire alarm system.
   • 012017-02 (George) – Rick Harlow to provide update regarding appliances sitting on property. Greg Harris to provide update regarding his contact with Jeff Armentrout about the fire alarm system.
   • 020917-01 (Wojnowich) – On hold, waiting to see if property owner appears to pay delinquent taxes and have letter served then.
   • 041317-02 (Gould) — deadline for compliance 9/13/17, review photographs of property
   • 051117-01 (Kelley) – Photographs for review – deadline for compliance was 9/13/17

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

VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, October 12, 2017 at the Upshur County Administrative Annex, 91 West Main St., Suite 101.
Upshur County Convention & Visitors Bureau
September 14th, 2017 Agenda

• Call Meeting to Order

• Approval of Minutes

• Treasurer’s Report

• Director’s Report

• Event Center Manager’s Report

• Old Business:
  o Conflict of Interest Forms & Standards of Conduct

• New Business:
  o Sound System on Main Street
  o Weekend Coverage in the Office

• Motion to Adjourn Meeting

NEXT MEETING: October 12th, 2017
Buckhannon-Upshur Airport Authority Agenda
Buckhannon-Upshur Airport Authority—Upshur County Development Office
Thursday, September 14, 2017 at 4:00 pm

A. Call to order

B. Recognized guests and public comment period
   - Bill Kovac – Eastern Aviation Fuels

C. Officer/Committee/Consultant Reports:
   - President’s Report – Bill Thomas, President
   - Treasurer’s Report – Phil Loftis, Treasurer
     • Approval of authority to transfer funds from general fund account to payroll account as required (estimated at $7,000.00) for payroll expenses between 08/09/2017 and the next regularly scheduled Authority meeting on 10/14/2017.
     • Approval to compensate Jennifer Powers to attend the upcoming training session presented by the WV State Auditor’s Office, to be held in Bridgeport on October 26, 2017. This training is open to any board member who would like to register to attend. The registration form and agenda are attached.
     • Approval to use the services of Mi-Tec to host the Airport’s web site - $180 annual billing.
     • Approval to transfer funds from AIP and/or construction account held by County Commission to the Authority, per recommendation of auditor.
     • Approval to pay down line of credit.
   - Secretary’s Report – Rich Clemens, Secretary
     • FOIA Request – SmartProcure
     • Young Eagles – Flyers/Facebook
   - Engineering Reports – Chapman/Technical
   - Operations – Jamie Wilt, Jennifer Powers

D. Consent Agenda:
   - Approval of Minutes
   - Approval of Treasurer’s Report
   - Authorization for payment of the bills

E. Items Removed from the Consent Agenda for discussion and vote:

F. Old Business:
   - New hangar space requests/applications/updates
   - Request to County Commission regarding renaming Airport Road as Bill Wellings Road

G. New Business:

H. Board Member Comments and Announcements

I. Adjournment
Buckhannon-Upshur Chamber of Commerce
Meeting Agenda
September 18, 2017

Welcome and Introductions

Pledge of Allegiance

Treasurer’s Report

Review of Minutes from Previous Meeting

New Business:
- Welcome New Members-
  - Upshur County Recreation Complex
  - Upshur County Public Library
  - Fresenius Kidney Care
  - Aladdin Food Service

Old Business:
- WV Chamber Annual Meeting & Business Summit
  - Largest to date with 1000+ attending

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 – Amby Jenkins
  County Commission – Carrie Wallace
  Mountain Cap of WV- Kathy McMurray
  Upshur Arts Alliance- Jane Helmick
  WVWC- Bob Skinner
  St. Joe’s- Lisa Wharton

Speaker- Legislative Director for the Governor’s Office, Bob Ashley

Announcements
Closing Prayer- Adjourn

Next Meeting- October 16, 2017
Notice of Meeting
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for
Upshur County Fire Board, Incorporated
(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Tuesday, September 19, 2017
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---August 15, 2017

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures
- Cumulative report
- Tax Deputy Incentive
- Correspondence from State Auditor---RFP for Audit
- Correspondence from State Auditor---Training for Boards and Authorities

Financial Matters/Items
- Bank Statement---Checking Account Balance as of 08/31/2017---$102,601.95
- Disbursement from Chief Tax Deputy for August---TBD prior to the meeting

Payment of Bills/Invoices
- Software Systems Invoice #30790---$269.00---Maintenance Charge August
- Hart Office Solutions---Invoice #143918---$135.00
- Upshur County Commission---reimbursement P-Card---supplies (tape, ink, labels, calculator tape, etc.)---$93.03

Review of Financial Statements of Selbyville, Warren District, Banks VFDs

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---October 17, 2017---Adjournment
COMMUNITY CORRECTIONS
BOARD MEETING MINUTES
June 10, 2017
Upshur County Day Report Center
In attendance:
Terri Flint, Dennis Willett, Rod Wyman, Larry Williams, Gene Edwards, Addie Helmick, Rodney Rolenson,
Cheyenne Walters, Jerry Lewis Quorum Present

I. Community Corrections Board Meeting
Handouts Provided
1. Sign in Sheet

II. Call to Order 6:07pm
- Gene Edwards motioned to approve previous meeting minutes, seconded by Larry Williams, all voted and approved.
- Cheyenne gave updates on Community Corrections and Home confinement, she confirmed that the Home Confinement bracelets will be changed with a new company from 3M to SCRAM
- Rodney discussed Drug Court budget changes
- Rodney discussed the move to the new Community Corrections Office, rent, utilities, etc
- Cheyenne discussed hiring a lawn care service to maintain the Upshur Office grounds at the cost of $50.00 every other week
- Larry Williams motioned to approve lawn care, seconded by Gene Edwards, all voted and approved
- Rodney discussed the still vacant position on the board for Substance Abuse background
- Rodney discussed the vacancy of a case aide position
- Terri Flint motioned to approve Elizabeth Kelly’s resignation as case aide, seconded by Addie Helmick, all voted and approved.
- Larry Williams made the motion to hire a previously interviewed person to fill the vacant case aide position, seconded by Terri Flint, all voted and approved.
- Cheyenne discussed security concerns from the Lewis County DRC
- Terri Flint motioned to adjourn 6:47pm, seconded by Larry Williams, all voted and approved.

Next Meeting September 11, 2017 Lewis County Commission Meeting Room

III. Motion to Adjourn 6:47pm
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 August 14, 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 were three guests: Marge Richter Paul’s wife; Jeff Wamsley, City of Buckhannon Waste Board Supervisor; and, Callie Sams, WV DEP District Environmental Coordinator.

Minutes of the July 10, 2017 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jackie and second by Jay. 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 July, 2017 were presented. The ending balances for the accounts are as follows:

- REAP Account $ 100.00
- SWMB Account $ 100.00
- Money Mkt Account $ 19,528.62
- Operating Account $ 11,480.86

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 July 11, 2017 to August 14, 2017, a copy of which is attached as part of the minutes. Burl noted that he had received notice today by email of the AWVSSWA fall conference at Pipestem Resort. Burl also noted that he had emailed the 9 Upshur County schools concerning the Bounty Recycling Program for this school year. The email had been copied to each board member. 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 presented information on issues of recycling at the 9 schools in Upshur County and the implementation of the Bounty program.
Guest Callie Sams presented information relative to the Make It Shine Applications and also of the Annual Youth Environmental Conference.

Guest Marge Richter came in recognition of the UCSWA celebration of Paul’s 80th birthday. This is addressed at the end of these minutes.

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. The applications are due September 22nd. Burl and Jay will have the applications completed and Burl will present the County applications at the 9/11/17 meeting.

- **Audit Requirements, Solicit Proposals** — Burl presented a letter of rescission of the earlier WV State Auditor order. A new order will come out allowing the UCSWA to solicit proposals for a 3 year RFP.

New Business:

- **Paper Shred Event** — Burl noted that the FY 2018 SWMB Grant award did not include the $2200 requested for the event. He contacted Shred-It and Shred-It agreed to do a 3 hour event on September 9th from 9 AM to 12 PM for $900 plus 8% fuel/environmental surcharge. A motion by Paul to proceed with this event as proposed and pay for it from the Operating account. Second by Jay. Motion carried. The necessary advertising will be by utilizing signs, bulletin board notices and free notices in the media.

- **Financial Support for the WV DEP 42nd Annual Youth Environmental Conference at North Bend State Park, Sept. 29th - Oct 1, 2017** — A letter request from Diana Haid of the WV DEP was included in the agenda packet. The UCSWA contributed $360.00 last year. A motion by Jackie to support once again at $360.00. Second by Jay. Motion carried. Upshur county students will be utilizing the support if possible.

- **FY 2018 SWMB Grant Award Acceptance** — The agenda packet included notice of award of $7900.00 to the UCSWA for insurance, direct mail and the educational conference. A motion by Mary to allow Chair Joyce to sign the Grant documents. Second by Jackie. Motion carried.

Board Member Items:

- **AWVSWA Fall Conference at Pipestem Resort, October 22-24, 2017** — Jay, Paul, Mary (maybe) and Burl are available to attend. Burl will make room reservations when the number is confirmed. Registration for the conference will be made after the SWMB Grant is received.
- **Recognition of 80th Birthday of G. Paul Richter**— This was done after the meeting adjourned. We sang “Happy Birthday” to Paul and then enjoyed refreshments including a cake made by Mary. Congratulations to Paul and his wife Marge.

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

Respectfully Submitted,

Burl J. Smith, Director
August 14, 2017

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

Joyce Harris-Thacker, Chair

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

- Prepared and distributed by email the minutes of the 7/10/17 meeting.
- Checked upshurswa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check ($2076.60) on 7/20/17.
- One Upshur County Magistrate Court check during this time period ($160.25 on 8/7/17).
- Received monthly bank statements on the four accounts and reconciled balances.
- Everything is okay for July, 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 and SWMB Account had no activity.
- Prepared checks for payment of bills.
- Cleaned office.
- Prepared Agenda and meeting package for the 8/14/17 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 notice of need for final report for FY 2017 SWMB Grant. Did final report and ready for chair’s signature at August meeting.
- Worked on Clean County Make It Shine Award application.
- Received notice of award of $7900 for FY 2018 SWMB Grant. Prepared paperwork for processing and signature at August UCSWA board meeting.
- Paper Shred Event - 2017-------This was not funded by the FY2018 SWMB Grant. I talked with Shred-It and they will do the event at a reduced cost to $900.00 plus fuel surcharge of 8%. I then emailed the UCSWA Board and told them of the situation. Board members said by email (4 of 5, no response from 5th) that we would do the project from the Operating account the 1st Saturday after Labor Day and we would formalize this at the August meeting. I signed the contract and had signage prepared by The Sign Guy and posted some of the signs.

Thanks—Burl
Groups/Meetings:

- **Curry Library Board**: *August 23, 2017*
  - The library is having an amnesty month in September although most items have been coming back when due.
  - The library patronage has been down since the summer reading program, but this usually occurs between then and when school is starting.
  - Judith is still looking into grants and fundraising.

  **Next meeting: September 27, 2017 at 10:00am at Curry Library**

- **FRN**: *August 14, 2017*
  - Board meetings will now be separate and held prior to the general membership meetings. Nothing to hide but protecting everyone.
  - Had guest speaker Kendra Sullivan. She teaches yoga at SYC. She taught us some chair yoga and stretching techniques. Everyone did a great job!

  **Next meeting: Monday, September 11, 2017 at 12:00 p.m. at SYC**

- **Homelessness and Housing Coalition Meeting**: *August 9, 2017*
  - REMINDER – UCHHC meetings are now held at the Parish House
  - Meeting was canceled last minute

  **Next meeting: Wednesday, September 13, 2017 at 2:00 p.m. at Parish House**

- **Intermountain Collaborative**: *August 15, 2017*
  - Meeting was in Preston County with a Region III FRN meeting prior to the regular IMC meeting. It was canceled, but we were not told.
  - IMC meeting was very brief as there were no speakers.
  - Gearing up for elections of officers for next year.

  **Next meeting: Tuesday, September 19, 2017 at 11:00am**
  **Taylor County DHHR**

- **Literacy Volunteers of Upshur County Board Meeting** *(Tuesday, August 29, 2017):*
  - Gearing up for the beginning of the school year.
  - Everyone was brought up to speed on what happened over the summer.

  **Next meeting: TBA 2017 at 3:30pm at LV-UC Office**
• **Partners in Prevention (UCPIP): August 14, 2017**
  o The Upshur County Breast Feeding Support Group is doing well. Every second Thursday is a meeting in the day, and every fourth Thursday is a meeting in the evening.
  o Discussed upcoming Family Social and Children’s Festival
  o Discussed possible activities for grant
    ▪ Grant for FY18 finished and submitted
    ▪ UCFRN wrote a grant for Breastfeeding Support Group through Circle of Parents and received the grant!! Michele Thacker and a parent representative will attend the training in September.

  **Next meeting: Monday, September 11, 2017 at 12:00 p.m. at SYC**

• **Tobacco Prevention Coalition: August, 2017**
  o The chair was unable to attend due to a state-wide UCFRN meeting.
  o Dr. Reed has crafted a letter to the editor but will be tweaked at the next meeting.
  o Discussion about upcoming events.
    ▪ **NOTE:** The Upshur-Buckhannon Health Department has changed the meeting from Thursday, September 7th to Thursday, September 21st.
    ▪ **Next meeting:** Wednesday, August 2, 2017 at 11:30am at SYC

• **UCARE:** August, 2017
  o No meeting in August.

  ▪ **Next meeting:** September 20, 2017 at 12:00 p.m. at Stockert Youth Center

  *Regional Children’s Summit Meeting – open panel discussion with foster/adoptive agencies on September 14th from 10am-12pm at the Phil Gainer Community Center in Elkins. Please join us!*

**Children’s Festival – Saturday, September 16th from 10:00 am to 2:00 pm**

We are looking for all of the volunteers we can get!