Upshur County Commission
Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: February 22, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 15, 2018

9:15 a.m. Laura Ward – Country Roads Transit – Presentation of report on fiscal year 2017-2018 and funding request for fiscal year 2018-2019

9:30 a.m. Lowell Peterson, Chairman of the Upshur County Farmland Protection Board – (1) requesting the approval of a Resolution authorizing the purchase of a conservation easement to be placed on property owned by Michael A. Hicks and Linda J. Hicks and (2) requesting for the Upshur County Farmland Protection Board audit to be included in the County’s audit. If approved, the Board would pay for their share of the audit. Page 1-6

11:00 a.m. Tour of renovated Circuit Courtroom – renovated with funds provided by the WV Courthouse Facilities Improvement Authority

3:00 p.m. FY 18 Court Security Grant Meeting

Items for Discussion / Action / Approval:

1. Approval and signature of 2018 Board of Review and Equalization (BORE) meeting minutes Under separate cover

2. Appoint the Sheriff of Upshur County as the Administrator with the Will Annexed for the Estate of Vernon Lyle Harris. Page 7

3. Correspondence from Debra Hupp, President of the WV Strawberry Festival Association, Inc. requesting the use of the Courthouse Plaza from May 12th through 20th and further requests that the picnic tables be moved from the Buckhannon-Upshur Recreational Park to Spring Street for use in Vendors Alley. Page 8-9

4. Review and approval of the Youth Conservation Education Grant Application sponsored by the W.V. Association of Conservation Districts and NRCS. Page 10-21

5. Approval of advertisement for full-time seasonal Pool Director and full-time seasonal Concession Stand Manager. Employment will commence at the beginning of May and will continue through mid-August. A Certified Pool Operator (CPO) license is required for the Pool Director position and a WV Food Handler’s Card is required for the Concession Stand Manager position. Applications must be returned on or before March 30, 2018. Page 22

6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility
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)


2. Article from The Register-Herald – “Summers County to host March 15 MVP public meeting” – submitted by April Pierson-Keating, Mountain Lakes Preservation Alliance Page 25-28

3. Upshur County Sheriff’s Financial Statement for Period Ending January 2018 Page 29-30

4. Lewis-Upshur Animal Control Facility Adoption Financial Transactions – November & December 2017 Page 31-34

5. Upshur County E911 Communication Reports --- January 2018 Under separate cover
   - Monthly Call Summary Report
   - Monthly Department Summary Report
   - Monthly and YTD Wrecker Report

6. Newsletters and/or Event Notifications:
   - Buckhannon-Upshur Chamber of Commerce Annual Dinner – March 22nd from 6 p.m. to 9 p.m. Page 35

7. Agendas and/or Notice of Meetings:
   - Upshur County Fire Board, Inc. February 20, 2018 Page 36
   - Wes-Mon-Ty RC&D Board of Directors February 20, 2018 Page 37
   - Lewis-Upshur LEPC February 21, 2018 Page 38

8. Meeting Minutes:
   - Upshur County Family Resource Network January 8, 2018 Page 39-40
   - Elkins Road PSD January 9, 2018 Page 41-43
   - Upshur County Senior Center January 10, 2018 Page 44
   - Buckhannon-Upshur Chamber of Commerce January 15, 2018 Page 45
   - Upshur County Youth Camp January 18, 2018 Page 46

9. Meetings:
   - 03/06/18 5:30 p.m. Elkins Road PSD
   - 03/06/18 4:00 p.m. Hodgesville PSD
   - 03/01/18 7:00 p.m. Banks District VFD
   - 03/01/18 7:00 p.m. Selbyville VFD
   - 03/12/18 12:00 p.m. Upshur County Family Resource Network
   - 03/12/18 4:30 p.m. Upshur County Solid Waste Authority
   - 03/12/18 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
   - 03/05/18 6:00 p.m. Lewis-Upshur Community Corrections Board-Upshur County
   - 03/13/18 7:30 p.m. Adrian VFD
10. Appointments Needed or Upcoming:

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

**Next Regular Meeting of the Upshur County Commission**
March 1, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

*The regularly scheduled Commission Meeting scheduled for Thursday, March 8, 2018 has been CANCELLED*
Hi Tabatha,

At long last, attached, please find Resolution prepared for the Hicks easement. **Please place this on the next available agenda** for the County Commission. I entered February 22, 2017 on the document, but left it in MS Word format in case you needed to make changes. Lowell Peterson will likely attend the meeting. Please advise as to the time-slot for this topic.

**Also for the agenda,** please add a line item for Farmland Protection Board (FPB) audit. After having spoken with the Auditors Office, and having reviewed that discussion with the FPB, the Board would like to ask that the FPB audit be included with the County audit.

The Auditors Office indicated they would need the County Commission to request this change, and then they would issue a revised engagement letter. The FPB fully intends to pay for the costs of their audit.

I understand that the county audit is currently underway, so this item would need to be included on the agenda for next week in order for this to happen. The Auditors Office is aware that we're making this request and feels they can accommodate the FPB audit at this time.

I spoke with Stuart Stickel at the Auditors Office. His thought was that there may have been a previous election on behalf of the FPB or County Commission to separate the audits. Based on the size and complexity (small) of the FPB audit, combining the was the suggested way to go.

Please let me know if you have any questions or concerns on either of the above items.

Thank you,
Amy

--

*Saddleback Services, LLC*
304-667-4877
RESOLUTION

WHEREAS, the Upshur County Farmland Protection Board (UCFPB) has voted to authorize the purchase of a permanent Conservation Easement to be placed on property owned by Michael A. Hicks and Linda J. Hicks (LANDOWNERS), consisting of a tract of land located in the Washington District of Upshur County, West Virginia, and containing 174.58 acres, more or less (as more particularly described on the attached Exhibit A and shown on the Plat in Exhibit B); and,

WHEREAS, the UCFPB and LANDOWNERS have agreed to pay defined closing costs towards the purchase of said easement; and, the UCFPB will pay $170,250 for the purchase of said easement.

WHEREFORE, BE IT RESOLVED, that the Upshur County Commission, does hereby authorize and approve said Conservation Easement purchase this 22nd day of February, 2018 and does further authorize the disbursement of the funds set forth above by the Upshur County Farmland Protection Board for this purchase.

________________________________________
President

________________________________________
Commissioner

________________________________________
Commissioner

ATTEST: _______________________________
174.58 Acres to be placed under Conservation Easement

BEGINNING at a point in centerline of State Secondary Route 26 / 2 in a projection of the line fence; being a corner common to the land of Coastal Forest Resources Co. As Witness Corner, set a 5/8" x 36" aluminum- capped steel rod on the south edge of said road, from which the True Corner bears N 21 53 ' W. 15.0 feet.

THENCE S 21 53' E 861.0 feet to a corner, found a 24 " scarlet oak marked as corner, at the intersection of fences; being a corner common to the land of Robert Phillips.

THENCE two lines with said Phillips, s 55 05; W. 280.0 feet to a corner, found a 16 ' poplar marked as corner, at turn in wire fence.

    S 49 09 ' W 157.8 feet to a corner, found a locust post at the intersection of fences on the southwest edge of a 20 foot right of-way; being a corner common to Johnny R. Davis.

THENCE three lines with Davis, S 58 44 ' W 178.4 feet to a corner, found a 14 " black walnut at turn in fence.

    S 15 44 ' W 151.9 feet to a corner, a locust post at the fence corner. Set a 5/8" x 36" aluminum-capped steel rod.

    S 60 58 ' E 253.1 feet to a corner, a locust post at the intersection of fences; being a corner common to Lida J. and Vadis G. Osborn. Set a 5/8" x 36" aluminum- capped steel rod at the base of said post.

THENCE three lines with said Osborn, S 56 26' W 325.0 feet to a corner, a locust post at turn in fence. Set a 5/8" x 36" aluminum- capped steel rod at the base of said post.

    S 34 46' W 904.0 feet to a corner, found an 11" hickory marked as corner, at turn in wire fence.

    S 26 59' W 626.1 feet to a corner, found a 14" sassafras at the intersection of fences; being a corner common to David A. McCauley.

THENCE three lines with Light, S 28 28 ' W 201.3 feet to a corner, found a 22" black walnut at turn in fence.
S 56 42' W 413.2 feet to a corner, found a 24" black walnut at turn in fence.
S 20 17' W 403.2 feet to a corner, found a 10" hickory in the fence line as called for;
being a corner to Clayton F. and Mark W. Tenney.

THENCE four lines with Tenney, N 57 52' W 517.5 feet to a corner, found a 12" chestnut oak at
the fence corner.
N 08 00' E 313.4 feet to a corner, found a chestnut oak stump at turn in wire fence. Set a
5/8" by 36" aluminum capped steel rod in center of said stump.
N 17 40' E 420.1 feet to a corner, found a 38" white oak at the fence corner as called for.
N 73 48' W 569.3 feet to a corner, found a stone pile at the intersection of fences; being a
corner common to Woody Lumber Co. Set a 5/8 " x 36" aluminum-capped steel rod.

THENCE a line with Woody Lumber Co, N 24 46' E, cross access road at 410 feet, IN ALL,
978.4 feet to a corner, found a chestnut snag near the fence corner as called for. Set a 5/8" x 36"
aluminum- capped steel rod at base of said snag.

THENCE one line with Woody Lumber Co: N 84 04' W 402.7 feet to a corner, found a 24" ash
at the fence corner; being a corner common to Island Creek Coal.

NOTE: This is the common, southern corner of Tract 1 and Tract 2 found in Book 316
Page 282 (30" Ash, the beginning corner of said 50 ½ acre tract;)

Thence with another boundary line of said 50 ½ acre tract, S05-08-28W 179.05' to a ½" by 30"
iron rebar in a rock pile,
Thence running S71-53-54W 81.66' to a ½" by 30" iron rebar at the eastern right of way line of
West Virginia Secondary Road Route No. 28/2 and in said last mentioned boundary line;
Thence running with said eastern right of way line of said last mentioned Secondary Road nine
calls as follows,

N28-18-50W 71.25' to a hub and tack;
Thence N45-30-49W at about 132.00' passing under 138 KV transmission line, in all
254.61' to a hub and tack;
Thence N24-48-54W 139.03' to a hub and tack;
Thence N16-56-05E 286.54' to a hub and tack;
Thence N08-11-48E 267 .20' to a hub and tack;
Thence N14-01-55W 48.26' to a hub and tack;
Thence N32-21-18W 128.98' to a hub and tack;
Thence N47-22-17W 189.96' to a hub and tack;
Thence N33-31-50W 15.96' to a hub and tack in the junction of the eastern right of way line of said West Virginia Secondary Route No. 28/2 and the eastern right of way line of West Virginia Secondary Road Route No. 26/2;

Thence with said eastern right of way line of said last mentioned Secondary Road three calls as follows,

N15-27-25E 617.76' to a hub and tack;
Thence N35-57-32E 108.90' to a hub and tack;
Thence N53-58-41E at about 50.00 crossing under said 138 KV line, in all 175.41' to a ¾" iron rebar with cap; As Witness Corner, set a 5/9" x 36" aluminum-capped steel rod on the south edge of said road from which the True Corner bears N 03 37' E 15.0 feet.

Note: This is the northern common point of Tracts 1 and 2 in Deed Book 316 Page 282.

THENENCE seventeen lines with the centerline of State Secondary Route 26/2:

S58-17E 102.5'
S40-40E 107.0'
S32-38E 117.8'
S42-04E 136.5'
S62-09E 147.3'
S49-31E 216.5'
S37-44E 150.7'
S46-07E 65.0'
S66-24E 64.1'
S84-45E 53.0'
N82-52E 56.9'
N72-40E 133.0'
N70-00E 98.5'
N81-24E 61.6 feet to the point of BEGINNING
Exhibit A

PROPERTY PLAT

PLAT FOR MICHAEL A. HICKS AND LINDA J. HICKS

SITUATE IN WASHINGTON DISTRICT, UPSHUR COUNTY, WEST VIRGINIA
SHOWING THE FIRST AND SECOND TRACTS AS CONVEYED TO
MICHAEL A. HICKS AND LINDA J. HICKS IN DEED BOOK 316 AT PAGE 282.
THIS PLAT IS NOT TO BE USED FOR CONVEYANCE PURPOSES.
NO SCALE

PLAT DATE: JANUARY 16TH, 2019

DALE P. BENNETT PS #954
BENNETT SURVEYING
11 GREEN STREET/PO BOX 127
BUCKHANNON, WEST VIRGINIA
304-472-0817
STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, February 16, 2018.

On February 16, 2018, it appearing to the Clerk, that it had been more than two months since the death of Vernon Lyle Harris, deceased. Bonnie B. Harris, the first Executrix named in the Will, is deceased, and John E. Busch, the second Executor named in the Will, is deceased. Therefore, upon the motion of Debra D. Dollar and Lyla D’Ann Harris-Blevin daughters of Vernon Lyle Harris, deceased, does hereby request the Sheriff of Upshur County to serve as Administrator of the Estate of Vernon Lyle Harris, deceased. Therefore, in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it is ordered that the Sheriff of Upshur County serve as Administrator with the Will Annexed of the estate of Vernon Lyle Harris, late a resident of Warren District, Upshur County, West Virginia.

TESTE:  

CLERK
February 15th, 2018

Sam Nolte, President
Upshur County Commission
West Main Street
Buckhannon WV 26201

Dear Mr. Nolte and Commissioners,

The Board of Directors of the 77th West Virginia Strawberry Festival would like to request the use of the plaza area of the Courthouse and Complex during this year’s festival May 12th – 20th 2018. This area will be used as in the past for entertainment, auctions and information booths from the State of WV. Opening Ceremonies will be held Wednesday May 17th at Noon. Also using the plaza for Children’s Activities. We will have a small tent to store the sound system and a stage for the entertainment and judges.

We would like to request the use of the picnic tables from the Upshur County Park to be moved to Spring Street for Vendor’s Alley.

Thank you for your contributions, both monetary and otherwise given to the festival and its board each year. If you have any questions please contact us at any time.

**** The commissioners are invited to participate in the parades. So please mark your calendar for the parades. Fireman’s Parade is Friday Night with a line-up on Tucker St. at 6:00 Grand Feature Parade is Saturday. Line-up at 11:30 on Pocahontas St. following reception at WVWC President’s house.

Sincerely,

Debra Hupp, President
77th WV Strawberry Festival
304-516-9732
February 15th, 2018

Sam Nolte, President
Upshur County Commission
West Main Street
Buckhannon WV 26201

Dear Mr. Nolte,

The West Virginia Strawberry Festival Board of Directors would like to invite you to write a letter of greeting for our Souvenir Program Book and the Newspapers. The Festival’s theme this year is Stars, Stripes and Strawberry. This will be our 77th year. We need your letter sent to Ralston Press by April 3rd 2018.

Ralston Press 16 Chancery St. Buckhannon WV 26201 or E-mail: hiblank1972@yahoo.com

Please mark calendar with this year’s events.

1. **April 8th**  Queen / Teen Pageant ... WVWC Performing Arts Center (TBA)  
   Crowning of Hostess Princess

2. **May 15th**  Coronation Rehearsal … WVWC Chapel 6:00 pm

3. **May 16th**  Opening Ceremonies … Courthouse at 12:00 noon

4. **May 16th**  Coronation…… WVWC Chapel at 7:00 pm.  (Line-up at 6:30 pm)

5. **May 18th**  Fireman’s Parade at 6:30 pm  (Line-up at 6:00 pm on Tucker St.)

6. **May 19th**  Grand Feature at 1:00 pm  (Line-up 11:30 noon on Pocahontas St.)

You have always been an important part of the festival and we look forward to seeing you each year. We appreciate your contributions to the festival and its board. If you have any questions please contact us at any time.

Sincerely,

Debra Hupp, President
77th WV Strawberry Festival
304-516-9732 ©
February 22, 2018

West Virginia Association of Conservation Districts
742 Airport Road
Sutton, WV 26601

Re: Youth Conservation Education Grant Application
Upshur County Youth Camp Project

Dear Sirs or Madams,

Please find enclosed an original grant application, full project proposal, detailed budget, and letters of support for the above referenced project. Your consideration of this funding request is greatly appreciated. If you need any additional information, please feel free to contact our office.

Sincerely,

Samuel R. Nolte
Upshur County Commission President

Enclosures: as referenced above
Cc: Upshur County Youth Camp Board
Youth Conservation Education Grant Application
Sponsored by the W.V. Association of Conservation Districts and NRCS

Project Title: Upshur County Youth Camp Outdoor Education Shelter with Amphitheatre Seating
Organization(s) Involved: Upshur County Commission, Upshur County Youth Camp Board, Upshur County 4-H

Contact Information
Name: Tabatha Perry
Address: 91 West Main Street, Suite 101, Buckhannon, WV 26201
Phone: (304) 472-0535 ext. 2
Email: trperry@upshurcounty.org

How many students will be impacted by this project? Approximately 1,000 youth

Briefly summarize your project. Please include specifics including goals and objectives and estimated community impact.

The Upshur County Youth Camp Board is interested in constructing an outdoor education shelter with amphitheater seating on an underutilized portion of the camp property. This area would provide youth with protection from the elements while receiving education on how to conserve and improve natural resources in their everyday surroundings. Lessons that would be offered to the youth utilizing this space include fish biology through the WV DNR, tree identification through the WVU Extension Office and the Forestry Department, composition of wildflower habitats and insect identification, just to name a few. The area could also be utilized by both youth and adults for talent shows, band performances, theatrical performances, and various demonstrations. Due to Upshur County and Selbyville’s very rural nature, the project site will have a significant impact on the community population.

Amount of Grant Funds Requested: $17,343.82

To complete the project application please include the following:

- Full project proposal
- Detailed budget for this project and indicate the source(s) of funding. Also include any other grant funds, donation, or in kind contributions.
- Letters of Support and Commitment for this project.

Grant requests must be submitted to the WVACD Office by March 6, 2018.

Please mail complete grant application to:
West Virginia Association of Conservation Districts
742 Airport Rd.
Sutton, WV 26601

If you have any questions please call Timothy VanReenen WVACD President at (304) 653-4897
Upshur County Commission
Upshur County Youth Camp – Outdoor Education Shelter Project Proposal

The Upshur County Youth Camp is situated upon approximately 46 acres of land and consists of cabins, group camping areas, hiking trails, a swimming pool, open green space and serves as a retreat for youth and adult groups from across the County and surrounding areas. This property was initially acquired by the Upshur County Farm Bureau in 1942 and later deeded over to the Upshur County Court in 1945 and has continued to serve as the Youth Camp to this day. During the operating season, the camp serves over 1,000 youth and adults who participate in a variety of events such as church camps, 4-H camp, band camps and family reunions. Nestled among the hills in the county, the camp allows for the providing of education in an outdoor non-traditional setting.

During this past fall, students from the West Virginia University School of Design and Community Development visited the camp in an effort to study its relation to the County’s other amenities and were tasked with preparing an “Inventory and Analysis”. The students considered all of the site’s uses, how they fit together, what could be added and what needs to be improved. One key issue and opportunity the students noted was the need for programmed areas to enhance 4-H educational opportunities such as tree identification, gardening/landscaping of properties, STEM focus and physical activity focus. After reviewing the students’ master plans for the Youth Camp, the Upshur County Youth Camp Board expressed an interest in constructing an outdoor education shelter with amphitheater seating. This outdoor classroom would be centrally located in an area of the camp that would allow for easy access to the river, nature trails and the future site of wildflower gardens.

The intention of this project would be to build a twelve foot by eighteen foot open air educational shelter surrounded by amphitheater style seating. The shelter would provide cover from the elements while educating youth in an outdoor non-traditional setting. The shelter would also have lighting so the use of the area would not be restricted to daytime use. Almost 200 4-H youth attend the youth camp during summer. These youth in particular would greatly benefit from this area and could utilize this setting for a variety of educational lessons. Included in this project is the purchasing of wildflower seed and tree identification markers. Should this project be funded, 4-H leaders and a Wildlife Specialist from the WVU Extension Office have planned to conduct lessons educating the children on monarch butterflies and the composition of pollinator gardens. The children will learn how to plant and maintain the seeds, identify what species they intend to grow, learn more about the benefits of pollinator gardens and would further identify different tree species and mark them for future use along the nature trail. After the wildflowers begin to flourish, this will attract different insects and other invertebrates (including butterflies, bees, spiders and millipedes), birds and mammals for future youth groups to learn about.

In addition to the aforementioned, the development of this area would allow for greater use of the camp’s current amenities and encourage future educators to offer sessions at the Youth Camp. For example, a few years ago, fish biologists from the WV Department of Natural Resources visited the Youth Camp and taught lessons utilizing electrofishing. The river was stocked with fish, a controlled portion of the river was shocked, which allowed for the collection fish, insects and crawdads in buckets and then the children studied the different species. The
specimen were then returned to the river. In addition to river biology, identification of the trees along the nature walk would allow for educational sessions to be offered by a Forest Resources Extension Specialist which provides hands-on experience when identifying trees by bark, twig and bud attributes. Demonstrations such as these benefit our youth since this is not something they learn in a classroom or at home. Therefore, providing our children with a location and an opportunity to learn about these non-traditional studies will equip them with a vast amount of knowledge that is not easily obtained through textbooks and worksheets.

The attached budget includes all of the materials that are needed to construct the shelter with electricity, a concrete pad around the shelter to allow wheelchair access, seating, rental of equipment needed to prepare the site, wildflower seeds and tree identification markers. The labor would be provided by the County’s highly qualified Youth Camp Director, Assistant and Maintenance Department. As previously noted, the local 4-H groups intend to plant the wildflower seeds and install the tree identification markers. If funded, the Commission would also request the assistance from the West Virginia Army National Guard’s Horizontal Construction Engineers to assist in the site preparation.
UPSHUR COUNTY YOUTH CAMP
AMPHITHEATER COST ESTIMATE

Building Materials

2 x 4 x 10 Regular concrete forms and bracing (22 @ $4.80) $105.60
Sakrete posts (8 @ $4.75) 38.00
6 x 6 x 10 Back wall post (2 @ $28.20) 56.40
6 x 6 x 16 Front wall post (2 @ $46.60) 93.20
6 x 6 x 20 Top plates and Angle braces (3 @ $71.40) 214.20
6 x 6 x 12 End wall bracing (2 @ $33.12) 66.24
2 x 6 x 16 Roof joists (12 @ $45.60) 547.20
1 x 4 x 12 Roof lathes (18 @ $6.98) 125.64
16’ Sheets green metal roofing (7 @ $32.00) 224.00
Screws for metal roofing ($18.00) 18.00
1 x 6 x 8 Treated deck boards back wall (65 @ $4.88) 317.20
2 x 4 x 18 Treated back wall (2 @ $12.00) 24.00
2 x 4 x 12 Treated end walls (8 @ $6.92) 55.36
1 x 6 x 12 Treated end walls (75 @ $6.98) 523.50
12 x 18 Concrete pad (4 yards) 4 x 100 Wheelchair walks (5 yards) (9 @ $175.00) 1,575.00
5” Torx screws-60 pieces ($31.00) 31.00
3” Deck screws 10 lb. ($20.75) 20.75
2” Deck screws 20 lb. ($20.75) 20.75
3” Drywall screws 10 lb. ($12.99) 12.99
16p Sinker nails 5 lb. ($7.15) 7.15

Electrical Materials

200’ 10-2 wire (3 @ $142.00) $426.00
2” PVC electrical conduit (10’ joints-20 @ $13.95) 279.00
2” PVC Romex connector ($5.00) 5.00
2” PVC elbows (2 @ $3.30) 6.60
PVC pull box ($5.00) 5.00
1” PVC conduit (10’ joints-15 @ $5.09) 76.35
1” PVC Romex connector (8 @ $0.35) 2.80
PVC receptacle boxes (6 @ $2.05) 12.30
1” PVC elbows (6 @ $0.79) 4.74
Exterior spotlights (2 @ $120.00) 240.00
Interior lights (3 @ $22.00) 66.00
20 AMP breakers (2 @ $20.00) 40.00
Ground fault 20 AMP breaker ($46.00) 46.00
150’ 12-2 wire ($123.00) 123.00
Ground fault receptacle ($20.00) 20.00
Regular receptacle (5 @ $0.79) 3.95
UPSHUR COUNTY YOUTH CAMP
AMPHITHEATER COST ESTIMATE

**Additional project costs**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Grass seed 50 lb. ($85.00)</td>
<td>$85.00</td>
</tr>
<tr>
<td>Straw (12 @ $9.00)</td>
<td>108.00</td>
</tr>
<tr>
<td>Concrete finish machine RENTAL (2 days @ $200.00 per day)</td>
<td>400.00</td>
</tr>
<tr>
<td>Rototiller RENTAL (1 month @ $342.00)</td>
<td>342.00</td>
</tr>
<tr>
<td>1” filler Stone (54 ton @ $42.00)</td>
<td>2,268.00</td>
</tr>
<tr>
<td>Wildflower Seed ($100.00 estimate)</td>
<td>100.00</td>
</tr>
<tr>
<td>Tree identification markers 6 ½” stainless steel (10 @ $23.79)</td>
<td>237.90</td>
</tr>
<tr>
<td>Benches (amphitheater seating) 6’ (5 @ $440.00)</td>
<td>2,200.00</td>
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<tr>
<td>Benches (amphitheater seating) 8’ (4 @ $485.00)</td>
<td>1,940.00</td>
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<tr>
<td>Benches (amphitheater seating) 10’ (5 @ $667.00)</td>
<td>3,335.00</td>
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<tr>
<td>Shipping (benches) ($800.00)</td>
<td>800.00</td>
</tr>
<tr>
<td>Sakrete (benches) (20 @ $4.75)</td>
<td>95.00</td>
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</table>

**TOTAL COST ESTIMATE** $17,343.82

Respectfully submitted,

Gregory B. Woody

Gregory B. Woody
Director
Upshur County Youth Camp
I pledge my **HEAD** to clearer thinking,
my **HEART** to greater loyalty,
my **HANDS** to larger service,
and my **HEALTH** to better living,
for my club, my community,
my country, and my world.

**4-H PLEDGE**

**UPSHUR COUNTY YOUTH CAMP**
**AMPHITHEATER**

**COST ESTIMATE**
**AMPHITHEATER SITE OVERVIEW**

---

- Gregory B. Woody, Director
  Upshur County Youth Camp
Full-Time Seasonal Positions
Buckhannon-Upshur Recreational Park
Upshur County Commission

The Office of the Upshur County Commission is accepting applications for the following full-time seasonal positions at the Buckhannon-Upshur Recreational Park: (1) Pool/Park Director – Weekly salary of up to $500 per week. This is an excellent opportunity for individuals that are looking for summer employment. Duties include, but are not limited to, oversight over the park and pool facilities, employees and cash drawer; maintain records of operation and chemical inventory, manage and administer pool chemicals, supply orders, scheduling and other duties as assigned. A Certified Pool Operator (CPO) license is required. Licenses can be obtained through training scheduled on March 14th and 15th or April 14th and 15th in Morgantown, WV. The Upshur County Commission will reimburse the successful applicant for CPO certification at the end of the park season. (2) Concession Stand Manager to work 5-6 days a week. Individual will be responsible to provide: oversight over concession stand, employees and cash drawer; maintain records of operations, food inventory and ordering, oversight over cleanliness and sanitation of stand, and other duties as assigned. The successful applicant should be a self-starter who possesses the ability to deal with the public, have knowledge of food preparation, sanitation and hygiene, knowledge of purchasing and budgeting procedures and the ability to supervise and motivate the work of others. Successful applicant will be required to obtain a WV Food Handler’s Card.

Employment period for both positions commences at the beginning of May and will continue thru mid-August. Work hours during May and late August are flexible. An ideal candidate would assume both positions.

Successful applicants will be subject to a background investigation. Individuals may obtain an application from the Office of the Upshur County Commission located at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, during the normal business hours of 8:00 a.m. until 4:30 p.m., Monday through Friday or the website at: www.upshurcounty.org. Applications will be accepted until the close of business on March 30, 2018. Applications should be returned to the following address:

Office of the Upshur County Commission
Tabatha R. Perry, Assistant Administrator
91 West Main Street – Suite 101
Buckhannon, West Virginia 26201

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age or disability. Upshur County has established a drug free and tobacco free work environment.
February 13, 2018

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2016-2021. One of the requirements to funding any project with FHWA or FTA funds is that each proposed project undergoes a public "review and comment period." Therefore, additions or deletions to the STIP and certain changes to projects currently in the STIP must meet this requirement before federal funds can be obtained. Accordingly, I am again requesting your assistance in making available (to anyone who wishes to review them) the attached listing of proposed amendments to the approved 2016-2021 STIP.

All written comments are to be received no later than February 24, 2018, and should be addressed to:

Mr. Ryland W. Musick, Jr., M. S., P. E.
Director, Programming Division
West Virginia Division of Highways
Building 5, Room A-430
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please feel free to contact my office at (304) 558-6233.

Very truly yours,

[Signature]
Robert I. Pennington, P. E.
Deputy State Highway Engineer
Programming and Planning

RLP: ML

Attachment

cc: Mrs. Chandra Inglis-Smith, Federal Highway Administration – w/ attachment
    Ms. Michele DeAngelis, Federal Transit Administration – w/ attachment
<table>
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<tr>
<th>Date</th>
<th>Project Name</th>
<th>Description</th>
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**Program Amendment**

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FY 2016-2021
From: "April Keating" <apkeating@hotmail.com>
To: "Tabatha Perry" <trperry@upshurcounty.org>
Subject: for agenda
Date: 2/16/2018 11:34:39 AM

Hi, Tabatha.

Please expand this article and print in the agenda as FYI. It's a nice example of how other counties are trying to plan for the future in the face of this monster. We don't have MVP, of course, but ACP is also 42". They are nearly clones, but for the different companies.

Of course, the FERC decision is still under legal review as several court cases are being decided. If that decision gets reversed because a judge finally decides (and rightly so) that they haven't shown NEED as mandated in the Natural Gas Act (from which NEPA - the National Environmental Policy Act - is taken), then all the damage will have been for naught. The streams are already muddied from the limited tree felling they are allowed.

By the way, do you have a copy of that order? I will forward it if you don't.

Thank you!


Summers County to host March 15 MVP public meeting
www.register-herald.com

HINTON — With ongoing litigation over the Mountain Valley Pipeline (MVP) in both state and federal courts, the Summers County Commission says it will hold a public meeting about the

April Pierson-Keating
Mountain Lakes Preservation Alliance
www.mountainlakespreservation.org
Clean Water Through Clean Energy
Summers County to host March 15 MVP public meeting

- By Matt Combs Register-Herald Reporter
- Feb 14, 2018

HINTON — With ongoing litigation over the Mountain Valley Pipeline (MVP) in both state and federal courts, the Summers County Commission says it will hold a public meeting about the projects next month.

The meeting will be on the stress added to the community in the form of infrastructure damages, added load to fire and emergency services, hospitals, health department and other infrastructure.

The meeting will be March 15 at 6 p.m. at the Memorial Building.

"By all accounts, MVP is happening," said local attorney Elise Keaton who believes the meeting is a way for the community to be proactive.

Keaton, who proposed the public meeting, told the commission that just Wednesday morning, MVP had been granted permission to begin working on a spread in Monroe County and also shared that a zoning dispute between the pipeline entities and the Fayette County Commission has not stopped work in that county.

According to the attorney, the pipeline entities have been using the federal Natural Gas Act to trump local authorities.

As proposed, the meeting will consist of the heads of different local authorities such as the county commission, the sheriff, the Hinton Police chief, the local health department, a representative from the West Virginia Division of Highways and a representative from the pipeline group if they agree.

While damage to local infrastructure by heavy industrial traffic is the most obvious cause for concern to Keaton, she also shared her concerns with an influx of workers.

"There will be an influx of transient workers with a lot of cash," she said. "Along with the positive benefits of them spending that money in our community in legitimate businesses, there are also some negative aspects as well."

With the invitation to the pipeline entities, Keaton told the commission that she hopes to learn how negative impacts were addressed in other communities.
"The point is basically, let's get everybody on the same page of what it looks like," Keaton said. "Then allow the agencies to have conversations with the public, with the county within their own structures as to what they may or may not do to prepare for it."

While interested in the meeting itself, the commission also raised the question on legal protections in the case of infrastructure damages and if and how the county will be able to hold pipeline entities responsible.

In the recent past, the commission passed industrial construction ordinances that, while they would not be able to halt construction, equate to the county collecting some permitting fees.

"We need to have some kind of performance bonds so that we know they are going to put the property back in a decent condition," said Commission President Bill Lightner.

While Keaton questioned whether the pipeline entities would approve of such measures, she told the commission that a public meeting will get the community thinking about what needs to be done in the near future.

"It's my sense that most of the folks we are going to ask to this table haven't given a tremendous amount of thought to the negative stuff," she said. "It's an educational opportunity to raise the issues."

The attorney also confirmed that local hotels, resorts and campgrounds have already received calls reserving a large portion of their properties in blocks.

— Email: mcombs@register-herald.com; follow on Twitter @mattcombsRH
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<th>FUND NAME</th>
<th>BEGINNING BALANCE</th>
<th>CURRENT MONTH COLLECTIONS</th>
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FINAL TOTALS: $5,309,533.06 $813,332.61 $(1,057,161.32) $5,065,704.35

BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH: $5,444,835.75
ORDERS/DEBITS OUTSTANDING: $(977,858.03)
DEPOSITS/CREDITS OUTSTANDING: $596,976.63
NET BANK BALANCE: $5,063,954.35
PETTY CASH / CASH DRAWERS: $1,750.00
CASH SPECIAL INVESTIGATION FUND:
ADJUSTMENT:
TOTAL IN COUNTY DEPOSITORIES AND OFFICE: $5,065,704.35

David H. Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

David H. Coffman
Sheriff & Treasurer, Upshur County

02/20/2018
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| UP CO FIN STBL FUND-SV | $1,224,454.36 | - | - | $1,224,454.36 |
| UP CO FUND PMS FUND | $36,213.02 | - | - | $36,213.02 |
| UP CO FUND-IBCK | - | - | - | - |
| CHILD EXCHG & VISIT CTR | $35,375.16 | - | - | $35,375.16 |
| BANK TOTAL | $1,296,042.54 | - | - | $1,296,042.54 |

<p>| SUMMARY: |
| TOTAL ALL BANKS | $5,444,835.75 | ($1,977,858.03) | $596,976.63 | $5,063,954.35 |
| PETTY CASH / CASH DRAWERS | $1,750.00 | - | - | - |
| CASH SPECIAL INVESTIGATION FUND | - | - | - | - |
| GRAND TOTAL | $5,065,704.35 | - | - | - |</p>
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Rescue Board 55.00
Lewis S/JN deposit 250.00
Donations Misc 1240.00

Total = 2,465

16 18.00 Checks
847.00 in Cash

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Adoption 480
S/I O Upshur 800
S/I O Lewis 100

Misc.
Donations 400

Total = 1780

Cash 1055.00
Checks 725.00

For A Total 1780.00
Sponsorship Packages/Tickets are now available for the Annual Dinner- see attachment!

Tammy Reger
Executive Director
Buckhannon-Upshur
Chamber of Commerce
14 East Main Street
Buckhannon, WV 26201
Ph: 304-472-1722 Fax: 304-472-4938
Website: www.buchamber.com
Notice of Meeting
*******************************************************************************
for
Upshur County Fire Board, Incorporated
(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Tuesday, February 20, 2018
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes--January 16, 2018

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures
  • Cumulative report
  • Reminders update

Financial Matters/Items
  ➢ Bank Statement---Checking Account Balance as of 01/31/2017---$139,627.36
  ➢ Disbursement from Chief Tax Deputy for January---TBD prior to meeting

Payment of Bills/Invoices
  ➢ Software Systems-invoice#31256---$269.00---Maintenance Charge January
  ➢ Upshur County Commission---Reimbursement Payroll---Oct.-Dec. 2017---$7,192.68

Review and Approval of Audit Report for fiscal year ended June 30, 2017.

Discussion County Commission FY 19 Budget Request

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---March 20, 2018---Adjournment
Wes-Mon-Ty RC&D Board of Directors  
February 20, 2018 - 10:00 A.M.  
Weston Steer Steakhouse – Lewis County, WV

**Agenda**
Call to Order – *president Sencindiver*
Pledge of Allegiance - *Jim Foster*
Approval of Agenda –
Devotions – *host*
Introduction of Guests –
Report on Board Members -
Minutes of 1-23-18 – *Bill Coffindaffer*
Treasurer’s Report – *Bob True*

**Committee Reports**
By-Laws Committee

**Old Business**
- 319 project planning
- Wes-Mon-Ty RC&D Credit Card
- RC&D membership review
- FY-19 WVCA Projects

**New Business**
- Goal G: Improve Program Delivery
- IRS 990-N annual filing

**Coordinator’s Report**
- National Fish and Wildlife Foundation- “Pulling it Together” Grant – writing final report (due March 1, 2018)
- FY-18 West Virginia Conservation Agency – Payment #1 sent to all funded projects. Mid-year reports will be due March 15, 2018.

**Agency and Organization Reports**
- Grassland Committee Report – *Bill Coffindaffer*
- Grange Report - *Jim Foster*
- WV Association of Conservation Districts Report – *Jim Foster*
- NACD, WV RC&D Association, Legislative and Budget Update - *Joe Gumm, Don Headley*
- Solid Waste Management/Recycling – *Joe Gumm, Jim McDonald*

**Open Discussion**

**Next Meeting**
1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. Approval of minutes of previous meeting
5. Chairman’s comments:
   a) Introduction of guests
6. Grant Updates:
   a) Discussion of all grants
7. Committee reports:
   a) Membership
   b) By Laws
   c) Public Education
   d) Annual exercise planning team (HSEEP)
   e) Hazard Assessment and Planning
8. Tier II Reports:
9. Off Site Emergency Response Plans:
10. Old Business
11. New Business
12. Membership comments
13. Public comments
14. Adjournment
Upshur County Family Resource Network
General Membership Meeting
January 8, 2018
Meeting Minutes

Board Members present: Troy “Buddy” Brady, Idress Gooden, Joseph Reed, Addie Helmick, Phyllis Sembrolo, Matt Kerner, Debora Brockleman and Mary Austin.
Board Members not present: Alicia Rapking, Diane Godwin, Bill McCollam, Jodi McQuillan and Susan Duranti.

Staff: Lori Ularedich Harvey and Ginny Dixon.

- Community Members present: Lesley Slaughter, Delora Kittle, Deanna Warner, Laura McDaniels, Lori Hagi, Anne Chopyak, Emma Rexroad, Amanda Hayes, Marjorie Burdick, Rachel Strawder and Paula Swearengin.

Opening/Invocation: Chair, Joseph Reed, opened the meeting and provided our invocation.

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

FRN Director’s Report: Director’s Report for December, 2017 was provided to all present and was reviewed by Lori.

Ginny was asked by Dr. Reed to name the current member of FRN Board: Mary Austin, representing DHHR; Diane Godwin, representing local school system; Bill McCollam, representing behavioral health; Dr. Joseph Reed, representing public health department; Troy “Buddy” Brady; Debora Brockleman (also Treasurer); Susan Duranti; Idress Gooden; Addie Helmick; Matt Kerner; Jodi McQuillan; Alicia Rapking; and Phyllis Semelilo. Anne Chopyak motioned that board members be approved by the FRN general membership; Phyllis Sembrolo seconded; motion carried unanimously.

Lori indicated that, at last count, there were a total of 73 inquiries, by phone calls and emails, to Mission WV in response to article in newspaper and information on social media on fostering and/or adoption. Additionally, PIP team will have an informational table at courthouse annex, as well as blue lights in courthouse windows in honor of child abuse prevention month (April). On 3/29/18 PIP will present a proclamation to the County Commission, and pinwheels will be displayed beginning in late March.

Amanda Hayes contributed a brief report on UCARE. This group has not met in a while, but will hold pool parties during the Summer, which have been well received by the youth in Upshur County.

Information Sharing:
- Matt Kerner shared that Opportunity House has received approval to be a VISTA site, and when in place, worker will help to coordinate the substance abuse coalition. They must wait until next quarter to request a VISTA, who would serve for one year initially but renewable up to two years. Also, support specialist positions will be available.
- Lori Harvey shared that Literacy Volunteers of Upshur County has lost their director again. In the
interim, Courtney Meriwether will serve until June, then Kristi Stewart will assume the director’s position August 1st. LVUC Board does not meet during the Summer months.

- Lesley Slaughter shared that Highland-Clarksburg Hospital is entering its fifth year. There is a push on to help others understand who and what they are. They will be meeting with counselors, nurses and other staff in four county school systems this month: Harrison, Doddridge, Lewis and Jackson. She added that recovery meetings are picking up in Harrison County, at which support is offered for those who have someone in their life who is suffering addiction.

- Paula Jean Swearngin introduced herself and told us that she is running for the US Senate. Paula Jean lives in Raleigh County and is the daughter of a coal miner. She spoke passionately of her concerns about acid mine drainage and numerous cancers, and would like to hear from any of us as to our concerns.

- Addie Helmick, Women’s Aid in Crisis, provided laminated cards entitled Stalking Safety Tips. January is stalking awareness month.

- Deanna Warner, WV Birth to Three, shared that BTT provides early intervention for those (from birth to their third birthday) with development delays or who are at risk for developmental delay. She distributed brochures, and added that their services are free and can include speech, physical and occupational therapies, as well as the services of a psychologist. At age 3, children are transitioned to the school system.

- Joseph Reed, a member of the Upshur County Tobacco Prevention Coalition, explained that the Clean Indoor Air regulations now cover bars and private clubs (previously given an exemption). Some clubs are claiming that these regulations are causing them to lose business. Dr. Reed encouraged all of us to become supportive of clean indoor air.

- Delora Kittle, Burlington United Methodist Family Services, Safe at Home, explained that their mission is to keep troubled teens (aged 12-17) out of placement, or if in placement, to reunite them with their family and community. An age waiver can be granted if beyond either end of the age range.

- Deborah Brogleman, director of Stockert Youth Center, shared their goal of a new multi-purpose area, as the present building has been outgrown. Look for more information on various fundraising events coming soon (an elimination dinner, tel-a-thon, etc.).

Before the close of today’s meeting, Dr. Reed asked each agency representative to provide a one page or less statement of what your agency does, to include: contact information; what your program does; geographical area served; how program is financed; and what are your wants? He asked that these be sent to Ginny, FRN Administrative Assistant, and to him, before the next FRN meeting.

Our next meeting will be February 12, 2018 at noon.
The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, January 9, 2018.

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, System Operator–Dave Wamsley

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

Recognize that five (5) customers were present.

**APPROVAL OF MINUTES**
Minutes of December 5, 2017 Regular Monthly 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. Sonny Matthews made a motion to approve financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried

**ELECTION OF OFFICERS**
Sonny Matthews made a motion to continue with the same officers in 2018. Larry Heater seconded the motion. Motion carried

**2018 HOLIDAY SCHEDULE**
Carolyn presented the 2018 Holiday Schedule approved by the County Commission on January 4, 2018 to the Board. Sonny Matthews made a motion to accept the 2018 schedule with the omission of May 8, 2018. Larry Heater seconded the motion. Motion carried

**PHASE III EXTENSION PROJECT**
Region VII sent a request for payment of invoice for CTG from SCBG. Sonny Matthews made a motion for approval to pay. Larry Heater seconded the motion. Motion carried

Carey Wagner stated that she was in process of checking with different banks for a short term loan to purchase the land for a new office
PHASE III EXTENSION con’t
An email sent by Greg Belcher with Chapman Technical Group stated that we are still in a good position with respect to Phase III water line plans, just details to work out. Also still waiting on Governor Justice to make announcement on funds availability for balance of SCBG for Phase III.

EXPO FOR WV WARN
Sonny Matthews made a motion to pay for two nights lodging in Charleston for Carey Wagner to attend this meeting. Larry Heater seconded the motion. Motion carried

WVRWA
Carolyn Douglas presented the Board with the new rates from WVRWA for their membership dues. The letter also stated that they had lost one of their grants and were inquiring if we would be willing to help with voluntary surcharges to maintain the great services they provide. Sonny Matthews made a motion to help with the voluntary surcharges. Larry Heater seconded the motion. Motion carried

MAINTENANCE
Dave Wamsley, System Operator, presented his Maintenance Report for December. Discussion followed on ways to continue to lower unaccounted water loss as well as repairs/replacement still needed on some of our valves and hydrants.

SPECIAL GUEST
We had a special guest show up and attend our meeting, Mr. Rhett P. Dusenbury, Constituent Service Representative, who works under the Honorable Alex X. Mooney, U.S. House of Representatives. He wanted to let us know that he would help us in any way possible with our Phase III Project. He also explained a little about how he has helped others in our industry.

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

The next regular monthly meeting will be held on Tuesday, February 6, 2018 at 5:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater/CD

Attachments: Agenda
             Sign In Sheet
             Financial Report
Elkins Road Public Service District
Board of Directors’ Regular Meeting
January 9, 2018

Approved By:

Carey Wagner
Board Chair/Treasurer
Carey Wagner

Larry Heater
Secretary
Larry Heater

Sonny Matthews
Board Member
Sonny Matthews

Note: Recorded Meeting
UPSHUR COUNTY SENIOR CENTER

Upshur County Senior Center
Board of Directors
Minutes: January 10, 2018

Call to order: Meeting called to order by Vice-President, Jean Howard
Roll Call: Allen Cook

Those attending: Billy Marsh (via proxy), Bill Marsh, Jean Howard, Tim Rock, Terry Cutright, Allen Cook, Scott Gossard (representing AAA), and Laura Ward (representing Country Roads Transit).

Approval of Minutes:
- Tim Rock moved to approve the November minutes. Jean Howard seconded. The motion passed unanimously.

Previous Business:
- Allen informed the Board that Kevin had begun receiving bids for the parking lot repair project (Community Partnership Grant).
- Allen informed the Board that he was receiving quotes for the new computers (Community Partnership Grant).
- Allen informed the Board that Williams & Bright submitted the only bid for the 2017 fiscal audit.
- Tim Rock moved to accept the bid. Terry Cutright seconded. The motion passed unanimously.

New Business:
- Laura Ward requested that the UCSC agree to renew the Country Roads Transit contract. A discussion followed. Ms. Ward left the meeting.
- Terry Cutright moved to approve the contract. Tim Rock seconded. The motion passed unanimously.
- Scott Gossard then led a Board training session.
- Allen asked the Board to appoint a new member to the Personnel Committee. Jean Howard appointed Tim Rock.
- Allen presented a proposal to increase the deductible on the Center’s property insurance. The proposal was tabled.

Miscellaneous/Other:
- Allen requested the week of Jan. 22-26 off. Terry Cutright moved to approve. Bill Marsh seconded. The motion passed unanimously.

- The meeting was adjourned.
Monday, January 15, 2018
12:00 noon – McCue Room – Kanawha St
Presiding – Mark Hays, President

Welcome – Mark Hays welcomed everyone.

Reciting of the Pledge of Allegiance

Treasurer’s Report:
- Checking: $7,126.58
- Money Market: $10,425.71
- CD: $26,564.20
- Total Funds: $44,116.49

Minutes:
- Jane Helmick moved to accept minutes of November 20, 2017 as presented, seconded by CJ Rylands, group approved.

New Business:
- Website Banner Ads- 1 available
- Upshur County Day at Capitol Feb.28th
- Annual Dinner Committee members needed
- Send upcoming events for calendar update

Organizations & Committee Reports:
- WVSF: Membership program–Brittany Small is doing this event. Business Membership is coming back this year. Robbie Skinner is helping with the major business sponsorships this year. Pageants- Jr. Royalty March 17 Teen March 18
- UCDA:
- SUBA – Fundraising- 25,000 needed for the Memorial Wall
- CVB: Feb. 28th Upshur County Day at Capitol
- Create BU: Festival Friday’s start June 1st about 50% of bands are booked. Elimination dinner Feb. 16th.
- City of Buckhannon: Looking for new Fire Chief, Police Department will begin process of looking for new officer.
- County Commission: Records can now be found online.
- WVWC: Students are back on campus.
- Upshur Arts Alliance: Spelling Bee Jan. 27th
- St. Joseph’s Hospital: Thursday Feb. 13th Hospital Day at the Legislature

Speaker – Dominion & ACPL
Announcements:
- Dr. Reed- Please help businesses promote clean air.

Meeting adjourned at 1:10 pm
UPSHUR COUNTY YOUTH CAMP BOARD  
January 18, 2018

The Upshur County Youth Camp Board met in regular session on Thursday, January 18, 2018 in the WVU Extension office. The meeting was called to order by President Glen Hawkins at 6:30 pm. Board members present were Glen, Gini Croaf, Craig Presar and Thanna Wentz. Debbie Hull did not attend. Greg Woody, camp manager also attended.

The secretary’s report was approved through a motion made by Craig and seconded by Gini. The financial statement was accepted as presented.

Tabitha Perry appeared before the board to ascertain what project we wanted to describe in the application for a request for money through a WV Soil Conservation grant. Following a lengthy discussion it was decided to ask for funds to build a mini amphitheater in an area between the dining hall and cook’s cabin. Greg will make a list of things she will need to write into the grant. The deadline for applying for this grant is March 6, 2018.

Tabitha also stated that the County Commissioners and Camp Board members were asked to go to the Lowes store on January 25 to have a picture taken with Lowe’s manager Chad Corley in appreciation of Lowes support of the youth camp.

Old Business:
1. Craig had nothing to report regarding the CPG money
2. Greg reported that Brownfield made it clear they would not be responsible for damage to the road as they work on the tar pit. which is to begin in September. They suggested we sell timber to pay for this damage.
4. Thanna has canceled camp garbage pick-up for the winter and will have residential pick-up during the winter months. This move will be a savings of over one hundred dollars each month.

New Business:
1. Timber harvest - Thanna will speak to Jim Mitchell, who has marked the timber for the camp in the past, to see if he would be interested in doing it again this time.
2. Lowes has donated (and delivered) 256 feet of deck boards to the camp. The boards were 8, 12 and 16 feet long. Thanna will write a thank you note to Mr. Corley.

Greg’s Comments:
1. The radiator on the Ford tractor needs to be replaced
2. The dishwasher in the house broke and has been replaced
3. The floors in the kitchen dining hall and two cabins on the hill have been stripped and waxed and ready for summer. Two more cabins on the hill need to be done.
4. He plans to put rollers on the court house benches as he re-assembles them.
5. He will make a trip to World Vision on January 24.

There being no further business, the meeting adjourned and 8:15 pm. The next meeting will be February 15 at 6:30 pm in the WVU Extension Office.