

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Buckhannon Animal Care and Control Commission was held at the Buckhannon City Hall Council Chambers, 70 East Main on January 14, 2019 at 5:30 pm with the following in attendance:

Mayor	David McCauley	Present
Assistant Recorder	Amberle Jenkins	Present
Comm. Member	Elissa Mills	Present
Comm. Member	Alison Clausen Whitehair	Present
Comm. Member	Robin Keough	Absent
City Cat Trapper	Jeff Wamsley	Present
Public Works Director	Jerry Arnold	Present

Also in attendance- Cristy Lloyd & Marcella Garrison- Members of the Animal Outreach Project, Robyn Simons, Stephen Beer, Samantha Atchison, and Timothy Reese.

Meeting Agenda Posted 01/07/19

***Buckhannon Animal Care & Control Commission at 5:30 pm in Council Chambers Meeting
Agenda for Monday, January 14, 2019***

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Recognized Guests**
 - B.1 **Timothy Reese –Cats Running at Large**
 - B.2 **Upshur County Commission**
 - B.3 **Director of Public Works-Jerry Arnold**
- C. **Consent Agenda**
 - C.1 **Approval of Minutes 10/09/18**
- D. **Correspondence & Information**
 - D.1 **Upshur County Commission Report of Cats-September, October & November 2018**
 - D.2 **Upshur County Commission Report of Dogs-October & November 2018**
 - D.3 **AC&C 2019 Meeting Schedule**
- E. **Strategic Issues for Discussion and/or Vote**
 - E.1 **Discussion Use of Unclaimed Spay/Neuter Funds**
 - E.2 **Discussion Design Ideas & Display Buckhannon Dog Park Bricks**
 - E.3 **Updates & Planned Improvements for Buckhannon Dog Park in 2019**
- F. **Board Members Comments and Announcements**
- G. **Adjournment**
 - POSTED 01/07/19

Mayor McCauley called the meeting to order, led by a moment of silence and pledge to the US flag.

Guests:

B.1 - Mayor McCauley recognized resident Timothy Reese-Dr. Reese explained that he has been dealing with cats running at large in his neighborhood. They are damaging his plants and garden. He has some valuable plantings. Dr. Reese has cleaned up fecal matter, but the smell lingers especially in warm weather. The trapper has set traps and captured in the past but cats that are accustomed to the trap no longer go in it.

He inquired as to the gradation of fines. The fine goes up each time the resident is cited.

Dr. Reese strongly recommends game cams to capture pictures of the cats to fine owners as well.

Dr. Reese asked if information about the animal care and control ordinance could be placed on the website and facebook and possibly on the utility bill occasionally regarding animals running at large.

Committee members suggested that Dr. Reese file a civil complaint to collect damages.

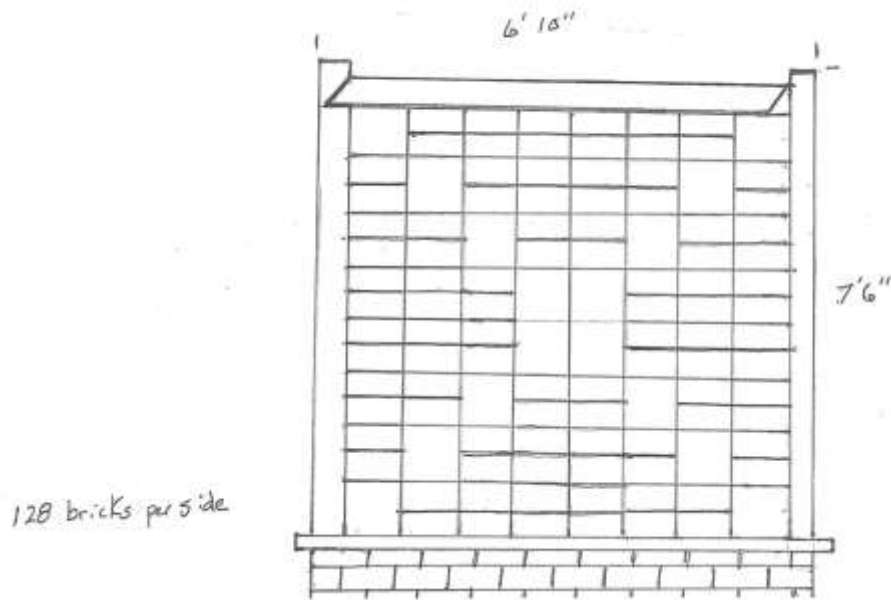
Mr. Wamsley stated he would use another bait for the trap to capture the cats.

B.2 – Upshur County Commission- The County Animal Control Officer – Dustin Hollen is a member of the committee, but the Upshur County Commission would have to pay overtime for Mr. Hollen to attend. Therefore he is not in attendance.

B.3 – Director of Public Works-Jerry Arnold- Mr. Arnold reported that the fountain is complete but awaiting good weather to install it.

Mr. Arnold submitted and explained his plan to construct a display wall with lighting for the memorial bricks. He further explained that the bricks are sand blasted and the maker recommends not using salt on them if they were used as pavers. The wall display method would extend the life of the brick and cost less on installation.

Mr. Arnold submitted the following costs and diagram:



DIRECTOR OF PUBLIC WORKS OPINION OF PROBABLE PROJECT COSTS
DOG PARK BRICK DISPLAY WALL

Total Project Cost	\$1,784.76
Materials	\$1,164.76
Labor (City of Buckhannon)	\$620.00

City Labor					
Line	Quantity	Unit	Item Description	Price	Extended
1	1.00	CY	Unclassified Excavation	\$15.00	\$15.00
2	0.50	CY	Backfill	\$10.00	\$5.00
3	20.00	HR	Labor (City of Buckhannon)	\$28.00	\$560.00
4	1.00	HR	Equipment (City of Buckhannon)	\$40.00	\$40.00
					\$620.00

Materials					
Line	Quantity	Unit	Item Description	Price	Extended
1	28.00	ea	CMU	\$2.50	\$70.00
2	1.50	cu.yd.	Concrete 4000# w/fibers	\$160.00	\$240.00
3	3.00	tn	#57 Limestone	\$19.00	\$57.00
4	16.00	ln. ft.	4"x4"x1/4" Tubing	\$9.00	\$144.00
5	1	ea	5'x10'x1/4" sheet steel	\$210.00	\$210.00
6	24.00	ln. ft.	6"x1/4" strap steel	\$2.70	\$64.80
7	108.00	ln. ft.	1/2" Sq. Stock	\$2.12	\$228.96
8	1.00	ea	Misc. Welding Materials	\$50.00	\$50.00
9	1.00	ea	Painting Materials	\$100.00	\$100.00
					\$1,164.76

Electric would be installed for lighting which will also allow for a future security camera in the area to help prevent vandalism.

Committee Member Whitehair commented that future fund raisers, like this, should be thought thru as the cost to install bricks are taking up half the profits from the fund raising.

Motion Whitehair/Mills to Install the Memorial Brick Display Wall at the Buckhannon Dog Park as submitted by Mr. Arnold. Motion carried.

Consent Agenda: Motion Mills/Whitehair to approve the minutes of the meeting held October 9, 2018. Motion carried.

Correspondence and Information:

D.1 Upshur County Commission Report of Cats-September, October & November 2018

To: Upshur County Commission
From: Janella Cochran Supervisor of Animal Services
Subject: Report of Cats

The Following is an Account of Cats in the Lewis-Upshur Animal Control Facility During

The Month of Sept 2018

Number of Cats brought in by Buckhannon City Trapper	__1__
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	__2__
Number of Cats Brought in By Dustin for Upshur County	__0__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__11__
Number of Cats Dropped Off by Upshur County Residence	__22__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__4__
Number of Cats Adopted(Upshur)	__0__ (0) Upshur (0) Lewis
Number of Cats Returned to Owner	__0__ (0) Upshur (0) Lewis
Number of Cats/Kittens Rescued	__9__ (8) Upshur (1) was Lewis
No Charge	__9__
Number of Cats Euthanized	__16__ (9) Upshur (7) of these were Lewis

To: Upshur County Commission
From: Janella Cochran Supervisor of Animal Services
Subject: Report of Cats

The Following is an Account of Cats in the Lewis-Upshur Animal Control Facility During

The Month of October 2018

Number of Cats brought in by Buckhannon City Trapper	__6__
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	__0__
Number of Cats Brought in By Dustin for Upshur County	__6__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__6__
Number of Cats Dropped Off by Upshur County Residence	__47__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__0__
Number of Cats Adopted(Upshur)	__8__ (8) Upshur (0) Lewis
Number of Cats Returned to Owner	__1__ (1) Upshur (0) Lewis
Number of Cats/Kittens Rescued	__18__ (17) Upshur (1) was Lewis
No Charge	__18__
Number of Cats Euthanized	__28__ (23) Upshur (5) of these were Lewis

To: Upshur County Commission
 From: Janella Cochran Supervisor of Animal Services
 Subject: Report of Cats

The Following is an Account of Cats in the Lewis-Upshur Animal Control Facility During
 The Month of November 2018

Number of Cats brought in by Buckhannon City Trapper	__1__
Number of Cats brought in by Weston City Trapper	__0__
Number of Cats Brought in By John for Lewis County	__0__
Number of Cats Brought in By Dustin for Upshur County	__1__
Number of Cats Brought in By Law Enforcement	__0__
Number of Cats Brought in By Lewis County Residence	__3__
Number of Cats Dropped Off by Upshur County Residence	__17__
Number of Cats Quarantined	__0__ (0) Upshur (0) Lewis
Number of Cats in Holding Box	__0__
Number of Cats Adopted(Upshur)	__14__ (13)Upshur (1)Lewis
Number of Cats Returned to Owner	__0__ Upshur (0) Lewis
Number of Cats/Kittens Rescued	__7__ (5)Upshur (2) was Lewis
No Charge	__7__
Number of Cats Euthanized	__4__ (1) Upshur (3) of these were Lewis

D.2 Upshur County Commission Report of Dogs-October & November 2018

MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION

FROM: Dustin L. Hollen, ANIMAL CONTROL/HUMANE OFFICER

SUBJECT: REPORT OF ANIMAL CONTROL OFFICER

DATE October 1, 2018- October 31, 2018

THE FOLLOWING IS AN ACCOUNT OF DOGS PROCESSED IN UPSHUR COUNTY DURING THE MONTH OF October 2018

NUMBER OF DOGS PICKED UP	24
NUMBER OF DOGS ADOPTED	7
NO CHARGE	0
RESCUED DOGS	11
NUMBER OF DOGS RETURNED TO OWNER	0
NUMBER OF DOGS QUARANTINED	1
NUMBER OF DOGS IN DROP BOX	4
NUMBER OF DOGS BROUGHT IN	24
NUMBER OF DOGS EUTHANIZED	0
NUMBER OF HOURS INVOLVED	175 1/2
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	7

MEMO: MONTHLY DOG REPORT

TO: UPSHUR COUNTY SHERIFF AND UPSHUR COUNTY COMMISSION

FROM: Dustin L. Hollen, ANIMAL CONTROL/HUMANE OFFICER

SUBJECT: REPORT OF ANIMAL CONTROL OFFICER

DATE November 1, 2018- November 30, 2018

THE FOLLOWING IS AN ACCOUNT OF DOGS PROCESSED IN UPSHUR COUNTY DURING THE MONTH OF November 2018.

NUMBER OF DOGS PICKED UP	7
NUMBER OF DOGS ADOPTED NO CHARGE	7 0
RESCUED DOGS	3
NUMBER OF DOGS RETURNED TO OWNER	0
NUMBER OF DOGS QUARANTINED	1
NUMBER OF DOGS IN DROP BOX	0
NUMBER OF DOGS BROUGHT IN	7
NUMBER OF DOGS EUTHANIZED	0
NUMBER OF HOURS INVOLVED	89
NUMBER OF OTHER ANIMALS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	0
NUMBER OF DOGS BROUGHT IN BY LEWIS CO. ANIMAL CONTROL	14

D.3 AC&C 2019 Meeting Schedule

MUNICIPAL ANIMAL CARE & CONTROL COMMISSION 2019 MEETING SCHEDULE

2ND MONDAY OF EACH QUARTER AT 5:30 P.M. AT CITY HALL COUNCIL CHAMBERS

- **MONDAY, JANUARY 14, 2019**
- **MONDAY, APRIL 8, 2019**
- **MONDAY, JULY 8, 2019**
- **TUESDAY, OCTOBER 15, 2019 (the 14th is Holiday Columbus Day)**

Strategic Issues for discussion or vote:

E.1 Discussion Use of Unclaimed County Adoption Funds: Members discussed approaching the Upshur and Lewis County Commission to determine if any of the unclaimed pet adoption funds, approximately \$40,000, could be utilized toward spay and neuter programs. Guests indicated they had already approached Lewis County, who directed them to Upshur County. Guests appealed to Upshur County Commission to seek funds to match a large grant, but after weeks of waiting only received \$1,500.00.

-Committee members will approach Upshur County Commission again to determine if these funds can be released for use by qualified organizations for spay and neuter programs.

-Callie Sams-Information/Grant Writer submitted information in the packet for the board members:

WVDA Announces 2019 Grants for Spay/Neuter Services

1/2/2019

CHARLESTON, W.Va. – The West Virginia Department of Agriculture (WVDA) announced it will now be taking 2019 grant applications for West Virginia Spay Neuter Program (WVSNP). This is the second year in a ten-year funding cycle.

“Our goal is to ensure these monies are utilized efficiently. That is why we formed a committee to make decisions to fund the best applications,” said Commissioner of Agriculture Kent Leonhardt. “We believe this process helps the program accomplish its mission with a limited amount of funding.”

The purpose of the Spay and Neuter Assistance Fund is to offer grants to county entities to pay for spay/neuter services to help control feral, stray and abandoned populations. Eligible entities include, county or municipal shelters, animal control agencies and nongovernmental, 501(c)(3) entities incorporated in West Virginia. Individual pet owners are not eligible for direct grant funding.

“We were able to utilize \$16,000 of grant monies to leverage \$32,000 of spay and neutering services in 2018. We want to say thank you to the WVDA and the WVSNP for helping animals in Boone, Logan, Mingo, Lincoln and Roane Counties,” said Libby Minotti Ballard of the Fix’Em Clinic.

In 2018 the program granted \$320,197 in WVSNP funds which, combined with grantee matches, totaled \$536,950 in support. This led to 8,927 alterations of cats and dogs in 45 counties.

Applications can be found at <https://agriculture.wv.gov/Pages/SpayNeuter.aspx> and should be emailed to spayneuter@wvda.us with supporting documents by Friday, February 1, 2019. For questions or more information, contact Andrew Yost, 304- 389-9750, Connie Shoemaker, 304-538-2397 or email spayneuter@wvda.us.

Contact Information- Crescent Gallagher, Communications Director cgallagher@wvda.us, 304-558-3708 or 304-380-3922

E.2 Discussion design ideas and display of Dog Park Bricks: Discussion with Jerry Arnold earlier in this meeting.

E.3 Update and planned improvement for Buckhannon Dog Park in 2019: As reported earlier the water fountain will be installed when weather permits.

Possibly more play activities will be installed this year.

There being no further business to be transacted, Motion Mills/Whitehair to adjourn at 6:31 p.m.

Mayor David McCauley _____

Assistant Recorder Amberle Jenkins _____