

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: August 24, 2023
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 10, 2023
- 9:30 a.m. Review and evaluate statements of qualifications, performance data and other material submitted by interested firms for the capital improvement project located at James W. Curry Park in French Creek, WV.
- 9:45 a.m. Nelson Sayre – Discuss noise complaint and implementation of a Noise Ordinance outside of Corporate limits.

Items for Discussion / Action / Approval:

1. Approval and signature of a Federal Aviation Administration Outlay Report and Request for Reimbursement for Construction Programs – Request No. 1 - in the amount of sixty-four thousand eight hundred twenty-one dollars and four cents (\$64,821.04) for an Airport Improvement Program Project at the Upshur County Regional Airport.
* [Pages 4-19](#)
2. Consider recommendation to execute a contract with Micrologic, based upon their lowest bid, to complete a camera upgrade and expansion project for the Upshur County Board of Education funded by the FY22 Community Oriented Policing Services (COPS) Grant. Bids were previously opened during the Commission Meeting held June 15, 2023. *
3. Approval and signature of a Construction Contract with Sensenig Contracting, LLC to build a 24'x36'x10' building at the Upshur County Youth Camp costing sixteen thousand dollars (\$16,000). * [Pages 20-22](#)
4. Request on behalf of Upshur County CEOS to use the Courthouse steps/plaza for a fall mini fair/membership drive on September 8, 2023. A Certificate of Liability Insurance has been provided. * [Pages 23-24](#)
5. Consider resignation of employee. *
Item may lead to Executive Session per WV Code §6-9A-4 A [Under separate cover](#)
6. Approval of Lewis-Upshur Animal Control Facility Volunteer, Samye Householder. * [Under separate cover](#)
7. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

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

1. Public Hearing Notice to consider evidence related to the possible closure of an unused travel way in the Buckhannon District of Upshur County. Page 25
2. Correspondence from Eastern Gas Transmission and Storage, a Berkshire Hathaway Energy Company, providing natural gas transportation and storage safety information. Page 26-27
3. Correspondence from Joseph Armstrong, Administrative Director for the Supreme Court of Appeals and Chairperson for the West Virginia Court Security Board, informing the Commission of their approval of a Court Security Grant award in the amount of \$42,412.00 for the purpose of enhancing the county's court security. Page 28
4. Correspondence from John B. McCuskey, WV State Auditor, announcing a schedule for the 2023 State Auditor's Training Seminar for County and Municipal Boards and Authorities. Page 29-31
5. Upshur County Building & Floodplain Permits for the month of July, 2023. Page 32-33
6. Lewis-Upshur Animal Control Facility Reports for the month of July, 2023
 - Revenue Report Page 34
 - Account of Animals Report Page 35
 - Animal Control/Humane Officer Animal Report Page 36
7. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Children's Festival September 16, 2023 Page 37
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Youth Camp July 20, 2023 Page 38
 - Upshur County Community Corrections August 14, 2023 Page 39
 - Buckhannon-Upshur Airport Authority August 14, 2023 Page 40
 - Upshur County Fire Board August 15, 2023 Page 41
 - City Council of Buckhannon August 17, 2023 Page 42
 - Buckhannon-Upshur Airport Authority
 - Special Meeting August 25, 2023 Page 43
 - Upshur County Extension Service
 - Special Meeting August 29, 2023 Page 44
 - Meeting Minutes:
 - Lewis-Upshur LEPC April 10, 2023 Pages 45-46
 - Adrian Public Service District - Board Meeting June 1, 2023 Page 47
 - Upshur County Fire Board June 20, 2023 Page 48
 - Adrian Public Service District – Project Meeting June 21, 2023 Page 49
 - Adrian Public Service District – Board Meeting July 6, 2023 Page 50
 - Upshur County Solid Waste Authority July 10, 2023 Pages 51-52
 - Elkins Road Public Service District July 11, 2023 Pages 53-54
 - Upshur County Safe Structures and Sites July 13, 2023 Pages 55-56
 - Upshur County Fire Board July 18, 2023 Page 57
 - Adrian Public Service District – Board Meeting July 19, 2023 Pages 58-59
 - Upshur County Youth Camp July 20, 2023 Pages 60-61
 - c) Meetings: ***Dates and times of monthly board meetings are viewable at:**
<http://cms4.revize.com/revize/upshurwv/calendar.php>

or go to www.upshurcounty.org and click on the board meetings calendar box on the main page.

8. Appointments Needed or Upcoming:

- None


****If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or chughes@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
August 31, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

| | | | |
|--|--|---|--|
| OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS | | OMB Number 4040-0011 Expiration Date: 01/31/2025 | |
| | | 1. TYPE OF REQUEST [] FINAL [X] PARTIAL | 2. BASIS OF REQUEST [X] CASH [] ACCRUAL |
| 3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration | | 4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-54-0039-039-2023 | 5. PARTIAL PAYMENT REQUEST NO. Request No. 1 |
| 6. EMPLOYER IDENTIFICATION NUMBER 30-0733276 | UEI: YLDRBMJNSZP5 | 8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) June 15, 2023 TO: (MONTH / DAY / YEAR) August 14, 2023 | |
| 9. RECIPIENT ORGANIZATION Name: Buckhannon Upshur Airport Authority No. and Street: Post Office Box 1042 City, State and ZIP Code: Buckhannon, West Virginia 26201-1042 | | 10. PAYEE (Where check should be sent if different than item 9) Name: No. and Street: City, State and ZIP Code: | |
| 11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED | | | |
| PROGRAMS / FUNCTIONS / ACTIVITIES | (a) Budget | (b) Total to Date | (c) Previously Requested |
| a. Administrative expense | \$10,000.00 | \$7,488.38 | \$0.00 |
| b. Preliminary Expense | \$0.00 | \$0.00 | \$0.00 |
| c. Land, structures, right-of-way | \$0.00 | \$0.00 | \$0.00 |
| d. Architectural engineering basic fees | \$77,793.00 | \$64,535.00 | \$0.00 |
| e. Other Architectural engineering fees | \$72,365.00 | \$0.00 | \$0.00 |
| f. Project Inspection fees | \$2,597.00 | \$0.00 | \$0.00 |
| g. Land Development | \$0.00 | \$0.00 | \$0.00 |
| h. Relocation expenses | \$0.00 | \$0.00 | \$0.00 |
| i. Relocation payments to individuals and businesses | \$0.00 | \$0.00 | \$0.00 |
| j. Demolition and removal | \$0.00 | \$0.00 | \$0.00 |
| k. Construction and project improvement costs | \$57,000.00 | \$0.00 | \$0.00 |
| l. Equipment | \$0.00 | \$0.00 | \$0.00 |
| m. Miscellaneous cost | \$0.00 | \$0.00 | \$0.00 |
| n. Total Cumulative to Date (sum of line a. through line m.) | \$219,755.00 | \$72,023.38 | \$0.00 |
| o. Deductions for program income | | | |
| p. Net cumulative to date (line n. minus line o.) | | | |
| q. Federal share to date | | | |
| r. Rehabilitation grants (100% reimbursement) | | | |
| s. Total Federal Share (line q. plus line r.) | \$197,779.00 | \$64,821.04 | |
| t. Federal payments previously requested | | \$0.00 | |
| u. Amount requested for reimbursement | | | \$64,821.04 |
| v. Percentage of physical completion of project | | 33% | |
| 12. CERTIFICATION | | | |
| I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award. | RECIPIENT | SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL  | DATE REPORT SUBMITTED 8/14/2023 |
| | | TYPED OR PRINTED NAME AND TITLE Michael Ruffing President, Buckhannon Upshur Airport Authority | TELEPHONE 412-812-2757 |
| | Representative certifying to line 11v. | SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | DATE SIGNED |
| | | TYPED OR PRINTED NAME AND TITLE Kristie G. Tenney President, Upshur County Commission | TELEPHONE 304-472-0535 |

BUCKHANNON UPSHUR AIRPORT AUTHORITY
SUMMARY OF SPONSOR INVOICE # W22-039-R1
GRANT # 3-54-0039-039-2023

| Contractor/Consultant Name | Contractor Invoice # | Invoice Date | Due Date | Billed Amount | AIP Costs | Non-AIP Costs | Worksite Name | Short Summary of Services/Materials |
|-----------------------------|----------------------|--------------|----------|---------------|---------------------|---------------|-----------------------------------|--|
| The InterMountain Newspaper | 75627 | 3/6/2023 | N/A | \$ 596.96 | \$ 537.26 | \$ 59.70 | Upshur County Regional Airport | Advertisement for Bids for Install Airport Beacon (Design) |
| The InterMountain Newspaper | 75628 | 3/6/2023 | N/A | \$ 602.30 | \$ 542.07 | \$ 60.23 | Upshur County Regional Airport | Advertisement for Bids for Install Perimeter Fence |
| HD Media | 148254 | 3/6/2023 | N/A | \$ 645.65 | \$ 581.09 | \$ 64.56 | Upshur County Regional Airport | Advertisement for Bids for Install Airport Beacon (Design) |
| HD Media | 148248 | 3/6/2023 | N/A | \$ 643.47 | \$ 579.12 | \$ 64.35 | Upshur County Regional Airport | Advertisement for Bids for Install Perimeter Fence |
| Parrish and Partners | 1 | 6/15/2023 | N/A | \$ 2,500.00 | \$ 2,250.00 | \$ 250.00 | Upshur County Regional Airport | Independent Fee Estimate for Install Airport Beacon (Design) |
| Parrish and Partners | 1 | 6/15/2023 | N/A | \$ 2,500.00 | \$ 2,250.00 | \$ 250.00 | Upshur County Regional Airport | Advertisement for Bids for Install Perimeter Fence |
| Chapman Technical Group | 23006-20554 | 7/31/2023 | N/A | \$ 36,970.00 | \$ 33,273.00 | \$ 3,697.00 | Upshur County Regional Airport | Basic Engineering Fees for Install Airport Beacon (Design) |
| Chapman Technical Group | 23005-20553 | 7/31/2023 | N/A | \$ 27,565.00 | \$ 24,808.50 | \$ 2,756.50 | Upshur County Regional Airport | Basic Engineering Fees for Install Airport Beacon (Design) |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL REQUESTED | | | | | \$ 64,821.04 | | | |
| | | | | | | | | |
| | | | | | | | | |

*=Extend Expiration Date

The Inter-Mountain Legals

Elkins, WV
26241
(304) 636-2121

03/06/2023 11:46:35AM

No: 75628

Phone: 304 472-8914

| | | | | | | | | |
|---|------------------------|---|-------------------------|----------------------------|-------------|----------------------------------|-----------------|-------------------|
| Ad No 75628 | Customer No: L00695 | Start Date 03-09-2023 | Stop Date 03-16-2023 | Category: Announcements | | Classification: Legal Notices | | |
| Order No | Rate: LE | Lines: 231 | Words: 1742 | Inches: 22.46 | | Cost 602.30 | Payments .00 | Balance 602.30 |
| Publications ... Runs Legals ... 2 WV Online Legals ELK ... 2 | | Solicitor: JH | Origin: 0 | Sales Rep: 0 | Credit Card | Credit Card Number | Card Expire | |
| | | <div>Identifier</div> <div>BUCKHANNON UPSHUR AIRPORT AUTHORITY UPSHUR COUNTY REGIONAL AIRPORT BUCKHANNON, WEST VIRGINIA INSTALL AIRPORT BEACON</div> | | | | | | |

*=Extend Expiration Date



HD MEDIA COMPANY, LLC

• The Herald-Dispatch • Charleston Gazette-Mail
 • The Logan Banner • Williamson Daily News
 • Coal Valley News • The Lincoln Journal
 • The Lincoln Sentinel • The Putnam Herald
 • The Wayne County News • Tri-State Weekly
 • Pulse • The Parthenon (Marshall University)

P.O. Box 2017 Huntington, WV 25720 - 2017 • Phone: 304-348-1224

Advertising Invoice

BUCKHANNON-UPSHUR AIRPORT A
 PO BOX 1042
 ATTN: JENNY POWERS, AIRPORT MANAGER
 BUCKHANNON, WV 26201

Acct#:67060
 Ad#:148254
 Phone#:304-439-8421
 Date:03/06/2023

Salesperson: Janice Alston

Classification: Legal Notices

Ad Size: 1.0 x 585.0

Advertisement Information:

| Description | Start | Stop | Ins. | Cost/Day | Total |
|-------------------------|------------|------------|------|----------|--------|
| Charleston Gazette Mail | 03/09/2023 | 03/16/2023 | 2 | 322.83 | 645.65 |

Payment Information:

| | | |
|------------|--------|----------------|
| Date: | Order# | Type |
| 03/06/2023 | 148254 | BILLED ACCOUNT |

Total Amount: 645.65

Amount Due: 645.65

Attention: Please return the top portion of this invoice with your payment including account and ad number.

Ad Copy

Ad Number 148254

Affidavit of Legal Publication and Posting

STATE OF WEST VIRGINIA

COUNTY OF Kanawha, TO-WIT

I Janice Alston, Classified Advertising

Representative of the The Charleston Gazette-Mail, a newspaper
published in the county of Kanawha, West Virginia, hereby
certify that the annexed publication was inserted in said
newspaper The Charleston Gazette-Mail.


The cost of publishing said annexed advertisement
as aforesaid was \$ 645.65

Commencing On: 03/09/2023

Ending On: 03/16/2023

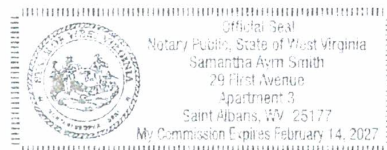
Given under my hand this day 03/16/2023

Sworn to and subscribed before me 03/16/2023
at Charleston, Kanawha County, West Virginia



Notary Public of, in and for Kanawha County, West Virginia

MY COMMISSION EXPIRES: 2/14/2027







HD MEDIA COMPANY, LLC

• The Herald-Dispatch • Charleston Gazette-Mail
 • The Logan Banner • Williamson Daily News
 • Coal Valley News • The Lincoln Journal
 • The Lincoln Sentinel • The Putnam Herald
 • The Wayne County News • Tri-State Weekly
 • Pulse • The Parthenon (Marshall University)

P.O. Box 2017 Huntington, WV 25720 - 2017 • Phone: 304-348-1224

Advertising Invoice

BUCKHANNON-UPSHUR AIRPORT A
 PO BOX 1042
 BUCKHANNON, WV 26201

Acct#:67060
 Ad#:148248
 Phone#:304-439-8421
 Date:03/06/2023

Salesperson: Janice Alston

Classification: Legal Notices

Ad Size: 1.0 x 583.0

Advertisement Information:

| Description | Start | Stop | Ins. | Cost/Day | Total |
|-------------------------|------------|------------|------|----------|--------|
| Charleston Gazette Mail | 03/09/2023 | 03/16/2023 | 2 | 321.74 | 643.47 |

Payment Information:

| | | |
|------------|--------|----------------|
| Date: | Order# | Type |
| 03/06/2023 | 148248 | BILLED ACCOUNT |

Total Amount: 643.47

Amount Due: 643.47

Attention: Please return the top portion of this invoice with your payment including account and ad number.

Ad Copy

Ad Number 148248

Affidavit of Legal Publication and Posting

STATE OF WEST VIRGINIA

COUNTY OF Kanawha, TO-WIT

I Janice Alston, Classified Advertising

Representative of the The Charleston Gazette-Mail, a newspaper

published in the county of Kanawha, West Virginia, hereby

certify that the annexed publication was inserted in said

newspaper The Charleston Gazette-Mail.

The cost of publishing said annexed advertisement

as aforesaid was \$ 643.47

Commencing On: 03/09/2023

Ending On: 03/16/2023

Given under my hand this day 03/16/2023

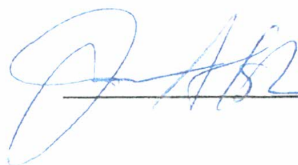
Sworn to and subscribed before me 03/16/2023
at Charleston, Kanawha County, West Virginia



Notary Public of, in and for Kanawha County, West Virginia

MY COMMISSION EXPIRES: 2/14/2027





Parrish and Partners, LLC
P.O. Box 7067
Columbia, South Carolina 29202
(803) 978-1600



June 15, 2023

Ms. Jennifer Powers, Airport Manager
Buckhannon Upshur Airport Authority
Post Office Box 1902
Buckhannon, WV 26201

RE: Independent Fee Estimate (IFE)
Install Airport Beacon
For the Period Ending June 2, 2023

Project # 1541
Invoice # 1

| | | <u>Invoiced This</u> <u>Period</u> | <u>Invoiced To</u> <u>Date</u> |
|--------------------------------|-------------|---------------------------------------|-----------------------------------|
| Independent Fee Estimate: | | | |
| 100% Complete of | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Total Earnings | | <u>\$ 2,500.00</u> | <u>\$ 2,500.00</u> |
| Amount Due This Invoice | | | <u>\$ 2,500.00</u> |

Respectfully Submitted,
Parrish and Partners, LLC

Cindy Reese
FOR MARK FRIENDLY

Mark Friendly, CPA
Chief Financial Officer

Parrish and Partners, LLC
P.O. Box 7067
Columbia, South Carolina 29202
(803) 978-1600



June 15, 2023

Ms. Jennifer Powers, Airport Manager
Buckhannon Upshur Airport Authority
Post Office Box 1902
Buckhannon, WV 26201

RE: Independent Fee Estimate (IFE)
Install / Rehabilitate Perimeter Fence
For the Period Ending June 2, 2023

Project # 1542
Invoice # 1

| | | <u>Invoiced This Period</u> | <u>Invoiced To Date</u> |
|--------------------------------|-------------|---------------------------------|-----------------------------|
| Independent Fee Estimate: | | | |
| 100% Complete of | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Total Earnings | | <u><u>\$ 2,500.00</u></u> | <u><u>\$ 2,500.00</u></u> |
| Amount Due This Invoice | | | <u><u>\$ 2,500.00</u></u> |

Respectfully Submitted,
Parrish and Partners, LLC

Cindy Roane
FOR MARK FRIENDLY

Mark Friendly, CPA
Chief Financial Officer

INVOICE



July 31, 2023

Buckhannon Upshur Airport Authority
 Attn: Mr. Tom O'Neill, President
 P.O. Box 1042
 Buckhannon, WV 26201

Re: Relocate Airport Beacon **039**
 FAA AIP No. 3-54-0039-040-2023

INVOICE NO. 20554

Professional Engineering Services from June 25, 2023 through July 22, 2023.

| | Phase | Contract Amount | % Comp | Amount Earned to Date | Amount Previously Invoiced | Balance Remaining | Amount this Invoice |
|--------------------------------------|----------------------------------|---------------------|--------|--------------------------|----------------------------------|----------------------|------------------------|
| 01 | Design Development | \$ 22,729.00 | 100% | \$ 22,729.00 | \$ - | \$ - | \$ 22,729.00 |
| 02 | Construction Documents | 8,376.00 | 100% | \$ 8,376.00 | \$ - | \$ - | \$ 8,376.00 |
| 03 | Bidding & Constructing | 5,865.00 | 100% | \$ 5,865.00 | \$ - | \$ - | \$ 5,865.00 |
| 06 | Surveying Services | 2,144.00 | 0% | \$ - | \$ - | \$ 2,144.00 | \$ - Hrly |
| 07 | Additional Services-Geotechnical | 12,420.00 | 0% | \$ - | \$ - | \$ 12,420.00 | \$ - |
| 09 | Special Services | 5,000.00 | 0% | \$ - | \$ - | \$ 5,000.00 | \$ - |
| Totals: | | \$ 56,534.00 | | \$ 36,970.00 | \$ - | \$ 19,564.00 | \$ 36,970.00 |
| TOTAL AMOUNT DUE THIS INVOICE | | | | | | | \$ 36,970.00 |

PLEASE REMIT TO:
 Chapman Technical Group LTD
 c/o GRW Engineers
 801 Corporate Dr.
 Lexington, KY 40503
 304.727.5501

INVOICE



Buckhannon Upshur Airport Authority
Attn: Mr. Tom O'Neill, President
P O Box 1042
Buckhannon, WV 26201

July 31, 2023

Project No: 0000023006.01
Invoice No: 0020554

Project 0000023006.01 Buckhannon Airport-Relocate Beacon,DD
FAA AIP No. 3-54-0039-040-2023
Professional Services from June 25, 2023 to July 22, 2023

Fee

| | | | | |
|------------------|-----------|---------------------------|-----------|--------------------|
| Total Fee | 22,729.00 | | | |
| Percent Complete | 100.00 | Total Earned | 22,729.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 22,729.00 | |
| | | Total Fee | | 22,729.00 |
| | | Total this Project | | \$22,729.00 |

Project 0000023006.02 Buckhannon Airport-Relocate Beacon,CD
FAA AIP No. 3-54-0039-040-2023

Fee

| | | | | |
|------------------|----------|---------------------------|----------|-------------------|
| Total Fee | 8,376.00 | | | |
| Percent Complete | 100.00 | Total Earned | 8,376.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 8,376.00 | |
| | | Total Fee | | 8,376.00 |
| | | Total this Project | | \$8,376.00 |

Project 0000023006.03 Buckhannon Airport-Relocate Beacon,BC
FAA AIP No. 3-54-0039-040-2023

Fee

| | | | | |
|------------------|----------|---------------------------|----------|-------------------|
| Total Fee | 5,865.00 | | | |
| Percent Complete | 100.00 | Total Earned | 5,865.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 5,865.00 | |
| | | Total Fee | | 5,865.00 |
| | | Total this Project | | \$5,865.00 |

Project 0000023006.06 Buckhannon Airport-Relocate Beacon, Survey
FAA AIP No. 3-54-0039-040-2023

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501

www.chapmangroup.com

INVOICE

| | | | | |
|---------------------------|--------------------|---|--------------|--------------------|
| Project | 0000023006.01 | Buckhannon Airport-Relocate Beacon,DD | Invoice | 0020554 |
| Billing Limits | | Current | Prior | To-Date |
| Total Billings | | 0.00 | 0.00 | 0.00 |
| Limit | | | | 2,144.00 |
| Remaining | | | | 2,144.00 |
| Total this Project | | | | 0.00 |
| <hr/> | | | | |
| Project | 0000023006.07 | Buckhannon Airport-Relocate Beacon,Ad Svc | | |
| FAA AIP No. | 3-54-0039-040-2023 | | | |
| Fee | | | | |
| Total Fee | 12,420.00 | | | |
| Percent Complete | 0.00 | Total Earned | 0.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 0.00 | |
| | | Total Fee | | 0.00 |
| Total this Project | | | | 0.00 |
| <hr/> | | | | |
| Project | 0000023006.09 | Buckhannon Airport-Relocate Beacon,SS | | |
| FAA AIP No. | 3-54-0039-040-2023 | | | |
| Fee | | | | |
| Total Fee | 5,000.00 | | | |
| Percent Complete | 0.00 | Total Earned | 0.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 0.00 | |
| | | Total Fee | | 0.00 |
| Total this Project | | | | 0.00 |
| Total this Invoice | | | | \$36,970.00 |

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501

INVOICE

July 31, 2023

Buckhannon Upshur Airport Authority
Attn: Mr. Tom O'Neill, President
P.O. Box 1042
Buckhannon, WV 26201

Re: Install Perimeter Fencing
FAA AIP No. 3-54-0039-039-2023

INVOICE NO. 20553

Professional Engineering Services from June 25, 2023 through July 22, 2023.

| | Phase | Contract Amount | % Comp | Amount Earned to Date | Amount Previously Invoiced | Balance Remaining | Amount this Invoice |
|----------------|----------------------------------|---------------------|--------|--------------------------|----------------------------------|----------------------|------------------------|
| 01 | Design Development | \$ 14,669.00 | 100% | \$ 14,669.00 | \$ - | \$ - | \$ 14,669.00 |
| 02 | Construction Documents | 7,781.00 | 100% | \$ 7,781.00 | \$ - | \$ - | \$ 7,781.00 |
| 03 | Bidding & Constructing | 6,820.00 | 75% | \$ 5,115.00 | \$ - | \$ 1,705.00 | \$ 5,115.00 |
| 04 | Construction Administration | 11,553.00 | 0% | \$ - | \$ - | \$ 11,553.00 | \$ - |
| 05 | Resident Observation | 2,597.00 | 0% | \$ - | \$ - | \$ 2,597.00 | \$ - Hrly |
| 06 | Surveying Services | 1,801.00 | 0% | \$ - | \$ - | \$ 1,801.00 | \$ - Hrly |
| 07 | Additional Services-Geotechnical | 51,000.00 | 0% | \$ - | \$ - | \$ 51,000.00 | \$ - |
| Totals: | | \$ 96,221.00 | | \$ 27,565.00 | \$ - | \$ 68,656.00 | \$ 27,565.00 |

TOTAL AMOUNT DUE THIS INVOICE

\$ 27,565.00

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501
www.chaptech.com

Chapman Technical Group/GRW | *Thank you for your business!* | engineering | architecture | landscape architecture | geospatial

INVOICE



Buckhannon Upshur Airport Authority
Attn: Mr. Tom O'Neill, President
P O Box 1042
Buckhannon, WV 26201

July 31, 2023

Project No: 0000023005.01
Invoice No: 0020553

Project 0000023005.01 Buckhannon Airport-Rehab Fence,DD
FAA AIP No. 3-54-0039-039-2023
Professional Services from June 25, 2023 to July 22, 2023

Fee

| | | | | |
|------------------|-----------|---------------------------|-----------|--------------------|
| Total Fee | 14,669.00 | | | |
| Percent Complete | 100.00 | Total Earned | 14,669.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 14,669.00 | |
| | | Total Fee | | 14,669.00 |
| | | Total this Project | | \$14,669.00 |

Project 0000023005.02 Buckhannon Airport-Rehab Fence,CD
FAA AIP No. 3-54-0039-039-2023

Fee

| | | | | |
|------------------|----------|---------------------------|----------|-------------------|
| Total Fee | 7,781.00 | | | |
| Percent Complete | 100.00 | Total Earned | 7,781.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 7,781.00 | |
| | | Total Fee | | 7,781.00 |
| | | Total this Project | | \$7,781.00 |

Project 0000023005.03 Buckhannon Airport-Rehab Fence,BC
FAA AIP No. 3-54-0039-039-2023

Fee

| | | | | |
|------------------|----------|---------------------------|----------|-------------------|
| Total Fee | 6,820.00 | | | |
| Percent Complete | 75.00 | Total Earned | 5,115.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 5,115.00 | |
| | | Total Fee | | 5,115.00 |
| | | Total this Project | | \$5,115.00 |

Project 0000023005.04 Buckhannon Airport-Rehab Fence,CA
FAA AIP No. 3-54-0039-039-2023

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501

www.chapmangroup.com

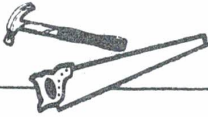
INTERNAL COPY ONLY

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INVOICE

| | | | | |
|--------------------------------|---------------|--|--------------|--------------------|
| Project | 0000023005.01 | Buckhannon Airport-Rehab Fence,DD | Invoice | 0020553 |
| Fee | | | | |
| Total Fee | 11,553.00 | | | |
| Percent Complete | 0.00 | Total Earned | 0.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 0.00 | |
| | | Total Fee | | 0.00 |
| | | Total this Project | | 0.00 |
| ----- | | | | |
| Project | 0000023005.05 | Buckhannon Airport-Rehab Fence,RO | | |
| FAA AIP No. 3-54-0039-039-2023 | | | | |
| Billing Limits | | Current | Prior | To-Date |
| Total Billings | | 0.00 | 0.00 | 0.00 |
| Limit | | | | 2,597.00 |
| Remaining | | | | 2,597.00 |
| | | Total this Project | | 0.00 |
| ----- | | | | |
| Project | 0000023005.06 | Buckhannon Airport-Rehab Fence,SU | | |
| FAA AIP No. 3-54-0039-039-2023 | | | | |
| Billing Limits | | Current | Prior | To-Date |
| Total Billings | | 0.00 | 0.00 | 0.00 |
| Limit | | | | 1,801.00 |
| Remaining | | | | 1,801.00 |
| | | Total this Project | | 0.00 |
| ----- | | | | |
| Project | 0000023005.07 | Buckhannon-Install FenceAdd Svc, Geotech | | |
| FAA AIP No. 3-54-0039-039-2023 | | | | |
| Fee | | | | |
| Total Fee | 51,000.00 | | | |
| Percent Complete | 0.00 | Total Earned | 0.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 0.00 | |
| | | Total Fee | | 0.00 |
| | | Total this Project | | 0.00 |
| | | Total this Invoice | | \$27,565.00 |

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501
www.chaptech.com



SENENIG CONTRACTING, LLC



13 Birch Lane • Jane Lew, WV 26378

Phone (304) 884-8243 • FAX (304) 884-6547 • Cell (304) 677-1663

Construction Contract

Contract Number: # 0676
 Customer(s) Name: Upham Co. Comm Date: 8-21-23
 Address: 91 West main St. Buckhannon WV
 Building Location: 76 Youth-Camp Road Phone: 304-472-0535
 Purchase Price: \$ 16,000 Permit Required: NA Scheduled Delivery Date: Fall

SPECIFICATIONS:

Size W 24 L 36 H 10' ☐ Residential ☐ Commercial ☐ Agricultural ☒ Municipality
 Truss specs: Style: Reg Loading 35 Spacing 4' Pitch 4/12 Truss Plates: As per design
 Roof: Coca Brown Trim Coca Brown
 Siding: Coca Brown Door White

General Terms:

The Customer(s) request that Sensenig Contracting, LLC provide a building according to the specifications approved by the Customer(s). The Customer(s) agrees to pay the total price as specified with the terms of the contract. It is agreed that no statement, arrangement, or understanding, oral, written, expressed or implied not stated in this contract be recognized.

The Customer(s) will obtain and pay for any building permits and/or construction drawings that are needed and is responsible for insuring that the building site is in compliance with any building code or zoning ordinance. The Customer(s) is responsible for all site leveling, fill and grading. The Customer(s) agree(s) to be responsible for establishing the building layout. The Customer(s) will be responsible for damage to any underground items during the Contractor's hole drilling. The Customer(s) is responsible for inadequate soil bearing, local setbacks, and height restrictions. The Customer(s) agrees to pay extra costs if surface or underground obstructions such as asphalt, concrete, frost, rocks, etc., causes the Contractor to incur extra costs in the course of construction. AN ADDITIONAL CHARGE WILL BE DUE IF THE GRADE VARIES MORE THAN 18" UNLESS PREVIOUS ARRANGEMENTS ARE MADE AT THE TIME OF THE SIGNING OF THIS CONTRACT. The Contractor will set the skirt board at the highest point of the building perimeter, plus or minus 2".

The Contractor agrees to begin construction of said structure within a reasonable time after the Customer(s) sign this contract. The Contractor is not financially responsible for delays caused by conditions beyond its control.

Access to the site is the responsibility of the Customer(s) or the Customer(s) will be responsible for additional handling costs. If delivery trucks become stuck, it will be the Customer(s) responsibility for any towing charges. The Contractor accepts no liability for real/personal property damage caused during delivery. CUSTOMER(S) IS RESPONSIBLE FOR SCRAP MATERIAL REMOVAL UNLESS PREVIOUS ARRANGEMENTS ARE MADE AT THE TIME OF THE SIGNING OF THIS CONTRACT. Any building material leftover due to error or over-order are the sole property of Sensenig Contracting.

The contract is only for materials and labor to construct the building. Payment on substantial completion is required: minor work or adjustments to be completed shall not be reason to consider the building incomplete or grounds for delaying payment beyond the payment dates. Warranties are contingent upon payment in full according to the contract terms. The Customer(s) agrees to pay all collection, including attorney's fees of the Contractor, should in any event the Contractor need to turn over collection of any amount due under this contract to its attorney. The Customer(s) agree(s) to insure site, including the building materials, to protect the Contractor against loss or damage until the building is complete and payment is received in full.

Any changes or extras to the work shall entitle the Contractor to an equitable contract adjustment.

The Customer(s) may cancel this contract at any time prior to midnight of the 3rd business day after date of this contract.

Total Contract Price: \$ 16,000 Non-Refundable Down Payment: \$ 16,000 Payment on Delivery: \$ 11,900
 Framing Completion: _____ Final Payment: \$ 2,500

I HAVE READ AND AGREED TO THE ABOVE TERMS.

Contractor: [Signature] Date: 8-21-23
 Customer(s): _____ Date: _____



SENSENIK CONTRACTING, LLC

WV042265



13 Birch Lane • Jane Lew, WV 26378

Phone (304) 884-8243 • FAX (304) 884-6547 • Cell (304) 677-1663

Construction Contract: General Building

Customer(s) Upsher Co. Comm Date 8-21-23Contract Number: # 0676

SPECIFICATIONS: Flush eaves

Eave Overhangs: _____ Size _____

Gable Overhangs: _____ Size _____

Windows: _____ Size _____ Amount _____

Windows: _____ Size _____ Amount _____

Entry Door: _____ Size _____ Amount _____

Entry Door: X Size 3068 Amount 1

Overhead Door: _____ Size _____ Amount _____

Overhead Door: X Size 9x8 Amount 2Overhead Door Specs: Model 248 Radius 15"

Windows: _____ Lock: I/S or O/S Opener: _____

Insulation _____ Dutch Corners _____

Sliding Door: _____ Size _____ Amount _____

Split or Solid

Sliding Door: _____ Size _____ Amount _____

Split or Solid

Roof Insulation X Size Y2Wall Insulation X Size Double DubbinRidge Vent X Amount 22'

Gutter (5" K-style) _____ Amount _____

Downspouts _____ Amount _____

Cupola _____ Size _____ Amount _____

Wainscoting _____ Size _____ Amount _____

Side Light _____ Size _____ Amount _____

Sky Light _____ Size _____ Amount _____

Lean-to _____ opened/closed Length _____ Width _____ Height _____

COMMENTS:

COLOR SPECS:

Track Door: _____

Track Door Trim: _____

Overhead Door: whiteService Door: whiteOverhead Door Trim: Coca BRService Door Trim: Coca BRBase Angle: Coca BRZ Trim: Coca BR

L Trim: _____

F&J Trim: _____

Fascia: Coca BRSoffit: CO/S Corners: Coca BRRake: Coca BR

Gutter: _____

Cupola Colors: _____

Base: _____

Roof: _____

Sides: _____

Weather Vane: _____

Color _____

Color _____

THE ABOVE ARE HEREBY ACCEPTED AS PART OF THE "SPECIFICATIONS" FOR THIS CONTRACT.

Contractor [Signature] Date 8-21-23

Customer(s) _____ Date _____

SENSENIG CONTRACTING LLC

WV042265

13 BIRCH LANE

JANE LEW, WV 26378

PHONE: 304-884-8243

CELL: 304-677- 1663

August 21, 2023

Upshur County 4-H Camp
76 Youth Camp Road
Selbyville, WV 26236
304-924-5336
Kristy Tenney
Cell: 304-439-4698

Sensenig Contracting will build a 24'x36'x10' building. Price will include the following:

35lb snow load trusses, 4/12 pitch, 4' on center

½" perma board on roof as condensation barrier

Flush eaves with gutter board

(1) 3068 painted steel entry door

(2) 9' wide x 8' high Haas model 248 non insulated OHDs

Gutter and down spouts

1 continuous row of snow guards on each side of roof

Total price of 24'x36'x10' building includes all materials, labor, delivery and taxes

\$15,600.00

OPTION:

Double bubble \$400.00

NOTE:

QUOTE FOR BUILDING BASED ON LEVEL BUILDING SITE

DUE TO CONSTANT INCREASES OF LUMBER AND METAL, QUOTES DO NOT HAVE AN EXTENDED TIME PERIOD

ANY NECESSARY PERMITS IS RESPONSIBILITY OF CUSTOMER

****PRICES SUBJET TO CHANGE WITHOUT NOTIFICATION DUE TO FLUCTUATION OF METAL AND LUMBER PRICES****

Keith.

 UPSHUR COUNTY ~ APPLICATION FOR COMMUNITY USE OF BUILDINGS, EQUIPMENT AND GROUNDS

INSTRUCTIONS:

1. All information must be furnished before application can be processed.
2. Application must be filed with the County not less than ten (10) working days before intended use.

Organization Upshur County CEOS Location Requested Courthouse Plaza
 Address 91 W. Main St. Ste 102 Date Application Filed 8/21/23
 Contact Person Debbie Carlyle Office Phone 304-473-4208
 (Present Duration of Rental)
 Address 91 W. Main St. Ste 102 Home Phone 304-704-7299
 Date(s)/Time(s) of Activity September 8, 2023
 Type of Activity Fall Mini Fair/Membership Drive
 Special Equipment Desired: Electric access
 Names of Performing Groups (if not your group) _____

The undersigned and the above-named organization, jointly and severally, agree to be responsible for the terms of this agreement, including the payment of all expenses associated with the event, damages to premises and further agree to indemnify and hold Upshur County, its agents, servants, and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the County property. The undersigned certifies that he/she has read and understands the rules and regulations of the Upshur County for Community Use of County Property and that such rules and regulations will be enforced. The Upshur County must be named as an additional insured on the Organization's general liability policy with a minimum \$1,000,000 limit of general liability coverage. A Certificate of Insurance naming the Upshur County Commission as an "additional insured" must be provided with this application.

| | | | |
|----------------------------|--|------------------|---------|
| Debbie Carlyle |  | Admin. Assistant | 8/21/23 |
| Name of Group/Organization | Signature of Contact Person | Position | Date |

Certificate of Insurance Attached Yes / No

County Named Add'l Insured Yes / No

Expiration Date _____

Following the activity, a facility/grounds inspection will occur. The renter is responsible for any damage or vandalism that did occur during the duration of the activity.

Approved _____ Disapproved _____

Approved By:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|---|--|
| PRODUCER West Virginia Board of Risk & Insurance Management 1124 Smith Street Suite 4300 Charleston, WV 25301 | | CONTACT NAME: PHONE (A/C, No, Ext): 304-766-2646 FAX (A/C, No): 304-558-6004 E-MAIL ADDRESS: brim.underwriting@wv.gov | |
| INSURED WEST VIRGINIA UNIVERSITY P O BOX 6024 MORGANTOWN WV 26506 6024 | | INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire Co of Pittsburgh PA NAIC # 19445 INSURER B: WV Board of Risk and Insurance Management INSURER C: INSURER D: INSURER E: INSURER F: | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> WRONGFUL ACT <input checked="" type="checkbox"/> PROFESSIONAL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | L 176 | 07/01/2023 | 07/01/2024 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ INCLUDED GENERAL AGGREGATE \$ NONE PRODUCTS - COMP/OP AGG \$ NONE \$ |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | L 176 | 07/01/2023 | 07/01/2024 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | L 176 | 07/01/2023 | 07/01/2024 | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| B | | | | STOP GAP | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SUBJECT TO THE PROVISIONS, CONDITIONS AND EXCLUSIONS OF THE POLICIES LISTED ABOVE, IT IS AGREED THAT THE CERTIFICATE HOLDER IS AN "ADDITIONAL INSURED" WITH RESPECTS TO: WVU EXTENSION SERVICES INVOLVEMENT IN SEVERAL EVENTS TAKING PLACE WITH UPSHUR COUNTY DURING FY 2024.

CERTIFICATE HOLDER

CANCELLATION

| | |
|--|--|
| UPSHUR COUNTY COMMISSION 91 WEST MAIN STREET SUITE 101 BUCKHANNON WV 26201 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE |

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Public Notice

Hearing to Consider Evidence Related to the Possible Closure of an Unused Travel Way identified on the Ballah View Addition plat as Buckhannon Avenue, located north off Ballah Street and running in a north-eastern direction to a private driveway known as Private Lane on the 911 Addressing and Mapping project, in the Buckhannon District of Upshur County, West Virginia

The Upshur County Commission will conduct a public hearing at **10:00 a.m. on Thursday, August 31, 2023** to consider evidence related to the possible closure of an unused travel way identified on the Ballah View Addition plat as Buckhannon Avenue, located north off Ballah Street and running in a north-eastern direction to a private driveway known as Private Lane on the 911 Addressing and Mapping project, in the Buckhannon District of Upshur County, West Virginia. The public hearing will be conducted in the **Commission Meeting Room (301) in the Courthouse Annex, 38 West Main St., Buckhannon, WV 26201**. A map of the alley in question can be requested via email to tperry@upshurcounty.org or via telephone at 304-472-0535 x.2.

Trustees of the Cornerstone Assembly of God
d.b.a. Cornerstone Community Church



925 White Oaks Blvd
Bridgeport, WV 26330
Emergency Phone: 888-264-8240
Visit www.bhegts.com for more information

PLEASE SHARE THIS INFORMATION

Call 811 before digging.

About Eastern Gas Transmission and Storage (EGTS)

EGTS provides natural gas transportation and storage services with one of the largest underground natural gas storage systems in the United States. With a main office in Bridgeport, West Virginia, this multi-state pipeline system links to other major pipelines and to markets in the Midwest, Mid-Atlantic and Northeast regions. EGTS safely operates nearly 4,000 miles of pipeline and more than 985,000 horsepower of compression in six states: Maryland, New York, Ohio, Pennsylvania, Virginia, and West Virginia. We reliably supply natural gas for large customers, such as major utilities and power plants, and to local distribution companies to heat homes and run small businesses.

Storage Well-Specific Safety Information

- Please keep storage well locations clear and remove any obstacles or condition that may hinder EGTS from inspecting, operating, maintaining, repairing, or replacing any equipment associated with the well.
- EGTS requires any permanent structures to be kept a minimum of 100ft from natural gas storage wells unless otherwise specified in the easement agreement.
- Be aware that most of our wells have pipelines connected to them. It would be a good practice to familiarize yourself with the safety regulations and recommended practices associated with natural gas pipelines.

For more information about natural gas storage wells and their locations, please visit your state's environmental agency website:

- New York - www.dec.ny.gov
- Pennsylvania - www.dep.pa.gov
- West Virginia - www.dep.wv.gov

If you suspect a leak:

- Leave the area immediately, heading upwind
- Do not start an engine, use a telephone, operate on/off light switches, or anything that could cause a spark.
- Call 911 and the storage well company from a safe location.
- Do not attempt to stop the leak by operating well equipment
- Warn others if necessary
- Do not drive into a vapor cloud or leak area
- You can reach the EGTS Emergency line 24/7 at **1-888-264-8240**

Maintaining safety and integrity of pipelines and storage wells

EGTS has implemented robust Integrity Management Programs (IMP) for our pipeline and storage facilities to ensure the safety and reliability of our pipeline and storage equipment. These plans meet or exceed the intent of the integrity regulations, which are subject to frequent evaluation and refinement. If you would like more information about EGTS's Storage Well IMP please visit www.bhegts.com/SIM.

PRODUCT IN STORAGE WELLS

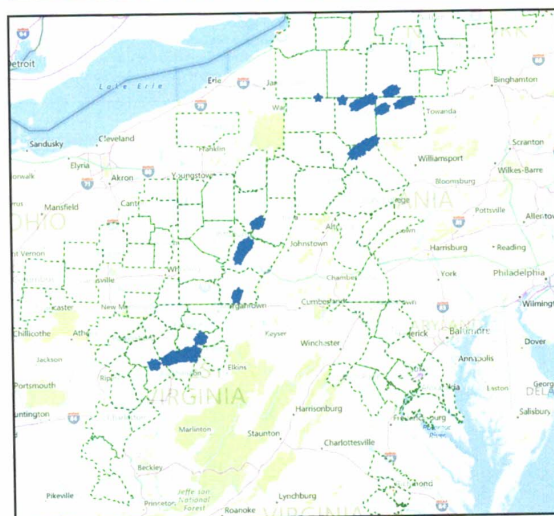
| PRODUCT | LEAK TYPE | VAPORS |
|----------------|---|--|
| NATURAL GAS | Gas | Lighter than air and will generally rise and dissipate. May gather in a confined space and travel to a source of ignition. |
| HEALTH HAZARDS | Will be easily ignited by heat, sparks or flames and will form explosive mixtures with air. Vapors may cause dizziness or asphyxiation without warning and may be toxic if inhaled at high concentrations. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. | |

EXAMPLES OF WELL EQUIPMENT

Report shallow or exposed pipelines.



STORAGE SYSTEM MAP



Call 811 or visit NPMS at www.npms.phmsa.dot.gov to learn pipeline locations in your area.



Know what's below.
Call before you dig.

www.call811.com

POR FAVOR COMPARTA ESTA INFORMACIÓN

Llame al 811 antes de excavar.

Acerca de Eastern Gas Transmission and Storage (EGTS)

EGTS proporciona servicios de transporte y almacenamiento de gas natural con uno de los sistemas subterráneos de almacenamiento de gas natural más grandes de los Estados Unidos. Con una oficina principal en Bridgeport, West Virginia, este sistema de líneas de tuberías de múltiples estados se conecta a otras líneas de tuberías importantes y a los mercados en las regiones del Medio Oeste, Atlántico Medio y del Noreste. EGTS opera de manera segura casi 4,000 millas de líneas de tuberías y más de 985,000 caballos de fuerza de compresión en seis estados: Maryland, New York, Ohio, Pensilvania, Virginia y West Virginia. Suministramos gas natural de manera confiable para grandes clientes, como las grandes empresas de servicios públicos y centrales eléctricas, y a compañías de distribución locales para calentar hogares y abastecer a pequeñas empresas.

Información de Seguridad Específica sobre Pozos de Almacenamiento

- Por favor mantenga despejadas las ubicaciones de los pozos de almacenamiento y elimine cualquier obstáculo o condición que pueda impedir que EGTS inspeccione, opere, mantenga, repare o reemplace cualquier equipo asociado con el pozo.
- EGTS requiere que cualquier estructura permanente se mantenga a un mínimo de 100 pies de distancia de los pozos de almacenamiento de gas natural a menos que se especifique lo contrario en el acuerdo de servidumbre.
- Tenga en cuenta que la mayoría de nuestros pozos tienen líneas de tuberías conectadas a ellos. Sería una buena práctica familiarizarse con las normas de seguridad y las prácticas recomendadas asociadas con las líneas de tuberías de gas natural.

Para obtener más información sobre los pozos de almacenamiento de gas natural y sus ubicaciones, visite el sitio web de la agencia ambiental de su estado:

- New York - www.dec.ny.gov
- Pennsylvania - www.dep.pa.gov
- West Virginia - www.dep.wv.gov

Si sospecha que hay una fuga:

- Abandone el área inmediatamente, dirigiéndose contra el viento
- No arranque un motor, ni use un teléfono, ni opere interruptores de luz ni haga nada que pueda crear una chispa.
- Llame al 911 y a la compañía del pozo de almacenamiento desde un lugar seguro.
- No intente detener la fuga operando el equipo del pozo
- Advierta a otros si es necesario
- No conduzca hacia una nube de vapor o el área de la fuga
- Puede comunicarse con la línea de emergencia de EGTS disponible 24/7 al **1-888-264-8240**

Manteniendo la seguridad e integridad de las líneas de tuberías y los pozos de almacenamiento

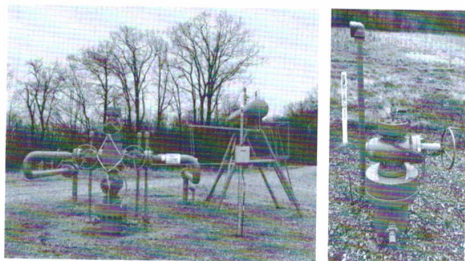
EGTS ha implementado sólidos Programas de Manejo de Integridad ("IMP" por sus siglas en inglés) para nuestras instalaciones de líneas de tuberías y de almacenamiento y así garantizar la seguridad y confiabilidad de nuestras líneas de tuberías y nuestro equipo de almacenamiento. Estos planes cumplen o exceden la intención de las regulaciones de integridad, que están sujetas a evaluaciones y perfeccionamiento frecuentes. Si desea obtener más información sobre el IMP de Pozos de Almacenamiento de EGTS, por favor visite www.bhegts.com/SIM.

PRODUCTO EN LOS POZOS DE ALMACENAMIENTO

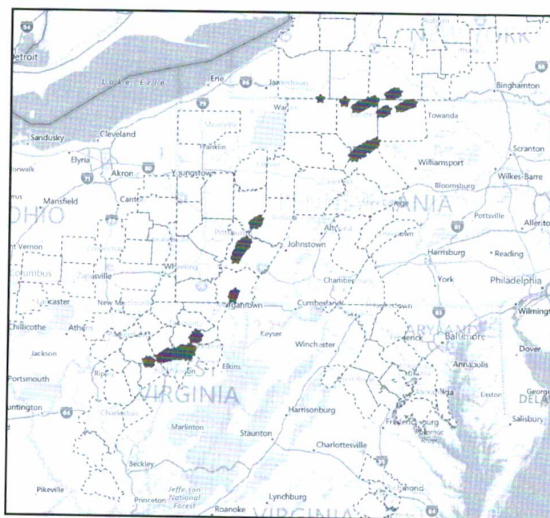
| PRODUCTO | TIPO DE FUGA | VAPORES |
|--------------------|---|--|
| GAS NATURAL | Gas | Inicialmente es más pesado que el aire, se espesa en el suelo y puede viajar hasta la fuente de incendio y causar un retroceso de llamas. El Producto no tiene color, sabor ni olor. |
| RIESGOS A LA SALUD | Son muy fáciles de incendiarse con el calor, chispas o llamas y forman una mezcla explosiva con el aire. Los vapores pueden causar mareos o así si sin dar ningún aviso y pueden ser tóxicos si se inhalan en concentraciones grandes. El contacto con gas o con gas líquido puede causar quemaduras, heridas graves y/o congelamiento. El fuego puede producir irritación y/o gases tóxicos. | |

EJEMPLOS DE EQUIPOS DE POZOS

Notifique si hay líneas de tuberías poco profundas o expuestas.



MAPA DEL SISTEMA DE ALMACENAMIENTO



Llame al 811 o visite NPMS en www.npms.phmsa.dot.gov para conocer las ubicaciones de las líneas de tuberías en su área.



Determina lo que está bajo tierra.
Llama antes de excavar.

www.call811.com

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA
ADMINISTRATIVE OFFICE

JOSEPH ARMSTRONG
ADMINISTRATIVE DIRECTOR
PHONE: 304-558-0145
FAX: 304-558-1212



BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0145
WWW.COURTSWV.GOV



August 16, 2023

The Honorable Kristie Tenney
President
Upshur County Council
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201

Dear Commissioner Tenney:

I am pleased to inform you that the Court Security Board has approved a Court Security Grant award to the Upshur County Council in the amount of \$42,412.00 for the purpose of enhancing the county's court security.

The West Virginia Division of Administrative Services, Justice and Community Services, the administrative agency for the Court Security Fund Grant Program, will be in contact with the Project Director concerning grant administration.

We share a common goal of protecting our citizens and communities against the threat of crime and violence. Your participation in this project is a positive step towards achieving that goal.

Please contact me if I can be of further assistance.

Sincerely,

Joseph Armstrong
Chairperson
West Virginia Court Security Board

JA:MAH

c: Cindy Hughes



State of West Virginia
John B. McCuskey
 State Auditor

Office of the State Auditor
 Local Government Services
 200 West Main Street
 Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
 Telephone: (304) 627-2415
 Fax: (304) 340-5090
www.wvsao.gov

August 21, 2023

TO: ALL WEST VIRGINIA COUNTY COMMISSIONERS

We recognize some of our local boards and authorities are not aware of certain laws, regulations, and reporting requirements for which they are responsible. New standards are established, existing ones may have been changed, and the people who hold these positions of responsibility change as well. Therefore, the State Auditor's Office will once again be providing training to members and staff of municipal and county boards and authorities, free of charge. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

Because we do not know what boards and authorities you have, we are asking you to please **forward this information** to the people in those positions. We will be providing these free training seminars at five different locations throughout the state. Although they are free to attend, we are asking everyone to pre-register for our planning purposes.

In addition to attendees benefiting from the sessions we offer, they also will have the opportunity to network with others in similar positions, with similar concerns. The training we are offering has been designed to assist those on boards and authorities with skills and knowledge for adequate controls and oversight relating to the financial reporting and internal control process.

Please forward the enclosed registration form and this letter to the boards and authorities.

Enclosed you will find the registration form for these free training events. Tentative topics of training will include the following: Cybersecurity; Getting Ready for an Audit; Budgeting/How to Use a Budget; Purchasing Card; and Policies & Procedures. Please contact a member of our Local Government Services staff at lgs@wvsao.gov or 304-627-2415 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John B. McCuskey".

John B. McCuskey
 State Auditor



State of West Virginia

John B. McCuskey

State Auditor

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 340-5090
www.wvsao.gov

August 21, 2023

TO: ALL WEST VIRGINIA LOCAL GOVERNMENT BOARDS AND AUTHORITIES

We recognize some boards and authorities are not aware of certain laws, regulations, and reporting requirements for which they are responsible. New standards are established, existing ones may have been changed, and the people who hold these positions of responsibility change as well. Therefore, the State Auditor's Office will once again be providing training to members and staff of municipal and county boards and authorities, free of charge. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

We will be providing these free training seminars at five different locations throughout the state. Although they are free to attend, we are asking everyone to pre-register for our planning purposes. If you must cancel your registration, please do so by calling our office so we can make the attendance adjustment for materials and meals.

In addition to attendees benefiting from the sessions we offer, they also will have the opportunity to network with others in similar positions, with similar concerns. The training we are offering has been designed to assist those on boards and authorities with skills and knowledge for adequate controls and oversight relating to the financial reporting and internal control process.

Enclosed you will find the registration form for these free training events. Tentative topics of training will include the following: Cybersecurity; Getting Ready for an Audit; Budgeting/How to Use a Budget; Purchasing Card; and Policies & Procedures. Please contact a member of our Local Government Services staff at lgs@wvsao.gov or 304-627-2415 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John B. McCuskey". The signature is stylized with a large, flowing "J" and "M".

John B. McCuskey
State Auditor



2023 State Auditor's Training Seminar for County and Municipal Boards and Authorities

State Auditor J.B. McCuskey, through his Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for County and Municipal Boards and Authorities during the months of September and October at various locations throughout West Virginia. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

| City | Seminar Date | Location | Registration Deadline |
|----------------|--------------------|---|-----------------------|
| Bridgeport | Thursday, Sept. 21 | Best Western Plus 100 Lodgeville Rd., Bridgeport | Sept. 14 |
| So. Charleston | Thursday, Sept. 28 | Holiday Inn & Suites 400 Second Ave., South Charleston | Sept. 21 |
| Martinsburg | Thursday, Oct. 5 | Holiday Inn & Suites 301 Foxcroft Ave., Martinsburg | Sept. 28 |
| Beckley | Thursday, Oct. 19 | Holiday Inn & Suites 114 Dry Hill Rd., Beckley | Oct. 12 |
| Wheeling | Friday, Oct. 27 | Oglebay Resort 465 Lodge Dr., Wheeling | Oct. 20 |

The registration fee has been waived; however, pre-registration is required.

Although the fee has been waived, we must receive your registration before the deadline to have available space as well as food and beverages. Lunch will be provided.

If we do not receive an adequate response (more than 10 participants) for a particular location we may have to cancel the seminar for that location. If we must cancel the seminar we will contact you at the email address you provide below.

Return this registration form no later than the deadline for the specific seminar. Please feel free to **make copies of this form for additional attendees**. For questions concerning these seminars contact: Shellie Humphrey, (304) 627-2415, ext. 5119 Email: lgs@wvsao.gov

County and Municipal Boards & Authorities

FREE TO ATTEND, BUT YOU MUST REGISTER!

ONE NAME PER FORM PLEASE

Name: _____ Board or Authority: _____

Email (required): _____

Telephone: _____ Position/Title: _____

**ATTN: Rebecca Clise, Admin. Assistant
B & A Training Seminar**

EMAIL TO: lgs@wvsao.gov
or FAX: 304-340-5090

| | |
|-------------------------------|------------------------|
| ____ Bridgeport, Sept. 21 | ____ Beckley, Oct. 19 |
| ____ So. Charleston, Sept. 28 | ____ Wheeling, Oct. 27 |
| ____ Martinsburg, Oct. 5 | |

IMPORTANT: If unable to attend after registering, please call 304-627-2415 or email lgs@wvsao.gov to cancel.

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS

JULY 1, 2023 - JULY 15, 2023

[illegible]

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
JULY 16, 2023 - JULY 31, 2023

[illegible]

| | | |
|--------------|----------|---------|
| TOTAL | TOTAL | TOTAL |
| \$181,272.66 | \$180.00 | \$75.00 |

| | | |
|--------------|----------|---------|
| PROJECT | TOTAL | TOTAL |
| \$733,815.66 | \$390.00 | \$75.00 |

318 Mud Lick Road
Buckhannon, WV
26201



Phone: 304-472-3865
Fax: 304-472-9430

REVENUE REPORT
FOR MONTH ENDING: July 2023

| | UPSHUR | LEWIS |
|---------------------|--------------|------------|
| ADOPTIONS | | |
| CASH | \$305.00 | \$250.00 |
| CHECK | \$10.00 | \$20.00 |
| E STORE CREDIT CARD | \$220.00 | \$90.00 |
| SUBTOTAL | \$535.00 | \$360.00 |
| SPAY/NEUTER DEPOSIT | | |
| CASH | \$350.00 | \$200.00 |
| CHECK | \$50.00 | \$50.00 |
| E STORE CREDIT CARD | \$300.00 | \$150.00 |
| SUBTOTAL | \$700.00 | \$400.00 |
| BOARD RESCUE | | |
| CASH | \$115.00 | \$120.00 |
| CHECK | \$0.00 | \$0.00 |
| E STORE CREDIT CARD | \$190.00 | \$170.00 |
| SUBTOTAL | \$305.00 | \$290.00 |
| MICRO-CHIPPING | | |
| CASH | \$15.00 | \$0.00 |
| CHECK | \$0.00 | \$0.00 |
| E STORE CREDIT CARD | \$0.00 | \$0.00 |
| SUBTOTAL | \$15.00 | \$0.00 |
| DONATIONS | | |
| CASH | \$210.00 | \$0.00 |
| CHECK | \$770.00 | \$0.00 |
| E STORE CREDIT CARD | \$63.50 | \$0.00 |
| SUBTOTAL | \$1,043.50 | \$0.00 |
| SURGICAL UNIT | | |
| CASH | \$0.00 | \$0.00 |
| CHECK | \$0.00 | \$0.00 |
| E STORE CREDIT CARD | \$0.00 | \$0.00 |
| SUBTOTAL | \$0.00 | \$0.00 |
| SUMMARY | | |
| | GRAND TOTALS | |
| CASH | \$1,565.00 | \$995.00 |
| CHECK | \$900.00 | \$830.00 |
| E STORE CREDIT CARD | \$1,183.50 | \$773.50 |
| TOTAL | \$3,648.50 | \$2,598.50 |
| | | \$1,050.00 |

318 Mud Lick Road
Buckhannon, WV 26201



Phone: 304-472-3865
Fax: 304-472-9430

ACCOUNT OF ANIMALS REPORT

ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FCILITY
FOR THE MONTH OF: July-23

| ANIMALS RECEIVED | | | | | | | | | |
|--------------------------------------|---------|-------|-------|---------|-------|-------|---------------|-------|-------|
| ACTIVITY | CANINES | | | FELINES | | | OTHER ANIMALS | | |
| TYPE OF ADMISSION | UPSHUR | LEWIS | TOTAL | UPSHUR | LEWIS | TOTAL | UPSHUR | LEWIS | TOTAL |
| Brought in by Animal Control Officer | 11 | 13 | 24 | 0 | 10 | 10 | 0 | 0 | 0 |
| Brought in by City Trapper | 0 | 0 | 0 | 23 | 0 | 23 | 0 | 0 | 0 |
| Brought in by County Residents | 20 | 6 | 26 | 69 | 11 | 80 | 0 | 0 | 0 |
| Brought in by Law Enforcement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drop Box | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL ADMISSION ACTIVITY | 31 | 19 | 50 | 92 | 21 | 113 | 0 | 0 | 0 |
| ANIMALS DISCHARGED | | | | | | | | | |
| TYPE OF DISCHARGE | CANINES | | | FELINES | | | OTHER ANIMALS | | |
| ADOPTIONS | UPSHUR | LEWIS | TOTAL | UPSHUR | LEWIS | TOTAL | UPSHUR | LEWIS | TOTAL |
| With Charge | 13 | 13 | 26 | 15 | 5 | 20 | 0 | 0 | 0 |
| Without Charge | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL ADOPTIONS | 13 | 13 | 26 | 15 | 5 | 20 | 0 | 0 | 0 |
| EUTHANASIA | | | | | | | | | |
| Owner Request | 2 | 1 | 3 | 42 | 0 | 42 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 33 | 0 | 33 | 0 | 0 | 0 |
| TOTAL EUTHANIZED | 2 | 1 | 3 | 75 | 0 | 75 | 0 | 0 | 0 |
| RESCUES | | | | | | | | | |
| With Charge | 5 | 4 | 9 | 0 | 0 | 0 | 0 | 0 | 0 |
| Without Charge | 6 | 3 | 9 | 12 | 6 | 18 | 0 | 0 | 0 |
| TOTAL TO RESCUE | 11 | 7 | 18 | 12 | 6 | 18 | 0 | 0 | 0 |
| MISCELLANEOUS | | | | | | | | | |
| Escaped | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Returned to Owner | 6 | 6 | 12 | 0 | 0 | 0 | 0 | 0 | 0 |
| Passed - Natural Causes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL MISCELLANEOUS ACTIVITY | 6 | 6 | 12 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL DISCHARGE ACTIVITY | 32 | 27 | 59 | 102 | 11 | 113 | 0 | 0 | 0 |
| INACTIVE STATUS | | | | | | | | | |
| Quarantined | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL ANIMAL ACTIVITY FOR PERIOD | 64 | 47 | 111 | 194 | 32 | 226 | 0 | 0 | 0 |

| CENSUS | | | |
|--------------------------------|---------|---------|---------------|
| | CANINES | FELINES | OTHER ANIMALS |
| CENSUS AT BEGINNING OF PERIOD: | 34 | 35 | 0 |
| CENSUS AT END OF PERIOD: | 25 | 35 | 0 |

Janella L Cochran
Signature


8/4/23
Date

John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

July 2023

| TRANSACTION | Upshur | Lewis | TOTAL |
|-----------------------------------|--------|-------|-------|
| Animals picked up by ACO: | | | |
| Dogs | 11 | | |
| Other | 13 | | |
| Animals returned to Owner by ACO: | | | |
| Dogs | | | |
| Other | | | |
| Animals delivered to LUACF: | | | |
| Dogs | | | |
| Other | | | |
| Animals Quarantined by ACO: | | | |
| Dogs | | | |
| Other | | | |
| Animals Terminated: | | | |
| Dogs | | | |
| Other | | | |
| Total Number of Hours Involved | | | |
| | | | |


Signature

8/7/23
Date



CHILDREN'S FESTIVAL



Saturday, September 16th
10:00am - 2:00pm

Contact Us

(304) 473-0145
stockeryouth@gmail.com
lisa.lamb@buckhannonwv.org

Activities

Games, giveaways, meet and greet
with characters, demonstrations and
more!

Admission
FREE



Jubatha

UPSHUR COUNTY YOUTH CAMP BOARD

AGENDA

July 20, 2023

Call to order

Secretary's report June 6, 2023

Financial statements for May and June, 2023

New Business:

1. Re-organization (Election of officers)
2. Progress on new storage building
3. Donations continue to trickle in for Glen's memorial
4. "Mighty oaks from little acorns grow"
5. More ways to make folks aware that the camp is rentable
6. Additional new business

Old Business:

1. Power outage during 4-H camp problems?
2. Additional old business

Greg Comments:

Adjournment: Next meeting will be August 17, 2023. Location to be discussed

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program regular board meeting will be held August 14, 2023 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS

Board Meeting Agenda

August 14, 2023

Upshur County Day Report Center 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
- 2) Home Confinement Update- Lewis-12 Upshur-31
- 3) Community Corrections Update
 - Referrals received since July 1, 2023, Upshur-20 Lewis-16 Total-36
 - Treatment center update
 - Upshur parking update

III. Next Meeting

- **October 16, 2023 at the Lewis County Day Report Center at 6:00 P.M.**

Buckhannon-Upshur Airport Authority Agenda

W22- Upshur Regional Airport Terminal Building, 644 Airport Road, Buckhannon, WV 26201 as well as Virtually via Telephony or ZOOM ¹

Monday, August 14, 2023 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Michael Ruffing
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical Group
 - Airport Manager's Report-Jennifer Powers
 - Update on HealthNet crew quarters remodel. Discussion/possible motion regarding porch estimate.
 - Approval of airport volunteer
 - Approval of financial statement (pending completion)
 - Worker's Comp Audit records request received
 - Notice from the State Auditor's Office to procure an independent CPA to complete our audit prior to November 30, 2023. Discussion/possible motion regarding the procurement committee.
 - Update from the WVAMA meeting
 - Operations – Jamie Wilt
 - Fence spraying is underway weather permitting
 - Rabies bait drop is scheduled to start 8/22/2023
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Airport Manager's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - Hangar space requests/applications/updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority (jenny@flywv22.com) or 304-472-9437 ext. 101 at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public.

¹Per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.

Notice of Meeting

for

Upshur County Fire Board, Incorporated
(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Tuesday, August 15, 2023
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---June 20, 2023, and July 18, 2023

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures

- Cumulative report

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 7/31/2023---\$29,705.28
- Disbursement from Chief Tax Deputy for July---TBD PRIOR TO MEETING

Payment of Bills/Invoices

*Software Systems---monthly maintenance---Invoice #37644---\$237.00

Discussion/approval Tax Deputy incentive

Update on Fire Association/Chiefs Meeting by Tyvonne Gibson

Tabled Item: Establishment of meeting dates and times

Tabled Item: Procedure for reviewing Financial Statements from the VFDs

Review/approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---Tuesday, September 19, 2023 at the Selbyville VFD---Adjournment

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, August 17, 2023***

Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/> Send public comments via email to buckhannon@buckhannonwv.org or drop them in the mail, or drop box behind City Hall.

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/804282709>

You can also dial in using your phone United States: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 804-282-709

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 Anne Wilson-Manager of the Colonial Arts Center- RE: WV Arts Facts

C. Department & Board Reports

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

D. Correspondence & Information

- D.1 Charles Gibson Library Director's Report August 2023
- D.2 Report of Cat & Dog Activity –Upshur County Commission-June 2023
- D.3 Water Board Approval to Recommend Lease Agreement between COB & Cequel III Communications II, LLC dba OPTIMUM Re: Equipment on North Buckhannon Water Tank Hill
- D.4 Traffic Control WVWC Move-in Day on August 19, 2023
- D.5 West Virginia Make It Shine-Saturday, September 9th & 23rd, 2023 7:30AM-3:30PM at COB Transfer Station

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 08/03/23
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Accept Resignation Melissa Franke -SYCC BOD'S WVWC Representative

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Resolution 2023-10 General Fund Budget Revision #2 FY 2023/2024
- F.2 Review & Approval To Allow WVDOH and A&O Railroad Co. Upgrade the Surface at an Existing Railroad Crossing on Railroad Avenue near WV Split Rail
- F.3 Review & Approval To Allow WVDOH and A&O Railroad Co. to Upgrade the Surface at an Existing Railroad Crossing on Camden Avenue
- F.4 Approval of Renewal Loan for the Fiori Concrete Mixer at First Community Bank
- F.5 Approval City Hall -Hart Office Solutions Lease Agreement for Two Toshiba Copiers
- F.6 Discussion Sale of Alcohol for Special Events at the Brushy Fork Event Center & Colonial Arts Center

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 David McCauley
- G.3 Jack Reger
- G.4 David Thomas
- G.5 CJ Rylands
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

POSTED 08/14/2023

Buckhannon-Upshur Airport Authority Special Meeting Agenda

***Buckhannon-Upshur Airport Authority–W22 Upshur Regional Airport Terminal
Building as well as Virtually via Telephony or ZOOM ¹***

Friday, August 25, 2023 @ 4:00PM

- A. Call to order
- B. Discussion and approval of BUAA FY 23 Financial Statement for publication and distribution
- C. Board Member Comments and Announcements
- D. Adjournment

The next regular meeting of Buckhannon-Upshur Airport Authority will be
Monday, September 11, 2023 @4:00pm.



Meeting Notice

Upshur County Extension Service Committee

August 29, 2023

There will be a special meeting of the Upshur County Extension Service Committee on Tuesday, August 29, 2023. This informational meeting will begin at 6:30 pm and will be held at the Upshur County Extension Office conference room.

The purpose of the meeting is to gather information and input regarding the needs of Upshur County when re-hiring for the recently vacated Agriculture & Natural Resources (ANR) position. Jennifer Williams, WVUES Associate Dean for Programs, and Ronnie Helmondollar, Program Director – ANR will join us to help lead the discussion, learn about the needs/wants of the Upshur County community, and to share information about the initial stages of the staffing process.

This is an open meeting. The public is welcome and encouraged to attend.

Questions? Contact our office at UpshurCountyExtension@mail.wvu.edu or by phone at 304-473-4208.

Lewis- Upsher LEPC

April 10, 2023

Buckhannon Public Safety Complex

Meeting was called to order at 13:08 by J. Gum

The pledge of allegiance was recited. And moment of silence was observed.

Derek long needs added to email list.

Motion to accept minutes J. Reed Seconded by d long.

Financial report was accepted as presented

Lewis county has agreed to the \$2000 through the Lewis county OEM budget. Just needs a letter from the LEPC to request the funding.

D. Long said Upshur county should be in the same situation.

Membership: we need to get in contact with more of the agencies to get representation. J. Gum is doing a 1 .5 month course on cameo. It is all web based program that will allow him to search all companies and reportable quantities of Hazardous materials. We will be able to use the software to place pre planned incidents for exercises. He was exposed to this at the CERT conference, there is 20 people in the class, and a waiting list, it is WV based training.

D. long would like to see a member of the school board here as well as college

Both Lewis and Upshur County will have new superintendents for their school system for the coming year.

For the next meeting J. Gum is wanting to have a presentation

S Money Penny makes a motion to move the meeting. D. Reed suggests a 16th of august. D Long second It will be in Lewis county

Bylaws committee Nothing to report

Public Education: Ask police and fire and Or OEM do everything that AAR from band and strawberry festival.

Annual exercise we have not had contact with ROJ since CERC conference they want to do a regional Table top in the fall.

Hazard assessment and planning. (J Gum Is taking a class and hopes to have more available for next month D. long and j. gum agree that the new software will allow us to see what is out there and who is and is not reporting. Dr Reed ask if there was a penalty for not reporting. DEP would be the party that would be in charge of that.

Lewis- Upsher LEPC

April 10, 2023

Buckhannon Public Safety Complex

It is suspected that the annual exercise will contain a hazardous materials section to it as part of a weather event.

Conversation on Decon units and response plans

For august we need SOMEONE to please step up or be nominated to be a Co-Chair/Vice Chair.

New Business

D. long updated on strawberry festival, and Band competition. Thursday Friday and Saturday will have parades much on the schedule the same as it was Pre-Covid. UC ems will be doing cooling stations and aid tents. The route has been extended to college st. instead of just the Y

The band competition will be one of the larger multi-jurisdictional events to occur in Upshur county.

The world boy scout jamboree will be at the same time as the band competition. They are getting good help form the surrounding counties (Harrison is sending their PRO) officers and Lewis county has been cooperating as well. We have put a lot of blood sweat and tears into these, the state health department is wanting to setting up a testing site at Market Place Mall.

J. Gum reported that he has got the paperwork combined and turned in for the state and it was turned in we are back in compliance with the state. The training or exercise events will be the next thing going into that book.

The CERC conference table top exercise was held at 6 PM after the meal and we did not get to leave until after 10:30 They broke into groups and did scenarios.

the 2021 homeland security grand has not yet been released and the 2018 EMP grant reimbursements have not been paid out.

Dr Reed. We need to be prepared to deal with immigration issues coming into our communities in the upcoming months and years.

Red Cross asked questions about the availability of cad log similar to Harrison County.

S . Wycoff is transitioning to full time OEM director after July the 1st 2023.

1353 motion to adjourn. 2nd by D. Long.

Adrian Public Service District

June 1, 2023

Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec/Treasurer; Carolyn Douglas, Vice Chairman; Eric Brunn, Chief Operator; Norma Woody, Manager and Alicia Wright, Assistant Manager.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 p.m. by Paul Spencer, Chairman.

Minutes of the May 1, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried. Minutes of the May 10, 2023 special meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

Minutes of the May 17, 2023 project meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

Invoices/credit card statement were presented. A motion was made to pay by Carolyn, second by Paul. Motion carried.

Old Business

- Phase VIII/Pickens updates provided by Norma Woody.

New Business

- None

Items for Discussion/Action/Approval

- Board members entered into executive session at 3:35p.m. Board members left executive session at 3:45p.m. No decisions were made in executive session. The board discussed employee compensation review with Norma Woody for all employees. The decision was made to revisit after September.

Maintenance Report

- None

Office Report

- None

Adjournment

The meeting adjourned at 4:00 pm.

Next regular Board Meeting July 6, 2023 at 3:00 p.m.
 Next Phase VIII Project Meeting June 21, 2023 at 3:00p.m.

Board of Directors


 Paul Spencer, Chairman


 Carolyn Douglas, Vice Chairman


 Kelly Arnold, Sec., Treas.

**Upshur County Fire Board Meeting
June 20, 2023**

Members Present: Rick Harlow, Larry Alkire, Donna Matthews, Sidney Huffman, and Steven Linger

Members Absent: Joseph Gower and Kristie Tenney

Others Present: Bruce Tomblyn, Tyvonne Gibson, Jesse Davidson, and Brian Elmore, Guests; and Toni Newman-Fire Fee Clerk

The meeting was called to order by Steve Linger at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from May 16, 2023, were approved on motion by Larry Alkire and second by Donna Matthews.

The Fire Fee Clerk reported the 2022 Fire Fees remain at 92 percent collected.

Carol Smith advised the Fire Fee clerk that certifications were not required for petitioners collecting signatures.

Tyvonne Gibson provided an update from the Fire Chief's and Fire Association meetings: currently waiting for legal opinion as to whether city of Buckhannon citizens can sign the petition, but signatures may be collected anytime from county residents. If city residents are excluded the number of required signatures would be 1,144.

After discussion and on motion by Rick Harlow and second by Donna Matthews, the Board approved adopting the revised state code regarding expenditures as the guideline for reviewing Financial Statements for the Volunteer Fire Departments (VFDs).

The checking account balance as of 5/31/2023 was \$51,995.37. The disbursement from the Chief Tax Deputy was \$2,130.71, for the month of May.

The following invoice was reviewed and approved upon motion by Sidney Huffman and second by Larry Alkire: Software Systems---monthly maintenance---Invoice # 37342---\$237.00.

Brian Elmore explained to the Board that the machine the Board owns to test the SCBAs now requires an upgrade that will cost \$5,300.00. No other VFD used the machine last year (as they used other agencies) and it would also require additional training for the Buckhannon Department to continue to operate it after the upgrade. After discussion and on motion by Rick Harlow and second by Donna Matthews, the Board approved giving the machine to the Buckhannon department to dispose of as they see fit. Brian advised he would check with Elkins to see if they could use it for parts.


The Board presented final disbursement checks to the VFDs represented at the meeting. The remaining two departments will need to pick up checks at the Administrative Annex. The Fire Fee Clerk attached requests for financial statements to each check as well as the current approved expenditures list from the state.

The Board approved 7 Corrective Tickets on motion by Donna Matthews and second by Larry Alkire.

There being no further business, the meeting adjourned on motion by Donna Matthews and second by Larry Alkire. The next meeting of the Board will be Tuesday, July 18, 2023, at the Upshur County Administrative Annex.



Joseph Gower, Chairman, Upshur County Fire Board



Board Member

Adrian Public Service District

June 21, 2023

Phase VIII Project Meeting

Present from Adrian PSD: Kelly Arnold, Sec./Treas.; Carolyn Douglas, Vice Chairman; Paul Spencer, Chairman; Eric Brunn, Chief Water Operator and Norma Woody, Manager.

Visitors: Trey Hornor, P.E. President Hornor Brothers Engineering
Cary Rohr Smith, Program Coordinator, Region VII
Doug Heater, Pro Contracting
Project Manager, Mid-Atlantic Storage Services

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

Items for Discussion/Action/Approval

- Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (40.8% complete as of May 31, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, working on Route 20, Eden Rd/Gaines and Metzner Hollow Rd.
- Norma requested approval of **Resolution No. 7 of the Phase VIII water extension project**. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Norma requested approval of **Adverse Weather Day calculation sheets for Phase VIII water extension project**. Contract 1 (0 days), Contract 2 (2 days), Contract 3 (2 days). Paul made the motion to approve, and Carolyn seconded the motion. Motion carried.
- **Change Order #3 Mid-Atlantic Storage Systems, Inc.** adding sub-surface drain to access site road on Chandler property. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (2 1/2 crews working), Contract 2-Pro Contracting (1 crew working), Contract 3-Mid Atlantic Storage Systems (site contractor working).

Adjournment

The meeting adjourned at 4:00 pm.


Next regular board meeting will be July 6, 2023 at 3:00 pm.

Next project meeting will be July 19, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

Adrian Public Service District

July 6, 2023

Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec./Treasurer; Carolyn Douglas, Vice Chairman; Norma Woody, Manager and Alicia Wright, Assistant Manager.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 p.m. by Paul Spencer, Chairman.

Minutes of the June 1, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

Minutes of the June 23, 2023 project meeting were read. Paul made a motion to approve the minutes and Kelly second. Motion carried.

Invoices/credit card statement were presented. A motion was made to pay by Carolyn, second by Paul. Motion carried.

Old Business

- Phase VIII/Pickens

New Business

- None

Items for Discussion/Action/Approval

- None

Maintenance Report

- None

Office Report

- None

Adjournment


The meeting adjourned at 4:00 pm.

Next regular Board Meeting August 11, 2023 at 3:00 p.m.

Next Phase VIII Project Meeting July 19, 2023 at 3:00p.m.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.

Upshur County Solid Waste Authority
Board Meeting Minutes—July 10, 2023

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA Building (located at 380 Mudlick Rd. Suite 102 Buckhannon, WV 26201) at 4:35 p.m. on July 10, 2023.

Present at the meeting were: Joyce Harris-Thacker, Jackie McDaniels, Scott Randall, Mary Gower and Director Belinda Lewis. Paula Stone was absent. A quorum was present. There were no guests.

A motion to maintain the offices of Chair (Joyce Harris-Thacker), Vice- Chair (Jackie McDaniels) and Treasurer (Scott Randall) was made by Jackie. Seconded by Mary. Motion carried.

The minutes of the June 12th meeting had previously been sent to the members and were part of the agenda packet. A motion to accept the minutes was made by Jackie. Seconded by Mary. Motion carried.

The Financial Report for June was presented by the Treasurer, Scott. Register Reports for the four bank accounts with First Community Bank covering June 2023 were presented. The ending balances for the accounts are as follows:

| | <u>May</u> | <u>June</u> |
|----------------|-------------|-------------|
| • REAP | \$100.00 | \$100.00 |
| • SWMB | \$5,146.82 | \$600.37 |
| • Money Market | \$19,620.25 | \$19,632.32 |
| • Operating | \$38,174.52 | \$41,208.93 |

A motion to accept was made by Mary and seconded by Jackie. Motion carried.

Director Belinda Lewis reported to the Board about attempting to find an auditor, following through with the SWMB budget reallocations, working with Carol Throckmorton on the Siting Plan update and securing a date for the September paper shred event with Sunrise Shred.

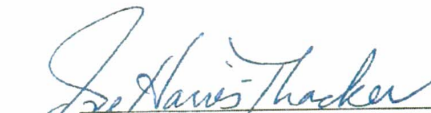
Discussion was held on the problems with the auditor search. Joyce recommended that this be brought up at the state-wide chair annual business meeting.

The FY 2023 Financial Report was presented for review. Two questions were asked, which the director will look into a report on at the next meeting.

With no further business, the meeting was adjourned at 5:13 p.m.

Respectfully Submitted, (July 10, 2023)


 Belinda Lewis, Director


 Joyce Harris-Thacker, Chair

(Signature copy to be maintained in the UCSWA Office)

Upshur County Solid Waste Authority

DIRECTOR'S REPORT – Belinda LewisPeriod from June 13th through July 10th, 2023**Activities Included:**

- Prepared and distributed by email the minutes of the June meeting.
- Checked email and post office box several times a week.
- Recorded deposits in the Operating Account and as per the auditor's suggestion, recorded them in the receipt book.
- After June meeting, made copies of checks and mailed them and scanned a copy of the minutes to the county.
- Reconciled bank statements for June.
- Prepared checks to be signed by June 30th and also at the July meeting.
- Prepared agenda and packets for July meeting and emailed a copy of the agenda to the board and the media.
- Cleaned office.
- Fielded many recycling calls on my cellphone.
- Sent weekly updates to the board.
- Fielded many messages and calls from auditors, denying a request for a proposal
- Continued efforts to find an auditor and talked to the State Auditor's Office.
- Emailed a copy of the current Siting Plan to Carol Throckmorton at the State for her review as I begin the updating process.
- Sent correspondence to the Public Service Commission about Jackie's reappointment to the Board and received a confirmation letter.
- Took several checks to two board members to be signed prior to the end of the fiscal year (June 30th).
- Contacted Sunrise Shred in an attempt to secure a September date for the next paper shred event.
- Obtained prices at Walmart for reallocated office supplies money from SWMB.

Elkins Road Public Service District
Board of Directors' Regular Meeting
July 11, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, July 11, 2023.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

Staff Present were: Office Manager-Carolyn Douglas-absent; Billing Clerk-Linzy Wilson-absent; System Operator-David Wamsley

Phone in participants:

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

Recognize that three (3) customers were present.

APPROVAL OF MINUTES

Minutes of June 6, 2023 Regular Monthly Meeting were presented for approval. **Carey Wagner made a motion to approve the minutes. David Burr seconded. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. **Carey Wagner made a motion to approve the financial report and pay the bills to date. Seconded by David Burr. Motion carried**

GIS OF SYSTEM-SHANE WHITEHAIR/STACEY MCDANIEL

Shane Whitehair and Stacey McDaniel with Region VII attended the meeting to further discuss the best way to get started on setting up our own GIS system. We will have another meeting with just the office staff and Region VII to begin the process soon.

LOUDINS MHP LLC – ALTERNATE EXTENSION – SIGNING

David Burr made a motion to enter into the Alternate Extension with Loudins MHP LLC and sign the agreement. Wendell Grose seconded. Motion carried

PHASE III EXTENSION PROJECT

Cary Smith sent an updated budget revision with the project underruns and how they are to be disbursed. Shane Whitehair discussed the best way to handle the GIS portion of the remaining funds and what was to go to the reserve account.

Elkins Road Public Service District
Board of Directors' Regular Meeting
July 11, 2023

MAINTENANCE

Dave Wamsley gave the June Maintenance Report. Having found and repaired three major leaks on the Old Elkins Road we are hoping our water loss will start to come down significantly. We will of course continue to try and locate leaks. Kesling Ridge Booster problem has been repaired by an electrician. Outside maintenance report was received by Chad Wilson on mowing and weed eating.

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 6:20 p.m.


The next meeting will be held on Tuesday, August 1, 2023 at 5:00 p.m.


Respectfully submitted:


ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
David A. Burr


Board Member
Wendell R. Grose

Upshur County Safe Structures and Sites Enforcement Board
July 13, 2023

Members present: Chris Garrett, Chris Cook, JB Kimble
Members absent: Greg Harris, Jerry Wamsley
Others present: Cindy Hughes, Assistant Administrator

The meeting was called to order at 3:00 p.m. by Chris Garrett.

The June 8, 2023 meeting minutes were reviewed. On Motion by Chris Cook, seconded by JB Kimble, the meeting minutes were approved.

The Enforcement Board reviewed the following cases:

121322-01 (Carl Tenney): This property is located at 10845 Old Elkins Road Ellamore, WV (Route 151). The Board discussed the status of the property since Mr. Tenney's passing. The property is being cleaned up by Mr. Tenney's brother. There is an old garage on the property that is unsafe. Mr. Tenney's ex-wife is the property owner as verified by the deed. Photos were reviewed again from 6-8-2023. Attempts to reach the owner has been unsuccessful. Mr. Tenney's estate is nearing the time of naming an Administratrix. Once that is complete, reaching the property owner may be easier to achieve. After discussion and on motion by Chris Cook, seconded by JB Kimble, the Board approved waiting 30 days and re-evaluating at the next meeting.

060823-01 (Sipe): This property is located at 88 Jack Lane in Buckhannon. A Notice of Investigation was sent to the property owner via Certified Mail that was not claimed. The property owners live outside of Upshur County. Photos were taken of the property on 6-28-2023. The individual who submitted the complaint has followed up on the status of the investigation. After discussion and on motion by Chris Cook, seconded by JB Kimble, the Board approved attempting to have the owner sent a Notice of Investigation through Process of Service. Assistant Administrator, Cindy Hughes, will inquire the procedure and cost for the Service since it is outside of Upshur County.

The Enforcement Board reviewed the following new cases:

062223-01 (Kesling): This property is located at 232 Jackson Park Avenue. On motion by Chris Cook, seconded by JB Kimble, the Board voted to send a Notice of Investigation to the property owner. Photos will be taken and reviewed at next meeting.

Public Comment:

None

Other Business:


The next meeting will be held on Thursday, August 10, 2023 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV. On motion by Chris Garrett, seconded by Chris Cook, the meeting adjourned at 3:26 p.m.

Approved by:

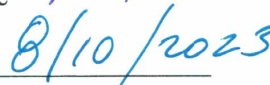


 Greg Harris, Compliance Officer





 Date

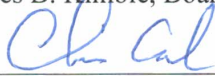


Chris Garrett, Board Member

Date

James B. Kimble, Board Member

Date





Chris Cook, Board Member

Date

Jerry Wamsley, Board Member

Date

**Upshur County Fire Board Meeting
July 18, 2023**

Members Present: Rick Harlow, Sidney Huffman, Steven Linger, Joseph Gower, and Kristie Tenney

Members Absent: Donna Matthews and Jesse Davidson

Others Present: Tyvonne Gibson, Clifton Shaw, Arthur Wilson, Jon Roby, Joey Baxa, and Monica Zalznik, Guests; and Toni Newman-Fire Fee Clerk

The meeting was called to order by Joe Gower at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from June 20, 2023, were tabled for a date correction.

The Fire Fee Clerk reported the 2022 Fire Fees remain at 92 percent collected, and the 2023s are being collected now. The 2023 Fire Fee Statements were mailed on July 17, 2023.

Tyvonne Gibson provided an update from the Fire Chief's and Fire Association meetings: petition is being signed and signatures will continue to be collected through December.

The checking account balance as of 6/30/2023 was \$40,400.19. The disbursement from the Chief Tax Deputy was \$530.34, for the month of June.

The following invoice was reviewed and approved upon motion by Rick Harlow and second by Sidney Huffman:

Software Systems---monthly maintenance---Invoice # 37559---\$382.00 (monthly maintenance 237.00 and uploading 2023 Fees in system \$145.00)
Upshur County Commission---reimbursement---postage---April- June---\$32.70
Upshur County Commission---reimbursement--- supplies (ink, envelopes, binders, stapler, etc.)---\$496.84
Upshur County Commission---reimbursement---Payroll---April-June---\$5,444.42

On motion by Kristie Tenney and second by Rick Harow, Joe Gower was elected chairman of the Board for the next year. And on motion by Kristie Tenney and second by Sidney Huffman, Rick Harlow was elected Treasurer of the Board for the next year.

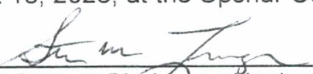
Establishment of meeting dates and times was tabled as all departments had not responded.

After much discussion, the request to amend the procedure to review financial statements was tabled until further information can be gathered as to the legality/logistics of adding "manpower."

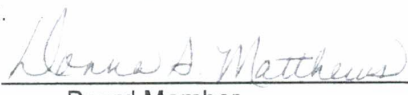
Jon Roby advised he has not been able to reach the web designer for advertising the need for fire fee increase.

There were no corrective or exoneration tickets this month.

There being no further business, the meeting adjourned. The next meeting of the Board will be Tuesday, August 15, 2023, at the Upshur County Administrative Annex.



Joseph Gower, Chairman, Upshur County Fire Board



Donna A. Matthews
Board Member

Adrian Public Service District

July 19, 2023

Phase VIII Project Meeting

Present from Adrian PSD: Kelly Arnold, Sec./Treas.; Carolyn Douglas, Vice Chairman; Paul Spencer, Chairman; Eric Brunn, Chief Water Operator and Norma Woody, Manager.

Visitors: Trey Hornor, P.E. President Hornor Brothers Engineering
 Peggy Ball, Program Coordinator, Region VII
 Doug Heater, Pro Contracting
 Cary Karn, Project Manager, Mid-Atlantic Storage Services

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

Items for Discussion/Action/Approval

- Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (52.7% complete as of June 30, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, working on Route 20, Eden Rd/Gaines and Metzner Hollow Rd, Helvetia to Pickens. Board members approved request to extend water to Phillip McNeal on Adolph Rd as replacement for Alvin Burky withdraw from project.
- Norma requested approval of **Resolution No. 8 of the Phase VIII water extension project**. Paul made a motion to approve, and Carolyn seconded the motion. Motion carried.
- Norma requested approval of **Adverse Weather Day calculation sheets for Phase VIII water extension project**. Contract 1 (0 days), Contract 2 (1 days), Contract 3 (5 days). Paul made the motion to approve, and Carolyn seconded the motion. Motion carried.
- **Change Order #2 Contract #2 Pro Contracting**. New 1" meter setting for Pickens School. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Pickens Volunteer Fire Department provided written request for Watersalesman to be installed at Pickens Fire Department for public use. Carolyn made a motion to approve, with Paul seconding the motion. Motion carried. Eric and Trey will discuss further on alternatives and options.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (1 crew working), Contract 2-Pro Contracting (3 crews working), Contract 3-Mid Atlantic Storage Systems (site contractor working).

Adjournment


The meeting adjourned at 4:00 pm.

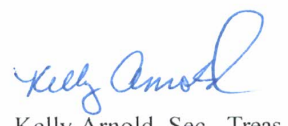
Next regular board meeting will be **August 11, 2023** at 3:00 pm.

Next project meeting will be **August 17, 2023** at 3:00 pm.

Board of Directors


 Paul Spencer, Chairman


 Carolyn Douglas, Vice Chairman


 Kelly Arnold, Sec., Treas.

Pickens Volunteer Fire Department

P.O. Box 75
Pickens, WV 26230

RECEIVED
7/17/23

To the Adrian Public Water Board,

The town of Pickens and the Pickens Volunteer Fire Department are asking for a Water Sales Meter to be located at the Pickens Volunteer Fire Department in Pickens for the residents in the outlying areas around Pickens.

Thank you for your consideration!



UPSHUR COUNTY YOUTH CAMP BOARD

July 20, 2023

The Upshur County Youth Camp Board met in regular session on July 20, 2023 in the WVU Extension Office. The meeting was called to order by Vice President Craig Presar at 6:30 pm. Members present were: Craig, BeBe Burnside, Gini Croaff, Debbie Hull and Thanna Wentz.

The secretary's report was approved (with the correction that the preparer of the meal was Aaron Harris not Jason Harris) was approved by a motion made by Debbie and seconded by Gini. The treasurers report was approved as presented by a motion made by Debbie and seconded by Gini. Greg stated that the Judson Church camp should add \$28,000.00 to the treasury.

New Business:

1. Election of officers was the first item on the agenda. New officers are as follows: President ; Craig, Vice president; BeBe, Secretary-Treasurer; Thanna/Gini. Gini stated she would help with the secretary's duties.
2. Greg said the site for the new storage building has been prepared, but the building won't be delivered until fall.
3. Thanna stated that Glen's memorial donations continue to trickle in. The total received is \$600.00. Although that is a small amount to get where we hope to go toward funding a new assembly hall, it is a start.
4. Discussions were held regarding the sale of T-shirts as a fund raiser. Craig said he would meet with Tabatha before we do anything to check to see how a grant should be written to benefit the camp. He will also check to see if the County has access to Web Master.
5. A discussion was also held to figure ways to get the availability of the camp out to a wider area. Use the brochures to advertise.
6. Greg stated that the Mule he uses to mow is still not working right despite the fact that it has been to Smitty's several times and we have spent over a thousand dollars to get it working. He said that Zack Haddix has offered to sell a Kawasaki to the camp for \$3,000.00. following further discussion, BeBe made a motion to buy the mower, Thanna seconded the motion.
7. Craig will be holding a week-end camp later in the fall. The Board agreed that a \$6.00 fee per camper would cover any cost to the camp.

Old Business:

The planned power outage during 4-H camp did not cause any problems during camp.

Greg's comments:

1. Stated that he was expecting 134 members of the Lewis County Band later in the summer.
2. Next week Judson Church will be camping.
3. Presented bills, receipts, and money to Thanna.

There being no further business, the meeting was adjourned at 8:30 pm. The next meeting will be held in the Extension Office on Thursday, August 17 at 6:30 pm.

Thanna West