

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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: February 9, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• February 2, 2023

9:15 a.m. Dirk Burnside, Secretary on behalf of the Enhanced Emergency Telephone Advisory Board--  
Recommendation for the Commission to acquire radio licensing to provide UHF frequencies for  
the use of emergency responders to enhance on-scene communications.\* Pages 4-6

9:30 a.m. Shane Whitehair, Region VII Planning and Development Council Executive Director - Hazard  
Mitigation Plan Funding Request.

### Items for Discussion / Action / Approval:

1. Correspondence from Kelley C. Tierney, Vice President of the Foundation for Better Schools in Upshur County, Inc., requesting permission to place a 4-foot by 8-foot sign on the Upshur County Courthouse property for the month of March, 2023. The sign will be a visual reminder of a fundraising initiative for the purpose of allowing the Upshur County Schools' weekend Backpack Program to remain self-supporting. \* Page 7
2. Review ranking of interviews conducted with potential firms for the planning and design services of an indoor/outdoor recreational complex and determine highest qualified firm. Once negotiations have been completed, the scope of work and fee schedule will be placed on a future agenda for consideration and signature. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*
3. Correspondence from Cheyenne Walters, Program Director for Community Correction, requesting to hire two part-time case aides and requesting the approval of advertisement. Upon approval, the position would be up to 19.5 hours per week at the starting wage of \$16 per hour. Applications will be received until positions are filled. \* Pages 8-9
4. Memo from Tabatha R. Perry, County Administrator, requesting an extension of the temporary part-time employment of Breann N. Stanton as LUACF Attendant. Due to unforeseen circumstances, her assistance is needed through February 25, 2023. \* Under separate cover
5. Review update from Fitzsimmons Law Firm PLLC regarding the pending opioid litigation. Consider signing "WV Local Government Election and Release Forms". \* Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*

6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Correspondence from Susan M. Pierce, Deputy State Historic Preservation Officer, WV Department of Arts, Culture and History regarding the use of Courthouse Facilities Improvement Authority Grant Funds for the replacement of the main exterior doors on the Courthouse and Annex. Page 10
2. Upshur County Building & Floodplain Permits for the month of January, 2023. Pages 11-12
3. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

• Community Corrections Board	February 6, 2023	Page 13
• Elkins Road PSD Board	February 7, 2023	Page 14
• Upshur County Fire Board, Inc.	February 8, 2023	Page 15
• City Council of Buckhannon	February 15, 2023	Page 16
  - Meeting Minutes:
 

• Adrian PSD Board	January 5, 2023	Page 17
• Adrian PSD Board	January 18, 2023	Page 18
  - 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](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.
4. 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](mailto: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. \*\*\**

5. Board of Review & Equalization Meeting Schedule

**\*Meetings will be held at the Upshur County Administrative Annex unless otherwise noted**

- 02/01/2023      1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/03/2023      1:00 p.m. – 3:00 p.m.
- 02/09/2023      10:00 a.m. – 12:00 p.m. (held in the Commission Meeting Room)

- 02/14/2023 10:00 a.m. – 12:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2023 10:00 a.m. – 12:00 p.m. Adjournment

6. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Tabatha Perry at [tperry@upshurcounty.org](mailto:tperry@upshurcounty.org).

- Tuesday, March 14<sup>th</sup> beginning at 1:00 p.m.
- Wednesday, March 15<sup>th</sup> beginning at 8:45 a.m.
- Thursday, March 16<sup>th</sup> beginning at 10:15 a.m.
- Friday, March 17<sup>th</sup> beginning at 9:00 a.m.
- Monday, March 21<sup>st</sup> beginning at 1:00 p.m.

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](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  
February 16, 2023 --- 9:00 a.m.  
Upshur County Courthouse Annex





## UPSHUR COUNTY EMERGENCY TELEPHONE ADVISORY BOARD

January 27, 2023

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

Commissioners,

At the January 24, 2023 meeting of the Up Co ETAB, one topic of discussion concerned the most effective and efficient method of reliable on scene radio communications. The current practice of some fire departments consists of using the SIRN network for dispatch and, upon arriving on-scene, switching to a different and separate radio for on scene coordination. This necessitates having two hand held radios for some on-scene personnel.

Having an on-scene separate radio can provide the fire responders a means of direct radio usage between units if desired. These radios operate on a different band than the radios used for dispatch and different than those used by other responding disciplines (Law and EMS).

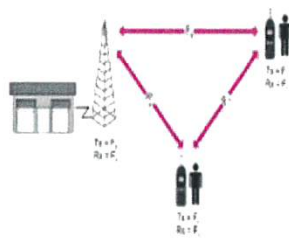
Other departments may attempt to use the Statewide Interoperable Radio Network (SIRN) for on-scene radio traffic. This enables the personnel to need only one radio for both purposes but creates a situation where on-scene firefighters end up sending a signal possible ten miles or more, where it is relayed or repeated, and then another ten miles back to a fellow firefighter a few yards away from him.\*

A main reason that on scene communications is not done on the same radio as dispatch is that there are no frequencies licensed for simplex on-scene radio use in Upshur County. Portable SIRN radios are available for use but are limited because frequencies are not installed. Should the frequencies be licensed, on-scene direct radio traffic could be possible using existing and future SIRN radios when programmed appropriately.

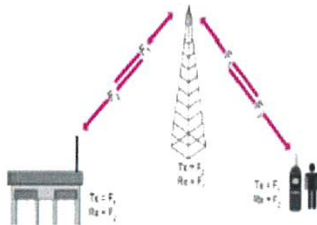
The use of simplex, also called direct, radio communications for on-scene radio traffic has been the suggested and, in some jurisdictions, mandated method for many years. Upshur ETAB has discussed this topic time and time again. A motion was made, seconded, and unanimously approved to recommend that the Upshur County Commission acquire radio licensing to provide UHF frequencies for the use of emergency responders to enhance on-scene communications.

For Upshur County ETAB,

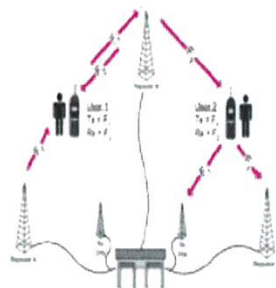
Dirk Burnside, Secretary



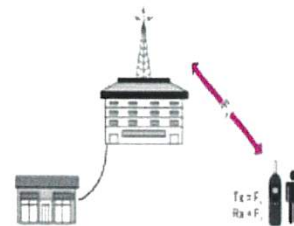
**Simplex**



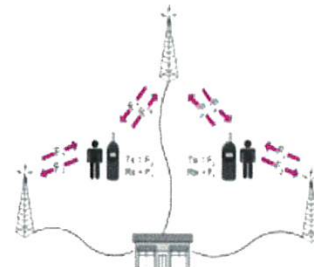
**Repeater**



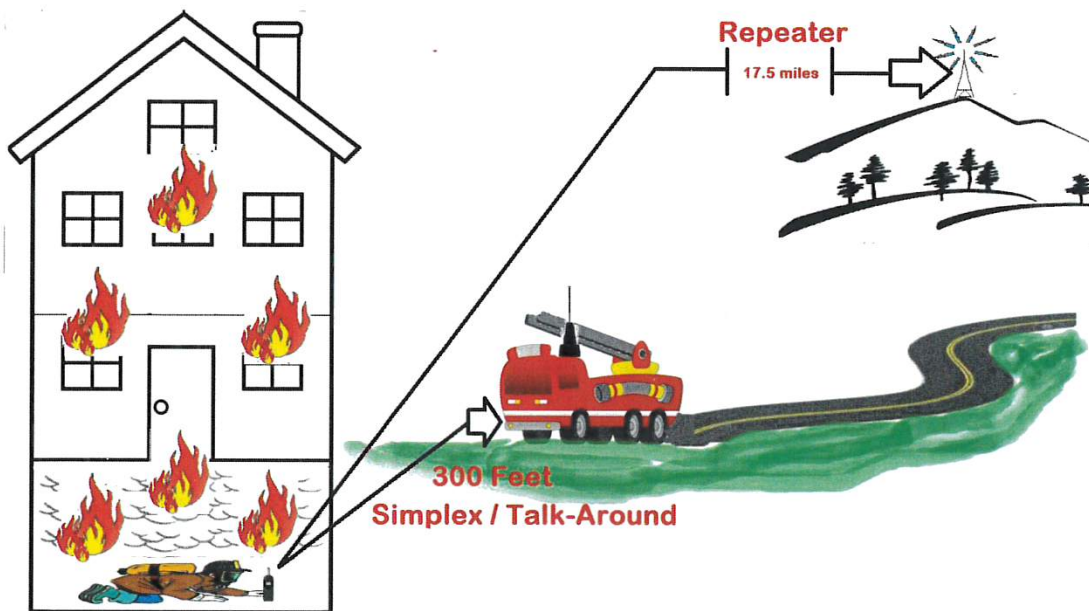
**Repeater System with Remote Receivers**



**Remote Radio**



**Simulcast**





**304-439-0568 PO Box 35 Buckhannon, WV 26201**  
**foundationforbetterschoolsucwv@gmail.com**

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



February 01, 2023

Commissioners:

On behalf of the Foundation for Better Schools in Upshur County, I am requesting approval for a vinyl sign (4' x 8' vertical) to be placed (staked) on the Upshur County Courthouse property for the month of March 2023, during the annual Go Wild...Feed a Child fundraising campaign.

The Foundation launched the fundraising initiative in support of the Upshur County Schools' weekend Backpack Program, Go Wild...Feed a Child, with the purpose being to allow the Program to remain self-supporting. We have been able to collect just shy of \$40,000 since the campaign's inception, March 2021, allowing the backpack program to continue to make sure no Upshur County student faces a hungry weekend.

As like 2022, the sign we are asking to erect will be a visual reminder for all who pass the Courthouse and a real-time gauge of the month-long endeavor, and the funds raised. We will again utilize Frankie Floyd, Floyd's Signs, and Sheri Gaudet's tasteful, eye-catching design. The need for weekend food items is still great for so many Upshur County Schools students and we hope this year's fundraising efforts are just as successful as the prior two.

We appreciate your consideration of the Foundation's request. And, thank you for your continued support of Upshur County students.

A handwritten signature in black ink, appearing to be "Kelley C. Tierney".

Kelley C. Tierney / Vice President

February 7, 2023

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

Dear Commissioners,

On behalf of the 26<sup>th</sup> Judicial Circuit Community Corrections Board I would like to inform you that on February 6, 2023 they voted and unanimously approved to hire two part-time case aides. The case aides will start at the rate of pay of \$16.00/hr and work up to 19.5 hours per week. The board requests that the ad be placed in the record delta for a week and then they will complete interviews. If you have any questions feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cheyenne Troxell', with a large, stylized initial 'C'.

Cheyenne Troxell

Program Director



### **CASE AIDE**

On behalf of the Community Corrections Board for the 26<sup>th</sup> Judicial Circuit Community Corrections program, the Upshur County Commission is accepting applications for two part-time Case Aides. This position will be 19.5 hours per week with a beginning rate of pay of \$16/hr., and the office locations will be in Upshur and Lewis Counties. Under the direction of the Program Director/Case Manager, the candidate will perform with limited supervision: transporting clients to service providers, supervising male or female drug screenings, supervising community service workers, answering phones, general office duties, assist clients in finding employment, ensuring compliance with Community Corrections rules, and other duties as required. Candidates will be subject to a criminal background and driving history check. Valid West Virginia driver's license is mandatory.

Individuals may obtain an application during normal business hours of 8:00 am until 4:00pm., Monday through Friday at the following locations: Office of the Upshur County Commission, 91 W. Main Street, Suite 101 Buckhannon; the Upshur County Day Report Center, 85 West Main Street, Buckhannon; or at the Lewis County Day Report Center, 230 East 1<sup>st</sup> Street, Weston. Applications will be accepted until positions are filled.

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

Publish: 2/11 and 2/15



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

The Culture Center  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

Randall Reid-Smith, Curator  
Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562  
EEO-AA Employer

February 1, 2023

Tabatha Perry  
County Administrator  
Upshur County Courthouse  
91 West Main Street, Suite 101  
Buckhannon, WV 26201  
Via email: [tperry@upshurcounty.org](mailto:tperry@upshurcounty.org)

RE: Upshur County Courthouse, door replacement project  
FR#: 23-0247-UP

Dear Ms. Perry:

We have reviewed the above-referenced project to determine its effects to cultural resources. The following comments are offered under West Virginia Code § 29-1-8.

According to the submitted information, the Upshur County Commission is utilizing West Virginia Courthouse Facilities Improvement Authority (CFIA) grant funding to undertake a restoration project of the Upshur County Courthouse. Work for this project includes the removal and replacement of the existing modern entrance doors on the main building and the annex. It is our understanding there is no ground disturbance planned for the project.

Architectural Resources:

We have reviewed the submitted information and determined the Upshur County Courthouse is a contributing resource to the Downtown Buckhannon Historic District (NR 09001196), listed in the National Register of Historic Places in 2009. It is our opinion the proposed work will adhere to *The Secretary of the Interior's Standards for the Treatment of Historic Properties* and will have no adverse effect to the historic characteristics of the building and the district. The current doors are modern replacements and not original to the buildings. No further consultation is necessary regarding architectural resources; however, we ask that you contact our office if your project should change.

We appreciate the opportunity to be of service. *If you have questions regarding our comments or the Section 106 process, please contact Stephen L. Gifford, Structural Historian, at (304) 558-0240.*

Sincerely,

A handwritten signature in blue ink that reads "Susan M. Pierce". The signature is fluid and cursive, with a large loop for the 'P'.

Susan M. Pierce  
Deputy State Historic Preservation Officer

SMP/SLG

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS  
JANUARY 1, 2023 - JANUARY 15, 2023**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
1/3/2023	9062	81232	STRATEGIC LLC FOR T-MOBILE	815 SUPERIOR AVE SUITE 1812, CLEVELAND, OH 44114	\$50,000.00	\$15.00		CHECK	ADD (1) MW DISH AND ASSOCIATED RADIOS AND LINES TO EXISTING TOWER AT 1314 SHAWNEE DR	AURORA DATA & ELECTRICAL SERVICES, 120 SAINT JOSEPH ST, PITTSBURGH, PA 15210	
1/3/2023	9063	2621	STRATEGIC LLC FOR T-MOBILE	815 SUPERIOR AVE SUITE 1812, CLEVELAND, OH 44114	\$50,000.00	\$15.00		CHECK	ADD (2) MW DISHES AND ASSOCIATED RADIOS AND LINES TO EXISTING TOWER AT 305 JULIAS WAY LN	AURORA DATA & ELECTRICAL SERVICES, 120 SAINT JOSEPH ST, PITTSBURGH, PA 15210	
1/3/2023	9064	296	MCCARTNEY, ERIC	169 HILLVIEW LN, BUCKHANNON, WV 26201	\$9,968.97	\$15.00		OL	CRAWLSPACE DRAINAGE	JES CONSTRUCTION LLC DBA BASEMENT AUTHORITY OF WV, 1807 W PIKE ST, SUITE C, CLARKSBURG, WV 26301	
1/5/2023	9065	776	OGDEN, RICHARD	127 KOD HILL RD, BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CASH	ROOF REPLACEMENT	LEIGH ENTERPRISES, PO BOX 1173, BUCKHANNON, WV 26201	
1/5/2023	9066	10121	KEENAN, CASSIE	1746 ALEXANDER RD, FRENCH CREEK, WV 26218	\$925.00	\$15.00		OL	8' X 20' EXTENTION TO EXISTING CARPORT; 12' X 20' CARPORT ROOF EXTENSION	SELF	
1/6/2023	9067	7210	REYNOLDS, RICK	63 THORNWOOD LN, BUCKHANNON, WV 26201	\$20,000.00	\$15.00		CASH	24' X 32' GARAGE	SELF	
1/10/2023	9068	82283	KMW PROPERTIES	PO BOX 45, BUCKHANNON, WV 26201	\$100,000.00	\$15.00		CASH	1,500 SQ FT NEW SINGLE FAMILY HOME	SELF	
1/10/2023	9069	82282	KMW PROPERTIES	PO BOX 45, BUCKHANNON, WV 26201	\$120,000.00	\$15.00		CASH	2,000 SQ FT NEW SINGLE FAMILY HOME	SELF	

<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
\$364,893.97	\$120.00	\$0.00

[illegible]

<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
<b>\$639,993.00</b>	<b>\$120.00</b>	<b>\$0.00</b>

<b>GRAND PROJECT TOTAL</b>	<b>GRAND BP TOTAL</b>	<b>GRAND FT TOTAL</b>
\$1,004,886.97	\$240.00	\$0.00

In compliance with West Virginia's Public Meeting Law, the 26<sup>th</sup> Judicial Circuit Community Corrections Program special board meeting will be held February 6, 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**

**February 6, 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-11 Upshur-26
  - 3) Community Corrections Update
    - Referrals received since July 1, 2022, Upshur-139 Lewis-71 Total-210
    - Security camera system update
    - Request to approve Community Corrections Grant
    - Request to hire part-time case aides
- Yearly Report Update

#### **III. Next Meeting**

- **April 10, 2023 at the Lewis County Day Report Center at 6:00 P.M.**



## ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

<b>Meeting</b>	Regular Monthly Meeting	<b>Start Time</b>	5:00 PM
<b>Date</b>	Tuesday, February 7, 2023	<b>Place</b>	P.S.D. Office 133 Fallen Road, Buckhannon

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Meeting Called to Order by Chairperson	5:00 PM
Pledge of Allegiance	
Roll Call Introduce Board of Directors	
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose	
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;	
System Operator-David Wamsley	
Recognize Current Customers	
Approval of Minutes - January 3, 2022 Regular Monthly Meeting	<b>Vote</b>
Treasurer Report/Payment of Bills for February/bal of January Invoices	<b>Vote</b>

### ITEMS FOR DISCUSSION

2023 Holiday Schedule	Vote
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Election of Officers	Vote
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<b>Old Office Building</b> Discuss listing with a Realtor	Vote
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<b>Phase III Extension Project Update</b> Project Underruns & Proposed Use Change Orders GIS of System Progress Reports & Discussion Invoice payment approval Master Meter BackFlow - Completed	Vote
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<b>Maintenance Report</b> Water Loss-Leaks Pump Stations/Tanks - Any Problems	
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**Date & Time of March 2023 Meeting - Tuesday, March 7, 2023 @ 5:00 pm**

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

## Notice of Meeting

\*\*\*\*\*

for

### Upshur County Fire Board, Incorporated

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

**Location:** Warren District Volunteer Fire Department, Hodgesville, WV  
**Date:** Wednesday, February 8, 2023  
**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---January 12, 2023

Public Questions/Comment Period

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

- Cumulative report
- Online payment review

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 1/31/2023---TBD prior to the meeting
- Disbursement from Chief Tax Deputy for January---TBD prior to the meeting

Payment of Bills/Invoices

\*Software Systems---monthly maintenance---Invoice # 36931---\$237.00

Approval of repayment: Software Systems, Inc.--- Invoice number 35720 in the amount of \$211.00 from 12/31/2021 was paid with check number 1104 on January 18, 2022. However, the check has never been cashed. Software Systems has rebilled the invoice.

WvCorp Insurance renewal updates and signature

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---Tuesday, March 21, 2023, at the Administrative Annex, 98 W. Main Street  
Buckhannon, WV---Adjournment

To Participate in the Board meeting virtually,  
Please join the meeting from your computer, tablet or smartphone: <https://meet.goto.com/424673933>  
You can also dial in using your phone. United States: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 424-673-933

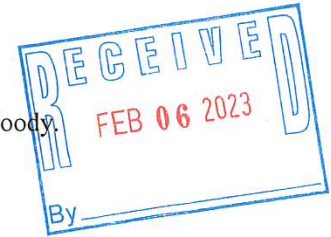
***Special Working Session #1 of City Council of Buckhannon***  
***3:00 p.m. in Council Chambers***  
***Meeting Agenda for Wednesday, February 15, 2023***

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- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Working Session & Discussion
  - B.1 Financial-Budget For Fiscal Year 2023/2024

POSTED 02/03/2023

**Adrian Public Service District**  
January 5, 2023  
Monthly Board Meeting



Present from Adrian PSD: Kelly Arnold, Carolyn Douglas, Alicia Wright and Norma Woody.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Carolyn Douglas, Vice Chairman.

Minutes of the December 1, 2022 meeting were read. Kelly made the motion to approve the minutes and Carolyn second.

Invoices were presented. A motion was made to pay by Carolyn, second by Kelly.

**Old Business**

- None

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma Woody presented a request to approve Mid-Atlantic Storage Systems, Inc. **Change Order No. 1** Phase VIII dated 12/22/2022. Carolyn made the motion to approve and Kelly second.
- Norma requested approval of RM Builders, Inc. to erect Maintenance Building on February 6, 2023 with funding provided by American Rescue Plan (ARPA) funds. Kelly made a motion to approve, with Carolyn second.
- Norma requested approval of Twisted Wire Electrical & Contracting for Generators (ARPA) funding. Carolyn made motion to approve and Carolyn second.

**Maintenance Report**

- Serviced frozen water calls after hours.
- Installed new meters.
- Ordered new pump for Carter Booster Station.
- Need roof repair to Carter Booster Station...
- Installed new chlorinator pump at Kanawha Head Booster Station.
- Twisted Wire Electrical & Contracting ordering Generators.
- Inspecting meter barrels for meter bottom blow outs.
- Snow plow is hooked up for winter.

**Office Report**


- Norma completed Lead and Copper Sample Site Plan deadline December 30, 2022.
- Norma completed SDWAR 5 for UCMR5 Sampling 2023 deadline December 31, 2022.
- Norma completed Government Census 2022, Survey of Government Finances.
- Norma **completed** Lead and Copper Detailed Inventory **system-owned** portion/**partial completion of customer-owned** service line portion.

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be February 2, 2023 at 3:00 pm.

Board of Directors

  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.

**Adrian Public Service District**  
January 18, 2023  
Phase VIII Project Meeting

Present from Adrian PSD: Kelly Arnold, Carolyn Douglas, Paul Spencer, Eric Brunn, Alicia Wright and Norma Woody.

Visitors: Trey Hornor, P.E. President Hornor Brothers Engineering  
Carrie Wallace, Program Coordinator, Region VII  
James Butcher, Select Timber Services  
Doug Heater, Pro Contracting  
Casey Carn, Mid Atlantic Storage Systems, Inc.

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 as of December 31, 2022.
- Norma requested approval of **Resolution No. 2 of the Phase VIII water extension project**. Paul made a motion to approve, and Kelly second.
- Norma requested approval of **Adverse Weather Day calculation sheets for Phase VIII water extension project**. Paul made the motion to approve, and Carolyn second the motion.
- The board reviewed payment procedure timelines for payment to contractors.
- The request was made by Pro Contracting for a deadline for new customer sign-ups. The board voted and approved customers shall sign up prior to the waterline passing their property. Once the contractor passes the customers property, the customer must pay full tap fee cost of \$350.00.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (two crews working), Contract 2-Pro Contracting (no crews working), Contract 3-Mid Atlantic Storage Systems (site work started at both tank sites, but stopped now for weather). Casey Carn, Mid Atlantic Storage Systems requested approval to be shut down for winter, resuming in spring, which was approved by the board.

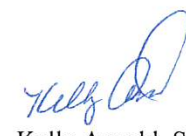
**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be February 15, 2023 at 3:00 pm.

Board of Directors

  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.