



## Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex  
Date of Meeting: November 14, 2019

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• November 7, 2019
- 9:05 a.m. Addie Helmick, Women's Aid in Crisis – Discuss signage placement within Courthouse facilities
- 9:15 a.m. Upshur County Farmland Protection Board – Provide overview of program
- 9:30 a.m. Upshur County Tobacco Prevention Coalition – Presentation of Great American Smokeout Proclamation Page 4  
  
Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of National Adoption Month Proclamation
- 9:45 a.m. Sandra Lancaster – Discuss neighborhood noise complaints and request for the adoption of a Public Nuisance Ordinance
- 2:00 p.m. Interview for the appointment to Prosecuting Attorney  
*Item may lead to Executive Session per WV Code §6-9A-4*

### Items for Discussion / Action / Approval:

1. Correspondence from Corporal Rocky C. Hebb announcing his resignation as Deputy Sheriff, effective December 7, 2019. \* Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
2. Correspondence from Sheriff David H. Coffman advising that Corporal Rodney Rolenson will be appointed to the Buckhannon-Upshur Middle School as Prevention Resource Officer effective November 18, 2019. Upon approval, he will continue to supervise the Upshur County Home Confinement program.\* Page 5  
*Item may lead to Executive Session per WV Code §6-9A-4*
3. Correspondence from Sheriff David H. Coffman advising that Corporal Dewaine Linger will be appointed to the Buckhannon-Upshur High School as Prevention Resource Officer effective December 16, 2019. \* Page 6  
*Item may lead to Executive Session per WV Code §6-9A-4*
4. 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. WV Department of Revenue State Tax Department Assessor Substantial Completion Notification: Certification that Dustin W. Zickefoose, Assessor of Upshur County, has complied with the “assessor’s additional duties” and will receive additional compensation as provided in WV Code §7-7-6b. Page 7
2. Correspondence from Jeffrey E. Fleck, Executive Director of the State of West Virginia Consolidated Public Retirement Board, providing a preliminary estimate of the employer contribution rate in order to assist with the budgeting process. The estimated employer contribution percentage will remain at 10.0% effective July 1, 2020. Once the official contribution rate is determined, a letter will be sent to the Upshur County Commission. Page 8
3. Correspondence from Anne Leyva, Weyerhaeuser Giving Fund Manager, announcing the award of \$5,000 to the Upshur County Youth Camp. Page 9-10
4. Public Notices:
  - a. Newsletters and/or Event Notifications:
    - City of Solutions Presentation – Developing an Effective Community Response to the Substance Use Crisis – December 12<sup>th</sup> from 10 a.m. to 3 p.m. – WVWC Performing Arts Center Page 11
  - b. Agendas and/or Notice of Meetings:
 

<ul style="list-style-type: none"> <li>• Upshur County Convention &amp; Visitor’s Bureau</li> <li>• Buckhannon-Upshur Airport Authority</li> <li>• Upshur County Safe Structures &amp; Sites Enforcement Board</li> <li>• Upshur County Fire Board, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>November 14, 2019 <u>Page 12</u></li> <li>November 14, 2019 <u>Page 13</u></li> <li>November 14, 2019 <u>Page 14</u></li> <li>November 19, 2019 <u>Page 15</u></li> </ul>
---	--
  - c. Meeting Minutes:
 

<ul style="list-style-type: none"> <li>• Elkins Road PSD</li> </ul>	<ul style="list-style-type: none"> <li>October 1, 2019 <u>Page 16-20</u></li> </ul>
---	---
  - d. Meetings:
 

<ul style="list-style-type: none"> <li>• 11/05/19 5:30 p.m.</li> <li>• 11/05/19 4:00 p.m.</li> <li>• 11/07/19 7:00 p.m.</li> <li>• 11/07/19 7:00 p.m.</li> <li>• 11/11/19 12:00 p.m.</li> <li>• 11/11/19 4:30 p.m.</li> <li>• 11/04/19 4:30 p.m.</li> <li>• 11/11/19 5:30 p.m.</li> <li>• 11/18/19 6:00 p.m.</li> <li>• 11/12/19 7:30 p.m.</li> <li>• 11/07/19 6:00 p.m.</li> <li>• 11/27/19 7:00 a.m.</li> <li>• 11/20/19 12:00 p.m.</li> <li>• 11/14/19 3:00 p.m.</li> <li>• 11/13/19 7:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>Elkins Road PSD</li> <li>Hodgesville PSD</li> <li>Banks District VFD</li> <li>Selbyville VFD</li> <li>Upshur County Family Resource Network - Cancelled</li> <li>Upshur County Solid Waste Authority -- Cancelled</li> <li>Upshur County Solid Waste Authority – Special Meeting</li> <li>Buckhannon-Upshur Recreational Park Advisory Board</li> <li>Lewis-Upshur Community Corrections Board</li> <li>Adrian VFD</li> <li>Buckhannon-Upshur Board of Health</li> <li>Upshur County Development Authority – Full Board</li> <li>Upshur County Senior Center Board</li> <li>Upshur County Conventions &amp; Visitors Bureau</li> <li>Warren District VFD</li> </ul>
--	--

- 11/07/19 3:00 p.m. Adrian PSD
- 11/13/19 3:00 p.m. Tennerton PSD
- 11/14/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 11/14/19 7:30 p.m. Buckhannon VFD
- 11/14/19 4:00 p.m. Buckhannon Upshur Airport Authority
- 11/21/19 6:30 p.m. Upshur County Youth Camp Board
- 11/17/19 6:00 p.m. Washington District VFD
- 11/18/19 12:00 p.m. Buckhannon-Upshur Chamber of Commerce – Innovation Center
- 11/20/19 4:00 p.m. Upshur County Public Library Board
- 11/19/19 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 11/19/19 6:30 p.m. Upshur County Fire Board, Inc.
- 11/19/19 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 11/13/19 7:00 p.m. Ellamore VFD
- 11/20/19 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 11/21/19 2:00 p.m. Upshur County Farmland Protection Board
- 11/27/19 10:00 a.m. James W. Curry Advisory Board
- 11/20/19 7:00 p.m. Upshur County Fire Fighters Association
- 11/13/19 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 12/13/19 11:00 a.m. Region VI Local Elected Officials

5. Appointments Needed or Upcoming:

**Tabled Items**

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

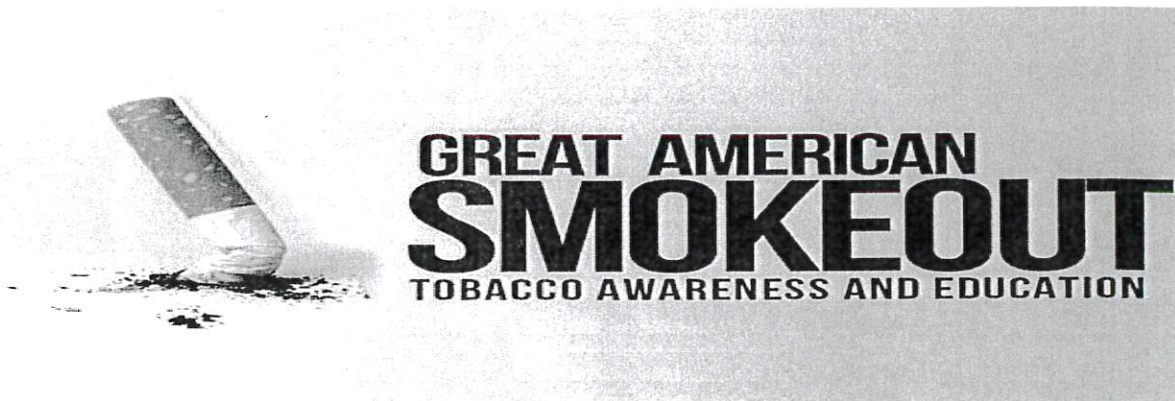
1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11).

**Next Regular Meeting of the Upshur County Commission  
November 21, 2019 --- 9:00 a.m.  
Upshur County Courthouse Annex**

**\*The regularly scheduled Commission Meeting on Thursday, November 28, 2019 has been CANCELLED\***



4



The American Cancer Society sponsors the Great American Smokeout on the third Thursday of November (November 21, 2019) each year, challenging smokers to give up cigarettes for 24 hours. If you or a loved one smokes cigarettes, consider joining the movement, and take the first step toward quitting cigarettes forever!

In our state, a pack of cigarettes costs approximately \$5.77, so if you multiply that one pack a day, the monthly cost is \$173. To take that to a yearly cost, it is \$2,077. If you quit, you could take your family on a week-long vacation or afford a monthly utility payment. Even if you only quit for four months, you could purchase a laptop/tablet and internet service.

In West Virginia in 2017, 26.0% of adults smoked. Nationally, the rate was 17.1%. In 2017, 14.4% of high school students in West Virginia smoked cigarettes on at least one day in the past 30 days. Nationally, the rate was 8.8%.<sup>2</sup>

Vaping (which is the use of any e-cigarette) use is becoming an epidemic in our area. In general, high school and middle school youth experienced a stunning 900% increase in e-cigarette use between 2011-2015. In 2018, 3.6 million young people in the US use e-cigarette products, which represents one in five high school students and one in 20 middle school students in the country.

Studies show that second and thirdhand smoke also poses health risks. Secondhand smoke can increase lung cancer by 20 – 30%. Smoke from the end of a cigarette has a higher concentration of the cancer-causing chemicals than the smoke exhaled by a smoker. The US EPA says secondhand smoke is among the most dangerous substances known to cause cancer. Thirdhand smoke refers to the toxins from cigarette smoke that stick to soft surfaces. Thirdhand smoke not only affects adults but also babies, children, and even pets.

NOW, THEREFORE, BE IT PROCLAIMED that the Upshur County Commission hereby recognizes and supports the American Cancer Society's GREAT AMERICAN SMOKEOUT on November 21, 2019, in Upshur County and encourages all citizens who smoke, use chew or dip tobacco, vape, or any other devices to ingest nicotine to demonstrate to themselves and to their children that they can quit by joining the American Cancer Society's Great American Smokeout.

---

Terry Cutright, Upshur County Commissioner

---

Samuel Nolte, Upshur County Commissioner, President

---

Kristie Tenney, Upshur County Commissioner

# Upshur County Sheriff's Office

5

DAVID H. COFFMAN, SHERIFF

Heather D. Parke

Chief Deputy  
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182

Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

Michael R. Kelley

Chief Deputy  
Law Enforcement

November 14, 2019

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

Dear Commissioners:

I would like to advise you that Rodney Rolenson will be appointed to Buckhannon Upshur Middle School as the Pro Officer effective Monday, November 18, 2019. At this time, Rodney will continue to supervise the Upshur County Home Confinement program. We are currently working out the specifics of this supervision. I will advise you to these at a later date.

Thank you for your consideration and support.

Sincerely,



David H. Coffman

Sheriff of Upshur County

# Upshur County Sheriff's Office



**DAVID H. COFFMAN, SHERIFF**

**Heather D. Parke**

Chief Deputy  
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182

Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

**Michael R. Kelley**

Chief Deputy  
Law Enforcement

November 14, 2019

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

Dear Commissioners:

I would like to advise you that Dewaine Linger will be appointed to Buckhannon Upshur High School as the Pro Officer effective Monday, December 16, 2019.

Thank you for your consideration and support.

Sincerely,

David H. Coffman  
Sheriff of Upshur County

7



Dave Hardy  
Secretary of Revenue

STATE TAX DEPARTMENT

Dale W. Steager  
State Tax Commissioner

November 4, 2019

President, Upshur County Commission  
Upshur County Courthouse  
38 West Main Street, Room 302  
Buckhannon, West Virginia 26201

Dear Commission President:

This letter and attachment certify that Dustin Zickefoose, Assessor of Upshur County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Zickefoose to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale W. Steager".

Dale W. Steager  
State Tax Commissioner

DWS/jaj

Attachment

cc: Assessor of Upshur County  
Clerk of Upshur County





EXECUTIVE DIRECTOR  
Jeffrey E. Fleck

## Consolidated Public Retirement Board

4101 MacCorkle Ave, SE  
Charleston, West Virginia 25304-1636  
Telephone: 304-558-3570 or 800-654-4406  
Fax: 304-558-6337  
Email: cprb@wv.gov  
www.wvretirement.com  
11/1/2019



BOARD CHAIRMAN  
David L. Wyant

UPSHUR COUNTY COMMISSION  
CAROL SMITH  
91 WEST MAIN STREET  
SUITE 101  
BUCKHANNON, WV 26201

Dear Participating Employer of the Public Employees Retirement System (PERS):

Pursuant to the provisions of WV Code §5-10-31, it is the responsibility of the Board of Trustees of the WV Consolidated Public Retirement Board (Board) to determine the amount of employer contributions to be paid into the PERS Employers Accumulation Fund. The employer contribution rate is based upon the annual actuarial valuation of the assets and liabilities and is subject to be reset annually.

In order to assist with your budgeting process, we are providing a preliminary estimate of the employer contribution rate. This estimate is the same as we have provided the State Budget office for their budget planning. After initial information has been reviewed, it has been determined by our actuary that the estimated employer contribution percentage will not change from 10.0% and will remain at 10.0% effective July 1, 2020. Please use this preliminary information for your budgetary considerations for Fiscal Year 2021.

The employer contribution rate changes are necessary to provide for the continued actuarial soundness of PERS, ensuring funding for the normal cost of expected benefits and unfunded liabilities throughout the amortization period established for the plan. It is important to note that all future employer contribution rates are subject to the annual actuarial valuation results.

Again, this is a preliminary estimate provided to you in order to assist with budgeting. Once the official contribution rate is determined, you will receive a letter informing you of the definitive amount. If you should have any questions or need any additional information, please do not hesitate to contact our Employer Reporting staff at (304) 558-3570.

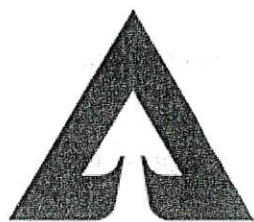
Sincerely,

Jeffrey E. Fleck,  
Executive Director



9

From: "Weyerhaeuser Giving Fund" <no-reply@gdg.do>  
To: trperry@upshurcounty.org  
Subject: Weyerhaeuser Giving Fund Grant Award notification  
Date: 11/7/2019 9:07:39 AM



# Weyerhaeuser

Dear Tabatha,

## CONGRATULATIONS!

We are very pleased to announce that Upshur County Commission has been awarded a grant from the Weyerhaeuser Giving Fund in the amount of \$5,000.00.

This grant award is in support of your Project, as outlined in your grant application - Weyerhaeuser Giving Fund Grant : Upshur County Commission : Tabatha Perry : 145419439.

We would also like to acknowledge the efforts of your local giving fund advisory committee, whose recommendation was instrumental in securing this grant.

This is your official grant award notice, please share this news with all appropriate staff members including your accounts receivable. You should expect to see payment to the Upshur County Commission in approximately 10-15 business days.

We appreciate your review of our Grant Use Terms and Conditions (below).

As the Grant Use Terms and Conditions indicates, the Giving Fund requests a progress report year to date from this award. You will receive an automated request and directions on how to submit that report.

In the meantime, you have our best wishes for continued success, and we look forward to hearing about your accomplishments during the year.

We applaud the work you are doing for your community, and it is indeed a pleasure to be among your current supporters.

Sincerely,  
Anne Leyva  
Manager  
Weyerhaeuser Giving Fund

## GRANT USE TERMS AND CONDITIONS

We are delighted to give your organization this one-time charitable gift from the Weyerhaeuser Giving Fund.

Generating publicity about your grant is a perfect way to let the public know more about your organization and the good things you are doing to make your community a better place to live and work. Identifying Weyerhaeuser as one of your supporters can enhance your efforts.



We consider the deposit of our grant as your acceptance of our support and its terms and conditions, which are as follows:

1. Use Weyerhaeuser Giving Fund contributions specifically for the purpose(s) stated in our grant letter to you. Any changes you wish to make in the use of these funds must be approved by us in advance.
2. Unless your grant is earmarked as "unrestricted support," the funds cannot be used for general administrative costs, the provision of facilities or other types of expenses normally classified as "overhead" or "indirect costs."
3. Our funds should not be used to influence legislation. If the project we are supporting includes a budget for lobbying purposes, please contact us before depositing our check.
4. This contribution is strictly charitable, and as such no goods or services are to be provided to Weyerhaeuser or its employees as a result of this grant (i.e. tickets, tables, preferential seating at events).
5. Organizations receiving grants from the Weyerhaeuser Giving Fund must practice equal employment opportunity.
6. Although not required, we would appreciate receiving copies of any press releases or news clips regarding this grant. Please do so via email direct [anne.leyva@weyerhaeuser.com](mailto:anne.leyva@weyerhaeuser.com)
7. Please let us know what was accomplished with our funds. You will receive an automated email request a year to date of your grant award with directions on how to submit your progress report. Please submit your report at that time.

Thank you for observing these terms and conditions. We wish you success and look forward to receiving news about how your work is progressing.

---

This email was sent to [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org) [unsubscribe from this list](#)

@media only screen and (max-width: 480px){ table[id="canspamBar"] td{font-size:14px !important;} table[id="canspamBar"] td a{display:block !important; margin-top:10px !important;} }





December 12  
10:00 AM – 3:00 PM

West Virginia Wesleyan College  
Performing Arts Center  
59 College Avenue  
Buckhannon, WV 26201

# Developing an Effective Community Response to the Substance Use Crisis

Join us in listening to representatives of Huntington, WV showcase innovative and evidence-based approaches that have been found effective in reducing the impact of substance use, discussing the impact it has had on your county, and engaging with other stakeholders to explore what is possible in your community.

Register at <https://cityofsolutionsbuckhannon.eventbrite.com>

For additional information or questions,  
contact [CityofSolutions@marshall.edu](mailto:CityofSolutions@marshall.edu)

Sponsored by the Pallotine Foundation of Buckhannon  
& the Bernard McDonough Foundation



**Upshur County Convention & Visitors Bureau**  
**November 14<sup>th</sup>, 2019 Agenda**

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
- Event Center Manager's Report
- Old Business:
- New Business:
- Motion to Adjourn Meeting

**NEXT MEETING: December 12<sup>th</sup>**

# ***Buckhannon-Upshur Airport Authority Agenda***

***Buckhannon-Upshur Airport Authority-W22 Terminal Building***

***Thursday, November 14, 2019 at 4:00 pm***

---

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President's Report – President Clemens
  - Treasurer's Report – Phil Loftis, Treasurer
    - Approval to pay WV State Auditor invoice #19306 for the FY 2017 financial audit; \$4,230.00
    - Approval to pay Syntech invoice #197716 for the renewal of the maintenance agreement for the Fuelmaster System 12/4/2019-12/3/2020
    - Approval to reimburse Rich Clemens for the purchase of rack cards ; \$324.35
    - Approval of draft budget.
  - Secretary's Report – Brian Huffman, Secretary
    - WVAM Meeting Recap
  - Engineering Reports – Chapman/Technical
    - Federal Financial Reports for grants 032 and 033
    - WVAC Hangar Reimbursement Request.
  - Operations – Jamie Wilt, Jennifer Powers
    - Fuel Prices/Inventory
    - Tractor servicing update
    - Flag requires replacing
    - Mark Davis's (AirTech) plane is at a south apron tie down
    - Lounge cable and data hook up is in process
    - Trying to contact Steve Shriver about his plane tied down on the north apron - It was in AirTech's hangar
    - Desk computer (SRE) with FMU (Fuel Master Unit) database on it had hard drive failure, replacement is process
- D. Consent Agenda:
  - Approval of Minutes
  - Approval of Treasurer's Report
  - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
  - New hangar space requests/applications/updates
  - Plan to initiate the new terminal building (furnishings, equipment, move-in, grand opening ceremony, etc.)
  - Data processing equipment purchase approval
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

14

Meeting Agenda  
Upshur County Administrative Annex  
Thursday, November 14, 2019  
3:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - October 10, 2019
- V. Report and/or action on Pending Cases
  - 061418-03 (Best) – Sold at tax sale, property owner has 18 months to redeem – waiting until the end of the 18-month period to see if the new owner brings the property into compliance – Sold during tax sale during November 2018. Discuss during May 2020 meeting.
  - 041119-01 (Knight) – Review photographs of property
  - 061319-01 (Riffle) – Review photographs of property
  - 101019-01 (Wilkins) – Review photographs of property
  - 101019-02 (Chenoweth) – Review photographs of property
- VI. Consider requests to establish new cases
  - 1 new Complaint
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, December 12, 2019 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.



13

# 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, November 19, 2019

**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---October 15, 2019

Public Questions/Comment Period

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

- Cumulative report
- Reminders
- Windows 7 will not be supported after January 14, 2020
- Folding machine
- Refund of \$2,467.92

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 10/31/2019---\$150,533.58
- Disbursement from Chief Tax Deputy for October---TBD prior to the meeting

Payment of Bills/Invoices

- Software Systems---Invoice #33227---Maintenance Charge October---\$206.00
- State Auditor's Office---2019 Audit---Invoice # 18025---\$202.00

Sign new checking account bank card for current Fiscal Year

Review and Approval of Warren District VFD Financial Statement

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---December 17, 2019---Adjournment



Elkins Road Public Service District  
Board of Directors' Regular Meeting  
October 1, 2019

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, October 1, 2019.

Chair, Carey Wagner, called the meeting to order at 5:30 p.m. and led the group in the Pledge of Allegiance.

Members Present were: ~~Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews~~

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

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

Recognize that five (5) customers were present.

**APPROVAL OF MINUTES**

Minutes of September 3, 2019 Regular Monthly Meeting were presented for approval. Sonny Matthews made a motion to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

**APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve the financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried

**QUALITY WATER SERVICES, LLC**

Alan and Stephanie Westfall dba as Quality Water Services, LLC did not attend the meeting. Carolyn Douglas stated she would send them an email explaining what was decided about the contract they had submitted for review.

**PHASE III EXTENSION PROJECT**

No invoices were presented by Region VII for payment.



Elkins Road Public Service District  
Board of Directors' Regular Meeting  
October 1, 2019

### **PHASE III EXTENSION PROJECT**

Carey Wagner brought the Board members up to date on the progress of our Phase III Extension. We are still dealing with the same hold up that has been discussed for the last couple of months, and that is the 100% of land acquisitions and 100% of the easements. We have five outstanding easements that will have to be appraised for right of entry through condemnation. As for the land acquisitions, the deeds have been prepared and just need to be executed, hopefully very quickly. All information has now been provided to the appraiser and hopefully we can get the appraisals to the lawyer in the next week or so.

### **MAINTENANCE**

Dave Wamsley, System Operator, discussed the September Maintenance Report which he had prepared for the meeting. Dave explained to the Board that the meter reading for September went much better than the August due to him being more familiar with where the meters are located. Water loss was down but still needs to be monitored due to still being too high. Fall/winter prep was discussed briefly and when to start with all the warm weather we are having.

### **PERSONNEL**

Sonny Matthews made a motion to enter into Executive Session at 5:55 p.m. under WV Code 6-9A-4. Larry Heater seconded. Motion carried. Carey Wagner made a motion to come out of Executive Session at 6:25 p.m. Seconded by Sonny Matthews. Motion carried. No decisions were made during the executive session. A pay increase was approved for the new billing clerk, Nora L. Wilson, due to her completing her probationary period effective after October 29, 2019.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:35 p.m.

The next regular monthly meeting will be held on Tuesday, November 5, 2019 at 5:30 p.m.



(18)

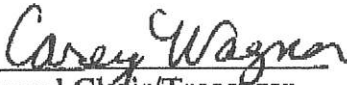
Elkins Road Public Service District  
Board of Directors' Regular Meeting  
October 1, 2019

Respectfully submitted:

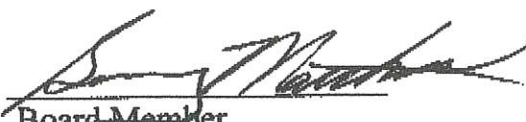
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda  
Sign In Sheet  
Copy of Financial Report

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
Larry Heater





  
Board Member  
Sonny Matthews

Note: Recorded Meeting

19

ELKINS ROAD PSD 2 - CHECK REGISTER						
For the period from October 1 to October 31, 2019						
Date	Check #	Payee	Pay Today	Deposit	10/8/2019	10/15/2019
10/1/2019	1051	Elkins Road PSD #131		12,400*		
10/31/19	1052	Elkins Road PSD #131		3,000*		
10/1/2019		WV Consolidated Public Retire. EFT	\$1,070.13			
10/1/2019		Chase - 941 Deposit EFT	\$1,726.18			
10/1/2019		WV State Tax Dept. EFT	\$326.00			
10/1/2019	15347	Atlas Group LLC	\$10,241.00			
10/1/2019	15348	Virginia Bannette	\$5.13 *			
10/1/2019	15349	Chase-Box Rental	\$100.00			
		City of Buckhannon				\$11,752.58
10/1/2019	15350	City of Buckhannon	\$80.38			
10/1/2019	15351	C I Thornburg Co	\$1,255.94			
10/1/2019	15352	Clarksburg Water Board	\$69.00			
10/1/2019	15353	Diane Daugherty	\$21.82 *			
10/1/2019	15354	Elkins Road PSD	\$33.54			
10/1/2019	15355	Elkins Road PSD-132	\$440.85 *			
		ERPSD-4712 (R&R)				\$700.00
		ERPSD-4704 (R&R)				\$100.00
		ERPSD-4720 (R&R 98 BOND)				\$900.00
		ERPSD-4712.2 (A&T)				\$565.00
10/1/2019	15356	Ford Motor Credit	\$582.16			
10/1/2019	15357	Frontier	\$252.10			
10/1/2019	15358	Larry J. Heater	\$125.00			
		Highland Landscaping, LLC				
10/1/2019	15359	Sonny Matthews	\$258.84			
10/1/2019	15360	Monpower	\$288.79			
10/1/2019	15361	Mountain State Pest Guard	\$28.75			
10/1/2019	15362	Quill	\$93.39			
10/1/2019	15363	Randall Osburn	\$1,000.00			
10/1/2019	15364	Randall Osburn	\$487.20			
10/1/2019	15365	Reliance Laboratories	\$175.00			
		Rural Development			\$2,295.00	
10/1/2019	15366	Triple L Mart	\$303.25			
10/1/2019	15367	Cheyenne Troxell	\$54.60 *			

20

For the period from October 1 to October 31, 2019									
Page 2									
Date	Check #	Payee	Pay Today	Deposit	10/8/2019	10/15/2019	10/22/2019		
		USA Bluebook							
10/1/2019	15368	US Cellular	\$67.30						
10/1/2019	15369	Carey Wagner	\$125.00						
		WV CoRP							
10/1/2019		WV Municipal Bond Comm. EFT	\$3,290.00						
10/1/2019		WV Municipal Bond Comm. EFT	\$4,369.89						
10/1/2019	15370	US Postmaster/Billing							
		Payroll			\$2,800.00		\$2,800.00		
		Nora L Wilson							
		Carolyn S Douglas							
		David M Wamsley							
		Total	\$26,871.24	\$0.00	\$2,800.00	\$2,295.00	\$16,837.58	\$0.00	
Grand total for month:									
\$48,803.82									
Note: MonPower Auto Deducts average									
per month is approximately: \$2,000.00									
*Security Deposit Refunds									
R & R Account # 4712		\$ 1,000.00	\$3,793.50	<b>Approval of Payment</b> A/P Clerk  Bd Memb 1  Bd Memb 2  Bd Memb 3  Date _____					
A & T Account # 4712.2		\$ 565.00	\$0.00						
79 Bond R & R # 4704		\$ 100.00	\$4,080.78						
98 Bond R & R # 4720		\$ 773.00	\$15,791.69						

16,000.00