



Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: May 16, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 9, 2019

9:05 a.m. Bid opening, presentation and award – Upshur County Former Jail Facility Project

Items for Discussion / Action / Approval:

1. Approval and signature of Oath and Certificates for the personal property books and real land books.*
Under separate cover
2. Approval and signature of Federal Aviation Administration Outlay Request Number 6 in the amount of one hundred twenty five thousand six hundred dollars (\$125,600) for the Airport Improvement Program Project No. 3-54-0039-032-2018 at the Upshur County Regional Airport in Buckhannon, WV.* *Page 4*
3. Correspondence from Gregory B. Woody, Upshur County Youth Camp Director, announcing the resignation of Carol Roth, effective immediately, and requesting the employment of Cassia Alderman. Upon approval, Ms. Alderman's employment will be effective May 19, 2019 at the hourly wage rate of \$9.18 as she is a returning employee.* *Page 5*
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. Upshur County E911 Communication Reports --- March and April 2019 *Under separate cover*
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
2. Public Notices:
 - a. Newsletters and/or Event Notifications:
 - b. Agendas and/or Notice of Meetings:

• City Council of Buckhannon	May 14, 2019	<i>Page 6</i>
• Upshur County Public Library	May 15, 2019	<i>Page 7</i>
• Upshur County Fire Board, Inc.	May 21, 2019	<i>Page 8</i>

c. Meeting Minutes:

- | | | |
|---|---------------|-------------------|
| • Elkins Road PSD | April 4, 2019 | <u>Page 9-13</u> |
| • Buckhannon-Upshur Parks and Recreation Advisory Board | April 8, 2019 | <u>Page 14-15</u> |

d. Meetings:

- | | | |
|------------|------------|---|
| • 06/04/19 | 5:30 p.m. | Elkins Road PSD |
| • 06/04/19 | 4:00 p.m. | Hodgesville PSD |
| • 06/06/19 | 7:00 p.m. | Banks District VFD |
| • 06/06/19 | 7:00 p.m. | Selbyville VFD |
| • 05/13/19 | 12:00 p.m. | Upshur County Family Resource Network |
| • 05/13/19 | 4:30 p.m. | Upshur County Solid Waste Authority |
| • 05/13/19 | 5:30 p.m. | Buckhannon-Upshur Recreational Park Advisory Board |
| • 07/08/19 | 6:00 p.m. | Lewis-Upshur Community Corrections Board-Upshur County |
| • 05/14/19 | 7:30 p.m. | Adrian VFD |
| • TBD | 6:00 p.m. | Buckhannon-Upshur Board of Health |
| • 05/15/19 | 7:00 a.m. | Upshur County Development Authority – Full Board |
| • 05/08/19 | 12:00 p.m. | Upshur County Senior Center Board |
| • 05/09/19 | 3:00 p.m. | Upshur County Conventions & Visitors Bureau |
| • 05/15/19 | 6:00 p.m. | Upshur County Citizens Corp – CERT |
| • 05/08/19 | 7:00 p.m. | Warren District VFD |
| • 05/09/19 | 10:00 a.m. | Adrian PSD |
| • 05/08/19 | 3:00 p.m. | Tennerton PSD |
| • 05/09/19 | 4:00 p.m. | Upshur County Safe Sites & Structures Enforcement Board |
| • 05/09/19 | 7:30 p.m. | Buckhannon VFD |
| • 05/09/19 | 4:00 p.m. | Buckhannon Upshur Airport Authority |
| • 05/02/19 | 6:30 p.m. | Upshur County Youth Camp Board – Special Meeting |
| • 05/19/19 | 6:00 p.m. | Washington District VFD |
| • 05/20/19 | 12:00 p.m. | Buckhannon-Upshur Chamber of Commerce |
| • 05/15/19 | 4:00 p.m. | Upshur County Public Library Board |
| • 05/21/19 | 10:00 a.m. | Wes-Mon-Ty Resource Conservation & Development Council |
| • 05/21/19 | 6:30 p.m. | Upshur County Fire Board, Inc. |
| • 05/28/19 | 5:00 p.m. | UC Enhanced Emergency Telephone Advisory Board |
| • 05/08/19 | 7:00 p.m. | Ellamore VFD |
| • 05/15/19 | 12:00 p.m. | Lewis Upshur LEPC --- Upshur location |
| • 05/16/19 | 2:00 p.m. | Upshur County Farmland Protection Board |
| • 05/22/19 | 10:00 a.m. | James W. Curry Advisory Board |
| • 04/29/19 | 6:00 p.m. | Upshur County Fire Fighters Association |
| • 05/08/19 | 6:00 p.m. | Buckhannon River Watershed Association - WVWC |
| • 06/14/19 | 11:00 a.m. | Region VI Local Elected Officials – Taylor County |

3. Appointments Needed or Upcoming:

Tabled Items

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

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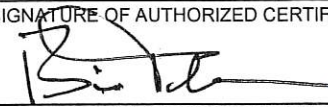
Next Regular Meeting of the Upshur County Commission
May 23, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

****The regularly scheduled Commission Meeting on May 30, 2019 is CANCELLED****

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REQUEST FOR ADVANCE OR REIMBURSEMENT		Approved by Office of Management and Budget, No. 80-RO181		PAGE 1 OF 1
		1. TYPE OF REQUEST [] ADVANCE [] REIMBURSEMENT [] 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 3-54-0039-032-2018		5. PARTIAL PAYMENT REQUEST NO. Request #6
6. EMPLOYER IDENTIFICATION NUMBER 30-0733276	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) April 12, 2019 TO: (MONTH / DAY / YEAR) May 9, 2019		
9. RECIPIENT ORGANIZATION Name: Buckhannon Upshur Airport Authority No. and Street: Post Office Box 1042 City, State and ZIP Code: Buckhannon, West Virginia 26201		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	Total This Period
a. Administrative expense	\$6,000.00	\$3,273.63	\$3,273.63	\$0.00
b. Preliminary Expense	\$0.00	\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way	\$0.00	\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees	\$36,762.00	\$30,864.13	\$27,814.13	\$3,050.00
e. Other Architectural engineering fees	\$0.00	\$0.00	\$0.00	\$0.00
f. Project Inspection fees	\$38,958.00	\$20,054.44	\$15,785.09	\$4,269.35
g. Land Development	\$0.00	\$0.00	\$0.00	\$0.00
h. Relocation expenses	\$0.00	\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses	\$0.00	\$0.00	\$0.00	\$0.00
j. Demolition and removal	\$0.00	\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs	\$632,045.00	\$351,347.78	\$219,110.78	\$132,237.00
l. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
m. Miscellaneous cost	\$0.00	\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)	\$713,765.00	\$405,539.98	\$265,983.63	\$139,556.35
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.)	\$642,388.00	\$364,985.98		
t. Federal payments previously requested		\$239,385.00		
u. Amount requested for reimbursement				\$125,600.00
v. Percentage of physical completion of project		57%		

12. CERTIFICATION			
I certify that to the best of my knowledge and belief the data above is correct and that all outlays are made in accordance with the grant condition or other agreement and that payment is due and has not been previously requested.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	DATE REPORT SUBMITTED 5/9/19
		TYPED OR PRINTED NAME AND TITLE William M. Thomas President, Buckhannon Upshur Airport Authority	TELEPHONE (304) 472-8418
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE SIGNED
		TYPED OR PRINTED NAME AND TITLE Samuel R. Nolte President, Upshur County Commission	TELEPHONE (304) 472-0535

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From: "Norma Woody" <normapage25@yahoo.com>
To: "clwallace@upshurcounty.org" <clwallace@upshurcounty.org>
Subject: Upshur County Youth Camp employee withdraw and additional hire
Date: 5/10/2019 1:11:37 PM

May 10, 2019

RE: Carol Roth withdrew employment/request for approval of application for Cassia Alderman

Carrie,

Carol Roth has obtained a new job position and will be unable to work at the camp this summer. I am submitting an application for employment for Cassia Alderman to replace her.

I thank you in advance for your cooperation and assistance in this matter.

Sincerely,

Gregory B. Woody
Director
Upshur County Youth Camp

(6)

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Tuesday, May 14, 2019

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings

B. Recognized Guests

- B.1 Mary Dean-Career Exploration Opportunities having DRS Certified Disabilities Presentation
- B.2 Recognition May BEST Award Winner
- B.3 Michael Lubin-Parking
- B.4 BPD Sergeant William Courtney-K9 Officer Presentation

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief-Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Notice Public Meeting Planning Commission June 10, 2019
- D.2 Notice Rescheduled Meeting Notice for City Council & Sanitary Board June 18, 2019 due to Holiday
- D.3 Notice Rescheduled Meeting Notice for City Council & Waste Board July 2, 2019 due to Holiday
- D.4 Letter to WVWC –RE: Razing of Certain College Structures & Use for Police/Fire Additional Drills
- D.5 Proclamation National Hospital & Nurses' Week
- D.6 Notice Online Public Auction & Listing of items to be sold
- D.7 Thank you letter to Wolf Creek Contracting-ADA Project
- D.8 Letter of Support to WV Dept of Education RE: WVWC application to host Governor's School for the Arts
- D.9 Notice of Special City Council Meetings RE: Position of City Recorder
- D.10 Legal Notice of Office and Position of City Recorder

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 05/02/19
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Press Release-Communication Policy to Newsmedia
- F.2 Approval Resolution 2019-03 General Fund Budget Revision
- F.3 Employee Health Insurance Matters
- F.4 Discussion Zeno Street Matters
- F.5 Approval to submit DOH Transportation Alternative Grant
- F.6 Approval to submit DEP REAP Good Neighbor Grant
- F.7 Approval to submit Community Policing Development Grant-New Junior VIPS

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Colin Reger

H. Mayor's Comments and Announcements

I. Executive Session Per WV Code § 6-9A-4 Pending Litigation

J. Adjournment

Next Regular Scheduled City Council Meeting Thursday, June 6, 2019

Posted 05/10/19



UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting Agenda
Wednesday, May 15th, 2019, 4:00 p.m.

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
 - a. FY 2020 budget
- VI. New Business
- VII. Friends of the Library update - Ann
- VIII. Setting date of next Board meeting
- IX. Adjournment



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, May 21, 2019

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---April 16, 2019

Public Questions/Comment Period

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

- Cumulative report
- Fire Board Vacancy

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 4/30/2019---\$96,539.84
- Disbursement from Chief Tax Deputy for April---\$3,150.29

Payment of Bills/Invoices

- Software Systems---Invoice #32668--Maintenance Charge April---\$216.00

WVCoRP 2020 proposal

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---June 18, 2019---Adjournment

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Elkins Road Public Service District
Board of Directors' Regular Meeting
April 4, 2019

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, April 4, 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-Absent, 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 March 5, 2019 Regular Monthly Meeting were presented for approval. Sonny Matthews moved to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

APPROVE EMERGENCY ACTION PLAN - UPDATES

Carolyn Douglas explained that nothing major had been changed but we had to update a few addresses and names in the plan. Sonny Matthews made a motion to approve the updates. Carey Wagner seconded. Motion carried

RATE INCREASE-CASE 18-1402-PWD-19A

We received notification that our 19A has been approved and should be finalized in time to use our new rates in the May billing. The approved Tariff should be mailed to us in 25 to 26 days just waiting on final order from PSC.

EXTENSION COMPLAINT

A current customer, Mr. Turner, came to our meeting to tell us he was circulating a petition to complain about the Phase III Extension we are in the process of working on. He didn't feel he should have to pay for anyone else to get water. The Board explained to him that this is how it works for all PSD's, each customer has had someone else paying for them to obtain potable water and that he should want to help his neighbors enjoy the same benefits he has but that he had the right to do his petition.

Elkins Road Public Service District
Board of Directors' Regular Meeting
April 4, 2019

PHASE III EXTENSION PROJECT

No invoice payment requests were presented.

Carolyn Douglas brought the Board up to date on the Phase III Extension per phone conference earlier that day. Wayne with IJDC asked how much longer on Right of Ways/Easements to reach percentage needed (we have 31 of the 40 needed) and when will land acquisitions be completed for booster stations. He explained that these were the only things except for a couple permits from engineers that were holding us up from moving forward.

MAINTENANCE

Dave Wamsley, System Operator, discussed the March Maintenance Report which he had prepared for the meeting. According to Carey's chart daily water purchase from City of Buckhannon is still too high but coming down a little. Several busted meter bottoms have been found by both Dave and Randy (contract maintenance) and repaired while searching for leaks.

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, May 7, 2019 at 5:30 p.m.

Respectfully submitted:

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

Attachments: Agenda
Sign In Sheet
Financial Report

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Elkins Road Public Service District
Board of Directors' Regular Meeting
April 4, 2019

Approved By:

Carey Wagner
Board Chair/Treasurer
Carey Wagner

Larry Heater
Secretary
Larry Heater

Sonny Matthews
Board Member
Sonny Matthews

Note: Recorded Meeting

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For the period from April 1 to April 30, 2019									
Page 2									
Date	Check #	Payee	Pay Today	Deposit	4/9/2019	4/16/2019	4/23/2019		
4/4/2019	15119	Carey Wagner	\$125.00						
4/4/2019	15120	WVRWA-Membership Fees	\$488.40						
4/4/2019	15121	The Inter-Mountain Legals	\$314.98						
4/4/2019		WV Municipal Bond Comm. EFT	\$3,290.00						
4/4/2019		WV Municipal Bond Comm. EFT	\$4,369.89						
4/4/2019	15122	US Postmaster/Billing							
		Payroll				\$2,800.00		\$2,800.00	
		Sharon K Burr							
		Carolyn S Douglas							
		David M Wamsley							
		Total	\$27,252.76	\$24,300.00	\$2,800.00		\$16,853.30	\$0.00	
Grand total for month:									
\$46,906.06									
Note: MonPower Auto Deducts average per month is approximately: \$2,000.00									

(13)

MAY-09-2019 09:57 AM ELKINSROADPSD

3044722028

P. 08/08

ELKINS ROAD PSD 2 - CHECK REGISTER								
For the period from April 1 to April 30, 2019								
Date	Check #	Payee	Pay Today	Deposit	4/9/2019	4/16/2019	4/23/2019	
4/4/2019	1019	Elkins Road PSD #131		\$22,000.00				
4/4/2019		Online transfer from #4704 & 4712		\$2,300.00				
4/4/2019		WV Consolidated Public Retire. EFT	\$1,456.39					
4/4/2019		Chase - 941 Deposit EFT	\$2,311.76					
4/4/2019		WV State Tax Dept. EFT	\$491.00					
4/4/2019	15098	Atlas Group LLC	\$2,405.00					
4/4/2019	15099	City of Buckhannon	\$39.16					
		City of Buckhannon					\$11,615.30	
		C I Thomburg Co						
4/4/2019	15100	Core & Main	\$330.10					
4/4/2019	15101	Clarksburg Water Board	\$69.00					
4/4/2019	15102	Elkins Road PSD	\$30.25					
		ERPSD-4712 (R&R)					\$1,000.00	
		ERPSD-4704 (R&R)					\$100.00	
		ERPSD-4720 (R&R 98 BOND)					\$773.00	
		ERPSD-4712.2 (A&T)					\$565.00	
4/4/2019	15103	Ford Motor Credit	\$582.16					
4/4/2019	15104	Frontier	\$249.00					
4/4/2019	15105	Greylock Pipeline, LLC	\$4,600.00					
4/4/2019	15106	Larry J. Heater	\$125.00					
4/4/2019	15107	Highland Landscaping, LLC	\$175.00					
4/4/2019	15108	HREA	\$206.92					
4/4/2019	15109	Sonny Matthews	\$125.00					
4/4/2019	15110	Monpower	\$1,200.47					
4/4/2019	15111	Mountain State Pest Guard	\$28.75					
4/4/2019	15112	Quill	\$395.96					
4/4/2019	15113	Rockie Nottingham, Sr	\$1,336.30					
4/4/2019	15114	Randall Osburn	\$1,000.00					
4/4/2019	15115	Randall Osburn	\$542.30					
		Rural Development				\$2,295.00		
4/4/2019	15116	Triple L Mart	\$324.00					
4/4/2019	15117	USA Bluebook	\$574.65					
4/4/2019	15118	US Cellular	\$66.32					

Buckhannon-Upshur Parks and Recreation Advisory Board Minutes**4/8/2019**

Location: 91 W. Main Street

Attending: J. J. Ford, Hannah Lively, Dennis Cortes, Sarah St. Clair and Josh Hinchman

Absent: Buck Edwards and Katie Loudin

Guests: Tabatha Perry, Kristie Tenney, Alan Stephens and Emily Crabtree

Agenda

1. The meeting was called to order at 5:33 p.m.
2. The February 11, 2019 meeting minutes were approved on motion by J.J. Ford and seconded by Sarah St.Clair
3. Public comment: None
4. Summer 2019 Float: Alan Stephens and Emily Crabtree joined our meeting tonight to present information about their outfitter "Day Trippin Adventures". They bought out the outfitter we used last year. For this year's event they offered:
 - a. \$500 flat fee which will include: 20 hard bottom boats (14 sit on tops & 6 sit ins)
 - b. Shuttle service from the Riverwalk to HamptonThe 2019 float date of September 7, 2019 was approved on motion by J.J. Ford and seconded by Dennis Cortes. At the May meeting we need to discuss and make decisions on event specifics such as, the hiring of Day Trippin Adventures, cost to participants, possible packages, advertising plan, additional entertainment and staffing. Dennis Cortes made the board aware of the availability to place a free PSA on channel 3 about the event. Prior to our May meeting Sarah St. Clair will create the ad and J.J. Ford will launch a Facebook event.
5. Signs/ Kiosks: Josh will follow-up with Jerry at the City about funding for two signs.
6. Review of Grant Options: The WV DOH has a grant open for recreational trails. We recommend applying for this grant to further the work at the Upshur County Recreation Park. Hannah Lively will be looking into the grant and submitting our intent by April 27, 2019. More information can be found at:
<http://dohgrants.wv.gov/Account/ViewFAQ?Length=7> Our initial improvement ideas include: lighting at the Riverwalk, lighting at the Upshur County Recreational Park Trails, signage, restrooms and extension work from the Riverwalk to the County Park. The

opportunity could provide financial support from \$15,000 - \$150,000 but requires a 20% match.

7. Discuss objectives and goals (1 yr. vs. next 5 yrs.) of the Board

a. 1 Year:

- i. Gaga Pit: Hannah will follow up with Lowe's regarding possible donations. Still need to determine full cost and location. We discussed that the pit would likely get the most use at the City Park.
- ii. Grills: Tabatha informed the board that the new grills will be purchased by next week.



b. 5 Year:

- i. Sports Facility: No update
- ii. Splash Pad at the Pool: A fish fountain feature has been purchased and will be installed at the pool this season. Additionally, an arcade and yard games will be available for patrons to play during breaks. The pool hours will be extended and a family fun night has been added on Monday evenings. The pool director for this season is Hannah Lively.
- iii. 2025 Initiative: No update

8. With no further business, the Board adjourned at 6:20 p.m.

Next Meeting: 5:30 PM, May 13, 2019 at Upshur County Administrative Annex

Approved by:

	<u>5/13/19</u>
Board Member	Date
	<u>5/13/19</u>
Board Member	Date