

## Upshur County Commission Meeting Agenda

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-717-275-8940 or 1-712-832-8330  
Access Code: 898 8882 to enter the conference call
- Date of Meeting: August 13, 2020
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
  - August 6, 2020
- 9:05 a.m. Upshur County Census Incentive Drawing
- 9:15 a.m. Discuss Riffle Case Number 61319-02 (Banks Tax District – Tax Map 3P – Parcel Number 20.1)  
The Order Setting Forth Findings of Fact and Conclusions of Law entered on August 13, 2020 provided the property owner with thirty (30) calendar days to have all debris and trash removed from the property.
- 9:30 a.m. Larry Brown – Discuss non-compliance with Upshur County Floodplain and Building Permit Ordinances
- 9:45 a.m. Theresa Servetas – Request for the adoption of a Nuisance Ordinance pertaining to “dog barking” outside of Corporate limits
- 10:00 a.m. Kenneth “Brian” Shreves, UCDHSEM Director -- Discuss adding a private line to the existing fire frequency to decrease interference

### Items for Discussion / Action / Approval:

1. Consider signing a Declaration of Support Regarding Staying a Change to the Ballot Order Prior to the Upcoming Election. In *Nelson v. McCormick, et al.*, the United States District Court for the Southern District of WV ruled that WV Code §3-6-2(c)(3) (the Ballot Order Statute) is unconstitutional and initially stayed the execution of this order and any relief until after the 2020 election; however, the Court has since lifted the stay and ordered the Ballot Order to be changed. \* Page 4-6
2. Request from Pastor J. Edward McDaniels to use the Courthouse steps/plaza for a county wide worship service and walk on Saturday, September 26, 2020 from 1:00 p.m. until 3:00 p.m. A certificate of Liability Insurance will be provided. \* Page 7
3. Correspondence from Software Systems, Inc. regarding changes in maintenance contract amounts. Review and approval of 2020-2021 maintenance levels. This maintenance includes program updates, telephone support and time spent performing data conversions and other on-site tasks depending upon which level is requested for each system. \* Page 8-11
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

**For Your Information:**

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

1. Correspondence from Nesco, Inc. providing notice of blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection, commencing August 27, 2020 and continuing through August 28, 2021 from sunrise to sunset. Page 12
2. Stanton Foundation COVID-19 Emergency Fund Application submitted on behalf of the Lewis-Upshur Animal Control Facility. In response to the ongoing coronavirus pandemic, the Stanton Foundation is providing funds, ranging from \$500 to \$1,000, for the purchase of preventative veterinary medicine for non-emergency treatment of dogs being housed in the shelter. Page 13-15
3. Upshur County E911 Communication Reports – July, 2020 Under separate cover
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YTD Wrecker Report
4. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - West Virginia Drug Tip Line Flyer Page 16
  - b) Agendas and/or Notice of Meetings:

• Buckhannon-Upshur Parks & Recreation Advisory Board	August 10, 2020	<u>Page 17</u>
• Upshur County Convention & Visitors Bureau	August 12, 2020	<u>Page 18</u>
• Upshur County Senior Center	August 12, 2020	<u>Page 19</u>
• Buckhannon-Upshur Airport Authority	August 13, 2020	<u>Page 20</u>
• Upshur County Safe Structures and Sites Enforcement Board	August 13, 2020	<u>Page 21</u>
  - c) Meeting Minutes:

• Adrian PSD	July 2, 2020	<u>Page 22</u>
• Elkins Road PSD	July 7, 2020	<u>Page 23-24</u>
  - d) Meetings:

• 09/01/20	5:30 p.m.	Elkins Road PSD
• 08/04/20	4:00 p.m.	Hodgesville PSD
• 08/06/20	7:00 p.m.	Banks District VFD
• 08/06/20	7:00 p.m.	City Council of Buckhannon
• 08/06/20	7:00 p.m.	Selbyville VFD
• 08/10/20	12:00 p.m.	Upshur County Family Resource Network
• 08/10/20	4:30 p.m.	Upshur County Solid Waste Authority
• 08/10/20	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 09/07/20	6:00 p.m.	Lewis-Upshur Community Corrections Board – Lewis Co.
• 08/11/20	7:30 p.m.	Adrian VFD
• 08/20/20	6:00 p.m.	Buckhannon-Upshur Board of Health
• 08/19/20	7:00 a.m.	Upshur County Development Authority – Annual Meeting
• 08/19/20	12:00 p.m.	Upshur County Senior Center Board
• 08/12/20	3:00 p.m.	Upshur County Conventions & Visitors Bureau

- 08/12/20 7:00 p.m. Warren District VFD
- 08/06/20 3:00 p.m. Adrian PSD
- 08/12/20 3:00 p.m. Tennerton PSD
- 08/13/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 08/13/20 7:30 p.m. Buckhannon VFD
- 08/13/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 08/20/20 6:30 p.m. Upshur County Youth Camp Board
- 08/16/20 6:00 p.m. Washington District VFD
- 08/17/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 08/19/20 4:00 p.m. Upshur County Public Library Board
- 08/18/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 08/18/20 6:30 p.m. Upshur County Fire Board, Inc.
- 08/25/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 08/12/20 7:00 p.m. Ellamore VFD
- 08/19/20 12:00 p.m. Lewis Upshur LEPC
- 08/20/20 2:00 p.m. Upshur County Farmland Protection Board
- 08/26/20 10:00 a.m. James W. Curry Advisory Board
- 08/31/20 7:00 p.m. Upshur County Fire Fighters Association
- 08/12/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

***\*\*NOTICE: All in person county board meetings may resume, effective May 18<sup>th</sup>; however, teleconference meetings are encouraged and social distancing must be followed. \*\****

#### 1. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative
- Elkins Road PSD (Larry Heater – 9-30-2020)
- Upshur County Solid Waste Authority (Mary L. Gower – 6-30-2020) --- Conservation District
- Buckhannon-Upshur Parks & Recreation Advisory Board (Brett Robinson – 6-30-2020) – BOE
- Buckhannon-Upshur Parks & Recreation Advisory Board (6-30-2021) – BOE

***\*\*\*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 [trperry@upshurcounty.org](mailto:trperry@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. \*\*\****

#### Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
August 20, 2020 --- 9:00 a.m.  
Upshur County Courthouse Annex

**DECLARATION OF UPSHUR COUNTY COMMISSION REGARDING STAYING A  
CHANGE TO THE BALLOT ORDER PRIOR TO THE UPCOMING ELECTION**

**ON BEHALF OF THE UPSHUR COUNTY COMMISSION**, we assert and request the Court consider as follows:

1. We, the undersigned, are duly elected Commissioners for Upshur County, West Virginia.
2. In our role, County Commissioners engage in certain actions related to the election.
3. We strongly urge this Court to continue the stay of the execution of the judgment order until after the November 2020 election.
4. The ballot order must be finalized by August 25, 2020. At this juncture there is significant uncertainty regarding the change in the ballot order. This causes several concerns.
5. First, we have strong concerns about forcing a change to the ballot order this close to the election. This concern stems from a change that is being forced without an open deliberative process by appropriate elected officials. Any change to the election process should be transparent and done with due consideration to all factors.
6. Second, a change seemingly on the eve of an election to the ballot order may shake voter confidence in the election. The election process is being scrutinized nationally by the public more so than ever before due to comments by national figures. A change at this juncture may only shake voter confidence, particularly if the change is made in a rushed manner without transparency.
7. As a result of these concerns, any changes now will require additional education to the public about the change, why there was a change and how it effects their ballot.
8. Finally, election officials are already strained due to the complications caused by COVID-19. The processing of more absentee ballots, as well as administering other election duties in light of the ongoing and ever-changing nature of the pandemic have strained resources, both

financial and human. While the County Commission will work tirelessly to ensure all duties and obligations to ensure a safe, secure and legitimate election occurs, adding confusion regarding a change unnecessarily adds stress to an already strained and stressful situation.

9. For these reasons, we urge the Court to stay this matter.

Prepared by Class Counsel:

/s/ Michael W. Taylor  
Michael W. Taylor (WV Bar #11715)  
BAILEY & WYANT, PLLC  
500 Virginia Street, East, Suite 600  
Post Office Box 3710  
Charleston, West Virginia 25337-3710  
T: 304.345.4222  
F: 304.343.3133  
mtaylor@baileywyant.com

**Declaration of Support:**

We the undersigned Commissioners of Upshur County, do hereby support the above Declaration.

Enter this 13<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Terry B. Cutright, President

\_\_\_\_\_  
Samuel R. Nolte, Commissioner

\_\_\_\_\_  
Kristie G. Tenney, Commissioner

**Christian Fellowship Church  
56 Fellowship Way – P O Box 1198  
Buckhannon, WV 26201  
304-472-9042 or 304-677-6077  
Pastor: J. Edward McDaniels**

August 11, 2020

Upshur County Commission  
Court House Annex  
Main Street  
Buckhannon, WV 26201

To Whom It May Concern:

On September 26, 2020 the churches of Upshur County are coming together to participate in the walk..."God Belongs In Our County." We are requesting to use the courthouse plaza where we are planning a special service to pray and sing. The time we are requesting to use the court house plaza is from 1:00pm - 3:00pm in the afternoon.

If you have any further questions, please do not hesitate to contact me. Thank you in advance for your consideration in this matter.

Sincerely,

J. Edward McDaniels  
Pastor

July, 31, 2020

TO: All Software Systems, Inc. Maintenance Contract Customers

SUBJECT: Changes in Maintenance Contract Amounts



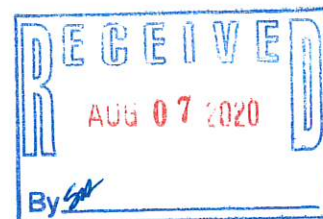
Please find enclosed your new maintenance contract amounts. As a reminder, the level 2 and level 3 amounts are based on your “usage” for the period 7/1/2019 through 6/30/2020. Each month, we include in our billing, a page with a header that says “Maintenance Information”. It also notes that you are not to pay that amount, but it is the value of the services you have received under your maintenance contract. If you total all those pages you’ve gotten over the past year, and divide by 12, you will see that the proposed level 2 and level 3 charges are the same as the numbers you calculate. We do this so that you will recognize what factors influence the price of our support. You are effectively paying this year for services you received last year. We do not just bill a flat fee for our support. We compute different fees based on the amount of help each of our customers require. This is done in an effort to allow you to spread equal payments across the entire year, rather than having ups and downs in the amount due each month, and to be as fair as possible with our support charges.

**Please enter the level of maintenance you want for each system in the column second from the right. Also, then please initial each line. If you do not make an entry in the “2020-2021” column, we will assume you wish to continue the same level as last year.**

Please also note that we have assumed most counties would continue the same level of maintenance this year as last year. The invoice for July 2020 reflects new rates for the same level of maintenance you had last year. If you determine you wish to change the level of maintenance, we will adjust the amount, and make corresponding changes to the charges for services performed in July 2020.

We look forward to bringing you additional program enhancements this year under the Level 1 terms of your maintenance contracts, and as usual are anxious to help you with all your computing needs.





Upshur County Commission  
 Upshur County Courthouse  
 40 W. Main St.  
 Buckhannon WV 26201

Please find below the 2020-2021 maintenance charges proposed for your office(s). Level 1 charges are for program updates as per our maintenance contract. Level 2 charges are for telephone support. In the following list, you will find the number of calls we received from your staff, returned to your staff, or had our computer call your computer to evaluate a problem or transfer a program update. We also compute a Level 3 charge based on time spent performing data conversions and other on-site tasks. Some or all of the applications listed below were covered by maintenance contracts last year. We have indicated the level of maintenance you selected last year for each application. Unless we hear from you, we will continue to bill you for the same levels you selected last year, at the new rates. If you wish to make changes in your level of coverage, or have other questions about our maintenance contracts, please give us a call. If you are making changes, or wish to confirm your selections, please indicate the level of maintenance you require, and initial that line on this form. Please return any forms requesting changes in maintenance coverage as soon as possible.

<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	Select New Level of Maintenance 2020-21 <u>Initials</u>
Assessor Supplementals	\$58.00	3 + lvl2	\$58.00 \$13.00 \$71.00	N/A	2	<u>2</u> _____
Budget/Payroll	N/A	0 + lvl2	N/A \$2.00 \$2.00	N/A	2	<u>2</u> _____
DMV Processing	\$50.00	3 + lvl2	\$50.00 \$8.00 \$58.00	N/A	2	<u>2</u> _____
Jury Selection and Processing	\$50.00	0 + lvl2	\$50.00 \$2.00 \$52.00	N/A	2	<u>2</u> _____

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

Upshur County Commission  
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<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	Select New Level of Maintenance <u>2020-21</u>	<u>Initials</u>
Circuit Court Processing	\$300.00	48 + lvl2	\$300.00 <u>\$143.00</u> \$443.00	N/A	2	<u>2</u>	_____
Sheriff's Accounting	\$250.00	16 + lvl2	\$250.00 <u>\$41.00</u> \$291.00	N/A	2	<u>2</u>	_____
System/Hardware	N/A	20 + lvl2	N/A <u>\$72.00</u> \$72.00	N/A	2	<u>2</u>	_____
Tax Collection	\$250.00	29 + lvl2	\$250.00 <u>\$82.00</u> \$332.00 + lvl3	\$250.00 \$82.00 <u>\$93.00</u> \$425.00	3	<u>3</u>	_____

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_

Upshur County Commission  
 Upshur County Courthouse  
 40 W. Main St.  
 Buckhannon WV 26201



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<u>Application</u>	<u>Level 1 Charge</u>	<u>Number of Calls</u>	<u>Level 2 Charge</u>	<u>Level 3 Charge</u>	<u>Last Yr</u>	Select New Level of Maintenance <u>2020-21</u>	<u>Initials</u>
Tax Internet Inquiry	\$100.00	0 + lvl2	\$100.00 \$2.00 \$102.00	N/A	2	<u>2</u>	_____
Tax On-line Payments	\$75.00	0 + lvl2	\$75.00 \$2.00 \$77.00	N/A	2	<u>2</u>	_____

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_



# N E S C O

Nesco, Inc. 709 Middletown Road Fairmont, West Virginia 26554 (304) 534-5276 fax (304) 534-5476

## CERTIFIED MAIL



RE: Blasting Operations  
Permit No. S-2006-04  
Permit No. Q-2006-14

Dear Sir or Madame:

Notice is hereby given that Nesco, Inc., 709 Middletown Road, Fairmont, WV 26554, (304) 534-5276, surface mine permit No.S-2006-04 and quarry permit No. Q-2006-14, situated in Meade District of Upshur County, approximately 2.3 miles northeast of Adrian (nearest Post Office), West Virginia, will be conducting blasting activities in accordance with all State and Federal Laws and as approved by the Department of Environmental Protection. Blasting activities will occur Monday through Saturday from “**sunrise to sunset**”. No blasting shall be conducted on Sunday. Blasting is to commence on August 27, 2020 and continue through August 28, 2021.

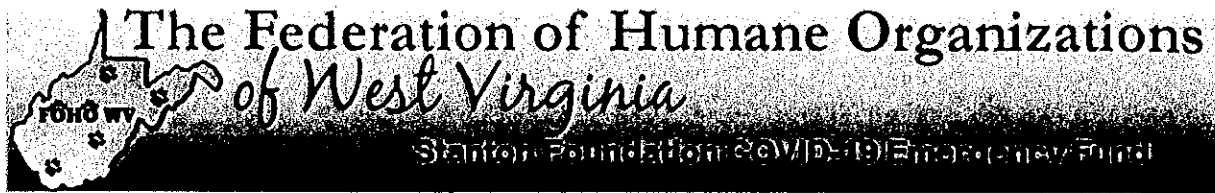
Ten minutes prior to and immediately after each blast, all access to the specific area will be safeguarded from unauthorized entry. The warning signal prior to each blast shall be from a horn, air horn or siren audible to at least one half mile from the blast. The warning will be given three (3) minutes prior to detonation and will consist of three (3) short warning signals of five (5) seconds duration with five (5) seconds between each signal. The all clear signal shall be one long warning from a horn, air horn or siren, of twenty (20) seconds duration.

Blasting shall be conducted in such a way so as to prevent adverse impacts to the public or the environment.

Blasting activities will not be conducted at times other than those announced in the blasting schedule except in the event of an emergency situation where rain, lightning, or other atmospheric conditions, or operator or public safety requires unscheduled detonations.

Respectfully,

Nesco, Inc.



## Stanton Foundation COVID-19 Emergency Fund Application

\*\*\*\*\*Save your file as SFyourorganizationname \*\*\*\*\*

Grantee Name: **Upshur County Commission on behalf of the Lewis-Upshur Animal Control Facility**

Address: **91 West Main Street, Suite 101**

Address 2:

City/Zip Code: **Buckhannon, WV 26201**

Contact Name: **Tabatha R. Perry, Assistant County Administrator**

Contact Phone: **(304) 472-0535 ext. 2**

Contact Email: **trperry@upshurcounty.org**

Shelter designation: ( ☒ ) Shelter ( ☐ ) Foster ( ☐ ) Both

FEIN: **55-6000406**

What geographic area(s) do you serve: **Upshur and Lewis Counties**

### I. Data

1) 2020 Operating Budget: **\$ 198,191 (fiscal year July 1, 2019 through June 30, 2020)**

2) Total number of DOGS in 2019: ( **79** ) Reclaimed by Owner ( **210** ) Adopted ( **24** ) Euthanized

( **196** ) Rescue/Transfer ( **0** ) Died in Shelter in 2019 ( **509** ) Total all dogs

3) How much revenue has your organization lost this year due to COVID-19?

a) Compare your revenue stream between 2019 and 2020 (include financial reports);

b) Anticipate revenue lost from fundraising event(s) lost due to COVID-19. Can use 2019 event flyer if intended to be an annual event (include copies of ads or flyers;

a) Revenue Stream - Include total income generated as Fund Raising, except grants	b) Anticipated income from cancelled event due to COVID-19. Can include 2019 event flyer if event was to be recurring.
+ Total Income received Mar-June, 2020: \$ 24,226	Mar \$
	April \$495.00

-Total Income received Mar-June, 2019: \$23,207	May \$
	June \$1,735.00
Total Income Lost: \$ 0	Total Event Revenue Lost: \$2,230.00

(Must document with ads, flyers, bank statements, income reports, treasurer's report, etc.)

## II. Narrative

1. Briefly describe the overall impact of COVID-19 on your organization and include future . (200 word Limit)

During the Governor's "Stay at Home Order", the Facility was closed to the public from March until the latter part of May, 2020. Adoptions were permitted through prearranged appointments; however, individuals were unable to visit the Facility to observe and interact with the animals; therefore, the adoption rates decreased. In addition, adoption events regularly scheduled in conjunction with "Festival Fridays" in downtown Buckhannon were cancelled due to COVID-19. Monthly low cost spay and neuter clinics have been cancelled, causing more kittens to be brought into the shelter during this breeding season. The Facility Director has also noted a decrease in rescue organizations removing animals from the shelter. Additionally, the shelter has received less donations of food and supplies during this time. The aforementioned increase in shelter capacity and lack of donations has led to an increase in food and supply expenditures that was not previously budgeted for. Please note that a large majority (\$18,820.44) of the revenue received between March and June of this year was a reimbursement from Lewis County, as they pay for 50% of the Facilities' expenditures. The facility does not make a profit as can be seen in the attached financial reports.

2. Briefly describe how your organization will fill your Medicine Cabinet, using the Stanton Foundation grant to replace lost revenue? (200 word limit)

Supplies purchased from the veterinarian's office will be housed in the cabinet, locked in a secure area away from the general public. Medicines currently utilized by the LUACF include Sulfamethoxazole 800 mg, Amoxicillin 500 mg, Cephalexin 250 and 500 mg, Doxycycline 100 mg, Clavamox 125mg, Prednisone 20 mg, Novox 75 mg, Deramaxx 100 mg, Previcox 227 mg, Hydrocodone/Tussigon 5mg, and Tramadol 50 mgp. The current medication cabinet located at the shelter is over 20 years old, is severely rusted and no longer locks. Due to the cancellation of scheduled fundraisers and subsequent loss of revenue, items such as medicine cabinets must be put on hold until the financial strain on the shelter has lessened.

**III. Certification** By signing my full name below, I confirm the information provided is accurate and that I have the authority to submit a grant application on behalf of this organization.

Name/Title: *Chelatha R Perry, Assistant Co. Administrator*

Date: *August 3, 2020*

Submit to [info@fohowv.org](mailto:info@fohowv.org)

Attachments:

- A. IRS Determination Letter
- B. Operating Budget for period July 1, 2020 through June 30, 2021 and Expenditures for March 2019 through June 2019 and March 2020 through June 2020
- C. Adoption Financial Breakdown March 2019 through June 2019 and March 2020 through June 2020
- D. Upshur County Sheriff's Financial Statements March 2019 – June 2019 and March 2020 – June 2020
- E. Dog and Kennel Fund Revenue and Expenses March 1, 2019 – June 30, 2019 and March 1, 2020 – June 30, 2020
- F. Fundraising Revenue and Flyers



# Report Suspicious Drug Activity

## WEST VIRGINIA DRUG TIP LINE

# 833-905-DRUG (3784)

Available 24 hours a day, 7 days a week

[go.wv.gov/drugtips](http://go.wv.gov/drugtips)

Information provided will be reviewed by analysts at the West Virginia Fusion Center's Narcotics Intelligence Unit and shared with the West Virginia State Police, county sheriff departments, and municipal police departments.

## Your safety is important!

- Do not try to confront someone engaged in criminal activity.
- Call 911 if you believe the behavior you are reporting poses a threat of imminent harm.

## Provide as much information as possible:

**WHERE** Location of event (county, city, road area, or rural area where suspicious activity is taking place)

**WHEN** Date and time of suspicious activity

**WHO/WHAT** Names of people and drugs involved

**DETAILS** Are children at the location? Description of vehicle(s) including license number. Do you see weapons?





## Notice of Meeting

### **Buckhannon-Upshur Parks and Recreation Advisory Board**

\*\*\*\*\*

Location: Pavilion Upshur County Park

Date: August 10, 2020

Time: [5:30 PM](#)

PLEASE NOTE MEETING WILL BE AT THE Pavilions located at the Upshur County Park

### **Agenda**

1. Call meeting to order.
2. Approve July minutes
3. Discussion of design for sign at Upshur County Parks for end of drive by Rt 20
4. Rachel Weber to Provide an update of the trail events
5. Discussion about Upshur County Trails working Under the umbrella of Parks and Recreation.
6. Rack card info from Laura Meadows
7. Discussion on Disk Golf
8. Discussion Grant info
9. Public comment
10. Adjournment

Thank you so much for all that you do for Upshur County parks and recreation.

Next Meeting: 5:30 PM, September 14th, 2020

**Upshur County Convention & Visitors Bureau****August 12<sup>th</sup>, 2020 Agenda**

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
  - Try This Mini Grant – Upshur County Trails
  - James Curry website production
  - #PhotoHuntBuckhannon
  - Buckhannon's Best
  - Annual Report presented to City & County
- Event Center Director Report
  - Sean is Back!
  - Bookings / Event Updates
- Old Business:
- New Business:
- Motion to Adjourn Meeting

**NEXT MEETING: September 9<sup>th</sup>, 2020**

# UPSHUR COUNTY SENIOR CENTER

**TO:** Upshur County Senior Center Board of Directors

**FROM:** Sarah Campbell/Ransom Hackett

**MEETING:** Senior Center Board of Directors

**DATE:** August 12, 2020

**TIME:** 12:00 PM

**PLACE:** Conference Call, Upshur County Senior Center

**Lunch:** 11:30 in Nutrition Site

Minutes Attached

Director's Report Attached

Finance Report Attached

## AGENDA

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Directors Report**

**Public Comments**

**Financial Report**

**Previous Business**

None

### **New Business**

FY21 Lighthouse and FAIR NGA

FY21 Lighthouse and FAIR Budget

FY21 LIFE NGA

Results of Nutrition Monitoring

### **Personnel Matters**

COVID-19 Bonuses

Proposed 3% Pay Raise for all Employees

**Next Meeting**

**Adjournment**

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

***Buckhannon-Upshur Airport Authority–Virtual Meeting via Telephony or ZOOM <sup>1</sup>  
Thursday, August 13, 2020 at 4:00 pm***

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- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President's Report – Rich Clemens
    - Visit by WVARC - Report
  - Treasurer's Report – Phil Loftis, Treasurer
    - Discussion re next steps for internal network buildout (security, telephone systems)
    - Discussion of status of large hangar drainage project
    - Discussion of fence brush-clearing project status
    - Discussion of office move and records storage
    - Discussion of upcoming lease negotiation strategy (executive session)
    - Election of officers
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Melissa Defibaugh, Chapman/Technical
    - FAA Outlay Request #1 and project status for runway rehab.
    - Review comments for preliminary plans and specifications for fence clearing.
  - Operations – Jamie Wilt, Jennifer Powers
    - Magazine Advertisements
    - WV Aviation - Airport Map Request
    - Economic Impact Study WVAC
    - Derek's start date, 1 year anniversary
    - USDA scheduled to arrive 8-21
    - T-3 (Tyler Barger) hangar has a roof leak
    - Update fuel prices JetA and AVGas
    - Hangar repairs – update and status
- 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
- G. New Business:
  - Discussion of upcoming lease negotiation strategy (executive session)
- 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 ([secretary@flyW22.com](mailto:secretary@flyW22.com) or 304-439-8421) 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 and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.

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<sup>1</sup> Due to Covid-19 concerns and per 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.

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, August 13, 2020

3:00 p.m.

\*\*\*\*\*

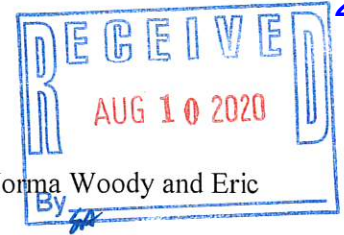
- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - July 9, 2020
- V. Election of Officers
- VI. Report and/or action on Pending Cases
  - 061418-03 (Best) – Discuss status of property and if any deed changes have been made
  - 111419-01 (Browning) – Review photographs of property
  - 010220-01 (Gardner) – Review photographs of property
  - 061120-01 (Stanley Lane) – Discuss outcome of referral to DOT REAP and Health Dept. update
  - 061120-02 (Rhodes) – Review photographs of property and discuss outcome of referral to DNR
  - 061120-03 (Keener) – Review photographs of property
  - 070920-01 (Hensil) – Obtain update from Health Dept.
- VI. Consider requests to establish new cases
  - no new Complaints
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, September 10, 2020 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

**Adrian Public Service District**

July 2, 2020

Monthly Board Meeting



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

All motions were unanimous unless otherwise noted.

The meeting was called to order at 2:37 pm by Chairman Spencer.

Minutes of the June 4<sup>th</sup> meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented-Motion to pay by Carolyn, second by Kelly.

**Old Business**

- Lindsey presented Phase VIII/Pickens extension engineering amendment for the add-on of additional costs to complete Metzner Hollow extension to service all customers on that road. Carolyn made a motion to approve and Kelly second.
- Lindsey introduced an Amendment to Legal Services Agreement to encompass additional legal fees for Metzner Hollow extension incurred by PSD Attorney, Norman Farley. Kelly made a motion for approval and Carolyn second.

**New Business**

- Bennett & Dobbins understanding of services agreement was presented for approval. Carolyn made motion and Kelly second.
- Tetrick & Bartlett 2018-2019 audit discussed by the board. Lindsey discussed deficiencies and implementations to correct any issues brought forth. The financial findings were signed by Chairman, Spencer.

**Items for Discussion/Action/Approval**

- Board discussed Rock Cave Broadband Tower addition to lease. Lindsey prepared letter for notarization of lease to include responsibility for remitting payments for electric to Adrian Public Service District.
- Board evaluated employees for their yearly compensation review. The Board approved a 50 cent raise for Eric Brunn, Ed Tenney, Lindsey Woody and Norma Woody. Miranda Simmons was approved by the board for 25 cent raise.
- Office Manager, Lindsey Woody requested accommodation of her employment to work from home. Lindsey will work one week per month from the office, and remaining three weeks per month from home. The Board decided to perform a trial period for the next month, then revisit next board meeting.

**Maintenance – Eric**

- Installed four new taps.
- Replaced PRV at Salem Ridge.
- Replaced bad GFI at Carter.
- All trucks had no issues this month.

**Office Report**

- Consumer Confidence Report completed.
- Lindsey and Norma started process for Lead & Copper Testing  
-sample site plan was approved on June 22<sup>nd</sup> by BOPH

The meeting adjourned at 4:00 pm. Next regular meeting will be August 6th at 3:00 pm.

Board of Directors

*Paul Spencer*  
Paul Spencer, Chairman

*Carolyn Douglas*  
Carolyn Douglas, Vice Chairman

*Kelly Arnold*  
Kelly Arnold, Sec., Treas.

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
July 7, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, July 2, 2020.

Chair, Carey Wagner, called for a Moment of Silence for our Country.

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-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 four (4) customers were present.

**APPROVAL OF MINUTES**

Minutes of June 2, 2020 Regular Monthly Meeting and June 10, 2020 Special Meeting were presented for approval. **Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. Motion carrier**

**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. Seconded by Larry Heater. Motion carried**

**SELECT AN AUDIT COMMITTEE**

Since the State Auditor's Office is now involved in all audits for PSD's, Municipalities etc. for water and sewer, in order to comply with their guidelines we have to appoint three people (at least one from the Board) as an audit committee. After some discussion it was decided that the following people would be on that committee: Carey Wagner (Chair/Treasurer), Larry Heater (Secretary) and Carolyn Douglas (Office Manager). **Sonny Matthews made a motion to accept the team as stated. Seconded by Larry Heater. Motion carried**

**PHASE III EXTENSION PROJECT**

Second Draw Request from IJDC loan for Phase III was presented by Cary Smith (Region VII) for signature and payment. **Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried**



Elkins Road Public Service District  
Board of Directors' Regular Meeting  
July 7, 2020

**PHASE III EXTENSION PROJECT**

Michael Shaffer an inspector with Chapman Technical Group came to the meeting to get acquainted with the Board and all of the people he would be working with while the extension is being completed. Greg Belcher was called on the phone and attended the meeting this way to answer any questions the Board may have. According to Greg the contractors will be starting any day now just waiting on WV DOH to give them the go ahead.

**ADDITIONAL GUESTS**

Jack Martency (customer) attended our meeting to once again request that the hydrant beside his driveway be moved. The Board told him they would get an estimate and get back to him but reminded him that the hydrant was placed where he ask for it to be placed. Paul Bailey (Beech Run Road) attended to voice his opinions of the work they are about to start on Beech Run Road for Phase III Extension. Mr. Bailey wanted to know why it had taken them so long to get water out this road and the Board explained that we had to wait our turn for funding and that takes time.

**MAINTENANCE**

Dave Wamsley, System Operator, discussed the June Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the unaccounted for water loss down even more. It has come down some but not enough.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:20 p.m.

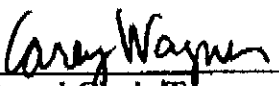
The next meeting will be held on Tuesday, August 4, 2020 at 5:00 p.m.

Respectfully submitted:

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

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
Larry Heater

  
Board Member  
Sonny Matthews

Note: Recorded Meeting