

## Upshur County Commission Meeting Agenda

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: November 19, 2020

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• November 12, 2020

9:05 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 November 5, 2020, provided the property owners with fourteen (14) calendar days to have all refuse, debris, trash and non-licensed recreational vehicles removed from the property. \*

### Items for Discussion / Action / Approval:

1. Approval of “Request for Proposals” for the purchase of an x-ray inspection system for the Court Security Fund Grant Project. All sealed bids must be received no later than 4:00 p.m. Tuesday, December 15, 2020. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on December 17, 2020. \* Page 4-18
2. Approval and signature of Federal Aviation Administration Outlay Request Number 2 in the amount of thirty-three thousand four hundred eight dollars (\$33,408) for the Airport Improvement Program Project No. 3-54-0039-034-2020 at the Upshur County Regional Airport in Buckhannon, WV. \* Page 19-25
3. Correspondence from Andrea Hull, on behalf of Larry W. Brown, requesting an on-site meeting with the Commission and extension through May 1, 2021 to complete the requirements of the Upshur County Building Permit Ordinance and Upshur County Floodplain Ordinance pertaining to the property located in Banks District, Tax Map 5T, Parcel 24. The current deadline for bringing the property into compliance is December 12, 2020. \* Page 26-27
4. Correspondence from Cheyenne Troxell, 26<sup>th</sup> Judicial Circuit Community Corrections Program Director, requesting the approval of a \$2.50 per hour pay increase for Cheyenne Troxell, Tom Posey, Samantha Ribeiro Matos, Shannon Helmick, Kelly Bowyer and Cory Elliott as approved by the 26<sup>th</sup> Judicial Community Corrections Board during their meeting on November 9, 2020. Upon approval, the increase will take effect immediately and be paid out of the Community Corrections Funds. \* Page 28  
*Item may lead to Executive Session per WV Code §6-9A-4*
5. Correspondence from Carrie L. Wallace, County Administrator, requesting the temporary part-time employment of Breanna Perry, effective immediately. Upon approval, Ms. Perry will provide additional sanitation efforts at the Courthouse and Annex that are necessary due to COVID-19. Her pay wage rate will be \$10 per hour, charged to the Governor’s COVID-19 Block Grant. \* Page 29  
*Item may lead to Executive Session per WV Code §6-9A-4*

6. Approval of the Upshur County Employee Handbook of Personnel Guidelines current revision, November 19, 2020. The Policy Board unanimously voted to approve the final policy revision during a meeting conducted on November 5, 2020. \* Under separate cover

Policies revised:

- Employee Categories / Hours of Work
- Work Week / On Call / Record Keeping
- Group Health Insurance & Other Benefits
- Health Care Policy for Retirees

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

#### For Your Information:

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

1. Correspondence from Ora L. Ash, Deputy State Auditor reminding Elected Officials of WV Code §7-7-7a pertaining to spending or obligating, before the end of a calendar year, more than 50% of the funds allocated for his or her office in the fiscal year budget, in any fiscal year where the person holding the office is leaving due to either resignation or the results of an election. Page 30

2. Correspondence from Upshur Property LLC enclosing the legal advertisement for Upshur Property LLC, Permit No. P-698 Increment No. 2, in compliance with the surface mining laws of WV. The site is located in Washington District, 3.5 miles southeast of Tallmansville and discharges into Tenmile Creek of the Tygart Valley River. Page 31-33

3. Upshur County E911 Communication Reports – October, 2020 Under separate cover

- Monthly Department Summary Report
- Monthly Wrecker Report
- YTD Wrecker Report

4. Public Notices:

a) Newsletters and/or Event Notifications:

b) Agendas and/or Notice of Meetings:

- |   |                   |                |
|---|-------------------|----------------|
| • Upshur County Senior Center                               | November 18, 2020 | <u>Page 34</u> |
| • Upshur County Safe Structures and Sites Enforcement Board | November 19, 2020 | <u>Page 35</u> |
| • City Council of Buckhannon                                | November 19, 2020 | <u>Page 36</u> |

c) Meeting Minutes:

- |   |                    |                |
|---|--------------------|----------------|
| • 26 <sup>th</sup> Judicial Community Corrections Board | September 28, 2020 | <u>Page 37</u> |
| • Adrian PSD  | October 1, 2020    | <u>Page 38</u> |

d) Meetings:

- |            |           |                            |
|------------|-----------|----------------------------|
| • 12/07/20 | 5:00 p.m. | Elkins Road PSD            |
| • 12/01/20 | 4:00 p.m. | Hodgesville PSD            |
| • 12/03/20 | 7:00 p.m. | Banks District VFD         |
| • 12/03/20 | 7:00 p.m. | City Council of Buckhannon |

- 12/03/20 7:00 p.m. Selbyville VFD
- 12/14/20 12:00 p.m. Upshur County Family Resource Network
- 12/14/20 4:30 p.m. Upshur County Solid Waste Authority
- 12/14/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 01/11/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Lewis Co.
- 12/08/20 7:30 p.m. Adrian VFD
- 01/07/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 01/20/21 7:00 a.m. Upshur County Development Authority – Full Board
- 12/09/20 12:00 p.m. Upshur County Senior Center Board
- 12/09/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 12/09/20 7:00 p.m. Warren District VFD
- 12/03/20 3:00 p.m. Adrian PSD
- 12/09/20 3:00 p.m. Tennerton PSD
- 12/17/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 12/10/20 7:30 p.m. Buckhannon VFD
- 12/14/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 12/17/20 6:30 p.m. Upshur County Youth Camp Board
- 12/13/20 6:00 p.m. Washington District VFD
- 12/21/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 12/16/20 4:00 p.m. Upshur County Public Library Board
- 12/18/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 12/15/20 6:30 p.m. Upshur County Fire Board, Inc.
- 11/24/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 12/09/20 7:00 p.m. Ellamore VFD
- 12/16/20 12:00 p.m. Lewis Upshur LEPC
- 12/09/20 1:15 p.m. Upshur County Farmland Protection Board – Special Meeting
- 11/30/20 7:00 p.m. Upshur County Fire Fighters Association
- 12/09/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 12/28/20 10:00 a.m. Mountain CAP of WV, Inc., a CDC

5. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative

*\*\*\*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

December 3, 2020 --- 9:00 a.m.

Upshur County Courthouse Annex

**\*\*The Commission Meeting scheduled for November 26, 2020 has been CANCELLED\*\***



## Upshur County Commission

\*\*\*\*\*

### X-RAY INSPECTION SYSTEM

Deadline for the  
Submission of Sealed Bid  
4:00 p.m. Tuesday, December 15, 2020

Request for Bids ----->

Scope of Work ----->

Blueprint of Courthouse Annex Foyer ----->

Photographs of entrance to Courthouse Annex Foyer for delivery purposes ----->

Certificate of Eligibility ----->

Affidavit of Non-Collusion ----->

Drug Free Workplace Conformance Affidavit----- >

Sample Agreement ----->

**REQUEST FOR PROPOSALS**  
**X-RAY INSPECTION SYSTEM**

Project Location: Upshur County Courthouse Annex, 38 West Main Street, Buckhannon, WV 26201

The Upshur County Commission is seeking bids for the purchase of a high-performance x-ray inspection system.

**Any and all sealed bids must be received no later than 4:00 p.m. on**  
**Tuesday, December 15, 2020 at the following address:**

**Office of the Upshur County Commission**  
**Sealed Bid – X-Ray Inspection System**  
**91 W. Main St., Suite 101**  
**Buckhannon, WV 26201**

Sealed bids received by the above deadline will be opened and read aloud by the Upshur County Commission during their regularly scheduled meeting on Thursday, December 17, 2020 at 9:05 am in the Commission Meeting Room, Room 301 of the Judge Jack Dowell Jennings Courthouse Annex.

A scope of work may be obtained online at  
[http://www.upshurcounty.org/government/commission\\_office/bid.php](http://www.upshurcounty.org/government/commission_office/bid.php). Questions can be directed to the County Commission office by calling (304) 472-0535 x.3, or e-mailing [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process. This project is being made possible by generous support of the West Virginia Courthouse Security Grant.

*Publish: November 24<sup>th</sup> and December 1<sup>st</sup>*

Scope of Work  
X-RAY INSPECTION SYSTEM

The Office of the Upshur County Commission is requesting sealed bid proposals from qualified manufacturing companies for the furnishing of all materials, labor and equipment necessary for the installation of a high-performance x-ray inspection system to be installed in the foyer at the Upshur County Courthouse Annex, 38 West Main Street, Buckhannon, WV 26201.

The successful bidder must have flexible scheduling that is able to coordinate with the operating hours of the Upshur County Courthouse Annex. Installation dates shall be coordinated in advance.

**Vendor Requirements:**

Manufacturer shall furnish any and all requested and/or required documentation, including but not limited to the following: *Items listed in bold must be included with the bid submission.*

- Bid bond in the amount of ten percent (10%) of the proposal. The bond shall be issued by an insurance company licensed to do business in West Virginia or in the form of a cashier's check.
- **Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission named as an additional insured**
- **Certificate of Coverage of Workers' Compensation or Approved Waiver**
- **Business License**
- **Two government references**
- **Company information including number of years in business and proximity to the Upshur County Courthouse**
- **Drug Free Workplace Conformance Affidavit**
- Proof that all municipal business and occupation taxes levied or accrued against the contractor have been paid and a certificate of good standing from the Tax Commissioner are required before the final payment will be made, pursuant to WV Code §11-10-11(d).
- Any Additional Documentation as Required by the Owner

**Minimum Equipment Requirements:**

**Physical specifications:**

- 1) Tunnel size: 60cm x 40cm / (WxH) 23.6" x 15.7" or larger
- 2) Dimensions: 143.3 cm x 84.6 cm x 124.5 cm / (LxWxH) 56.4" x 33.3" x 49.0" or smaller
- 3) Conveyor speed: 23cm/s (45ft/min) Forward or Reverse
- 4) Conveyor height: 71.6 cm (28.2") from floor
- 5) Conveyor capacity: 364 lbs. evenly distributed load

**Standard features:**

- 1) 6 color imaging
- 2) Color and Black/White Imaging
- 3) Geometric Image Distortion Correction
- 4) High Penetration Function
- 5) Organic/Inorganic Imaging
- 6) Picture Perfect
- 7) Pseudo Color
- 8) Real-Time Image Manipulation

- 9) Reverse Monochrome
- 10) Atomic- Z-Number Measurement
- 11) Material Discrimination
- 12) 9 Quadrant Zoom
- 13) Continuous Scanning
- 14) Continuous Zoom Up to 64x
- 15) Vertical Zoom Panning
- 16) Print Image Capable
- 17) Network Ready
- 18) Real-Time Self Diagnostics

**Technical specifications:**

- 1) 40 AWG Typical, 38 AWG Standard
- 2) Steel Penetration: 39 mm Typical, 37 mm Standard

**X-Ray Generator & Image Performance:**

- 1) Voltage: 160kV, Operating at 150kV
- 2) Cooling: Sealed Di-Electric bath with Forced Air
- 3) Duty Cycle: 100% No Warm-Up Procedure Required

**Computer & Video:**

- 1) Platform: Windows OS
- 2) Memory: 4GB Ram
- 3) Storage Capacity 1TB HDD, 240 GB SSD
- 4) Display Type: 19" Flat Panel Color Monitor
- 5) Display Resolution: 1280 x 1024; 24 Bit/Pixel Color

**Additional equipment/options to be included:**

- 1) 0.5 m Entry Roller Table
- 2) 1.0 m Exit Roller Table
- 3) Response guarantee: On-site within at least 72 hours from initial contact
- 4) 2-year warranty (full coverage of all parts and labor) with annual inspection included

**Additional Requirements:**

- 1) The Manufacturer shall arrange delivery to 38 West Main Street, Buckhannon, WV 26201.
- 2) The Manufacturer shall be liable for all remediation and damages to equipment and property resulting from the delivery.
- 3) Any deviation from the above specifications must be duly noted in the Proposer's bid package.
- 4) All technical proposals should include any conclusions, remarks and/or supplemental information that is pertinent to this request. Manufacturer is also required to provide written information regarding their inability to conform to any of the technical requirements listed above. Failure to do so may result in disqualification of proposal.
- 5) The successful bidder will coordinate with Carrie L. Wallace, County Administrator or Tabatha R. Perry, Assistant County Administrator at the time of bid award in developing a reasonable delivery date.
- 6) Prices quoted should be all inclusive with all applicable charges, such as freight, installation and training, included.
- 7) Must be delivered within 6 weeks of bid award.
- 8) Systems listed on the TSA Air Cargo Screening Technology List will be given preference.



**Additional Information:**

- 1) The Upshur County Commission is a tax-exempt organization. Tax number 55-6000406.
- 2) The Upshur County Commission is not liable for costs nor expenses incurred in the preparation of the bidder's proposal. Notwithstanding any other provision herein, the Upshur County Commission reserves the right in its sole discretion to waive minor technical deficiencies in the proposals.
- 3) The Upshur County Commission may request clarification and additional information from any proposer.
- 4) The Commission may require up to 30 days after opening the proposals to award the contract.





Street view of West Main Street and Chancery Alley – Courthouse Annex is located on the left

Entrance to foyer is flush with Chancery Alley; however, equipment such as a lift will be needed to unload equipment from truck to ground.





Chancery Alley between Courthouse and Annex

### Contractor's Certification of Eligibility

The contractor certifies, by acceptance of this contract and signature on the agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department / agency or any state department / agency.

In addition, the contractor certifies, by acceptance of this contract and signature on the agreement, that no debt in an amount greater than one thousand dollars (\$1,000) is owed to the state or any political subdivision thereof (WV Code §5A-3-10a) and is eligible for the award of this contract.

My signature below indicates and certifies that this information is true and complete to the best of my knowledge and I fully understand the Owner may take appropriate action for making a false statement.

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Please Print Name of Firm; and Name and Title of Individual Signing Certification

---

Signature

---

Date

### Affidavit of Non-Collusion

Upshur County, WV  
X-RAY INSPECTION SYSTEM

State of \_\_\_\_\_  
County of \_\_\_\_\_

I, \_\_\_\_\_ (name and title) representative for  
\_\_\_\_\_ (vendor) being duly sworn does depose, say and certify :

Said vendor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the purchasing of an x-ray inspection system for the Courthouse Annex in Upshur County, WV.

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Name and Title of authorized representative

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing affidavit was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020  
by \_\_\_\_\_ representative for \_\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Commission expiration date

(seal)

**Drug Free Affidavit**

**Agreement Between Owner and Contractor**  
**On the Basis of a Stipulated Price**

Date \_\_\_\_\_

**THIS AGREEMENT** is by and between the County Commission of Upshur County, West Virginia ("OWNER") and \_\_\_\_\_ ("CONTRACTOR") for the purchase and installation of a high-performance x-ray Inspection system. Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**Section 1 – Work**

Contractor shall complete all work as specified or indicated in written or oral form, which will include at least the following items:

1. Purchase, delivery and installation of a high-performance x-ray inspection system which meets the specifications provided within the scope of work.
2. Provide initial operator training by a factory-trained technician at a conveniently agreed upon time.

**Section 2 – Time Period for Project Completion**

The successful bidder must have flexible scheduling that is able to coordinate with the operating hours of the Upshur County Courthouse Annex. Installation and training dates shall be coordinated in advance. The project shall be complete and in working order no later than January 29, 2021.

**Section 3 – Required Documentation from Contractor**

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:

- Bid bond in the amount of ten percent (10%) of the proposal. The bond shall be issued by an insurance company licensed to do business in West Virginia or in the form of a cashier's check.
- Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission named as an additional insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Business License
- Two government references
- Company information including number of years in business and proximity to the Upshur County Courthouse
- Drug Free Workplace Conformance Affidavit
- Proof that all municipal business and occupation taxes levied or accrued against the contractor have been paid and a certificate of good standing from the Tax Commissioner are required before the final payment will be made, pursuant to WV Code §11-10-11(d).



- Any Additional Documentation as Required by the Owner

#### **Section 4 – Sub-Contractor Restriction**

Contractor shall not employ any sub-contractor to complete any work for any portion of this project without expressed written approval from the Owner.

#### **Section 5 – Bid Price for Project**

Owner shall pay the Contractor upon completion of work no more than the sum of \_\_\_\_\_ (\$\_\_\_\_\_).

#### **Section 6 – Payment Procedures**

Contractor shall submit an Application for Payment or an Invoice for Payment to the Owner once the project is complete and all systems are in working order. Owner shall have thirty (30) days from the date the invoice is received to issue payment, less any disputed charges. Preferred method of payment is MasterCard credit card.

#### **Section 7 – Contractor's Representations**

By signature on this agreement the undersigned representative of the Contractor makes the following representations:

- 1) Contractor has examined and studied any documentation related to the scope of work for this project as outlined in Section 1 of this agreement. Such documentation is sufficient to indicate and convey understanding for performance and furnishing of the work.
- 2) Contractor has visited the sites and/or is familiar with and is satisfied as to the general or local site conditions that may affect cost, process and performance of the work.
- 3) Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
- 4) Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

#### **Section 8 – Miscellaneous**

Successors and Assigns:

Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained herein.

Severability:

Any provision or part of this agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon Owner and Contractor.

This Agreement will be effective on the \_\_\_\_ day of \_\_\_\_\_, 2020.

**OWNER:**

**CONTRACTOR:**

County Commission of Upshur County

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for Giving Notices:

Address for Giving Notices:

Office of the Upshur County Commission  
91 W. Main St, Suite 101  
Buckhannon, WV 26201

Telephone: 304 / 472.0535  
Facsimile: 304 / 473.2802

Telephone:  
Facsimile:



## Transmittal

43 East Main Street, Buckhannon, WV 26201

PROJECT: 19036 W22RWRehab 19036 DATE: 11/9/2020

SUBJECT: FAA Outlay Request No. 2 TRANSMITTAL ID: 00036

PURPOSE: For your review and signature VIA: Hand

### FROM

NAME	COMPANY	EMAIL	PHONE
Kelly Queen 43 East Main Street Buckhannon, WV 26201	Chapman Technical Group	kqueen@chaptech.com	(304) 472-8914

### TO

NAME	COMPANY	EMAIL	PHONE
Richard Clemens P.O. Box 1042 Buckhannon WV 26201 United States	Buckhannon Upshur Airport Authority	rich.clemens@gmail.com	

REMARKS: **Re: FAA AIP No. 3-54-0039-034-2020**

Mr. Clemens:

The attached FAA Outlay Request No. 2 is for your use in drawing your reimbursement electronically through the DELPHI eInvoicing System. Upon approval, I need you to sign and Mr. Cutright to sign and date all copies, retain two (2) originals for your files and return one (1) original to Chapman Technical Group.

If you have any questions, please call. Thanks.


Kelly

**Transmittal**

DATE: 11/9/2020  
TRANSMITTAL ID: 00036

## DESCRIPTION OF CONTENTS

QTY	DATED	TITLE	NOTES
3	11/5/2020	FAA Outlay Request No. 2	
3	10/1/2020	Chapman Technical Group Invoice 19036-18845	
3	11/2/2020	Mid Atlantic Maintenance, Inc. Application for Payment No. 2-Final	

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB Number 4040-0011 Expiration Date: 02/28/2022	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED  <b>Federal Aviation Administration</b>		1. TYPE OF REQUEST [ ] FINAL [ X ] PARTIAL	2. BASIS OF REQUEST [ X ] CASH [ ] ACCRUAL
6. EMPLOYER IDENTIFICATION NUMBER <b>30-0733276</b>	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <b>3-54-0039-034-2020</b>	5. PARTIAL PAYMENT REQUEST NO.  <b>Request #2</b>
9. RECIPIENT ORGANIZATION <b>Name: Buckhannon Upshur Airport Authority</b> <b>No. and Street: P.O. Box 1042</b> <b>City, State and ZIP Code: Buckhannon, West Virginia 26201</b>		8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) <b>August 14, 2020</b> TO: (MONTH / DAY / YEAR) <b>November 9, 2020</b>	
10. PAYEE (Where check should be sent if different than item 9) <b>Name:</b> <b>No. and Street:</b> <b>City, State and ZIP Code:</b>			
11. <b>COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED</b>			
PROGRAMS / FUNCTIONS / ACTIVITIES	(a) Budget	(b) Total to Date	(c) Previously Requested
a. Administrative expense	\$5,000.00	\$4,016.94	\$4,016.94
b. Preliminary Expense	\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way	\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees	\$32,549.00	\$30,197.25	\$26,904.80
e. Other Architectural engineering fees	\$0.00	\$0.00	\$0.00
f. Project Inspection fees	\$16,987.00	\$7,805.00	\$6,860.00
g. Land Development	\$0.00	\$0.00	\$0.00
h. Relocation expenses	\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses	\$0.00	\$0.00	\$0.00
j. Demolition and removal	\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs	\$134,197.00	\$133,041.80	\$103,870.62
l. Equipment	\$0.00	\$0.00	\$0.00
m. Miscellaneous cost	\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)	\$188,733.00	\$175,060.99	\$141,652.36
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.)	\$188,733.00	\$175,060.99	
t. Federal payments previously requested		\$141,652.00	
u. Amount requested for reimbursement			\$33,408.00
v. Percentage of physical completion of project		93%	
12. <b>CERTIFICATION</b>			
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 11/9/2020
		TYPED OR PRINTED NAME AND TITLE Richard C. Clemens President, Buckhannon Upshur Airport Authority	TELEPHONE (304) 472-9437
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE SIGNED
		TYPED OR PRINTED NAME AND TITLE Terry B. Cutright President, Upshur County Commission	TELEPHONE (304) 472-0535

# INVOICE

Buckhannon Upshur Airport Authority  
Attn: Mr. Richard Clemens, President  
P.O. Box 1042  
Buckhannon, WV 26201

September 30, 2020

Project No: 0000019036.00  
Invoice No: 0018845

Project 0000019036.00 Buckhannon Airport-Rehab Runway 11/29  
FAA AIP No. 3-54-0039-034-2020  
Buckhannon Upshur Airport Authority  
Rehabilitate Runway 11/29 (Seal and Mark)  
**Professional Services from August 23, 2020 to September 19, 2020**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned
Preliminary Design	9,892.00	100.00	9,892.00
Final Design	7,332.00	100.00	7,332.00
Bidding & Negotiating	5,918.00	100.00	5,918.00
Construction Administration	9,407.00	75.00	7,055.25
Total Fee	32,549.00		30,197.25
		Previous Fee Billing	26,904.80
		Current Fee Billing	3,292.45
		<b>Total Fee</b>	<b>3,292.45</b>
		<b>Total this Project</b>	<b>\$3,292.45</b>

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Project 0000019036.01 Buckhannon Airport-Rehab Runway 11/29RPR  
**Professional Personnel**

		Hours	Rate	Amount
Construction Observer II				
Mitchell, David	9/19/2020 Ovt	9.00	105.00	945.00
Resident Observation				
Totals		9.00		945.00
<b>Total Labor</b>				<b>945.00</b>

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

# INVOICE

Project	0000019036.00	Buckhannon Airport-Rehab Runway 11/29	Invoice	0018845
<b>Billing Limits</b>		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings		945.00	6,860.00	7,805.00
Limit				16,987.00
Remaining				9,182.00
			<b>Total this Project</b>	<b>\$945.00</b>
			<b>Total this Invoice</b>	<b><u>\$4,237.45</u></b>

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chapttech.com](http://www.chapttech.com)



## APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF TWO PAGES

TO GENERAL CONTRACTOR:

Chapman Technical Group  
43 East Main St  
Buckhannon, WV 26201

PROJECT:

Buckhannon Upshur Airport Authority  
Upshur County Airport

PERIOD FROM: 1-Sep-20  
TO: 21-Oct-20

Distribution to:

☐ OWNER  
☐ ARCHITECT  
☒ CONTRACTOR

FROM SUBCONTRACTOR:

Mid Atlantic Maintenance Inc.  
PO Box 3405  
Parkersburg, WV 26103

PROJECT NO: FAA AIP NO. 3-54-0039-034-2020

CONTRACT DATE: 17-Apr-20

CONTRACT FOR: Buckhannon Upshur Airport Authority

## SUBCONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders Approved in previous months by Owner			(\$1,155.20)
TOTAL			(\$1,155.20)
Approved this Month			
Number	Date Approved		
1	10/21/20		
TOTALS			(\$1,155.20)
Net change by Change Orders			(\$1,155.20)

The undersigned Subcontractor certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

SUBCONTRACTOR:

By: 

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certified to the Owner that the Work has progressed to the point indicated; that to the best of his knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents and that the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet is attached.

The present status of the account for this Contract is as follows:

ORIGINAL CONTRACT SUM . . . . . \$ 134,197.00

Net change by Change Orders . . . . . \$ -1,155.20

CONTRACT SUM TO DATE . . . . . \$ 133,041.80

TOTAL COMPLETED &amp; STORED TO DATE . . . . . \$ 133,041.80

(Column G on Continuation Sheet)

RETAINAGE 10% . . . . . \$ 0.00

or total in Column I on Continuation Sheet

TOTAL EARNED LESS RETAINAGE . . . . . \$ 133,041.80

LESS PREVIOUS CERTIFICATES FOR PAYMENT . . . . . \$ 103,870.62

CURRENT PAYMENT DUE . . . . . \$ 29,171.18

State of Ohio, County of Belmont

Subscribed and sworn to before me this 2nd day of November, 2020

Notary Public Andrea Davis

My Commission expires: July 13, 2025



ANDREA DAVIS  
Notary Public  
State of Ohio  
My Comm. Expires  
July 13, 2025

AMOUNT CERTIFIED:

(Attach explanation if amount certified differs from the amount applied for.)

CONTRACTOR:

By:  Date: 11/2/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Subcontractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or contractor under this Contract.

29,171.18



## CONTINUATION SHEET

PAGE TWO OF TWO PAGES

APPLICATION AND CERTIFICATE FOR PAYMENT, containing  
Subcontractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 2/3-Final

APPLICATION DATE: 2-Nov-20

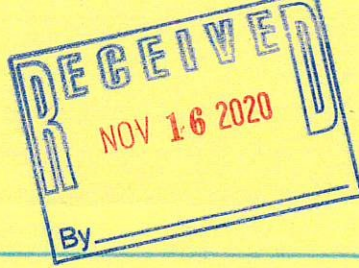
PERIOD FROM: 1-Sep-20

TO: 21-Oct-20

A	B	C	D	E	F	G		H	I
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK	COMPLETED		TOTAL COMP. & STORED TO DATE (D+E+F)	%	BALANCE TO FINISH (C-G)	RETAINAGE 10%
			Previous Applications	This Application					
				Work in Place	Stored Materials (not in D or E)				
	Base Bid Runway								
	Mobilization	\$5,000.00	\$4,500.00	\$500.00	\$0.00	\$5,000.00	100%	\$0.00	\$0.00
	Joint and Crack Repair Type A Route, Backerrod, 221	\$24,000.00	\$35,624.00		\$0.00	\$35,624.00	148%	(\$11,624.00)	\$0.00
	Joint and Crack Repair Type B	\$14,400.00	\$937.60	\$-	\$0.00	\$937.60	7%	\$13,462.40	\$0.00
	Route, emulsified asphalt and Sand Mix			\$-		\$0.00		\$0.00	\$0.00
	Permanent Pavement Marking	\$15,600.00	\$0.00	\$15,600.00		\$15,600.00	100%	\$0.00	\$0.00
	Paint is 1952 F Type III			\$-		\$0.00		\$0.00	\$0.00
	Yellow and White Paint Gels Type III Beads			\$-		\$0.00		\$0.00	\$0.00
	Red and Pink Paint gel Type IV Beads			\$-		\$0.00		\$0.00	\$0.00
	Temporary Pavement Marking	\$13,000.00	\$13,000.00		\$0.00	\$13,000.00	100%	\$0.00	\$0.00
	Paint is 1952 F Type III			\$-		\$0.00		\$0.00	\$0.00
	Refined Coal Tar Emulsion Surface Tr	\$56,000.00	\$56,000.00		\$0.00	\$56,000.00	100%	\$0.00	\$0.00
	P-630 Coal Tar			\$-		\$0.00		\$0.00	\$0.00
	Alternate 1			\$-		\$0.00		\$0.00	\$0.00
	Joint and Crack Repair Type A Route, Backerrod, 221	\$800.00	\$1,494.40	\$-	\$0.00	\$1,494.40	187%	(\$694.40)	\$0.00
	Joint and Crack Repair Type B	\$72.00	\$60.80	\$-	\$0.00	\$60.80	84%	\$11.20	\$0.00
	Route, emulsified asphalt and Sand Mix			\$-		\$0.00		\$0.00	\$0.00
	Permanent Pavement Marking	\$330.00	\$0.00	\$330.00		\$330.00	100%	\$0.00	\$0.00
	Paint is 1952 F Type III			\$-		\$0.00		\$0.00	\$0.00
	Yellow and White Paint Gels Type III Beads			\$-		\$0.00		\$0.00	\$0.00
	Red and Pink Paint gel Type IV Beads			\$-		\$0.00		\$0.00	\$0.00
	Temporary Pavement Marking	\$275.00	\$275.00		\$0.00	\$275.00	100%	\$0.00	\$0.00
	Paint is 1952 F Type III			\$-		\$0.00		\$0.00	\$0.00
	Surface Painted Holding Position Mark	\$1,200.00	\$0.00	\$1,200.00		\$1,200.00	100%	\$0.00	\$0.00
	Paint is 1952 F Type III			\$-		\$0.00		\$0.00	\$0.00
	Yellow and White Paint Gels Type III Beads			\$-		\$0.00		\$0.00	\$0.00
	Red and Pink Paint gel Type IV Beads			\$-		\$0.00		\$0.00	\$0.00
	Refined Coal Tar Emulsion Surface Tr	\$3,520.00	\$3,520.00		\$0.00	\$3,520.00	100%	\$0.00	\$0.00
	P-630 Coal Tar			\$-					\$0.00
									\$0.00
									\$0.00
	Total this page	\$134,197.00	\$115,411.80	\$17,630.00	\$0.00	\$133,041.80		\$1,155.20	\$0.00

CONTINUATION SHEET






11/14/2020

To Whom it May Concern,

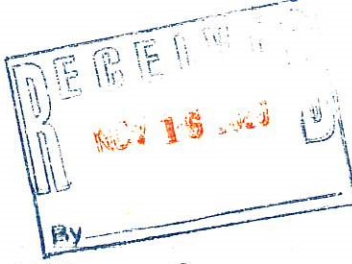
On behalf of Gary Brown I am writing to request a meeting with the County Commission of the property located at 659 Newlinton Rd. Selbyville WV to determine what can or has to be done to have property up to Code with cabins in flood zone.

Please Response to  
Andrea Hull



Thank You  
Andrea Hull





11/14/20

To Whom it May Concern.

On behalf of Gary Brown I am writing to request an Extension for the Moving of Cabins on Property at 659 Newboston Rd Selkville WV. We are requesting that an extension be made until May 1. 2021. due to the winter months coming up and the COVID issues at this time. My Brother and I will be the one doing the moving of said cabins and are willing to follow any and all guidelines. Work schedule and leaving out of time Dec 12th does not give us enough time to do so.

Andrea Bell

Thank  
Andrea  
Bell

26th Judicial Circuit Community Corrections  
Day Report Center

28

Upshur County  
43 WBUC Road  
Buckhannon, West Virginia 26201  
Phone: (304) 472-9548  
Fax: (304) 472-8735



Lewis County  
111 Court Avenue  
Weston, West Virginia 26452  
Phone: (304) 269-8674  
or (304) 269-9162  
Fax: (304) 269-8693

November 10, 2020

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

Dear Commissioners,

On November 9, 2020 the 26<sup>th</sup> Judicial Circuit Community Corrections Board held their regular scheduled board meeting at the Upshur County Day Report Center at 6:00 P.M.; all motions were approved unanimously. They approved to give the following employees each a \$2.50/hr pay increase; Cheyenne Troxell, Tom Posey, Samantha Ribeiro Matos, Shannon Helmick, Kelly Bowyer, and Cory Elliott. The increase is to take effect immediately and be paid out of the Community Corrections Fund. Community Corrections is collecting an average of \$40,000.00 per month in DHHR fees which has been the trend for the past 6 months. If we continue to do well with DHHR we will profit around \$480,000.00 in a 12 month period from DHHR fees alone. This is a huge success for the Day Report Center and has never been done in our 15 years of operation, but also puts us at risk of receiving less grant funding so we have to show more spending as we continue to grow. If you have any questions feel free to contact me.

Sincerely,

  
Cheyenne Troxell  
Program Director


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**INTEROFFICE MEMORANDUM**

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**TO:** UPSHUR COUNTY COMMISSION  
**FROM:** CARRIE WALLACE, COUNTY ADMINISTRATOR   
**SUBJECT:** REQUEST FOR EMPLOYMENT OF ADDITIONAL PART-TIME TEMPORARY  
HOUSEKEEPER AS A RESULT OF COVID-19  
**DATE:** NOVEMBER 19, 2020  
**CC:** DEBBIE HULL, BOOKKEEPER

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Commissioners,

We are experiencing scheduling challenges with our COVID-19 housekeepers on Mondays and Thursdays due to our current staffs' school schedule. Therefore, I am requesting the immediate part-time temporary employment of Breanna Perry at the rate of ten dollars (\$10.00) per hour. This expense will be charged to the Governor's COVID-19 Block Grant as the need for the position is a result of COVID-19 and was not budgeted as of March 27, 2020.

I greatly appreciate your consideration of this request and I am available to answer any questions you may have.

Thank you.



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

State of West Virginia  
**John B. McCuskey**  
State Auditor



November 7, 2020

Dear: West Virginia Assessors  
West Virginia Prosecuting Attorneys  
West Virginia Sheriffs

I realize that some of you may be leaving office on December 31, 2020. I want to thank you for your service and commitment to your constituents and remind you of this code section.

**§7-7-7a. Limit of budget expenditures.**

(a) No county clerk, circuit clerk, joint clerk of the county commission and circuit court, if any, sheriff, county assessor or prosecuting attorney may, without the approval of the county commission, spend or obligate, before the end of the calendar year, more than fifty percent of the funds allocated for his or her office in the fiscal year budget, in any fiscal year where the person holding the office is leaving office due to either resignation or the results of an election.

(b) As used in subsection (a) of this section, "spend or obligate" includes, but is not limited to, increasing employee salaries to a level that would create a deficit in the budget if paid during the remainder of the fiscal year in addition to other anticipated expenditures.

As always, if you should have any questions or we can assist you in anyway, please let us know.

Sincerely,

Ora L. Ash, Deputy State Auditor  
Local Government Services

xc: All West Virginia County Commissions



# UPSHUR PROPERTY LLC

100 TYGART DRIVE • GRAFTON, WV 26354 • (304) 265-9700

A Subsidiary of  
**ARCH**  
RESOURCES

November 9, 2020

**CERTIFIED MAIL No. 7011 3500 0001 0569 8875**  
**Return Receipt Requested**

Upshur County Commission  
38 W. Main Street, Suite 302  
Buckhannon, WV 26201


To Whom it May Concern:

In compliance with the surface mining laws of West Virginia, enclosed please find a copy of a Legal Advertisement for Upshur Property LLC, Permit No. P-698 Increment No. 2 to be placed in the local newspaper in conjunction with applying to the West Virginia Department of Environmental Protection for a Phase 1, 2 and 3 release. This site is located in Washington District of Upshur County, 3.5 miles southeast of Tallmansville and discharges into Tenmile Creek of the Tygart Valley River.



Current laws and regulations require that local agencies be notified of this release.




**Upshur Property LLC**



	<b>Applicant: UPSHUR PROPERTY LLC</b>	<b>Type: Incremental Phase 3</b>
	<b>Reference ID: P-698 INC. 2 Phase 1.2.3 Release</b>	<b>Release</b>
	<b>(10/13/2020)</b>	<b>Permit ID: P069800</b>
	<b>Status: New</b>	<b>Printed: Nov. 09, 2020 1:15 PM</b>

**MR-7-AD: Advertisement**

INSTRUCTIONS	
This advertisement is for an application for a release of an Article 3 permit.	Ad will be published once a week for four successive weeks with six full days between publication. <b>Advertisement must include a location map.</b>
Initial Date of Publication: <u>Thursday November 12, 2020</u> 	Final Date of Publication: <u>December 3, 2020</u> 

ADVERTISEMENT	
Notice is hereby given that <u>UPSHUR PROPERTY LLC, 100 TYGART DR, GRAFTON, WV 26354</u> has submitted an application with the Department of Environmental Protection (DEP), for a Phase <u>1, 2 and 3</u> release on Permit Number <u>P069800</u> Increment Number <u>2</u> issued for <u>176.5</u> acres.	
The permit is located in <u>WASHINGTON</u> District of <u>Upshur</u>  County, <u>3.5</u> miles <u>southeast</u> (Direction) of <u>TALLMANSVILLE</u> (Nearest PO) on <u>N/A</u> (Primary Receiving Stream) of <u>Tenmile Creek</u> (Secondary Receiving Stream) of <u>Tygart Valley River</u> (Major Drainage Basin).	
<u>UPSHUR PROPERTY LLC</u> completed final reclamation on <u>9/15/1988</u>  (Date) and is requesting release of <u>0</u> percent of the reclamation performance bond currently in the amount of \$ <u>885,000.00</u> <del>\$0.00</del> .	
Written comments will be received at the DEP address above until <u>January 2, 2021</u>  , or thirty (30) days from date of <u>final publication</u> .	



# GENERAL LOCATION MAP

## UPSHUR PROPERTY LLC

245 Enoxy Blvd., Tallmansville, WV 26237

PERMIT NO.: P-698 NPDES NO.: WV0050717

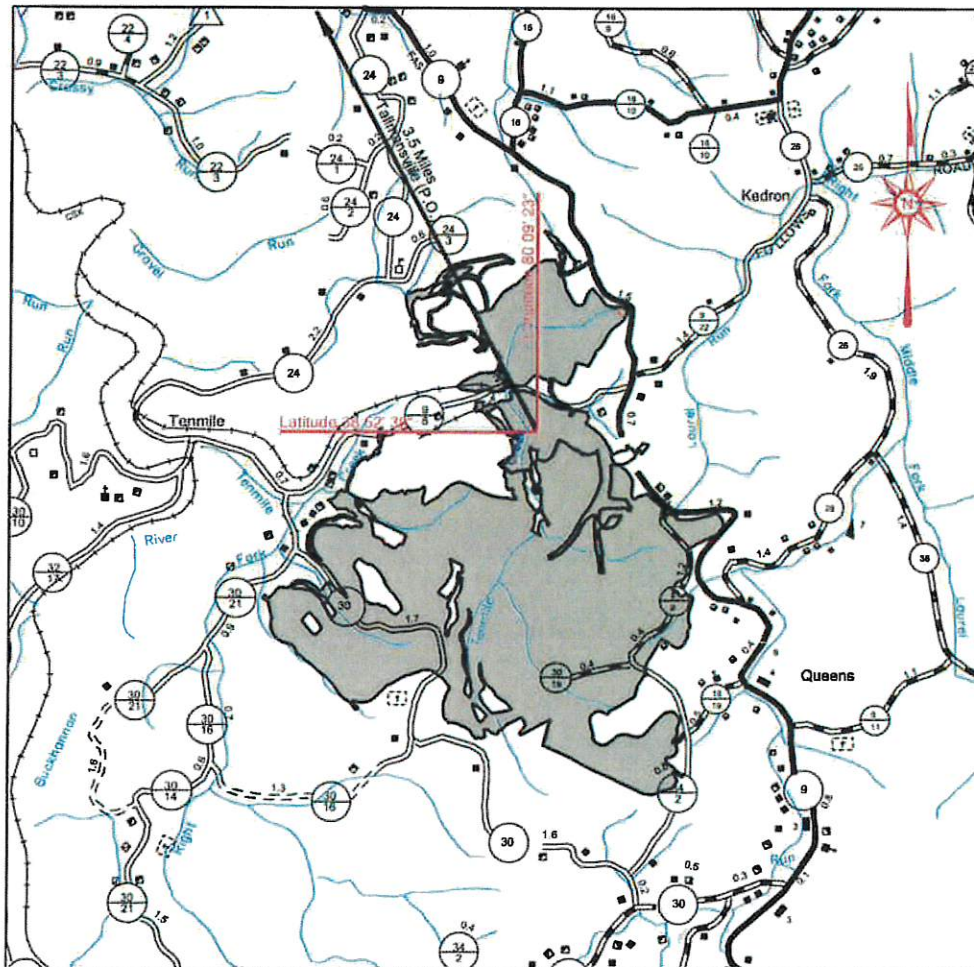
Upshur County Highway Map

See USGS - Topo Map (7.5' Series) Scale 1" = 1 Mile

Buckhannon/Alton Quadrangles, Washington District, Upshur County

Nearest Post Office - Tallmansville, WV

Receiving Streams: An Unnamed Tributary of Right Fork of Tenmile Creek and Tenmile Creek and Laurel Run of the Buckhannon River and Unnamed Tributaries of Right Fork Middle Fork River and Laurel Run of the Middle Fork River of the Tygart Valley River.



# UPSHUR COUNTY SENIOR CENTER

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

**FROM:** Sarah Campbell/Ransom Hackett

**MEETING:** Senior Center Board of Directors

**DATE:** November 18, 2020

**TIME:** 12:00 PM

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

Minutes Attached

Director's Report Attached

Finance Report Attached

## **AGENDA**

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Directors Report**

**Public Comments**

**Financial Report**

FY21 General Budget

**Previous Business**

None

**New Business**

2021 Holiday Calendar

**Personnel Matters**

CARES Act Forms

**Next Meeting**

**Adjournment**

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, November 19, 2020

3:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - August 20, 2020
- V. Report and/or action on Pending Cases
  - 061418-03 (Best/Runyon) – Review photographs of property
  - 061120-02 (Rhodes) – Review photographs of property
  - 061120-03 (Keener) – Review photographs of property
  - 070920-01 (Hensil) – Obtain update from Health Dept.
- VI. Consider requests to establish new cases
  - 1 new Complaints
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, December 17, 2020 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

**City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, November 19, 2020**

Channel 3 is Live Streaming our City Council Meetings here:

<https://www.facebook.com/ch3buckhannon/>

Please send public comments to [buckhannon@buckhannonwv.org](mailto:buckhannon@buckhannonwv.org) via email or drop them in the mail, or dropbox behind City Hall.

**A. To conduct a public hearing on the proposed enactment by City Council of an Ordinance of the City which authorizes (i) the acquisition by the City of Buckhannon Building Commission (the "Building Commission") of real property located in the vicinity of 395 Mudlick Road to be used by the City as public works facilities, (ii) the leasing of such real property and all improvements and appurtenances thereto by the City from the Building Commission, (iii) the sale and issuance by the Building Commission of its Lease Revenue Bonds in an amount not to exceed \$1,600,000 for the purpose of financing the costs of the acquisition of such real property, and (iv) the execution and delivery by the City of an Agreement and Lease and other documents in connection with such financing.**

**B. Call to Order**

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

**C. Recognized Guests**

- C.1 Steptoe & Johnson PLLC Attorneys At Law
- C.2 BPD Sgt. Courtney & K-9 Erros
- C.3 Dennis Cortes-Upshur County Parks & Recreation Board

**D. Department & Board Reports**

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

**E. Correspondence & Information**

- E.1 Notice of Public Hearing Bond Authorizing Ordinance No. 448
- E.2 Proclamation-John Young and Marshall Day
- E.3 Letter to WVDHSEM RE: Change of Scope Letter #2 Budget Revision #1-Emergency Power Generator
- E.4 CityPR: Buckhannon Sewer Department Crew Commended for Outstanding Performance and Work Ethic
- E.5 CityPR: Buckhannon Police Sgt. Courtney & K-9 Erros Complete Training

**F. Consent Agenda**

- F.1 Approval of Minutes-Regular meeting 11/05/2020
- F.2 Approval of Building and Wiring Permits
- F.3 Approval of Payment of the Bills

**G. Strategic Issues for Discussion and/or Vote**

- G.1 To consider for enactment on second reading following a public hearing of Ordinance No. 448 of the City which authorizes (i) the acquisition by the Building Commission of real property located in the vicinity of 395 Mudlick Road to be used by the City as public works facilities, (ii) the leasing of such real property and all improvements and appurtenances thereto by the City from the Building Commission, (iii) the sale and issuance by the Building Commission of its Lease Revenue Bonds in an amount not to exceed \$1,600,000 for the purpose of financing the costs of the acquisition of such real property, and (iv) the execution and delivery by the City of an Agreement and Lease and other documents in connection with such financing
- G.2 To consider for adoption a Supplemental Resolution No. 2020-11 of City Council which would supplement the Ordinance enacted by Council providing for the issuance by the Building Commission of its Lease Revenue Bonds for the purpose of financing the acquisition of real property located at 395 Mudlick Road to be used by the City as public works facilities and specifying certain terms for the issuance of such Bonds
- G.3 Approval to Accept Police Civil Service Commission Recommendation of Top 3 Candidates from List of Eligibles for Consideration of Hiring Probationary Police Officer-Interviews to be set at late date
- G.4 Approval Ordinance No. 447 Revised Downtown Parking -2<sup>nd</sup> Reading
- G.5 Discussion/Possible Action New Road Project with UCDA on Brushy Fork Road

**H. Comments and Announcements**

- H.1 Mary Albaugh
- H.2 Pamela Bucklew
- H.3 C J Rylands
- H.4 David Thomas
- H.5 Jack Reger
- H.6 Randall Sanders

**I. Mayor's Comments and Announcements**

**J. Executive Session –Personnel Matters Per WV Code § 6-9A-4**

**K. Adjournment**

## 26<sup>th</sup> Judicial Community Corrections Board Meeting

September 28, 2020

The 26<sup>th</sup> Judicial Community Corrections Program of Lewis and Upshur Counties, West Virginia held their regularly scheduled meeting in Upshur County at the Upshur County Day Report Center on September 28, 2020. Project Director Rolenson called the meeting to order at 6:10 p.m. Those in attendance were Cheyenne Troxell, Gene Edwards, Jordan Hedrick, Larry Williams, Bob Simpson, and Addie Helmick. A quorum was present.

All motions were approved unanimously.

Motion to approve previous meeting minutes from Bob Simpson, seconded by Gene Edwards

Budget report, community corrections fund \$294,122.91

BIPP update- 0 referrals, still no facilitator for the class Shannon still waiting on training

Home confinement updates 8 Lewis County 28 Upshur County

Community corrections update- 16 referrals between both counties since July 2020

Motion to approve the resignation of case manager James Lough from Gene Edwards, seconded by Larry Williams

Motion to advertise, interview, and hire a new case manager to fill James Lough's vacant position by Larry Williams, seconded by Bob Simpson

Next meeting scheduled for November 9, 2020 at the Upshur County Day Report Center

Motion to adjourn at 6:21 p.m. made by Bob Simpson, seconded by Gene Edwards

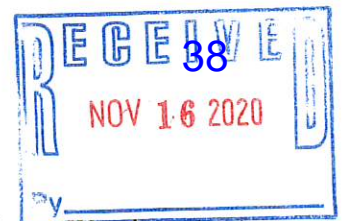
X   
X 



**Adrian Public Service District**

October 1, 2020

**Monthly Board Meeting**



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

Visitors: Morgan Haymond

Officials from USDA Rural Development, Randolph County Commission, along with other representatives gathered for a recognition ceremony to announce \$8.7 million in funding for Adrian Public Service District for Phase VIII Pickens extension project. Manager Lindsey Woody provided a background summary on the project. Kris Warner, West Virginia State Director for USDA Rural Development presented a certificate in recognition of funding and partnership with Adrian Public Service and Randolph County Commission.

All motions were unanimous unless otherwise noted.

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

Minutes of the September 3<sup>rd</sup> meeting were read. Kelly made the motion to approve the minutes and Carolyn second.

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

**Old Business**

- Morgan Haymond provided a brief update on right-of-ways and easements for the Phase VIII project.
- Recognition Ceremony held prior to board meeting.

**New Business**

- None

**Items for Discussion/Action/Approval**

- None

**Maintenance – Eric**

- Repaired main break on Adrian Hill.
- Repaired main break at Glady Fork.
- Service leak repair at Adrian Schoolhouse Road.
- Service leak repair at Abbott Road.
- Installation of three new services.
- Installed steering arm on black service truck.
- Installed brakes on white service truck.
- Received and installed Telemetry LC2000 on Alton Pump Station.

**Office Report**

- Business as usual.

The meeting adjourned at 4:00 pm. Next regular meeting will be Nov 5<sup>th</sup> at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.