

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.

Date of Meeting: July 13, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• June 29, 2023

9:15 a.m. Public Hearing – Road Name Request. Page 4-5

9:30 a.m. Discuss status of property located in Meade Tax District owned by the Randall Hughes Ministry, previously owned by the Estate of John Harmon George. *(tabled on 6/29/2023)*

10:30 a.m. Hearing to consider Objections to the Last Will and Testament of Ralph Ronsdale Wamsley.

### Items for Discussion / Action / Approval:

1. Approval of “Request for Qualifications” from professionally qualified engineering consulting firms to develop a plan to supply and install a dump station at the James W. Curry Park located in French Creek, WV to serve the existing 18 campsites and allow for the construction of a future bathhouse. Proposals must be received by the Commission no later than 4:00 p.m. on Friday, August 18, 2023. All Proposals will be opened, reviewed and evaluated by the Upshur County Commission at 9:30 a.m. on Thursday, August 24, 2023. \* Page 6
2. Approval and signature of a Modification of Note between the Upshur County Commission, Buckhannon Upshur Airport Authority and Citizens Bank. The outstanding principal balance as of July 13, 2023 is seventeen thousand fifty-four dollars and eighty-five cents (\$17,054.85). The interest rate is changed from 3.95% to 5.50%, monthly payment is changing from \$1506.00 to \$1463.93 and the maturity date will be extended from July 14, 2023 to July 14, 2024. \* Page 7
3. Approval and signature of the Outlay Report and Request for Reimbursement for Construction Programs (Request #1 – FINAL) from the Federal Aviation Administration for the construction of two hangers, on behalf of the Buckhannon Upshur Airport Authority, in the amount of \$150,000. \* Page 8-10
4. Approval of Order following the June 29, 2023 Hearing for the Estate of Doris Jean Davis Carr. \* Page 11-12
5. Consider request by John Cicalese to appoint the Sheriff of Upshur County as the Administrator for the Estate of Thomas Arthur Cicalese, deceased. \*
6. Approval of a resignation of an employee. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 A* [Under separate cover](#)
7. Approval of an inter-departmental transfer of an employee. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 A* [Under separate cover](#)
8. Approval of advertisement for a part-time position of Home Incarceration Supervisor. Applications must be received by 4:00 p.m. on Monday, July 24, 2023. \* Page 13-16

9. Approval of advertisement for a full-time Deputy Clerk in the Circuit Clerk's Office. Applications must be received by 4:00 p.m. on August 14, 2023. \* [Page 17](#)
10. Correspondence from J. Michael Coffman, Sheriff, requesting the employment of Robert A. Wilt, as fill-in Court Security Officer, effective July 16, 2023. \*  
*Item may lead to Executive Session per WV Code §6-9A-4* [Under separate cover](#)
11. Correspondence from Kimbra Wachob, Assistant Director of the Upshur County Emergency Communications Center, requesting the employment of Erica Lantz, as Emergency Telecommunicator, effective July 17, 2023. \*  
*Item may lead to Executive Session per WV Code §6-9A-4* [Under separate cover](#)
12. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for June 2023. The invoice reflects 1,391 inmate days X \$48.25 per diem rate totaling \$67,115.75. The May 2023 invoice was \$73,677.75. [Page 18](#)
2. Correspondence from Tabatha R. Perry, County Administrator, to Chief Circuit Judge Jacob Reger requesting permission to process payment from the Worthless Check Fund for Magistrate Court Bailiff Services for fiscal year ending June 30, 2023. Bailiff services were provided to the Magistrate Court on one hundred and ninety-two days. [Page 19](#)
3. Correspondence from WV Supreme Court of Appeals Court Administrator Joseph Armstrong approving the expenditure in the amount of six thousand seven hundred dollars and zero cents from the Upshur County Worthless Check Fund to cover the cost of bailiff services for the Upshur County Magistrate Court for fiscal year ending 2023. [Page 20-21](#)
4. Correspondence from Thomas C. Bloom, President of the Monongalia County Commission, regarding the upcoming meeting to elect a Regional Director to serve as the representative for the West Virginia First Foundation as established pursuant to Senate Bill 674. The meeting and election for a Region 4 Director will be held on July 13, 2023. Commission President Kristie Tenney will be attending on the Upshur County Commission's behalf. [Page 22-24](#)
5. Upshur County Building & Floodplain Permits for the month of June, 2023. [Page 25-27](#)
6. Upshur County E911 Communication Reports – June, 2023 [Under separate cover](#)
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YTD Wrecker Report
7. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - "Dickens of A Ride" Fundraiser – Upshur County Parish House July 29, 2023 [Page 28](#)
  - b) Agendas and/or Notice of Meetings:
    - City Council of Buckhannon July 6, 2023 [Page 29](#)
    - Buckhannon-Upshur Airport Authority July 10, 2023 [Page 30](#)

• Elkins Road Public Service District	July 11, 2023	<a href="#">Page 31</a>
• Upshur County Convention & Visitor's Bureau	July 12, 2023	<a href="#">Page 32</a>
• Upshur County Safe Structures and Sites Board	July 13, 2023	<a href="#">Page 33</a>
Meeting Minutes:		
• Upshur County Safe Structures and Sites Board	May 11, 2023	<a href="#">Page 34-35</a>

Meetings: **\*Dates and times of monthly board meetings are viewable at:**  
<http://cms4.revize.com/revize/upshurwv/calendar.php>  
 or go to [www.upshurcounty.org](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.

8. Appointments Needed or Upcoming:

- Tennerton Public Service District - unexpired term July 31, 2023.
- Buckhannon Upshur Airport Authority – term July 1, 2023 through June 30, 2026.

*\*\*\*If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or [chughes@upshurcounty.org](mailto:chughes@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

July 20, 2023 --- 9:00 a.m.

Upshur County Courthouse Annex

June 13, 2023

Dear Property Owner:

On September 18, 2003, the Upshur County Commission enacted a 911 Addressing and Mapping Ordinance in order to uniformly assign and maintain street addresses, provide for easy identification and to promote the health, safety and welfare of the citizens of Upshur County. This ordinance requires the assignment of names to all streets and roads in Upshur County with three or more addressable structures.

According to our records, you have been identified as a property owner along a right-of-way within Upshur County that now requires a name. (copy included) In following the guidelines that have been established by the Upshur County Commission, we are requesting your assistance in the naming process.

Please be advised that a public meeting has been scheduled for **Thursday, July 13, 2023 at 9:15 a.m.** at the Upshur County Courthouse Annex, Room 301 to receive your input. If you are unable to attend but would like to offer a name suggestion, please complete the enclosed form and return to the office on or before July 11, 2023. I would like to remind property owners that the approved road name resulting from this meeting will become the new physical for all the structures along this right-of-way. If you have any questions, please feel free to contact the Addressing and Mapping Office at 472-1673.

Sincerely,

Terri Jo Bennett  
Addressing & Mapping Coordinator  
Upshur County Commission Office

Enclosures: Aerial; Public Meeting Road Name Request; Property Owner Ballot







**REQUEST FOR QUALIFICATIONS**  
**ENGINEERING SERVICES**

The Upshur County Commission and James W. Curry Advisory Board is interested in making improvements to campsites located at the James W. Curry Park, 1721 Brooks Hill Road, French Creek, WV 26218. To begin the process, the Commission is requesting Statement of Qualifications from professionally qualified engineering consulting firms to provide engineering services for potential projects. The Commission's objective is to develop a plan to supply and install a dump station to serve the existing 18 campsites and allow for the construction of a future bathhouse which will require electric and water. Professional services may include, but are not limited to, assistance in developing a plan for future use of the grounds, preparation of all necessary permit applications, preparation of bidding documents, assistance during the bidding process; construction administration services and construction inspection services.

The complete proposal must be submitted in a package marked "James W. Curry Park Improvement Project" and received by 4:00 p.m. on Friday, August 18, 2023, by the Upshur County Commission. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled closing time. In order to be considered, prospective firms must submit one (1) original proposal and five (5) additional copies in the required format to:

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

Procurement of said services will be in accordance with WV Code §5G-1-3. Proposals received by the above deadline will be opened, reviewed, and documented by the Upshur County Commission at 9:30 a.m. on Thursday, August 24, 2023. The Commission and James W. Curry Library / Park Advisory Board will then evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The firm determined to be the most qualified based on an evaluation of the interviews will be asked to prepare fee proposals for engineering services as project scopes are finalized.

Questions can be directed to Tabatha R. Perry by calling (304) 472-0535 x.2, or e-mailing [tperry@upshurcounty.org](mailto:tperry@upshurcounty.org).

The Upshur County Commission reserves the right to reject any and all proposals, in whole or in part, and waive any informality during the proposal process not involving price, time of submittal or changes in the Work and to negotiate contract terms with the successful proposer. The Commission reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

## MODIFICATION OF NOTE

BORROWER/GRANTOR: Upshur County Commission NOTE 30024596-10  
Buckhannon-Upshur Airport Authority

ADDRESS: 91 West Main Street Suite 101  
Buckhannon, WV 26201

THIS MODIFICATION OF NOTE, dated this 14th day of July, 2023 is executed by and between Citizens Bank of West Virginia ("Lender") and the parties identified above.

- A. On July 14, 2003, Lender made a loan ("Loan") to Borrower evidenced by Borrower's promissory note or agreement ("Note") payable to Lender in the original principal amount of Three Hundred Thousand Dollars and 00/100 (\$ 300,000.00).
- B. The parties have agreed to modify the Note as follows:
1. The interest rate on the Note is changed from 3.95% to 5.50%.
  2. The monthly payment is changed from \$1506.00 to \$1463.93 beginning on August 14, 2023.
  3. The maturity of the Note is changed from July 14, 2023 to July 14, 2024.
  4. Any remaining amount owed, including principal and interest, are due at the maturity date, unless otherwise modified.
- C. The parties acknowledge and agree that:
1. As of July 13, 2023, the unpaid principal balance due under the Note was \$17,054.85, and the accrued and unpaid interest on that date was \$0.00.
  2. Except as expressly modified herein, all terms and conditions of the Note shall remain in full force and effect. The parties hereby adopt, ratify and confirm these terms and conditions as modified.
  3. Grantor agrees to execute any additional documents which may be required by Lender to carry out the intention of this Modification. As of the date of this Agreement, there are no claims, defenses, setoffs, or counterclaims of any nature which may be asserted against Lender by any of the undersigned.

**Upshur County Commission**  
**Authority**

**Buckhannon Upshur Airport**

\_\_\_\_\_  
**Kristie Tenney, President**

\_\_\_\_\_  
**Mike Ruffing, President**



\_\_\_\_\_  
**By Connie R. Tenney, Vice President**



OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB Number 4040-0011 Expiration Date: 01/31/2025		
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED  <b>Federal Aviation Administration</b>		1. TYPE OF REQUEST [ <input checked="" type="checkbox"/> ] FINAL [ <input type="checkbox"/> ] PARTIAL	2. BASIS OF REQUEST [ <input checked="" type="checkbox"/> ] CASH [ <input type="checkbox"/> ] ACCRUAL	
6. EMPLOYER IDENTIFICATION NUMBER <b>30-0733276</b>		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY <b>3-54-0039-040-2023</b>		
UEI: <b>YLDRBMJNSZP5</b>		5. PARTIAL PAYMENT REQUEST NO. <b>Request #1-FINAL</b>		
9. RECIPIENT ORGANIZATION <b>Name: Buckhannon Upshur Airport Authority</b> <b>No and Street: Post Office Box 1042</b> <b>City, State and ZIP Code: Buckhannon, West Virginia 26201-1042</b>		8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) <b>July 7, 2023</b> TO: (MONTH / DAY / YEAR) <b>July 10, 2023</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. 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	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
e. Other Architectural engineering fees	\$0.00	\$0.00	\$0.00	\$0.00
f. Project Inspection fees	\$0.00	\$0.00	\$0.00	\$0.00
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	\$166,667.00	\$166,667.00	\$0.00	\$166,667.00
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.)	\$166,667.00	\$166,667.00	\$0.00	\$166,667.00
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.)	\$150,000.00	\$150,000.00		
t. Federal payments previously requested		\$0.00		
u. Amount requested for reimbursement				\$150,000.00
v. Percentage of physical completion of project		100%		
12. CERTIFICATION				
I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED 7/10/2024
		TYPED OR PRINTED NAME AND TITLE Michael Ruffing President, Buckhannon Upshur Airport Authority		TELEPHONE 412-812-2757
	Representative certifying to line 11v	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE SIGNED
		TYPED OR PRINTED NAME AND TITLE Kristie G Tenney President, Upshur County Commission		TELEPHONE 304-472-0535

## APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Buckhannon-Upshur Airport Authority  
38 West Main Street  
Buckhannon, West Virginia 26201

PROJECT: Construct Two Hangars

APPLICATION No. 6

FROM: 31-Aug-05

FROM CONTRACTOR: Sunrise Construction Company, Inc.  
Rt. 1 Box 256  
Moatsville, WV 26405

ENGINEER: Chapman Technical Group  
200 Sixth Avenue  
St. Albans, West Virginia 25177

TO: 30-Sep-05

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Periodic Estimate for Partial Payment is attached.

1. ORIGINAL CONTRACT SUM..... \$ 1,074,724.00
2. Net change by Change Orders..... \$ -
3. CONTACT SUM TO DATE..... \$ 1,074,724.00
4. TOTAL COMPLETED & STORED TO DATE \$ 1,074,724.00
5. RETAINAGE (at 0 %) ..... \$ -
6. TOTAL EARNED LESS RETAINAGE..... \$ 1,074,724.00
7. LESS PREVIOUS PAY ESTIMATES..... \$ 1,008,500.26
8. CURRENT PAYMENT DUE..... \$ 66,223.74
9. BALANCE TO FINISH, INC. RETAINAGE... \$ -

Change Order Summary	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
<b>TOTALS</b>		
<b>NET CHANGES</b>		

### OWNER'S APPROVAL

OWNER: Buckhannon-Upshur Airport Authority

By: William W. Kelly Date: 10/11/05

The undersigned Contractor certifies that to the best of the Contractors 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 the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is due now.

CONTRACTOR: Sunrise Construction Company, Inc.

By: Forrest Kevin Kelley Date: 10/7/05  
Forrest Kevin Kelley (Vice President)

State of: West Virginia

County of: Barbour

Subscribed and sworn to before

me this 7th day of October

Notary Public: Rebecca A. Matlock

My Commission expires:



### ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the Amount Certified.

AMOUNT CERTIFIED..... \$ 66,223.74

ENGINEER: Chapman Technical Group

By: Brian Huffman Date: 10/10/05

### PERIODIC ESTIMATE FOR PARTIAL PAYMENT

## NAME AND LOCATION OF PROJECT:

### Buckhannon-Upshur Airport Authority, Construct Two Hangars

## NAME AND ADDRESS OF CONTRACTOR:

Sunrise Construction Company, Inc.; Rt. 1 Box 256, Moatsville, WV 26405

Periodic Estimate Number: #6

For Period:

31-Aug-05

to

30-Sep-05

PAGE 1

ITEM #	DESCRIPTION	PLAN		UNIT	TOTAL	QTY'S THIS PERIOD	QTY'S TO DATE	COST THIS PERIOD	COST TO DATE	COST REMAINING	% COMPLETE
		QTYS	UNIT	PRICE	PRICE						
1	Mobilization, Bond, Layout	1	L.S.	\$ 23,470.00	\$ 23,470.00	0%	100%	\$ -	\$ 23,470.00	\$ -	100%
2	Footings, Rebar, Piers	1	L.S.	\$ 37,368.00	\$ 37,368.00	0%	100%	\$ -	\$ 37,368.00	\$ -	100%
3	Frost Wall	1	L.S.	\$ 54,320.00	\$ 54,320.00	0%	100%	\$ -	\$ 54,320.00	\$ -	100%
4	Anchor Bolts, Tie Rods	1	L.S.	\$ 18,120.00	\$ 18,120.00	0%	100%	\$ -	\$ 18,120.00	\$ -	100%
5	Floor Inlets	1	L.S.	\$ 9,720.00	\$ 9,720.00	0%	100%	\$ -	\$ 9,720.00	\$ -	100%
6	Site Grading,Fill, Slab Stone	1	L.S.	\$ 57,960.00	\$ 57,960.00	0%	100%	\$ -	\$ 57,960.00	\$ -	100%
7	Concrete Slabs, Reinforcing,Vapor B.	1	L.S.	\$ 118,810.00	\$ 118,810.00	0%	100%	\$ -	\$ 118,810.00	\$ -	100%
8	Drains and Backfill	1	L.S.	\$ 24,700.00	\$ 24,700.00	0%	100%	\$ -	\$ 24,700.00	\$ -	100%
9	Folding Door Foundation	1	L.S.	\$ 22,072.00	\$ 22,072.00	0%	100%	\$ -	\$ 22,072.00	\$ -	100%
10	Utility Lines	1	L.S.	\$ 50,945.00	\$ 50,945.00	0%	100%	\$ -	\$ 50,945.00	\$ -	100%
11	Buildings	1	L.S.	\$ 657,239.00	\$ 657,239.00	2%	100%	\$ 13,144.78	\$ 657,239.00	\$ -	100%
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				PAGE	TOTALS	\$ 1,074,724.00		\$ 13,144.78	\$ 1,074,724.00	\$ -	100%



In Re: The Estate of Doris Jean Davis Carr, deceased

**ORDER FOLLOWING JUNE 29, 2023 HEARING**

Now comes the undersigned President of the Upshur County Commission and recites the following **FINDINGS OF FACTS**:

1. Doris Jean Davis Carr passed away on July 22, 2020.
2. Penny Parcell, one of her three daughters, was appointed as Administratrix with the Will Annexed of the Estate of Doris Jean Davis Carr on September 21, 2020.
3. Penny Parcell tendered the First Annual Settlement of the Estate of Doris Jean Davis Carr on November 18, 2021, within the deadline prescribed by West Virginia Code 44-4-2.
4. Renee Carr, another of her three daughters, objected to the First Annual Settlement of the Estate of Doris Jean Davis Carr on December 8, 2021.
5. Extensive efforts were made by Daya Masada Wright, the Fiduciary Commissioner, William J. O'Brien, counsel for Penny Parcell, and Roy Cunningham, counsel for Renee Carr, to resolve the objections.
6. The issue of the invoices for legal services remains unresolved.
7. The invoices for legal services were tendered to the Fiduciary Commissioner for review, but were not disseminated to Renee Carr or Sheree Strickland.
8. On February 27, 2023, William J. O'Brien provided a written summary of each invoice for legal services to Renee Carr and Sheree Strickland, although the invoices themselves were not provided.
9. Renee Carr will not withdraw her Objection to the First Annual Settlement of the Estate of Doris Jean Davis Carr at this time.



10. While Sheree Strickland did not file a written Objection to the First Annual Settlement of the Estate of Doris Jean Davis Carr, she verbally expressed dissatisfaction with the handling of the Estate.

11. The Fiduciary Commissioner recommended that First Annual Settlement of the Estate of Doris Jean Davis Carr be approved based upon compliance with West Virginia Code 44-4-2 and her review of the invoices for legal services and her review of the summary of the invoices for legal services.

Now comes the undersigned President of the Upshur County Commission and **ORDERS** that:

1. The First Annual Settlement of the Estate of Doris Jean Davis Carr Estate is approved.

ENTERED: \_\_\_\_\_

\_\_\_\_\_  
Kristie Tenney  
President, Upshur County Commission

**HOME INCARCERATION SUPERVISOR**  
**Sheriff of Upshur County**

The Sheriff of Upshur County is accepting applications  
for a part-time Home Incarceration Supervisor.

The individual will be required to perform all duties  
contained within the Job Description, including, but not limited to, the supervision of all  
offenders placed on home confinement with electronic monitoring by the  
Upshur County Judicial System.

Any combination of education and experience equivalent to an associate's degree in  
criminal justice, psychology or human behavioral sciences is required. Individuals may  
obtain an application and full job description at the following address:

**Upshur County Sheriff's Department**  
**HOME CONFINEMENT DIVISION**  
38 W. Main Street, Room 103  
Buckhannon, WV 26201

Monday –Friday 8:00 am – 4:00 pm

**Applications must be RECEIVED in our office no later than close of business**  
**(4:00pm) on Monday July 24, 2023.**

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

## Job Description

**Job Title:** Home Incarceration Supervisor

**Department:** Home Confinement

**Supervisor:** Sheriff of Upshur County

**FLSA Status:** non-exempt

**Prepared By:**

**Prepared Date:** June 26, 2023

**Approved By:**

**Approved Date:**

### **KIND OF WORK:**

Under the supervision of the Sheriff, the Home Incarceration Supervisor is intended to maintain the integrity and credibility of the Courts, the Criminal Justice Board and the Home Confinement Program. Responsibility includes, but is not limited to the supervision of all offenders placed on home confinement with electronic monitoring by the Upshur County Judicial System. The Home Incarceration Supervisor must be familiar with the operation of the criminal justice system and be able to effectively communicate with program participants and their families, law enforcement officers and court staff. The officer is required to make decisions directly affecting the personal liberties of individuals under their supervision.

### **EXAMPLES OF WORK:**

1. Provide ongoing supervision to an assigned caseload of 30-40 offenders.
2. Duties include, but are not limited to: Maintaining electronic records, performing intake interviews, tracking offenders using GPS software and smartphone applications, performing drug screens and performing home visits.
3. Investigates alleged violations of conditions governing supervision of Home Confinement and make arrests as necessary.
4. Maintain inventory of and ensure proper calibration of electronic monitoring equipment.
5. Install and remove electronic monitoring equipment on the offender.
6. Maintain contact with Day Report Center Staff to ensure compliance of substance abuse treatment requirements.
7. Maintain records and enforce compliance with offender's payment schedules as established by the courts or the Director.
8. Conduct office, field and collateral contacts to ensure offender compliance with program policies, procedures, directives, conditions and Court Orders.
9. Prepare reports, correspondence, and documents using web based applications, Microsoft Word and Excel spreadsheets.

- 10. Testify in Court Proceedings as required.
- 11. Transport offenders using County vehicle.
- 12. Performs related work as directed by the Sheriff

**QUALIFICATIONS AND REQUIREMENTS:**

- 1. Any combination of education and experience equivalent to an associate's degree in criminal justice, psychology or human behavioral sciences.
- 2. Direct experience in law enforcement preferred.
- 3. Knowledge of principles of court system, criminal justice/law enforcement, counseling, adult education and vocational education, as well as probation, parole and corrections work.
- 4. Knowledge of state laws, rules, and cases affecting probation, parole, and corrections.
- 5. Knowledge of local community structure and resources.
- 6. Proficient in the safe handling and use of firearms and less than lethal devices.
- 7. Ability to work within the community and to use available resources.
- 8. Ability to maintain records, make oral and written reports and assessments to the courts and local resources.
- 9. Skilled in Motivational Interviewing techniques and knowledge of Cognitive Behavioral Therapy model.
- 10. Computer skills, including but not limited to Microsoft Word and Excel.
- 11. Ability to maintain strict confidentiality.
- 12. Ability to build relationships.
- 13. Strong interpersonal skills and convincing abilities.
- 14. Ability to understand and carry out detailed instructions.
- 15. Proficient personal computer skills using spreadsheet and word processing software.
- 16. Excellent verbal and written communication skills.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. The ability to legally carry a firearm.
3. Special interest in and enthusiasm towards helping individuals overcome their legal/addiction problems.
4. May be required to work evenings and weekends.
5. Must be able to react quickly, physically and mentally in the event of a disturbance or physical outbreak.
6. Must pass background check.
7. Must be capable of actively participating in self-defense training which may involve lifting, throwing, running, tumbling and utilize weapons of self-defense.
8. Must be capable of qualifying with a firearm.



## FULL-TIME CLERK

The Upshur County Circuit Clerk's Office is accepting applications for a full-time deputy clerk position. The position offers excellent health care benefits. Duties include the ability to effectively handle requests from the public, handling numerous telephone requests or inquiries for records that may or may not be confidential in nature, normal office correspondence, filing, and other duties as assigned. Applicants must have at least a high school diploma or equivalent. Typing skills and computer experience are required. Applications must be received by the close of business on August 14, 2023. Interested individuals may pick up an application at the Upshur County Circuit Clerk's Office located on the third floor of the Court House Annex (Room 304), between 8:00 a.m. and 4:00 p.m. Monday thru Friday or download an application at the Upshur County Circuit Clerk's website @ [www.upshurcounty.org/ctclerk/index.html](http://www.upshurcounty.org/ctclerk/index.html). Please return or mail the application to the following:

Brian P. Gaudet, Circuit Clerk  
38 W. Main Street, Room 304  
Upshur County Court House Annex  
Buckhannon, WV 26201

Please do not make telephone inquiries about this position. Applicants will be subject to a background investigation. Employment with Upshur County is available to all qualified applicants without regard to race, creed, color, national origin, sex, age, or handicap. Upshur County has established a drug free and tobacco free work environment.

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Please run as a display ad in the help wanted section of The Record Delta on July 19, 2023 and July 26, 2023. I would also like to run this ad on the My Buckhannon Website for two consecutive weeks. Send bill to Upshur County Commission, Upshur County Court House Annex, Room 301, 38 W. Main Street, Buckhannon, WV 26201.

**STATE OF WEST VIRGINIA**  
**DEPARTMENT OF HOMELAND SECURITY**  
**DIVISION OF CORRECTIONS & REHABILITATION**



**WILLIAM K MARSHALL III**  
**COMMISSIONER**

**JEFF SANDY, CFE, CAMS**  
**CABINET SECRETARY**

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Office of the Commissioner  
1409 Greenbrier Street  
Charleston, WV 25311  
304-558-2036 -- Telephone  
304-558-5367 -- Fax

UPSHUR COUNTY  
38 WEST MAIN STREET, ROOM 302  
BUCKHANNON, WV 26201

**Invoice Number: 6123626C**

**Invoice Date: 7/6/2023 3:39:29 PM**

**Month of Service: June, 2023**

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for Upshur County for the month of June, 2023. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: June

Number of Inmate Days: 1,391

Per Diem Rate: \$48.25

Amount Due: June, 2023

**\$67,115.75**

This invoice amount is due and payable upon receipt.

Please Remit Payment to:  
WV Regional Jail and Correctional Facility Authority  
PO Box 40258  
Charleston, WV 25364



UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

Telephone: (304) 472-0535  
Telecopier: (304) 473-2802

TDD Numbers  
Business: 472-9550  
Emergency: 911

June 30, 2023

Honorable Judge Jacob E. Reger  
Upshur County Courthouse  
40 W. Main St.  
Buckhannon, WV 26201

Re: Magistrate Court Bailiff Services FYE 23 Invoice

Honorable Judge Reger:

The enclosed invoice and cover letter from Sheriff Coffman were received by the Commission Office on June 29, 2023. As evidenced in the enclosed spreadsheet, the Magistrate Court Fund has been depleted to compensate Upshur County for Magistrate Court office space rental fees. Therefore, the Commission respectfully requests permission to process payment for the invoice in the amount of six thousand seven hundred twenty dollars (\$6,720.00) from the Worthless Check Fund.

If you require additional information or would like to discuss the request further, please feel free to contact me. Thank you in advance for your consideration.

Sincerely,

  
Tabatha R. Perry  
County Administrator

Enclosures: As noted above

Magistrate Court office space square footage

Admin. Rules for the Magistrate Courts - Expenditures from magistrate court fund

SUPREME COURT OF APPEALS  
STATE OF WEST VIRGINIA  
ADMINISTRATIVE OFFICE

JOSEPH ARMSTRONG  
ADMINISTRATIVE DIRECTOR  
PHONE: 304-558-0145  
FAX: 304-558-1212



BUILDING 1, ROOM E-100  
1900 KANAWHA BOULEVARD, E.  
CHARLESTON, WV 25305-0145  
WWW.COURTSWV.GOV

July 6, 2023

Jacob E. Reger, Circuit Judge  
26<sup>th</sup> Judicial Circuit  
Upshur County Courthouse  
40 West Main Street  
Buckhannon, West Virginia, 26452

Dear Judge Reger:

I am in receipt of your request for approval to use proceeds from the counties Worthless Check Fund in the amount of \$6,700 to help pay for the cost of bailiff services. After reviewing WV Code 61-3-39h, I believe you are using these funds appropriately, and therefore I approve your request.

If you have any questions, feel free to contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Armstrong", written over the printed name.

Joseph M. Armstrong  
Administrative Director  
Supreme Court of Appeals of West Virginia

# Upshur County Sheriff's Office

**J. Michael Coffman, Sheriff**

38 West Main Street, Room 103  
Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182  
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

June 29, 2023


Upshur County Commission  
Upshur County Administrative Annex  
91 W. Main St., Suite 101  
Buckhannon, WV 26201

Dear Commissioners:

Pursuant to Rule 3 of the West Virginia Judiciary Administrative Rules for the Magistrate Courts, please forward the attached invoice for Magistrate Court Bailiff Services for fiscal year ending (FYE) June 30, 2023 to the West Virginia Supreme Court of Appeals. Bailiff services were provided to the Magistrate Court on one hundred and ninety-two days (192) in FYE 2023.

If you have any questions, feel free to contact the Upshur County Sheriff's Office.

Sincerely,



J. Michael Coffman  
Upshur County Sheriff

Enclosure: Invoice 0005

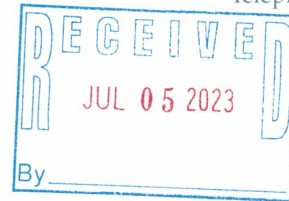
# MONONGALIA COUNTY COMMISSION

243 HIGH STREET, ROOM 202  
COURTHOUSE  
MORGANTOWN, WEST VIRGINIA 26505

Jeffrey L. Arnett, Commissioner  
Thomas C. Bloom, Commissioner  
Sean P. Sikora, Commissioner



Telephone: 304 291-7257



June 28, 2023

Upshur County Commission  
Attention: Commission President  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

RE: West Virginia First Foundation Regional Director Election

Dear Sir or Madam,

As directed by the West Virginia Attorney General's Office, the Monongalia County Commission has been tasked with convening a meeting of all local governments in our 13-county region to elect one Director, who will serve as the representative to the West Virginia First Foundation as established pursuant to Senate Bill 674 passed during the 2023 Legislative Session.

The meeting and election for Region 4 will be held on **July 13, 2023 at 10:00 am** at the **Monongalia County Center located at 270 Mylan Park Lane, Morgantown.**

Each local government must send one delegate to the meeting who is authorized to vote on the selection of the Regional Director and there are no restrictions on who you can select to attend on your behalf.

Local governments may submit a nomination, but they must be a resident of both the State of West Virginia and Region 4. Although not required, we would ask that a resume or similar document for your nominee be submitted in advance to the Monongalia County Commission so that an informational packet can be prepared for attendees to be distributed at the meeting.

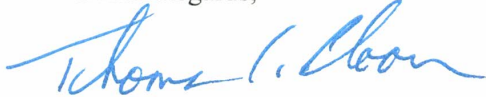
Your jurisdiction's nominee is also welcome to attend and will be given an opportunity to address the local government delegates prior to the vote being taken.

To assure that we have ample seating for those in attendance, we are requesting that you contact our administrator, Rennetta McClure at [rmeclure@monongaliacounty.gov](mailto:rmeclure@monongaliacounty.gov) or via the phone number above no later than **July 11, 2023** to let us know if your jurisdiction will be sending someone to participate in the election and if your nominee is planning to attend.

If you have any questions or concerns regarding this meeting/election, please do not hesitate to contact the Monongalia County Commission at your earliest convenience.

We look forward to hearing from you.

Warmest Regards,

A handwritten signature in blue ink, appearing to read "Thomas C. Bloom". The signature is fluid and cursive, with the first name "Thomas" being more prominent.

Thomas C. Bloom  
President  
Monongalia County Commission

## PUBLIC NOTICE

As directed by the WV Attorney General along with cities and counties have agreed through a Memorandum of Understanding to create the West Virginia First Foundation, a private, non-stock, 501(c)(3) charitable corporation to oversee distribution of funds for the abatement of the opioid crisis. The West Virginia First Foundation was born out of the need for a coordinated, statewide opioid abatement plan and represents the first step in creating a robust long-term public health infrastructure designed to prevent the reoccurrence of the opioid epidemic.

The Foundation will be governed by an eleven-member Board of Directors. Of the eleven initial directors, five Directors will be appointed by the Governor, with no more than one person from any given Region. The remaining six Directors represent the regions of the State, with one director selected to represent each Region.

The selection process for the initial Regional Directors is outlined in the Articles of Incorporation for the WV First Foundation. Monongalia County is the largest county in Region 4 and is responsible for calling the meeting and holding an election which will be held:

**Date:** July 13, 2023  
**Time:** 10:00 A.M.  
**Location:** Monongalia County Center  
270 Mylan Park Lane, Morgantown

Thomas C. Bloom, President  
Monongalia County Commission



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

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
6/6/2023	9188	82318	SMITH - REGER	55 BOGGESS ST, BUCKHANNON, WV 26201	\$150,000.00	\$15.00		CASH	28' X 30' TWO BEDROOM HOUSE CONSTRUCTION	REGER COMPANIES, 55 BOGGESS ST, BUCKHANNON, WV 26201	
6/7/2023	9189	11099	RADABAUGH, JOHNETTE	1678 BAILEY RIDGE RD. BUCKHANNON, WV 26201	\$5,500.00	\$15.00		CHECK	ROOFING	SELF	
6/8/2023	9190	81106	VERIZON WIRELESS C/O ALAN WATERS, SMJ INTERNATIONAL	49030 PONTIAC TRAIL STE 100, WIXOM, MI 48393-2586	\$15,000.00	\$15.00		OL	REMOVING (6) ANTENNAS AND EQUIPMENT; ADDING (9) ANTENNAS AND EQUIPMENT; (32" BAIRDGUM LN)	CENTERLINE COMMUNICATIONS LLC, 750 W CENTER ST STE 301, WEST BRIDGEWATER, MA 02379	
6/8/2023	9191	82244	SPENCER, BRYAN	136 MONTANI DR, BUCKHANNON, WV 26201	\$500.00	\$15.00	\$75.00	CHECK	8' X 12' BATH HOUSE; OUTBUILDING FOR STORAGE; ELECTRIC TO CAMP	SELF	FLOODPLAIN: EC SHOWS OUT
6/8/2023	9192	12176	DERICO, ROBERT	978 OLD ELKINS RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		CC	ENCLOSING PAVILION	SELF	
6/9/2023	9193	82313	GLOVER, DARLENE	2489 KESLING MILL RD, BUCKHANNON, WV 26201	\$120,000.00	\$15.00		OL	16' X 80' SINGLEWIDE	TWIN OAKS HOME SALES LLC, PO BOX 2340, BUCKHANNON, WV 26201	
6/12/2023	9194	NEW	WHARTON, JAMES A	36067 JONES CHURCH RD, FRANKFORD, DE 19945	\$20,000.00	\$15.00		CASH	16' X 30' CABIN	SELF	
6/13/2023	9195	N/A	HOAK, SHELLIE	234 ALLMAN AVE, BUCKHANNON, WV 26201	\$2,500.00	\$15.00		OL	19' X 24' POLE BARN	SELF	
6/13/2023	9196	9916	PERRINE, RICHARD	989 CANAAN RD, ROCK CAVE, WV 26234	\$1,000.00	\$15.00		CASH	10%" X 24' WOOD SHED/WORK SHOP	SELF	
6/14/2023	9197	80948	HOLLEN, ANGELA	33 OVERLOOK DR, BUCKHANNON, WV 26201	\$10,340.00	\$15.00		CHECK	21' X 12' PORCH ROOF	JD BUILDERS, 1739 LICK RUN RD, BUCKHANNON, WV 26201	
					TOTAL \$326,840.00	TOTAL \$150.00	TOTAL \$75.00				

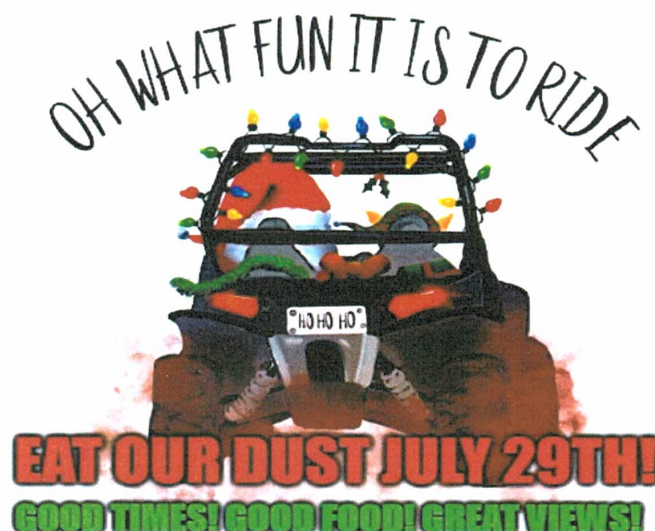


**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS**  
**JUNE 16, 2023 - JUNE 30, 2023**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
6/21/2023	9198	6932	HOLMES, STEPHEN A II	90 JACK ACRES RD, BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CASH	BATHROOM REMODEL	SELF	
6/22/2023	9199	14717	LONG, LORA	129 JASPER WAY, FRENCH CREEK, WV 26218	\$1,200.00	\$15.00		CHECK	12' X 30' LEAN-TO	SELF	
6/27/2023	9200	82319	ARNOLD, DAKOTA	66 SHAKOTA LN, FRENCH CREEK, WV 26218	\$20,000.00	\$15.00		CASH	14' X 70' TRAILER	SELF	
6/27/2023	9201	NEW	HUFFMAN, JENNY	1607 SWAMP RUN RD, BUCKHANNON, WV 26201	\$300,000.00	\$15.00		CHECK	30'4" X 60' NEW HOME WITH 30' X 40' GARAGE	S&S MOBILE HOME TRANSPORT LLC, 126 REDWOOD ST, GRAFTON, WV 26354	
6/27/2023	9202	16618	WV FARM BUREAU	62 FARM BUREAU RD, BUCKHANNON, WV 26201	\$65,000.00	\$15.00		CHECK	32' X 48' POLE BUILDING	K&L BUILDERS LLC, 2883 BEECHTOWN RD, FRENCH CREEK, WV 26218	
6/27/2023	9203	5925	GAY, JON AND CYNTHIA	2883 BEECHTOWN RD, FRENCH CREEK, WV 26218	\$50,000.00	\$15.00		CHECK	50' X 96' BARN	SELF	
6/27/2023	9204	33	WALTON, JUSTIN AND COURTNEY	277 BUCKHANNON MTN RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		CASH	16' X 16' CHICKEN HOUSE	SELF	
6/27/2023	9205	NEW	BONNER, JANET AND MILDRED MCCLURE	154 FREEMANS RD, FRENCH CREEK, WV 26218	\$128,000.00	\$15.00		CC	28' X 56' DOUBLE WIDE	BUCKHANNON HOME SHOW, BUCKHANNON, WV 26201	
6/27/2023	9206	NEW	CITY OF BUCKHANNON	70 E MAIN ST, BUCKHANNON, WV 26201	\$172,500.00	\$15.00		OL	BLOCK PUMP HOUSE FOR WATER LINE	TRADEWORX, 5 W LINCOLN ST, BUCKHANNON, WV 26201	
6/27/2023	9207	106	WAY OF HOLINESS CHURCH	2337 OLD WESTON RD, BUCKHANNON, WV 26201	\$64,000.00	\$15.00		CHECK	REPLACE CONCRETE IN FRONT OF MAIN ENTRANCE	KBAM BUILDERS, 587 GLASSWORKS RD, BUCKHANNON, WV 26201	
6/29/2023	9208	82313	CLEAVENGER, DARLENE	82 PAUL LN, BUCKHANNON, WV 26201	\$3,500.00	\$15.00		OL	12' X 16' DECK; 8' X 10' BUILDING; 100' WIRE FENCE	SELF	
6/29/2023	9209	NEW	KING, ELIZABETH	5415 GLADY FORK RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		OL	MOBILE HOME	JEFFREY LOFTIN, 546 LAKE ISLAND RD, BELINGTON, WV 26250	
6/29/2023	9210	NEW	ARDRYCHOWSKI, K.M	111 ROYAL AVE, FLANDERS, NY 11901	\$79,900.00	\$15.00		OL	MOBILE HOME	TWIN OAKS HOME SALES LLC, 15 POINSETTIA DR, BUCKHANNON, WV 26201	
6/29/2023	9211	NEW	WVDC	PO BOX 2340, BUCKHANNON, WV 26201	\$40,000.00	\$15.00		CHECK	MOBILE HOME	TWIN OAKS HOME SALES LLC, 15 POINSETTIA DR, BUCKHANNON, WV 26201	
6/29/2023	9212	NEW	WVDC	PO BOX 2340, BUCKHANNON, WV 26201	\$40,000.00	\$15.00		CHECK	MOBILE HOME	TWIN OAKS HOME SALES LLC, 15 POINSETTIA DR, BUCKHANNON, WV 26201	
6/29/2023	9213	NEW	WVDC	PO BOX 2340, BUCKHANNON, WV 26201	\$40,000.00	\$15.00		CHECK	MOBILE HOME	TWIN OAKS HOME SALES LLC, 15 POINSETTIA DR, BUCKHANNON, WV 26201	
6/29/2023	9214	5106	SPEARS, FRANK	62 JARRETT DR, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		CC	EXISTING STORAGE BUILDING	SELF	
6/29/2023	9215	9310	WOODS, GLENDA	1788 MAGNOLIA RD, FRENCH CREEK, WV 26218	\$10,000.00	\$15.00		CASH	14' X 70' MOBILE HOME	SELF	

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS**  
**JUNE 16, 2023 - JUNE 30, 2023 (continued)**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
6/29/2023	9216	7199	HOLDEN, BURTON	PO BOX 2046, BUCKHANNON, WV 26201	\$3,500.00	\$15.00		CHECK	BILLBOARD SIGN / WOODEN STRUCTURE	MATTHEW S JERDEN, DBA QUALITY CARPET, 2809 VALLEY CHAPEL RD, WESTON, WV 26452	
6/29/2023	9217	NEW	WOODS, TERA	1355 MAGNOLIA RD, FRENCH CREEK, WV 26218	\$10,000.00	\$15.00		CASH	14' X 66' MOBILE HOME	SELF	
6/30/2023	9218	7850	WATSON, HERMAN AND BARBARA	148 HOLBROOK RD, BUCKHANNON, WV 26201	\$13,750.00	\$15.00		CHECK	REPLACE EXISTING TUB WITH ACRYLIC SHOWER BASE AND SURROUND WALL (TUB TO SHOWER CONVERSION)	OHIO BATH SOLUTIONS DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17335	
6/30/2023	9219	10600	CONDE, MARGARET	68 ASHLEY LN, BUCKHANNON, WV 26201	\$300,000.00	\$15.00		CASH	RENOVATION OF EXISTING BUILDING TO FIT NEW BUSINESS PURPOSE	TKS CONTRACTING, 189 PANTHER DR, BUCKHANNON, WV 26201	
					<b>TOTAL</b> <b>\$1,365,350.00</b>	<b>TOTAL</b> <b>\$330.00</b>	<b>TOTAL</b> <b>\$0.00</b>				
					<b>GRAND</b> <b>PROJECT</b> <b>TOTAL</b> <b>\$1,692,190.00</b>	<b>GRAND</b> <b>BP TOTAL</b> <b>\$480.00</b>	<b>GRAND FP</b> <b>TOTAL</b> <b>\$75.00</b>				



### **WHAT IS THIS?**

**VISIT US ON FB: [WVDickensChristmasFestivalandFaire](#)**

**GO TO EVENT AND CLICK TO PAY! <https://www.eventbrite.com/.../dickens-of-a-ride-tickets...>**

**VISIT US ON EVENTBRITE AND PURCHASE TICKETS: DICKENS OF A RIDE EVENT**

**OR PAYPAL: <https://prblemsolvers.formaloo.net/dickensride>**

WHAT: "Dickens of A Ride" Fundraiser for the Upshur County Parish House and WV Dickens Christmas Festival and Faire

WHEN: Saturday, July 29, 2023

WHY: Fundraiser to collect non-perishable food items for Upshur County Parish House and operating cost for WV Dickens Christmas Festival and Faire in December which collects for the Parish House during the event.

NEED TO KNOW: There will be a silent auction and although we will gladly take your cash donations for purchase of tickets ADDITIONALLY, we will be collecting non-perishable items including food and hygiene items. For EVERY item you bring you will receive "1" ticket to place in any silent auction basket you choose.

There will be other drawings to participate in as well.

PLEASE COME AND HAVE A GREAT TIME!

CONTEST: Decorate your UTV/ATV with the theme and 1 winner will receive \$100 Cash! Thanks for participating!

COST: \$25 Driver, \$15 Passengers (Meal Included YUM!)

T-shirts \$25 Sweatshirts \$35

\*\*\*ALL PARTICIPANTS MUST SIGN A RIDE WAIVER-NO EXCEPTIONS!

\*\*\*WV Dickens Christmas Festival and Faire, Create Buckhannon or any entities associated with this event including but not limited to volunteers are NOT RESPONSIBLE FOR injury or death of any participant OR damage to any personal property including but not limited to UTV/ATV, trailers, jeeps or any vehicle.

**GREAT FOOD! GREAT ENTERTAINMENT AND OH WHAT A RIDE!**

**CHANCE TO WIN \$100 CASH PRIZE IF YOU REGISTER BEFORE JULY 1<sup>st</sup>**

**\$100 CASH PRIZE FOR BEST "CHRISTMAS IN JULY" DECORATED VEHICLE!**

**MORE INFORMATION CALL (304)472-5445 DURING NORMAL BUSINESS HOURS!**

**City Council of Buckhannon – 7:00 pm in Council Chambers**  
**Meeting Agenda for Thursday, July 6, 2023**

Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/> Send public comments via email to [buckhannon@buckhannonwv.org](mailto:buckhannon@buckhannonwv.org) or drop them in the mail, or drop box behind City Hall.

You may join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/443910693>  
 Or by dialing in using your phone: United States: +1 (571) 317-3112 Access Code: 443-910-693

- A. Call to Order**
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Executive Session Per WV Code § 6-9A-4 Property Matters Before the Open Session**
- C. Recognized Guests**
  - C.1
- D. Department & Board Reports**
  - D.1 Public Works Director- Jerry Arnold
  - D.2 Finance Director- Amberle Jenkins
  - D.3 Fire Chief- JB Kimble
  - D.4 City Attorney- Tom O'Neill
- E. Correspondence & Information**
  - E.1 Notification-City Council Meeting Date of Thursday, July 20, 2023 has been Canceled due to scheduling conflicts
  - E.2 Notice of Public Hearing on Proposed Ordinance No. 464 Renewing the Franchise of Cequel III Communications II, LLC dba Optimum on Thursday, August 3, 2023 at 7pm at City Hall
  - E.3 Report of Cat & Dog Activity –Upshur County Commission-May 2023
  - E.4 FOIA Request from SteepSteel LLC re: Leases/Licenses for Cell Towers or Wireless Installation on City owned property
  - E.5 FOIA Request from SmartProcure for PO/Vendor Information from 03/08/23 to current
  - E.6 FOIA Request from James D re: DUI Cases Bodycam/Dashcam Footage from 09/12/20
  - E.7 FOIA Request from Peyton Fontenot re: Case/Arrest Report 2018
  - E.8 Upshur Co Schools Letters of Support: Morton Ave & N. Locust St Sidewalk & Lighting Project & Poundstone Riverwalk Trail Extension No. 3 Construction
  - E.9 WV Economic Development-Statewide Broadband Survey- Link to online survey: <https://broadband.wv.gov/survey/>
- F. Consent Agenda**
  - F.1 Approval of Minutes -Regular Meeting 05/16/23, 06/15/23
  - 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 Application for Solicitor-Tanner Nappe-Door to Door Selling Educational Materials
  - G.2 Approval Resolution 2023-07 Coal Tax Budget Revision #1 FY 2023/2024
  - G.3 Approval Resolution 2023-08 General Fund Budget Revision #1 FY 2023/2024
  - G.4 Approval Ordinance No. 464 Franchise Renewal-Cequel III Communications II, LLC dba OPTIMUM for the Construction and Operation of a Cable System -2<sup>nd</sup> Reading
  - G.5 Discussion/Possible Vote Upshur County Commission Requesting Assistance with the Demolition of 3 Structures along Chancery & S Locust Streets and Paving of the Vacant Sites
  - G.6 Approval City of Buckhannon Appointments FY 2023/2024
  - G.7 Discussion/Possible Vote Property Swap between Daniel Williams and the City of Buckhannon
- H. Comments and Announcements**
  - H.1 Pamela Bucklew
  - H.2 David McCauley
  - H.3 Jack Reger
  - H.4 David Thomas
  - H.5 CJ Rylands
  - H.6 Randall Sanders-Overview of the Upcoming WAMSB Event
- I. Mayor's Comments and Announcements**
- J. Adjournment**

POSTED 06/30/2023



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

***W22- Upshur Regional Airport Terminal Building, 644 Airport Road, Buckhannon, WV 26201 as well as Virtually via Telephony or ZOOM <sup>1</sup>***

***Monday, July 10, 2023 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 – Michael Ruffing
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Chapman Technical Group
  - Airport Manager's Report-Jennifer Powers
    - Approval to renew the Airport Liability Policy with Blue Ridge Risk Partners pending receipt of reasonable quote
    - Discussion & possible motion regarding renewal of Citizens Bank Loan #30024596
    - Update on HealthNet crew quarters remodel
    - Discussion and possible motion regarding the airport's financial position
  - Operations – Jamie Wilt
    - Update on fuel and airport operations
- D. Consent Agenda:
  - Approval of Minutes
  - Approval of Airport Manager's Report
  - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
  - Hangar space requests/applications/updates
- G. New Business:
- 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 ([jenny@flyw22.com](mailto:jenny@flyw22.com)) or 304-472-9437 ext. 101 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.

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<sup>1</sup>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.

## ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:00 PM</i>
<b>Date</b>	<i>Tuesday, July 11, 2023</i>	<b>Place</b>	<i>P.S.D. Office 133 Fallen Road, Buckhannon</i>
<hr/>			
Meeting Called to Order by Chairperson			5:00 PM
Pledge of Allegiance			
Roll Call Introduce Board of Directors			
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose			
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;			
System Operator-David Wamsley			
Recognize Current Customers			
Approval of Minutes -June 6, 2023 Regular Monthly Meeting			<b>Vote</b>
Treasurer Report/Payment of Bills for July/bal of June Invoices			<b>Vote</b>

### ITEMS FOR DISCUSSION

#### **GIS of System-Stacey McDaniel/Shane Whitehair**

Moved to first on list from Phase III

#### **Loudins MHP LLC - Alternate Extension - Signing**

**Vote**

#### **New Ruling on Hydrant Maint/Testing-PSC Case No. 23-0555-W-G1**

Deadline for attachment A to be completed is July 28, 2023 (see attached)

#### **Phase III Extension Project Update**

Project Underruns (see attached)

GIS of System-see above

**Vote**

#### **Maintenance Report**

Water Loss Update

Kesling Ridge Electric Fix

Plans for Fall

Outside Maintenance - Chad Wilson

**Date & Time of August 2023 Meeting - Tuesday, August 1, 2023 @ 5:00 pm**

#### **Adjournment**

**Vote**

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

**Upshur County Convention & Visitors Bureau**  
**July 12, 2023 Agenda**

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
  - Office improvements
  - Annual Reports
  - Yard Sale
  - New ad
  - Governor's Conference
  - 23-24 Budget Proposal
- Old Business:
  - Bank account changes
  - New officers elected
- New Business:
  - Interim status update
- Motion to Adjourn Meeting

NEXT MEETING: **August 9, 2023**



UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, July 13, 2023

3:00 p.m.

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- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Election of Officers
- V. Approval of previous meeting(s) minutes
  - June 8, 2023
- VII. Report and/or action on Pending Cases
  - 121322-01 (Tenney)
  - 060823-01 (Sipe)
- VIII. Consider requests to establish new cases that were received on or before 07/10/2023.
- IV. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, August 10, 2023 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

**Upshur County Safe Structures and Sites Enforcement Board**  
**May 11, 2023**

**Members present:** Greg Harris, Chris Cook, Jerry Wamsley  
**Members absent:** Chris Garrett, JB Kimble  
**Others present:** Cindy Hughes, Assistant Administrator

The meeting was called to order at 3:00 p.m. by Greg Harris.

The April 13, 2023 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Greg Harris, the meeting minutes were approved.

Welcomed new board member, Jerry Wamsley.

**The Enforcement Board reviewed the following cases:**

111022-01 (Hartzel West): This property is located at 529 Hickory Flat Road. New photographs were reviewed by the Board. The property shows no health or safety issues at this time. After discussion and on motion by Chris Cook, seconded by Jerry Wamsley, the Board approved to close the case.

111022-02 (Gregory Smith): This property is located at 575 Hickory Flat Road. The property has been sold to a new owner who has begun the clean-up process. New photographs of the property were reviewed by the Board. After discussion and on motion by Chris Cook, seconded by Jerry Wamsley, the Board approved to close the case.

121322-01 (Carl Tenney): This property is located at 10845 Old Elkins Road Ellamore, WV (Route 151). The Board discussed the status of the property since Mr. Tenney's passing. The property is being cleaned up by Mr. Tenney's brother. There is an old garage on the property that is unsafe. Mr. Tenney's ex-wife is the property owner. There is no one living in the home and the electric has been turned off. After discussion and on motion by Chris Cook, seconded by Greg Harris, the Board decided to review updated property photographs at the next meeting.

041323-01 (Nolan): This property is located on 111 Hawkins Drive. Photographs were reviewed by the Board that revealed compliance with the Ordinance. After discussion and on motion by Chris Cook, seconded by Jerry Wamsley, the Board elected to not open a full investigation of the property.

**The Enforcement Board reviewed the following new cases:**

051122-01 (White): This property is located at 497 Fishing Camp Road. Notice of Investigation will be sent to the owner. Photos will be taken the week of June 5, 2023 and consideration to open an investigation will be discussed after review of the photos.

**Public Comment:**

None

**Other Business:**

The next meeting will be held on Thursday, June 8, 2023 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV. On motion by Greg Harris, seconded by Chris Cook, the meeting adjourned at 3:27 p.m.

Approved by:

  
Greg Harris, Compliance Officer

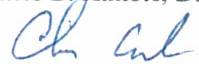
06-08-23  
Date

\_\_\_\_\_  
Chris Garrett, Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
James B. Kimble, Board Member

\_\_\_\_\_  
Date

  
Chris Cook, Board Member

06/08/23  
Date

  
Jerry Wamsley, Board Member

06-08-23  
Date