

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at 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: November 3, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 27, 2022

9:15 a.m. Becki Westfall, Dickens Christmas Faire Committee Member -- Request to utilize Courthouse Plaza property on December 3, 2022 from 1pm-8pm for local groups and singers as part of the Dickens Christmas Faire. A certificate of Liability Insurance has been provided. * **Page 4**

9:30 a.m. Jennifer Bostian, UCDA Executive Director - Discuss Corridor H Extension Project and request for letter of support.

9:45 a.m. Jessica Grose – Presentation of plaque in recognition of being named 2023 West Virginia School Service Personnel of the year.

10:00 a.m. Nancy Ligus, Director of Workforce, Continuing Education, and Economic Development
Pierpont Community & Technical College -- Discuss available workforce development programs including EMT basic course.

Items for Discussion / Action / Approval:

1. Approval and signature of a Land Use Agreement for the FEMA property located on Camp Road - parcel number 6-7E-64. This property will be utilized by Robert & Regina Crawford for the purpose of maintaining a garden. * **Pages 5-6**
2. Approval and signature of the esri renewal quote in the amount of \$4,450 for term period October 1, 2022 to September 30, 2023. Of this amount, \$1,200 is to be paid by the Assessor's Revaluation Fund. * **Pages 7-11**
3. Correspondence from Brian Cooper, WVDOT Division of Highways District Seven Manger, regarding the current lease with the Division of Highways for the Tallmansville Radio Tower. The lease term is scheduled to expire on December 31, 2022. Approval of signature to renew the referenced lease with the WVDOT Division of Highways for another five-year term. * **Pages 12-13**
4. Approval and signature of the Plan Maintenance Agreement with White's Clock and Carillon Northeast, Inc. in the amount of \$600.00, for the calendar year 2023. * **Page 14**
5. Consider request of Sheriff Virgil D. Miller to hire Cameron A. Forte as full-time Deputy Sheriff, effective November 3, 2022. Deputy Forte was previously appointed for a provisional period of 90 days as permitted under WV Code 7-14-12.*

Item may lead to Executive Session per WV Code §6-9A-4 (A)

Under separate cover

6. Review and approval of revised Appointment Procedures within the Upshur County Employee Handbook of Personnel Guidelines dated February 10, 2022. * Page 15
7. Review and approval of revised Overtime / Compensatory Time Policy within the Upshur County Employee Handbook of Personnel Guidelines dated February 10, 2022. *
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Upshur County Building & Floodplain Permits for the month of October, 2022 Pages 16-17
2. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - WV E-File available November 7, 2022 Page 18
 - James W. Curry Library Calendar of Events for November 2022 Page 19
 - b) Agendas and/or Notice of Meetings:
 - City Council of Buckhannon November 3, 2022 Page 20
 - Meeting Minutes:
 - Elkins Road Public Service District October 4, 2022 Pages 21-25
 - c) Meetings: ***CHANGES ARE NOTED IN BOLD TYPE**

Elkins Road PSD	Tue	11/1/2022	5:00 PM
Adrian PSD	Thu	11/3/2022	3:00 PM
Upshur-Buckhannon Board of Health	Thu	11/3/2022	6:00 PM
Banks District Volunteer Fire Department	Thu	11/3/2022	7:00 PM
City Council of Buckhannon	Thu	11/3/2022	7:00 PM
Selbyville VFD	Thu	11/3/2022	7:00 PM
Upshur County Senior Center Board	Tue	11/8/2022	12:00 PM
Hodgesville PSD	Tue	11/8/2022	4:00 PM
Warren District VFD	Tue	11/8/2022	7:00 PM
Adrian VFD	Tue	11/8/2022	7:30 PM
Buckhannon-Upshur Chamber of Commerce	Wed	11/9/2022	12:00 PM
Upshur County Convention and Visitors Bureau	Wed	11/9/2022	3:00 PM
Tennerton PSD	Wed	11/9/2022	3:00 PM
Buckhannon River Watershed Association	Wed	11/9/2022	6:00 PM
Ellamore VFD	Wed	11/9/2022	7:00 PM
UCDA-Executive Board Meeting	Thu	11/10/2022	7:00 AM
Upshur County Safe Sites & Structures Enforcement Board	Thu	11/10/2022	3:00 PM
Buckhannon VFD	Thu	11/10/2022	7:30 PM
Washington District VFD	Sun	11/13/2022	6:00 PM
Upshur County Family Resource Network	Mon	11/14/2022	12:00 PM

Buckhannon-Upshur Airport Authority	Mon	11/14/2022	4:00 PM
Upshur County Solid Waste Authority	Mon	11/14/2022	4:30 PM
Buckhannon-Upshur Recreational Park Advisory Board	Mon	11/14/2022	5:30 PM
Lewis-Upshur Community Corrections Board-Upshur Co. Location	Mon	11/14/2022	6:00 PM
Upshur County Fire Board, Inc. @Washington District VFD	Tue	11/15/2022	6:30 PM
Lewis Upshur LEPC-Lewis Co. Location	Wed	11/16/2022	12:00 PM
Upshur County Public Library Board	Wed	11/16/2022	4:00 PM
Upshur County Farmland Protection Board	Thu	11/17/2022	6:00 PM
Upshur County Youth Camp Board	Thu	11/17/2022	6:30 PM
Wes-Mon-Ty Resource Conservation & Development Council	Fri	11/18/2022	10:00 AM
UC Enhanced Emergency Telephone Advisory Board	Tue	11/22/2022	3:00 PM
Upshur County Fire Fighters Association	wed	11/23/2022	7:00 PM

1. Appointments Needed or Upcoming:

****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. 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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
November 10, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

The County Commission will begin Canvassing for the November 8th General Election on Monday, November 14, 2022 starting at 9:00 a.m. in the County Clerk area.

UPSHUR COUNTY ~ APPLICATION FOR COMMUNITY USE OF BUILDINGS, EQUIPMENT AND GROUNDS

INSTRUCTIONS:

1. All information must be furnished before application can be processed.
2. Application must be filed with the County not less than ten (10) working days before intended use.

Organization Create Buckhannon Location Requested Courthouse steps and outside area
 Address Post Office Box 991 Date Application Filed October 25, 2022
 Contact Person Becki Westfall Office Phone 304-472-5445
 (Present Duration of Rental) _____
 Address Same as above Home Phone 304-940-9429 cell
 Date(s)/Time(s) of Activity Saturday December 3, 2022 from 1pm-7pm
 Type of Activity Dickens Christmas Faire
 Special Equipment Desired: No special equipment required-we have required a sound person but would need access to electricity.
 Names of Performing Groups (if not your group) Local groups and singers will be singing on the courthouse steps

The undersigned and the above-named organization, jointly and severally, agree to be responsible for the terms of this agreement, including the payment of all expenses associated with the event, damages to premises and further agree to indemnify and hold Upshur County, its agents, servants, and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the County property. The undersigned certifies that he/she has read and understands the rules and regulations of the Upshur County for Community Use of County Property and that such rules and regulations will be enforced. The Upshur County must be named as an additional insured on the Organization's general liability policy with a minimum \$1,000,000 limit of general liability coverage. A Certificate of Insurance naming the Upshur County Commission as an "additional insured" must be provided with this application.

Name of Group/Organization	Signature of Contact Person	Position	Date
Create Buckhannon		Committee Member	10/25/22

Certificate of Insurance Attached Yes / No

County Named Add'l Insured Yes / No

Expiration Date _____

Following the activity, a facility/grounds inspection will occur. The renter is responsible for any damage or vandalism that did occur during the duration of the activity.

Approved _____ Disapproved _____

Approved By:

Land Use Lease Agreement

Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201
(304) 472-0535
www.upshurcounty.org

Per this Land Use Lease Agreement entered on October 31, 2022, the Upshur County Commission agrees to lease property as outlined in this lease agreement to Robert & Regina Crawford for a fee of \$1.00 per year.

Property Description: Property located on parcel number 6-7E-64 of the Upshur County Land Maps. Per the attached map, a portion of this property is located within the special identified flood hazard area (Zone A) and a portion outside of the special identified flood hazard area (Zone X).

Authorized Property Usage(s): Lessee agrees to use the property for the sole purpose of planting and maintaining a garden. No livestock or farm animals are permitted on said property. No buildings or structures are permitted to be constructed on said properties. No parking of vehicles, boats, trailers, or other placement of personal property are permitted on said property.

Duration:

The lease agreement shall commence on November 1, 2022 and continue through October 31, 2023. This lease agreement will be reviewed at the termination date stated above with the option of renewal each year according to the desires of the Upshur County Commission. The Lessee shall communicate their desire of option to renew by written notice to the Upshur County Commission 90 days prior to the lease expiration date.

Rights and Responsibilities: The Upshur County Commission and or its authorized agents have the right to enter the property anytime during said lease term for inspection and or removal of items not authorized by this agreement. The Upshur County Commission and or its agents may revoke this agreement at anytime said terms and conditions have been violated.

Lessee Rights and Responsibilities: The Lessee has a right to maintain a garden on the above listed properties. The tenant will provide water for the garden from a source off-site. The lessee shall be responsible for the maintenance of the appearance of said properties including, but not limited to mowing and weed eating. The Lessee shall follow all environmental regulations in the production of said garden spot. The Lessee shall keep the properties free and clear of trash and items not associated with the normal production of a garden. As previously approved, a woven wire garden fence may be erected on said property; however, the fence must be one (1) foot off the ground. If the garden is modified or expanded, every effort shall be made to place the garden and fencing outside the flood hazard area. Assuming a portion of the garden extends to Zone A, all posts shall be placed at a minimum of 18", the suggested frost line, and at a minimum the four corner posts shall be set in concrete. A floodplain permit has previously been issued for this particular project. Upon termination, the Lessee shall return the site to a neat and orderly condition with the ground graded, seeded and returned to a mowable condition.

Rules and Regulations: No alcoholic beverages, drugs or illegal activities shall be permitted on the premises at any time. The Tenant shall act lawfully and always operate in accordance with applicable federal, state and local laws.

Liability for damage to property or person: The Lessee assumes all risk of damage to or loss of its equipment howsoever caused and does release the Upshur County Commission and or its authorized agents from all claims and demands with respect thereto including to or loss of equipment arising from the act, default or omission of the Upshur County Commission and or its agents whatsoever. The Lessee shall hold the Upshur County Commission and or its authorized agents harmless from any and all claims, demands, actions, losses, causes of actions, proceedings, suits, damages, expenses or liability of any kind, including reasonable legal fees and expenses of litigation, brought on by any person, whether in respect of damage (including death) to person or property, arising from any occurrence occasioned, whether in whole or part whether directly or indirectly, by an act or omission or negligence of the lessee, it's agents, servants, employees, subcontractors, customers, invitees or licensees.

By signing below, parties agree to adhere to the terms and conditions of this Lease Agreement.

Upshur County Commissioner Date: ____/____/____

Upshur County Commissioner Date: ____/____/____

Upshur County Commissioner Date: ____/____/____

Lessee Date: ____/____/____

Lessee Date: ____/____/____



Esri Inc
380 New York Street
Redlands CA 92373

Subject: Renewal Quotation

Date: 11/01/2022
To: Terri Jo Bennett
Organization: County of Upshur
County Commission Dept
Fax #: **Phone #:** 304-472-1673
From: Reyna Hernandez
Fax #: **Phone #:** + 19093693864 Ext. 3864
Email: rhernandez@esri.com

Number of pages transmitted
(including this cover sheet): 5

Quotation #26089180
Document Date: 07/02/2022

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.



esri® 380 New York Street
Redlands, CA 92373
Phone: + 190936938643864

Quotation

Date: 07/02/2022

Quotation Number: 26089180

County of Upshur
County Commission Dept
E911 Div
38 W Main St Rm 303
Buckhannon WV 26201
Attn: Terri Jo Bennett
Customer Number: 368918

For questions regarding this document, please contact Customer Service at 888-377-4575.

Send Purchase Orders To:

Environmental Systems Research Institute, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Reyna Hernandez

Please include the following remittance address on your Purchase Order:

Environmental Systems Research Institute, Inc.
P.O. Box 741076
Los Angeles, CA 90074-1076

Item	Qty	Material#	Unit Price	Extended Price
10	1	86497 ArcGIS Desktop Standard Concurrent Use Primary Maintenance Start Date: 10/01/2022 End Date: 09/30/2023 Subscription ID: 8715136268	1,500.00	1,500.00
1010	1	86500 ArcGIS Desktop Standard Concurrent Use Secondary Maintenance Start Date: 10/01/2022 End Date: 09/30/2023 Subscription ID: 8715136268	1,200.00	1,200.00
2010	1	97444 ArcGIS Engine Single Use without Extension Maintenance Start Date: 10/01/2022 End Date: 09/30/2023	100.00	100.00
3010	1	97445 ArcGIS Engine Single Use with Extension Maintenance Start Date: 10/01/2022	400.00	400.00

Quotation is valid for 90 days from document date.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Reyna Hernandez

Ext: 3864

To expedite your order, please reference your customer number and this quotation number on your purchase order.


esri[®]

380 New York Street
Redlands, CA 92373
Phone: + 190936938643864

Quotation

Page 2

Date: 07/02/2022

Quotation Number: 26089180

Item	Qty	Material#	Unit Price	Extended Price
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End Date: 09/30/2023

4010	1	161349	1,250.00	1,250.00
ArcGIS GIS Server Workgroup Basic Maximum Four Cores Maintenance				
Start Date: 10/01/2022				
End Date: 09/30/2023				

Item Subtotal	4,450.00
Estimated Tax	0.00
Total	USD 4,450.00

DUNS/CEC: 06-313-4175 CAGE: 0AMS3



Quotation

Page 3

Date: 07/02/2022

Quotation Number: 26089180

Item	Qty	Material#	Unit Price	Extended Price
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Renewal Options:

- Online: Renew through My Esri site at <https://my.esri.com>
 - Credit Card
 - Purchase Order
 - Email Authorization
- Email or Fax: Email Authorization, Purchase Order or signed quote to:
 - Fax: 909-307-3083
 - Email: service@esri.com

Requests via email or signed quote indicate that you are authorized to obligate funds for your organization and your organization does not require a purchase order.

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <http://assets.esri.com/content/dam/esrisites/media/legal/ma-full/ma-full.pdf> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <http://www.esri.com/en-us/legal/terms/state-supplemental> apply to some state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy GSA, BPA) on your ordering document.


esri®

 380 New York Street
 Redlands, CA 92373
 Phone: + 190936938643864

Quotation

Page 4

Date: 07/02/2022 **Quotation No:** 26089180 **Customer No:** 368918

Item	Qty	Material#	Unit Price	Extended Price
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US FEDERAL CUSTOMERS: If you are a federal customer or a contractor purchasing on behalf of a federal customer a purchase order is required to receive an invoice. Please email the purchase order to service@esri.com

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD \$4,450 plus sales tax, if applicable.

Please check one of the following:

☐ I agree to pay any applicable sales tax.

☒ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

Signature of Authorized Representative

Date

Kristie G. Tenney
 Name (Please Print)

commission President
 Title

November 3, 2022



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

D. Alan Reed, P.E.
State Highway Engineer

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

October 11, 2022

The County Court of Upshur County
38 West Main Street
Buckhannon, West Virginia 26201

To Whom it may concern:

Lease No. 0025-0749
Upshur County

This is in reference to your lease with the Division of Highways located in Upshur County in accordance to the terms and conditions of this document, the lease term is scheduled to expire 12/31/2022.

Please indicate your desire to renew your lease agreement with the Division of Highways before its termination date. You must sign, date and check the appropriate response noted and return to this office in the enclosed envelope.

Should you have any questions regarding this rent update, please contact Katrina Posey, Right of Way Agent, at 131 Highland Drive, Weston WV 26452, or At telephone number 304-517-1478.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Cooper".

Brian Cooper
District Seven Manager

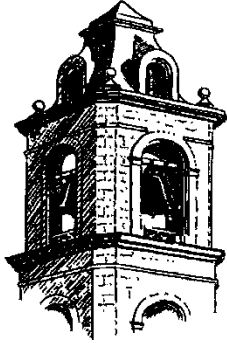
Lease No. 0025-0749
The County Court of Buckhannon
Upshur County

I wish to _____ RENEW the referenced lease with the West Virginia Department of Transportation, Division of Highways, for another term.

I wish to _____ TERMINATE the above referenced lease with the West Virginia Department of Transportation, Division of Highways.

By: _____

Date: _____



White's Clock and Carillon Northeast, Inc.

www.whitescc.com - sales@whitescc.com - Office: (315) 509-4384

More people choose White's Clock and Carillon Northeast, Inc. as their preferred maintenance company for their knowledge and experience in the industry.

PLANNED MAINTENANCE AGREEMENT QUOTATION FOR:

Effective Dates: 1/1/23 thru 12/31/23

Customer: Upshur County Courthouse

Address: 40 West Main Street

City: Buckhannon

Contact: Greg Harris

Telephone: 304-613-1801

CID # WVBU-051

Sales Rep: Steve

State: WV Zip: 26201

Email: gharris@upshurcounty.org

Equipment to be serviced under this agreement:

1 Stationary Bell, Tower Clock with MCC3

☒ CAST BRONZE BELLS

☒ BELL RINGING EQUIPMENT

☐ ELECTRONIC CARILLON

☒ TOWER CLOCK

☐ STREET CLOCK

Number of Visits Included: 1 Visit

Total Cost: \$600.00

PLANNED MAINTENANCE AGREEMENT:

Customer agrees to:

- Safe access to equipment, including tower area, must be provided by customer.

Services provided by White's Clock & Carillon Northeast, Inc.:

- Clean, lubricate, adjust and test each unit covered.
- Service will cover normal maintenance, but will not include complete overhaul or replacement parts.
- If it is found that any major repairs and/or replacements or parts are required, the service representative will confer with the owner and submit costs for the owner's approval before performing said major repairs or replacements.
- Each maintenance call includes up to 2 hours of labor, with additional hours billed at \$90 per hour.
- This maintenance agreement does not cover the repairs or damages caused by accident, fire, water, forces of nature or unwarranted abuse.
- All maintenance agreements will be handled only by trained personnel, qualified to handle the inspection, lubrication, adjustment and repairs necessary to ensure good operating efficiency.
- Additional service calls beyond those provided for in the agreement, will be charged at our preferred rate of \$400 for the first hour, and \$90 for each hour thereafter.
- Invoicing for parts, major alterations or extra calls will be made at the time work is completed.

Agreements are payable in advance. The renewal invoice for this annual agreement will be sent in the month preceeding the agreement's expiration.

Accepted by: _____

Date: _____

****If you are a tax exempt organization, please return a copy of your tax exempt certificate with this agreement, or we will be obligated to charge you sales tax.****

Servicing your Bells, Clocks & Carillons since 2000

PO Box 364, Pulaski, NY 13142

disclosed to others only on a need-to-know basis. Although the Upshur County Commission does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervising elected official/department head, a member of the County Commission or the County Administrator if any employee exhibits behaviors that could be a sign of a potentially dangerous situation. Such behavior includes, but is not limited to the following:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

The Upshur County Commission does not tolerate violence and will actively intervene at any indication of a possible hostile or violent situation. Any such behavior will result in an investigation and appropriate disciplinary action, up to and including termination, removal from boards, as well as potential criminal charges. Nonemployees engaged in violent acts on the employer's premises will be reported to law enforcement.

APPOINTMENT PROCEDURES

An elected official or department head who wishes to fill a position shall arrange for advertisements, in a format approved by the Office of the Upshur County Commission, in the local paper(s) on three-two separate dates and via digital media, in a format approved by the Office of the Upshur County Commission. (R2612) The advertisement, whether print or digital, must be available for public viewing for a minimum of seven days. (R26) If a vacancy occurs within six months of advertising, re-advertisement is not required. In this instance, the elected official/department head may select an applicant from the previously compiled resumes. (R21) Re-instatement of employment for employees that have resigned in good standing and request re-employment within the same department will be considered by the elected official/department head and County Commission on a case-by-case basis. (R22) Any exceptions to this procedure must be approved by the Upshur County Commission. (R14) An elected official or department head shall utilize the current employment application form as provided by the Upshur County Commission. (R12) All applicants will be subject to a background investigation(s) as stated in the employment application form with such investigation(s) to be coordinated or administrated by the Office of the Upshur County Commission. (R12) Before an individual commences employment, the elected official/ department head shall inform and seek the advice and consent of the Upshur County Commission.

Employees of Upshur County serve in an “at will” employment relationship as outlined in the introduction section of this handbook. Due to the “at will” nature of the employment relationship an employee may resign at any time and the employer may discharge an employee at any time with or without cause. (R6)

JOB PERFORMANCE EVALUATION

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
OCTOBER 1, 2022 - OCTOBER 15, 2022

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
10/4/2022	8998	NEW	RIFFLE, JAMES S	1131 OLD WESTON RD, BUCKHANNON, WV 26201	\$40,000.00	\$15.00	\$225.00	CHECK	30' X 30' POLE GARAGE	SELF	FLOODPLAIN
10/5/2022	8999	NEW	HERRON, JONATHAN S	6566 OLD ELKINS RD, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		OL	15' X 70' SINGLE WIDE	SELF	
10/5/2022	9000	NEW	ADAMS, STACY	35 CENTRAL AVE, BUCKHANNON, WV 26201	\$150,000.00	\$15.00		OL	NEW HOME	SELF	
10/5/2022	9001	NEW	CRITES, RUSSELL AND ANNE	3228 OLD WESTON RD, BUCKHANNON, WV 26201	\$56,000.00	\$15.00		CC	30' X 50' STEEL BUILDING	TNT CARPORTS INC, 732 DOUBLE CREEK RD, DOBSON, NC 27017	
10/6/2022	9002	10494	CLUTTER PROPERTIES LLC	21 ELNORA CIRCLE, BUCKHANNON, WV 26201	\$16,000.00	\$15.00		CASH	30' X 40' METAL BUILDING	LONGHORN STEEL STRUCTURES, 386 SNOWHILL DR, MOUNT AIRY, NC 27030	
10/6/2022	9003	5256	WILLIAMS, STEPHEN M	1453 BRUSHY FORK RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		CASH	10' X 32' FRONT DECK	SELF	
10/6/2022	9004	6909	YANKEL, RICHARD L	8117 N LIMA RD, POLAND, OH 44514	\$119,200.00	\$15.00		OL	EXISTING FAMILY DOLLAR EXPANSION / INSIDE REMODEL	TKS CONTR INC, 263 HIGH POINT DR, BUCKHANNON, WV 26201	
10/6/2022	9005	5403	HUNTER, BURTON	151 STILL MEADOW LN, BUCKHANNON, WV 26201	\$24,477.75	\$15.00		CHECK	NEW ROOF	DESIGN ROOFING & SHEET METAL, 900 INDUSTRIAL PARK RD, ELKINS, WV 26241	
10/7/2022	9006	82248	FISHER, EUGENE AND DANIELLE	635 SWAMP RUN RD, BUCKHANNON, WV 26201	\$118,000.00	\$15.00		CHECK	NEW DOUBLE WIDE	CLAYTON HOMES INC, PO BOX 2358, BUCKHANNON, WV 26201	
10/11/2022	9007	80745	BOGGS, CHRIS	121 POSEY RD, FRENCH CREEK, WV 26218	\$6,000.00	\$15.00		CC	24' X 24' NEW OUT BUILDING AND NEW ROOF (ON HOME)	SELF	
10/11/2022	9008	80432	HACKETT, JOYCE	279 FRENCH REEDER RD, FRENCH CREEK, WV 26218	\$81,456.00	\$15.00		CHECK	52' X 40' X 16' POLE BARN WITH 12' X 48' LEAN-TO	RM BUILDINGS INC, 37 HALL ST, JANE LEW, WV 26378	
10/11/2022	9009	80505	LANE, PATRICK	3066 OLD ELKINS RD, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CASH	24' X 60' OUT BUILDING	SELF	
10/11/2022	9010	NEW	MOATS, GREG	412 HUNTER RIDGE RD, CRAWFORD, WV 26343	\$15,000.00	\$15.00		CHECK	20' X 24' CABIN	SELF	
10/11/2022	9011	NEW	MOATS, GREG	412 HUNTER RIDGE RD, CRAWFORD, WV 26343	\$5,000.00	\$15.00		CHECK	20' X 30' PAVILION / OFFICE	SELF	
10/13/2022	9012	10256	KELLEY, HALITE	182 LITTLE TRACE RUN RD, KANAWHA HEAD, WV 26228	\$400.00	\$15.00		CASH	LEAN-TO ON BUILDING	SELF	

TOTAL	TOTAL	TOTAL
\$653,533.75	\$225.00	\$225.00

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
OCTOBER 16, 2022 - OCTOBER 31, 2022

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	
10/17/2022	9013	10447	WARE, DENVER D	8707 RT 20 SOUTH RD, FRENCH CREEK, WV 26218	\$4,632.20	\$15.00		CC	18' X 21' METAL BUILDING	SELF	
10/17/2022	9014	81374	CHAMP, JESSICA	860 HARDMAN RD, ELLAMORE, WV 26267	\$15,000.00	\$15.00		OL	72' TRAILER	SELF	
10/17/2022	9015	6448	CATHELL, JENNIFER	7003 RT 20 SOUTH RD, FRENCH CREEK, WV 26218	\$1,500.00	\$15.00		CASH	24' X 30' SHED	SELF	
10/18/2022	9016	5663	ALKIRE, DALLAS	24 MAGNUM LN, BUCKHANNON, WV 26201	\$14,990.22	\$15.00		OL	CRAWLSPACE ENCAPSULATION WITH WATERPROOFING	JES CONSTR LLC, DBA BASEMENT AUTHORITY, 1807 W PIKE ST SUITE C, CLARKSBURG, WV 26301	
10/18/2022	9017	82255	WHITE, JENNIFER	202 MOSQUITO DR, BUCKHANNON, WV 26201	\$70,000.00	\$15.00		CASH	20' X 40' CAMP WITH 12' X 12' ADDITION	SELF	
10/19/2022	9018	NEW	SLUSHER, BRYAN AND KIM	3949 CHAFFEE DODGEVILLE RD, N BLOOMFIELD, OH 44450	\$5,000.00	\$15.00		CHECK	CAMPER	SELF	
10/26/2022	9019	57	CAROLL, MARK	562 RAVENS RIDGE RD, BUCKHANNON, WV 26201	\$100,000.00	\$15.00		CASH	PORCH ROOF AND DOG KENNEL	SELF	
10/19/2022	9020	80885	GIBSON, ALVIN	535 BEVERAGE KNOB RD, CRAWFORD, WV 26343	\$2,500.00	\$15.00		CHECK	10' X 24' LEAN-TO ON EXISTING BUILDING	SELF	
10/19/2022	9021	12784	CURRENCE, TERRINDA M	48 NORA WAY, BUCKHANNON, WV 26201	\$6,800.00	\$15.00		CASH	NEW ROOF	RINEHART CONSTRUCTION, PO BOX 373, WESTON, WV 26452	
10/19/2022	9022	2719	ADOLFSON, KAYLA	2223 KESLING RIDGE RD, BUCKHANNON, WV 26201	\$14,983.02	\$15.00		OL	BASEMENT WATER MANAGEMENT	JES CONSTR LLC, DBA BASEMENT AUTHORITY, 1807 W PIKE ST SUITE C, CLARKSBURG, WV 26301	
10/20/2022	9023	N/A	CRAWFORD, REGINA	123 CAMP RD, BUCKHANNON, WV 26201	\$500.00	\$15.00	\$75.00	CHECK	GARDEN FENCE ON FEMA LOT	SELF	FLOODPLAIN: CONDITIONAL
10/24/2022	9024	6573	DAVIS, THOMAS W	47 PICKETT RD, BUCKHANNON, WV 26201	\$125,000.00	\$15.00		CHECK	1,100 SQ FT ONE BEDROOM NEW HOME	SELF	
10/25/2022	9025	10114	COES COUNTRY STORE	1599 ALEXANDER RD, FRENCH CREEK, WV 26218	\$25,000.00	\$15.00		CASH	REMODELING BAR INTO CONVENIENCE STORE	SELF	
10/25/2022	9026	6976	FREEMAN, CHAD	88 ORR ST, BUCKHANNON, WV 26201	\$9,000.00	\$15.00		OL	NEW ROOF	ELITE ROOFING LLC, 5054 ELKVIEW RD, ELKVIEW, WV 25071	
10/25/2022	9027	1830	CORNETT, PETER	352 EV UNBRETH ACRES RD, BUCKHANNON, WV 26201	\$14,000.00	\$15.00		OL	NEW ROOF	ELITE ROOFING LLC, 5054 ELKVIEW RD, ELKVIEW, WV 25071	
10/31/2022	9028	8693	STUMP, JANET	154 GREATHOUSE RD, BUCKHANNON, WV 26201	\$8,449.00	\$15.00		CHECK	REPLACE EXISTING SHOWER BASE WITH ACRYLIC SHOWER AND SURROUND WALL	OHIO BATH SOLUTIONS DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
10/31/2022	9029	8712	OLDAKER, DONALD AND SHARON	71 JOLYNNE DR, BUCKHANNON, WV 26201	\$8,416.00	\$15.00		CHECK	REPLACE EXISTING TUB WITH ACRYLIC SHOWER BASE AND SURROUND WALL	OHIO BATH SOLUTIONS DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
					TOTAL	TOTAL	TOTAL				
					\$425,770.44	\$255.00	\$75.00				
					GRAND PROJECT TOTAL	GRAND BP TOTAL	GRAND FP TOTAL				
					\$1,079,304.19	\$480.00	\$300.00				

WV E-File is Coming Soon to Upshur County



<https://efile.courtswva.com>

**Attorneys must
E-File as of
Nov. 7, 2022**

**Attorneys must
E-File as of
Nov. 7, 2022**

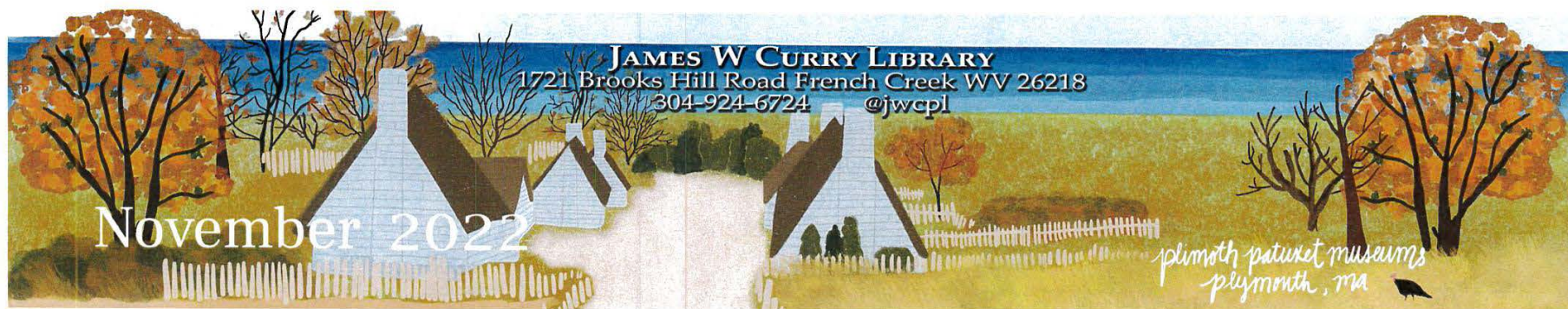
Access E-File Training Guides



Access E-File Training Webinar



For more information visit: www.courtswv.gov/e-file



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	SATURDAY DECEMBER 3RD 2:30 - 5:30 PM REGISTRATION REQUIRED CALL FOR INFO	1 	2	3 LIBRARY CLOSED 1:30 - 3:30 HOUSE MEETING RCE	4	5 LIBRARY CLOSING EARLY 2:30 PM
	7		9	10		12
13	14	15 	16	17	18	19 6TH ANNUAL "OPOLY FEST" 1:30-3:30
20	21 LIBRARY CLOSED	22 LIBRARY CLOSED	23 LIBRARY CLOSED			26 LIBRARY CLOSED
27	28	29 	30			

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, November 3, 2022***

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

Please join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/443910693>

You can also dial 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. Recognized Guests

- B.1 The Dickens Christmas Fair- Becki Westfall
- B.2 Sadie Nichols- West Virginia Wesleyan College Student Senate Representative

C. Department & Board Reports

- C.1 Public Works Director- Jerry Arnold
- C.2 Finance Director- Amberle Jenkins
- C.3 Fire Chief- JB Kimble
- C.4 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Red Ribbon Week Proclamation

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 10/06/2022, 10/18/2022, Special 09/21/2022, 10/21/2022
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Dickens Christmas Fair Event Presentation
- F.2 Approval Ordinance No. 461 Stockert Youth & Community Center Membership Reduction & Meeting Schedule
2nd/Final Reading
- F.3 Approval Resolution 2022-09 Budget Revision #2 General Fund FY 2022/23

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 David McCauley
- G.3 Jack Reger
- G.4 David Thomas
- G.5 CJ Rylands
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

Posted 10/31/2022

Elkins Road Public Service District
Board of Directors' Regular Meeting
October 4, 2022

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, October 4, 2022.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair--Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

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

Phone in participants: Greg Belcher, CTG; Cary Smith Region VII

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

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of September 6, 2021 Regular Monthly Meeting were presented for approval. Carey Wagner made a motion to approve the minutes. David Burr seconded. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. Carey Wagner made a motion to approve the financial report and pay the bills to date. Seconded by David Burr. Motion carried

ARPA AGREEMENT W/COUNTY

Tabled until next meeting by a motion made by Carey Wagner. Seconded by David Burr. Motion carried

ARPA PROCUREMENT

Tabled until next meeting by a motion made by Carey Wagner. Seconded by David Burr. Motion carried

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented Request # 27 in the amount of \$63,995.20 for IJDC. David Burr made a motion to approve and make payments. Wendell Grose seconded. Motion carried

Elkins Road Public Service District
Board of Directors' Regular Meeting
October 4, 2022

PHRASE III EXTENSION PROJECT (con't)

Greg Belcher sent an email with specs for and to clarify that we do need a two inch tap for the meter bench in order to have the volume needed to test meters. The Board and Greg discussed the best way to achieve this so that it can be completed in a timely manner and what funds should be used.

UPDATE ON LEAD LINE SURVEYS

Linzy told the Board that all Lead Line Surveys had been mailed out and that we were already seeing a good return on them.

OTHER GUESTS

Jerry Wamsley attended the meeting and when asked if he had anything he wanted to ask the Board he said no he was just attending.

MAINTENANCE

Dave Wamsley gave the September Maintenance Report. For the last four or five weeks our daily usage from the City has dropped dramatically and has held within the range it should be consistently. The Board thanked Dave for all of his work in finding and getting these leaks repaired to get our water loss under control.

Winterization was discussed and the yearly inspection of all of the generators which is still under warranty with Palco.

PERSONNEL

Carey Wagner made a motion to move into Executive Session at 6:01 p.m. under WV Code 6-9A-4. Carey Wagner made a motion to move out of Executive Session at 6:50 p.m. Seconded by Wendell Grose. Motion carried. No decisions were made during executive session. The Board approved pay increases for the employees and an additional day for personal/sick days bringing them from 6 a year to 7 a year.

Elkins Road Public Service District
Board of Directors' Regular Meeting
October 4, 2022

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Wendell Grose.** Meeting adjourned at 6:50 p.m.

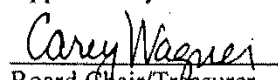
The next meeting will be held on Tuesday, November 1, 2022 at 5:00 p.m.

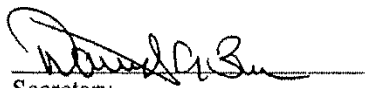
Respectfully submitted:

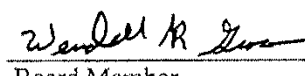
ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
David Burr


Board Member
Wendell R. Grose

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting	Regular Monthly Meeting	Start Time	5:00 PM
Date	Tuesday, October 4, 2022	Place	P.S.D. Office 133 Fallen Road, Buckhannon

Meeting Called to Order by Chairperson	6:00 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 - September 6, 2022 Regular Monthly Meeting	Vote
Treasurer Report/Payment of Bills for October/bal of September Invoices	Vote

ITEMS FOR DISCUSSION

ARPA Agreement W/County	Vote
ARPA Procurement - Waugh Tank Overflow	
Fire Hydrant Replacement	
System Leak Survey	
Ridgeview Lane Engineer Study	

Update on Lead Line Surveys

Phase III Extension Project Update	Vote
Invoice payment approval	
Progress Reports & Discussion	
Change Orders	
Project Underruns & Proposed Use	
Master Meter Backflow	

Maintenance Report
Leak Detection
Winterizing

Personnel	Vote
Reviews	

Date & Time of November 2022 Meeting - Tuesday, November 1, 2022 @ 5:00 pm

Adjournment	Vote
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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!!!! ☺)

Rough Draft Prepared by Office Manager September 16, 2022
Prepared by Board Chair and Office Manager September 26, 2022
Posted and Available to the Public on September 30, 2022

Sign In Sheet

[illegible]