

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: September 15, 2022
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 8, 2022
- 9:15 a.m. Consider retiring K9 Unit AJ, effective September 18, 2022 and transferring the ownership to Lt. Marshall Powers. * Page 4
- 9:30 a.m. Review the Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed on August 15, 2022 – Case Number 041422-01 (Meade Tax District – Tax Map 1 – Parcel Number 130) owned by Valusia Ventures, LLC and consider Order Adopting Enforcement Agency Findings. This property is located at 289 Millertown Road. * Page 5
- 9:45 a.m. Discussion regarding appointment of a successor to Terry B. Cutright, County Commissioner. Discussion may lead to an appointment*
Item may lead to Executive Session per WV Code §6-9A-4

Items for Discussion / Action / Approval:

1. Reading and approval of a Proclamation declaring September, 2022 as National Preparedness Month in Upshur County. * Page 6
2. Approval of Financial Statement – Fiscal year ended June 30, 2022. * Under separate cover
3. Approve Election Officials, Alternates, and Emergency Ballot Commissioners for the November 8, 2022 General Election. * Under separate cover
4. Review and signature of Renewal Agreement between the Upshur County Commission and Quality Home & Office Cleaning for janitorial services effective November 1, 2022 and continuing through October 31, 2023. Per the renewal clause, Owner and Contractor agree **all terms** set forth in the Agreement dated October 14, 2021 are in full force and effect. Owner shall pay the Contractor upon completion of all work no more than the sum of forty thousand six hundred sixty-four dollars and forty cents (\$40,664.40). * Pages 7-13
5. Approval of advertisement for a temporary part-time position at the Lewis-Upshur Animal Control Facility. Applications must be received by 4:00 p.m. on Friday September 30, 2022. * Page 14

6. 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. Public Notices:

a) Newsletters and/or Event Notifications:

b) Agendas and/or Notice of Meetings:

- | | | |
|--|--------------------|-------------------------|
| • Upshur County Family Resource Network | September 12, 2022 | Page 15 |
| • Upshur County Convention & Visitors Bureau | September 14, 2022 | Page 16 |
| • City Council of Buckhannon | September 15, 2022 | Page 17 |

Meeting Minutes:

- | | | |
|---------------------------------------|----------------|-----------------------------|
| • Elkins Road Public Service District | August 2, 2022 | Pages 18-19 |
|---------------------------------------|----------------|-----------------------------|

c) Meetings: *CHANGES ARE NOTED IN BOLD TYPE

Banks District Volunteer Fire Department	Thu	9/1/2022	7:00 PM
City Council of Buckhannon	Thu	9/1/2022	7:00 PM
Selbyville VFD	Thu	9/1/2022	7:00 PM
Adrian PSD	Thu	9/1/2022	3:00 PM
Upshur-Buckhannon Board of Health	Thu	9/1/2022	6:00PM
Elkins Road PSD	Tue	9/6/2022	5:00 PM
Upshur County Safe Sites & Structures Enforcement Board	Thu	9/8/2022	3:00 PM
Buckhannon VFD	Thu	9/8/2022	7:30 PM
UCDA-Executive Board Meeting	Thu	9/8/2022	7:00 AM
Region VI Local Elected Officials-Stonewall Jackson Resort	Fri	9/9/2022	11:00 AM
Washington District VFD	Sun	9/11/2022	6:00 PM
Upshur County Family Resource Network	Mon	9/12/2022	12:00 PM
Upshur County Solid Waste Authority	Mon	9/12/2022	4:30 PM
Buckhannon-Upshur Recreational Park Advisory Board	Mon	9/12/2022	5:30 PM
Buckhannon-Upshur Airport Authority	Mon	9/12/2022	4:00 PM
Hodgesville PSD	Tue	9/13/2022	4:00 PM
Adrian VFD	Tue	9/13/2022	7:30 PM
Upshur County Senior Center Board	Tue	9/13/2022	12:00 PM
Warren District VFD	Tue	9/13/2022	7:00 PM
Upshur County Convention and Visitors Bureau	Wed	9/14/2022	3:00 PM
Tennerton PSD	Wed	9/14/2022	3:00 PM
Buckhannon-Upshur Chamber of Commerce	Wed	9/14/2022	12:00 PM
Ellamore VFD	Wed	9/14/2022	7:00 PM
Buckhannon River Watershed Association	Wed	9/14/2022	6:00 PM
Upshur County Farmland Protection Board 3rd Thursday	Thu	9/15/2022	6:00 PM
Upshur County Youth Camp Board	Thu	9/15/2022	6:30 PM
Wes-Mon-Ty Resource Conservation & Development Council	Fri	9/16/2022	10:00 AM

Upshur County Fire Board, Inc. @ Banks District VFD	Tue	9/20/2022	6:30 PM
Upshur County Public Library Board	Wed	9/21/2022	4:00 PM
Lewis Upshur LEPC-Upshur Co. Location	Wed	9/21/2022	12:00 PM
UC Enhanced Emergency Telephone Advisory Board	Tue	9/27/2022	3:00 PM
Upshur County Fire Fighters Association	Wed	9/28/2022	7:00 PM
Lewis-Upshur Community Corrections Board *@Lewis County Day Report Center	Mon	10/17/2022	6:00 PM

2. No 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
September 22, 2022 — 9:00 a.m.
Upshur County Courthouse Annex

Upshur County Sheriff's Office

Virgil D. Miller, Sheriff

Heather D. Sparks

Chief Deputy
Tax Division

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

J. Michael Coffman

Chief Deputy
Law Enforcement

September 13, 2022

Upshur County Commission
Upshur County Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dear Commissioners:


This letter is to inform you of the impending retirement of our K-9 Unit AJ.

The retirement of K9 AJ, age 8 ½ years old will be effective September 18, 2022 at 0000 hours.

I am requesting the transfer of ownership of K9 AJ from the Upshur County Sheriff's Office to Lt. Marshall Powers. Lt. Powers had been the handler of K9 AJ since purchased by the department. AJ has been a valued asset to the Sheriff's Office and neighboring counties. We are in the process of finding a replacement for AJ.

Thank you for your consideration and support.

Respectfully,



Virgil D. Miller

Upshur County Sheriff

Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex

91 West Main Street Buckhannon West Virginia 26201

2022 AUG 16 P 1:01 PM Phone: (304) 472-0535 Fax: (304) 472-2399

UPSHUR COUNTY CLERK
BUCKHANNON, WEST VIRGINIA

August 15, 2022

Valusia Ventures, LLC
P O Box 100
Princeton, WV 24740


Subj: Petition for Order --- Case Number: 041422-01

The purpose of the Upshur County Safe Structures and Sites Ordinance is to promote the public safety and welfare of the residents of Upshur County. Based upon the numerous visits and investigation of the above referenced property (Meade Tax District -Tax Map 1 - Parcel Number 130), please be advised that the Enforcement Board would request, pursuant to Article 4 of said Ordinance, an order of the Upshur County Commission requiring clean-up of the property. Specific findings and recommendations would include the following:

- Correction of any health and safety hazards, including but not limited to the removal and proper disposal of any debris, trash, junk vehicles and/or removal and proper disposal of any environmental hazards.
- Structure needs torn down and cleaned up

Please be advised that unless the property owner or owners would file a written request for a hearing with the Clerk of the County Commission of Upshur County, 40 West Main Street, Room 101, Buckhannon, West Virginia, 26201, within twenty (20) days of receipt of this petition, an order will be issued by the County Commission implementing the above recommendations.

It is the desire of the members of the Enforcement Board that this matter be completed in a manner that is convenient and efficient for all involved parties. Thank you for your assistance and cooperation.


Gregory B. Harris
Compliance Officer





Proclamation

***WHEREAS**, National Preparedness Month, occurring annually in September since the tragic events of September 11, 2001, creates an ideal opportunity for every resident of Upshur County, West Virginia, to join citizens across the United States in preparing their homes, businesses, and communities for any type of emergency, including natural disasters and potential terrorist attacks; and*

***WHEREAS**, the Federal Emergency Management Agency announced the 2022 National Preparedness Month theme of "A Lasting Legacy. The life you've built is worth protecting. Prepare for disasters to create a lasting legacy for you and your family." and www.ready.gov provides free resources; and*

***WHEREAS**, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and*

***WHEREAS**, all residents of Upshur County, West Virginia, are urged to plan ahead for disasters and encourage their family and friends to also do so by making a plan, building a kit, preparing youth, participating in neighborhood preparedness activities, registering their contact information in the NIXEL community alert system, visit the Upshur County Department of Homeland Security and Emergency Management (DHSEM) Facebook Page and www.ready.gov for updates and disaster preparedness information; and*

***THEREFORE, BE IT RESOLVED** that the UPSHUR COUNTY COMMISSION, West Virginia, in a regularly scheduled meeting held on September 15, 2022, hereby proclaims September 2022 as National Preparedness Month, and calls on all government agencies, private organizations, and the citizens and businesses of Upshur County to develop their own emergency preparedness plan, and work together toward creating a stronger, more resilient community.*

Signed this 15th Day of September, 2022

Kristie G. Tenney, President
Upshur County Commission

Samuel R. Nolte, Commissioner

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

Date: September 15, 2022

THIS RENEWAL is by and between the County Commission of Upshur County, West Virginia ("OWNER") and Quality Home & Office Cleaning ("CONTRACTOR") for janitorial services located within Upshur County, West Virginia. Per the renewal clause, Owner and Contractor agree ***all terms*** set forth in the Agreement dated October 14, 2021 are in full force and effect for another one-year period effective November 1, 2022 and continuing through October 31, 2023.

The following documentation shall be provided to the Owner immediately. Updated documents must be received by the Owner prior to expiration of the policy or renewal of the Agreement each year that the Agreement remains in effect.

- Certificate of Insurance with at least \$1,000,000 in general liability coverage.
- Surety Bond
- Affidavit of Non-Collusion
- Contractor's Certification of Eligibility

Any person(s) assigned to perform tasks within the agreement on behalf of the Contractor will be required to submit to an applicant background check and NCIC background check (E-911 Center only). Initial background checks conducted at the time of contract signing and during the first 30 days will be paid for by the Upshur County Commission. Additional background checks initiated after the first 30 days of the commencement of the contract will be invoiced to the Contractor or credited to the next invoice for services. Employees shall not begin work until after a satisfactory background check result is received.

Owner shall pay the Contractor upon completion of all work no more than the sum of forty thousand six hundred sixty-four dollars and forty cents (\$40,664.40) for general janitorial services outlined on pages 3 and 4 of this Renewal. Additional services, such as COVID-19 sanitation, more frequent cleanings and/or additional locations are not included in this price.

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

- 1) Contractor has examined and studied any documentation related to the scope of work for this project as outlined in Section 1 of the agreement dated October 4, 2021. Such documentation is sufficient to indicate and convey understanding for performance and furnishing of the work.
- 2) Contractor has visited the sites and/or is familiar with and is satisfied as to the general or local site conditions that may affect cost, process and performance of the work.

- 3) Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
- 4) Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

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

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

This Renewal will be effective on the 16th day of July, 2020.

OWNER:

County Commission of Upshur County

By: _____
 Name: Kristie G. Tenney
 Title: Commission President

Attest: _____

Address for Giving Notices:

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

Telephone: 304 / 472.0535
 Facsimile: 304 / 473.2802

Greg Harris, Facility Supervisor
(304) 613-1801

CONTRACTOR:

Quality Home & Office Cleaning

By: _____
 Name: L. Jane Cutlip
 Title: Owner

Attest: _____

Address for Giving Notices:

34 Boggess Street
 Buckhannon, WV 26201

Telephone: (304) 644-6476
 Facsimile: N/A

**Upshur County Commission
Janitorial Services Contract**

SCOPE OF WORK

The Upshur County Commission will provide all cleaning agents, paper products, and equipment necessary to complete these tasks. Any person(s) assigned to perform these tasks on behalf of the Contractor will be required to submit to an applicant background check and NCIC background check (E911 Center only).

Daily Objectives:

- The following tasks are to be completed each day services are rendered:
- Cleaning & sanitizing all counters, sinks, door handles, toilets and shower stalls (where applicable)
 - Clean and disinfect all waiting area/reception/conference area seats and furniture
 - Sweep/mop all hard surface floors
 - Vacuum all carpet and rugs
 - Restock paper towels, toilet paper, hand soap, sanitizing cloths
 - Remove and dispose of all trash and recyclables; replace all trash liners
 - Windex all glass doors, partition windows and mirrors
 - Clean and polish drinking fountains
 - Shut off all interior lights
 - Close and lock all designated interior doors
 - Ensure all exterior doors are properly closed and locked
 - Report any maintenance needs to the Facilities Director, such as damaged tiles, loose door knobs, broken toilet seats, etc.

Bi-monthly Objectives:

- Dust all shelves, vents, ledges, electronics, pictures, wall hangings, etc.
- Clean interior windows, blinds and windowsills
- Clean all baseboards to remove dust, spots and splash marks
- Remove cobwebs, spots, stains and marks from walls, doors and door frames
- Inventory all cleaning agents and paper products; order materials through an approved vendor in coordination with the Facilities Director.

The buffing/polishing of the tile floor areas in the Courthouse is to be completed on a semi-annual basis or when requested by the Upshur County Facilities Director or his/her designee:

Throughout the contract period, a monthly walk-through will be conducted with the Contractor and Facilities Director or his/her designee.

Janitorial closets are provided for the use of the contractor in conjunction with the other housekeeping staff employed by the Commission. The Contractor shall maintain these spaces so they are clean, orderly, safe and free of fire and health safety hazards. These areas shall be secured when not in use.

This specification covers janitorial services for the following locations on the specified days:

1. E-911 Communication Center located at 181 Pallottine Drive – Weekly on Tuesday and Friday during the evening hours
2. Upshur County Administrative Annex / WVU Extension Office Building located at 91 West Main Street – Weekly on Tuesday and Friday
3. Upshur County Courthouse located at 40 West Main Street – Monday through Friday beginning at 3 p.m. in the County Clerk / Bookkeeping Office and continuing through the evening hours after the Courthouse is closed.
4. Additional properties may be included on an “as needed” basis at which time a monthly price will be negotiated between the Contractor and the Upshur County Commission.

<u>Location</u>	<u>Monthly Price</u>	<u>Initial</u>
E-911 Communication Center (twice a week)	\$ 446.00	_____
Administrative Annex/WVU Extension (twice a week)	\$ 446.00	_____
Upshur County Courthouse (five days per week)	\$ 2,496.70	_____
Total Monthly Price	\$ 3,388.70	_____

Contractor's Certification of Eligibility

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

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

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

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

Signature

Date

Affidavit of Non-Collusion

Upshur County, WV
Janitorial Contract

State of _____
County of _____

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

Said vendor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the Pest Control Contract in Upshur County, WV.

Vendor

Name and Title of authorized representative

State of _____
County of _____

The foregoing affidavit was acknowledged before me this ____ day of _____,
2021 by _____ representative for _____.

Notary

Commission expiration date

(seal)

CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Garlow Insurance Agency P O Box 5052 Charleston WV 25361		CONTACT NAME: Jackie Fitch PHONE (A/C, No, Ext): (304)347-8972 FAX (A/C, No): E-MAIL: jackie@garlowinsurance.com ADDRESS:	
INSURED Quality Home & Office Cleaning WV, LLC Leola Cutlip D/B/A 34 Boggess St Buckhannon WV 26201-2145		INSURER(S) AFFORDING COVERAGE INSURER A: Erie Ins Prop & Cas Co NAIC #: 26830 INSURER B: FLAGSHIP CITY INS CO 35585 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	Q36-5120161	12/01/2021	12/01/2022	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1000000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 \$ \$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		Q36-5170224	12/01/2021	12/01/2022	EACH OCCURRENCE \$ 1000000 AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	Q96-5100785	12/01/2021	12/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
	Employees Dishonesty					\$250 Deductible \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

REQUEST FOR APPLICANTS

TEMPORARY PART TIME POSITION (19.5 hours per week)

LEWIS-UPSHUR ANIMAL CONTROL FACILITY

The Upshur County Commission is seeking qualified applicants for a temporary part-time position at the Lewis-Upshur Animal Control Facility. The position is expected to last for up to eight weeks, beginning around the middle of October. The successful applicant will regularly work three days per week, mostly week days; however, occasional weekends and select holidays will be required. Duties include, but are not limited to: providing general care to animals, cleaning dog kennels and cat cages, assisting the Facilities Director with vaccinating and medicating animals, assisting the public on-site and via telephone, executing adoption contacts and coordinating animal needs with other staff members, volunteers, veterinary offices and adopters. Applicants must be able to communicate and work well with the public. Writing, typing and computer skills are necessary to perform the duties of the position.

- ★ This position involves lifting 50+ pounds on a regular basis
- ★ A background check will be conducted
- ★ Must possess a valid driver's license and good driving record
- ★ Must have a High School Diploma or GED

Applications may be picked up at:
Upshur County Administrative Annex
91 W. Main St., Suite 101
Buckhannon, WV 26201

Application and resumes must be received by 4:00 pm on September 30, 2022. Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, gender identity, sexual orientation, disability, age or handicap. Upshur County has established a drug free and tobacco free work environment.

Please see www.upshurcounty.org for a PDF application.

Publish: 9/17/22, 9/21/22, 9/24/22



PO Box 2115 / 79 East Main Street, Buckhannon, WV 26201
(304) 473.1051 upshurfrn@yahoo.com

UCFRN General Membership Meeting ~ Zoom

September 12, 2022 12:00 PM

Agenda Topics

- Introduction and opening prayer
- Updates:
 - Nacho Average Family Game Night – 19th (need volunteers)
 - Family Social – 26th
 - Trunk or Treat – TBD
 - Healthy Grandfamilies
- Special Guest: Joyce Harris-Thacker, Communities in Schools, Buckhannon-Upshur Middle School
- Information Sharing
- Any other information Lori or board forgot

****UCPIP meeting approximately 1:00-1:15p (immediately after meeting)**

Next meeting TBD

Upshur County Convention & Visitors Bureau

September 14, 2022 Agenda

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
 - WAMSB updates
 - CVB Accreditation & Auditor Reports
 - Advertising Updates: social media, e-news, regional partnerships
 - Weekend Hours
- Event Center Director Report
 - Event Center Committee report
 - Hiring
 - Pricing
 - Operations status
 - Past / Upcoming Events
- Old Business:
- New Business:
- Motion to Adjourn Meeting

NEXT MEETING: October 12th, 2022

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, September 15, 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/804282709>
You can also dial in using your phone United States: +1 (872) 240-3212 Access Code: 804-282-709

- 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 Loretta Dawson, Linda Hinter, April Wallace & Christine Mundy: The Elizabeth Zane Chapter Daughters of the American Revolution-Constitution Week Proclamation & American Indian Heritage Month Proclamation
 - B.2 Rusty Webb-The Webb Law Centre, PLLC
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - C.3 Police Chief- Matthew Gregory
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 COB is Hosting the West Virginia Municipal League October 20th & 21st
City Council Meeting Rescheduled to Tuesday, October 18, 2022 at 7:00PM
 - D.2 Trunk-or-Treat October 28, 2022 6:30-8:30pm at the Public Safety Complex
 - D.3 FOIA Request from SmartProcure for PO/Vendor Information
 - D.4 2022 State Auditor's Training Seminar
 - D.5 Notice to Proceed Design Phase of the Poundstone Riverwalk Trail Transportation Alternative Project
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 09/01/2022
 - 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 Approval of Opioid Litigation Settlement Documents
 - F.2 Recommendation Appointment of Jody Light to the Buckhannon Housing Authority Board of Commissioners-5 Year Term ending 06/30/2027
 - F.3 Approval Updated Employee Handbook
 - F.4 Approval Legal Services Agreement- City Attorney Tom O'Neill Status Change from Employee to Contracted
 - F.5 Discussion/Possible Vote To Accept & Authorization for Mayor to Sign Coronavirus Relief Fund Agreement-Upshur County Commission ARPA Fund Allocation towards the construction of a Fire Training Facility
 - F.6 Approval Financial Statement Period Ending 06/30/2022
 - F.7 Recommendation from Colonial Arts Center Board to Accept & Authorization for Mayor to Sign Consulting Agreement
 - F.8 Approval Set Date and Time for Trick-or-Treat in City Limits Monday, October 31, 2022 6:00pm-7:30pm
- 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. Executive Session Per WV Code § 6-9A-4- Personnel Matters**
- J. Adjournment**

Posted 09/12/2022

Elkins Road Public Service District
Board of Directors' Regular Meeting
August 2, 2022

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, August 2, 2022.

Chair, Carey Wagner, called the meeting to order at 5:02 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner (Phone in), 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 with Region VII attended in person.

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

Recognize that three (3) customers were present.

APPROVAL OF MINUTES

Minutes of June 12, 2021 Regular Monthly Meeting were presented for approval. David Burr made a motion to approve the minutes. Carey Wagner 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

JOSH RINGER – DEVELOPMENT ON WAGNER ROAD

Josh Ringer was a no show

KEN WESTFALL & KAREN WEAVER – CONTINUATION OF WATER UP GORMLEY RD

Ken Westfall and Karen Weaver attended to the meeting to ask about the continuation of water out the Gormley Road to Boy Scout Camp Road; would have to be another extension. But mainly he wanted to know what he would have to do to get water to both his house and his brother's house. We explained we would take a look at what could be done and get back to him.

LEAD/COPPER PLAN

We have prepared a form that will be sent out in September to all of our customers. Dave Wamsley will work with BPH to revise the Lead/Copper sampling that has to be done on our system to meet the new guidelines.

Elkins Road Public Service District
Board of Directors' Regular Meeting
August 2, 2022

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented Request # 25 in the amount of \$58,906.67 for IJDC. David Burr made a motion to approve and pay. Carey Wagner seconded. Motion carried

Greg Belcher gave an update on the Back Flow prevention that will be installed at our Master meter from the City. He said the delay was being caused by the vault not being shipped and no shipment date being given. He was going to suggest that a letter be written by Pro Contracting to get a ship date in writing.

MAINTENANCE

Dave Wamsley gave the July Maintenance Report. He told the Board that the work that was to be done by Atlas Group LLC was taken care of at the booster on Ponderosa Drive. He also told the Board that Mike Wiley had not upgraded the electric yet.

There being no further business, the meeting adjourned on motion made by David Burr and seconded by Carey Wagner. Meeting adjourned at 6:30 p.m.

The next meeting will be held on Tuesday, September 6, 2022 at 5:00 p.m.

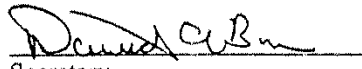
Respectfully submitted:

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 Grose