

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: May 5, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 28, 2022*

9:15 a.m. Dirk Burnside, Upshur County Emergency Medical Services Board of Directors representative -- Presentation of a Proclamation declaring the week of May 15th through 21st as Emergency Medical Services Week. * Page 5

9:30 a.m. Dirk Burnside, on behalf of the EETAB – Request for the County Administrator to be added as an ex-officio board member. *

9:45 a.m. Jennifer Bostian: UCDA Executive Director—Discuss the Leadership Upshur development program sponsorship tiers. *

Items for Discussion / Action / Approval:

1. Approval of Order appointing the Sheriff of Upshur County as the Administrator with the Will Annexed De Bonis Non for the Estate of Edward Walter Koba, deceased. * Page 6

2. Consideration and approval of updated hours of operation for James W. Curry Library. * Page 7

3. Review and approval of the everbridge quote in the amount of \$5,948.64 which includes one-year of service and a one-time implementation fee. This service is for the limited capacity free public notification system referred to as nixle 360. Upon approval, the ongoing annual fee will be \$5,508. * Under separate cover

4. ARPA Funding Review*

5. Request for Employment of Cindy M. Hughes as Assistant County Administrator, effective May 29, 2022. * Under separate cover

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

6. Review and approval of Administrative Assistant job description* Pages 8-11

7. Approval of employment of Buckhannon-Upshur Recreational Park Assistant Managers, effective May 16, 2022. * Under separate cover

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

8. Approval of employment of the Buckhannon-Upshur Recreational Park lifeguards, admissions and concessions workers, effective May 16, 2022. *

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

[Under separate cover](#)

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

For Your Information:

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

1. Correspondence from Melissa Garretson Smith, WV Courthouse Facilities Improvement Authority Executive Director, approving the 18th cycle CFIA Grant Project time extension and scope change. The contract date has been extended until October 31, 2022. Other items in original contract remain unchanged and in effect.

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2. Upshur County E911 Communication Reports – March, 2022

[Under separate cover](#)

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

3. Upshur County Mileage Reports – March, 2022

Pages 13-21

- Addressing and Mapping
- Community Corrections
- Dog Pound
- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

4. Upshur County Building & Floodplain Permits for the month of April, 2022

Pages 22-23

5. Public Notices:

- a) Newsletters and/or Event Notifications:
 - Art26201-Gary Schubert M.I.B. Gallery

April 29-May 14 [Pages 24-25](#)

- b) Agendas and/or Notice of Meetings:

- Elkins Road PSD
- City Council of Buckhannon
- City Council of Buckhannon*Special Session
- Community Corrections *Special Board Meeting
- Buckhannon-Upshur Chamber of Commerce
- City of Buckhannon *Rescheduled Meeting

May 2, 2022

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May 5, 2022

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May 9, 2022

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May 11, 2022

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May 17, 2022

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- City of Buckhannon * Meeting Cancelled

May 19, 2022

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Meeting Minutes:

- Region VII Planning & Development Council January 31, 2022 [Pages 32-35](#)
- Upshur County Parks and Recreation March 16, 2022 [Pages 36-38](#)
- Upshur County Emergency Telephone Advisory Board March 22, 2022 [Page 39](#)

c) Meetings:

- 05/03/22 5:00 p.m. Elkins Road PSD
- 05/05/22 7:00 p.m. Banks District VFD
- 05/05/22 7:00 p.m. City Council of Buckhannon
- 05/05/22 7:00 p.m. Selbyville VFD
- 05/05/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 05/05/22 3:00 p.m. Adrian PSD
- 05/09/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 05/10/22 4:00 p.m. Hodgesville PSD
- 05/10/22 7:30 p.m. Adrian VFD
- 05/13/22 7:00 a.m. Upshur County Development Authority – Full Board
- 05/10/22 12:00 p.m. Upshur County Senior Center Board
- 05/10/22 7:00 p.m. Warren District VFD
- 05/11/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 05/11/22 3:00 p.m. Tennerton PSD
- 05/11/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 05/11/22 7:00 p.m. Ellamore VFD
- 05/11/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 05/12/22 7:00 a.m. Upshur County Development Authority *Executive Board
- 05/12/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 05/12/22 7:30 p.m. Buckhannon VFD
- 05/08/22 6:00 p.m. Washington District VFD
- 05/09/22 12:00 p.m. Upshur County Family Resource Network
- 05/09/22 4:30 p.m. Upshur County Solid Waste Authority
- 05/09/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/09/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 05/17/22 6:30 p.m. Upshur County Fire Board, Inc.
- 05/18/22 4:00 p.m. Upshur County Public Library Board
- 05/18/22 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 05/19/22 6:30 p.m. Upshur County Youth Camp Board
- 05/19/22 5:00 p.m. Upshur County Farmland Protection Board
- 05/24/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 05/24/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 05/25/22 7:00 p.m. Upshur County Fire Fighters Association

6. Appointments Needed or Upcoming:

**None*

****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)

1. Correspondence from the Upshur County Firefighters Association requesting a Commission appointment to the newly created committee to address multiple critical issues the local fire departments are facing and assist in determining viable solutions. The committee will consist of two (2) private citizens; two (2) business representatives; and, two (2) elected officials, one (1) being from the Upshur County Commission and one (1) being from the Buckhannon City Council. (tabled on 4/21/22)

Next Regular Meeting of the Upshur County Commission

May 19, 2022 --- 9:00 a.m.

Upshur County Courthouse Annex

*****The Commission Meeting scheduled for Thursday, May 12, 2022 is CANCELLED*****

The County Commission will begin Canvassing for the May 10th Primary Election on Monday, May 16, 2022 starting at 9:00 a.m. in the County Clerk area



Proclamation

WHEREAS, emergency medical services are a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services have grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; and

WHEREAS, the year 2022 marks the fiftieth anniversary of Upshur County Emergency Medical Services Inc.

NOW, THEREFORE BE IT DECLARED, the UPSHUR COUNTY COMMISSION, West Virginia, hereby proclaims the week of May 15th through the 21st as Emergency Medical Services Week and is proud to honor these courageous individuals for their personal sacrifice and commitment to the safety of Upshur County residents and visitors and hereby encourages our community to observe this week with displays of appreciation for our emergency medical services.

Signed this 5th Day of May, 2022

Kristie G. Tenney, President
Upshur County Commission

Terry Cutright, Commissioner

Sam Nolte, Commissioner



Order

At a regular session of the County Commission of Upshur County, West Virginia, conducted on May 5, 2022, the following Order is entered in the matter of the Estate of Edward Walter Koba, deceased.

On March 4, 2022, the Last Will and Testament of Edward Walter Koba, late, a resident of Meade District, Upshur County, West Virginia, was admitted to record. And the whole of the said writing, including the signature, thereto, appearing to have been written by one and the same hand, and there being no attesting witnesses to said paper writing, and the execution of the whole of said paper writing including the body of the same, and the signature of the said Edward Walter Koba, thereto, in his own proper and genuine handwriting being proven by the testimony under oath, of C. Edward Vincent and H. Randall Roy, each of whom testified that they were well acquainted with the handwriting of Edward Walter Koba, and the whole of said paper writing, including the body thereof and the signature thereto, is in the proper and genuine handwriting of the said Edward Walter Koba. Being thus proven, the said paper writing was admitted to probate and record and filed as directed by law, as and for the Last Will and Testament of Edward Walter Koba, deceased.

On March 4, 2022, Catherine Grace Materne qualified as Executrix of the Estate of Edward Walter Koba, deceased, without bond, in accordance with Chapter 44, Article 1, Section 8, of the Code of West Virginia.

On March 28, 2022, the Executrix, Catherine Grace Materne, resigned as Executrix. With no successor administrator named in the Last Will and Testament, the Clerk of the County Commission notified the legal heirs of the resignation and advised that unless an heir or creditor requested appointment as Administrator, the Clerk would appoint the Sheriff of Upshur County as the Administrator De Bonis Non.

Therefore, on this day, May 5, 2022, in compliance with §44-1-9, the Clerk of the County Commission requests the Appointment of the Sheriff of Upshur County as the Administrator De Bonis Non with the Will Annexed, to serve without bond, and that; Daya Masada Wright be appointed as the Fiduciary Commissioner.

TESTE: Catherine Smith, CLERK

INTEROFFICE MEMORANDUM

TO: UPSHUR COUNTY COMMISSION
FROM: TABATHA R. PERRY, COUNTY ADMINISTRATOR *TRP*
SUBJECT: JAMES W. CURRY LIBRARY HOURS OF OPERATION
DATE: MAY 5, 2022
CC: JUDITH L. WILLIAMS, JAMES W. CURRY LIBRARY DIRECTOR; DEBBIE HULL,
DEPUTY COUNTY CLERK

Commissioners,

In order to best meet the needs of the Brooks Hill community while remaining as fiscally responsible as possible, Judith Williams, James W. Curry Library Director, and I recommend that the James W. Curry Library's operating hours be revised to the following, effective May 1, 2022:

Sunday – closed
Monday – closed
Tuesday – 9:00 am – 7:00 pm
Wednesday – closed
Thursday – 8:00 am – 6:00 pm
Friday – 8:00 am – 6:00 pm
Saturday – 8:00 am – 6:00 pm

Ms. Williams will be working four (4) ten (10) hour shifts to accommodate this change on Tuesday, Thursday, Friday and Saturday each week. Per the Employee Handbook of Personnel Guidelines, sick, vacation and holiday accrual and pay will remain the same.

Thank you for your support and understanding.

**Upshur County Commission
Job Description**

Job Title: Administrative Assistant
Department: Office of the County Commission
Reports To: County Administrator / Upshur County Commission / Asst. County Administrator
FLSA Status: Hourly – Non-Exempt
Prepared By: Carrie L. Wallace, County Administrator and Tabatha R. Perry, Assistant County Administrator
Prepared Date: April 25, 2022
Approved By: Upshur County Commission
Approved Date: May 5, 2022

Summary: At the direction of the County Administrator, Assistant County Administrator and the County Commission, provides administrative services for the County Commission by performing the following duties:

Essential Duties and Responsibilities

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Meets with, advises and receives direction from the Administrator, Assistant County Administrator, and Commission

Responds to and carries out directives of the Administrator, Assistant County Administrator, and Commission

In coordination with the Administrator and Assistant County Administrator, compiles agenda for meetings, acts as a facilitator for weekly and special County Commission meetings and generally prepares materials to appear before the Commission

Assists in preparing appropriate responses to various verbal and written inquiries

Assists in developing letters of support and other general written communications

Responds to telephone calls and office visits from the public, department heads and county employees

Monitors, records and processes the hotel/motel occupancy tax remittance, initiates disbursement of CVB's portion thereof

Processes accounts receivable including the City of Buckhannon Feline Activity, Family Court facilities, Fire Board's monthly postage, and the Office of Emergency Management office space

Compiles and inputs data for annual Motor Fuel Tax Refund reporting and completes reporting requirements

Updates the county website and social media pages

Initiates employee on-boarding tasks such as e-mail account creation, key card access, HR notifications, telephone directory, etc.

Manages key card access to the Courthouse and Annex (i.e. issuing key cards, disabling key cards, changing door lock times for elections)

Orders office supplies for Commission Office & other Departments as assigned

Assists in reaching Commission's short- and long-term goals and objectives

Completes various additional tasks to aid the County Administrator, Assistant County Administrator and the Commission

Performs other tasks as assigned by the County Administrator, Assistant County Administrator and Commission

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Technical Skills – Shares expertise with others.

Interpersonal Skills – Focuses on solving conflict; Maintains confidentiality.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; Responds well to questions; Demonstrates group presentation skills.

Written Communication – Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Maintains confidentiality.

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing – Prioritize and plans work activities; Uses time efficiently; Plans for additional resources.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Adaptability – Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; Ensures work responsibilities are covered when absent.

Dependability – Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Innovation – Generates suggestions for improving work; Develops innovative approaches and ideas.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

High School Diploma

Prior office experience is required, preferably in local government. A comparable amount of training and experience may be substituted.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference and mathematical fundamentals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word – Office Word Processing Software and Excel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.



**WEST VIRGINIA
COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY**
2003 QUARRIER STREET
CHARLESTON, WV 25311

L. D. EGNOR
CHAIRMAN EMERITUS

JOSEPH M. ALONGI
CHAIRMAN

April 28, 2022

Upshur County Commission
Attn: Kristie G. Tenney, President
91 West Main Street, Suite 101
Buckhannon, WV 26201

Re: 18th cycle CFIA Grant Project: 18cycUpshur2021

Dear President Tenney:

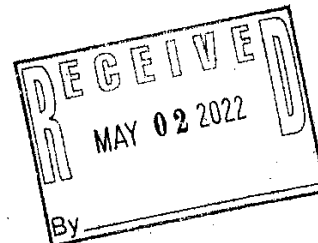
The WV Courthouse Facilities Improvement Authority Board of Directors held a meeting on Monday, April 11, 2022. At that time the Board considered your request for a time extension for your 18th cycle grant award and a scope change. Your time extension and scope change for this project were approved. Your contract date is now extended until October 31, 2022. The other items in your original contract remain unchanged and in effect.

Please be advised that quarterly progress reports must be submitted, as well as submitting a progress report with any reimbursement request. The quarterly reports are due by the 20th of the month following the end of each quarter. No more than three reimbursement requests are allowed to be submitted per grant. In addition, upon submitting a final request for reimbursement, please include a progress report and a project completion report. Feel free to call me at (304) 558-5435 if you have any further questions on this matter.

Respectfully yours,

A handwritten signature in cursive script that reads "Melissa Smith".

Melissa Garretson Smith
Executive Director





UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Addressing and Mapping

MONTH / YEAR:

March
2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Terri Jo Bennett	2021 Ford Exploer	1FMSK8BH7MGC39445			0	14.43 ^{3/4}
			1110	1667	0	16.13 ^{5/8}
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					557	30.56

[illegible]

MONTHLY MILEAGE LOG

MONTH / YEAR: March - 2022

GRAND TOTALS	
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Month/Year: March 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
	F250 Ford Truck	1FTSX21598EB86131	103,747	103,747	0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			Total Miles		0	



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year MARCH 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
	2019 Chevy 2500	2GC2KREG1121064	9432	9560	128	0
Steve Wykoff (3/17)	2019 Chevy 2500	2GC2KREG1121064	9560	9657	97	17.96
GRAND TOTALS					225	17.96

UPSHUR

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: March 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2020 F-250	IFT7XZB83LEE	10,110	10,914	804	22.81
Chris Alkire		84I72				20.75
Eric Poling						21.69
Loretta Koon						
GRAND TOTALS					804	65.25

Mar-22

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: March 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	2159	2796	637	48
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		637	48

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
APRIL 1, 2022 - APRIL 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
4/6/2022	8792	11091	EDGEELL, RAY	1893 BAILEY RIDGE RD, BUCKHANNON, WV 26201	\$575.00	\$15.00		CC	REPLACE ROOF	SELF	
4/7/2022	8793	NEW	MCVICKER, JOSEPH D	795 SWAMP RUN RD, BUCKHANNON, WV 26201	\$122,000.00	\$15.00		CHECK	28' X 56' NEW HOME	CLAYTON HOMES, 739 WINFIELD RD, ST ALBANS, WV 25177	
4/11/2022	8794	5709	MILLS, KEVIN	499 CUTRIGHT RUN RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		OL	BUILD DECK; ROOF OVER BACK DOOR ON SIDE OF HOUSE	SELF	
4/11/2022	8795	10699	STRAUSBAUGH, MAURICE R	46 VALLEY VIEW DR, HANOVER, PA 17331	\$30,000.00	\$15.00		CHECK	REPLACE FRONT PORCH; NEW SIDING, DOORS, WINDOWS; UPDATE ELECTRIC, PLUMBING, WATER	SELF	
4/11/2022	8796	NEW	BENDER, JAIME	5 OAK RD, BUCKHANNON, WV 26201	\$117,000.00	\$15.00		OL	NEW DOUBLE WIDE	CLAYTON HOMES, 400 CHAMPION DR, SOUTH CHARLESTON, WV 25309	
4/12/2022	8797	12780	BAIDEN, JONATHAN SLOAN	140 HILLCREST DR, BUCKHANNON, WV 26201	\$1,500.00	\$15.00		OL	BUILDING A DECK AROUND POOL	SELF	
4/12/2022	8798	16679	HALL, JENNIFER	3408 GOLF COURSE RD, MARTINSBURG, WV 25405	\$20,000.00	\$15.00		OL	ENCLOSE STRUCTURE AROUND CAMPER	SELF	
4/13/2022	8799	7089	HINKLE, BRIAN	111 CIRCLE DR, BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CHECK	ROOF; SOFFIT; FASCIA	JIMBO'S HANDS ON CONSTRUCTION, 52 WAGNER RD, ELLAMORE, WV 26267	
4/13/2022	8800	6256	BOYLE, FRANCIS X	2187 BUSH RUN RD, FRENCH CREEK, WV 26218	\$5,000.00	\$15.00		CHECK	12' X 20' SHED ATTACHED TO HOUSE; REPAIR SIDING; PAINT	SELF	
4/13/2022	8801	7336	ZICKEFOOSE, HAROLD	686 TALLMANSVILLE RD, BUCKHANNON, WV 26201	\$18,000.00	\$15.00		CASH	12' X 24' OUT BUILDING AND NEW ROOF ON HOUSE	SELF	
4/13/2022	8802	NEW	JOHNS, AARON B	59 UPPER DR, BUCKHANNON, WV 26201	\$250,000.00	\$15.00		CHECK	NEW RESIDENTIAL HOME	SELF	
4/14/2022	8803	5133	HOOVER, JOANN	736 SPRUCE FORK RD, BUCKHANNON, WV 26201	\$4,000.00	\$15.00		CASH	METAL ROOF	SELF	
4/14/2022	8804	NEW	GOETSCH, CARLEEN	236 PANTHER FORK RD, CRAWFORD, WV 26343	\$130,000.00	\$15.00		CHECK	1,475 SQ FT GUEST HOUSE	CMH HOMES, DBA CLAYTON HOMES, PO BOX 4098, MARYVILLE, TN 37802	
4/14/2022	8805	N/A	ALLSTAR ECOLOGY LLC	1582 MEADOWDALE RD, FAIRMONT, WV 26554	\$870,000.00	\$15.00	\$870.00	CHECK	STREAM RESTORATION AND ENHANCEMENT ALONG HACKERS CREEK, ROVERS RUN, AND UNNAMED TRIBUTARIES OF ROVERS RUN (3 CONSTRUCTION PHASES) TOTALING 29,078 FEET. WETLAND RESTORATION AND ENHANCEMENT ALONG A COMBINED 14.472 - ACRES OF WETLAND. THIS WILL INVOLVE RE-GRADING OF STREAM CHANNELS. BUILDING OF IN-STREAM HABITAT / FISH COVER, AND TREE PLANTING. NO BUILDINGS / STRUCTURES WILL BE CONSTRUCTED. .	SELF	YES
					TOTAL	TOTAL	TOTAL				
					\$1,585,075.00	\$210.00	\$870.00				

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
APRIL 16, 2022 - APRIL 30, 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	
4/18/2022	8806	NEW	OLDAKER, DANNY	91 MORGAN ADDITION RD, BUCKHANNON, WV 26201	\$7,000.00	\$15.00	\$75.00	CHECK	STORAGE BUILDING	SELF	FLOODPLAIN
4/18/2022	8807	10958	PAGE, STEVEN	377 SELBYVILLE RD, FRENCH CREEK, WV 26218	\$35,000.00	\$15.00		CHECK	ADDITIONS; REMOLELING; SIDING	SELF	
4/18/2022	8808	81356	HERMOSILLA, NICK	1800 BOY SCOUT CAMP RD, ELLAMORE, WV 26267	\$2,000.00	\$15.00		CHECK	STORAGE BUILDING (X 2)	SELF	
4/19/2022	8809	80366	T-MOBILE	49030 PONTIAC TRAIL, SUITE 100, WIXOM, MI 48393	\$15,000.00	\$15.00		OL	ANTENNA EQUIPMENT UPGRADE ON EXISTING CELL TOWER	KGPCO, 3305 HWY 60 WEST, FARIBAULT, MN 55021	
4/18/2022	8810	NEW	WILFONG, CHARLES II	27 TUCKER ST, BUCKHANNON, WV 26201	\$300,000.00	\$15.00		OL	NEW HOME CONSTRUCTION	KBAM BUILDERS LLC, 587 GLASSWORKS RD, BUCKHANNON, WV 26201	
4/21/2022	8811	81027	DEGARMO, CHEYENNE	558 REMINGTON LN, BUCKHANNON, WV 26201	\$7,500.00	\$15.00		CHECK	24' X 35' PORCH	SELF	
4/22/2022	8812	11581	NORRIS, REBECCA	155 IVANHOE RD, BUCKHANNON, WV 26201	\$20,000.00	\$15.00		CASH	ENCLOSE WALLS AND ADD ROOF TO BACK PORCH	SELF	
4/25/2022	8813	NEW	WORKMAN, SAMANTHA	PO BOX 398, BUCKHANNON, WV 26201	\$70,000.00	\$15.00	\$75.00	OL	SINGLE WIDE HOME	FREEDOM HOMES, PO BOX 398, BUCKHANNON, WV 26201	FLOODPLAIN
4/26/2022	8814	1154	DEAN, RANDY AND VANESSA	1160 TETER RD, BUCKHANNON, WV 26201	\$53,874.00	\$15.00		CHECK	ROOF MOUNTED SOLAR PANELS ON RESIDENCE	VENIA HAMILTON, DESIGN 1 GROUP, 498 INDUSTRIAL DR, BRISTOL, TN 37620	FLOODPLAIN: ALL ROOF WORK
4/26/2022	8815	NEW	SMITH, CHARLES R	97 JUSTAMERE LN, BUCKHANNON, WV 26201	\$340,000.00	\$15.00		CASH	NEW HOUSE WITH GARAGE	CHARLES R SMITH, 97 JUSTAMERE LN, BUCKHANNON, WV 26201	
4/26/2022	8816	NEW	MTN V	104 HELIPOINT LOOP RD, BRIDGEPORT, WV 26330	\$370,000.00	\$15.00		OL	EQUIPMENT SHOP	TKS CONTRACTING INC, 263 HIGH POINT DR, BUCKHANNON, WV 26201	
4/29/2022	8817	NEW	ZICKEFOOSE, KIRK	1382 CARTER STANLEY HWY, MCCLURE, VA 24269	\$1,500.00	\$15.00		CASH	14' X 24' BUILDING (CAMP)	SELF	
4/29/2022	8818	6285	HISSAM, ROBERT	394 PHIPPS FARM RD, FRENCH CREEK, WV 26218	\$29,000.00	\$15.00		CHECK	31' X 35' METAL GARAGE; 31' X 42' CONCRETE PAD; 24' X 40' RETAINING WALL	KBS CONTRACTING LLC, 165 HYRES DR, FRENCH CREEK, WV 26218	
4/29/2022	8819	7328	WELLS, GENE OR SARAH	44 OAKWOOD ST, BUCKHANNON, WV 26201	\$4,000.00	\$15.00		CHECK	8' X 12' WOOD SHED	SELF	
4/29/2022	8820	NEW	LOWTHER, ROBERT E	16702 CUSTER CT, WILLIAMSPORT, MD 21795	\$215,000.00	\$15.00		CASH	DOUBLE WIDE	CLAYTON HOMES INC, PO BOX 4098, MARYVILLE, TN 37802	
4/28/2022	8821	5117	BOYLES, KENNY AND ANDREA	338 DOE LN, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CHECK	ENCLOSE WALLS AND ADD ROOF ON EXISTING DECK	LEIGH ENTERPRISES LLC, 31 CRESCENT AVE, BUCKHANNON, WV 26201	
4/28/2022	8822	167	DEAN, LARRY OR MARY	391 TILLMAN LN, BUCKHANNON, WV 26201	\$20,000.00	\$15.00		CC	ADDING ENTRANCE ROOM, SMALL PORCH AND HANDICAP RAMP TO HOUSE	SELF	
4/28/2022	8823	7961	DETAMORE, NORMA	976 LITTLE SAND RUN RD, BUCKHANNON, WV 26201	\$1,000.00	\$15.00		CASH	NEW ROOF	SELF	
					TOTAL \$1,500,874.00	TOTAL \$270.00	TOTAL \$150.00				
					GRAND PROJECT TOTAL \$3,085,949.00	GRAND BP TOTAL \$480.00	GRAND FP TOTAL \$1,020.00				

[ART26201] ART26201 TO PRESENT EXHIBIT BY GARY SCHUBERT AT
M.I.B. GALLERY 4/29/22

art26201@googlegroups.com on behalf of ART26201 <admin@ART26201.com>

Wed 4/27/2022 11:12 AM

To: ART26201 <art26201@googlegroups.com>;

Hey Everyone - Just a reminder that Gary Schubert's exhibit at the M.I.B. GALLERY in the Colonial Arts Center starts this Friday, April 29, at 4 p.m. We hope you can join us for the artist's talk at 5 p.m.!

NEWS RELEASE:

ART26201 TO PRESENT "CARPE LUCEM" EXHIBIT BY GARY SCHUBERT AT M.I.B. GALLERY

M.I.B. GALLERY / COLONIAL ARTS CENTER

CARPE LUCEM

FRANCE IN SUPERBLUE



GARY SCHUBERT

ARTIST'S RECEPTION - APRIL 29, 2022 - 4 PM

SPECIAL INTRODUCTION BY THE ARTIST AT 5 PM (RESERVATIONS ARE RECOMMENDED AND CAN BE SENT TO INFO@ART26201.COM)

APRIL 29 - MAY 14, 2022 • GALLERY HOURS - FRI. & SAT., 4-8 PM



BUCKHANNON, WEST VIRGINIA, April 18, 2022—] ART26201 will present "CARPE LUCEM," a solo exhibition by WV artist Gary Schubert, Friday, April 29, 2022, at the M.I.B. GALLERY in the Colonial Arts Center. There will be an opening artist's reception from 4 to 8 p.m., and Schubert will give a special introduction at 5 p.m. Reservations are recommended for the artist's introduction, and they can be emailed to info@ART26201.com.

In addition to the opening event on April 29, the M.I.B. GALLERY will be open from 4-8 p.m. on April 30 and May 6, 7, 13 and 14.

All events at the M.I.B. GALLERY are free and open to the public. Significant financial assistance for the Colonial Arts Center Rehabilitation project has been provided by the West Virginia Department of Arts, Culture and History; ART26201; Buckhannon Community Theatre; West Virginia Split Rail; and the FirstEnergy Foundation.

About Gary Schubert:

Gary Schubert is an artist, painter, printmaker, photographer, digital artist, and art collector. Born in Wheeling and raised in Morgantown, WV, Schubert holds MFA (Master of Fine Arts) in Painting and MS (Master of Science) in Computer Science degrees from West Virginia University. He studied painting under Tom Nakashima and photography under Lucien Clergue. His work is in many private and public collections, including The Huntington Museum of Art and The Whitney Museum of American Art.

Schubert is a retired Professor of Art and Computer Science (Alderson Broaddus University). His favorite classes to teach are Media Computation, Digital Arts and Photography. He is a Senior Life Member of the Association for Computing Machinery and a SIGGRAPH Pioneer (Digital Effects, Inc. NYC). Additionally, he is a member of the Art Alliance of Central PA and on the Bellefonte Art Museum Artists Registry of Centre County Pennsylvania, as well as the West Virginia Artists Registry.

Artist's Statement:

My artwork is about the world of the mind, the world of science, and of course, the world of art. I work in many different traditional and non-traditional media, often blending them in new and experimental ways. My favorite genres are portrait, landscape, architecture, figure, and abstract. I try to have the light play a major part in my images. My hope is that the engaged viewer will respond to my work by finding in themselves an equivalent feeling to mine when I made these images.

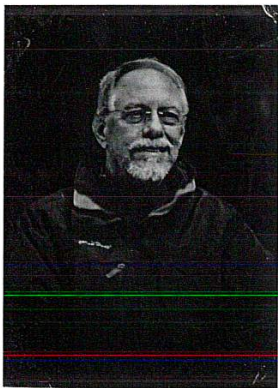
I am very interested in experimental and alternative techniques and processes for making art: InfraRed, Super Blue, Pinhole, Color Laser printing, Cyanotype, Van Dyke, and many others. I also collect art from student artists, my fellow artists, friends and instructors, unknown, famous, almost famous, and soon to be famous artists.

This show presents one of my favorite topics, France in SuperBlue. I am very experimental in my image-making and work in a variety of photo technologies, techniques, styles and looks. SuperBlue images are recorded by digital sensors recording only blue, infrared, and ultraviolet light.

About ART26201:

ART26201 is a non-profit organization whose mission is to "celebrate and promote the creative and inspirational opportunities in the Buckhannon community." For more information about ART26201 projects, and for ways to provide financial or volunteer support, email info@ART26201.com or visit their website at www.ART26201.com.

###



Artist, painter, printmaker, photographer, digital artist, and art collector Gary Schubert was born in Wheeling and raised in Morgantown, WV. His solo exhibit "CARPE LUCEM" opens April 29, 2022, at the M.I.B. GALLERY in the Colonial Arts Center.

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting	<i>Regular Monthly Meeting</i>	Start Time	<i>5:00 PM</i>
Date	<i>Monday, May 2, 2022</i>	Place	<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-Vacant			
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;			
System Operator-David Wamsley			
Recognize Current Customers			
Approval of Minutes - April 5, 2022 Regular Monthly Meeting			Vote
Treasurer Report/Payment of Bills for May/bal of April Invoices			Vote

ITEMS FOR DISCUSSION

WVCoRP Renewal for 2022 -2023 **Vote**
See renewal enclosed

American Rescue Funds - ARPA **Vote**
Review/Discuss UCC Approval

Bertis McCarty - WVVRA
Discuss New Lead and Copper Requirements

Phase III Extension Project Update **Vote**
Invoice payment approval
Progress Reports & Discussion
Change Orders
Project Underruns & Proposed Use
Waugh Tank Overflow
Master Meter Backflow
Man Door for Attached Storage Building

Maintenance Report

Quick DamageClaim/Lawsuits **Vote**

Date & Time of June 2022 Meeting - Tuesday, June 7, 2022 @ 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!!!! ☺)

*Rough Draft Prepared by Office Manager April 15, 2022
Prepared by Board Chair and Office Manager April 26, 2022
Posted and Available to the Public on April 29, 2022*

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, May 5, 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 John Waltz-Chairman of the Colonial Theatre Board
 - B.2 Dr. James Moore-President of West Virginia Wesleyan College
 - B.3 St. Joseph's Hospital Representative
 - B.4 Dr. Joseph Reed-Upshur County Tobacco Prevention Coalition
- 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 Letter from Upshur County Commission RE: Budget Allocation (\$25,000) to SYCC Capital Campaign FY 2023
 - D.2 Gateway West Phase III Transportation Enhancement- WVDOT ROW Encroachment Permit (CityA329)
 - D.3 Proclamation-National Small Business Week May 1-7
 - D.4 West Virginia Strawberry Festival Parade Schedule for Street Closures
 - D.5 CityPR: Mayor Skinner Joins Fred Brooks Garden Club to Celebrate Arbor Day
 - D.6 Letter from David McCauley-Gift Supporting to SYCC Capital Campaign
 - D.7 WVDEP Letter Regarding Operation Wildflower Program Close Out
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 03/17/22, 04/07/22, 04/21/22; Special 04/28/22
 - E.2 Approval of Building and Wiring Permits
 - E.3 Approval of Payment of the Bill
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 Colonial Arts Center Board Recommendation Consideration of Hiring of Managing Director
 - F.2 Request from UC Tobacco Prevention Coalition Placement of Signage –Anti-Smoking/Vaping Posters to Main Street Lamp Post during the WVSF & WAMSB Events
 - F.3 Approval of Purchase- Additional Materials- Turf Stabilization TRUEGRID Pavers in Jawbone Park
 - F.4 Approval Resolution 2022-02 Budget Revision #4 General Fund FY 21/22
 - F.5 Approval Ordinance No. 456 Establishment of the Buckhannon Parks and Recreation Advisory Board 1st Reading
 - F.6 Reschedule City Council Meeting Date of May 19 for Tuesday, May 17, 2022 at 7pm due to conflict with the WVSF Events
 - F.7 Approval of the Property Purchase Sales Agreement 10 East Lincoln Street
 - F.8 Approval Recommendation from Planning Commission to Amend Zoning Ordinance Section 502 R-2 General Residential District A to include Condominiums or other Unit Properties Ordinance No. 457 - 1st Reading
- G. Comments and Announcements**
 - G.1 Pamela Bucklew
 - G.2 C J Rylands
 - G.3 David Thomas
 - G.4 Jack Reger
 - G.5 Shelia Lewis-Sines
 - G.6 Randall Sanders
- H. Mayor's Comments and Announcements**
- I. Adjournment**

Posted 05/02/2022 Next Regular Scheduled City Council Meeting Tuesday, May 17, 2022

***Special Session of City Council of Buckhannon
3:00 P.M. in Council Chambers
Meeting Agenda for Monday, May 9, 2022***

- 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
 - B.1 Interview Candidates for Possible Hire of Probationary Police Officer
- C. Strategic Issues for Discussion and/or Vote
 - C.1 After Executive Session: Possible Hire of Probationary Police Officer
- D. Adjournment

Posted 4/28/2022

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program special board meeting will be held May 9, 2022 at 6:00pm at the Lewis County Day Report Center in Lewis County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

**COMMUNITY CORRECTIONS
Special Board Meeting Agenda
May 9, 2022**

Lewis County Day Report Center 6:00 P.M.

I. Handouts

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

II. New Business

- 1) Batterer's Intervention Prevention Class Update
 - Upshur/Lewis class started May 3, 2022
- 2) Home Confinement Update- Lewis-11 Upshur-26
- 3) Community Corrections Update
 - Referrals received since July 1, 2021, Upshur-81 Lewis-67 Total-148
 - Request to transfer Drew Pinkney from part-time to full-time Drug Court Counselor
 - Request from Barry Row to phase out of Drug Court Counselor position
 - Discussion/Request for employee raises
 - Request to advertise/interview/hire a full-time case aide
 - Grant Update

III. Next Meeting

- **July 11, 2022 at the Upshur County Day Report Center at 6:00 P.M.**

**Buckhannon-Upshur Chamber of Commerce
Meeting Agenda
May 11, 2022**

Welcome

Minutes

Financial Report

Old Business

- Pool Banner Project
 - Road Side- \$300 with \$150 renewal rate
 - High School Side- \$200 with \$100 renewal

New Business

- Lunch & Learn
 - May 24th Noon- 1pm
 - Workforce
- Leadership Upshur

Reports from Collaborative Organizations and Standing Committees:

West Virginia Strawberry Festival
Upshur County Development Authority
Southern Upshur Business Association (SUBA)
Upshur County Convention and Visitor's Bureau (CVB)
Create Buckhannon
City of Buckhannon
County Commission
Mountain CAP of WV
WVWC
St. Joseph's Hospital
Rotary

Guest Speaker- Jeremiah McCourt, Recreational Park Facilities Director

Announcements

Adjourn

Notice of Rescheduled Meeting of the City of Buckhannon City Council

The City of Buckhannon City Council meeting date of May 19, 2022 has been rescheduled for Tuesday, May 17, 2022 at 7:00 p.m. at City Hall. Due to conflict with the WV Strawberry Festival Events.

Posted 04/26/22

**January 31, 2022
Council Meeting Minutes**

Chairperson Lowell Moore called the meeting to order at 12:03 p.m. via Zoom Virtual Meeting

ATTENDANCE:

Council Members:

- | | |
|-----------------------|--------------------------------|
| 1. Susie Cvechko | Barbour County Commission |
| 2. Shana Frey | Barbour County Private Sector |
| 3. Mike Cvechko | Barbour County Private Sector |
| 4. Dr. Tim Barry | Barbour County Private Sector |
| 5. Melvin Gum | Braxton County Commission |
| 6. Richard Roach | Mayor, Town of Gassaway |
| 7. John Bennett | Gilmer County Commission |
| 8. Dennis Fitzpatrick | Mayor, Town of Glenville |
| 9. David Hutchison | Gilmer County Private Sector |
| 10. Agnes Queen | Lewis County Commission |
| 11. Ruth Straley | Mayor, Town of Jane Lew |
| 12. Kim Harrison | Mayor, City of Weston |
| 13. Kevin Stalnaker | Lewis County Private Sector |
| 14. Andy Burns | Mayor, Town of Beverly |
| 15. Jerry Marco | Mayor, City of Elkins |
| 16. Robbie Morris | Randolph County Private Sector |
| 17. Mark Doak | Randolph County Private Sector |
| 18. Lowell Moore | Tucker County Commission |
| 19. Dennis Filler | Tucker County Private Sector |
| 20. Terry Cutright | Upshur County Commission |
| 21. Robert Gompers | Upshur County Private Sector |

Guests:

- | | |
|---------------------|-----------------------------|
| 22. Lisa Godwin | Braxton County Commission |
| 23. Rhett Dusenbury | Representative, Alex Mooney |
| 24. Jacob | Recorder, Town of Gassaway |
| 25. Rod Wyman | Lewis County Commission |

Executive Director and Staff:

- | | |
|---------------------|---|
| 26. Shane Whitehair | Executive Director |
| 27. Cam Matheny | Matheny & Company, Financial Consultant |
| 28. Stacey McDaniel | GIS Specialist |
| 29. Peggy Ball | Administrative Assistant |
| 30. Cary Smith | Project Manager |
| 31. Dionne Allen | Grant Writer/Specialist |

Agenda Items 1,2,3

CALL TO ORDER – MOMENT OF SILENCE – PLEDGE OF ALLEGIANCE

After calling the meeting to order and welcoming all participating, Chairman Lowell Moore led the group in a moment of silent meditation and the “Pledge of Allegiance”.

Agenda Item 4

INTRODUCTIONS

Executive Director Shane Whitehair and Peggy Ball verified meeting attendance meets the quorum requirement.

Agenda Item 5

APPROVE MINUTES FROM OCTOBER 29, 2021 MEETING

Chairman Lowell Moore asked if there were any additions or corrections to the minutes from October 29, 2021 meeting. With no additions or corrections noted, Dennis Fitzpatrick made a motion to accept the meeting minutes as presented. Dennis Filler seconded the motion. The motion passed unanimously.

Agenda Item 6 - 7

TREASURER’S REPORT

Cam Matheny presented the balance sheet and budget summary to the council members for the period ending December 31, 2021. Shane Whitehair and Cam Matheny answered all questions that were asked about the financial reports. Cam noted the FY2021 Audit had been completed by Brown Edwards with a clean opinion and no internal control issues.

Agenda Item 8

Chairman’s Report

Chairman Lowell Moore wished everyone well. He was hopeful to get through the pandemic soon.

Agenda Item 9

EXECUTIVE DIRECTOR’S REPORT

Shane thanked everyone for participating in the zoom meeting and hoped to be able to meet in person for the next meeting in April.

Shane noted that the staff has been very busy getting eight grant applications prepared for the January 31, 2022 deadline. We have two CBDG applications that are due in March. He expects this trend to continue with the ARPA funding and the approval of the infrastructure bill. Two broadband applications will be submitted by a local provider. Also, there will be fiber projects in Braxton and Gilmer Counties.

Shane noted that if Congress passes a budget our ARC Planning Grant will increase to approximately \$100,000. If this trend continues there may be a concern of where the increase of the required local match will come from. Shane noted that he has talked to the WV Department of Economic Development about increasing our state allocation which is solely used to match our planning grants. We receive a state allocation of \$35,000 a year and this is not enough to match our planning grants. It is in the legislative state code that specifically states that each council cannot receive more than \$40,000 a year. The WV Regional Planning and Development Council will bring it up in this year's legislative session to get this amount increased.

We are optimistic that the federal budget will be passed soon. If the budget is passed, many agencies and public utilities in region will received funding for projects.

The US Treasury has issued its final guidance on the use of the Local ARPA fund's. Region VII PDC is here for any guidance needed.

Shane noted that he will be traveling to Washington DC in March to attend the NADO/DDAA Washington Policy conference. This is an annual event that staff always attends.

Shane talked about the need to continue attending meetings of our local governments to introduce elected officials to Region VII PDC. He will continue to schedule more meetings in the future to continue the outreach efforts.

Shane talked about hiring another staff member to help with all the additional applications and project administration.

Shane noted that SAM's update has changed their validation process and recommended all entities update their registration early.

Agenda Item 10 Comprehensive Economic Development Strategy FY2021 – FY2025

Shane noted the updated CEDS has been posted on the website and the comment period is over. The only comments received were about who made up the Region VII Council Members. A motion was made by Dennis Fitzpatrick to approve the CEDS FY2021 – FY2025. The motion was seconded by Mike Cvechko. The motion passed unanimously.

Agenda Item 11 CORRIDOR H AUTHORITY CONTRIBUTION

Shane noted that Upshur County appointed him as a member of the board of the Corridor H Authority. He discussed the Region VII PDC contributing to the Corridor H Authority. Robbie Morris talked about how the authority had been cut out of the state budget and has yet to be replaced. All the counties along the corridor agreed to contribute to the board. Region VII PDC helped the authority to apply for a planning grant for site analysis study along the corridor. Shane noted that he felt the Region VII PDC should contribute to the Corridor H Authority Board. A motion was made by Dennis Fitzpatrick to approve contributing to the Corridor H Authority Board. The motion was seconded by Mike Cvechko. Robbie Morris abstained from voting. The motion passed unanimously.

Agenda Item 12**WEST VIRGINIA COMMUNITY BUILDERS, LLC RESOLUTION**

Shane shared the resolution for the WV Community Builders, LLC. He mentioned that the developer is looking to possibly build affordable housing in Barbour County. WV Community Builders, LLC needed a resolution stating the CEDS identifies the need to improve affordable housing. A motion was made by Terry Cutright to approve the West Virginia Community Builders, LLC resolution. The motion was seconded by Dennis Filler. The motion passed unanimously.

Agenda Item 13**PROJECTS FOR REVIEW**

Shane ask Peggy to go over the projects for review with the council. A motion was made by Agnes Queen to approve the projects for review. The motion was seconded by Dennis Fitzpatrick. The motion carried.

Agenda Item 14**OTHER DISCUSSION ITEMS**

Chairman Moore as if there were any other items for discussion. There were no questions or items mentioned for discussion.

Agenda item 15**ADJOURNMENT**

Chairman Lowell Moore noted that the next meeting will be on April 25, 2022. Chairman Moore thanked everyone for participating and ask for a motion to adjourn the meeting. The motion was made by Agnes Queen and seconded by Dennis Fitzpatrick. The motion carried.

Respectfully submitted,



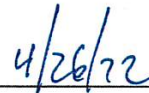
Chairman



Date



Executive Director



Date

Upshur County Parks and Recreation

Meeting: March 16, 2022

Attending: Dennis Cortes, Julia Kastner, Josh Hinchman, Rachel Weber, Jacob Mills, Jeremiah McCourt

Meeting was called to order at 5:35 p.m. by Josh Hinchman. Minutes were approved from the February 2022 meeting.

Financial Reports: Upshur County Trails: \$6,217.13, Upshur County Parks & Recreation: \$717.15

Upshur County Trails Updates: The Upshur County Trails had a donation of utility poles which will be used to help build bridges on the new trail section. This will help to save some of the Try This WV Grant funds, which will be used on mapping. Maps will be made closer to the grant deadline.

The Upshur County Trails have applied for 3 grants, and has received the WesMonTy Conservation Research & Development Grant to start a pollinator garden in the amount of \$50. They are still waiting to hear about the other 2 grants.

The trails group has applied for the West Virginia Governor's Service Award.

They have received the West Virginia Make it Shine award to help cover expenses for a trail clean-up day, which will provide bags, gloves, hauling, and landfill fees. They will be contacting Rachel Weber about the details of this before the clean-up. The clean-up day has been scheduled on Saturday, April 9, 2022 from 10:00 a.m. – 12:00 p.m. and will be the first community trail work day of 2022.

The Fairy-Gnome Trail is returning on Saturday, April 9, 2022 with decorating from 1:00 p.m. to 3:00 p.m.

Josh Hinchman recommended contacting Woody's Lumber about donation of materials for bridge building on the trails.

Jeremiah McCourt reported that he is requesting a steel cabinet to be placed in the pavilion kitchen for tool storage. He stated that a wheelbarrow could be stored in the kitchen. Trail crew members will have access to the lock code on the kitchen.

The gate in front of the pavilion bathrooms will be removed. Members of the Parks & Rec Board will have the code to the bathroom door and can unlock it.

Upshur County Parks & Rec is interested in possibly hosting future NICA races. At this time, the trails have not been deemed suitable for NICA. Jeremiah

McCourt wants to organize a meeting with NICA and trail members to establish what we need to do to be able to host NICA races.

Director's Report:

There is currently an Upshur County Recreational Park survey on Facebook. At present time: 71 responses, 3.3/5 average rating for the parks, most reported visiting seasonally, and most people reporting that they do not use the online rental program.

It was reported that the Riverwalk trail extension is progressing.

The county is going to purchase pool passes for all of the kids' again.

Activities will be planned a few times a month at the county parks.

Pool updates: Lifeguard certifications are lined up. Still awaiting pool filter parts, paint for the pool is arriving next week. Updates for the pool kitchen and bathroom are to be requested at the budget hearing.

Brain Webb, PE teacher, wants to do swim lessons for PE students, possibly beginning in fall 2022.

Swim Meets: Splashers are hosting NCWV Championship in July and the Rays are hosting Southeastern Championships at the Upshur County Pool. Splashers will have home meets every Thursday.

Next project is to figure out what to do with the old tennis courts.

Jacob Mills was introduced and will be taking over Mike Donato's spot on the Upshur County Parks & Recreation Board. He has an interest in Disc Golf.

A new gate has been installed to the Upshur County Recreation Park and will be controlled via remote/wifi via Micrologic.

Basketball courts will be getting pads for the posts.

A Gaga Ball Pit will be added to Pringle Tree Park.

An Easter egg hunt at Pringle Tree Park was discussed.

There is a man interested in doing Highland Games at Upshur County Recreation Park. He is looking to possibly host a Strongman Competition.

Budget Hearing:

Items in the budget hearing: steel cabinet for tool storage, updates for pool kitchen and pool bathroom, and signs for the park entrance.

Disc Golf:

J.J. Ford has received the ColorCore to make signs for disc golf course.

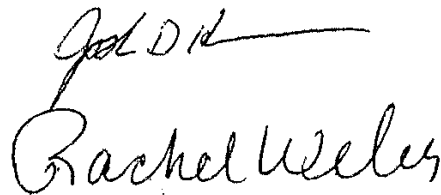
A date for the disc golf tournament will be announced at the next meeting. The disc golf tournament will help to raise funds for tee boxes.

Meeting Date: The Upshur County Parks and Recreation Board approve to move meeting date to the second Tuesday of each month.

Public Comment: Dennis Cortes states that new picnic tables are needed in the pavilions.

Next meeting: April 12, 2022 at 5:30 p.m.

The Meeting was adjourned at 6:50 p.m.

A handwritten signature in black ink, appearing to read "Rachel Weiler". The signature is written in a cursive style with a long horizontal line extending from the top of the first letter.

The March 22, 2022 meeting of the Upshur County Emergency Telephone Advisory Board was called to order at 3:00pm. Present were Rolenson, Tenney, Burnside, McKisic, Wallace, Elmore, Wykoff, Cutright and Wachob.

The minutes of the previous meeting were approved as presented.

Upon motion, second, and unanimous affirmative vote, the Board recommends to the Upshur County Commission that past OEM Director and present County Administrator Carrie Wallace be appointed to this Board as an official voting member.

Cutright reported on Telecommunicator vacancies. Cutright reported on EMD changes coming to include guide card updates and an audit and the standardization of procedures throughout the Medical Director's jurisdiction.

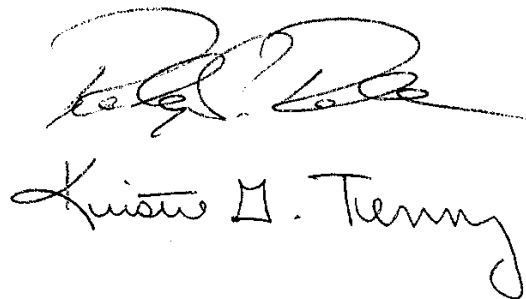
Cutright reported on the FBI audit of the Sheriff's Department information procedures.

He also reported on the 911 Centers county budget and the proposal to increase Telecommunicator salaries in order to become competitive with other career paths and to keep present employees from going elsewhere. Upon motion, second and unanimous affirmative vote, the Board confirms its support of the initiative to the Commission.

The direct connect project was discussed. Cutright reported on his visit to Ohio County and his discussions with Lou Vargo regarding direct connect interface at their ISSI. Burnside reported on his efforts to get the SIEC and/or others to meet with Upshur County officials to work out getting the project moving.

Discussion was held on possible maintenance contract for radio equipment at the tower sites. Further discussion may be in the future.

Meeting adjourned 4:20 pm.



The block contains two handwritten signatures. The top signature is in dark ink and appears to be 'Krista M. Tenney'. The bottom signature is in a lighter ink and is less legible, possibly reading 'Krista M. Tenney' as well.