

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: February 16, 2023

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

9:15 a.m. John Waltz, Vice President of Enrollment and Marketing -- Update from West Virginia Wesleyan College.

9:30 a.m. Becki Westfall on behalf of the Annual Dickens Christmas Festival and Faire - Request to utilize Courthouse property December 2, 2023. *

10:30 a.m. Consider the request by Joshua W. Davis to Appoint the Sheriff of Upshur County as Administrator De Bonis Non for the Estate of Lucy M. Davis, deceased. *

10:45 a.m. Consider approval of the "Recommendations Following the January 19, 2023 Hearing" held by Fiduciary Commissioner, Daya Masada Wright, for the Estate of Leo Junior Talbott, deceased. *

12:00 p.m. Board of Review and Equalization (BORE) Adjournment. *

Items for Discussion / Action / Approval:

1. Consider approval of an electronic application submission to the Wes-Mon-Ty Resource Conservation & Development Grant Program for the placement of pollinator gardens at the Pringle Tree and Upshur County Recreational Parks. * [Pages 4-9](#)
2. Approval and signature of the FY 24 WV Community Corrections Grant Program Application requesting the amount of \$448,955 in state funds to be used to provide alternate sentencing and re-entry services for eligible offenders. * [Pages 10-12](#)
3. Approval of Lewis-Upshur Animal Control Facility Volunteer, Tressa Shappek. * [Under Separate Cover](#)
4. Consideration and approval of Upshur County Department of Homeland Security and Emergency Management volunteer, Allen Wayne Nash. * [Under Separate Cover](#)
5. Consider resignation of Employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)

6. Memorandum from Greg Harris, Facilities Director, requesting the employment of Hayden T. Smith as part time seasonal groundskeeper, effective March 13, 2023. If approved, Mr. Smith will work up to twenty-nine and one-half hours per week. *

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

Under separate cover

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

For Your Information:

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

1. Lewis-Upshur Animal Control Facility Reports for the month of January, 2023 Pages 13-17
 - Adoption Financial Transactions
 - Account of Cats Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
2. Public Notices:
 - a) Newsletters and/or Event Notifications:

| | | |
|--|-------------------|---------|
| • Workforce WV Federal, State and Local Virtual Job Fair | February 15, 2023 | Page 18 |
| • Mountain CAP Family Support Center | | |
| WVU Extension Service Free Eating Smart-Being Active | March 7, 2023 | Page 19 |
 - b) Agendas and/or Notice of Meetings:

| | | |
|---|-------------------|---------|
| • Buckhannon-Upshur Airport Authority | February 13, 2023 | Page 20 |
| • Upshur County Family Resource Network | February 13, 2023 | Page 21 |
| • Upshur County Farmland Protection Board | February 16, 2023 | Page 22 |
| • City Council of Buckhannon | February 16, 2023 | Page 23 |
| • Upshur County Parks & Recreation Advisory Board | February 21, 2023 | Page 24 |
| • Elkins Road PSD Board | March 7, 2023 | Page 25 |
 - Meeting Minutes:

| | | |
|-------------------------|------------------|-------------|
| • Elkins Road PSD Board | January 3, 2023 | Pages 26-29 |
| • Hodgesville PSD Board | January 3, 2023 | Pages 30-32 |
| • Tennerton PSD | January 11, 2023 | Page 33 |
 - c) Meetings: ***Dates and times of monthly board meetings are viewable at :**
<http://cms4.revize.com/revize/upshurwv/calendar.php>
 or go to www.upshurcounty.org and click on the board meetings calendar box on the main page.
3. 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***

chughes@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ***

4. Board of Review & Equalization Meeting Schedule

***Meetings will be held at the Upshur County Administrative Annex unless otherwise noted**

- 02/01/2023 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/03/2023 1:00 p.m. – 3:00 p.m.
- 02/09/2023 10:00 a.m. – 12:00 p.m. (held in the Commission Meeting Room)
- 02/14/2023 10:00 a.m. – 12:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2023 10:00 a.m. – 12:00 p.m. Adjournment

5. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Tabatha Perry at tperry@upshurcounty.org.

- Tuesday, March 14th beginning at 1:00 p.m.
- Wednesday, March 15th beginning at 8:45 a.m.
- Thursday, March 16th beginning at 10:15 a.m.
- Friday, March 17th beginning at 9:00 a.m.
- Monday, March 21st beginning at 1:00 p.m.

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
February 23, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

Application for Assistance - FY 24

APPLICATION DEADLINE: February 17, 2023

Our purpose, "to provide local leadership and overall direction in developing and carrying out plans for orderly conservation, improvement, and wise use of human and natural resources to improve the economic and social opportunities for the people within the Wes-Mon-Ty RC&D Area."

Please complete and submit this application to have your project considered for funding.

If you know of someone who does not have the ability to complete an online form but would be interested in participating, please reach out a helping hand to them. It takes only a few minutes. Thank you!

**** If you need more space or wish to submit additional materials, you can email those to poling.cm@gmail.com**

 upshurcountycommission@gmail.com (not shared) [Switch account](#)

 Draft saved

*** Required**

Project Title *

Creation of Pollinator Gardens for Upshur Coui



Date *

February 16, 2023

Applicant (Payee in event project is funded) *

Upshur County Commission

Contact Person *

Cindy Hughes

Address

91 W. Main St., Suite 101

City *

Buckhannon

Zip *

26201



Telephone

3044720535

Email

chughes@upshurcounty.org

Counties Served by Project *

- ☐ Barbour
- ☐ Randolph
- ☐ Taylor
- ☐ Tucker
- ☒ Upshur
- ☐ Marion
- ☐ Monongalia
- ☐ Preston
- ☐ Doddridge
- ☐ Gilmer
- ☐ Harrison
- ☐ Lewis



Summary of project activities *

The Upshur County Commission, on behalf of the Upshur County Recreational Park and Pringle Tree Park, would like to request funds to create a pollinator garden in these two locations. Funds to support this project would be beneficial to the parks to beautify the spaces while supporting the ecological health of animal habitats by providing food, water, shelter. Environmentally, a pollinator garden will help to purify the air and water quality surrounding the spaces. Overall, pollinator gardens are an important tool that can enhance our community parks, while protecting their natural ecosystems and conserving biodiversity.

How will this project address soil and water conservation? *

Having a pollinator garden will attract bees, butterflies, and other pollinators to the area. A pollinator garden supports plants that supply nectar and pollen to a wide range of pollinators, including insects such as bees and butterflies and certain birds and animals. Eighty percent of crop plants, including fruits and vegetables, rely on pollinators to produce fruit and seeds. Plants that are native to a specific geographic area are often the best choice for pollinator gardens as they support native insects and pollinators. Native plants also have deeper root systems than nonnative plants, which allows them to provide additional stormwater management and water quality benefits. The United States Department of Agriculture state "USDA supports the critical role pollinators play in agriculture through research and data collections, diagnostic services and pollinator health monitoring and habitat enhancement programs." Therefore, the Upshur County Commission concludes that the creation of pollinator gardens will be a wonderful addition to the parks while addressing soil and water conservation efforts.

Types of technical assistance requested (planning, organization, grant writing) *

Technical assistance is not being requested within this application.



Amount (\$) of financial assistance requested *

\$1,838.00

Total (\$) estimated cost of project *

\$1,838.00

Other financial and in-kind contributions (amount and source) *

In-kind contributions will be in the form of volunteer hours to build the pollinator gardens.

List materials and services to be funded by this grant (amount and source) *

Materials for one garden:

Lowes

\$120.00 Topsoil

\$114.00 Bulbs

\$150.00 Pollinator Seeds

\$150.00 Perennials

\$25.00 Fuel

\$360.00 Biochar

Total: \$919.00 Estimated for one garden.

Total: \$1838.00 for two gardens.

Estimated Project Completion Date *

August 31, 2023



Sponsoring WesMonTy RC&D board member

Donnie Tenney

I am emailing an attachment to this application to poling.cm@gmail.com *

☐ Yes

☒ No

Submit

Clear form

Never submit passwords through Google Forms.

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Google Forms



Appendix B

FY 2024 West Virginia
Community Corrections Grant Program
Application Forms



| | |
|--|--|
| West Virginia Community Corrections Grant Program Application | General Administrative Information Page 1 |
|--|--|

| | |
|---|--|
| <u>Applicant Agency:</u> Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Phone: 304- 472-9548 Fax Number: 304- 472-8735 | <u>Type of Agency:</u> <input type="checkbox"/> Municipality <input checked="" type="checkbox"/> County <u>Type of Application:</u> <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds |
|---|--|

| | |
|--|--|
| <u>Project Director:</u> PD Title: Sgt. Rodney Rolenson Address: 85 W. Main Street Buckhannon, WV 26201 Phone: 304-472-9548 Fax: 304-472-8735 Email: chevellegirl90@gmail.com | <u>Fiscal Officer:</u> FO Title: Tabitha Perry County Administrator Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Phone: 304-472-0535 Fax: 304-472-2399 Email: trperry@upshurcounty.org |
|--|--|

State Funds Requested: 448,955.00 Amount Awarded: _____
 Local Funds Committed: 192,409.00 (for JCS use only)
 Project Period: July 1, 2023 – June 30, 2024

Number of years previously funded: 18 Previous Year Number admitted: 342
 Geographic Area(s) Served: Lewis and Upshur Counties
 Total Population: 41,250

Project Title: 26th Judicial Circuit Community Corrections Day Report Center

Project Description: To provide an alternate sentencing and re-entry services for eligible offenders

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances if funding is provided.

| | |
|---|--|
| <u>Authorized Official:</u> Kristie Tenney Address: 91 W. Main Street, Suite 101 Buckhannon, WV 26201 Signature: _____ | <u>AO Title:</u> Commission President Phone: 304-472-0535 Fax: 304-472-2399 E-Mail: _____ Date: _____ |
|---|--|

| | |
|--|----------------------------------|
| West Virginia Community Corrections Grant Program Application | Budget Summary Page 2 |
|--|----------------------------------|

| | |
|--|--------------------------|
| Applicant: Upshur County Commission | FEIN Number:556000406 |
|--|--------------------------|

| Budget Category | WV Community Corrections Requested Funds (A) | Local (Match) Funds (B) | Total Budget (A + B) |
|-----------------------|---|-------------------------------|----------------------------|
| Personnel/Contractual | 448,955.00 | 192,409.00 | 641,364.00 |
| Travel/Training | | | |
| Equipment | | | |
| Other | | | |
| Totals | 448,955.00 | 192,409.00 | 641,364.00 |

****All funds must be rounded to the nearest whole dollar amount***

Funding Strategy

| Funding Source(s) | Amount | Status |
|----------------------------------|--------------|--------|
| State Community Corrections Fund | 448,955.00 | P |
| Local Funds | 192,409.00 | C |
| Participant Fees | 22,945.00 | R |
| DHHR Fees | 600,000.00 | R |
| SIEEP Grant | 100,000.00 | R |
| | | |
| | | |
| | | |
| Total | 1,364,309.00 | |

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted **(apart from this CC Grant Application)** and under review

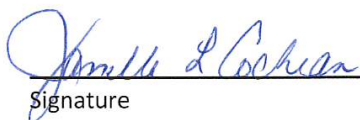
C – Funds Committed

| LEWIS-UPSHUR ANIMAL CONTROL FACILITY | | |
|---|----------------|--------------|
| MONTH OF __ January__ | | |
| | UPSHUR | LEWIS |
| ADOPTIONS | | |
| CASH | \$435 | \$150 |
| CHECK | \$45 | \$0 |
| E STORE CREDIT CARD | \$245 | \$115 |
| SUBTOTAL | \$725 | \$265 |
| SPAY/NEUTER DEPOSIT | | |
| CASH | \$300 | \$0 |
| CHECK | \$100 | \$0 |
| E STORE CREDIT CARD | \$650 | \$100 |
| SUBTOTAL | \$1,050 | \$100 |
| BOARD RESCUE | | |
| CASH | \$0 | \$0 |
| CHECK | \$0 | \$0 |
| E STORE CREDIT CARD | \$80 | \$90 |
| SUBTOTAL | \$80 | \$90 |
| MICRO-CHIPPING | | |
| CASH | \$30 | \$0 |
| CHECK | \$0 | \$0 |
| E STORE CREDIT CARD | \$30 | \$0 |
| SUBTOTAL | \$60 | \$0 |
| DONATIONS | | |
| CASH | \$0 | \$0 |
| CHECK | \$1,205 | \$0 |
| E STORE CREDIT CARD | \$357 | \$0 |
| SUBTOTAL | \$1,562 | \$0 |

| | | |
|---------------------|---------|-------|
| OTHER-Surgical Unit | \$250 | \$0 |
| TOTAL | \$3,727 | \$455 |

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT
ACCOUNT OF CATS
JANELLA COCHRAN, SUPERVISOR OF ANIMALS SERVICES
(January 2023)

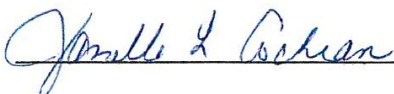
| TRANSACTION | UPSHUR | LEWIS | TOTAL |
|---|--------|-------|-------|
| Cats brought in by City Trapper | 0 | 0 | 0 |
| Cats brought in by Animal Control Officer | 0 | 12 | 12 |
| Cats brought in by County Residents | 31 | 2 | 33 |
| Cats brought in by Law Enforcement | 0 | 0 | 0 |
| Cats in Drop Box | 0 | 0 | 0 |
| Cats Quarantined | 0 | 0 | 0 |
| Cat returned to owner | 0 | 0 | 0 |
| Cats Escaped | 0 | 0 | 0 |
| Adoptions: | | | |
| With Charge | 0 | 0 | 0 |
| Without Charge | 0 | 0 | 0 |
| Rescues: | | | |
| With Charge | 0 | 0 | 0 |
| Without Charge | 0 | 0 | 0 |
| Euthanasia: | | | |
| Owner Request | 0 | 8 | 8 |
| Other | 6 | 0 | 6 |


 Signature

2-7-23
 Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (February 7, 2023)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (January 2023)

| TRANSACTION | UPSHUR | LEWIS | TOTAL |
|--|--------|-------|-------|
| Dogs brought in by Animal Control Officer | 18 | 7 | 25 |
| Other Animals brought in by Animal Control Officer | 0 | 0 | 0 |
| Dogs brought in by County Residents | 18 | 2 | 20 |
| Dogs brought in by Law Enforcement | 0 | 0 | 0 |
| Dogs in Drop Box (Gate) | 0 | 0 | 0 |
| Dogs Quarantined | 1 | 0 | 1 |
| Dogs Returned to Owner | 2 | 6 | 8 |
| Dogs Escaped | 0 | 0 | 0 |
| Adoptions: | | | |
| With Charge | 9 | 8 | 17 |
| Without Charge | 0 | 0 | 0 |
| Rescues: | | | |
| With Charge | 8 | 0 | 8 |
| Without Charge | 9 | 0 | 9 |
| Euthanasia: | | | |
| Owner Request | 2 | 1 | 3 |
| Other | 0 | 0 | 0 |
| Total | 67 | 24 | 91 |



Signature

2-7-23

Date

John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

JAN 2023

| TRANSACTION | Upshur | Lewis | TOTAL |
|-----------------------------------|--------|-------|-------|
| Animals picked up by ACO: | | | |
| Dogs | 15 | | |
| Other | | | |
| Animals returned to Owner by ACO: | | | |
| Dogs | 0 | | |
| Other | | | |
| Animals delivered to LUACF: | | | |
| Dogs | 15 | | |
| Other | | | |
| Animals Quarantined by ACO: | | | |
| Dogs | 1 | | |
| Other | | | |
| Animals Terminated: | | | |
| Dogs | | | |
| Other | | | |
| Total Number of Hours Involved | | | |
| | | | |

Signature

Date

2/14/23

Government (Federal, State and Local)

VIRTUAL JOB FAIR February 15, 2023 12:00 - 3:00 pm



Who: All Government agencies including Federal, State and Local agencies with job openings along with job seekers looking for employment within government agencies.

What: Virtual Job fair where employers and job seekers interact in real time text chat, direct camera interviews, and by pre-recorded video questions.

When: Live event starts on February 15, 2023 from 12:00pm - 3:00 pm Job seekers may start viewing employer booths on February 13th at 8:00 am and can continue until February 17th at 5:00 pm.

Where: Completely online and web based with no software to download. See links to registrations.



For issues with registration, please email:
workforcewvvirtualjobfairevent@wv.gov

WORK4WV

WorkForce
WEST VIRGINIA

A proud partner of the AmericanJobCenter® network

Employers Click Here:

Employers can also scan the QR code with their phone to register



Job Seekers Click Here:

Job Seekers can also scan the QR code with their phone to register



An equal opportunity employer/program. Auxiliary Aids and Services are available to individuals with disabilities upon request.
1-800-252-JOBS www.workforcewv.org WV RELAY 711

Mountain CAP Family Support Center Presents:
WVU Extensions Family Nutrition Program

WVU EXTENSION SERVICE
FAMILY NUTRITION PROGRAM



FREE CLASS

EATING SMART • BEING ACTIVE®

This interactive, hands-on class consists of six individual lessons designed to teach participants how to make healthy lifestyle choices and be more physically active.

Participants will:

- Learn how to cook healthy meals
- Gain tips for saving money
- Sample new foods and receive recipes
- Learn how to keep food safe
- Receive weekly giveaways and a graduation certificate

UPCOMING CLASS

Date: March, 7 2023

Time: 11:00 am

Location: 30 East Main St.
Buckhannon

Call today to join a class!

Name: Becky Kniley

Phone: 304-473-4208

This work is supported by the WVU Extension Service Family Nutrition program and a grant from the USDA National Institute of Food and Agriculture.

Reasonable accommodations will be made to provide this content in alternate formats upon request. Contact the WVU Extension Service Office of Communications at 304-293-4222.

WVU is an EEO/Affirmative Action Employer – Minority/Female/Disability/Veteran FH17-291

In partnership with:



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

Buckhannon-Upshur Airport Authority Agenda

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

Monday, February 13, 2023 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Michael Ruffing
 - Treasurer's Report – Phil Loftis, Treasurer
 - Approval to renew WV Airport Manager's Association Membership for 2023; Invoice # W22_2023, \$150.00
 - Budget discussion/approval
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical
 - Airport Manager's Report-Jennifer Powers
 - Authorization for Treasurer Loftis to sign General Revenue Grant UPC00212023 Reimbursement request #2 Final; \$6762.43
 - FOIA Request from Smart Procure dated January 23, 2023 has been completed and returned
 - City of Buckhannon issued a credit for the water usage from the leak in the B2 hangar for \$284.85 bringing the invoice down to \$106.26
 - Update on short term hangar tenants
 - Report on Aviation Day at the Capital
 - Meetings with representatives from Shelley Moore Capito's and Joe Manchin's offices
 - Operations – Jamie Wilt
- D. Architectural, Engineering, and Consultant Planning service committee report (Hollen, Nolte, Powers)
 - Recommendation of consulting firm for the next five year period
- E. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- F. Items Removed from the Consent Agenda for discussion and vote:
- G. Old Business:
 - Hangar space requests/applications/updates
 - Consider changes to bylaws
- H. New Business:
- I. Board Member Comments and Announcements
- J. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority (treasurer@flyw22.com) or 304-613-9321 at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public.

¹ Due to Covid-19 concerns and per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.



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

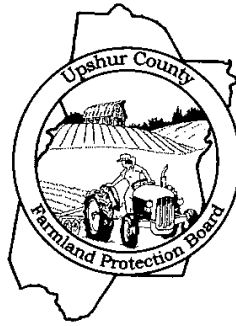
UCFRN General Membership Meeting ~ Zoom

February 13, 2023 12:00 PM

Agenda Topics

- Introduction and opening prayer
- Updates:
 - CAP Month – April – pinwheels, proclamation dates coming
 - Baby Shower – Thursday, April 20th from 10a-1:30p
 - Family Socials – February 21st at 6p, Friday, March 24th at 11:30a, SYCC, and April 28th at 11:30a at SYCC
- Warm Wishes Tree donations/update
- Read Aloud update
- **Guest Speaker:** Suree Sarceno, EITC/VITA Coordinator
- Any other information Lori or board forgot
- Information Sharing!

Next Meeting: Monday, March 13, 2023 – Zoom



**Notice of Regular Meeting
Upshur County Farmland Protection Board**

Location: Upshur County Development Authority
21 E Main St, Conference Room First Floor
Buckhannon, WV 26201
Date: February 16, 2023
Time: 6 pm

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: January 19, 2023

BUSINESS ITEMS – Discussion/Update/Action

- Current Application Update
 - Derico Update
 - Hinkle Update

FINANCIAL MATTERS – Discussion/Update/Action

- Financial Report- Financial Spreadsheet
 - Payment of Bills /Invoices -Turtley For You Consulting, Saddleback Services, etc

OTHER BUSINESS –

DATE OF NEXT MEETING –

ADJOURNMENT

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, February 16, 2023***

Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/>. Send public comments via email to buckhannon@buckhannonwv.org 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](tel:+18722403212) 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 County Roads Transit-Executive Director Laura Ward

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 Colonial Arts Center Organizational Chart
- D.2 Charles Gibson Library Director's Report January 2023
- D.3 Emergency Services Study
<https://docs.google.com/forms/d/e/1FAIpQLSfEYcnZS0wztXMNgCmu-GbpbPQ8iOMuaWkznA0y3o5gnA1ROA/viewform>

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 01/19/23, 02/02/23
- 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 Outside Entity Funding Request-Contribution to B-U Chamber of Commerce \$1,250
- F.2 Approval Outside Entity Funding Request-2023 Almost Heaven BBQ Bash Event \$10,000
- F.3 Approval Outside Entity Funding Request-Region VII Planning & Development Multi-Hazard Mitigation Plan \$1,000
- F.4 Request to move City Council Meeting to Tuesday, March 14 due to the Annual Chamber of Commerce Awards Dinner
- F.5 SYCC USDA Grant Application Requirement - Environmental Assessment / Report by Potesta
- F.6 SYCC USDA Grant Application Requirement - Financial Feasibility Study by Outside Consultant (TBD)
- F.7 Approval Recommendation from the Colonial Arts Center Board- Naming Opportunity Agreement between St. Joseph's Hospital & COB
- F.8 Management of The Event Center at Brushy Fork
- F.9 Appointments to the Buckhannon Planning Commission

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 02/13/2023

Upshur County Parks & Trails Monthly Meeting Agenda

Tuesday, 21 February 2023 5:30pm- Upshur County Administration Building

- Call to Order
- Approval of Agenda
- Introduction of new member/s
- Approval of minutes from January meeting
- Financial Report
- Trails update/approval/action or discussion on any needed expenses
- Park and Recreation Director Report
 - West/Mon/Ty grant application for pollinator gardens
 - RecDesk reservations in full swing
 - Weyerhaeuser Grant
 - Tennis Courts
 - Upcoming budget meeting 3/16
- New business
 - Special Guest Kandi Plymale from B-U Middle School
 - Sign Dedication
- Public Comment
- Next Meeting
 - 3/21/2023
- Adjourn

Shelia Adams

From: elkinsrdpsd@frontier.com
Sent: Monday, February 13, 2023 7:46 AM
To: trperry; Shelia Adams; Greg Belcher; Cary Smith; Shane Whitehair; Atlas Hydrovac
Cc: Carey Wagner; David Burr; Wendell Grose
Subject: MARCH MEETING NOTICE

The Elkins Road PSD will hold its regular monthly meeting on Tuesday, March 7, 2023 at 5:00 p.m. at the office located at 133 Fallen Road in Buckhannon.

Any questions please contact the office.

Thank you,

*Carolyn Douglas
Office Manager
Elkins Road PSD
133 Fallen Road
Buckhannon, WV 26201
Website: elkinsroadpsd.com
(304) 472-3008*

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 3, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, January 3, 2023.

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-absent; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Phone in participants: Greg Belcher, CTG; Cary Smith Region VII (Zoom call ended 5:33 p.m.)

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

Recognize that three (3) customers were present.

APPROVAL OF MINUTES

Minutes of December 6, 2022 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

2023 HOLIDAY SCHEDULE

Have not received the approved 2023 holidays from Upshur County Commission yet. Dave Burr made a motion to approve Martin Luther King Jr holiday in January. Seconded by Wendell Grose. Motion carried

PHRASE III EXTENSION PROJECT

Cary Smith presented pay Request # 28 for SCBG in the amount of \$19,259.29 and IJDC in the amount of \$17,985.44 for a total of \$37,244.73. Dave Burr made a motion to approve and pay Request # 28. Seconded by Wendell Grose. Motion carried

Greg Belcher and Cary Smith got the final invoices prepared and gave the total remaining funds from project to the Board. These funds are going to be used to GIS meters in system and fund reserve account.

Elkins Road Public Service District
Board of Directors' Regular Meeting
January 3, 2023

PHASE III EXTENSION PROJECT (con't)

Greg and the Board discussed the issues with the siding as well as all of the cracks in our shop floor and what could be done to correct these problems. Greg pointed out that the warranty period had passed and didn't know if anything could be done but he would check.

Amendment to Owner-Engineer Agreement # 8

Greg Belcher submitted Owner-Engineer Agreement Amendment # 8 which reduces engineering costs of the Phase III Project by \$67,606.28 for approval and signature. **Dave Burr made a motion to approve and sign the amendment. Seconded by Wendell Grose. Motion carried**

MAINTENANCE

Dave Wamsley gave the December Maintenance Report. Our water average has jumped tremendously since December 27th and we believe it to be due to several leaks from busted pipes, meters, etc. caused by the extremely cold temperatures that will have to be located and repaired. Carey Wagner stated that this is typical for this time of year.

There being no further business, **the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose.** Meeting adjourned at 6:00 p.m.

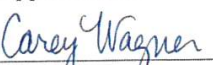
The next meeting will be held on Tuesday, February 7, 2023 at 5:00 p.m.

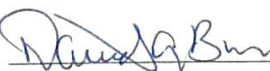
Respectfully submitted:

ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
David A. Burr


Board Member
Wendell R. Grose

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

| | | | |
|----------------|--------------------------|-------------------|--|
| Meeting | Regular Monthly Meeting | Start Time | 5:00 PM |
| Date | Tuesday, January 3, 2023 | Place | P.S.D. Office 133 Fallen Road, Buckhannon |

Meeting Called to Order by Chairperson 5:00 PM
Pledge of Allegiance
Roll Call Introduce Board of Directors
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;
System Operator-David Wamsley
Recognize Current Customers
Approval of Minutes - December 6, 2022 Regular Monthly Meeting Vote
Treasurer Report/Payment of Bills for January/bal of December Invoices Vote

ITEMS FOR DISCUSSION

2023 Holiday Schedule Vote
If available; if not just approve the holiday in January

Phase III Extension Project Update Vote
Building Siding and Shop Floor
Project Underruns & Proposed Use
Change Orders
GIS of System
Progress Reports & Discussion
Invoice payment approval
Master Meter BackFlow - Completed

Maintenance Report
Leaks/Water Loss
Gormley Booster Fails

Date & Time of February 2023 Meeting - Tuesday, February 7, 2023 @ 5:00 pm

Adjournment Vote

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

Rough Draft Prepared by Office Manager December 14, 2022
Prepared by Board Chair and Office Manager December 20, 2022
Posted and Available to the Public on December 29, 2022

ELKINS ROAD PSD
REGULAR MONTHLY MEETING
TUESDAY, JANUARY 3, 2023

HODGESVILLE PUBLIC SERVICE DISTRICT

MONTHLY MEETING MINUTES

January 3, 2023 /4pm

The Hodgesville Public Service District monthly meeting was held at the district office located at 188 Fayette St., Buckhannon, WV, on the above date and time.

In attendance:

Robert Wright-Chairman

Roger Ward-Secretary

Howard Cutright-Member

Terry Gould-Manager

Barbara Curry-UBS, Inc.

Guests: Carrie Wallace, Region VII; Donald & Katherine Tiziani from Murphy Station .

The minutes of the previous meeting held in December of 2022 were read and approved.

Terry Gould gave the financial report for the month. A motion was made by Robert Wright and seconded by Howard Cutright to approve and pay the bills.

A motion to approve the credit memos was made by Howard Cutright and seconded by Roger Ward.

The Board reviewed the customer shut off list and amount collected for the previous month.

Maintenance completed by Ringers, Inc. included the following:

*301 Three Lick Rd. Regulator had to be replaced. Regulator was not in meter pit but hooked to the pigtail. Had to replace the whole thing.

* 86 Calm Drive-called out for possible frozen meter, pulled meter and it was fine, lines were frozen at the house

* 12476 Buckhannon Pike, leak in meter pit, replaced meter and regulator as there was too much pressure.

*Forest View Pump Station- weather called for freezing temperatures, Terry called Ringers beforehand to check all pump stations and make sure everything was ready for the extreme temperatures. All was in good shape. Terry received call on December 24th, customers without water at Forest View.

Ringers were called out. Heater had quit working and froze the pump station. New heaters installed in order to thaw out. Electric board had to be replaced by Marteney Electric, Inc. After water came back on, Robert Stell still did not have water. Nickie of Ringers went out and pulled Mr. Stell's meter. Water was flowing through the meter. Not a HPSD problem. Mr. Stell was very upset and called the PSC. Terry had explained to Mr. Stell that HPSD was good on our end. Mr. Stell later found out that his pump had a large piece of ice lodged. Mr. Stell apologized to Terry.

Other matters discussed included the following:

Donald and Katherine Tiziani, guests attended the meeting in regards to extending our waterline into Barbour County to provide water to them and possibly 4-5 other customers. Katherine had approached the Board previously and Terry had worked with the PSC on getting a quote. That was given to Katherine and HPSD never heard back. That was in August of 2021. The water in that area ^{can} not be used for drinking, cooking or bathing. There water is carried in from other places. They have had their water tested and HPSD has a copy. Carrie Wallace of Region VII suggested HPSD to apply for a Critical Need Application. Robert Wright made a motion and Howard Cutright seconded that HPSD apply for the Application. Barbara Curry gave the Tiziani's water applications for there neighbors to complete and return to HPSD. These applications need to go in with the Application along with their water testing.

Barbour County is willing to give HPSD permission due to the fact that they themselves cannot serve these customers as they cannot gain access because of the railroad track in that area.

Carrie will also need Thrasher Engineering to work up an estimate to submit with the application. The Tiziani's are also to give HPSD a rough drawing that will also go with the application.

In other matters, HPSD received drawings from Wildwood Subdivision near Sauls Run and Brushy Fork. This subdivision contains 17 lots. Needs to be reviewed by Thrasher Engineering before HPSD can give approval.

Before the meeting Thrasher submitted by email an update on the project. Not much happening at this time.

There being no further business to discuss the meeting adjourned at 4:50pm.

 _____

Roger Ward, Secretary

Tennerton Public Service District
Monthly Meeting
January 11, 2023

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday January 11, 2023

In attendance were Joe Tenney, John Barnes, Terry Gould, and Vickie Dean. Bob Heater joined in via telephone.

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. Dispense of reading the minutes was agreed.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Joe Tenney and seconded by John Barnes.

Election of Officers was held. John Barnes made a motion for Joe Tenney for Chairman. Bob Heater seconded the motion. Joe Tenney made a motion for John Barnes for secretary. Bob Heater seconded the motion. John Barnes made a motion to retain UBS as operation manager. Bob Heater seconded the motion.

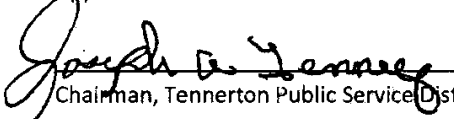
The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

- *No response from the city about the agreement. Discussed with the engineer from Thrasher and stressed importance of getting the agreement done.
- *Murphy Mart Station back flow broke. Ringer's repaired.
- *Waiting on Thrasher to put out bid on Orr Street Project.
- *In process of preparing the Annual Report.
- *This spring we will need to do a smoke test in Country Club Estates. Will contact Thrasher to schedule.
- *Had discussion with Ringers about billing.

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by Bob Heater.

Approved


Chairman, Tennerton Public Service District