

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: March 30, 2023
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• March 23, 2023
- 9:15 a.m. Craig Presar and Tasha Harris representing the WVU Upshur County Extension Office -- Presentation of opportunities provided through the Extension Office.
- 9:45 a.m. Presentation of Autism Awareness Proclamation celebrating April as Autism Awareness Month. * [Page 4](#)
- 10:00 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director and team leader for Upshur County Partners in Prevention -- Requesting for the Month of April 2023 to be proclaimed as Child Abuse Prevention and Awareness Month. * [Page 5](#)
- 10:45 a.m. Randy Sanders, Chairman of WAMSB 2023 Organizing Committee – Introduction of representatives from the National Cadet Corps Band based in Ghana.

Items for Discussion / Action / Approval:

1. Consider Resignation of Employee. * [Under separate cover](#)
Item may lead to Executive Session per WV Code §6-9A-4
2. Consider appointment of Jesse Davidson to the Upshur County Fire Board. The term will be effective July 1, 2023 and replaces the community representative vacancy forthcoming from a resident of the 3rd Magisterial District who has exhausted the two-term limit. * [Page 6](#)
3. Approval of advertisement for full-time Deputy Clerk - Bookkeeper. Applications received by April 21, 2023 will be reviewed; however, applications may be considered until position is filled. * [Page 7](#)
4. Approval and signature of Community Development Block Grant Final Performance Report, Budget Amendment #6, Grant Amendment #6, and Request for Payment in the amount of \$19,259.29, for the Elkins Road PSD Phase III Water System Improvements project. This is for Request for Funds #32. * [Pages 8-37](#)
5. Approval and signature of the WV Courthouse Facilities Improvement Authority Fund – 18th Cycle -- Project Completion Report and Request for Reimbursement. * [Pages 38-43](#)
6. Approval of a revision to the previously approved Minimum Vehicle Specifications for one Sport Utility Vehicle for the Upshur County Sheriff's Law Enforcement Office. Sealed proposals must be received no later than 4:00 p.m. on Wednesday April 12, 2023 at the Administrative Annex located at 91 West Main Street, Suite 101.

Bids received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, April 13, 2023. *

[Page 44](#)

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. Correspondence from the Upshur County Homeless and Housing Coalition extending an invitation to join the coalition in an effort to work proactively to provide support to those who are homeless within the area.

[Pages 45-46](#)

2. Correspondence from TC Energy, Columbia Gas Transmission LLC, stating they are planning to perform routine surveying on its pipeline along three parcels of land in Upshur County between March 27 and March 31, 2023.

[Page 47](#)

3. Upshur County Sheriff's Financial Statement for period ending February 2023.

[Pages 48-49](#)

4. Public Notices:

- a) Newsletters and/or Event Notifications:

- Broadband Listening Session

March 30, 2023

[Page 50](#)

- b) Agendas and/or Notice of Meetings:

- City Council of Buckhannon – Special Meeting

March 30, 2023

[Page 51](#)

Meeting Minutes:

None

- 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.

5. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2023. (Community Representative)
- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2024. (Fire Service)
- Tennerton Public Service District - unexpired term July 31, 2023.

****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.*

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
April 13, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

****The Commission Meeting scheduled for April 6, 2023 is CANCELLED****

*****There will be a special meeting held on April 18, 2023 at 9 a.m. to lay the levy*****

AUTISM AWARENESS MONTH & WORLD AUTISM AWARENESS DAY



WHEREAS, autism spectrum disorder is a neurological and developmental disorder that affects communication and behavior; and

WHEREAS, autism is an urgent public health crisis that demands support from all levels of government; and

WHEREAS, symptoms of autism may present themselves in a variety of combinations, and can result in significant lifelong impairment of an individual's ability to learn, develop healthy interactive behaviors, understand and nonverbal communication; and

WHEREAS, the Centers for Disease Control and Prevention reports that one in 44 school-aged children have been identified with autism spectrum disorder; and

WHEREAS, West Virginia is committed to ensuring that people living with autism have access to lifelong care and services needed to pursue their full potential and happiness; and

WHEREAS, the Upshur County Commission is honored to take part in the annual observance of Autism Awareness Month and World Autism Day in the hope that it will lead to a better understanding of the disorder;

NOW, THEREFORE, the Upshur County Commission does hereby recognize April, 2023 as Autism Awareness Month and April 2, 2023 as World Autism Awareness Day in Upshur County, West Virginia, and we call this observance to the attention of all our citizens.

Kristie G. Tenney, President

Samuel R. Nolte, Upshur County Commissioner

Douglas K. Bush, Upshur County Commissioner

CHILD ABUSE PREVENTION AND AWARENESS MONTH APRIL 2023



WHEREAS, during child abuse and neglect prevention month, it is important to talk about what each and every one of us can do to make sure that children in our community grow up healthy, safe, and loved;

WHEREAS, child abuse and neglect are a symptom of a larger problem – the lack of resources and support for families in our community, and the majority of child abuse cases stem from situations and conditions that are preventable in an engaged and supportive community;

WHEREAS, when the well-being of children and families becomes the priority of everyone in the community, the number of child abuse and neglect cases will decrease, and other good things will happen such as better health outcomes, improved school performance, etc.;

WHEREAS, child abuse and neglect can be reduced by making sure each family has the support they need to raise their children in a healthy environment;

WHEREAS, this month, it is important that every member of our community consider what they can do to improve our collective well-being, which can be achieved by volunteering, making donations, or advocating for family-friendly policies and programs – everyone can take their turn making a difference.

WHEREAS, child abuse prevention month is an especially good time to talk about the five Protective Factors (Knowledge of Parenting and Child Development; Parental Resilience; Social Connections; Social and Emotional Development of Children; and Concrete Support in Times of Need) and how, when present, they increase the health and well-being of children and families.

NOW THEREFORE, THE UPSHUR COUNTY COMMISSION does hereby proclaim the month of **April** as **Child Abuse Prevention and Awareness Month** in **Upshur County** and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

Signed on March 30, 2023

Kristie Tenney, President, Upshur County Commission

Doug Bush, Upshur County Commissioner

Samuel Nolte, Upshur County Commissioner

March 11, 2023

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

RE: Commission Appointment to the Upshur County Fire Board, Inc.

Commissioners:

This letter serves as my official interest in your vacant appointment to the Upshur County Fire Board, Inc. I've been a lifelong resident of Upshur County, and have graduated from West Virginia Wesleyan College in 2012 with a degree in Environmental Studies. Since my graduation, I have focused my efforts into my family business at the Lumber Company. This makes me a third-generation owner of Davidson Lumber Company located in Kanawha Head. I believe that if I am appointed to the vacant seat, I will contribute my knowledge of environmental studies to ensure the Fire Board continues to provide safety to Upshur County. I am honored to be considered for the vacant seat. If you should have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jesse Davidson". The ink is dark and the signature is fluid, with the first and last names clearly legible.

Jesse Davidson

DEPUTY CLERK – BOOKKEEPER
Upshur County Clerk

The Upshur County Clerk is accepting applications for a Deputy Clerk - Bookkeeper. This is a full-time benefited position. The salary will be based on experience and education. Responsibilities include, but are not limited to the following: general Deputy Clerk duties, payroll administration with related monthly, quarterly, and annual reports including all IRS filings, processing accounts payable, budget preparation and reporting, preparing reports and gathering information for annual financial statement and assist with tasks as assigned by the clerk. Individuals may obtain an application from the County Clerk's Office located on the first floor of the Upshur County Courthouse, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Applications received by 4:00 p.m. on Friday, April 21, 2023 will be reviewed; however, applications may be considered until position is filled. Please send completed application, resume and letter of interest to:

Office of the County Clerk
Carol J. Smith, County Clerk
40 West Main Street, Room 101
Buckhannon, WV 26201

Applicant must be well organized, able to work with minimal supervision, work well with the public, and be proficient in the use of Excel spreadsheets. Prior experience or education in accounting is beneficial and preferred.

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

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

Publish 4/5/23, 4/8/23, 4/12/23

COMMUNITY DEVELOPMENT BLOCK GRANT FINAL PERFORMANCE REPORT COVER SHEET		
1. Name of Grantee: Upshur County Commission		2. Project Number: 16SCBG0008
3. Address of Grantee 91 West Main Street, Suite 101 Buckhannon, WV 26201		4. Name of Chief Elected Official: Kristie G. Tenney, President
		6. County: Upshur
		7. Region: Seven
8. Name of Project: Elkins Road PSD, Ph III Water System Improvements		9. Date of Award: 12/13/2016
		10. Amount of Award: \$1,405,244.39
11. Approved Project Period: From: 12/13/2016 To: 6/30/2018		12. Amended Project Period: From: 12/13/2016 To: 6/30/2023
13. CITIZEN'S WRITTEN COMMENTS: <input checked="" type="checkbox"/> NO comments received (Check if applicable) 13a. CITIZEN'S WRITTEN COMMENTS: Submitted to West Virginia Development Office with this report are: a. A copy of each written citizen comment on the grantee's community development performance under this grant which was received during the period since the grant was approved; b. The grantee's assessment of the comment, and; c. A description of any action taken or to be taken in response to the comment, as required by the Housing and Community Development Act of 1974, as amended.		
14. THE GRANTEE'S AUTHORIZED OFFICIAL REPRESENTATIVE CERTIFIES THAT: a. To the best of its knowledge and belief that the data in this report was true and correct as of the date of the report in Item 18; b. The records described in the State's Grants Management handbook are being maintained and will be made available upon request; c. Federal assistance made available under the SCBG program is not being utilized to substantially reduce the amount of local financial support for community development activities below the level of such support prior to the start of the SCBG being reported here.		
15. Name, Address & Telephone No. of Person Who Completed This Form Cary A. Smith, Project Manager Region VII Planning & Development Council PO Box 849 Buckhannon, WV 26201 304.472.6564		16. Typed Name/Title of Chief Elected Official: Kristie G. Tenney, Upshur County Commission Pres. 17. Signature of Chief Elected Official: 18. Date: 3/30/2023

CDBG GRANT FINAL PERFORMANCE REPORT FINANCIAL	1. Name of Grantee: <p style="text-align: center;">Upshur County Commission</p>	
	2. Project Number: 16SCBG0008	Date: 3/30/2023

4. Project Expenditures By Activity:	Approved CDBG Budget	CDBG Expenditures	Program Income Expenditures	Other Funds* Expenditures	Total Program Expenditures
a. Administration	\$ 107,462.84	\$ 107,462.84		\$ 22,537.16	\$ 130,000.00
b. Architectural/Engineering Services	\$ 300,524.75	\$ 300,524.75		\$ 817,308.97	\$ 1,117,833.72
c. Legal Fees				\$ 72,500.00	\$ 72,500.00
d. Land/ROWs				\$ 46,812.50	\$ 46,812.50
e. Accounting				\$ 37,755.89	\$ 37,755.89
f. Construction Improvements	\$ 971,869.00	\$ 971,869.00		\$ 3,956,987.47	\$ 4,928,856.47
g. Permits	\$ 25,387.80	\$ 25,387.80		\$ 46,098.01	\$ 71,485.81
h.					
i.					
j. (Other) Audit					
TOTAL	\$ 1,405,244.39	\$ 1,405,244.39		\$ 5,000,000.00	\$ 6,405,244.39

5. Computation of Grant Balance: *Other fund expenditures must provide source of funding by Expenditure Activity.
(Provide separate sheet, if necessary)

a. Amount of CDBG Grant Award	a. \$ 1,405,244.39		Remarks
b. Program Income Earned During Project Period		b.	
c. Total Expenditures from amount shown on lines a and b	c. (1)	c. (2)	WVJDC Loan \$5,000,000.00
(1) SCBG Expenditures	\$ 1,405,244.39		
(2) PI Expenditures			
d. Balance of funds--d(1) (CDBG line a minus line c(1))	d. (1)	d. (2)	Program Income was not earned during the course of this project.
d(2) (PI line b minus line c(2))	\$ -		
e. Balance of approved grant not drawn down	e. \$ -		
f. Cash on hand	f. \$ -		

1--Upon submission of this report, this balance will be canceled with no further drawdowns, with the possible exception of final audit costs.

2--A check for this amount made payable to the State of West Virginia should be submitted with this report.

3--The interim closeout letter will provide instruction regarding use of program income.

NOTE: THIS SHEET MAY HAVE TO BE RE-SUBMITTED AS A RESULT OF A FINAL AUDIT.

**CDBG GRANT
FINAL PERFORMANCE REPORT
STATUS OF AUDIT**

1. Name of Grantee: <div style="text-align: center; margin-top: 10px;">Upshur County Commission</div>	
2. Project Number: 16SCBG0008	3. Date: 3/30/2023

4. AUDIT SUMMARY:

List costs audited to date which have been included in the State Auditor audit reports or contracted audits.
If all costs claimed have not been audited, please indicate the anticipated date the final audit will be available.

AUDIT PERIOD	DATE OF AUDIT REPORT (MANAGEMENT LETTER)	AMOUNT OF SCBG EXPENDITURES AUDITED	FINDINGS		FINDINGS RESOLVED*	
			YES	NO	YES	NO
FY2018	5/7/2020	\$53,733.00		X		
FY2019	6/23/2020	\$84,496.90		X		
FY2020	9/30/2021	\$0.00		X		
FY2021	9/22/2022	\$1,094,448.94		X		
FY2022		\$117,299.12				
FY2023		\$55,266.43				
TOTAL AMOUNT AUDITED		\$1,232,678.84				

5. AUDIT STATUS

a. Total Expenditures	<u>\$1,405,244.39</u>
b. Total Expenditures Audited	<u>\$1,232,678.84</u>
c. Total Expenditures Not Audited	<u>\$172,565.55</u>
d. Period Covered by Next Audit	<u>7/1/2021 to 6/30/2022</u>
e. Expenditures Covered by Next Audit	<u>\$117,299.12</u>

REMARKS:

*If there are any findings that have not been resolved, please explain.

NOTE: This sheet may have to be resubmitted after the final audit.

CDBG GRANT
FINAL PERFORMANCE REPORT
GRANT ACCOMPLISHMENTS & IMPACT

1. Name of Grantee: <div style="text-align: center;">Upshur County Commission</div>	
2. Project Number: <div style="text-align: center;">16SCBG0008</div>	3. Date: <div style="text-align: center;">3/30/2023</div>

ACTIVITY NUMBER	CENSUS TRACT	ACTIVITY	\$ AMOUNT BY NATIONAL OBJECTIVE			PROPOSED ACCOMPLISHMENTS	ACTUAL ACCOMPLISH- MENTS	IMPACT OF ACTIVITY
			LOW/MOD	SLUMS BLIGHT	URGENT NEED			
4	5	6	7	8	9	10	11	12
03J	9671	Elkins Road PSD, Phase III Water System Improvements	\$1,405,244.39			Design a project to extend quality water to 82 new customers from the existing Elkins Road PSD water distribution system, upgrade water tanks, install booster stations, construct a new office building, and install 42,926 LF of 6", 22,713 LF of 4" and 18,039 LF of 2" water line, 56 fire hydrants and all the necessary valves, controls and appurtanences.	40,962 LF of 6" waterline, 24,108 LF of 4" waterline and 11,328 LF of 2" waterline along with 22 fire hydrants and 115 meters, as well as a new office building, booster stations, generators and upgrades to water tanks.	Provided 115 households with potable water and fire protection in a previously unserved area of Upshur County.
			TOTAL	TOTAL	TOTAL			
			\$1,405,244.39					

CDBG GRANT
FINAL PERFORMANCE REPORT
PROGRAM BENEFIT

(1) Name of Grantee:	Upshur County Commission
(2) Project Number:	16SCBG0008

ACTIVITY NUMBER	TOTAL AMOUNT BENEFITING LOW-AND-MODERATE INCOME PERSONS	NUMBER OF LOW AND MODERATE INCOME BENEFICIARIES	AMENDED PROJECTS	DESCRIPTION OF AMENDMENT
(3)	(4)	(5)	(6)	(7)
03J	\$1,405,244.39	50	Amendment #1 Amendment #2 Amendment #3 Amendment #4 Amendment #5 Amendment #6	This amendment reflects the approval of additional CDBG funds awarded to the project. This amendment reflects changes to amounts due to engineering amendment and changes to other funding. This amendment adjusts the budget to reflect construction expenses relative to the CDBG areas of the project. This amendment adjusts the budget to pay remaining permit fees related to the project. This amendment adjusts the budget reflecting the project has taken longer than originally anticipated. This amendment reflects the modification of the project funding in order to recapture the excess funds that was not able to be utilized beyond the CDBG portion of the project.
(8) METHOD OF DETERMINING BENEFIT: The project qualified by completing an income survey which determined that 65.8% were low to moderate income.				

CDBG GRANT
FINAL PERFORMANCE REPORT
**AREA WIDE BENEFIT OF
ACTUAL ACCOMPLISHMENTS**

1. Name of Grantee:	Upshur County Commission
2. Project Number:	16SCBG0008

3. Primary Activities	4. Census Area	5. Total Number of Beneficiaries	6. Number of Beneficiaries Per Reporting Category				
			White Not Hispanic	Black Not Hispanic	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
03J - Infrastructure (Waterline Extension)	Tract 9671	4361	4315	0	0	0	35

7. Explanation if #6 does not equal #5.

The census tract has individuals that are listed as having more than one race. The Census Tract is also much larger than the project area and thus this sheet shows many more beneficiaries based on the Census Tract than those that actually benefited from the project.

CDBG GRANT FINAL PERFORMANCE REPORT HOUSING ASSISTANCE PERFORMANCE

REHABILITATION

PROGRAM INCOME ACCRUED:

\$ _____

1. GRANTEE: Upshur County Commission	2. PROJECT #: 16SCBG0008	3. REHAB GOAL: OWNER OCCUPIED #: _____ RENTAL UNITS #: _____	4. TYPE OF HOUSING REHABILITATION (CHECK APPLICABLE TYPE) GRANT _____ LOAN _____ OTHER _____
--	------------------------------------	--	--

[illegible]

CDBG GRANT
FINAL PERFORMANCE REPORT
HOUSING ASSISTANCE PERFORMANCE
NEW-CONSTRUCTION

1. NAME OF GRANTEE:
Upshur County Commission
2. PROJECT NUMBER:
16SCBG0008

3. SMALL CITIES ASSISTED RE-CONSTRUCTION AND SUBSTANTIAL REHABILITATION					
PROJECT NUMBER	PROJECT NAME	CENSUS AREA	NUMBER OF UNITS	CONSTRUCTION STARTED	CONSTRUCTION COMPLETE
(A)	(B)	(C)	(D)	(E)	(F)
	Not Applicable to this project.				

CDBG GRANT
FINAL PERFORMANCE REPORT
HOUSING OPPORTUNITIES

1. NAME OF GRANTEE:	Upshur County Commission
2. PROJECT NUMBER:	16SCBG0008

3. ACTIONS TAKEN TO AFFIRMATIVELY FURTHER FAIR HOUSING (RESPONSE REQUIRED FROM ALL GRANTEES).

ACTION TAKEN:

Passed fair housing resolution.
Posted information about fair housing at the county courthouse.
Advertised EEO efforts in local papers.

RESULTS:

No comments or complaints received. Increased Fair Housing awareness and increased education of Fair Housing laws to the community.

4. ACTIONS TAKEN TO INCREASE HOUSING OPPORTUNITIES FOR LOWER-INCOME HOUSEHOLDS.

(RESPONSE REQUIRED FOR ALL GRANTEES WITH HOUSING ACTIVITIES AS A PART OF THEIR PROJECT.)

CDBG GRANT
FINAL PERFORMANCE REPORT
RELOCATION AND REAL PROPERTY ACQUISITION

1. NAME OF GRANTEE:	Upshur County Commission
2. PROJECT NUMBER:	16SCBG0008

PART A. PERSONS DISPLACED BY ACTIVITIES SUBJECT TO THE UNIFORM ACT		(a) TOTAL	(b) NO. OF OWNERS	(c) NO. OF TENANTS
3. HOUSEHOLDS (FAMILIES AND INDIVIDUALS):				
4. BUSINESSES AND NONPROFIT ORGANIZATIONS:				
5. FARMS:				
PART B. RELOCATION PAYMENTS AND EXPENSES UNDER THE UNIFORM ACT		(a) NO. OF CLAIMS	(b) AMOUNT PAID	
6. PAYMENTS FOR MOVING	ACTUAL EXPENSES--(SECTION 202(a))			
7. EXPENSES FOR HOUSEHOLDS	FIXED PAYMENT INCLUDING DISLOCATION ALLOWANCE--(SECTION 202(a))			
8. PAYMENTS FOR MOVING EXPENSES FOR	ACTUAL EXPENSES--(SECTION 202(a))			
9. BUSINESS AND NON-PROFIT ORGANIZATIONS	PAYMENT IN LIEU OF ACTUAL EXPENSES--(SECTION 202(a))			
10. PAYMENTS FOR MOVING EXPENSES	ACTUAL EXPENSES--(SECTION 202(a))			
11. FOR FARMS	PAYMENT IN LIEU OF ACTUAL EXPENSES--(SECTION 202(c))			
12. REPLACEMENT HOUSING PAYMENTS FOR HOMEOWNERS--(SECTION 203 (a))				
13. RENTAL ASSISTANCE PAYMENT (TENANTS AND CERTAIN OTHERS)--(SECTION 204 (1))				
14. DOWNPAYMENT ASSISTANCE (TENANTS AND CERTAIN OTHERS)--(SECTION 204 (1))				
15. HOUSING ASSISTANCE AS LAST RESORT--(SECTION 206 (a))				
16. RELOCATION ADVISORY ASSISTANCE AND SERVICES COST--(SECTION 205)				
17. TOTAL (SUM OF LINES 6 THROUGH 16)				
PART C. DISPLACEMENT NOT SUBJECT TO THE UNIFORM ACT		(a) NO. OF CLAIMS	(b) AMOUNT PAID	
18. MOVING AND RELATED EXPENSES				
19. REPLACEMENT HOUSING PAYMENTS (HOMEOWNER AND RENTAL)				
PART D. REAL PROPERTY ACQUISITION SUBJECT TO UNIFORM ACT		(a) NO. OF PARCELS	(b) COMPENSATION	
20. TOTAL PARCELS ACQUIRED		0	\$0.00	
PART E. ADMINISTRATIVE RELOCATION APPEALS FILED UNDER UNIFORM ACT		TOTAL NO.		
21. TOTAL NUMBER OF ADMINISTRATIVE RELOCATION APPEALS FILED IN CONNECTION WITH PROJECT				
NAME OF PERSON PREPARING THIS FORM AND DATE:		SIGNATURE OF APPROVING OFFICIAL AND DATE:		
Cary A. Smith 3/30/2023		3/30/2023		
TITLE AND PHONE NUMBER:		TITLE:		
Project Manager 304.472.6564		President		

There were no property acquisition associated with the CDBG project.

1. NAME OF GRANTEE:	Upshur County Commission
2. PROJECT NUMBER:	16SCBG0008
3. NAME OF PROJECT:	ERPSD, Ph III Water System Improvements

 YES X NO

 YES X NO

BY GRANTEE WITH FUNDS WITHHELD FROM CONTRACTOR

[illegible]



Form Number: 6

West Virginia Department of Economic Development
Community Development Block Grant (CDBG)
Budget Amendment Form- Water/Sewer/Storm Sewer/Parks and Rec/Broadband

Subrecipient:	Upshur County Commission
----------------------	--------------------------

Project Name:	Elkins Road PSD, Phase III Water System Improvement Project
----------------------	---

Project Number:	16SCBG0008	Amendment Number:	6
------------------------	------------	--------------------------	---

Activity Category*	Current CDBG Budget	Increase	Decrease	Amended CDBG Budget
Administration	\$ 107,462.84	\$ -	\$ -	\$ 107,462.84
Accounting		\$ -	\$ -	\$ -
Arch/Engineering	\$ 341,172.00	\$ -	\$ 40,647.25	\$ 300,524.75
Land Acquisition		\$ -	\$ -	\$ -
Construction	\$ 1,025,977.36	\$ -	\$ 54,108.36	\$ 971,869.00
Permits/Fees	\$ 25,387.80	\$ -	\$ -	\$ 25,387.80
Legal		\$ -	\$ -	\$ -
Planning				
Demolition				
TOTAL	\$ 1,500,000.00	\$ -	\$ 94,755.61	\$ 1,405,244.39

*Activity Categories cannot change from original budget.

Reason for Amendment:	The amendment reflects the modification of the project funding in order to recapture the excess funds that was not able to be utilized beyond the CDBG portion of the project.
------------------------------	--

Subrecipient Signature:	
Printed Name and Title:	Upshur County Commission, President
Date:	3/30/2023

WVDED Project Manager:			
Signature:		Date:	
WVDED Program Manager:	Sherry Risk		
Signature:		Date:	



Community Development Block Grant
(CDBG)
Grant Amendment No. 6

West Virginia Development Office
1900 Kanawha Blvd. East
Building 6, Room 553
Charleston, WV 25305

Subrecipient Information		State Accounting Information	
Name:	Upshur County Commission Courthouse	Major Program:	CDBG
Address:	Annex, 91 West Main St., Suite 101, Buckhannon, WV 26201	Program:	CDBGGRANTS
FEIN:	55-6000406	Oasis Vendor Number:	17*3858
DUNS:	028608099	Oasis Grant Award Number:	212313

Grant Amendment No. 6 Description

This amendment will modify the project funding structure to recapture PY16 funds.

Federal Award Information		Pass-through Award Information	
Federal Awarding Agency:	Department of Housing and Urban Development (HUD)	Pass-through Awarding Agency:	WV Department of Economic Development
CFDA Number and Name:	14.228 – Community Development Block Grant	Subaward Project Number:	16SCBG0008
R&D Award	No	Period of Performance:	12/13/2016 -- 6/30/2018
		Amended Period of Performance:	12/13/2016 – 6/30/2023
<u>PY2018 Funds</u>		<u>PY2017 Funds – PPC-B17</u>	
FAIN.....	B18DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	09/12/2018	Total Funds Obligated.....	\$497,619.82
Total Federal Funds Available.....	\$13,591,796		
<u>PY2017 Funds</u>		<u>PY2016 Funds – PPC-B16</u>	
FAIN.....	B17DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	10/19/2017	Funds Deobligated by This Action.....	(\$94,755.61)
Total Federal Funds Available.....	\$12,228,766.00	Total Funds Obligated.....	\$188,973.43
<u>PY2016 Funds</u>		<u>PY2015 Funds – PPC-B15</u>	
FAIN.....	B16DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	09/19/2016	Total Funds Obligated.....	\$68,626.31
Total Federal Funds Available.....	\$12,520,351.00		
<u>PY2015 Funds</u>		<u>PY2014 Funds – PPC-B14</u>	
FAIN.....	B15DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	8/02/2015	Total Funds Obligated.....	\$248,418.00
Total Federal Funds Available.....	\$12,528,038.00		
<u>PY2014 Funds</u>		<u>PY2010-PY2013 Funds – PPC-B98</u>	
FAIN.....	B14DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	8/02/2015	Total Funds Obligated.....	\$401,606.83
Total Federal Funds Available.....	\$12,528,038.00		
<u>PY2013 Funds</u>		Total Federal Funds Committed to Project....	\$1,405,244.39
FAIN.....	B13DC540001		
Total Federal Funds Available.....	\$13,429,610.00		
<u>PY2012 Funds</u>			
FAIN.....	B12DC540001		
Total Federal Funds Available.....	\$13,177,973.00		
<u>PY2011 Funds</u>			
FAIN.....	B11DC540001		
Total Federal Funds Available.....	\$15,383,805.00		
<u>PY2010 Funds</u>			
FAIN.....	B10DC540001		
Total Federal Funds Available.....	\$18,358,507.00		

Notice of Grant Award

This funding is provided under Title I of the Housing and Community Development Act of 1974 under regulations of the Department of Housing and Urban Development, including but not limited to 24 CFR (Code of Federal Regulations), Part 570, Sub-Part I, as amended or revised, and subject the State of West Virginia's CDBG Policies and Procedures Manual and all program guidelines.

Terms of Acceptance

By accepting funds under this Agreement, the subrecipient agrees to comply with all terms and conditions in this Agreement; all assurances and certifications made in the Agreement; and all applicable federal statutes, regulations, and guidelines. The subrecipient agrees to administer the funded program in accordance with the Agreement and budget(s), supporting documents, and other representations made in support of the Agreement.

For the Pass-Through Entity:

Authorized Signature

Date _____

Jennifer Ferrell, Director – WV CAD

Name / Title

304-558-2234

Phone

Jennifer.L.Ferrell@wv.gov

Email

For the Subrecipient:

Authorized Signature

Date _____

Kristie G. Tenney, Upshur County Commission

Print Name / Title

304-472-0535

Phone

kgtenney@upshurcounty.org

Email

ELKINS ROAD PUBLIC SERVICE DISTRICT
2016W-1632
16SCBG0008
Request #28

**RESOLUTION OF THE ELKINS ROAD PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO
 THE WATER PROJECT AND AUTHORIZING PAYMENT THEREOF,**

WHEREAS, the Elkins Road Public Service District, has reviewed the invoices attached hereto for its water project funded by the West Virginia Infrastructure & Jobs Development Council ("IJDC") and Community Development Block Grant ("CDBG"), and find as follows:

- a.) That none of the items for which payment is proposed to be made has been requested from another funding source.
- b.) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
- c.) That each of such costs has been otherwise properly incurred.
- d.) That the payment for each of the items proposed is due and owing as the date hereof.

NOW, THEREFORE BE IT RESOLVED by the Elkins Road Public Service District as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

VENDOR	CDBG	IJDC Loan	TOTAL
Chapman Technical Group	\$ -	\$ 11,173.66	\$ 11,173.66
Region VII Planning & Development Council	\$ 19,259.29	\$ -	\$ 19,259.29
Elkins Road PSD (Reimbursement)	\$ -	\$ 6,811.78	\$ 6,811.78
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL	\$ 19,259.29	\$ 17,985.44	\$ 37,244.73

ADOPTED BY the Elkins Road Public Service District, at a meeting held on the 3rd day of January, 2023.

By: Carey Wagner

Its: Chairman

**ELKINS ROAD PUBLIC SERVICE DISTRICT
2016W-1632
16SCBG0008
Request #28**

**RESOLUTION OF THE ELKINS ROAD PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO
THE WATER PROJECT AND AUTHORIZING PAYMENT THEREOF,**

WHEREAS, the Elkins Road Public Service District, has reviewed the invoices attached hereto for its water project funded by the West Virginia Infrastructure & Jobs Development Council ("IJDC") and Community Development Block Grant ("CDBG"), and find as follows:

- a.) That none of the items for which payment is proposed to be made has been requested from another funding source.
- b.) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
- c.) That each of such costs has been otherwise properly incurred.
- d.) That the payment for each of the items proposed is due and owing as the date hereof.

NOW, THEREFORE BE IT RESOLVED by the Elkins Road Public Service District as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

VENDOR	CDBG	IJDC Loan	TOTAL
Chapman Technical Group	\$ -	\$ 11,173.66	\$ 11,173.66
Region VII Planning & Development Council	\$ 19,259.29	\$ -	\$ 19,259.29
Elkins Road PSD (Reimbursement)	\$ -	\$ 6,811.78	\$ 6,811.78
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
TOTAL	\$ 19,259.29	\$ 17,985.44	\$ 37,244.73

ADOPTED BY the Elkins Road Public Service District, at a meeting held on the 3rd day of January, 2023.

By: _____

Its: Chairman

Elkins Rd PSD
 UDC No. 2016W-1632
 Expenditure Report #28

1/3/2023

UDC Loan	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)(w/ CO#1-#7)	460,350.00	8,530.63	468,880.63	468,880.63	0.00	468,880.63	0.00
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	262,397.67	0.00	262,397.67	0.00
Contract 3 Line ext (AJ Burk)	1,117,740.00	176,467.00	1,294,207.00	1,294,207.00	0.00	1,294,207.00	0.00
Contract 4 Line Ext (Chojnacki)	1,384,581.65	(211,216.11)	1,173,365.54	1,173,365.54	0.00	1,173,365.54	0.00
Contingency	219,549.00	(100,438.25)	119,110.75	0.00	0.00	0.00	119,110.75
Kesling Ridge Booster Station	100,000.00	(100,000.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #4	0.00	80,750.00	80,750.00	80,750.00	0.00	80,750.00	0.00
Touch Road & Radio Read Meters	274,994.00	(274,994.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #2	0.00	37,000.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Contract 3, Change Order #3	0.00	136,000.00	136,000.00	136,000.00	0.00	136,000.00	0.00
Contract 3, Change Order #6	0.00	101,880.00	101,880.00	101,880.00	0.00	101,880.00	0.00
Contract 3, Change Order #7 & #8	0.00	134,315.00	134,315.00	134,315.00	0.00	134,315.00	0.00
Radio Read Meters (Remainder of Meters in System)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO #8 - Backflow Prevention Valve & Vault	0.00	47,000.00	47,000.00	47,000.00	0.00	47,000.00	0.00
Contract #1, CO#9 - Asphalt Driveway Paving	0.00	65,451.85	65,451.85	65,451.85	0.00	65,451.85	0.00
ERPSD Equipment	0.00	9,625.00	9,625.00	9,625.00	0.00	9,625.00	0.00
ERPSD GIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	53,000.00	0.00	53,000.00	53,000.00	0.00	53,000.00	0.00
Design	252,000.00	0.00	252,000.00	252,000.00	0.00	252,000.00	0.00
Bidding	32,990.00	0.00	32,990.00	32,990.00	0.00	32,990.00	0.00
Engineering During Construction	89,810.00	95,311.78	185,121.78	168,310.00	16,811.78	185,121.78	0.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	439,811.00	(155,677.78)	284,133.22	260,379.49	773.66	261,153.15	22,980.07
Special Services							
Surveying Services	10,500.00	0.00	10,500.00	10,106.04	0.00	10,106.04	393.96
Financing Services	3,622.50	0.00	3,622.50	3,622.50	0.00	3,622.50	0.00
Record Drawings	10,500.00	0.00	10,500.00	6,470.00	400.00	6,870.00	3,630.00
PSC Services	1,627.50	0.00	1,627.50	1,627.50	0.00	1,627.50	0.00
Geotech Engineering Services	6,118.00	0.00	6,118.00	5,118.00	0.00	5,118.00	1,000.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	(2,244.11)	37,755.89	37,755.89	0.00	37,755.89	0.00
Administrative (Region VII)	80,566.35	(58,029.19)	22,537.16	22,537.16	0.00	22,537.16	0.00
Sites and Other Lands	50,000.00	(3,187.50)	46,812.50	46,812.50	0.00	46,812.50	0.00
Permits / Miscellaneous	70,040.00	(23,941.99)	46,098.01	46,098.01	0.00	46,098.01	0.00
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	5,000,000.00	(0.00)	5,000,000.00	4,835,809.78	17,985.44	4,853,885.22	146,114.78

CDBG	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 2 Tank (M&A)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3 Line ext (AJ Burk)	520,517.00	(216,516.00)	304,001.00	304,001.00	0.00	304,001.00	0.00
Contract 4 Line Ext (Chojnacki)	682,788.35	(14,920.35)	667,868.00	667,868.00	0.00	667,868.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kesling Ridge Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Touch Read & Radio Read Meters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #6	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Radio Read Meters (Remainder of Meters in System)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO #8 - Backflow Prevention Valve & Vault	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO#9 - Asphalt Driveway Paving	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BRPSD Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BRPSD GIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	0.00
Design	108,000.00	0.00	108,000.00	108,000.00	0.00	108,000.00	0.00
Bidding	7,710.00	0.00	7,710.00	7,710.00	0.00	7,710.00	0.00
Engineering During Construction	38,490.00	0.00	38,490.00	38,490.00	0.00	38,490.00	0.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	97,189.00	23,263.75	120,452.75	120,452.75	0.00	120,452.75	0.00
Special Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Surveying Services	4,500.00	0.00	4,500.00	4,500.00	0.00	4,500.00	0.00
Financing Services	1,552.50	0.00	1,552.50	1,552.50	0.00	1,552.50	0.00
Record Drawings	4,500.00	0.00	4,500.00	4,500.00	0.00	4,500.00	0.00
PSC Services	697.50	0.00	697.50	697.50	0.00	697.50	0.00
Geotech Engineering Services	2,622.00	0.00	2,622.00	2,622.00	0.00	2,622.00	0.00
Tank Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal							
a. Legal - Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Legal - PSC (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting (Griffith)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative (Region VII)	19,433.65	88,029.19	107,462.84	88,203.55	19,259.29	107,462.84	0.00
Sites and Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits / Miscellaneous	0.00	25,387.80	25,387.80	25,387.80	0.00	25,387.80	0.00
Bond Counsel (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1,500,000.00	(94,755.61)	1,405,244.39	1,385,985.10	19,259.29	1,405,244.39	0.00

Total Project	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	8,550.63	468,880.63	468,880.63	0.00	468,880.63	0.00
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	262,397.67	0.00	262,397.67	0.00
Contract 3 Line ext (A) Burk	1,598,208.00	(40,049.00)	1,598,208.00	1,598,208.00	0.00	1,598,208.00	0.00
Contract 4 Line Ext (Chojnacki)	2,067,370.00	(226,136.46)	1,841,233.54	1,841,233.54	0.00	1,841,233.54	0.00
Contingency	219,549.00	(100,438.25)	119,110.75	0.00	0.00	0.00	119,110.75
Kosling Ridge Booster Station	100,000.00	(100,000.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #4	0.00	80,750.00	80,750.00	80,750.00	0.00	80,750.00	0.00
Touch Read & Radio Road Meters	274,994.00	(274,994.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #2	0.00	37,000.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Contract 3, Change Order #3	0.00	136,000.00	136,000.00	136,000.00	0.00	136,000.00	0.00
Contract 3, Change Order #6	0.00	101,880.00	101,880.00	101,880.00	0.00	101,880.00	0.00
Contract 3, Change Order #7	0.00	134,315.00	134,315.00	134,315.00	0.00	134,315.00	0.00
Radio Road Meters (Remainder of Meters in System)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO #8 - Backflow Prevention Valve & Vault	0.00	47,000.00	47,000.00	47,000.00	0.00	47,000.00	0.00
Contract #1, CO #9 - Asphalt Driveway Paving	0.00	65,451.85	65,451.85	65,451.85	0.00	65,451.85	0.00
BRPSD Equipment	0.00	9,625.00	9,625.00	9,625.00	0.00	9,625.00	0.00
BRPSD GIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	65,000.00	0.00	65,000.00	65,000.00	0.00	65,000.00	0.00
Design	360,000.00	0.00	360,000.00	360,000.00	0.00	360,000.00	0.00
Bidding	40,700.00	0.00	40,700.00	40,700.00	0.00	40,700.00	0.00
Engineering During Construction	128,300.00	95,311.78	223,611.78	206,800.00	16,811.78	223,611.78	0.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	537,000.00	(132,414.03)	404,585.97	380,832.24	773.66	381,605.90	22,980.07
Special Services							
Surveying Services	15,000.00	0.00	15,000.00	14,606.04	0.00	14,606.04	393.96
Financing Services	5,175.00	0.00	5,175.00	5,175.00	0.00	5,175.00	0.00
Record Drawings	15,000.00	0.00	15,000.00	10,970.00	400.00	11,370.00	3,630.00
PSC Services	2,325.00	0.00	2,325.00	2,325.00	0.00	2,325.00	0.00
Geotech Engineering Services	8,740.00	0.00	8,740.00	8,740.00	0.00	8,740.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	(2,244.11)	37,755.89	37,755.89	0.00	37,755.89	0.00
Administrative (Region VII)	100,000.00	30,000.00	130,000.00	110,740.71	19,259.29	130,000.00	0.00
Sites and Other Lands	50,000.00	(3,187.50)	46,812.50	46,812.50	0.00	46,812.50	0.00
Permits / Miscellaneous	70,040.00	1,445.81	71,485.81	71,485.81	0.00	71,485.81	0.00
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6,500,000.00	(94,755.61)	6,405,244.39	6,221,884.88	37,244.73	6,259,129.61	146,114.78

**Community Development Block Grant Program
REQUEST FOR PAYMENT**

TO: West Virginia Development Office
Building 3, Room 700
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304.558.2234

FROM: Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201
ph. 304.472.0535

Project Name	Elkins Road PSD Phase III Water System Improvements			Project #	16SCBG0008	
Invoice #	173858-32			% of CDBG Funds Expended	100%	
Time Period Covered by this Request:		04/01/2022	To:	03/30/2023		
Amount of CDBG Funds on hand at the time of this Request					\$	-
COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	BALANCE
Administration	\$ 107,462.84	\$ 88,203.55	\$ 19,259.29	\$ 107,462.84	\$ 88,203.55	\$ -
Admin Direct Costs		\$ 57,716.31	\$ 12,559.97	\$ 70,276.28	\$ 57,716.31	
Admin Indirect Costs		\$ 30,487.24	\$ 6,699.32	\$ 37,186.56	\$ 30,487.24	
Accounting	\$ -	\$ -	\$ -		\$ -	
Arch/Engineering	\$ 300,524.75	\$ 300,524.75	\$ -	\$ 300,524.75	\$ 300,524.75	\$ -
Land Acquisition	\$ -	\$ -	\$ -		\$ -	
Construction	\$ 971,869.00	\$ 971,869.00	\$ -	\$ 971,869.00	\$ 971,869.00	\$ -
Permits/Fees	\$ 25,387.80	\$ 25,387.80	\$ -	\$ 25,387.80	\$ 25,387.80	\$ -
Legal	\$ -	\$ -	\$ -		\$ -	
Planning		\$ -	\$ -		\$ -	
SUB-TOTAL:	\$ 1,405,244.39	\$ 1,385,985.10	\$ 19,259.29	\$ 1,405,244.39	\$ 1,385,985.10	\$ -
Less Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 1,405,244.39	\$ 1,385,985.10	\$ 19,259.29	\$ 1,405,244.39	\$ 1,385,985.10	\$ -

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

Chief Elected Official Signature

March 30, 2023

Date

Kristie G. Tenney, Upshur County Commission

Printed Name of Chief Elected Official

*Copies of Invoices Required
Invoice Summary Forms Required*

v1.12.2021

CDBG Invoice Summary-Administration

Period Covered by Request

04/01/22-03/30/2023

Vendor		Invoice #	Description	Inv Date	\$
1.	Region VII Planning & Development Council	394-6	Administration Services	6/30/2022	\$ 6,287.13
2.	Region VII Planning & Development Council	394-7	Administration Services	9/30/2022	\$ 5,975.87
3.	Region VII Planning & Development Council	394-8	Administration Services	12/31/2022	\$ 7,046.29
4.					\$ -
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
ADMINISTRATION TOTAL					\$ 19,259.29

PO Box 849
Buckhannon, WV 26201

Date	Invoice #
6/30/2022	394-6

Bill To
394 ElkinsRoad PSD Ph III Water Elkins Road PSD 133 Fallen Road Buckhannon, WV 26201

Cary A. Smith 01/03/2023
NAME DATE

[illegible]

1:19 PM

09/20/22

Region VII Planning and Development Council
Time by Job Detail
April through June 2022

Date	Name	Billing Status	Duration
394 ElkinsRoad PSD Ph III Water			
Project Administration			
04/01/2022	Smith, Cary A	Unbilled	1:00
04/04/2022	Smith, Cary A	Unbilled	6:00
04/05/2022	Smith, Cary A	Unbilled	4:30
04/06/2022	Smith, Cary A	Unbilled	1:30
04/07/2022	Smith, Cary A	Unbilled	1:30
04/11/2022	Allen, Dionne T	Unbilled	1:00
04/11/2022	Smith, Cary A	Unbilled	2:00
04/12/2022	Smith, Cary A	Unbilled	1:00
04/13/2022	Smith, Cary A	Unbilled	4:00
04/14/2022	Smith, Cary A	Unbilled	1:00
04/14/2022	Ball, Peggy L	Unbilled	1:00
04/18/2022	Smith, Cary A	Unbilled	0:30
04/20/2022	Smith, Cary A	Unbilled	4:00
04/21/2022	Smith, Cary A	Unbilled	1:00
04/22/2022	Smith, Cary A	Unbilled	1:00
04/25/2022	Smith, Cary A	Unbilled	1:30
04/26/2022	Smith, Cary A	Unbilled	0:30
04/27/2022	Smith, Cary A	Unbilled	0:30
04/28/2022	Smith, Cary A	Unbilled	2:00
04/29/2022	Smith, Cary A	Unbilled	1:00
05/02/2022	Smith, Cary A	Unbilled	2:00
05/03/2022	Smith, Cary A	Unbilled	1:00
05/04/2022	Smith, Cary A	Unbilled	1:00
05/06/2022	Smith, Cary A	Unbilled	1:00
05/09/2022	Allen, Dionne T	Unbilled	1:00
05/09/2022	Smith, Cary A	Unbilled	2:00
05/11/2022	Smith, Cary A	Unbilled	0:30
05/13/2022	Smith, Cary A	Unbilled	1:00
05/13/2022	Ball, Peggy L	Unbilled	1:00
05/16/2022	Allen, Dionne T	Unbilled	1:00
05/16/2022	Smith, Cary A	Unbilled	0:30
05/17/2022	Smith, Cary A	Unbilled	1:00
05/18/2022	Smith, Cary A	Unbilled	1:00
05/23/2022	Smith, Cary A	Unbilled	2:00
05/24/2022	Ball, Peggy L	Unbilled	1:00
05/27/2022	Smith, Cary A	Unbilled	1:00
05/30/2022	Smith, Cary A	Unbilled	0:00
05/31/2022	Smith, Cary A	Unbilled	1:00
06/01/2022	Smith, Cary A	Unbilled	2:00
06/02/2022	Smith, Cary A	Unbilled	4:00
06/06/2022	Smith, Cary A	Unbilled	0:00
06/07/2022	Allen, Dionne T	Unbilled	1:00
06/09/2022	Allen, Dionne T	Unbilled	1:00
06/13/2022	Smith, Cary A	Unbilled	2:00
06/14/2022	Smith, Cary A	Unbilled	2:00
06/15/2022	Smith, Cary A	Unbilled	2:00
06/20/2022	Smith, Cary A	Unbilled	0:00
06/21/2022	Smith, Cary A	Unbilled	2:30
06/22/2022	Smith, Cary A	Unbilled	2:00
06/23/2022	Smith, Cary A	Unbilled	1:00
06/24/2022	Smith, Cary A	Unbilled	0:30
06/27/2022	Smith, Cary A	Unbilled	1:00
06/28/2022	Smith, Cary A	Unbilled	1:00
Total Project Administration			77:30
Total 394 ElkinsRoad PSD Ph III Water			77:30
TOTAL			77:30

11:29 AM

10/25/22

Region VII Planning and Development Council

Time by Job Detail

June 16 through September 15, 2022

Date	Name	Billing Status	Duration
394 ElkinsRoad PSD Ph III Water			
Project Administration			
06/20/2022	Smith, Cary A	Unbilled	0:00
06/21/2022	Smith, Cary A	Unbilled	2:30
06/22/2022	Smith, Cary A	Unbilled	2:00
06/23/2022	Smith, Cary A	Unbilled	1:00
06/24/2022	Smith, Cary A	Unbilled	0:30
06/27/2022	Smith, Cary A	Unbilled	1:00
06/28/2022	Smith, Cary A	Unbilled	1:00
07/01/2022	Smith, Cary A	Unbilled	0:30
07/04/2022	Smith, Cary A	Unbilled	0:00
07/08/2022	Smith, Cary A	Unbilled	1:30
07/11/2022	Smith, Cary A	Unbilled	0:00
07/11/2022	Allen, Dionne T	Unbilled	1:00
07/14/2022	Allen, Dionne T	Unbilled	1:00
07/18/2022	Wallace, Carrie L	Unbilled	1:00
07/18/2022	Smith, Cary A	Unbilled	0:00
07/20/2022	Smith, Cary A	Unbilled	1:00
07/21/2022	Smith, Cary A	Unbilled	1:00
07/25/2022	Smith, Cary A	Unbilled	0:00
07/26/2022	Smith, Cary A	Unbilled	0:30
07/27/2022	Smith, Cary A	Unbilled	1:00
07/29/2022	Smith, Cary A	Unbilled	5:00
08/01/2022	Smith, Cary A	Unbilled	2:30
08/02/2022	Smith, Cary A	Unbilled	5:30
08/04/2022	Smith, Cary A	Unbilled	1:00
08/08/2022	Allen, Dionne T	Unbilled	1:00
08/08/2022	Smith, Cary A	Unbilled	0:00
08/09/2022	Smith, Cary A	Unbilled	0:30
08/11/2022	Smith, Cary A	Unbilled	2:30
08/12/2022	Smith, Cary A	Unbilled	0:30
08/15/2022	Smith, Cary A	Unbilled	2:30
08/16/2022	Smith, Cary A	Unbilled	4:30
08/17/2022	Smith, Cary A	Unbilled	5:00
08/18/2022	Smith, Cary A	Unbilled	2:00
08/19/2022	Smith, Cary A	Unbilled	4:30
08/22/2022	Smith, Cary A	Unbilled	0:00
08/23/2022	Smith, Cary A	Unbilled	3:00
08/24/2022	Smith, Cary A	Unbilled	1:00
08/25/2022	Smith, Cary A	Unbilled	1:00
08/29/2022	Smith, Cary A	Unbilled	1:00
08/30/2022	Smith, Cary A	Unbilled	2:00
08/31/2022	Smith, Cary A	Unbilled	2:30
09/01/2022	Smith, Cary A	Unbilled	4:00
09/02/2022	Smith, Cary A	Unbilled	3:00
09/05/2022	Smith, Cary A	Unbilled	0:00
09/08/2022	Allen, Dionne T	Unbilled	1:00
09/09/2022	Smith, Cary A	Unbilled	2:00
09/12/2022	Smith, Cary A	Unbilled	0:30
09/15/2022	Allen, Dionne T	Unbilled	1:00
09/15/2022	Smith, Cary A	Unbilled	0:30
Total Project Administration			76:00
Total 394 ElkinsRoad PSD Ph III Water			76:00
TOTAL			76:00

Buckhannon, WV 26201

Date	Invoice #
12/31/2022	394-8

Bill To
394 ElkinsRoad PSD Ph III Water Elkins Road PSD 133 Fallen Road Buckhannon, WV 26201

Cary A. Smith 01/03/2023
NAME DATE

[illegible]

10:19 AM

12/21/22

Region VII Planning and Development Council

Time by Job Detail

October through December 2022

Date	Name	Billing Status	Duration
394 ElkinsRoad PSD Ph III Water			
Project Administration			
10/03/2022	Smith, Cary A	Unbilled	2:00
10/04/2022	Whitehair, Nicolas S	Unbilled	2:00
10/05/2022	Smith, Cary A	Unbilled	1:00
10/06/2022	Ball, Peggy L	Unbilled	0:30
10/07/2022	Smith, Cary A	Unbilled	0:30
10/10/2022	Smith, Cary A	Unbilled	0:00
10/11/2022	Allen, Dionne T	Unbilled	1:00
10/11/2022	Whitehair, Nicolas S	Unbilled	2:00
10/12/2022	Whitehair, Nicolas S	Unbilled	2:00
10/12/2022	Smith, Cary A	Unbilled	0:30
10/13/2022	Whitehair, Nicolas S	Unbilled	1:00
10/13/2022	Smith, Cary A	Unbilled	0:30
10/14/2022	Whitehair, Nicolas S	Unbilled	2:00
10/17/2022	Wallace, Carrie L	Unbilled	2:00
10/17/2022	Ball, Peggy L	Unbilled	1:00
10/17/2022	Smith, Cary A	Unbilled	2:30
10/19/2022	Wallace, Carrie L	Unbilled	1:15
10/19/2022	Whitehair, Nicolas S	Unbilled	2:00
10/19/2022	Smith, Cary A	Unbilled	0:30
10/20/2022	Whitehair, Nicolas S	Unbilled	2:00
10/20/2022	Allen, Dionne T	Unbilled	1:00
10/20/2022	Wallace, Carrie L	Unbilled	0:30
10/21/2022	Whitehair, Nicolas S	Unbilled	2:00
10/21/2022	Smith, Cary A	Unbilled	1:00
10/24/2022	Whitehair, Nicolas S	Unbilled	1:00
10/24/2022	Smith, Cary A	Unbilled	0:30
10/25/2022	Whitehair, Nicolas S	Unbilled	1:00
10/25/2022	Smith, Cary A	Unbilled	1:00
10/26/2022	Whitehair, Nicolas S	Unbilled	2:00
10/26/2022	Smith, Cary A	Unbilled	1:00
10/27/2022	Whitehair, Nicolas S	Unbilled	2:00
10/27/2022	Smith, Cary A	Unbilled	2:00
10/28/2022	Smith, Cary A	Unbilled	2:00
10/31/2022	Smith, Cary A	Unbilled	0:30
11/09/2022	Allen, Dionne T	Unbilled	1:00
11/15/2022	Allen, Dionne T	Unbilled	1:00
12/09/2022	Allen, Dionne T	Unbilled	1:00
12/16/2022	Allen, Dionne T	Unbilled	1:00
Total Project Administration			47:45
Total 394 ElkinsRoad PSD Ph III Water			47:45
TOTAL			47:45

WEST VIRGINIA Courthouse Facilities Improvement Authority	18th Cycle - Request for Reimbursement INVOICE
	Funds Recipient: Upshur County Commission
	Address: 91 West Main St. Suite 101, Buckhannon, WV 26201
	Grant ID #: 18cycUpshu2021
	FEIN #:55-6000406
CFIA Use Only Invoice #:	Funds are hereby requested to cover expenditures FROM: 7/14/2022 TO:3/10/2023

VENDOR INFORMATION - Please list below all invoices associated with this request for reimbursement. List the vendor name, the invoice date or date service began, the invoice number and the check number in this column. Attach a copy herein of the corresponding vendor invoice(s) marked "paid" and proof of payment for services (copy of county check).

- (1) Charleston Gazette Mail – 7/14/2022 - invoice #1816078 – chk # _____
 (2) Record Delta - 7/27/2022 - invoice #1865 – chk # _____
 (3) Trisco Systems Inc. – 2/27/2023 – invoice #8695 – chk #051607

Total Dollar
Amount of
Each Invoice

- (1) \$135.53
 (2) \$105.25
 (3) \$68,236.00

CFIA = \$49,500 (funds previously utilized on jailhouse roof)
 \$45,014.21 (remaining grant funds approved for this project)
 Less than 80% of Total Project Cost
 UCC = Total project cost \$68,476.78 - \$45,014.21 (grant funds) = \$23,462.57

TOTAL: \$68,476.78
CFIA = \$45,014.21
UCC = \$23,462.57

FUNDS RECIPIENT REIMBURSEMENT REQUEST:

This request is in the amount of \$ \$45,014.21 3/22/2023

Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for reimbursement.

Date

Authorized Official

CFIA USE ONLY CERTIFICATION:

I certify that this report presents expenditures of funds for the period covered and for the total project budget to date, made in accordance with the approved application for this funding program.

BY: <u>Melissa K. Smith, Executive Director</u>		
TYPED NAME & TITLE	SIGNATURE	DATE
(Authorized Official or Financial Officer Only.)		

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

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

TDD Numbers
 Business: 472-9550

Grant Number: 18cycUpshu2021

1. Cost Comparison:

The Request for Proposals for the rehabilitation of the porch on the Upshur County Former Jail Facility was advertised in the following manner: (1) as a Class II legal advertisement in the Record Delta, and the Charleston Gazette on July 19, 2022 and July 26, 2022, (2) the specifications were e-mailed to several construction companies that previously bid on projects, (3) posted information on the Upshur County Commission website, (4) posted the RFP on the bulletin board at the Upshur County Courthouse and Upshur County Administrative Annex, (5) listed on a local electronic media platform, mybuckhannon.com and (6) listed on the Blue Book Building & Construction Network. Representatives from only one company attended the mandatory pre-bid meeting on August 9, 2022, despite these efforts. The pre-bid meeting sign-in sheet is attached as "Exhibit A".

One bid submission was received prior to the deadline and was opened and reviewed during a regularly scheduled Commission Meeting held on August 18, 2022. The only submitted bid proposal included a Base Bid and two Alternates. See "Exhibit B". The amounts of each are as follows: Base Bid: Porch Masonry Rehabilitation of \$53,880.00; Alternate 1: Paint Lead Abatement costing an additional \$13,331.00 and Alternate 2: Porch Roof Renovation costing an additional \$14,356.00.

Paint Lead Abatement was not necessary for this project. Paint lead testing commenced in April 2021 upon starting Phase I of the jail facility rehabilitation. The results were negative for lead and therefore no abatement was necessary for Phase I of the project. Those same results were acceptable for the porch rehabilitation and subsequently lead abatement was not necessary. The Upshur County Commission did approve Alternate 2, the porch roof renovation costing an additional \$14,356.00.

The bid met all specifications standards set forth within the Request for Proposals. The Upshur County Commission accepted the bid from Trisco Systems, Inc. in the base amount of \$53,880.00 and Alternate 2 in the amount of \$14,356.00. Appropriate Commission Meeting Minutes are attached as "Exhibit C". The contract approved by the Upshur County Commission dated August 18, 2022 is attached as "Exhibit D".

2. Quality of Workmanship:

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

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

TDD Numbers
 Business: 472-9550

The quality of the workmanship of the project exceeded expectations. The Contractor completed all work as specified and outlined within Section 1 of the contract agreement.

3. Quality of Materials Used:

The Upshur County Commission is overall satisfied with the quality of the materials used. The mortar joints that were replaced within the specified area are of superior quality and will provide optimum long-lasting structural integrity. The stone cap head joints were repaired as to secure and maintain their integrity and to keep them strong, tough and durable. The color-matching mortar nicely matches the existing consistency and color of the current brick veneer and mortar giving the project a cohesive appearance with the main portion of the building. The replacement of the shingled roof was also completed using high quality materials including underlayment, flashing and asphalt roofing shingles to match the newly replaced roof as completed under Phase II of this project. The appearance is visually appealing and the rehabilitation of the porch is complementary to the structure.

4. Employee/Courthouse visitor's benefits:

The Courthouse is the focal point when travelling on Main Street and adorns the Downtown Buckhannon Historic District; therefore, in an effort to maintain the historic aesthetics of the area, preserving the adjacent former jail facility is of utmost importance.

This facility is available for all judicial and elected official offices to use as storage space and serves as the election room. Available property located within close proximity to the Courthouse is scarce; therefore, the Commission must maintain and maximize the potential use of each county owned property. Completing the former jail facility porch fulfills the goal of full restoration of this building was imperative to extending the life of this spacious multi-purpose building.

5. Timeliness of contractors/materials:

Trisco Systems, Inc. was very prompt in providing the required paperwork and commencing work on the masonry portion of the project in a timely manner. The masonry portion of the project commenced on November 1, 2022 and was completed within one week.

The sub-contractor that agreed to complete the roofing portion of the project began much later than anticipated. The sub-contractor caused a delay that exceeded the timeline for the project; therefore, forcing the Upshur County Commission to request an extension of the completion date for the total project. The previously anticipated completion date was December

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

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

TDD Numbers
 Business: 472-9550

31, 2022; however, the West Virginia Courthouse Facilities Improvement Authority graciously granted an extension to March 31, 2023 at their meeting held February 24, 2023. See “Exhibit E”. Work commenced on the roof replacement the week of February 13, 2023 and was completed within 2-3 days.

6. Problem areas:

The largest obstacle throughout this project was getting the sub-contractor on-site. Administrative staff often requested updates from the contractor and sub-contractor to receive information regarding the timeline and getting the work completed timely. The job was small in scope which led to the delay in priority from the sub-contractor.

7. County applicants project overview/recommendations:

Of course, the Upshur County Commission would have liked to receive a better response to the Request for Bids; however, the project was completed satisfactorily. It is the Upshur County Commission’s belief that due diligence was made in obtaining as much interest in the project as possible. The completed project consisted of the following:

-
- (1) The brick veneer was cleaned appropriately.
 - (2) All deteriorated, fractured or defective mortar joints were removed and a new closely matching consistency and color mortar was installed satisfactorily.
 - (3) Masonry repairs included removal and replacement of all damaged, defective, fractured or missing brick/stone units.
 - (4) Stone cap head joints were repaired and secured to maintain their integrity. An existing joint material was evacuated and cleaned then a bond breaker or new backer rod was installed. Finally, a urethane sealant, applied per industry practices, was applied.
 - (5) Surface-conditioning agents were applied to the bare masonry, followed by two coats of elastomeric masonry coating to the designated area.
 - (6) Lead paint assessment was reviewed from the April 2021 Asbestos Report completed during Phase II of the total project.
 - (7) The porch roof was renovated, including; removal of existing porch roofing materials to install new underlayment, flashing, and asphalt roofing shingles.

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

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

TDD Numbers
 Business: 472-9550

8. Statement:

The Upshur County Commission followed all contract stipulations as set forth in the Agreement entered into on August 18, 2022 and contained within the Special Conditions and Assurances. All applicable federal and state laws, rules, regulations and policies were complied with during this project. The Commission further attempted to receive competitive bids through several different advertising outlets. Duties were commenced on or about November 1, 2022 for a period of about one week and commenced again the week of February 13, 2023 for 1-2 days.

The completed WV SHPO Information Sheet for Section 106 Review Projects was submitted to the Deputy State Historic Preservation Officer on June 7, 2022. Correspondence from the Deputy State Historic Preservation Officer (SHPO) dated July 12, 2022 stated the proposed work will likely adhere to *The Secretary of the Interior's Standards for the Treatment of Historic Property* and would therefore have no adverse effect to the historic characteristics of the building and the district. See "Exhibit F".

9. Photographs:

Please refer email photos.

Respectfully Submitted,

Kristie G. Tenney
 Upshur County Commission President

VEHICLE MINIMUM SPECIFICATIONS (AMENDED – 3/27/2023)**Police Vehicle – 1 Sports Utility Vehicle**

- 4WD System
- V6 Engine
- Exterior / Black
- Rear Back-Up Camera
- Transmission / Auto
- Power Steering
- Brakes / Anti-Lock 4-Wheel Disc
- Conventional Differential Front Axle with Disconnect
- Electronic Stability Control
- Wheels / Heavy Duty, 17" x 6.5"
- LED Reflector Headlamps
- Speed Sensitive Power Lock
- Advanced Multistage Front Air Bags
- Supplemental Side-Curtain Front and Rear Air Bags
- Air Conditioning
- Cloth Bucket Front Seats
- Luxury Tech Group I
- Finishing Package
- Warranty / 5 Years – 60,000 Miles

Kristie Tenney
 Upshur County Commission
 Upshur County Administration Annex
 91 West Main Street, Suite 201
 Buckhannon, WV 26201

Dear President Tenney,

We are writing today from the Upshur County Homeless and Housing Coalition in response to the article published in My Buckhannon on March 16, 2023 entitled, "Residents express concerns to city council about homelessness, vagrancy downtown." The Homeless and Housing Coalition shares in the concern surrounding homelessness in Buckhannon and Upshur County and would like to be a part of the solution. The mission of The Upshur County Homeless and Housing Coalition is to serve the homeless and those at risk of homelessness by working together to provide temporary emergency and permanent housing with supportive services.

The Upshur County Homeless and Housing Coalition participate in the annual Point In Time Homeless Count sponsored by the US Department of Housing and Urban Development (HUD). This is a one day snap shot of homelessness in a community. According to the January 2023 homeless count, there were 27 "literally homeless" individuals sleeping either in a hotel paid for by one of the Coalition organizations (3) or unsheltered (24) sleeping in a car, tent, on the street, in the woods, or in an abandoned building. This is a significant increase over the same count one year ago.

Additionally, a *Built for Zero* Initiative led by the WV Coalition to End Homelessness/Balance of State Continuum of Care is underway in our region. This initiative is designed to help communities reduce chronic homelessness to a "functional zero" – a similar initiative has been successful in reducing veteran homelessness in recent years.

We would like to extend an invitation for city/county officials, city council/county commission representatives, and the city police/county sheriff's office, health/mental health, substance use disorder providers and other caring persons in the County to join the Coalition. The next two meetings will be held at the Parish House, May 3, 2023 and June 14, 2023 at 1:30pm.

Current active members of the Coalition include The Upshur Family Resource Network, Upshur Parish House/Crosslines, Mountain CAP of WV, The Salvation Army, Volunteers in Police Service, Free Meals Appalachia, representatives from the Pallottine Foundation of Buckhannon, mental health providers, and others.

Together this group has worked proactively to provide support to those who are homeless including providing emergency assistance, food, clothing, sleeping bags, and personal hygiene products; as well as rapid rehousing assistance - including finding housing within one month or less, help paying for housing short term, and providing connections to jobs and services so people can stay in housing.

For example, a Buckhannon family of three without a permanent residence, were staying with family and friends until all options were exhausted and they were left living in a tent during the winter 2022-2023. Coalition members helped the family to secure copies of birth certificates and social security documents necessary to obtain a photo ID, which is a requirement to apply for housing and jobs. After

being connected to a landlord and receiving a security deposit and rental assistance, the family is successfully housed, the parents and teenager are now able to shower, eat warm meals, rest safe and warm at night, and the teenager is attending school regularly and doing well.

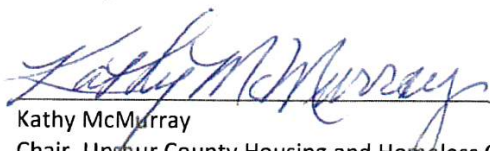
During 2021, Upshur County was faced with two apartment building fires in a short time period (Adrian and Main Street). Upshur County Homeless and Housing Coalition pulled together and were quickly on the ground helping families. After the Red Cross provided temporary support, the Coalition worked with 18 families providing emergency items, clothing, furniture vouchers, rapid rehousing, and rental assistance preventing homelessness.

This month a Buckhannon woman was released from jail in Elkins, and walked back to Buckhannon with nowhere to stay when she arrived. Coalition members connected her with temporary housing in a hotel and within 10 days she moved into a permanent housing unit. Now she is working with case managers to assist her with seeking employment and planning for maintaining her housing long term.

While these examples demonstrate some of the possibilities and resources available for homeless people in our community, there are still gaps in services and barriers to permanent housing which must be addressed. The addition of members from the City of Buckhannon, Upshur County and other interested parties to the Upshur County Homeless and Housing Coalition will benefit those we serve and the community at large.

To accept this invitation to join us or for more information please reach out to Kathy McMurray, Chair of the Upshur County Homeless and Housing Coalition at kmcsmurray@mountaincapwv.org.

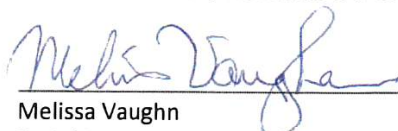
Sincerely,



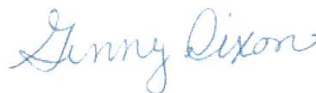
Kathy McMurray
Chair, Upshur County Housing and Homeless Coalition
Executive Director, Mountain CAP of WV, Inc.



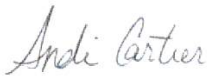
Kristi Wilkerson
Executive Director, Parish House



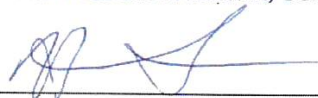
Melissa Vaughn
Social Services Coordinator, Salvation Army



Ginny Dixon
FRN Administrative Assistant, UCHHC



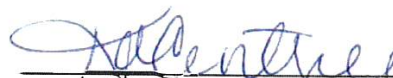
Andi Cartier, Volunteer
Celebrate Recovery, Volunteers in Police Service
WV Leadership Academy, Greater Recovery &
Community Empowerment



Heather Schneider, Organizer
Free Meals Appalachia Foundation & Really
Really Free Market Buckhannon



Brandy Miller, Director
Mountain CAP Family Support Program



Kylie Cantrell, Director
Mountain CAP Supportive Services for Veteran
Families



Columbia Gas Transmission LLC
 700 Louisiana Street, Suite 1300
 Houston, TX 77002-2761
 e-mail: us_land@tcenergy.com

March 17, 2023

UPSHUR COUNTY COURT
 MAIN & LOCUST STS
 BUCKHANNON, WV 26201

RE: **Landowner Survey Notification**
Project Name: WOF Phase II Geohazard Sites – SR6092
Parcel No(s): 1487057113, 1487057114, 1487057115

Dear Landowner:

Please be advised that Columbia Gas Transmission LLC ("Columbia") plans to perform routine surveying along its pipeline, located on or near your property. Columbia is a wholly owned indirect subsidiary of TransCanada Pipeline USA Ltd. Its principal office is located at 700 Louisiana Street, Suite 1300, Houston, Texas 77002-2761.

This project will involve the following activities: surveying with the presence of workers and vehicles.

Columbia expects to begin surveying between **March 27, 2023, and May 31, 2023**. However, the expected start date is contingent upon external factors such as weather, and the scheduling of personnel and equipment.

Columbia is committed to providing landowners with clear and simple directions to address any concerns you may have prior to, or during our survey activities on your property. **Should you have any questions or concerns, please do not hesitate to contact our Land Representative, David Lewllyn, at phone number (304) 635-2100, or our Landowner Information Line at 1-877-287-1782, or email: us_land@tcenergy.com.**

Columbia strives to be a good neighbor as it provides a safe, clean, and reliable source of energy to many of the nation's consumers and industries. If you have any questions, we encourage you to call us.

Sincerely,

Columbia Gas Transmission LLC

Jonathan Young
Manager, US Land Services East

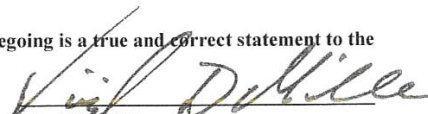


Upshur County Sheriff's Financial Statement

For Period Ending : February 2023

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,022,661.40	\$ 680,080.91	\$ (609,504.81)	\$ 1,093,237.50
FUND - 002 COAL SEVERANCE TAX FUND	\$ 93,215.59	\$ 10.73	\$ -	\$ 93,226.32
FUND - 003 DOG AND KENNEL FUND	\$ 111,229.48	\$ 3,433.80	\$ (37,771.23)	\$ 76,892.05
FUND - 004 GENERAL SCHOOL FUND	\$ 3,982.16	\$ 4,891.15	\$ -	\$ 8,873.31
FUND - 005 MAGISTRATE COURT FUND	\$ 9,342.02	\$ 1,629.50	\$ -	\$ 10,971.52
FUND - 006 WORTHLESS CHECK FUND	\$ 121,079.92	\$ 13.93	\$ -	\$ 121,093.85
FUND - 007 E-911 FUND	\$ 1,348,897.78	\$ 235,236.67	\$ (10,846.17)	\$ 1,573,288.28
FUND - 008 HOME CONFINEMENT FUND	\$ 34,137.56	\$ 1,120.75	\$ -	\$ 35,258.31
FUND - 013 CURRY PARK FUND	\$ 134,009.88	\$ 15.41	\$ (248.31)	\$ 133,776.98
FUND - 015 CURRY LIBRARY FUND	\$ 16,447.00	\$ 2.77	\$ (915.23)	\$ 15,534.54
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 8,116.44	\$ 8,051.08	\$ (8,016.44)	\$ 8,151.08
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 41,334.88	\$ 12,391.75	\$ (15,407.09)	\$ 38,319.54
FUND - 039 COAL REALLOCATION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 1,209,526.78	\$ 139.13	\$ (1,975.00)	\$ 1,207,690.91
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 317,073.40	\$ 36,502.04	\$ (1,882.52)	\$ 351,692.92
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,632,554.58	\$ 1,001.90	\$ -	\$ 1,633,556.48
FUND - 059 CONCEALED WEAPONS FUND	\$ 27,717.61	\$ 3,753.19	\$ (731.25)	\$ 30,739.55
FUND - 063 VOTER'S REGISTRATION FUND	\$ 1,258.82	\$ 0.15	\$ -	\$ 1,258.97
FUND - 071 JURY FUND	\$ 14,169.68	\$ 910.68	\$ -	\$ 15,080.36
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,489.24	\$ 0.29	\$ -	\$ 2,489.53
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 53,323.40	\$ 5,540.50	\$ -	\$ 58,863.90
FUND - 079 SPAYING & NEUTERING FUND	\$ 30,443.38	\$ 24,050.00	\$ (1,605.00)	\$ 52,888.38
FUND - 080 COMM. CORR. FUND	\$ 1,776,426.34	\$ 139,348.27	\$ (36,060.28)	\$ 1,879,714.33
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ -	\$ -	\$ -	\$ -
FUND - 311 DMV LICENSE FUND	\$ -	\$ 45,568.00	\$ (45,568.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ 45.00	\$ 30.00	\$ (30.00)	\$ 45.00
FUND - 313 COURT REPORTER FUND	\$ -	\$ 50.00	\$ (50.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 1,500.00	\$ (1,500.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 675.00	\$ (675.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 10,483.24	\$ (10,483.24)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 156,498.82	\$ 2,169.07	\$ (4,570.26)	\$ 154,097.63
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH FUND	\$ 196,278.29	\$ 4,611.49	\$ (40,479.39)	\$ 160,410.39
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 464.00	\$ 516.50	\$ (464.00)	\$ 516.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 816,935.74	\$ (816,935.74)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 413,891.35	\$ (413,891.35)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 124,138.24	\$ (124,138.24)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 14,896.54	\$ (14,896.54)	\$ -
FUND - 206 COVID 19 FUND	\$ -	\$ -	\$ -	\$ -
FUND - 207 AMERICAN RECOVERY FUND	\$ 3,352,964.23	\$ 385.82	\$ -	\$ 3,353,350.05
FINAL TOTALS	\$ 11,720,552.68	\$ 2,593,975.59	\$ (2,198,645.09)	\$ 12,115,883.18
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 13,288,660.22	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (2,380,560.78)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 1,206,033.74			
NET BANK BALANCE	\$ 12,114,133.18			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 12,115,883.18			

I, Virgil D. Miller, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.


 Virgil D. Miller
 Sheriff & Treasurer, Upshur County 3/24/2023



Upshur County Sheriff's Financial Statement

For Period Ending: **February 2023**

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CITIZENS BANK OF WEST VIRGINIA					
	GENERAL COUNTY FUND - IBCK	\$ 513,592.94	\$ (149,961.58)	\$ 592,371.03	\$ 956,002.39
	COAL SEVERANCE - IBCK	\$ 93,226.32	\$ -	\$ -	\$ 93,226.32
	E-911 - IBCK	\$ 1,580,792.32	\$ (7,504.04)	\$ -	\$ 1,573,288.28
	CURRY PARK - IBCK	\$ 133,897.98	\$ (121.00)	\$ -	\$ 133,776.98
	CURRY LIBRARY - IBCK	\$ 16,229.71	\$ (695.17)	\$ -	\$ 15,534.54
	ASSESSOR'S VALUATION - IBCK	\$ 317,524.79	\$ (1,734.49)	\$ 35,902.62	\$ 351,692.92
	UP. CO. FIN. STAB. FUND - IBCK	\$ 1,633,556.48	\$ -	\$ -	\$ 1,633,556.48
	CONCEALED WEAPONS - IBCK	\$ 30,379.55	\$ -	\$ 360.00	\$ 30,739.55
	GENERAL TAX - IBCK	\$ 1,613,707.57	\$ (1,988,329.60)	\$ 374,622.03	\$ -
	BOARD OF HEALTH FUND - IBCK	\$ 153,095.51	\$ (78.23)	\$ -	\$ 153,017.28
	OASIS CLEARING - CKNG	\$ -	\$ -	\$ -	\$ -
	UPSHUR CO. FIRE FEE - IBCK	\$ 6,768.80	\$ (30.00)	\$ 1,412.28	\$ 8,151.08
	UP CO COAL REALLOCATION - IBCK	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS - IBCK	\$ 1,207,690.91	\$ -	\$ -	\$ 1,207,690.91
	SP LAW ENF INVESTIGATION - IBCK	\$ 2,489.53	\$ -	\$ -	\$ 2,489.53
	COMMUNITY CORRECTIONS - IBCK	\$ 1,880,464.33	\$ (750.00)	\$ -	\$ 1,879,714.33
	PARKS/REC CLEARING - CKNG	\$ 1,310.85	\$ (1,310.85)	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 60.00	\$ (60.00)	\$ -	\$ -
	TAX CLEARING - CKNG	\$ 103,179.65	\$ (148,049.35)	\$ 44,869.70	\$ -
	BOARD OF HEALTH PAYROLL - CKNG	\$ 7,716.11	\$ (2,716.12)	\$ -	\$ 4,999.99
	GENERAL COUNTY OPERATING - CKNG	\$ 8,192.40	\$ (22,668.87)	\$ 149,961.58	\$ 135,485.11
	DOG & KENNEL - CKNG	\$ 77,818.92	\$ (926.87)	\$ -	\$ 76,892.05
	GENERAL COUNTY MISC - CKNG	\$ 19,866.45	\$ (21.62)	\$ -	\$ 19,844.83
	WORTHLESS CHECK - IBCK	\$ 121,093.85	\$ -	\$ -	\$ 121,093.85
	HOME CONFINEMENT - IBCK	\$ 35,258.31	\$ -	\$ -	\$ 35,258.31
	EE HEALTH CARE REIMB - IBCK	\$ 38,416.44	\$ (96.90)	\$ -	\$ 38,319.54
	VOTER'S REGISTRATION - IBCK	\$ 1,258.97	\$ -	\$ -	\$ 1,258.97
	JURY - CKNG	\$ 15,371.06	\$ (290.70)	\$ -	\$ 15,080.36
	CHILD EXCHG & VISITATION - CKNG	\$ 58,863.90	\$ -	\$ -	\$ 58,863.90
	SPAY & NEUTER - CKNG	\$ 54,247.38	\$ (1,605.00)	\$ 246.00	\$ 52,888.38
	ELKINS ROAD PSD - CKNG	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND - IBCK	\$ 3,353,350.05	\$ -	\$ -	\$ 3,353,350.05
	WELLNESS COMPLEX - CKNG	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE - CKNG	\$ 39,451.50	\$ (45,568.00)	\$ 6,116.50	\$ -
	STATE CLEARING - CKNG	\$ 45.00	\$ -	\$ -	\$ 45.00
	STATE POLICE - CKNG	\$ 675.00	\$ (675.00)	\$ 5.00	\$ 5.00
	TAX LEIN - CKNG	\$ 154,097.63	\$ -	\$ -	\$ 154,097.63
	DELQ & NON-ENTERED LAND - CKNG	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH OPERATING - CKNG	\$ 9,760.51	\$ (7,367.39)	\$ -	\$ 2,393.12
	WVDSRF - CKNG	\$ 349.50	\$ -	\$ 167.00	\$ 516.50
	BANK TOTAL	\$ 13,288,660.22	\$ (2,380,560.78)	\$ 1,206,033.74	\$ 12,114,133.18
SUMMARY:					
	TOTAL ALL BANKS	\$ 13,288,660.22	\$ (2,380,560.78)	\$ 1,206,033.74	\$ 12,114,133.18
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 12,115,883.18

WE NEED YOUR INPUT!



Region VII Planning & Development Council (Region VII) is the sub-recipient of a WV Office of Broadband award to assist in data collection for the development of the State's Digital Equity (DE) and Broadband, Equity, Access, and Deployment (BEAD) Plans—*and we need your help!*

Region VII is hosting a listening session for Lewis and Upshur Counties on *Thursday, March 30th, at 1:00 pm at the Lewis County Courthouse-Commission Meeting Room* (110 Center Avenue, Weston, WV 26452) to gather your input.

Light refreshments will be provided. Feedback from listening sessions will be shared with state officials and used to outline plans for future broadband deployment across the State of WV.

For more information, please visit <https://internetforallwv.wv.gov/>



To Participate in the meeting virtually,

Please join my meeting from your computer, tablet or smartphone: <https://meet.goto.com/424673933>

You can also dial in using your phone: United States: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 424-673-933

***Special Session of City Council of Buckhannon
9:00 A.M. in Council Chambers
Meeting Agenda for Thursday, March 30, 2023***

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

B. Strategic Issues for Discussion and/or Vote

- B.1 Discussion/Possible Vote Outside Entity Funding Request from Infamous Arts Collective Gallery Project
- B.2 Discussion/Possible Vote Approval Westfield Property Insurance Renewal
- B.3 Discussion/Possible Vote Approval Travelers Liability Insurance Renewal
- B.4 Fire Civil Service Commission Recommendation of Top 3 Candidates to Council for Consideration of Hiring & to Set Date of Interviews for Position of Probationary Firefighter

C. Adjournment

Posted 03/22/2023 Revised 03/27/2023