

## Upshur County Commission Meeting Agenda

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: January 13, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 6, 2022

9:30 a.m. Adam Brumley, Upshur County Recreational Park Facilities Director - Discuss 2022 Buckhannon-Upshur Recreational Park Seasonal Hours of Operation and Fee Schedule

11:00 a.m. James Swiger, President / Principal-In-Charge of WYK Associates, Inc. and Vince Feidler, Principal of Scheeser Buckley Mayfield -- Discuss Upshur County Courthouse Annex HVAC Assessment

[Pages 4-7](#)

### Items for Discussion / Action / Approval:

1. Authorization for Carrie L. Wallace, County Administrator, to use Kristie G. Tenney's official signature stamp to sign required documentation on behalf of the Upshur County Commission. \* [Page 8](#)
2. Authorization for Tabatha R. Perry, Assistant County Administrator, to use Kristie G. Tenney's official signature stamp to sign required documentation on behalf of the Upshur County Commission. \* [Page 9](#)
3. Approval and signature of correspondence to Emiel Butcher, President of Micrologic, Inc., expressing support of a grant application being submitted to the State of WV Broadband Investment Plan's "Major Broadband Strategies" Program. \* [Page 10](#)
4. Discuss the Procedure to Dispatch Wrecker Services amended on August 26, 2021 and potential changes.\*
5. Review the Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed December 16, 2021 – Case Number 070821-02 (Banks Tax District – Tax Map 4 – Parcel Number 2) owned by David W. Bolyard Jr. and consider Order Adopting Enforcement Agency Findings. \* [Pages 11-16](#)
6. Correspondence from Adam Brumley announcing his resignation from the Wes-Mon-Ty Resource Conservation & Development Council as the Commission representative and the Mountaineer Trail Network Authority as the recreation industry representative. Upon approval, this resignation will become effective on January 16, 2022. \* [Page 17](#)
7. Correspondence from Rick Harlow announcing his resignation from the Upshur County Safe Sites & Structures Enforcement Board as Fire Chief representative, effective immediately. \* [Page 18](#)
8. Correspondence from James B. Kimble, Chief of the Buckhannon Volunteer Fire Department, expressing an interest in the Fire Chief representative vacancy on the Safe Sites and Structures Enforcement Board. Upon approval, Chief Kimble will serve the unexpired term through June 30, 2022. \* [Page 19](#)

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

**For Your Information:**

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

1. Correspondence from John Roby, President of the Upshur County Firefighters Association, extending an invitation to the County Commission to attend the January 26, 2022 meeting. Previous topics that have been discussed include funding, community expectations, staffing, training and a training facility. Page 20
2. Correspondence from Carol J. Smith, County Clerk, to Zachary Kelley, Advocate for Disability Rights of West Virginia, regarding a course of action to correct the issues outlined in previous correspondence dated September 24, 2021 as they pertain to the accessibility of Upshur County's polling sites. Pages 21-22
3. Upshur County Building & Floodplain Permits for December, 2021 Pages 23-24
4. Summaries prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator for calendar year 2021
  - Building and Floodplain Permits Issued Page 25
  - Point and Pay Collections Page 26
  - Addressing and Mapping – New Addresses Assigned & New Roads Approved & Created Page 27
5. Upshur County Road Name Index as of January 2022 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator. (Available upon request) [Under separate cover](#)
6. Revised Lewis-Upshur Animal Control Facility Adoption Financial Transaction Report for the month of October, 2021 Pages 28-29
7. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
    - Upshur County Convention & Visitors Bureau January 12, 2022 Page 30
    - Upshur County Safe Structures & Sites Enforcement Board January 13, 2022 Page 31
    - Upshur County Fire Board, Inc. January 18, 2022 Page 32
  - Meeting Minutes:
    - Buckhannon-Upshur Parks & Recreation Advisory Board October 11, 2021 Pages 33-34
    - Adrian Public Service District December 2, 2021 Page 35
  - c) Meetings:
    - 01/04/22 5:00 p.m. Elkins Road PSD
    - 01/04/22 4:00 p.m. Hodgesville PSD
    - 01/06/22 7:00 p.m. Banks District VFD

- 01/06/22 7:00 p.m. City Council of Buckhannon
- 01/06/22 7:00 p.m. Selbyville VFD
- 01/10/22 12:00 p.m. Upshur County Family Resource Network
- 01/10/22 4:30 p.m. Upshur County Solid Waste Authority
- 01/10/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 02/07/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 01/11/22 7:30 p.m. Adrian VFD
- 01/06/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 01/11/22 7:00 a.m. Upshur County Development Authority – Full Board
- 01/11/22 12:00 p.m. Upshur County Senior Center Board
- 01/12/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 01/11/22 7:00 p.m. Warren District VFD
- 01/06/22 3:00 p.m. Adrian PSD
- 01/12/22 3:00 p.m. Tennerton PSD
- 01/13/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/13/22 7:30 p.m. Buckhannon VFD
- 01/10/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/20/22 6:30 p.m. Upshur County Youth Camp Board
- 01/09/22 6:00 p.m. Washington District VFD
- 01/17/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/19/22 4:00 p.m. Upshur County Public Library Board
- 01/21/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 01/18/22 6:30 p.m. Upshur County Fire Board, Inc.
- 01/25/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/12/22 7:00 p.m. Ellamore VFD
- 01/19/22 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 01/20/22 6:00 p.m. Upshur County Farmland Protection Board
- 01/26/22 7:00 p.m. Upshur County Fire Fighters Association
- 01/12/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 01/24/22 12:00 p.m. Region VII Planning and Development Council

8. Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/23) – Fire Association Representative

*\*\*\*If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

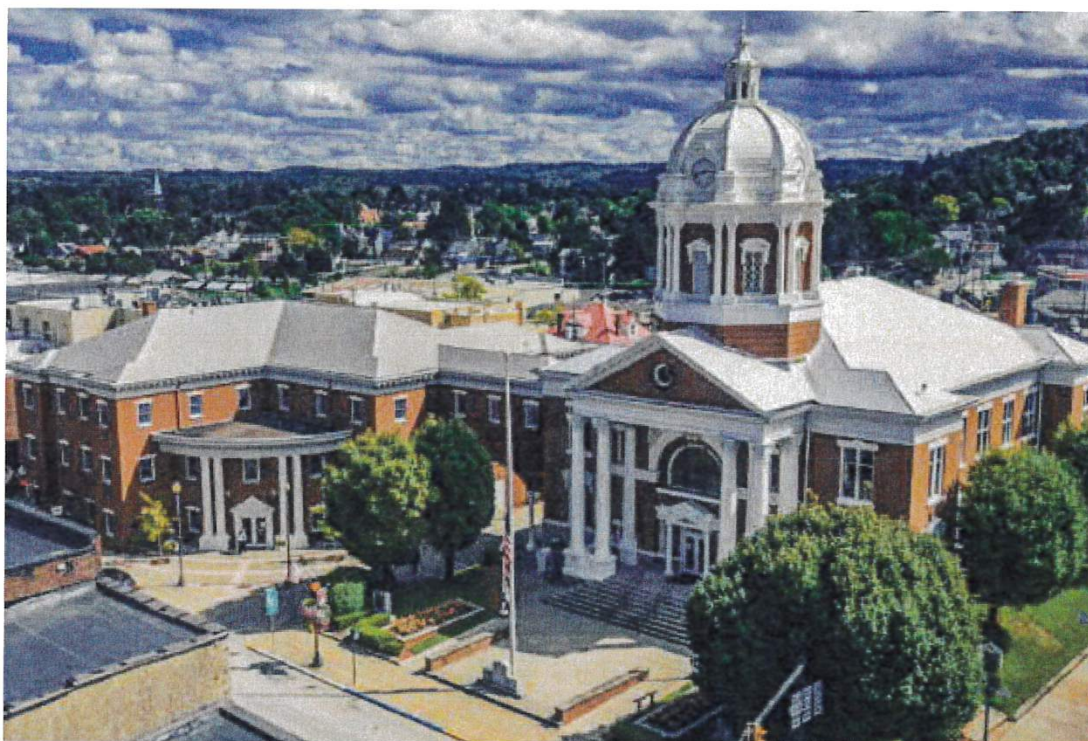
**Tabled Items**

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

Next Regular Meeting of the Upshur County Commission  
January 20, 2022 --- 9:00 a.m.  
Upshur County Courthouse Annex

# Upshur County Courthouse Annex

## HVAC Assessment



This assessment contains the following sections:

1. Existing HVAC Conditions
  - a. Air Handling Unit
  - b. Ductwork and Reheat Coils
  - c. Hydronic Boiler Plant
  - d. Temperature Control System
2. HVAC Recommendations
  - a. Replace Existing Boilers with High Efficiency Condensing Boilers
  - b. Install New Redundant Heating Water Distribution Pumps
  - c. Convert Existing Air Handling Unit from Constant Air Volume to Variable Air Volume
  - d. Upgrade Existing Temperature Control System
  - e. System Flush/Chemical Treatment
  - f. Enable Full Air-side Economizer Operation





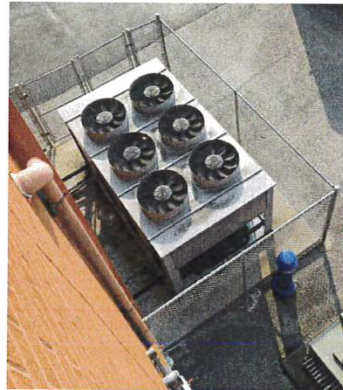
## 1. Existing HVAC Conditions:

### a. Air Handling Unit:

The Upshur County Courthouse Annex is currently served by a single "Governair" constant volume air handling unit located in the Third Floor Mechanical Room. The unit is equipped with a return fan (32,500 CFM), filter section (MERV 7), direct expansion cooling coil (1,382 MBH cooling), and a supply fan (38,000 CFM). The unit is original to the building and is approximately 26 years old. However, the unit's direct expansion coil was replaced in 2014. The condensing unit was replaced in 2014 as well and is now located on the ground. (see photos below)



**Air Handling Unit**

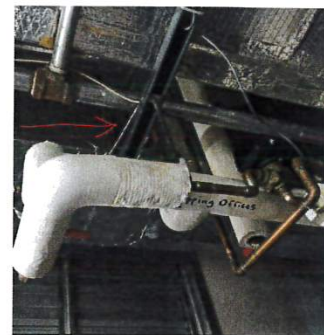


**Condensing Unit**

The American Society of Heating, Refrigeration and Air Conditioning (ASHRAE) lists life expectancy for indoor air handling units to be 25 years. However, after inspection of the unit, the air handling unit serving the Annex appears to be in very good condition. We are confident in saying the unit has another 10-15 years of remaining useful life.

### b. Ductwork and Reheat Coils:

The air distribution system at the Annex is what is considered a completely ducted system. This means all air is completely ducted to each space (both supply and return) without the use of supply or return air plenums. Individual space temperature control is accomplished through the use of hydronic reheat coils. (see photo to right) Each reheat coil is equipped with a 3-way control valve. ASHRAE lists life expectancy for ductwork and hydronic reheat coils to be 30 years and 25 years respectively. Maintenance staff indicated having already replaced one of the heating coils.



**Hydronic Reheat Coil**



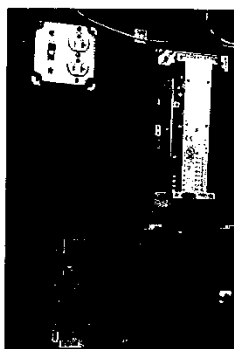
c. Hydronic Boiler Plant:

Heating water for the building is created by (3) three – “Triad” gas fired boilers located in the Third Floor Mechanical Room. (see photo to right) The output capacity of each boiler is 480,000 btuh. The boilers are original to the building and are approximately 26 years old. Each boiler is equipped with a dedicated boiler circulating pump. A single secondary heating water pump is used to circulate heating water to the reheat coils and miscellaneous heaters located throughout the building.

ASHRAE lists life expectancy for firetube boilers to be 25 years.



**Hydronic Boilers**



d. Temperature Control System:

The temperature control system currently being used to control the HVAC systems is a Carrier i-Vu system. (see photo to left)

ASHRAE lists life expectancy for electronic controls to be 15 years.

## 2. HVAC Recommendations:

a. Replace Existing Bollers with High Efficiency Condensing Boilers:

The existing hydronic boilers are nearing the end of their use life and should be considered for replacement. The existing boilers are approximately 84% efficient. Operational cost saving would be experienced if the boilers were replaced with high efficiency condensing boilers, which can be as high as 94%-96% efficient.

We estimate to probable cost of construction to replace the existing boilers to be **\$130,000.00**.

b. Install New Redundant Heating Water Distribution Pumps:

A single heating water distribution pump is currently used to circulate the heating water throughout the building. If the single pump should fail during the peak heating system, the entire building would be without heat until the pump could be repaired/replaced. This could result in pipes freezing should the time needed to repair/replace the pump occur during subfreezing temperatures.

We recommend two equally sized pumps be installed (one run-one standby) in parallel to ensure heating water is always available. A new chemical shot feeder would also be installed.

We estimate to probable cost of construction to replace the existing pump with two equally sized pumps piped in parallel to be **\$30,000.00**.

c. Convert Existing Air Handling Unit from Constant Air Volume to Variable Air Volume.

Varying the amount supply air needed to condition a space is a common method used to help minimize operating expenses in a building. Energy saving is accomplished by slowing the supply and return fan



speeds during periods when less airflow is needed throughout the system. This is typically accomplished through the use of variable frequency drives (VFDs) controlling the speed of the fan by varying the frequency. This type of system operation also requires the terminal units to be variable air volume (VAV) in lieu of the constant air volume (CAV) style currently installed. There are currently 18 reheat coils which would need to be removed and VAV terminal units installed in their place.

We estimate the probable cost of construction to convert the existing system from a constant volume system to a more energy efficient VAV system to be **\$200,000.<sup>00</sup>**

d. Upgrade Existing Temperature Control System:

With the continual improvements in electronic controls, building owners find themselves needing to upgrade their temperature control systems periodically. These updates are required not necessarily because the existing systems do not function properly, but due to lack of support for the older systems. Because of this, we recommend the existing Carrier iVu control system be upgraded to the most recent version.

We estimate to probable cost of construction to upgrade the existing Carrier iVu control system to the latest version to be **\$15,000.<sup>00</sup>**

e. System Flush/Chemical Treatment:

The water quality in a hydronic heating system is key to ensuring the piping and equipment continue to function properly for years to come. We recommend the heating water system be drained and flushed to remove any suspended solids in the system. All associated coils and distribution piping should be flushed as well. Upon completion of flushing, the systems should be refilled and chemical treatment be added to help minimize future piping corrosion.

We estimate to probable cost of construction for the scope above to be **\$7,500.<sup>00</sup>**

f. Enable Full Air-side Economizer Operation:

From review of both the original design drawings and field investigations, it appears the existing air handling unit cannot operate in full outdoor air economizer mode. A full outdoor air economizer allows for the unit to provide cooling to the building by utilizing outdoor air in lieu of mechanical cooling when the temperature outside is below 60°F. This is accomplished by modulating the amount of outdoor air being brought into the unit as required to maintain a constant discharge air temperature of 55°-60°F. In order to accomplish this, the outdoor air intake louver and the air mixing section on the air handling unit would need to be modified. A means of relieving the excessive outdoor air from the building will also be needed.

We estimate to probable cost of construction for the scope above to be **\$175,500.<sup>00</sup>**

End of Report

## UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

January 13, 2022

I, Kristie G. Tenney, President of the Upshur County Commission, hereby authorize Carrie L. Wallace, County Administrator, to use my official signature stamp to sign any required documentation on behalf of the Upshur County Commission.

\_\_\_\_\_  
Kristie G. Tenney  
President, Upshur County Commission

State of WV  
County of Upshur

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by Kristie G. Tenney.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

*An Equal Opportunity Employer*



## UPSHUR COUNTY COMMISSION

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TDD Numbers  
Business: 472-9550  
Emergency: 911

January 13, 2022

I, Kristie G. Tenney, President of the Upshur County Commission, hereby authorize Tabatha R. Perry, Assistant County Administrator, to use my official signature stamp to sign any required documentation on behalf of the Upshur County Commission.

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Kristie G. Tenney  
President, Upshur County Commission

State of WV  
County of Upshur

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022 by Kristie G. Tenney.

My commission expires: \_\_\_\_\_.

---

Notary Public

*An Equal Opportunity Employer*

## UPSHUR COUNTY COMMISSION

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January 13, 2022

Emiel Butcher, President  
Micrologic, Inc.  
P.O. Box 328  
Buckhannon, West Virginia 26201

Dear Mr. Butcher,

This correspondence serves as our official support of your grant application to the State of West Virginia Broadband Investment Plan's "Major Broadband Project Strategies" program. It is our understanding there are 4,745 Upshur County addresses specified in the application throughout the County that would benefit from the award of this grant. Expanding broadband access in Upshur County is very important to us and we appreciate your interest and investment in our community.

At the onset of the COVID-19 pandemic, our County was significantly impaired by the lack of reliable high-speed broadband. Employees were forced to work from home and our educational institutions turned to remote learning. Our community struggled with continuing daily business due to current internet accessibility. Now more than ever we realize the importance of having reliable, affordable, high-speed broadband.

Thank you again, on behalf of the Upshur County Commission for seeking this grant to expand desperately needed broadband access in our community. If have any questions, need additional information, or we can be of further assistance, please do not hesitate to contact our office. Best wishes on a successful grant application.

Sincerely,

Samuel R. Nolte  
Commissioner

Kristie G. Tenney  
Commission President

Terry B. Cutright  
Commissioner

*An Equal Opportunity Employer*

# Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex

91 West Main Street Buckhannon West Virginia 26201 2021 DEC 17 P 3:31

Phone: (304) 472-0535 Fax: (304) 472-2399

UPSHUR COUNTY CLERK  
BUCKHANNON, WEST VIRGINIA

December 16, 2021

David W. Bolyard Jr  
124 Olen Thomas Drive  
Clarksburg, WV 26301

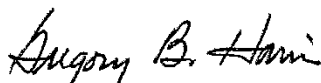
Subj: Petition for Order --- Case Number: 070821-02


The purpose of the Upshur County Safe Structures and Sites Ordinance is to promote the public safety and welfare of the residents of Upshur County. Based upon the numerous visits and investigation of the above referenced property (Banks Tax District -Tax Map 4 - Parcel Number 2), please be advised that the Enforcement Board would request, pursuant to Article 4 of said Ordinance, an order of the Upshur County Commission requiring clean-up of the property. Specific findings and recommendations would include the following:

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

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

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

  
Gregory B. Harris  
Compliance Officer

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p>		<p>A. Signature  <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>	
<p>1. Article Addressed to:</p> <p>David W. Bolyard Jr. 124 Glen Thomas Dr. Clarksburg, WV 26301</p>		<p>B. Received by (Printed Name) _____ C. Date of Delivery <u>12/24/11</u></p>	
<p>2. Article Number (Transfer from service label)</p> <p>7016 2140 0001 1547 2717</p>		<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below: _____</p>	
<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery <input checked="" type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery</p> <p><input type="checkbox"/> Insured Mail (over \$500) <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>			
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt</p>			

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ™.	
<b>OFFICIAL USE</b>	
<p>Certified Mail Fee \$ _____</p> <p>Extra Services &amp; Fees (check box; add fee as appropriate)</p> <p><input type="checkbox"/> Return Receipt (hardcopy) \$ _____</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p> <p>Postage \$ _____</p> <p>Total Postage and Fees \$ _____</p>	<p>Postmark Here</p> <p><u>12/20/11</u></p>
<p>Sent To <u>David Bolyard Jr.</u></p> <p>Street and Apt. No., or PO Box No. <u>124 Glen Thomas Dr.</u></p> <p>City, State, ZIP+4® <u>Clarksburg WV 26301</u></p>	
<p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	



Miller Property 12-15-21















December 1/11/2022

To whom this may concern;

Please accept this letter as a formal notice of my resignation from the Wes/Mon/Ty board and Mountaineer Trail network authority. This resignation will become effective on January 16, 2022.

Thank you for the opportunity to serve on these boards. I have enjoyed working closely with the surrounding communities and bringing light to the future of the trails and resources in West Virginia. However, to further my goals, I have enrolled in medical school. Classes for school will begin on January 17, 2022. I have hopes of returning and serving my community again one day.

Sincerely,

*Adam Brumley*

Adam Brumley



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

Date: 01/11-2022

RE: Safe Sights & Structures

Commissioners:

This letter serves as my official resignation from the Upshur County  
Safe Sights & Structures Board effective immediately.

If you should have any questions, please feel free to contact me.

Sincerely, *R. Harlow*

Name: Richard Harlow

Address: 209 Crooked Run road  
Buckhannon, WV 26201

Phone: (304) 517-6491

email: astowingrick@yahoo.com



**FW: safe structure board**

From: kgtenney@upshurcounty.org <kgtenney@upshurcounty.org>

Sent: Tue, Jan 11, 2022 at 11:50 am

To: Tabatha Perry

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—Original Message—

From: "JB Kimble" <jb.kimble@buckhannonwv.org>

Sent: Tuesday, January 11, 2022 11:42am

To: "KG" <kgtenney@upshurcounty.org>

Subject: safe structure board

I would be interested in being a member on the board for the safe site/structures committee appointed by the Upshur County Commission.

James B. Kimble, Chief of Buckhannon Fire Dept

22 South Florida St Buckhannon WV 26201

Cell: 304-613-1410

Office: 304-472-2868

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## Upshur County Firefighters Association

Date: January 3, 2022

To: Upshur County Commission, Mayor and Council of the City of Buckhannon

Reference: Meeting of January 26, 2022

Happy New Year Wishes to All,

The Upshur County Firefighters Association would like to inform you that our first meeting in the New Year will be January 26, 2022. The Officers of the Association hereby extend an invitation for representatives from both the County Commission and the Buckhannon City Council to attend the meeting. It is the desire of the Association to begin discussions on the priorities and concerns within the fire service community of Upshur County. Topics that have been discussed at previous meetings include: funding, community expectations, staffing, training and a training facility.

We look forward to having truly positive dialogue focused on how we all can plan for improving our services to the citizens of Upshur County.

  
President.

**CAROL J. SMITH**  
**UPSHUR COUNTY CLERK**

Upshur County Courthouse  
40 West Main Street, Room 101 • Buckhannon, West Virginia 26201  
Telephone: (304) 472-1068 • Fax: (304) 472-1029

January 4, 2022

Disability Rights of West Virginia  
Zachary Kelley, Advocate  
1207 Quarrier Street, Suite 400  
Charleston, WV 25301

Re: Accessibility of Upshur County Polling Sites

Dear Mr. Kelley:

The Upshur County Commission and I have been working on a course of action to correct the issues outlined in your correspondence from September 24, 2021. Outlined below is our corrective measures plan:

**Arlington Community Building**

Working with the building owner to install accessible parking signage, parking striping and install handrail extensions.

**Brushy Fork Community Building**

Working with the building owner to install accessible parking signage, parking striping, installation of handrail extensions and change the door hardware. Provide temporary Election Day signage designating the entrance and exit for voters with Disabilities.

**Buckhannon Academy School**

**French Creek Grade School**

**Hodgesville Grade School**

**Rock Cave Grade School**

**Union Grade School**

**Washington District School**

Working with the Upshur County Board of Education to install, repair or replace parking signage and striping.

**Courthouse Annex**

Relocated to another facility

**Excelsior Community Building**

Due to 2020 Census Redistricting this precinct will be consolidated with precincts that vote at the Union Grade School, thereby eliminating this location.



[upshurcounty.org](http://upshurcounty.org)

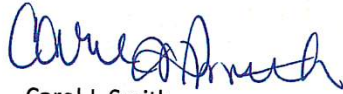
[inquiry.upshurcounty.org](http://inquiry.upshurcounty.org)

**Selbyville Fire Department**

Working with building owner to install parking spot, signage and striping.

In working with the building owners we hope to have all corrective plans in place for the May 2022 Primary Election.

Warm Regards,



Carol J. Smith  
Clerk of the County Commission

cc: Kristi Tenney, Upshur County Commission President  
Bryan Hinkle, Upshur County Prosecuting Attorney







## 2021 BUILDING AND FLOODPLAIN PERMIT SUMMARY

MONTH	ESTIMATED PROJECT COST	BUILDING PERMIT FEES	FLOODPLAIN FEES	NUMBER OF BUILDING PERMITS	NUMBER OF FLOODPLAIN PERMITS
JANUARY	\$ 1,152,311.00	\$ 375.00	\$ 150.00	25	2
FEBRUARY	\$ 693,078.50	\$ 210.00	\$ -	14	0
MARCH	\$ 2,329,221.87	\$ 600.00	\$ 75.00	40	1
APRIL	\$ 2,143,971.00	\$ 555.00	\$ 300.00	37	2
MAY	\$ 657,649.00	\$ 405.00	\$ 300.00	27	2
JUNE	\$ 1,824,408.17	\$ 645.00	\$ 100.00	43	1
JULY	\$ 1,140,225.00	\$ 375.00	\$ 750.00	25	3
AUGUST	\$ 1,307,642.00	\$ 345.00	\$ 225.00	23	1
SEPTEMBER	\$ 2,961,968.00	\$ 525.00	\$ -	35	0
OCTOBER	\$ 2,947,745.06	\$ 345.00	\$ 100.00	23	1
NOVEMBER	\$ 538,271.00	\$ 255.00	\$ 200.00	17	1
DECEMBER	\$ 1,467,916.03	\$ 195.00	\$ -	13	0
	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
	\$ 19,164,406.63	\$ 4,830.00	\$ 2,200.00	322	14

## 2021 POINT AND PAY SUMMARY

MONTH	BUILDING PERMIT FEES	NUMBER OF BUILDING PERMITS	FLOODPLAIN PERMIT FEES	NUMBER OF FLOODPLAIN PERMITS			
JANUARY 2021	\$ 135.00	9	\$ 75.00	1			
FEBRUARY 2021	\$ 15.00	1	\$ -	0			
MARCH 2021	\$ 105.00	7	\$ -	0			
APRIL 2021	\$ 150.00	10	\$ 75.00	1			
MAY 2021	\$ 15.00	1	\$ -	0			
JUNE 2021	\$ 165.00	11	\$ -	0			
JULY 2021	\$ 45.00	3	\$ -	0			
AUGUST 2021	\$ 30.00	2	\$ -	0			
SEPTEMBER 2021	\$ 120.00	8	\$ -	0			
OCTOBER 2021	\$ 120.00	8	\$ -	0			
NOVEMBER 2021	\$ 90.00	6	\$ -	0			
DECEMBER 2021	\$ 45.00	3	\$ -	0			
	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>			
	\$ 1,035.00	69	\$ 150.00	2			



## 2021 Addressing and Mapping Summary

Month	New Addresses Assigned	New Roads Approved and Created	
JANUARY 2021	13		
FEBRUARY 2021	9		
MARCH 2021	13		
APRIL 2021	16		
MAY 2021	7		
JUNE 2021	17	1	
JULY 2021	8	3	
AUGUST 2021	14	1	
SEPTEMBER 2021	14	3	
OCTOBER 2021	9		
NOVEMBER 2021	3	3	
DECEMBER 2021	8		
	<b>TOTAL</b>	<b>TOTAL</b>	
	131	11	

LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>October</u> 2021		
	UPSHUR	LEWIS
<b>ADOPTIONS</b>		
CASH	\$390	\$245
CHECK	\$0	\$0
E STORE CREDIT CARD	\$230	\$150
<b>SUBTOTAL</b>	<b>\$620</b>	<b>\$395</b>
<b>SPAY/NEUTER DEPOSIT</b>		
CASH	\$600	\$550
CHECK	\$0	\$0
E STORE CREDIT CARD	\$500	\$300
<b>SUBTOTAL</b>	<b>\$1,100</b>	<b>\$850</b>
<b>BOARD RESCUE</b>		
CASH	\$90	\$30
CHECK	\$0	\$0
E STORE CREDIT CARD	\$40	\$0
<b>SUBTOTAL</b>	<b>\$130</b>	<b>\$30</b>
<b>MICRO-CHIPPING</b>		
CASH	\$91	\$0
CHECK	\$13	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$104</b>	<b>\$0</b>
<b>DONATIONS</b>		
CASH	\$0	\$0
CHECK	\$152	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$152</b>	<b>\$0</b>



OTHER		
TOTAL	\$2,106	\$1,275

EXPLANATION Amending Micro-Chipping e-store credit card to \$0 from orginally being \$26 since the cai

**Upshur County Convention & Visitors Bureau**  
**January 12<sup>th</sup>, 2022 Agenda**

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
  - CVB Finances
  - Upcoming Advertising Campaigns
  - New Year – events, WV Tourism connection, mass mailings
  - Buckhannon River focus
- Event Center Director Report
  - Past / Upcoming Events
  - Update on Lighting
- Old Business:
- New Business:
  - Meeting Date & Time
- Motion to Adjourn Meeting

**NEXT MEETING: February \_\_\_\_\_, 2022**

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, January 13, 2022

3:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - December 15, 2021
- V. Report and/or action on Pending Cases
  - 021121-01 (Chapman) – Pending until State action has reached its conclusion – Updates?
  - 111021-01(Hughes) – No action, deadline is March 9, 2022
- VI. Consider requests to establish new cases that were received on or before 1/10/2022
  - 1 new complaint
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, February 10, 2022 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

## Notice of Meeting

\*\*\*\*\*

for

### Upshur County Fire Board, Incorporated

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

**Location:** Upshur County Administrative Annex, Suite 101, 91 W. Main Street  
**Date:** Tuesday, January 18, 2022  
**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---December 21, 2021

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures

- Cumulative report
- Invitation to the Sheriff and Chief Deputy to attend meeting
- Welcome New Board Member---Donna Matthews (filling vacancy left by Tom O'Neill)

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 12/31/2021---\$100,574.44
- Disbursement from Chief Tax Deputy for December---\$2,895.72

Payment of Bills/Invoices

- \*Software Systems---monthly maintenance---Invoice #35720---\$211.00
- \*Upshur County Commission---Reimbursement---Quill Supplies---Ink, Red Binders, Envelopes---\$270.83
- \*Upshur County Commission---Reimbursement---Payroll---\$6,405.97

Follow-up news article highlighting Fire Fee allocations.

Discussion/approval of rotating Board meetings to VFDs.

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---February 15, 2022---Adjournment

## Upshur County Parks and Recreation

Meeting Date: October 11, 2021

Attendance: Board members in attendance: Brandon Williams, Dennis Cortes, Julia Kastner, Josh Hinchman, Rachel Weber

Non-board members in attendance: Adam Brumley and Kristie Tenney

Board members absent: J.J. Ford and Mike Donato

Meeting was called to order at 5:30 p.m. and minutes from the August meeting were approved

**Trail Update:** A \$3,000.00 to the trails was made by a private donor. In addition, the Upshur County trails raise \$560.00 in t-shirt sales.

The last public trail work day in September had 12 college volunteers participating. The next public trail work day is scheduled for October 17, 2021 to start prepping for a new trail segment. The first week of November is scheduled to begin building a new trail segment.

Trail volunteer hours for 2021 are 548.5 hours with 38 volunteers. Four individuals have contributed 325 of these hours. Eight people have volunteer hours in the double digits.

Fairy-gnome trail will be taken up by October 17, 2021 and will be returned in spring 2022.

Planning to add green trail markers to the Upshur County Trails to establish an easy loop.

The section of progressive drops is currently on hold.

Motorcycles on the trails: Adam Brumley reported that he talked with one of the motorcyclists and informed him that the trails were for non-motorized use and that law enforcement will be involved if they are seen on the trails again.



**Director's Report:**

Disc golf is ready to go with signs added to the tees. A sign with the rules has been installed near the first tee. There will be a potential disc golf tournament in the spring and a few disc golf sets will possibly be purchased for rentals. Once Upshur County Trail maps are updated, the disc golf course will be added to that map.

Tennis court resurfacing quotes are being obtained. Once the quotes are available, they will be taken to the Upshur County Board of Education.

Pool: Maintenance department is finishing the sprinkler project in the baby pool area. Diving boards will possibly be replaced. The pool will be painted in the spring. Lockers in the pool area may be removed.

Park area: A new electronic gate for the park area is currently being made. Currently looking into automated doorknobs for the bathrooms.

Meeting was adjourned at 6:30 p.m. Next meeting is scheduled for November 8, 2021 at 5:30 p.m. at the County Commission building.



**Adrian Public Service District**  
December 2, 2021  
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn, and Norma Woody.

Visitors in attendance: Morgan Haymond

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.

Visitor Morgan Haymond, Land Consultant updated board on progression of Phase VIII project. Morgan obtained signatures for Gobeli property, as well as presented appraisal for Ricottilli Tank Site to property owners. Mr. and Mrs. Ricottilli refused appraisal value offer. The board moved to proceed with condemnation of the property. Hofer's signed deed and accepted payment for the "Little Meadow" Booster Station property. Trey Hornor, Engineer requested board approve moving forward with an appraisal on Chandler Tank Site property as well, as acquisition of property is still pending. The board approved Morgan to approach Dean Everett for completion of appraisal.

Minutes of the November 4<sup>th</sup> meeting were read. Carolyn made the motion to approve the minutes and Paul second.

Invoices were presented. Motion to pay by Paul, second by Kelly.

**Old Business**

- Phase VIII/Pickens updates provided by Norma Woody.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma Woody provided an update on WVCorp filing. Jared Mullin, Claims Specialist with Risk Pool denied claim filing in writing.
- Eric Brunn presented truck estimates from State Bid List. Fleet truck purchase was approved and truck ordered. Dealership advised receipt of truck may be months due to production issues caused by Covid. Order on plow cancelled due to back order with no estimated delivery. Money refunded from purchase.
- Board requested to approve employee evaluation adjustment for employees end of year progress. Paul made a motion to approve and Kelly second.

**Maintenance Report**

- Repaired service leak Waterloo Rd.
- Obtained pricing on new truck.
- Repaired leak and replaced hydrant at Adrian apartments.
- Repaired main line leak Ivanhoe Road and Beechtown Road.

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be January 6, 2021 at 3:00 pm

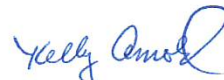
Board of Directors



Paul Spencer, Chairman



Carolyn Douglas, Vice Chairman



Kelly Arnold, Sec., Treas.