

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 16, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- March 1, 2023 – Special Meeting
- March 2, 2023

Items for Discussion / Action / Approval:

1. Approval of "Request for Proposals" for the Exterior Doors Replacement Project funded by the Courthouse Facilities Improvement **Authority**. A mandatory pre-bid conference will be held on Tuesday April 4, 2023 at 2:00 pm. Sealed bids must be received no later than 4:00 pm on Wednesday April 12, 2023 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 am on Thursday, April 13, 2023. * Pages 4-22
2. Discussion and approval of creating a Recreational Complex Advisory Committee to provide input and ideas for the indoor/outdoor recreational complex to be located on the newly acquired property within Upshur County consisting of 70.87 acres. *
3. Approval of Requests for Bids and 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. * Pages 23-25
4. Review CEC proposed scope of work and fee schedule for planning and design services for the recently acquired Recreational Complex property. Discuss potential negotiations and/or execute contract for services. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under Separate Cover
5. Approval and signature of the Employer Renewal Verification Checklist by and between the Upshur County Commission and PayFlex Systems USA, Inc. * Pages 26-33
6. Correspondence from Dirk Burnside announcing his resignation from the Upshur County Enhanced Emergency Telephone Advisory Board, effective immediately. Mr. Burnside is a Commission appointee, representing the community and his term expires on June 30, 2023. * Page 34
7. Correspondence from Steven M. Linger, requesting reappointment to the Upshur County Fire Board, Inc. Upon approval, Mr. Linger's term will expire on June 30, 2026. * Page 35

8. Approval of advertisement for the Upshur County Civil Service Testing of Deputy Sheriffs. This testing will be part of the criteria used to establish an eligibility list for appointment to entry level positions as Deputy Sheriff. Applications will be accepted until the close of business on Friday, April 7, 2023. *

Pages 36-37

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.

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

1. Letter of Support for the Upshur County Regional Airport proposed expansion project. * Pages 38-39
2. Correspondence from Carol J. Smith, County Clerk, regarding the 2023-2024 Public Utility Values. * Pages 40-57
3. West Virginia Department of Transportation Notice of public meeting regarding transportation needs to be held Tuesday, April 4, 2023 from 10:00 am to noon at the Upshur County Senior Center. Pages 58-59
4. Upshur County Building & Floodplain Permits for the month of February, 2023 Pages 60-61

5. Public Notices:

a) Newsletters and/or Event Notifications:

- | | | |
|--|----------------|---------|
| • Meals on Wheels Celebration-Upshur Senior Center | March 21, 2023 | Page 62 |
|--|----------------|---------|

b) Agendas and/or Notice of Meetings:

- | | | |
|---|----------------|-------------|
| • Elkins Road Public Service District | March 7, 2023 | Page 63 |
| • Upshur County Convention & Visitor's Bureau | March 8, 2023 | Page 64 |
| • City Council of Buckhannon | March 13, 2023 | Page 65 |
| • Buckhannon-Upshur Airport Authority | March 13, 2023 | Page 66 |
| • Community Corrections *Special Board Meeting | March 13, 2023 | Page 67 |
| • City Council of Buckhannon (3/16 reschedule*) | March 14, 2023 | Pages 68-69 |

Meeting Minutes:

- | | | |
|---------------------------------------|-------------------|-------------|
| • Adrian Public Service District | February 2, 2023 | Page 70 |
| • Hodgesville Public Service District | February 7, 2023 | Pages 71-73 |
| • Elkins Road Public Service District | February 7, 2023 | Pages 74-77 |
| • Upshur County Solid Waste Authority | February 13, 2023 | Pages 78-79 |
| • Adrian Public Service District | February 15, 2023 | Page 80 |

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.

6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2024.

(Fire Service)

****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. ****

7. Budget Hearing Schedule

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

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

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
March 23, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

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

REQUEST FOR PROPOSALS

**Upshur County Courthouse and Annex:
Exterior Doors Replacement Project
Grant Number: 20cycUpshu2023
March 16, 2023**



Upshur County Commission

**91 West Main Street, Suite 101
Buckhannon, WV 26201
304-472-0535**

www.upshurcounty.org

Request for Bids ----->	
Selection Schedule----->	
Description of Project ----->	
Scope of Work ----->	
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Security for Faithful Performance----->	
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Bid Pricing Sheet ----->	
Contractor's Representations----->	
Certificate of Eligibility ----->	
Affidavit of Non-Collusion ----->	
Drug Free Workplace Conformance Affidavit----->	
WV Request for Statement of Good Standing ----->	
Sample Agreement ----->	

Invitation for Bids

Upshur County Courthouse and Annex: Exterior Doors Replacement Project

Publish: March 22nd and 29th

Project Location: Upshur County Courthouse and Annex located at 38 West Main Street and 40 West Main Street, Buckhannon, WV 26201.

The Upshur County Commission is seeking bids for the furnishing of labor, materials and performance of all work set forth in the Request for Proposals. Bid proposals shall include materials, labor, equipment, insurance, taxes, bonds, fees, testing and similar construction related expenses. Work shall adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. A scope of work will be provided during the pre-bid site visit and may also be obtained online at <http://www.upshurcounty.org>. Questions can be directed to Greg Harris, Facilities Director, at (304) 472-6717.

MANDATORY PRE-BID SITE VISIT:

A mandatory pre-bid site visit at the Courthouse and Annex will be held on April 4, 2023 at 2:00 p.m. Only those individuals/contractors whom visit the site for an initial inspection of the area will be permitted to submit a bid.

The complete proposal must be submitted in a sealed package marked "Upshur County Courthouse and Annex: Exterior Doors Replacement Project" and received at the Upshur County Administrative Annex by 4:00 p.m. on Wednesday, April 12, 2023. In order to be considered, prospective firms must submit one (1) original proposal and one (1) additional copy in the required format to: Upshur County Commission, c/o Cindy Hughes, 91 W Main St, Suite 101, Buckhannon, WV 26201. Proposals received by this deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, April 13, 2023.

All bidders are required to have a valid West Virginia Contractor's License per Section §21-11-11 of the W.Va. Code. Successful bidder will be required to furnish all documentation listed before work may commence.

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process. This project is being made possible by generous support of the West Virginia Courthouse Facilities Improvement Authority.

Selection Schedule

March 17, 2023	RFP document available from Owner
April 4, 2023	Mandatory Pre-Bid Meeting
April 12, 2023	Proposals received by Owner no later than 4 p.m.
April 13, 2023	Opening of the sealed bids and anticipated award of contract

Description of Project

The Upshur County Courthouse and Administrative Annex are located in the center of downtown Buckhannon, West Virginia, at the intersection of Main Street and Locust Street. The Upshur County Courthouse was constructed between 1899-1901. Directly beside the Courthouse, is the Courthouse Annex, constructed in 1994. The Courthouse was listed on the National Register of Historic Places on December 31, 2009 as part of the Downtown Buckhannon Historic District. The Courthouse Annex mimics the Courthouse architecture featuring a brick exterior adorned with white accents and a beautiful entrance with concrete pillars on either side of the main doors. Preserving the architecture of both facilities and replacing the exterior doors will allow the facility to remain intact and continue to add historical significance to our quaint community.

The project includes two locations: one being the main Upshur County Courthouse and the other being the Courthouse Annex that attaches to and compliments the existing main Courthouse facility. The doors affixed to the main Courthouse are not original to the facility; however, they are aged. The doors on the Annex are original to the facility; which was constructed in 1994, making them 28 years old.

The integrity of the floors and dry wall in the foyer of the Annex is becoming an increasing concern. There has been damage incurred to the drywall directly inside the facility on both the right and left sides. The floor is also showing wear and tear from water, snow, sleet and ice entering the building through the poor sealing of the doors. They also lack gaskets to properly secure the door when they are closed. Furthermore, the doors on this facility face North-West, which receives the brunt of the weather elements. Replacement doors are necessary to prevent further damage in the Annex and also to the Courthouse. Noteworthy, maintaining the visual appeal in updating both doors simultaneously are important to keep both buildings looking similar. Citizens utilize both buildings to obtain birth certificates, marriage licenses, death certificates, voter registration, handle estates, record deeds and attend Court County Commission Meetings. The current doors are lacking in weather-proofing and causing water, sleet, snow and ice to enter the building causing interior drywall and floor damage. The goal is to prevent further damage to the drywall and floors and also maintain the

integrity of security equipment that is located within a few feet of the interior entrance into each facility.

Scope of Work

The Upshur County Commission is soliciting proposals from qualified and experienced contractors to furnish labor, materials and performance of all recommendations set forth in the below scope of work. The project must be completed by October 31, 2023 and shall adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The Commission has received the below recommendations for the replacement of the exterior doors of the Courthouse and Annex:

- (1) Complete removal of the existing doors on both the main Courthouse and Annex facilities.
- (2) Install commercial storefront entrance replacements that will be an unequal pair.
- (3) The doors will contain an active leaf concealed rod panic hardware system consisting of a stationary leaf and top and bottom flush bolts. Each frame size will be customized to fit the separate buildings.
- (4) The doors will contain Low-E Tempered Glazing.
- (5) The system will contain a 1200lb Maglock.
- (6) The unit operators will have all new hardware and a push to open plate on each door.
- (7) The doors will be reconnected to access controller and be re-wired.
- (8) Install aluminum pedestals for the push to open plates that are attached to each door.

Note: The Upshur County Courthouse Annex door opener became defective in March 2023 and was replaced with a new Auto 5342V unit. The commercial storefront replacement door's unit operators, described within this RFP, must be compatible with the door opener that was replaced in March 2023.

The present exterior should maintain its existing appearance.
This project is not subject to Prevailing Wage Rates.

This Request for Proposal (RFP) provides site background information and describes required information to enable qualified contractors to prepare and submit responsive proposals consistent with the required proposal format. The purpose of this specification is to solicit complete and comprehensive proposals from qualified and experienced contractors for the provision of the requested scope of services. Responsive proposals in the required format will enable the Upshur County Commission the ability to select a contractor to provide the requested services. To be considered responsive, sealed proposals must be submitted to the Upshur County Commission at the place and time specified herein and must provide all of the required information relative to content and format specified herein.

Bid Guarantee

Each bidder shall deposit with the bid, a guarantee for not less than ten percent (10%) of the aggregate amount of the base bid. In lieu of the Bid Bond and Performance Bond, the vendor may provide certified checks, cashier's checks or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. Personal or business checks are not acceptable.

Security for Faithful Performance

Simultaneously with the delivery of the executed contract, the Contractor shall furnish a performance bond or bonds as security for faithful performance of the contract and for the payment of all persons performing labor on the project. The surety on such bond or bonds shall be from a duly authorized surety company satisfactory to the Owner.

Non-Discrimination in Contracts

The Upshur County Commission prohibits the discrimination of any person based upon actual or perceived race, color, national origin, sex, religion or age. This project is subject to all non-discrimination requirements under federal and state law.

Mandatory Pre-Site Visit

A mandatory pre-bid site visit at the Courthouse and Annex will be held on Monday, April 4, 2023 at 2:00 p.m. Only those individuals/contractors whom visit the site for an initial inspection of the area will be permitted to submit a bid.

Proposal Format

Proposals must be prepared and submitted in the following format:

- A two-envelope system will be used.
Envelope No. 1 must have the following information presented on the front:

Name and address of Bidder
Exterior Doors Replacement Project

Envelope No. 2 labeled "Bid Proposal" shall also be placed inside of Envelope #1.

Envelope No. 1 will be opened first and the Bid Opening Requirement items checked for compliance. If such documents are found to be in order, Envelope No. 2 "Bid Proposal", will then be opened and will be publicly read aloud. If the documents required to be contained in Envelope No.1 are not in order, Envelope No. 2 "Bid Proposal" will not be opened and the Bid will be considered non-responsive and will be returned to the Bidder.

The following shall be placed within Envelope No. 1:

- Identification
Name of company, including phone number, fax number, and mailing and electronic addresses and lead contractor that would be assigned to the project.
- Qualifications and Experience of the Firm
 - a. A brief summary of the contractor's qualifications and capabilities.
 - b. Past project experience including summaries of at least three (3) relevant projects and scopes of work, as well as client contact information.
 - c. Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications.
 - d. Description of the approach that will be used to complete the tasks described in this scope of work.
- Preliminary Project Schedule
 - a. Provide a proposed timeline for the commencement, duration and completion of this project while adhering to the mandatory completion date of October 31, 2023.
- Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:
 - Business License
 - Contractor's License
 - Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission named as an additional insured
 - Certificate of Coverage of Workers' Compensation or Approved Waiver
 - Bid bond in the amount of ten percent (10%) of the proposal. The bond shall be issued by an insurance company licensed to do business in West Virginia or in the form of a certified check, cashier's check or irrevocable letter of credit. Upon award of the contract, the bid bond will be returned and a performance bond must be obtained and filed with the Upshur County Commission.
 - Affidavit of Non-Collusion
 - Proof that all municipal business and occupation taxes levied or accrued against the contractor have been paid and a certificate of good standing from the Tax Commissioner are required before the final payment will be made, pursuant to WV Code §11-10-11(d).
 - Any Additional Documentation as Required by the Owner

Envelope No. 2 shall contain the following:

- Fee Schedule
 - a. Basis of Bid Pricing Sheet, attached.
 - b. Include standard billing rates and any unlisted project requirement components. Must include a written listing of all assumptions used to prepare price quotations. **If possible, identify suggested products to be used: include manufacturer's product name, make or model number and physical properties, appearance, and other characteristics of the specified product.**

The selected contractor will be required to enter into an agreement with the Upshur County Commission which will include the requirements of this RFP as well as other requirements. By submitting a proposal, the bidder agrees to all of the terms in this RFP.

The selected contractor will ensure that all work is conducted in accordance with federal, state and local laws and regulations.

Submission

Interested firms shall submit one original and one copy of their proposal in a sealed envelope to:

Upshur County Commission
c/o Cindy Hughes
Upshur County Courthouse and Annex:
Exterior Doors Replacement Project
91 W Main Street, Suite 101
Buckhannon, WV 26201

Proposals must be received no later than 4:00 p.m. on Wednesday, April 12, 2023.

Submittals that are not received at the designated address on or before the specified deadline will not be accepted. Neither facsimile nor electronic transmissions will be accepted.

Evaluation Criteria

All proposals which are deemed fully responsive to this RFP will be evaluated. To be deemed fully responsive, attendance at the pre-bid meeting as specified above, proposals must be submitted to the Upshur County Commission in the format specified and prior to the deadline at the address specified above. After receipt, proposals will be reviewed for responsiveness on Thursday, April 13, 2023 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at 38 West Main Street, Room 301, Buckhannon, WV 26201.

The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Bid Pricing Sheet contains alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.

The Upshur County Commission reserves the right to reject any and all proposals.

Additional Information

This solicitation for proposals is not a contract nor commitment of any kind.

The Upshur County Commission is not liable for costs nor expenses incurred in the preparation of the bidder's proposal. Notwithstanding any other provision herein, the Upshur County Commission reserves the right in its sole discretion to waive minor technical deficiencies in the proposals.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on Upshur County Commission.

The Upshur County Commission may request clarification and additional information from any proposer.

The Commission may require up to 30 days after opening the proposals to award the contract.

Questions regarding this RFP may be directed to Cindy Hughes, Assistant County Administrator at chughes@upshurcounty.org or (304) 472-0535 ext. 3 or Greg Harris, Facilities Director, at (304) 472-6717.

Bid Pricing Sheet

Bidder will complete work in accordance with the bidding documents for the following bid price:

Item	Price (\$)
Unit prices for materials: Courthouse Doors: _____ Annex Doors: _____ Hardware: _____ _____ _____ _____ _____	
Rental Fees (if applicable): _____	
Contractor Fees: _____	
Allowances: _____ Other: _____	
B&O Taxes (if applicable)	
Subtotal	
Total	

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Assumptions, if any, on which the guaranteed maximum price is based:

SELECTION OF ALTERNATES:

Pursuant to W. Va. Code § 5-22-1(f), any solicitation of bids shall include no more than five alternates. Alternates, if accepted, shall be accepted in the order in which they are listed on the bid form. Any unaccepted alternate contained within a bid shall expire 90 days after the date of the opening of bids for review. Determination of the lowest qualified responsible bidder shall be based on the sum of the base bid and any alternates accepted. Alternate selection will be identified in the Contract.

The bidder agrees to perform all of the work outlined above for the Upshur County Courthouse and Annex: Exterior Doors Replacement Project for the single lump sum price of: _____ (\$_____).

Contractor's Representations

The undersigned bidder certifies that they have:

1. Familiarized themselves with this RFP, acknowledges that guidance should be obtained from *Secretary of the Interior's Standards for the Treatment of Historic Properties*, , and agree to provide the required services in accordance with this proposal and all attachments.
2. Visited the site, is familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the work.
3. Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
4. Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Date: _____

By: _____

Signature of Person Authorized to Sign

Name of Person Authorized to Sign

Company Name

Company Address and Telephone Number

Contractor's Certification of Eligibility

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

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

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

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

Signature

Date

Affidavit of Non-Collusion

Upshur County, WV

Upshur County Courthouse and Annex: Exterior Doors Replacement Project

State of _____
County of _____

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

Said vendor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the Upshur County Courthouse and Annex: Exterior Doors Replacement Project in Upshur County, WV.

Vendor

Name and Title of authorized representative

State of _____
County of _____

The foregoing affidavit was acknowledged before me this ____ day of _____, 2023
by _____ representative for _____.

Notary

Commission expiration date

(seal)

Drug Free Affidavit

WV Request for Statement of Good Standing

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

Date _____

THIS AGREEMENT is by and between the County Commission of Upshur County, West Virginia (“OWNER”) and _____ (“CONTRACTOR”) for the Upshur County Courthouse and Annex: Exterior Doors Replacement Project. Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Section 1 – Work

Contractor shall complete all work as specified or indicated in written or oral form, which will include at least the following items:

- (1) Complete removal of the existing doors on both the main Courthouse and Annex facilities.
- (2) Install commercial storefront entrance replacements that will be an unequal pair.
- (3) The doors will contain an active leaf concealed rod panic hardware system consisting of a stationary leaf and top and bottom flush bolts. Each frame size will be customized to fit the separate buildings.
- (4) The doors will contain Low-E Tempered Glazing.
- (5) The system will contain a SDC Auto Low Energy Swing Door Operator and 1200lb Maglock.
- (6) The unit operators will have all new hardware and a push to open plate on each door.
- (7) The doors will be reconnected to access controller and be re-wired.
- (8) Install aluminum pedestals for the push to open plates that are attached to each door.

Note: The Upshur County Courthouse Annex door opener became defective in March 2023 and was replaced with a new Auto 5342V unit. The commercial storefront replacement door’s unit operators, described within this RFP, must be compatible with the door opener that was replaced in March 2023.

Contractor shall verify and be responsible for all field dimensions and conditions and shall notify Owner of any discrepancies before proceeding with the project.

Contractor shall be responsible for paying all state and local B&O taxes.

Permits must be obtained by Contractor prior to construction.

Section 2 – Time Period for Project Completion

Contractor shall coordinate work schedule with the Owner so as not to interfere or disturb ongoing building use and function. The project must be completed by October 31, 2023. Liquidated damages in the sum of one hundred fifty dollars (\$150) will be charged for each consecutive calendar day thereafter unless a written extension approval is provided. Written request for additional time required due to unforeseen delays will be considered only if submitted in writing within ten (10) calendar days of the event causing the delay.

Section 3 – Required Documentation from Contractor

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:

- Business License
- Contractor's License
- Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission named as an additional insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Bid bond in the amount of ten percent (10%) of the proposal. The bond shall be issued by an insurance company licensed to do business in West Virginia or in the form of a certified check, cashier's check or irrevocable letter of credit. Upon award of the contract, the bid bond will be returned and a performance bond as security for faithful performance under this contract must be obtained and filed with the Upshur County Commission. The surety on such bond or bonds shall be from a duly authorized surety company satisfactory to the Owner.
- Affidavit of Non-Collusion
- Proof that all municipal business and occupation taxes levied or accrued against the contractor have been paid and a certificate of good standing from the Tax Commissioner are required before the final payment will be made, pursuant to WV Code §11-10-11(d).
- Any Additional Documentation as Required by the Owner

Section 4 – Sub-Contractor Restriction

Contractor shall not employ any sub-contractor to complete any work for any portion of this project without expressed written approval from the Owner. The use of a subcontracted WV licensed asbestos contractor is exempt from this provision and does not require prior approval.

Section 5 – Bid Price for Project

Bidder will complete work in accordance with the bidding documents for the following bid price:
\$_____.

Section 6 -- Change Orders

A Change Order is a written instrument signed by the parties stating their agreement upon a change in the work, the amount of the adjustment or the method for computing the amount of the adjustment of the Contract Sum, if any, and the extent of the adjustment in the project time schedule, if any. Any work that is beyond the scope of the work specified for the project or that modifies the work specified for the project must be approved through a written Change Order signed by the parties evidencing their agreement. If the parties are unable to agree on the terms of a Change Order, the Contractor will proceed to perform the work without delay, and the Commission may issue a construction change directive or field work order to document the change and the basis on which work will proceed until the issue is resolved and an appropriate Change Order prepared and signed by the parties.

Section 7 – Payment Procedures

The Vendor will be paid in the form of periodic progress payments for work completed. Payment requests along with documentation supporting the request will be submitted to and reviewed by the Owner. The Owner reserves the right to withhold liquidated damages from progress payments. Progress payments will be made no more than monthly. Approval and payment of progress payments will be based on Contractor's submission of a payment allocation schedule which allocates the entire contract sum to payment milestones. Owner will review the payment allocation and may mandate changes that they believe are necessary. Owner shall have thirty (30) days from the date the invoice is received to issue payment, less any disputed charges. Preferred method of payment is MASTERCARD credit card.

Section 8 – Contractor's Representations

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

- 1) Contractor has examined and studied any documentation related to the scope of work for this project. Such documentation is sufficient to indicate and convey understanding for performance and furnishing of the work.
- 2) Work shall adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- 3) Contractor has visited the sites and/or is familiar with and is satisfied as to the general or local site conditions that may affect cost, process and performance of the work.
- 4) Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
- 5) Contractor shall be responsible for providing, erecting, bracing, shoring or in every way protecting their work in compliance with State and Local Codes, and all U.S. Occupational Safety and Health Administration (OSHA) Regulations. Contractor shall be responsible for the adequacy in performance of all temporary work, use utmost care to protect work in progress and upon removal protect all surrounding existing work.

- 6) Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Section 9 – Miscellaneous

Successors and Assigns:

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

Severability:

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

Debris and waste removal:

Contractor will (1) remove debris, junk and trash from site (2) leave site in clean condition, ready for subsequent work and (3) clean up spillage and wind-blown debris from public and private lands.

This Agreement will be effective on the ____ day of _____, 2023.

OWNER:

County Commission of Upshur County

CONTRACTOR:

By: _____
Name: _____
Title: _____

Attest: _____

By: _____
Name: _____
Title: _____

Attest: _____

Address for Giving Notices:

Address for Giving Notices:

Office of the Upshur County Commission

91 W. Main St, Suite 101

Buckhannon, WV 26201

Telephone: 304 / 472.0535

Facsimile: 304 / 473.2802

Telephone:

Facsimile:

Greg Harris, Facilities Director (304) 472-6717.

Request for Bids

Police Vehicle – 1 Sports Utility Vehicle

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase for the Upshur County Sheriff's Department. Minimum specifications for bid are available upon request to chughes@upshurcounty.org.

The Upshur County Commission reserves the right to award the bid for the vehicle based upon certain criteria, including but not limited to, submitted bid price, estimated time of completion, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicle.

Bids shall be per unit (1 vehicle) price. The Upshur County Commission reserves the right to purchase additional units, of the same model year and specifications, throughout the fiscal year (July 1 – June 30). By submitting a bid, the successful vendor agrees to hold the bid price for future purchases during the fiscal year.

Any and all sealed bids must be received no later than 4 p.m. on
April 12, 2023 at the following address:

Office of the Upshur County Commission
Sealed Bid – Police Vehicle
91 W Main Street, Suite 101
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:30 a.m. on Thursday, April 13, 2023

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

Publish 3/22/23 and 3/29/2023

Upshur County Sheriff's Office

Virgil D. Miller, Sheriff

Heather D. Sparks

Chief Deputy
Tax Division

38 West Main Street, Room 103

Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182

Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

J. Michael Coffman

Chief Deputy
Law Enforcement

March 16, 2023

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

Dear Commissioners:

Please approve the advertisement for Request for Bids for 1 Sports Utility Vehicle for the Upshur County Sheriff's Law Enforcement Office. This vehicle will replace the current cruiser which was just totaled by the insurance adjuster. The advertisement will be run in the Record Delta once a week for 2 consecutive weeks on Tuesday, March 21, 2023 and Tuesday, March 28, 2023. Bids will be opened and read at the Commission Meeting on Thursday, April 13, 2023.

Thank you for your support and consideration.

Respectfully,



Virgil D. Miller
Sheriff of Upshur County, WV

VEHICLE MINIMUM SPECIFICATIONS

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
- LED Reflector Headlamps
- Speed Sensitive Power Lock
- Advanced Multistage Front Air Bags
- Supplemental Side-Curtain Front and Rear Air Bags
- Active-Lane Management System
- Air Conditioning
- Cloth Bucket Front Seats
- Warranty / 5 Years – 60,000 Miles

PayFlex Systems USA, Inc.
P.O. BOX 2239
OMAHA, NE 68108-0396

PAYFLEX®

March 3, 2023

TABATHA PERRY
Upshur County
91 WEST MAIN STREET, SUITE 101
BUCKHANNON, WV 26201

We at PayFlex appreciate your business and want to help you prepare for the renewal of your plan which is quickly approaching. The purpose of this letter is to:

- Verify information for the upcoming plan year with the enclosed (Renewal Verification Checklist).
- Identify what we need from you for the new plan year.

Action Required for Upcoming Plan Year

- If you require enrollment materials, they are available on www.payflex.com. Select *Communications Center*, and then *Order Open Enrollment Materials*.
- Please review, sign and return your completed Renewal Verification Checklist 60 days prior to the start of your new plan year
 - If there are no changes to your plan this year, please sign the first page of the Renewal Verification Checklist and return that to me.
- Elections must be calculated on a per pay period basis and annual elections must be calculated *to the penny*.
- Enrollment information needs to be received one month prior to your plan year effective date in order to insure that your participants are enrolled by the first day of the new plan year.
- If you have any questions regarding the actions required for the upcoming plan year please notify me, your Account Manager, immediately.

Thank you for choosing PayFlex to be your spending account administrator. We look forward to continuing to grow our relationship with you and your participants. We want your participants to receive the maximum benefit from this plan year! Participants can access their account information 24 hours a day, 7 days a week by visiting www.payflex.com or by calling our toll free Call Center, (800) 284-4885. Please encourage your employees to file their claims promptly and not to wait until the end of your run-out period.

Sincerely,

JEAN HENRY
PayFlex Systems USA, Inc.
(630) 594-9609
jean.henry@payflex.com

Action Required:

This checklist reflects the current setup in our system. Please review the information in this checklist and make changes as needed. Identify changes by marking the box on the left of the page and making the changes in the space provided at the right. Once you have completed the checklist, return it to your Account Manager via email.

☐ Please make changes listed below for our new plan year. Signed by: _____/date: _____

☐ No changes are required for the new plan year. Signed by: _____/date: _____

General Employer Information:

☐ Employer Name: **Upshur County** _____

☐ Employer Tax ID: **556000406** _____

☐ IRS Business Activity Code:
([http://www.census.gov/eos/
www/naics/](http://www.census.gov/eos/www/naics/)) _____

☐ Type of Entity: **State or Local Government** _____

Employer Service:

☐

Production Funding Method: **Electronic funds transfer (24 hours)** _____

Settlement Funding Method: **Electronic funds transfer (24 hours)** _____

Open Enrollment Source: **Electronic file** _____

Maintain Enrollment Source: **Electronic file** _____

Register Report Delivery Method: **E-mail** _____

Payroll Deposit Source: **Electronic file** _____

Contact Information:

☐ Name: **LORA BRAGG** _____
Email: **ljbragg@upshurcounty.org** _____
Address: _____
Address2: _____
City: _____ State: _____ Zip: _____
Phone: **304-473-2903** _____ Fax: _____
Roles: **Communication** *Check all that apply:*
Eligibility ☐ Executive ☒ Billing ☒ Funding ☐ Electronic Data ☐ Website Administrator
Funding ☒ Reporting ☐ Broker ☒ Eligibility ☐ Other
Billing
Reporting

☐ Name: **TABATHA PERRY** _____
Email: **tperry@upshurcounty.org** _____
Address: **91 WEST MAIN STREET, SUITE 101** _____
Address2: _____
City: **BUCKHANNON** _____ State: **WV** _____ Zip: **26201** _____
Phone: **(304) 472-0535 ext. 2** _____ Fax: _____
Roles: **Funding** *Check all that apply:*
Electronic Data ☒ Executive ☒ Billing ☒ Funding ☒ Electronic Data ☐ Website Administrator
Eligibility ☒ Reporting ☐ Broker ☒ Eligibility ☐ Other
Communication
Reporting
Billing
Executive

☐ Name: **CAROL SMITH** _____
Email: **cjsmith@upshurcounty.org** _____
Address: **40 WEST MAIN ST, ROOM 101** _____
Address2: _____
City: **BUCKHANNON** _____ State: **WV** _____ Zip: **26201** _____

Phone: (304) 472-0949 Fax: (304) 472-1029

Roles: **Funding** *Check all that apply:*
Reporting ☐ Executive ☒ Billing ☒ Funding ☐ Electronic Data ☐ Website Administrator
Eligibility ☒ Reporting ☐ Broker ☒ Eligibility ☐ Other
Communication
Billing

☐ Name: **PETE THACKSTON**
Email: **pete.thackston@usi.com**
Address:
Address2:
City: State: Zip:
Phone: (304) 638-7281 Fax:

Roles: **Broker** *Check all that apply:*
☐ Executive ☐ Billing ☐ Funding ☐ Electronic Data ☐ Website Administrator
☐ Reporting ☒ Broker ☐ Eligibility ☐ Other

Plan Information:

<input type="checkbox"/> Number of Eligible Employees:	100			
<input type="checkbox"/> Plan Name:	Upshur County HRA			
<input type="checkbox"/> Plan Number:	501			
<input type="checkbox"/> Original Plan Effective Date:	07/01/2020			
<input type="checkbox"/> Employment Status:	Full-time/Part-time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Full/Part Time
<input type="checkbox"/> Min. Hours per Week:	30			
<input type="checkbox"/> Waiting Period (days):	1			
<input type="checkbox"/> Eligibility Rule:	First of Month	<input type="checkbox"/> First Day	<input type="checkbox"/> First of Month	<input type="checkbox"/> Plan Year Start

Account Information:

<input type="checkbox"/> Healthcare (HRA)				
Maximum Election:	\$0.00			
Maximum Contribution:	\$4,000.00			
Reimbursement % Level:	100			
Run-Out Days:	194			
Rollover Rule Type:	Percentage of Balance			
Rollover Value:	0			
Contribution Schedule Type:	Payroll			
Debit Card:	true	<input type="checkbox"/> True	<input type="checkbox"/> False	
<input type="checkbox"/> Limited HRA				
Maximum Election:	\$0.00			
Maximum Contribution:	\$4,000.00			
Reimbursement % Level:	100			
Run-Out Days:	194			
Rollover Rule Type:	Percentage of Balance			
Rollover Value:	0			
Contribution Schedule Type:	Payroll			
Allowed Expense Type:	Dental			
Allowed Expense Type:	Orthodontia			
Allowed Expense Type:	Vision			
Debit Card:	true	<input type="checkbox"/> True	<input type="checkbox"/> False	

Payroll Schedules:First payroll date of new plan year: **07/07/2023**☐ Change _____

Months of Year:	All
<input type="checkbox"/> Change	All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Occurrence:		Mthly 1st Fr All Months [07/01/2020-open ended]	
<input checked="" type="checkbox"/> Change (Please indicate changes below)			
<input type="checkbox"/> Daily			
<input type="checkbox"/> Weekly	Day of Week:	Mo Tu We Th Fr Sa Su	
	AND		
	Week of Month:	All 1st 2nd 3rd 4th Last	
<input checked="" type="checkbox"/> Bi-Weekly 24 *No more than twice per month	Day of Week:	Mo Tu We Th Fr Sa Su	
<input type="checkbox"/> Bi-Weekly 26 *All occurrences, typically 26/yr	Day of Week:	Mo Tu We Th Fr Sa Su	
<input type="checkbox"/> Monthly	Day of Month:	Day of Month: ____	
	-- OR --		
	Day of Week:	Mo Tu We Th Fr Sa Su	
	AND		
	Week of Month:	1st 2nd 3rd 4th Last	
<input type="checkbox"/> Semi-Monthly	Days of Month:	Day 1: ____ Day 2: ____	

Holiday Rule:	Prior business day	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Saturday Rule:	Prior business day	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Sunday Rule:	Prior business day	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Exclude Standard Schedule Days:	None	<input type="checkbox"/> Change	_____	
Include Non-Standard Schedule Days:	None	<input type="checkbox"/> Change	_____	

Co-Pay Information:

Whole dollar copay amounts are used to program the debit card system for those employers electing the flex debit card. (Percentage based copay amounts or co-insurance percentages do not need to be provided). Amounts must be provided for each of the employer's health plans. (A summary plan description may be provided in lieu of a completed worksheet.) Please indicate changes below. If you have questions, please contact your Account Manager.

Carrier:**Plan:**

Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
	Glucose Monitor	\$__	Eye Exam	\$__		
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__
	Routine GYN	\$__	Well Baby Care	\$__	Allergy Services/Injections	\$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Immunizations	\$__
	Emergency Room	\$__	Urgent Care Center	\$__	Speech Therapy	\$__
					Occupational Therapy	\$__
					Lab, Radiology, Imaging	\$__
					Mental and Nervous	\$__

Carrier:**Plan:**

Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
	Glucose Monitor	\$__	Eye Exam	\$__		
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__
	Routine GYN	\$__	Well Baby Care	\$__	Routine Physical	\$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Allergy Services/Injections	\$__
	Emergency Room	\$__	Urgent Care Center	\$__	Immunizations	\$__
					Speech Therapy	\$__
					Occupational Therapy	\$__
					Lab, Radiology, Imaging	\$__
					Mental and Nervous	\$__

Carrier:**Plan:**

Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
	Glucose Monitor	\$__	Eye Exam	\$__		
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__
	Routine GYN	\$__	Well Baby Care	\$__	Routine Physical	\$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Allergy Services/Injections	\$__
	Emergency Room	\$__	Urgent Care Center	\$__	Immunizations	\$__
					Speech Therapy	\$__
					Occupational Therapy	\$__
					Lab, Radiology, Imaging	\$__
					Mental and Nervous	\$__

RESIGNATION

From: DIRK BURNSIDE <doburnside@hotmail.com>

Sent: Fri, Mar 3, 2023 at 1:24 pm

To: trperry

Greetings to all!

Per my verbal notification at the last ETAB meeting, this is my written resignation from Up Co ETAB as may be needed it for your records.

thanks

DIRK O. BURNSIDE

You're never too old to learn something stupid.

Date 2/27/2023

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.

Related information as to why you should be considered.

Currently serving on Upshur County Fire Board UNEXPIRED term.
Fire Department Knowledge, current President Barnes District Fire.
Bachelor's Degree in MANAGEMENT. BEEN IN POLICE, FIRE,
AND EMS SINCE 1968.

If should have any questions, please do not hesitate to contact me.

Sincerely,



Name Steven M. LINGER

Address 780 SLAB CAMP RD, FRENCH CREEK, WV 26218

Phone Number 304-924-9269, 304-516-4014(cell)

Upshur County Sheriff's Office

Virgil D. Miller, Sheriff

Heather D. Sparks
Chief Deputy
Tax Division

38 West Main Street, Room 103
Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

J. Michael Coffman
Chief Deputy
Law Enforcement

March 16, 2023


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

Dear Commissioners:

Please approve the advertisement for a full-time Deputy Sheriff. This advertisement will be run in the Record Delta on Tuesday, March 21, 2023; Tuesday, March 28, 2023; and Tuesday, April 4, 2023 with applications being due no later than Friday, April 7, 2023.

Thank you for your support and consideration.

Respectfully,


Virgil D. Miller
Sheriff of Upshur County, WV

**Upshur County Civil Service Commission for Deputy Sheriffs
Notice of Testing
Competitive Examination and Certified List of Eligibility
Deputy Sheriff Positions**

The Upshur County Civil Service Commission for Deputy Sheriffs is announcing an open period for the purpose of accepting applications for admission to competitive examinations. Such examinations shall be part of the criteria used to establish an eligibility list for appointment to entry level positions of Deputy Sheriff.

In order to be placed on the list of eligible applicants, an interested applicant must:

- On the date of testing, successfully meet the requirements on a physical agility screening test as set forth by the West Virginia State Police Academy.
- Achieve a passing score on a competitive written exam.

In order to be further considered for the position, an applicant must:

- Must be at least 18 years of age and no older than 45 years of age
- Possess a high school diploma or GED equivalent
- Be a United States citizen
- Pass a background check and complete physical, written, and psychological examinations
- Uncertified deputies must attend a 16-week academy, located at the West Virginia State Police Academy
- PT standards – 1.5 mile run in 14:36, 18 push-ups in 1 minute, 28 sit-ups in 1 minute

Why choose the Upshur County Sheriff's Office:

- Competitive salary, starting between \$40,000-\$43,000
- Health, dental, and vision insurance
- West Virginia Deputy Sheriff retirement
- Paid holidays, vacation, and sick leave
- All uniforms/equipment provided
- Take home vehicle

The Upshur County Sheriff's Office is currently offering an up to \$8,000.00 sign-on bonus incentive to law enforcement officers currently certified in the state of West Virginia.

Individuals may obtain an application at the following address:

**Upshur County Sheriff's Office
LAW ENFORCEMENT DIVISION
38 W. Main Street, Room 103
Buckhannon, WV 26201**

Monday – Friday 8:00 am -4:00pm

Applications will be accepted until Friday, April 7, 2023

Please do not make phone inquiries about this position. Employment with the Upshur County Sheriff's Office 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.

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
Emergency: 911

March 8, 2023

Mr. Tom O'Neill, President
Buckhannon Upshur Airport Authority
630 Airport Road
P.O. Box 1042
Buckhannon, WV 26201

Dear Mr. O'Neill,

This correspondence serves as our official support of the Buckhannon Upshur Airport Authority's proposed t-hanger expansion project. The Upshur County Regional Airport is the only regional airport in the area and is vital to continued economic growth in Upshur and surrounding counties.

Buckhannon-Upshur Airport Authority is seeking funding to construct an eight-unit t-hanger. The airport is showing a steady increase in operations and have requests for t-hangers, of which, they cannot accommodate. They currently have three commercial hangars and a six-unit t-hanger. Unfortunately, just because of the nature of the commercial industry, those tenants do not always offer a based aircraft and with the existing t-hangers being full, the lack of space caused the temporary loss of NPIAS eligibility and two years of AIP funding. They have since regained NPIAS eligibility but are looking for long-term solutions to the space issue.

Upshur County Regional Airport is growing but the lack of hangar space is creating a significant barrier to exponential growth. KCI Aviation is conducting business on the airfield as well as HealthNet Aeromedical Services, Inc. The new General Manager has implemented a hangar program that is generating good revenue and bringing workers from the aircraft industry into our downtown area. The airport also offers a courtesy car program that allows patrons to come here to work, stay in our local hotels and enjoy everything that Upshur County has to offer. The t-hanger project would allow the airport to address the urgent need for based aircraft and also provide additional space to house an aircraft maintenance business or flight instructor, on site, for future growth and expansion. Upshur County is centered in the heart of West Virginia with easy access to both Corridor H and I-79. The nearing completion of Corridor H coupled with the expansion of the Upshur Regional Airport's t-hanger availability is imperative for the growth in this area of rural Appalachia.

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

Emergency: 911

We greatly appreciate your interest and consideration of this project and hope to work with you to see it to completion. If you have any questions, or would like to discuss the expansion further, please feel free to contact our office at any time.

Sincerely,

A handwritten signature in blue ink that reads "Kristie G. Tenney". The signature is written in a cursive style with a large, looped "T" at the end.

Kristie G. Tenney
Commission 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

March 1, 2023

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

Re: 2023-2024 PUBLIC UTILITY VALUES

Dear Honorable Commissioners:

West Virginia Code §11-6-13, assigns the State Auditor the responsibility of certifying to each County Commission the apportion values of public utility property located within their county. The Statute further states that the Clerk of the County Commission shall certify such values to the school districts and municipalities.

Pursuant to the aforementioned Statute, please be advised that the apportionment value in Upshur County has increased for Fiscal Year 2023-2024.

VALUATION
\$ 134,398,810

INCREASE FROM LAST YEAR
\$ 5,465,152

I have enclosed a copy of the reports provided by the Office of the West Virginia State Auditor.

Sincerely,



Carol J. Smith
Upshur County Clerk

Enclosures

cc: Dustin W. Zickefoose, Assessor
City of Buckhannon
Upshur County Board of Education

upshurcounty.org



inquiry.upshurcounty.org

RPUB003

WEST VIRGINIA STATE AUDITOR'S OFFICE

2/24/2023 11:34:40 AM

ALLOCATION OF ASSESSED VALUES

UPSHUR COUNTY

2023

COMPANY	CLASS 1	CLASS 3 & 4	TOTAL
BUCKHANNON			
APPALACHIAN & OHIO RAILROAD	0	2,357,964	2,357,964
AT&T MOBILITY LLC	0	1,295,405	1,295,405
CELLCO PARTNERSHIP - WV RSA #1 & #2	0	234,692	234,692
COLUMBIA GAS TRANSMISSION LLC	0	50,686	50,686
CSX TRANSPORTATION INC	0	150	150
EXCEPTIONS	0	21,355	21,355
FRONTIER WEST VIRGINIA INC	0	2,661,290	2,661,290
HARDY CELLULAR TELEPHONE COMPANY	0	684,195	684,195
HOPE GAS INC	0	3,961	3,961
MCI COMMUNICATIONS SERVICES INC	0	16	16
MCI METRO ACCESS TRANSMISSION SERVICES LLC	0	505	505
MLAKER TRANSPORTATION INC	0	86	86
MONONGAHELA POWER COMPANY - ELECTRIC	0	6,919,529	6,919,529
MOUNTAINEER GAS COMPANY	0	561,582	561,582
T-MOBILE USA INC AFFILIATES	0	181,458	181,458
WV PAGING	0	130	130
DISTRICT TOTALS	0	14,973,004	14,973,004
UPSHUR COUNTY			
APPALACHIAN & OHIO RAILROAD	0	126,887	126,887
AT&T MOBILITY LLC	0	132,074	132,074
BEECH MOUNTAIN RAILROAD CO	0	713,428	713,428
CARLINES	0	4,733,505	4,733,505
CITYNET WEST VIRGINIA LLC	0	146,353	146,353
COLUMBIA GAS TRANSMISSION LLC	0	51,658,477	51,658,477
CSX TRANSPORTATION INC	0	35,753,691	35,753,691

COMPANY	CLASS 1	CLASS 3 & 4	TOTAL
EASTERN GAS TRANSMISSION & STORAGE INC	0	155,635	155,635
EQUITRANS LP	0	121,861	121,861
EXCEPTIONS	0	21,355	21,355
FEDEX EXPRESS	0	328	328
FRONTIER WEST VIRGINIA INC	0	4,416,868	4,416,868
HOPE GAS INC	0	432,840	432,840
LUMOS NETWORKS LLC	0	20,569	20,569
LUMOS NETWORKS OF WEST VIRGINIA INC	0	162,813	162,813
MCI METRO ACCESS TRANSMISSION SERVICES LLC	0	1,453	1,453
MLAKER TRANSPORTATION INC	0	86	86
MONONGAHELA POWER COMPANY - ELECTRIC	0	18,776,386	18,776,386
MOUNTAINEER GAS COMPANY	0	625,491	625,491
PEOPLES GAS WV, LLC	0	29,238	29,238
SHENANDOAH PERSONAL COMMUNICATIONS LLC	0	1,374,272	1,374,272
T-MOBILE USA INC AFFILIATES	0	21,652	21,652
WINDSTREAM KDL, INC	0	544	544
DISTRICT TOTALS	0	119,425,806	119,425,806
COUNTY TOTALS	0	134,398,810	134,398,810

RPUB005

**WEST VIRGINIA STATE AUDITOR'S OFFICE
NEW OLD REPORT**

2/24/2023 10:06 AM

	2022	2023	2023 Class3_4	
	Class 3_4	Class 3_4	Old	New
BARBOUR COUNTY	40,121,266	44,937,316	40,121,266	4,816,050
BELINGTON	4,746,487	5,963,363	4,746,487	1,216,876
JUNIOR	675,103	759,813	675,103	84,710
PHILIPPI	3,527,792	3,060,266	3,060,266	0
BERKELEY COUNTY	151,080,379	153,595,627	151,080,379	2,515,248
HEDGESVILLE	2,232,701	1,952,823	1,952,823	0
MARTINSBURG	34,265,288	35,835,529	34,265,288	1,570,241
BOONE COUNTY	149,636,150	167,655,361	149,636,150	18,019,211
DANVILLE	2,344,973	2,210,463	2,210,463	0
MADISON	8,800,765	9,652,631	8,800,765	851,866
SYLVESTER	310,917	452,354	310,917	141,437
WHITESVILLE	1,197,068	1,402,332	1,197,068	205,264
BRAXTON COUNTY	95,926,064	103,899,305	95,926,064	7,973,241
BURNSVILLE	7,584,928	8,228,442	7,584,928	643,514
FLATWOODS	2,713,152	2,788,810	2,713,152	75,658
GASSAWAY	6,135,782	6,989,255	6,135,782	853,473
SUTTON	5,227,627	5,564,710	5,227,627	337,083
BROOKE COUNTY	69,899,654	60,576,678	60,576,678	0

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BEECH BOTTOM	709,656	852,302	709,656	142,646
BETHANY	1,362,383	1,609,108	1,362,383	246,725
FOLLANSBEE	5,636,100	6,252,407	5,636,100	616,307
WEIRTON - BROOKE	11,240,330	12,081,589	11,240,330	841,259
WELLSBURG	5,753,323	6,353,074	5,753,323	599,751
WINDSOR HEIGHTS	513,815	587,377	513,815	73,562
CABELL COUNTY	244,656,434	255,877,555	244,656,434	11,221,121
BARBOURSVILLE	11,446,663	14,137,371	11,446,663	2,690,708
HUNTINGTON - CABELL	183,408,798	201,120,573	183,408,798	17,711,775
MILTON	7,309,373	7,304,483	7,304,483	0
CALHOUN COUNTY	229,180,072	267,242,969	229,180,072	38,062,897
GRANTSVILLE	1,973,202	2,126,406	1,973,202	153,204
CLAY COUNTY	41,571,689	42,849,083	41,571,689	1,277,394
CLAY	1,556,160	2,863,866	1,556,160	1,307,706
DODDRIDGE COUNTY	306,483,256	310,288,835	306,483,256	3,805,579
WEST UNION	3,619,572	3,880,707	3,619,572	261,135
FAYETTE COUNTY	290,212,483	319,750,954	290,212,483	29,538,471
ANSTED	3,602,375	4,386,389	3,602,375	784,014
FAYETTEVILLE	12,527,071	16,654,227	12,527,071	4,127,156
GAULEY BRIDGE	1,774,024	1,806,181	1,774,024	32,157

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MEADOW BRIDGE	1,928,824	2,010,409	1,928,824	81,585
MONTGOMERY - FAYETTE	4,255,321	4,388,420	4,255,321	133,099
MOUNT HOPE	4,995,561	5,519,581	4,995,561	524,020
OAK HILL	18,530,293	21,287,944	18,530,293	2,757,651
PAX	755,079	972,913	755,079	217,834
SMITHERS - FAYETTE	2,659,404	2,895,865	2,659,404	236,461
THURMOND	610,592	682,941	610,592	72,349
GILMER COUNTY	68,665,412	78,028,686	68,665,412	9,363,274
GLENVILLE	3,144,277	3,834,024	3,144,277	689,747
SAND FORK	248,618	423,153	248,618	174,535
GRANT COUNTY	536,092,337	570,870,501	536,092,337	34,778,164
BAYARD	748,369	886,073	748,369	137,704
PETERSBURG	3,470,482	3,392,981	3,392,981	0
GREENBRIER COUNTY	125,350,402	133,092,376	125,350,402	7,741,974
ALDERSON - GREENBRIER	1,544,322	1,781,671	1,544,322	237,349
FALLING SPRINGS	1,838,099	2,014,948	1,838,099	176,849
LEWISBURG	9,689,425	10,654,280	9,689,425	964,855
QUINWOOD	1,154,110	1,122,030	1,122,030	0
RAINELLE	4,026,420	4,573,697	4,026,420	547,277
RONCEVERTE	5,593,116	6,244,047	5,593,116	650,931

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RUPERT	1,469,343	1,535,069	1,469,343	65,726
WHITE SULPHUR SPRINGS	6,817,816	7,743,900	6,817,816	926,084
HAMPSHIRE COUNTY	182,401,005	186,389,118	182,401,005	3,988,113
CAPON BRIDGE	1,453,238	1,412,092	1,412,092	0
ROMNEY	5,724,461	5,291,072	5,291,072	0
HANCOCK COUNTY	46,792,040	47,587,415	46,792,040	795,375
CHESTER	4,570,395	5,158,907	4,570,395	588,512
NEW CUMBERLAND	3,393,187	3,636,395	3,393,187	243,208
WEIRTON - HANCOCK	25,289,635	29,301,333	25,289,635	4,011,698
HARDY COUNTY	244,091,675	255,817,843	244,091,675	11,726,168
MOOREFIELD	4,011,458	4,464,166	4,011,458	452,708
WARDENSVILLE	1,266,208	1,064,949	1,064,949	0
HARRISON COUNTY	481,123,532	583,855,048	481,123,532	102,731,516
ANMOORE	556,182	598,388	556,182	42,206
BRIDGEPORT	29,354,940	25,858,164	25,858,164	0
CLARKSBURG	63,320,623	71,455,234	63,320,623	8,134,611
LOST CREEK	2,604,948	3,554,708	2,604,948	949,760
LUMBERPORT	1,744,638	1,422,777	1,422,777	0
NUTTER FORT	4,509,163	4,937,433	4,509,163	428,270
SALEM	5,275,092	5,870,218	5,275,092	595,126

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SHINNISTON	4,656,877	5,016,963	4,656,877	360,086
STONEWOOD	4,237,231	5,846,570	4,237,231	1,609,339
WEST MILFORD	2,019,882	2,627,045	2,019,882	607,163
JACKSON COUNTY	250,292,927	281,331,645	250,292,927	31,038,718
RAVENSWOOD	11,260,096	12,502,089	11,260,096	1,241,993
RIPLEY	12,452,145	13,391,102	12,452,145	938,957
JEFFERSON COUNTY	140,114,832	143,196,345	140,114,832	3,081,513
BOLIVAR	1,031,500	877,420	877,420	0
CHARLES TOWN	7,731,622	7,590,839	7,590,839	0
HARPERS FERRY	2,992,741	2,675,549	2,675,549	0
RANSON	5,521,753	5,158,784	5,158,784	0
SHEPHERDSTOWN	2,758,185	2,596,359	2,596,359	0
KANAWHA COUNTY	869,443,005	940,781,367	869,443,005	71,338,362
BELLE	3,333,930	3,861,398	3,333,930	527,468
CEDAR GROVE	2,877,174	3,536,558	2,877,174	659,384
CHARLESTON	296,494,046	326,230,135	296,494,046	29,736,089
CHESAPEAKE	2,727,334	2,991,890	2,727,334	264,556
CLENDENIN	7,063,762	7,009,798	7,009,798	0
DUNBAR	12,473,419	12,488,494	12,473,419	15,075
EAST BANK	2,440,683	3,311,634	2,440,683	870,951

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GLASGOW	1,581,312	1,630,881	1,581,312	49,569
HANDLEY	8,368,194	8,393,863	8,368,194	25,669
MARMET	12,201,373	12,719,486	12,201,373	518,113
MONTGOMERY - KANAWHA	2,312,697	3,132,478	2,312,697	819,781
NITRO - KANAWHA	14,386,864	16,836,677	14,386,864	2,449,813
PRATT	1,214,846	1,601,764	1,214,846	386,918
SAINT ALBANS	19,566,770	20,489,479	19,566,770	922,709
SMITHERS - KANAWHA	67,516	149,768	67,516	82,252
SOUTH CHARLESTON	49,701,632	58,720,761	49,701,632	9,019,129
JEFFERSON		0		0
LEWIS COUNTY	140,954,592	170,444,993	140,954,592	29,490,401
JANE LEW	2,662,893	2,959,464	2,662,893	296,571
WESTON	11,214,203	12,454,018	11,214,203	1,239,815
LINCOLN COUNTY	100,891,005	104,228,182	100,891,005	3,337,177
HAMLIN	2,687,405	4,551,550	2,687,405	1,864,145
WEST HAMLIN	1,387,745	1,757,015	1,387,745	369,270
LOGAN COUNTY	112,383,732	115,162,420	112,383,732	2,778,688
CHAPMANVILLE	3,032,513	2,694,519	2,694,519	0
LOGAN	13,035,012	14,863,162	13,035,012	1,828,150
MAN	2,538,792	2,821,196	2,538,792	282,404

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MITCHELL HEIGHTS	274,950	278,893	274,950	3,943
WEST LOGAN	405,982	434,442	405,982	28,460
MARION COUNTY	142,631,856	141,198,411	141,198,411	0
BARRACKVILLE	1,506,991	1,711,006	1,506,991	204,015
FAIRMONT	97,990,219	105,205,193	97,990,219	7,214,974
FAIRVIEW	1,659,195	1,821,557	1,659,195	162,362
FARMINGTON	1,262,473	1,363,033	1,262,473	100,560
GRANT TOWN	1,614,177	1,720,795	1,614,177	106,618
MANNINGTON	4,301,338	5,274,842	4,301,338	973,504
MONONGAH	2,288,277	2,495,426	2,288,277	207,149
RIVESVILLE	3,142,049	3,584,200	3,142,049	442,151
WORTHINGTON	1,350,365	1,195,635	1,195,635	0
WHITE HALL	2,552,330	2,877,325	2,552,330	324,995
PLEASANT VALLEY	3,587,924	4,067,054	3,587,924	479,130
MARSHALL COUNTY	963,774,462	939,980,544	939,980,544	0
BENWOOD	3,324,031	4,218,028	3,324,031	893,997
CAMERON	34,040,192	37,331,610	34,040,192	3,291,418
GLEN DALE	2,089,756	2,245,185	2,089,756	155,429
MC MECHEN	1,540,927	1,979,594	1,540,927	438,667
MOUNDSVILLE	14,578,059	16,294,626	14,578,059	1,716,567

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WHEELING - MARSHALL	388,440	302,967	302,967	0
MASON COUNTY	306,565,433	291,638,220	291,638,220	0
HARTFORD	925,024	1,020,974	925,024	95,950
HENDERSON	708,649	820,673	708,649	112,024
LEON	627,874	752,359	627,874	124,485
MASON	1,065,039	1,189,590	1,065,039	124,551
NEW HAVEN	1,683,503	1,779,015	1,683,503	95,512
POINT PLEASANT	5,816,410	6,673,471	5,816,410	857,061
MCDOWELL COUNTY	188,565,118	197,321,305	188,565,118	8,756,187
ANAWALT	678,187	731,460	678,187	53,273
BRADSHAW	1,252,250	1,543,099	1,252,250	290,849
DAVY	2,255,301	2,551,156	2,255,301	295,855
GARY	2,534,005	2,672,655	2,534,005	138,650
IAEGER	5,153,681	5,684,387	5,153,681	530,706
KEYSTONE	1,695,146	1,933,390	1,695,146	238,244
KIMBALL	1,375,266	1,512,203	1,375,266	136,937
NORTHFORK	2,511,906	2,702,639	2,511,906	190,733
WAR	2,807,178	2,453,265	2,453,265	0
WELCH	7,817,734	7,741,586	7,741,586	0
MERCER COUNTY	169,016,370	175,658,177	169,016,370	6,641,807

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ATHENS	1,409,767	1,502,546	1,409,767	92,779
BLUEFIELD	69,280,796	65,751,571	65,751,571	0
BRAMWELL	1,882,774	2,009,064	1,882,774	126,290
MATOAKA		0		0
OAKVALE	3,352,070	3,817,868	3,352,070	465,798
PRINCETON	21,954,841	22,340,774	21,954,841	385,933
MINERAL COUNTY	59,851,411	61,527,710	59,851,411	1,676,299
CARPENDALE	19,612	91,800	19,612	72,188
ELK GARDEN	866,111	1,097,923	866,111	231,812
KEYSER	13,815,909	15,127,342	13,815,909	1,311,433
PIEDMONT	2,272,289	2,630,449	2,272,289	358,160
RIDGELEY	1,707,260	1,706,339	1,706,339	0
MINGO COUNTY	175,835,082	188,534,162	175,835,082	12,699,080
DELBARTON	1,804,562	1,918,895	1,804,562	114,333
GILBERT	2,847,555	3,151,938	2,847,555	304,383
KERMIT	2,454,253	2,916,912	2,454,253	462,659
MATEWAN	3,398,389	1,557,271	1,557,271	0
WILLIAMSON	26,501,786	28,464,190	26,501,786	1,962,404
MONONGALIA COUNTY	220,571,270	233,176,053	220,571,270	12,604,783
BLACKSVILLE	1,375,279	2,629,865	1,375,279	1,254,586

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GRANVILLE	1,851,494	3,286,357	1,851,494	1,434,863
MORGANTOWN	65,643,969	74,344,319	65,643,969	8,700,350
STAR CITY	2,513,761	3,934,745	2,513,761	1,420,984
WESTOVER	7,070,459	8,837,651	7,070,459	1,767,192
MONROE COUNTY	43,979,928	46,543,469	43,979,928	2,563,541
ALDERSON - MONROE	1,338,205	1,475,693	1,338,205	137,488
PETERSTOWN	2,061,292	2,283,365	2,061,292	222,073
UNION	1,970,375	2,414,485	1,970,375	444,110
MORGAN COUNTY	59,063,840	63,583,292	59,063,840	4,519,452
BATH	5,232,074	5,357,097	5,232,074	125,023
PAW PAW	6,040,062	6,570,453	6,040,062	530,391
NICHOLAS COUNTY	61,721,722	64,412,106	61,721,722	2,690,384
RICHWOOD	5,336,220	5,699,694	5,336,220	363,474
SUMMERSVILLE	9,137,322	9,764,478	9,137,322	627,156
OHIO COUNTY	55,762,688	49,345,234	49,345,234	0
BETHLEHEM	3,890,520	3,954,414	3,890,520	63,894
CLEARVIEW	267,357	339,258	267,357	71,901
TRIADELPHIA	1,756,115	1,777,335	1,756,115	21,220
VALLEY GROVE	906,906	872,865	872,865	0
WEST LIBERTY	915,300	995,173	915,300	79,873

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WHEELING - OHIO	52,391,794	59,427,402	52,391,794	7,035,608
PENDLETON COUNTY	121,136,979	123,105,142	121,136,979	1,968,163
FRANKLIN	2,398,506	2,727,588	2,398,506	329,082
PLEASANTS COUNTY	43,149,828	51,425,116	43,149,828	8,275,288
BELMONT	4,695,667	5,255,611	4,695,667	559,944
ST. MARYS	5,241,204	5,590,923	5,241,204	349,719
POCAHONTAS COUNTY	38,203,948	45,720,640	38,203,948	7,516,692
DURBIN	306,253	642,089	306,253	335,836
HILLSBORO	1,120,607	1,303,427	1,120,607	182,820
MARLINTON	3,658,362	3,893,052	3,658,362	234,690
PRESTON COUNTY	178,918,491	201,052,856	178,918,491	22,134,365
ALBRIGHT	1,176,940	1,760,275	1,176,940	583,335
BRANDONVILLE	8,708	23,599	8,708	14,891
BRUCETON MILLS	1,731,384	2,105,226	1,731,384	373,842
KINGWOOD	7,699,485	9,088,096	7,699,485	1,388,611
MASONTOWN	3,067,348	2,949,171	2,949,171	0
NEWBURG	3,510,985	3,972,251	3,510,985	461,266
REEDSVILLE	1,412,039	1,192,264	1,192,264	0
ROWLESBURG	11,629,531	13,064,125	11,629,531	1,434,594
TERRA ALTA	8,654,858	9,961,336	8,654,858	1,306,478

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TUNNELTON	4,384,452	4,598,824	4,384,452	214,372
PUTNAM COUNTY	509,005,909	496,308,555	496,308,555	0
BANCROFT	437,926	471,393	437,926	33,467
BUFFALO	1,495,951	1,334,206	1,334,206	0
ELEANOR	831,862	1,087,843	831,862	255,981
HURRICANE	10,382,783	28,010,409	10,382,783	17,627,626
NITRO - PUTNAM	3,328,354	3,560,906	3,328,354	232,552
POCA	2,809,485	2,134,705	2,134,705	0
WINFIELD	2,722,585	3,135,214	2,722,585	412,629
RALEIGH COUNTY	236,785,723	234,392,146	234,392,146	0
BECKLEY	36,899,213	38,323,966	36,899,213	1,424,753
LESTER	1,284,527	1,369,714	1,284,527	85,187
MABSCOTT	2,261,266	2,170,838	2,170,838	0
RHODELL		0		0
SOPHIA	1,712,098	1,875,712	1,712,098	163,614
RANDOLPH COUNTY	158,218,727	178,930,498	158,218,727	20,711,771
BEVERLY	810,747	779,575	779,575	0
ELKINS	14,839,214	17,126,116	14,839,214	2,286,902
HARMAN	219,375	509,840	219,375	290,465
HUTTONSVILLE	639,298	838,943	639,298	199,645

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MILL CREEK	2,413,370	2,499,214	2,413,370	85,844
MONTROSE	448,538	483,830	448,538	35,292
WOMELSDORFF	278,558	445,465	278,558	166,907
RITCHIE COUNTY	128,883,465	140,307,987	128,883,465	11,424,522
AUBURN	44,041	104,425	44,041	60,384
CAIRO	1,069,825	1,456,721	1,069,825	386,896
ELLENBORO	1,078,389	1,355,976	1,078,389	277,587
HARRISVILLE	1,775,696	4,703,719	1,775,696	2,928,023
PENNSBORO	1,021,380	1,205,952	1,021,380	184,572
PULLMAN	169,266	218,822	169,266	49,556
ROANE COUNTY	121,532,121	122,280,425	121,532,121	748,304
REEDY	447,116	474,766	447,116	27,650
SPENCER	4,550,429	5,560,249	4,550,429	1,009,820
SUMMERS COUNTY	87,161,628	92,964,676	87,161,628	5,803,048
HINTON	17,498,987	20,315,074	17,498,987	2,816,087
TAYLOR COUNTY	91,556,288	87,808,426	87,808,426	0
FLEMINGTON	4,864,423	4,951,264	4,864,423	86,841
GRAFTON	15,513,982	15,555,049	15,513,982	41,067
TUCKER COUNTY	55,596,885	59,066,094	55,596,885	3,469,209
DAVIS	2,518,508	2,675,534	2,518,508	157,026

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HAMBLETON	334,565	374,262	334,565	39,697
HENDRICKS	344,052	384,482	344,052	40,430
PARSONS	2,894,908	3,238,006	2,894,908	343,098
THOMAS	1,534,815	1,733,683	1,534,815	198,868
TYLER COUNTY	82,345,306	73,780,458	73,780,458	0
FRIENDLY	1,064,829	1,257,436	1,064,829	192,607
MIDDLEBOURNE	1,771,624	2,310,119	1,771,624	538,495
PADEN CITY - TYLER	2,870,483	3,106,704	2,870,483	236,221
SISTERSVILLE	4,458,656	5,209,444	4,458,656	750,788
UPSHUR COUNTY	117,358,197	119,425,806	117,358,197	2,067,609
BUCKHANNON	11,575,461	14,973,004	11,575,461	3,397,543
WAYNE COUNTY	317,587,871	336,905,130	317,587,871	19,317,259
CEREDO	3,804,054	4,135,952	3,804,054	331,898
FORT GAY	1,076,987	1,215,248	1,076,987	138,261
HUNTINGTON - WAYNE	5,409,918	6,327,618	5,409,918	917,700
KENOVA	15,361,497	16,513,226	15,361,497	1,151,729
WAYNE	4,369,614	4,263,129	4,263,129	0
WEBSTER COUNTY	29,300,459	47,013,859	29,300,459	17,713,400
CAMDEN-ON-GAULEY	236,105	298,640	236,105	62,535
COWEN	1,644,170	1,849,533	1,644,170	205,363

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2/24/2023 10:06 AM

WEBSTER SPRINGS	4,892,549	5,753,625	4,892,549	861,076
WETZEL COUNTY	322,593,409	330,469,478	322,593,409	7,876,069
HUNDRED	718,604	784,226	718,604	65,622
LITTLETON		0		0
NEW MARTINSVILLE	8,389,029	9,979,867	8,389,029	1,590,838
PADEN CITY - WETZEL	2,893,484	3,366,221	2,893,484	472,737
PINE GROVE	1,580,966	1,370,851	1,370,851	0
SMITHFIELD	813,094	3,826,384	813,094	3,013,290
WIRT COUNTY	88,223,446	93,937,556	88,223,446	5,714,110
ELIZABETH	2,167,095	2,311,345	2,167,095	144,250
WOOD COUNTY	128,662,850	150,712,499	128,662,850	22,049,649
NORTH HILLS	199,337	214,470	199,337	15,133
PARKERSBURG	67,873,512	76,301,012	67,873,512	8,427,500
VIENNA	15,168,869	16,330,355	15,168,869	1,161,486
WILLIAMSTOWN	8,144,120	8,760,641	8,144,120	616,521
WYOMING COUNTY	187,978,980	206,231,348	187,978,980	18,252,368
MULLENS	3,868,455	4,369,434	3,868,455	500,979
OCEANA	3,432,507	4,181,236	3,432,507	748,729
PINEVILLE	4,454,129	4,685,990	4,454,129	231,861
Totals	12,414,167,162	13,205,074,645	12,316,160,645	#Error



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Multimodal Transportation Facilities

1900 Kanawha Boulevard East • Building Five • Room 132
Charleston, West Virginia 25305-0432 • (304) 414-4645
FAX: (304) 558-3326 • TDD: (800) 742-6991

Lucinda K. Butler
Commissioner

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

Dear Transportation Stakeholder:

The West Virginia Department of Transportation, Division of Multimodal Transportation Facilities-Public Transit is initiating updates to the Coordinated Public Transit-Human Service Transportation Plan for your region. This Coordinated Plan Update is a requirement of the Federal Transit Administration (FTA) Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310) grant program. An update to the transportation needs assessment and strategies in the Coordinated Plan is necessary to remain in compliance with FTA regulations.

The Division of Multimodal Transportation is working with RLS & Associates, Inc. to update the plans. A local public meeting is scheduled for:

Tuesday, April 4, 2023 from 10:00 AM to Noon
Upshur County Senior Center
28 N. Kanawha Street
Buckhannon, WV 26201

The meeting will be an opportunity to discuss gaps in transportation service, opportunities, and priorities for addressing the identified gaps through coordinated transportation. Transportation stakeholders will be asked to share their concerns about the challenges of coordinating services. A second, follow-up meeting will be held at a later date to prioritize goals and strategies for transportation coordination.

All grant applications for Section 5310 funding must be clearly stated in the recommended goals and strategies of the updated Coordinated Plan. Therefore, your participation in the process is required if you intend to apply for Section 5310 funding. If you submit an application for a project not included in the plan, it may not be approved due to FTA requirements.

If you represent an agency, please encourage your clients to attend and provide input by posting or sharing the enclosed flyer. If you are unable to attend the meeting, please contact Bethany Renner with RLS at (937) 299-5007 or brenner@rlsandassoc.com. This meeting will be in-person, but online participation is available to those who are unable to travel to the meeting location. To sign up to participate online, please register at surveymonkey.com/r/MtgInviteWV by Monday, March 27.

Thank you for your participation.

PUBLIC MEETING ON TRANSPORTATION NEEDS

Please come tell state and local planning partners what you think! We are seeking input on the transportation needs of older adults, people with disabilities, and others who may not drive.

**Tuesday
April 4, 2023
10 AM – noon**

**Upshur County
Senior Center
28 N Kanawha St
Buckhannon, WV 26201**



Barbour, Braxton, Gilmer,
Lewis, Randolph, Tucker,
& Upshur Counties

**Take our transportation
needs survey online!
surveymonkey.com/r/WVPlans**



For questions about accessibility or to request an accommodation, or to obtain instructions for virtual participation, please call (937) 299-5007 or email brenner@rlsandassoc.com and reference the date and location of the meeting.

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
FEBRUARY 16, 2023 - FEBRUARY 28, 2023

	PERMIT	UID			ESTIMATED	BUILDING	FLOODPLAIN	CHECK, CASH,			
DATE ISSUED	NUMBER	NUMBER	APPLICANT NAME	APPLICANT ADDRESS	PROJECT COST	PERMIT PAID	PERMIT PAID	COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
2/21/2023	9088	9543	GIBSON, MIRAL M	535 BEVERAGE KNOB RD, CRAWFORD, WV 26343	\$75,000.00	\$15.00		CHECK	METAL ROOF OVER SHINGLES; REMODEL KITCHEN AND BATH; COMBINE 2 BEDROOMS TO CREATE MASTER SUITE; HALF BATH TO FULL BATH	SELF	
2/21/2023	9089	2798	HARPER, CHUCK	1038 CHILDERS RUN RD, BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CHECK	28' X 20' ADDITION TO GARAGE	SELF	
2/21/2023	9090	6972	BAXA, SCOTT	87 ORR ST, BUCKHANNON, WV 26201	\$4,070.00	\$15.00		CHECK	77' BRIGHTON FENCING	REAL ESTATE SERV, 54 CONNIE ST, STEUBENVILLE, OH 43952	
2/21/2023	9091	1491	TURNER-CUTRIGHT, MARY ANN	PO BOX 88, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		CC	20' X 60' FARM SHED	SELF	
2/23/2023	9092	NEW	RAY, DAVID	527 WOLF PEN RUN RD, WALLACE, WV 26448	\$100,000.00	\$15.00		CHECK	60' X 28' NEW HOME	SELF	
2/23/2023	9093	7703	POLING, ROBERT	30 SARATOGA DR, BUCKHANNON, WV 26201	\$10,480.16	\$15.00		CHECK	NEW ROOF	DESIGN ROOFING & SHEET METAL LLC, 900 INDUSTRIAL PARK RD, ELKINS, WV 26241	
2/23/2023	9094	6516	BENNETT, JOHN	64 WALNUT DR, BUCKHANNON, WV 26201	\$13,452.30	\$15.00		CHECK	NEW ROOF	DESIGN ROOFING & SHEET METAL LLC, 900 INDUSTRIAL PARK RD, ELKINS, WV 26241	
2/23/2023	9095	6534	MCINROY, JOSEPH AND NATALIE	295 S TENNEY DR, BUCKHANNON, WV 26201	\$40,000.00	\$15.00		CASH	25' X 25' ADDITION TO HOUSE	SELF	
2/27/2023	9096	82287	PLETCHER, JEFF	648 LITTLE FALLS RD, MORGANTOWN, WV 26508	\$30,000.00	\$15.00		CHECK	12' X 30' CABIN AND 16' X 16' GARAGE WITH 8' OVERHANG ON EACH SIDE	SELF	
2/27/2023	9097	81488	OLDAKER, QUINTEN	289 HAWTHORNE DR, BUCKHANNON, WV 26201	\$12,000.00	\$15.00		OL	12' X 24' OUT BUILDING	SELF	
2/28/2023	9098	NEW	SHAW, QUAYLA BENNETT	636 SAND RUN RD, BUCKHANNON, WV 26201	\$252,500.00	\$15.00		CASH	3,500 SQ FT NEW HOME AND 24' X 36' POLE BUILDING	SELF	
					TOTAL \$557,502.46	TOTAL \$165.00	TOTAL \$0.00				
					GRAND PROJECT TOTAL \$812,709.51	GRAND BP TOTAL \$315.00	GRAND FP TOTAL \$0.00				

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
FEBRUARY 1, 2023 - FEBRUARY 15, 2023**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
2/1/2023	9078	11070	CRABILL, BRIAN	1019 LINGER RUN RD, HORNER, WV 26372	\$1,500.00	\$15.00		CASH	REMOVING 8' WALL IN HOUSE TO MAKE OPEN SPACE	SELF	
2/1/2023	9079	4993	ROLLINS, LINDA AND JOHN	16 PRIMROSE ST, BUCKHANNON, WV 26201	\$22,301.05	\$15.00		OL	CRAWSPACE ENCAPSULATION	JES CONSTRUCTION LLC DBA BASEMENT AUTHORITY OF WV, 1807 W PIKE ST, SUITE C, CLARKSBURG, WV 26301	
2/2/2023	9080	80248	PHILLIPS, JOEY AND DANYALE CHEWNING	932 TETER CROSSING RD, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		CASH	14' X 25' ROOM ADDITION	SELF	
2/6/2023	9081	8711	KENNELLY, PAULA	104 JOLYNNE DR, BUCKHANNON, WV 26201	\$9,156.00	\$15.00		CHECK	REPLACE EXISTING TUB W/ACRYLIC SHOWER BASE AND SURROUND WALL	OHIO BATH SOLUTIONS DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
2/9/2023	9082	NEW	AULT, SAMANTHA	6649 BUCKHANNON RD, VOLGA, WV 26238	\$160,000.00	\$15.00		CASH	NEW MANUFACTURED HOME	CLAYTON HOMES, PO BOX 1308, ELKINS, WV 26241	
2/13/2023	9083	7009	QUICK, JOHN L	PO BOX 233, BUCKHANNON, WV 26201	\$1,250.00	\$15.00		CASH	8' X 18' STORAGE BUILDING; REMOVE WINDOWS FROM GARAGE	SELF	
2/13/2023	9084	81839	STACKPOLE, BRITTANY	374 IRA MOORE RD, BUCKHANNON, WV 26201	\$1,000.00	\$15.00		OL	10' X 20' OUT BUILDING	SELF	
2/14/2023	9085	12656	MINNARD, MICHELLE	127 CAROL ST, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		OL	NEW VINYL SIDING	SUNNYSIDE CONSTR, 118 E MAIN ST, BUCKHANNON, WV 26201	
2/14/2023	9086	81147	NOTTINGHAM, MELISSA	30 MCKENZIE DR, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		CASH	10' X 20' STORAGE BUILDING AND RETAINING WALL	SELF	
2/15/2023	9087	2102	TURNER, DAVID G	712 KESLING MILL RD, BUCKHANNON, WV 26201	\$40,000.00	\$15.00		CC	40' X 32' GARAGE	RM BUILDINGS INC, PO BOX 697, JANE LEW, WV 26378	

TOTAL	TOTAL	TOTAL
\$255,207.05	\$150.00	\$0.00

MEALS ON
WHEELS
CELEBRATION
**MARCH
21
2023**

**SAVE
THE
DATE**

Where: Upshur County
Senior Center

Starts: at 11am

Join us for a Meals on
Wheels Celebration, that
will include celebrations
of our late board
member, Terry Cutright,
who was passionate
about Meals on Wheels
and, member Ginni
Lowther who was
passionate about
Nutrition.

Presented by guest
speakers, Ashley
Anderson Director of
upper Potomac Area
Agency on Aging , and
Susie McKisic, UCSC
Nutrition Site Manager.
There will be food, guest
speakers and amazing
Seniors.



Join us in celebrating
MEALS ON WHEELS
this month

#MARCHFORMEALS

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting	<i>Regular Monthly Meeting</i>	Start Time	<i>5:00 PM</i>
Date	<i>Tuesday, March 7, 2023</i>	Place	<i>P.S.D. Office 133 Fallen Road, Buckhannon</i>
<hr/>			
Meeting Called to Order by Chairperson			5:00 PM
Pledge of Allegiance			
Roll Call Introduce Board of Directors			
Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose			
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;			
System Operator-David Wamsley			
Recognize Current Customers			
Approval of Minutes - February 7, 2023 Regular Monthly Meeting			Vote
Treasurer Report/Payment of Bills for March/bal of February Invoices			Vote

ITEMS FOR DISCUSSION

Loudin's Trailer Park - Eric Andrew	Vote
Alternate Line Agreement	
Region VII - GIS Agreement (Pending Project Funds)	Vote
Review/Discuss	
Old PSD Office	Vote
Approval of Agreement	
Follow Up	
Phase III Extension Project Update	Vote
Project Underruns & Proposed Use	
Change Orders	
GIS of System	
Progress Reports & Discussion	
Invoice payment approval	
Master Meter BackFlow - Completed	
Maintenance Report	
Water Loss Status	
Tanks/Boosters Potential Problems	
Maintenance - Summer Mowing, etc.	

Date & Time of April 2023 Meeting - Tuesday, April 4, 2023 @ 5:00 pm

Adjournment	Vote
--------------------	-------------

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

*Rough Draft Prepared by Office Manager February 14, 2023
Prepared by Board Chair and Office Manager February 24, 2023
Posted and Available to the Public on March 3, 2023*

Upshur County Convention & Visitors Bureau

March 8, 2023 Agenda

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
 - Hiring Committee
 - Executive Director direction and vision
- Event Center Director Report
 - Transition to the City of Buckhannon
 - Alcohol License
- Old Business:
- New Business:
- Motion to Adjourn Meeting

NEXT MEETING: April 12, 2023

To Participate in the Board meeting virtually,
Please join the 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 Working Session #3 of City Council of Buckhannon
4:00 p.m. in Council Chambers
Meeting Agenda for Monday, March 13, 2023

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Working Session & Discussion
 - B.1 Financial-Budget For Fiscal Year 2023/2024

POSTED 02/28/2023

Buckhannon-Upshur Airport Authority Agenda

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

Monday, March 13, 2023 at 4:00 pm

-
- A. Call to order
 - B. Recognized guests and public comment period
 - C. Officer/Committee/Consultant Reports:
 - President's Report – Michael Ruffing
 - Treasurer's Report – Phil Loftis, Treasurer
 - Approval to renew Public Official & Employment Practices Liability Coverage with Blue Risk Partners
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical Group
 - Airport Manager's Report-Jennifer Powers
 - Update on Congressionally Directed Spending requests for FY 24
 - Funding request sent to the City of Buckhannon for FY 24 consideration
 - Dates for possible meeting with the State EDA
 - Working on some marketing strategies, social media updates, and website updates
 - Discussion about fuel pricing procedures
 - Making plans to take down and paint the airport sign at the road
 - HealthNet Aeromedical crew quarter options (discussion and possible motion)
 - Operations – Jamie Wilt
 - D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
 - E. Items Removed from the Consent Agenda for discussion and vote:
 - F. Old Business:
 - Hangar space requests/applications/updates
 - Consider changes to bylaws
 - G. New Business:
 - H. Board Member Comments and Announcements
 - I. Adjournment

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

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

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program special board meeting will be held March 13, 2023 at 6:00pm at the Lewis County Day Report Center in Lewis County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

**COMMUNITY CORRECTIONS
Special Board Meeting Agenda
March 13, 2023**

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

I. Handouts

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

II. New Business

- 1) Batterer's Intervention Prevention Class Update
- 2) Home Confinement Update- Lewis-11 Upshur-29
- 3) Community Corrections Update
 - Referrals received since July 1, 2022, Upshur-175 Lewis-78 Total-253
 - Request to install new furnace in Upshur office
 - Discuss property acquisition in Lewis County

III. Next Meeting

- **May 8, 2023 at the Upshur County Day Report Center at 6:00 P.M.**

Notice of Rescheduled Meeting of the City of Buckhannon City Council

The City of Buckhannon City Council meeting date of March 16, 2023 has been rescheduled for Tuesday, March 14, 2023 at 7:00 p.m. at City Hall. Due to conflict with the Annual Chamber of Commerce Awards Dinner.

Posted 02/27/23

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Tuesday, March 14, 2023***

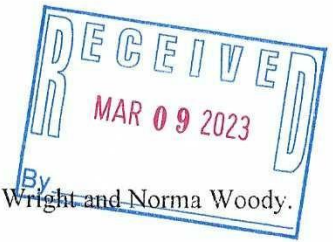
Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/> Send public comments via email to buckhannon@buckhannonwv.org or drop them in the mail, or drop box behind City Hall.

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/804282709>
You can also dial in using your phone United States: +1 (872) 240-3212 Access Code: 804-282-709

- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests**
 - B.1 Laura Meadows-Executive Director-UCCVB
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 City Horticulturist Dixie Green
 - C.3 Finance Director- Amberle Jenkins
 - C.4 Police Chief- Matthew Gregory
 - C.5 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 Whistle Stop Grill-Letter to ABCA regarding Private Caterer License Application
 - D.2 Morgantown Ridge Inc. DBA Sheetz- Zoning Form to ABCA
 - D.3 PSA from WVDOT-Public Meeting on Transportation Needs 04/04/23 10am at Upshur County Senior Center
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 02/16/23, 03/02/23
 - E.2 Approval of Building and Wiring Permits
 - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 Approval Budget FY 2023/2024
 - F.2 Discussion/Possible Vote Property Exchange and to Direct City Attorney to Draft Required Documents
 - F.3 Authorization for Mayor to sign the Engagement Letter for the Financial Feasibility Study by Gray, Griffith & Mays, a.c. not to exceed \$9,000 RE: SYCC USDA Grant Application Requirement
 - F.4 Appointments to the Buckhannon Planning Commission
 - F.5 Management of The Event Center at Brushy Fork
- G. Comments and Announcements**
 - G.1 Pamela Bucklew
 - G.2 David McCauley
 - G.3 Jack Reger
 - G.4 David Thomas
 - G.5 CJ Rylands
 - G.6 Randall Sanders
- H. Mayor's Comments and Announcements**
- I. Adjournment**

Posted 03/09/2023

Adrian Public Service District
February 2, 2023
Monthly Board Meeting



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

All motions were unanimous unless otherwise noted.

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

Minutes of the January 5, 2023 meeting were read. Carolyn made the motion to approve the minutes and Kelly second. Invoices were presented. A motion was made to pay by Paul, second by Kelly.

Old Business

- None

New Business

- None

Items for Discussion/Action/Approval

- Maintenance Building erected by RM Builders on February 1, 2023. The board approved Stephen and Cam Corder to pour concrete floor in building once insulation, electric and gas installation completed.

Maintenance Report

- Carter Booster Station pump be delivered by end of February.
- Pro Contracting has not worked since project meeting.
- Repaired floor and roof at Carter Booster Station.
- Installed Chlorine blower fan.
- Installed new Chlorine tank & pump (end February) at Carter Booster Station.
- Ed Ware working on Generators has all information.
- Installing drive by meters.
- Ordered new Clutch fan for Jacob's 2017 Ford F250.
- Solar Panel control switch/new back up Wind Turbine Generator installed at French Creek tank.

Office Report

- Tetrick & Bartlett Audit 2021-2022 completed.

Adjournment

The meeting adjourned at 4:00 pm. Next regular meeting will be March 2, 2023 at 3:00 pm.

Board of Directors

Paul Spencer

Paul Spencer, Chairman

Carolyn Douglas

Carolyn Douglas, Vice Chairman

Kelly Arnold

Kelly Arnold, Sec., Treas.

HODGESVILLE PUBLIC SERVICE DISTRICT

MONTHLY MEETING MINUTES

FEBRUARY 7, 2023/4PM

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

In attendance:

Robert Wright-Chairman

Roger Ward-Secretary

Howard Cutright-Member

Terry Gould-Manager

Barbara Curry-UBS, Inc.

Guests: Doug Bush, Upshur County Commission, Katherine Tiziani and Mr. and Mrs. Malcolm from the Murphy Station Rd.

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

A motion to approve the credit memos was made by Robert Wright and seconded by Roger Ward.

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

Maintenance completed by Ringers, Inc. included the following:

Replaced ring and lid 2826 Turkey Run Rd

Changed frozen meter 281 Macedonia Rd

Change regulator Leo Queen

Busted meter changed 953 Three Lick Rd

Leaking meter pit 1225 Three Lick Rd

Replaced busted meter 58 Platinum Drive

Replaced ring and lid 694 Bridge Run Rd

Other matters discussed included the following:

The Murphy Station Critical Needs Application was discussed with the guests. Thrasher has estimated the project at \$390,800.

Ubs, Inc. will have the financials completed and submitted to Bennett and Dobbins in order for them to do their part. The application is due by 3/10/23.

Terry will need to attend the Upshur County and Barbour County Commission meetings to ask for approval of both counties.

Ringers will be preparing an estimate for the Michael Rhodes tap. Parts are estimated to be between \$6000 and \$8000.

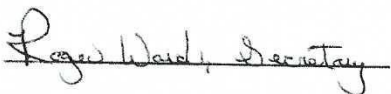
Thrasher update on project attached to these minutes.

Violation on the CCR Report, Quality Water stated it is Charleston's mistake.

Terry received drawings in regard to Wildwood Estates Development on Saul's Run. Hodgesville will have Thrasher look over the drawings before proceeding with anything.

The Board missed electing officers in January, therefore a motion by Roger Ward and seconded by Howard Cutright to leave officers as is.

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

Handwritten signature of Roger Ward, Secretary.

Roger Ward, Secretary



ARCHITECTURE
ENGINEERING
FIELD SERVICES

**HODGESVILLE PSD
PROJECT STATUS & UPDATES
(010-1094)**

February 7, 2023

Engineer Update:

- Murphy Station Road Water Line Extension – Critical Needs
 - Preliminary Engineering Report Drafted
 - Will need minor updates when 2022 Annual Report is received
- Design for the water main replacements on the big project has started
 - Once the service line and meter markups are received, the remainder of the design work will be initiated
 - Once the preliminary design is completed, permit applications will be prepared
 - Thrasher is planning to have an easement list prepared by March 2023 meeting
 - Project Schedule will be updated once Permit Applications are prepared

Project Status:

- Contract 1 - “Upper Pecks Run Extension and other Miscellaneous Improvements”
 - Project Scope
 - Upper Peck’s Run Water Line Extension
 - Generator at Hall Road Booster Station
 - Valve and Hydrant Replacements and Gum Mountain PRV Replacement
 - Preliminary Design Completed
 - Field Design
 - Design Survey
 - Hydraulic Modeling
 - Evaluating Pumps for high elevation customers
 - Need to finalize plans and specifications for Permit Applications
- Contract 2 – “Proposed Bridge Run and Lorentz 100,000 Gallon Water Storage Tanks”
 - Preliminary Design Completed
 - Once Plans are Finalized and reviewed, they will be submitted for Permitting
 - Evaluating Shumaker Tank
- Contract 3 – “Water System Improvements” – Replacement of Water Service Lines
 - Preliminary Design is In Progress
 - Field Sheets and Mapping Completed
 - Field Sheets for Customer Service Lines and Water Meter locations is in progress – Being marked up by PSD
 - Hydrants and Valves are being identified needing replacement
 - Evaluating small water line extension along Pringle Tree Road
 - Working on Design for Route 33 Booster Pump Station
- Funding
 - Conference Calls for Earmark Funding are Ongoing
 - Waiting on Status of Alternative Funding for County ARPA

Elkins Road Public Service District
Board of Directors' Regular Meeting
February 7, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, February 7, 2023.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Phone in participants: No phone in participants

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

Recognize that three (3) customers were present.

APPROVAL OF MINUTES

Minutes of January 3, 2023 Regular Monthly Meeting were presented for approval. David Burr made a motion to approve the minutes. Wendell Grose seconded. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Wendell Grose. Motion carried

2023 HOLIDAY SCHEDULE

The Board added December 22, 2023 to our list of holidays. Dave Burr made a motion to approve the holiday list with the additional holiday. Seconded by Wendell Grose. Motion carried

ELECTION OF OFFICERS

David Burr made a motion that all officer positions remain the same. Wendell Grose seconded. Motion carried

OLD OFFICE BUILDING

David Burr made a motion to contact a real estate agency to assist in the selling of the old office building. Wendell Grose seconded. Motion carried

Elkins Road Public Service District
Board of Directors' Regular Meeting
February 7, 2023

PHRASE III EXTENSION PROJECT

No invoices were presented and no updates were given this meeting.

MAINTENANCE

Dave Wamsley gave the January Maintenance Report. Our water average per day has come down from 400,000 gallons a day to 250,000 – 270,000 gallons a day which is a very good reduction in just four weeks. But we are still losing approximately 50,000 gallons a day more than we should and will continue to look for and repair leaks, busted meter bottoms, etc.

There being no further business, **the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose.** Meeting adjourned at 6:05 p.m.

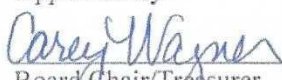
The next meeting will be held on Tuesday, February 7, 2023 at 5:00 p.m.


Respectfully submitted:

ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
David A. Burr


Board Member
Wendell R. Grose

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting	Regular Monthly Meeting	Start Time	5:00 PM
Date	Tuesday, February 7, 2023	Place	P.S.D. Office 133 Fallen Road, Buckhannon

Meeting Called to Order by Chairperson 5:00 PM
 Pledge of Allegiance
 Roll Call Introduce Board of Directors
 Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose
 Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;
 System Operator-David Wamsley
 Recognize Current Customers
 Approval of Minutes - January 3, 2022 Regular Monthly Meeting Vote
 Treasurer Report/Payment of Bills for February/bal of January Invoices Vote

ITEMS FOR DISCUSSION

2023 Holiday Schedule Vote

Election of Officers Vote

Old Office Building Vote
 Discuss listing with a Realtor

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

Maintenance Report
 Water Loss-Leaks
 Pump Stations/Tanks - Any Problems

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

Adjournment Vote

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

Rough Draft Prepared by Office Manager January 24, 2023
 Prepared by Board Chair and Office Manager January 27, 2023
 Posted and Available to the Public on February 3, 2023

[illegible]

Upshur County Solid Waste Authority
Board Meeting Minutes--February 13, 2023

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA Building (located at 380 Mudlick Rd. Suite 102 Buckhannon, WV 26201) at 4:30 p.m. on February 13, 2023.

Present at the meeting were: Joyce Harris-Thacker, Jackie McDaniels, Paula Stone, Mary Gower, Scott Randall and Director Belinda Lewis. A quorum was present. There were no guests.

At the beginning of the meeting, Belinda took a new Board picture to include in the EDDM Brochure.

The minutes of the January 9th meeting had previously been sent to the members and were part of the agenda packet. A motion to accept the minutes was made by Jackie. Seconded by Scott. Motion carried.

The Financial Report for January was presented by the Treasurer Scott. Register Reports for the four bank accounts with First Community Bank covering January 2023 were presented. The ending balances for the accounts are as follows:

	<u>December</u>	<u>January</u>
• REAP	\$1,393.45	\$188.30
• SWMB	\$11,100.00	\$10,600.00
• Money Market	\$19,574.92	\$19,575.42
• Operating	\$34,009.81	\$33,368.53

A motion to accept was made by Paula and seconded by Mary. Motion carried.

Director Belinda Lewis reported to the Board about her work on the SWMB grant semi-annual report, receiving and unpacking classroom recycling bins and her efforts to find an auditor.

A Sworn Statement of Expenditures for 2021 had to be sent to the SWMB. Scott was able to notarize this report for Chair Jackie during the meeting.

The 2023 EDDM Brochure was discussed. Scott moved to give the director permission to create the brochure and submit for printing. Seconded by Jackie. Motion carried.

The WVCORP Proposal was shared with the Board. Jackie moved to accept the proposal as presented. Seconded by Scott. Motion carried.

Mary moved to approve the SWMB semi-annual grant report. Seconded by Paula. Motion carried.

With no further business, the meeting was adjourned at 5:02 p.m.

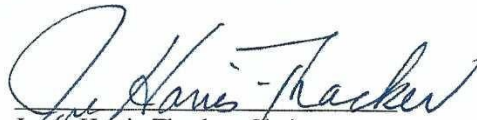
Respectfully Submitted,



Belinda Lewis, Director

January 9, 2023

(Signature copy to be maintained in the UCSWA Office)



Joyce Harris-Thacker, Chair

Upshur County Solid Waste Authority
DIRECTOR'S REPORT - Belinda Lewis
Period from January 10, 2023 – February 13, 2023

Activities Included:

- Prepared and distributed by email the minutes of the January 9th meeting.
- Check upcountyswa@yahoo.com email several times per week.
- Checked mail at the Post Office several times per week.
- Recorded deposits in the Operating Account, and as per the auditor's suggestion, recorded them in the receipt book.
- After the January meeting, I made copies of checks and mailed them and also scanned the minutes for the county.
- Reconciled bank statements for three of the four (4) accounts and reconciled. (Did not receive Operating this month. I have to call the bank).
- Prepared checks for payment of bills for February meeting
- Prepared agenda and packets for the February 13th meeting, emailed a copy to the board members and the media.
- Cleaned office
- Fielded many recycling calls on my cellphone.
- Sent weekly updates to Board Members.
- Worked on SWMB grant semi-annual report.
- Unpacked and checked 150 classroom recycling totes
- Contacted the Sign Guy about the last purchase with the REAP Grant money.
- Traveled to Staples to have Microsoft Office installed on the new computer.
- Continuing work on trying to find an auditor for UCSWA.

Adrian Public Service District

February 15, 2023

Phase VIII Project Meeting

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

Visitors: Trey Hornor, P.E. President Hornor Brothers Engineering
Carrie Wallace, Program Coordinator, Region VII
Doug Heater, Pro Contracting

All motions were unanimous unless otherwise noted.

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

Items for Discussion/Action/Approval

- Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (6.3% complete as of January 31, 2022). Indian Camp complete, Get Out Rd complete, working Gaines Rd., portion of Rt 20.
- Norma requested approval of **Resolution No. 3 of the Phase VIII water extension project**. Paul made a motion to approve, and Kelly second.
- Norma requested approval of **Adverse Weather Day calculation sheets for Phase VIII water extension project**. Paul made the motion to approve, and Carolyn second the motion.
- The board reviewed gas line crossing application from TC Energy.
- Norma requested approval of **Contract 3, Changer Order 2 (Time Extension)**. Paul made a motion to approve, and Kelly second.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (two and one-half crews working), Contract 2-Pro Contracting (no crews working), Contract 3-Mid Atlantic Storage Systems (site work started at both tank sites, but stopped now for weather).
- Norma requested approval of **Engineering Amendment No. 4** from Hornor Brothers Engineering. Kelly made a motion to approve, and Paul second.

Adjournment

The meeting adjourned at 4:00 pm. Next regular meeting will be March 15, 2023 at 3:00 pm.

Board of Directors


Paul Spencer, Chairman


Carolyn Douglas, Vice Chairman


Kelly Arnold, Sec., Treas.