

## Upshur County Commission Meeting Agenda

- Location: Meeting will be held telephonically due to COVID-19. Please dial 1-800-719-6100 (toll free) or 1-717-275-8940 or 1-712-832-8330 Access Code: 898 8882 to enter the conference call
- Date of Meeting: May 14, 2020
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
  - May 7, 2020
- 11:00 a.m. Teleconference with Elected Officials to discuss re-opening procedures for the Courthouse, Annex and other County facilities

### Items for Discussion / Action / Approval:

1. Discussion of COVID-19 block grant fund allocation to the City of Buckhannon. \*
2. Review and signature of correspondence to Ryan Halsey, Project Manager, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$15,444.31. This is for Request for Funds #13. \* Page 4-38
3. Approval of the Buckhannon-Upshur Recreational Park Pavilion Rental Contract for the 2020 season. \*  
Page 39-40
4. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

### For Your Information:

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

1. Correspondence from Frontier Communications providing information with regards to their restructuring and Chapter 11 filing. Page 41
2. Upshur County Building Permits – March and April 2020 Page 42-45
3. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - The Curry Courier – March and April 2020 Page 46-55
  - b) Agendas and/or Notice of Meetings:
 

• Elkins Road PSD	May 12, 2020	<u>Page 56</u>
• Upshur County Senior Center	May 13, 2020	<u>Page 57</u>
• Buckhannon-Upshur Airport Authority	May 14, 2020	<u>Page 58</u>
• Upshur County Fire Board, Inc.	May 19, 2020	<u>Page 59</u>

## c) Meeting Minutes:

- Adrian PSD
- Upshur County Solid Waste Authority

March 6, 2020

March 9, 2020

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## d) Meetings:

- 05/12/20 5:30 p.m. Elkins Road PSD
- 05/05/20 4:00 p.m. Hodgesville PSD
- 05/07/20 7:00 p.m. Banks District VFD
- 05/07/20 7:00 p.m. City Council of Buckhannon
- 05/07/20 7:00 p.m. Selbyville VFD
- 05/11/20 12:00 p.m. Upshur County Family Resource Network
- 05/11/20 4:30 p.m. Upshur County Solid Waste Authority
- 05/11/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/04/20 6:00 p.m. Lewis-Upshur Community Corrections Board
- 05/12/20 7:30 p.m. Adrian VFD
- 05/01/20 6:00 p.m. Buckhannon-Upshur Board of Health
- 05/20/20 7:00 a.m. Upshur County Development Authority – Full Board
- 05/20/20 12:00 p.m. Upshur County Senior Center Board
- 05/13/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 05/13/20 7:00 p.m. Warren District VFD
- 05/07/20 3:00 p.m. Adrian PSD
- 05/13/20 3:00 p.m. Tennerton PSD
- 05/14/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 05/14/20 7:30 p.m. Buckhannon VFD
- 05/14/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 05/21/20 6:30 p.m. Upshur County Youth Camp Board
- 05/17/20 6:00 p.m. Washington District VFD
- 05/18/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 05/20/20 4:00 p.m. Upshur County Public Library Board
- 05/19/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 05/19/20 6:30 p.m. Upshur County Fire Board, Inc.
- 05/26/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 05/13/20 7:00 p.m. Ellamore VFD
- 05/20/20 12:00 p.m. Lewis Upshur LEPC
- 05/21/20 2:00 p.m. Upshur County Farmland Protection Board
- 05/27/20 10:00 a.m. James W. Curry Advisory Board
- 05/25/20 7:00 p.m. Upshur County Fire Fighters Association
- 05/13/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 06/12/20 11:00 a.m. Region VI Local Elected Officials – Kingwood
- 06/22/20 12:00 p.m. Region VII Planning and Development Council

**\*\*NOTICE: All in person county board meetings may resume, effective May 18<sup>th</sup>; however, teleconference meetings are encouraged and social distancing must be followed. \*\***

## 4. Appointments Needed or Upcoming:

Tabled Items

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

1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

The Regular Meetings of the Upshur County Commission will resume, effective May 28<sup>th</sup>.

Public testing of voting machines will take place in the County Clerk area and election room at 9 a.m. on May 20<sup>th</sup>



**West Virginia Development Office**  
 Community Development Block Grant - SCBG  
 Budget Amendment Request

<b>Grantee:</b>	Upshur County Commission
<b>Project Name:</b>	Elkins Road PSD, Phase III Water System Improvement Project
<b>Project Number:</b>	16SCBG0008

<b>Amendment Number:</b>	2
<b>Date:</b>	5/14/2020

Activity Category	CURRENT APPROVED BUDGET			CHANGE		AMENDED BUDGET			Other Funds Source
	SCBG	Other Funds	Total	Increase	Decrease	SCBG	Other Funds	Total	
Administration	\$100,000.00	\$0.00	\$100,000.00	\$0.00	(\$80,566.35)	\$19,433.65	\$80,566.35	\$100,000.00	IJDC
Arch/Engineering	\$263,434.00	\$887,566.00	\$1,151,000.00	\$13,872.00	\$0.00	\$277,306.00	\$904,634.00	\$1,181,940.00	IJDC
Land Acquisition	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	IJDC
Construction	\$1,136,566.00	\$3,875,191.00	\$5,011,757.00	\$66,694.35	\$0.00	\$1,203,260.35	\$3,187,716.65	\$4,390,977.00	IJDC
Permits/Ads/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,040.00	\$70,040.00	IJDC
Legal	\$0.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	IJDC
Bond Counsel/Registrar	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$37,500.00	\$37,500.00	IJDC
Accounting	\$0.00	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	IJDC
Contingency	\$0.00	\$77,243.00	\$77,243.00	\$0.00	\$0.00	\$0.00	\$219,549.00	\$219,549.00	IJDC
Use of Underrun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$374,994.00	\$374,994.00	IJDC
<b>TOTAL</b>	\$1,500,000.00	\$5,000,000.00	\$6,500,000.00	\$80,566.35	(\$80,566.35)	\$1,500,000.00	\$5,000,000.00	\$6,500,000.00	

**Reason for Amendment Request:** (please use a separate sheet of paper if additional space is required.)

Amending the budget to reflect the engineering amendment #2, previously paid invoices for Region VII and pending underrun request at IJDC.

Contact Person:	Cary A. Smith	Phone:	304.472.6564	Email:	<a href="mailto:csmith@regionvii.com">csmith@regionvii.com</a>
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Grantee Signature Approval

Signature:	
Title:	
Date:	

WVDO Signature Approval

Signature:	
Title:	
Date:	

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

May 14, 2020

Mr. Ryan Halsey  
CDBG Project Manager  
West Virginia Development Office  
1900 Kanawha Boulevard East  
Building 3, Suite 700  
Charleston, WV 25305-0311

**RE: Upshur County Commission—Elkins Road PSD Phase III Water System Improvements  
Small Cities Block Grant Project #16SCBG0008  
Request for Funds #13**

Dear Mr. Halsey:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Engineering**— The construction bid openings were held on March 19, 2020 and April 29, 2020 (two of the four contracts were re-bid). The pre-construction meeting is tentatively scheduled for June 16, 2020. Amount requested is \$15,444.31.
2. **Construction**— Pre-construction meeting tentatively scheduled for June 16, 2020. Construction should begin shortly thereafter. Amount requested is \$0.00.

The total amount of this request is \$15,444.31. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Terry B. Cutright  
President

Enclosure

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

**TO: West Virginia Development Office**  
Building 3, Suite 700  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-2234 304-558-3248

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

<b>Project Name:</b>	<b>Elkins Road PSD Phase III Water System Improvements</b>	<b>Project #:</b>	16SCBG0008
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<b>Drawdown #:</b>	13	<b>% of Project Complete:</b>	10.2%
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<b>Time Period Covered by this Request:</b>	5/10/2019	TO	5/14/2020
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<b>Amount of CDBG Funds on hand at the time of this Request:</b>	\$ -
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<b>COST CATEGORIES</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>AMOUNT REQUESTED TO DATE</b>	<b>AMOUNT REQUESTED THIS DRAW</b>	<b>TOTAL AMOUNT REQUESTED</b>	<b>AMOUNT DISBURSED TO DATE</b>	<b>BALANCE</b>
Administration	\$ 19,433.65	\$ 19,433.65	\$ -	\$ 19,433.65	\$ 19,433.65	\$ -
Arch/Engineering	\$ 277,306.00	\$ 118,796.25	\$ 15,444.31	\$ 134,240.56	\$ 118,796.25	\$ 143,065.44
Land Acquisition	\$ -		\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,203,260.35	\$ -	\$ -	\$ -	\$ -	\$ 1,203,260.35
Permits/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB-TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 138,229.90</b>	<b>\$ 15,444.31</b>	<b>\$ 153,674.21</b>	<b>\$ 138,229.90</b>	<b>\$ 1,346,325.79</b>
Less Income						
<b>TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 138,229.90</b>	<b>\$ 15,444.31</b>	<b>\$ 153,674.21</b>	<b>\$ 138,229.90</b>	<b>\$ 1,346,325.79</b>

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT DETAILED PROGRESS REPORT**

Engineering— The construction bid openings were held on March 19, 2020 and April 29, 2020 (two of the four contracts were re-bid). The pre-construction meeting is tentatively scheduled for June 16, 2020. Amount requested is \$15,444.31.

Construction— Pre-construction meeting tentatively scheduled for June 16, 2020. Construction should begin shortly thereafter. Amount requested is \$0.00.

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

**Chief Elected Official - Original Signature Required**

**Date**

Print or Type Name & Title: Terry B. Cutright, Upshur County Commission President

## CDBG Invoice Summary-Engineering

## Period Covered by Request

5/10/19-5/14/20

	Vendor	Invoice #	Description	Inv Date	\$
1.	Chapman Technical Group	0018050	Professional Services: March 2019 to April 20, 2019	4/30/2019	\$ 487.50
2.	Chapman Technical Group	0018212	Professional Services: April 21, 2019 to July 27, 2019	7/31/2019	\$ 1,402.50
3.	Chapman Technical Group	0018247	Professional Services: July 28, 2019 to August 24, 2019	8/31/2019	\$ 861.75
4.	Chapman Technical Group	0018303	Professional Services: August 25, 2019 to September 21, 2019	09/30/2019	\$ 468.00
5.	Chapman Technical Group	0018344	Professional Services: September 22, 2019 to October 19, 2019	10/31/2019	\$ 1,233.60
6.	Chapman Technical Group	0018382	Professional Services: October 20, 2019 to November 30, 2019	11/30/2019	\$ 655.80
7.	Chapman Technical Group	0018428	Professional Services: December 1, 2019 to December 28, 2019	12/31/2019	\$ 39.00
8.	Chapman Technical Group	0018476	Professional Services: December 29, 2019 to January 25, 2020	1/31/2020	\$ 1,548.60
9.	Chapman Technical Group	0018512	Professional Services: January 26, 2020 to February 22, 2020	02/29/2020	\$ 304.06
10.	Chapman Technical Group	0018557	Professional Services: February 23, 2020 to March 21, 2020	03/31/2020	\$ 3,894.00
11.	Chapman Technical Group	0018581	Professional Services: March 22, 2020 to April 18, 2020	04/30/2020	\$ 4,549.50
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
<b>ENGINEERING TOTAL</b>					<b>\$ 15,444.31</b>



RECEIVED

5/16/19

# INVOICE



Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

April 30, 2019  
Project No: 0000007006.00  
Invoice No: 0018050

Project 0000007006.00 Elkins Road PSD-Phase III WSI

Re: Elkins Road PSD Phase III WSI

**Professional Services from March 24, 2019 to April 27, 2019  
Fee**

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	95.00	195,320.00
Bidding & Contracting	25,700.00	0.00	0.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	71.0667	5,330.00
Financing Services	3,500.00	41.7857	1,462.50
Record Drawings	15,000.00	0.00	0.00
PSC Services	4,000.00	40.625	1,625.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
<b>Total Fee</b>	<b>1,155,700.00</b>		<b>427,837.50</b>
		Previous Fee Billing	426,212.50
		Current Fee Billing	1,625.00

\$487.50 SCBG  
 \$1,137.50 IJDC  
 -----  
 \$1,625 TOTAL

**Total Fee 1,625.00**

**Total this Invoice \$1,625.00**

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chapttech.com

# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018050
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## Outstanding Invoices

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	10,805.00
0017940	2/28/2019	10,280.00
<b>Total</b>		<b>288,584.26</b>

### Billing Note:

SCBG Eligible (30%) \$ 487.50  
(except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chapttech.com

Chapman Technical Group/GRW | engineering | architecture | landscape architecture | geospatial

Chapman Technical Group  
Invoice Detail

# INVOICE

**INVOICE NO. 18050**

**INVOICE DETAIL - from February 24, 2019 through April 20, 2019**

**PSC Services**

Basic Fee:	\$4,000.00			
Amanda Sutphin		12.5 x \$130.00	= \$	1,625.00
Reimbursable Expenses			=	-
				<u>\$ 1,625.00</u>
Amount Earned PSC Services			\$	1,625.00
Amount Previously Invoiced				-
Amount Due this Invoice PSC Services			\$	<u>1,625.00</u>

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
[www.chapttech.com](http://www.chapttech.com)

Chapman Technical Group/GRW | engineering | architecture | landscape architecture | geospatial



# INVOICE

Project	000007008.00	Elkins Road PSD-Phase III WSI	Invoice	0018212
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,583.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
<b>Total</b>		<b>284,041.25</b>

Billing Note:  
 SCBG Eligible (30%) \$ 1,402.50  
 (except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

13

**Chapman Technical Group**  
Invoice Detail

# INVOICE

**INVOICE NO. 18212**

**INVOICE DETAIL -April 21, 2019 through July 27, 2019.**

**PSC Services**

Basic Fee:	\$4,000.00			
Greg Belcher	4.0 x \$175.00	= \$	700.00	
Reimbursable Expenses		=	-	
			<u>\$ 700.00</u>	
Amount Earned PSC Services				\$ 2,325.00
Amount Previously Invoiced				<u>1,625.00</u>
Amount Due this Invoice PSC Services				<u><u>\$ 700.00</u></u>

**SURVEYING SERVICES**

Basic Fee:	\$7,500.00			
Jason Brown	7.5 x \$85.00	= \$	637.50	
Robert Shirk	19.0 x 55.00	= \$	1,045.00	
Jamie Driggs	22.0 x 70.00	= \$	1,540.00	
Reimbursable Expenses		=	-	
			<u>\$ 3,222.50</u>	
Amount Earned Surveying Services				\$ 8,552.50
Amount Previously Invoiced				<u>5,330.00</u>
Amount Due this Invoice Surveying Services				<u><u>\$ 3,222.50</u></u>

**FINANCING SERVICES**

Basic Fee:	\$3,500.00			
Greg Belcher	4.3 x \$175.00	= \$	752.50	
Reimbursable Expenses		=	-	
			<u>\$ 752.50</u>	
Amount Earned Financing Services				\$ 2,215.00
Amount Previously Invoiced				<u>1,462.50</u>
Amount Due this Invoice Financing Services				<u><u>\$ 752.50</u></u>

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

# INVOICE

Elkins Road PSD

SEP 13 2019  
RECEIVED

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

August 31, 2019  
Project No: 0000007006.00  
Invoice No: 0018247

Project 0000007006.00 Elkins Road PSD-Phase III WSI  
Re: Elkins Road PSD Phase III WSI  
Professional Services from July 28, 2019 to August 24, 2019  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	95.00	195,320.00
Bidding & Contracting	25,700.00	0.00	0.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	145.3333	10,900.00
Financing Services	3,500.00	78.2857	2,740.00
Record Drawings	15,000.00	0.00	0.00
PSC Services	4,000.00	58.125	2,325.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
<b>Total Fee</b>	<b>1,155,700.00</b>		<b>435,385.00</b>
		Previous Fee Billing	432,512.50
		Current Fee Billing	2,872.50
		<b>Total Fee</b>	<b>2,872.50</b>

*# 861.75 SCBG*  
*# 2010.75 IJDC*  

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*# 2872.50 TOTAL*

**Total this Invoice** 2,872.50

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018247
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
<b>Total</b>		<b>288,716.25</b>

**Billing Note:**

SCBG Eligible (30%) \$ 861.75  
 (except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chapttech.com](http://www.chapttech.com)

# INVOICE

**Chapman Technical Group**  
 Invoice Detail

**INVOICE NO. 18247**

**INVOICE DETAIL -July 28, 2019 through August 24, 2019.**

**SURVEYING SERVICES**

Basic Fee:	\$7,500.00			
Jason Brown	7.5 x	\$85.00	= \$	637.50
Robert Shirk	12.0 x	55.00	= \$	660.00
Jamie Driggs	15.0 x	70.00	= \$	1,050.00
Reimbursable Expenses			=	-
			=	<u>\$ 2,347.50</u>

Amount Earned Surveying Services	\$ 10,900.00
Amount Previously Invoiced	<u>8,552.50</u>
Amount Due this Invoice Surveying Services	<u><u>\$ 2,347.50</u></u>

**FINANCING SERVICES**

Basic Fee:	\$3,500.00			
Greg Belcher	3.0 x	\$175.00	= \$	525.00
Reimbursable Expenses			=	-
			=	<u>\$ 525.00</u>

Amount Earned Financing Services	\$ 2,740.00
Amount Previously Invoiced	<u>2,215.00</u>
Amount Due this Invoice Financing Services	<u><u>\$ 525.00</u></u>

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chapttech.com](http://www.chapttech.com)



# INVOICE

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Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018303
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
<b>Total</b>		<b>291,588.76</b>

Billing Note:  
 SCBG Eligible (30%) \$ 468.00  
 (except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

# INVOICE

**Chapman Technical Group**  
 Invoice Detail

**INVOICE NO. 18303**

**INVOICE DETAIL -August 25, 2019 through September 21, 2019.**

**SURVEYING SERVICES**

Basic Fee:	\$7,500.00			
Jason Brown		13.0 x	\$85.00 =	\$ 1,105.00
Robert Shirk		0.0 x	55.00 =	\$ -
Jamie Driggs		0.0 x	70.00 =	\$ -
Reimbursable Expenses			=	-
				<u>\$ 1,105.00</u>

Amount Earned Surveying Services	\$ 12,005.00
Amount Previously Invoiced	<u>10,900.00</u>
Amount Due this Invoice Surveying Services	<u>\$ 1,105.00</u>

**FINANCING SERVICES**

Basic Fee:	\$3,500.00			
Amanda Sutphin		3.5 x	\$130.00 =	\$ 455.00
Reimbursable Expenses			=	-
				<u>\$ 455.00</u>

Amount Earned Financing Services	\$ 3,195.00
Amount Previously Invoiced	<u>2,740.00</u>
Amount Due this Invoice Financing Services	<u>\$ 455.00</u>

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
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Elkins Road PSD

**INVOICE** 

NOV 12 2019  
RECEIVED

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

October 31, 2019  
Project No: 000007006.00  
Invoice No: 0018344

Project 000007006.00 Elkins Road PSD-Phase III WSI  
Re: Elkins Road PSD Phase III WSI  
Professional Services from September 22, 2019 to October 19, 2019  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	97.00	199,432.00
Bidding & Contracting	25,700.00	0.00	0.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	160.0667	12,005.00
Financing Services	3,500.00	91.2857	3,195.00
Record Drawings	15,000.00	0.00	0.00
PSC Services	4,000.00	58.125	2,325.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
<b>Total Fee</b>	<b>1,155,700.00</b>		<b>441,057.00</b>
		Previous Fee Billing	436,945.00
		Current Fee Billing	4,112.00

\$ 1,233.60 SCBG  
\$ 2,878.40 ITDC  

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\$ 4,112.00 TOTAL

**Total Fee** 4,112.00  
**Total this Invoice** \$4,112.00

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018344
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
0018303	9/30/2019	1,560.00
<b>Total</b>		<b>293,148.75</b>

Billing Note:  
 SCBG Eligible (30%) \$1,233.60  
 (except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

# INVOICE

RECEIVED  
DEC 29 2019  
ELKINS ROAD PSD

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

November 30, 2019  
Project No: 0000007006.00  
Invoice No: 0018382

Project 0000007006.00 Elkins Road PSD-Phase III WSI  
Re: Elkins Road PSD Phase III WSI  
Professional Services from October 20, 2019 to November 30, 2019  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	98.00	201,488.00
Bidding & Contracting	25,700.00	0.00	0.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	160.0667	12,005.00
Financing Services	3,500.00	95.00	3,325.00
Record Drawings	15,000.00	0.00	0.00
PSC Services	4,000.00	58.125	2,325.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
<b>Total Fee</b>	<b>1,155,700.00</b>		<b>443,243.00</b>
		Previous Fee Billing	441,057.00
		Current Fee Billing	2,186.00
		<b>Total Fee</b>	<b>2,186.00</b>

\$655.80 SCBG  
\$1,530.20 IJDC  
\$2,186.00 TOTAL

Total this Invoice \$2,186.00

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptach.com

# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018382
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
0018303	9/30/2019	1,560.00
0018344	10/31/2019	4,112.00
<b>Total</b>		<b>297,260.75</b>

Billing Note:  
 SCBG Eligible (30%) \$655.80  
 (except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

# INVOICE

**Chapman Technical Group**

Invoice Detail

INVOICE NO. 18382

**FINANCING SERVICES**

Basic Fee:	\$3,500.00		
Amanda Sutphin		1.0 x \$130.00 =	\$ 130.00
Reimbursable Expenses		=	-
			<u>\$ 130.00</u>

Amount Earned Financing Services	\$ 3,325.00
Amount Previously Invoiced	<u>3,195.00</u>
Amount Due this Invoice Financing Services	<u>\$ 130.00</u>

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
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# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018428
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,183.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
0018303	9/30/2019	1,560.00
0018344	10/31/2019	4,112.00
0018382	11/30/2019	2,186.00
<b>Total</b>		<b>299,446.75</b>

Billing Note:  
 SCBG Eligible (30%) \$39.00  
 (except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
[www.chapttech.com](http://www.chapttech.com)

# INVOICE

**Chapman Technical Group**  
Invoice Detail

INVOICE NO. 18428

**INVOICE DETAIL -December 1, 2019 through December 28, 2019.**

**FINANCING SERVICES**

Basic Fee:	\$3,500.00			
Amanda Sutphin		2.0 x \$130.00	= \$	260.00
Reimbursable Expenses			=	-
			\$	<u>260.00</u>

Amount Earned Financing Services	\$	3,455.00
Amount Previously Invoiced		<u>3,325.00</u>
Amount Due this Invoice Financing Services	\$	<u><u>130.00</u></u>

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chapttech.com

# INVOICE

Elkins Road PSD

FEB 24 2020  
**RECEIVED**

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4538 Old Elkins Rd  
Buckhannon, WV 26201

January 31, 2020  
Project No: 0000007006.00  
Invoice No: 0018476

Project 0000007006.00 Elkins Road PSD-Phase III WSI  
Re: Elkins Road PSD Phase III WSI  
Professional Services from December 29, 2019 to January 25, 2020  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	100.00	205,600.00
Bidding & Contracting	25,700.00	0.00	0.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	100.00	7,500.00
Surveying-Amendment No. 2	7,500.00	61.7667	4,632.50
Financing Services	3,500.00	100.00	3,500.00
Financing Services-Amendment No. 2	1,675.00	52.3881	877.50
Record Drawings	15,000.00	0.00	0.00
PSC Services	2,325.00	100.00	2,325.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Geotechnical-Amendment No. 2	3,740.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
<b>Total Fee</b>	<b>1,166,940.00</b>		<b>448,535.00</b>

Previous Fee Billing 443,373.00  
Current Fee Billing 5,162.00

*#1,548.60 SCBG*  
*#3,613.40 IJDC*  
*#5,162.00 TOTAL*

**Total Fee 5,162.00**

**Total this Invoice 5,162.00**

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018476
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,106.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
0018303	9/30/2019	1,560.00
0018344	10/31/2019	4,112.00
0018382	11/30/2019	2,186.00
0018428	12/31/2019	130.00
<b>Total</b>		<b>299,578.75</b>

Billing Note:  
 SCBG Eligible (30%) \$1,548.60  
 (except Tank Inspection)

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
 www.chaptech.com

# INVOICE

**Chapman Technical Group**  
Invoice Detail

**INVOICE NO. 18476**

**INVOICE DETAIL -December 29, 2019 through January 25, 2020**

**SURVEYING SERVICES**

Basic Fee:							
						\$7,500.00	
Jason Brown	1.5	x	\$85.00	=	\$	127.50	
Robert Shirk	0.0	x	55.00	=	\$	-	
Jamie Driggs	0.0	x	70.00	=	\$	-	
Reimbursable Expenses				=		-	
					\$	<u>127.50</u>	

Amount Earned Surveying Services		\$	12,132.50
Amount Previously Invoiced			12,005.00
Amount Due this Invoice Surveying Services		\$	<u><u>127.50</u></u>

**FINANCING SERVICES**

Basic Fee:							
						\$3,500.00	
Amanda Sutphin	7.5	x	\$130.00	=	\$	975.00	
Greg Belcher	(0.3)	x	\$175.00	=	\$	(52.50)	
Reimbursable Expenses				=		-	
					\$	<u>922.50</u>	

Amount Earned Financing Services		\$	4,377.50
Amount Previously Invoiced			3,455.00
Amount Due this Invoice Financing Services		\$	<u><u>922.50</u></u>

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chapttech.com



# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018512
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,608.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,583.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
0018303	9/30/2019	1,560.00
0018344	10/31/2019	4,112.00
0018382	11/30/2019	2,186.00
0018428	12/31/2019	130.00
0018476	1/31/2020	5,162.00
<b>Total</b>		<b>304,738.75</b>

Billing Note:  
SCBG Eligible (30%) \$304.06

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

# INVOICE

**Chapman Technical Group**  
Invoice Detail

**INVOICE NO. 18512**

**INVOICE DETAIL -January 26, 2020 through February 22, 2020**

**SURVEYING SERVICES**

Basic Fee:	7500 + Amend No. 2 \$7,500.00 - Total 15,000		
Jason Brown	1.0 x	\$85.00 =	\$ 85.00
Robert Shirk	6.0 x	55.00 =	\$ 330.00
Jamie Driggs	6.0 x	70.00 =	\$ 420.00
Reimbursable Expenses		=	178.54
			<u>\$ 1,013.54</u>

Amount Earned Surveying Services  
 Amount Previously Invoiced  
 Amount Due this Invoice Surveying Services

\$ 13,146.04  
12,132.50  
\$ 1,013.54

PLEASE REMIT TO:  
 Chapman Technical Group LTD  
 c/o GRW Engineers  
 801 Corporate Dr.  
 Lexington, KY 40503  
 304.727.5501  
 www.chaptech.com

# INVOICE

## Elkins Road PSD

MAR 30 2020

RECEIVED

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

March 31, 2020  
Project No: 000007006.00  
Invoice No: 0018557

Project 000007006.00 Elkins Road PSD-Phase III WSI  
Re: ~~Elkins Road PSD~~ Phase III WSI  
Professional Services from February 23, 2020 to March 21, 2020  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	100.00	205,600.00
Bidding & Contracting	25,700.00	50.00	12,850.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	100.00	7,500.00
Surveying-Amendment No. 2	7,500.00	75.2805	5,646.04
Financing Services	3,500.00	100.00	3,500.00
Financing Services-Amendment No. 2	1,675.00	60.1493	1,007.50
Record Drawings	15,000.00	0.00	0.00
PSC Services	2,325.00	100.00	2,325.00
Geotechnical Engineering Services	5,000.00	0.00	0.00
Geotechnical-Amendment No. 2	3,740.00	0.00	0.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
<b>Total Fee</b>	<b>1,168,940.00</b>		<b>482,528.54</b>

Previous Fee Billing 449,548.54  
Current Fee Billing 12,980.00

*\$3,894.00 SCBG*  
*\$9,086.00 IJDC*  
*\$12,980.00 TOTAL*

Total Fee

12,980.00

Total this Invoice \$12,980.00

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

# INVOICE

Project	000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018557
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**Outstanding Invoices**

Number	Date	Balance
0000001	1/31/2017	28,105.00
0000002	5/31/2017	10,808.00
0000003	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,708.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,163.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018050	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
0018303	9/30/2019	1,560.00
0018344	10/31/2019	4,112.00
0018382	11/30/2019	2,186.00
0018428	12/31/2019	130.00
0018476	1/31/2020	5,162.00
0018512	2/29/2020	1,013.54
<b>Total</b>		<b>305,752.29</b>

Billing Note:  
SCBG Eligible (30%) \$3,894.00

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

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c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

**Chapman Technical Group**  
Invoice Detail

# INVOICE

**INVOICE NO. 18557**

**INVOICE DETAIL -February 23, 2020 through March 21, 2020**

**FINANCING SERVICES**

Basic Fee:	\$3,500.00				
Amanda Sutphin		1.0 x \$130.00	= \$	130.00	
Greg Belcher		0.0 x \$175.00	= \$	-	
Reimbursable Expenses			=	-	
				<u>\$ 130.00</u>	
Amount Earned Financing Services					\$ 4,507.50
Amount Previously Invoiced					4,377.50
Amount Due this Invoice Financing Services					<u>\$ 130.00</u>

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

Elkins Road PSD

**INVOICE**

**MAY - 4 2020**  
**RECEIVED**

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

April 30, 2020  
Project No: 000007006.00  
Invoice No: 0018581

Project 000007006.00 Elkins Road PSD-Phase III WSI  
Re: Elkins Road PSD Phase III WSI  
Professional Services from March 22, 2020 to April 18, 2020  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	100.00	205,600.00
Bidding & Contracting	25,700.00	75.00	19,275.00
Construction Phase	128,300.00	0.00	0.00
Surveying Services	7,500.00	100.00	7,500.00
Surveying-Amendment No. 2	7,500.00	75.2805	5,646.04
Financing Services	3,500.00	100.00	3,500.00
Financing Services-Amendment No. 2	1,675.00	60.1493	1,007.50
Record Drawings	15,000.00	0.00	0.00
PSC Services	2,325.00	100.00	2,325.00
Geotechnical Engineering Services	5,000.00	100.00	5,000.00
Geotechnical-Amendment No. 2	3,740.00	100.00	3,740.00
Resident Construction Observation	537,000.00	0.00	0.00
** Tank Inspection	4,700.00	100.00	4,700.00
<b>Total Fee</b>	<b>1,166,940.00</b>		<b>477,693.54</b>
		Previous Fee Billing	482,528.54
		Current Fee Billing	15,165.00

# 4,549.50 SCBG  
# 10,615.50 IJDC  
\$ 15,165.00 TOTAL

**Total Fee**

**15,165.00**

**Total this Invoice \$15,165.00**

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

# INVOICE

Project	0000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018581
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## Outstanding Invoices

Number	Date	Balance
0000001	1/31/2017	28,106.00
0000002	5/31/2017	10,808.00
<del>0000003</del>	6/30/2017	5,404.00
0000004	7/31/2017	10,808.00
0000005	8/31/2017	27,020.00
0017025	9/30/2017	15,508.00
0017125	11/30/2017	10,808.00
0017182	12/31/2017	21,616.00
0017220	1/31/2018	10,808.00
0017316	2/28/2018	14,392.00
0017342	3/31/2018	14,392.00
0017386	4/30/2018	7,196.00
0017436	5/31/2018	7,196.00
0017531	6/30/2018	10,706.50
0017556	7/31/2018	7,196.00
0017611	8/31/2018	14,392.00
0017667	9/30/2018	7,196.00
0017723	10/31/2018	7,196.00
0017782	11/30/2018	21,588.00
0017839	12/31/2018	15,183.75
0017893	1/31/2019	7,563.50
0017940	2/28/2019	7,353.50
0018060	4/30/2019	1,625.00
0018212	7/31/2019	4,675.00
0018247	8/31/2019	2,872.50
0018303	9/30/2019	1,560.00
0018344	10/31/2019	4,112.00
0018382	11/30/2019	2,188.00
0018428	12/31/2019	130.00
0018476	1/31/2020	5,162.00
0018512	2/29/2020	1,013.54
0018557	3/31/2020	12,980.00
<b>Total</b>		<b>318,732.29</b>

Billing Note:  
SCBG Eligible (30%) \$4,549.50

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

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c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
[www.chaptech.com](http://www.chaptech.com)

# RENTAL CONTRACT

Buckhannon-Upshur Recreational Park

Attn: Tabatha R. Perry

91 West Main Street, Suite 101

Buckhannon, WV 26201

(304) 472-0535 x.2

trperry@upshurcounty.org

**«Name of Individual»**

Name of Individual

**«GroupOrg»**

Group or Organization

**«Address»**

**«City», «State» «Zip»**

Address

**«Phone »**

Telephone Number

Date(s): **«Beginning Reservation Date»**

Arriving: **«Arrival Time»** Departing: **<<Departure Time>>**

Facility to be rented:

Pavilion rentals may begin at 9:00 a.m. and conclude no later than 9:00 p.m.

Pavilion: Small: \_\_\_\_\_ \$25

Large: \_\_\_\_\_ \$50

Rental Fee Due Date: **«Rental Fee Due Date»**

Tax Exempt: **«Tax Exempt»** **If yes, Certificate must be submitted**

The rental fee is to be received by the Upshur County Commission Office on or before the designated due date. No refund will be issued once the contract is signed, returned and payment is received. No refunds will be given for “bad weather” on the day of your rental. (i.e. rain, cold temperatures, etc....)

Due to COVID-19, in an effort to protect the health and safety of the public, current guidelines set forth by the Governor of WV and the Center for Disease Control and Prevention with regards to gatherings and social distancing shall be adhered to at all times. The facility will be cleaned before each reservation.

The person signing this rental contract, either for himself or herself personally, or on behalf of the organization listed, agrees to attend the activity for the duration of the activity, shall be responsible for leaving the facility and its surrounding area in a clean manner, and shall be responsible for all accidents, injuries, damages or loss of property

during the period the reservation is in force. The Upshur County Commission, its employees and agents shall be held harmless from any and all claims resulting from use of the rental facility by the renter.

The person signing this rental contract must be an adult, age 21 or older. For groups whose members are under 21 years of age, one chaperone must be provided for every 20 persons under the age of 21. The chaperone must be a parent of the groups' members, a teacher, or a sponsor of a school, church, or business function.

The Upshur County Commission, or its authorized representatives or agents, has the authority to void any and all rental agreements and to further ask any and all individuals and or groups to vacate the park property, if in their sole discretion, the individual(s) or group constitute a disruption of the safety and enjoyment of the park facilities by the general public at any given time.

#### WAIVER OF RIGHTS

\_\_\_\_\_ (Initials) I, the undersigned, hereby agree to relinquish all claims, suits, attorney fees, damages, liability and any and all future rights to the same based on any and all negligent acts of the Upshur County Commission, and any and all of its agents and/or employees in connection with or incident to myself or my group's use of any of the property or facilities set forth in this Agreement.

\_\_\_\_\_ (Initials) I, the undersigned, hereby acknowledge and agree that I have carefully read and fully understand the terms of this Waiver of Rights, and that I have been afforded an opportunity to request further explanation of the terms of this Wavier of Rights. After acknowledging the same, I am now knowingly, freely and voluntarily signing this rental contract and initialing this Wavier of Rights and agree to be bound by the terms and conditions thereof.

\_\_\_\_\_  
Signature of responsible individual

\_\_\_\_\_  
Date

**Please make checks payable to the Upshur County Commission.**

**Online payments may be made by visiting:**

<https://upshurcountywv.governmentwindow.com/estore/parks-and-rec/parks-and-rec.html>

Please note – The above fee includes a 6% WV Consumer Sales Tax. Please inform the Upshur County Commission Office if your group is tax exempt so the fee can be adjusted. You must provide the Upshur County Commission Office a copy of your organizations' tax-exempt certificate with the contract in order to be eligible for this adjustment.



Dear Frontier Partner:

We appreciate the efforts you have made to date to work with us as we have transitioned into chapter 11. We are writing because we have received multiple inquiries about mailings offering to purchase our outstanding debts at a discount. We are not involved in these solicitations. Any choice is ultimately yours to make, but in light of these mailings, we wanted to reiterate the information from our prior correspondence.

Frontier has entered into a Restructuring Support Agreement (or RSA) with our bondholders. The financial restructuring plan contemplated under the RSA will significantly reduce the Company's debt while we continue to provide quality service to customers without interruption. To implement this plan, we voluntarily filed petitions under Chapter 11 in the U.S. Bankruptcy Court.

Here are important points you should know:

- **Under the restructuring contemplated in the RSA, vendors are unimpaired for both pre- and post-petition obligations. This means that we currently anticipate that all vendors will be paid for goods and services provided both before and after the filing date.** Invoices for goods and services provided before or after the filing date should be submitted through the typical accounts payable channels. Because of the nature of the bankruptcy process, most payments will be made upon exit from bankruptcy. As such, there will likely be an impact to the timing of payment(s) for prepetition services.
- **We project that we have sufficient liquidity to run our business and pay our vendors throughout the Court-supervised process.** In advance of filing chapter 11, Frontier received commitments for \$460 million in debtor-in-possession (DIP) financing. Following Court approval, which Frontier intends to seek at a hearing scheduled on May 22, 2020, this additional liquidity, combined with cash flow generated by the Company's ongoing operations, is expected to be available and sufficient to meet Frontier's operational and restructuring needs. As such, we do not anticipate a disturbance to the timing of payments for postpetition services.
- **Frontier is fully operational. We are relying on your support to continue serving our customers and keeping people connected without interruption.** We value our relationship and will continue to work closely with you as we move forward.

While we work through this process, we are committed to keeping you informed as there are updates to share. Additional information regarding Frontiers' restructuring is also available at [www.frontierrestructuring.com](http://www.frontierrestructuring.com). Court filings and information about the restructuring process are available at <https://cases.primeclerk.com/fttr>, by sending an email to [fttrinfo@primeclerk.com](mailto:fttrinfo@primeclerk.com) or calling the Company's Information hotline toll-free at 877-433-8020 (or +1-646-442-5842 for calls originating outside the U.S.).

Thank you for your continued support. We are confident in the future of our company and look forward to supporting our mutual success as we build a stronger, more sustainable Frontier.



**UPSHUR COUNTY BUILDING PERMITS**  
**MARCH 16, 2020 - MARCH 31, 2020**

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	
3/16/2020	8074	7070	WALLACE, CARRIE L AND KENNETH C II	146 SPRINGBROOK LN, BUCKHANNON, WV 26201	\$3,500.00	\$15.00		CHECK	RENOVATING CLOSET INTO WALK IN SHOWER	SELF	
3/16/2020	8075	NEW	RAMKISSOON, BISSOONDAI AND MAHADEO	222 OLD WESTON RD, BUCKHANNON, WV 26201	\$85,900.00	\$15.00		OL	28' X 48' MODULAR HOME AND BLOCK PERIMETER WALL	MIDDLETOWN HOME SALES, 53 MIDDLETOWN RD, FAIRMONT, WV 26554	
3/17/2020	8076	9507	MOATS, GREGORY	412 HUNTER RIDGE RD, CRAWFORD, WV 26343	\$5,000.00	\$15.00		CASH	12' X 50' SEVEN DOG KENNELS AND STORAGE	SELF	
3/17/2020	8077	6462	HAWKINS, KEVIN	7920 TALLMANSVILLE RD, TALLMANSVILLE, WV 26237	\$6,000.00	\$15.00		CHECK	REMODEL; NEW WINDOWS AND GARAGE DOOR	SELF	
3/17/2020	8078	11707	RICE, AMY	74 DEWEY RICE RD, BUCKHANNON, WV 26201	\$1,500.00	\$15.00		CHECK	LIVESTOCK SPACE AND BUILDINGS	SELF	
3/17/2020	8079	4974	LITTLE, FLORENCE	8980 ALEXANDER RD, FRENCH CREEK, WV 26218	\$50,000.00	\$15.00		CASH	ROOF; HEATING; A/C; KITCHEN; 2 BATHS; FLOORING; MOLDING; CRAWL SPACE;	SELF	
3/17/2020	8080		HUNTER, TIMOTHY G II	134 TOMEY TRL, BUCKHANNON, WV 26201	\$205,000.00	\$15.00		OL	NEW MODULAR HOUSE CONSTRUCTION	MIDDLETOWN HOME SALES, 53 MIDDLETOWN RD, FAIRMONT, WV 26554	CONDITIONAL (SUPPOSE TO BUILD OUTSIDE OF FLOODPLAIN)
3/18/2020	8081	7328	VINCENT, TONY	410 CIRCLE AVE, CLARKSBURG, WV 26301	\$11,500.00	\$15.00		CHECK	4,200 SQ FT NEW ROOF	TONY VINCENT, 410 CIRCLE AVE, CLARKSBURG, WV 26301	
3/24/2020	8082		WAMSLEY, ALTON SR AND CANTRELL, KATHY	169 MALINDA LN, BUCKHANNON, WV 26201	\$120,000.00	\$15.00		CHECK	NEW DOUBLEWIDE HOME	CLAYTON HOMES, PO BOX 4098, MARYVILLE, TN 37802	
3/24/2020	8083	12683	WOOD, SIERRA	108 ALLMAN AVE, BUCKHANNON, WV 26201	\$1,000.00	\$15.00		OL	SITE DEVELOPMENT	SELF	
3/26/2020	8084		SMITH, LINDA	55 MORRIS ST, BUCKHANNON, WV 26201	\$31,000.00	\$15.00		OL	14' X 40' NEW CONSTRUCTION WITH 4X6 AND 4X10 PORCHES	SELF	
3/31/2020	8085	11063	SPENCER, BRYAN C	136 MONTANI DR, BUCKHANNON, WV 26201	\$7,000.00	\$15.00		OL	30' X 40' DETACHED RESIDENTIAL GARAGE	SELF	
3/31/2020	8086	7142	WESTFALL, JORDNA OR BRITTANY	71 COLONY OAKS DR, BUCKHANNON, WV 26201	\$40,000.00	\$15.00		CHECK	2 ROOM ADDITION	SELF	
3/31/2020	8087		WELKES, DON J	104 MIDWAY RD, JANE LEW, WV 26378	\$20,000.00	\$15.00		CHECK	28' X 28' CABIN	SELF	ELEVATION CERTIFICATE SHOWS OUT

**TOTAL**  
**\$587,400.00**      **TOTAL**  
**\$210.00**      **TOTAL**  
**\$0.00**

**GRAND PROJECT TOTAL**  
**\$1,686,000.00**      **GRAND BP TOTAL**  
**\$450.00**      **GRAND FP TOTAL**  
**\$0.00**

**UPSHUR COUNTY BUILDING PERMITS  
APRIL 1, 2020 - APRIL 15, 2020**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
4/2/2020	8088		ANDEREGG, CHEYENNE	316 PLOTT HOUND DR, ELLAMORE, WV 26267	\$7,000.00	\$15.00		CC	LAND PREP AN SET UP MOBILE HOME	SELF	
4/7/2020	8089	9243	FULTZ, TIMOTHY AND SANDRA	3711 GOULD RD, FRENCH CREEK, WV 26218	\$5,000.00	\$15.00		OL	STRUCTURAL REPAIR TO HOUSE AND NEW ROOF	SELF	
4/7/2020	8090	1292	BURNSIDE, MIRANDA	403 MACEDONIA RD, BUCKHANNON, WV 26201	\$700.00	\$15.00		OL	12X32 PORCH	SELF	
4/7/2020	8091	81381	KELLEY, DAWN R	350 WIDOW LANE RD, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		OL	EXTEND DRIVEWAY, BUILD SIDEWALKS, RETAINING WALL, DRAINAGE DITCHES AND 10' X 12' PORCH WITH RAMP	SELF	
4/7/2020	8092		CAREY, SCOTT	441 GRAND AVE, BRIDGEPORT, WV 26330	\$30,000.00	\$15.00		CHECK	CAMPER	SELF	
4/9/2020	8093	9314	PHIPPS, MICHAEL W	951 SENG RUN RD, FRENCH CREEK, WV 26218	\$300.00	\$15.00		CASH	20' X 30' BARN ADDITION	SELF	
4/9/2020	8094		CHIDESTER, BRADLEE AND JACKSON, AMY	130 TAMARACK DR, BUCKHANNON, WV 26201	\$300,000.00	\$15.00		CHECK	2,243 SQ FT NEW HOUSE	AMERICAN HOMES, 1758 MILEGROUND RD, MORGANTOWN, WV 26505	
4/13/2020	8095	1832	POLING, DAVID K	PO BOX 2483, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CHECK	18' X 14' ADDITION TO EXISTING SHOP	SELF	
4/14/2020	8096	7838	BURCH, ROBERT ALAN	235 HAWKINS DR, BUCKHANNON, WV 26201	\$3,000.00	\$15.00		CHECK	296 SQ FT DECK	SELF	
4/14/2020	8097	81130	ANDERSON, LARRY	3210 TURKEY RUN RD, BUCKHANNON, WV 26201	\$1,000.00	\$15.00		CHECK	12' X 16' CABIN	SELF	
4/14/2020	8098	9279	ANDREW, JUANITA	17 EVERGREEN RD, FRENCH CREEK, WV 26218	\$5,000.00	\$15.00		CASH	12' X 16' AMISH BUILDING	SELF	
4/14/2020	8099		SNYDER, GEORGE AND WANDA	1275 OLD RT 33, WESTON, WV 26452	\$250,000.00	\$15.00		CHECK	1,900 DQ FT HOUSE WITH BASEMENT AND ATTACHED GARAGE	COUNTRYSIDE CONSTRUCTION, 343 BEECHWOOD ACRES, GLENVILLE, WV 26351	
4/14/2020	8100	6907	SEES CONSTRUCTION AND MANAGEMENT LLC	35 W MAIN ST, MONROVIA, IN 46157	\$16,525.00	\$15.00		CHECK	1,000 GALLON ABOVE GROUND PROPANE TANK	SELF	
4/14/2020	8101	7657	DAVIS, KELLY	69 TAHOE ST, BUCKHANNON, WV 26201	\$15,000.00	\$15.00	\$300.00	CHECK	REPLACE GARAGE AFTER FIRE	SELF	CONDITIONAL

**TOTAL TOTAL TOTAL**  
**\$648,525.00 \$210.00 \$300.00**

**UPSHUR COUNTY BUILDING PERMITS**  
**APRIL 16, 2020 - APRIL 30, 2020**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER
4/21/2020	8102	10276	WALTON, GARRY L	203 HOLLY LN, KANAWHA HEAD, WV 26228	\$2,500.00	\$15.00		CHECK	22' X 42' HAY SHED	SELF
4/21/2020	8103	707	MILLER, CAROLYN J	2430 TURKEY RUN RD, BUCKHANNON, WV 26201	\$3,000.00	\$15.00		CHECK	REPLACEMENT OF ENTRY DOOR AND WINDOWS	SELF
4/23/2020	8104	6224	HOWES, REBECCA	1836 FRENCHTON RD, FRENCH CREEK, WV 26218	\$5,000.00	\$15.00		CHECK	16' X 28' STORAGE SHED	SELF
4/23/2020	8105	81796	RICE, KENNETH AND DEBRA	2034 KESLING MILL RD, BUCKHANNON, WV 26201	\$25,000.00	\$15.00		CHECK	12' X 20' ROOM ADDITION AND 26' X 31' GARAGE	SELF
4/23/2020	8106	81541	DAHLHEIM, WILLIAM J III	5 COLLEGE AVE, BUCKHANNON, WV 26201	\$1,200.00	\$15.00		OL	10' X 12' WOOD FRAME BUILDING	SELF
4/28/2020	8107	80750	MOSS, JENNIFER	131 KNOLLWOOD DR, BUCKHANNON, WV 26201	\$32,000.00	\$15.00		CHECK	24' X 24' GARAGE	CUT-RIGHT HOME BUILDERS, 104 CLEVINGER BLACKSMITH RD, BUCKHANNON, WV 26201
4/30/2020	8108		GROGG, DONALD AND DEANNA	31 COLLEGE AVE, BUCKHANNON, WV 26201	\$110,000.00	\$15.00		CHECK	1,600 SQ FT 1 STORY NEY HOME WITH TWO CAR GARAGE	ROBERT HORNER, 335 DEER CREEK LN, BUCKHANNON, WV 26201
<b>TOTAL</b>					<b>\$178,700.00</b>	<b>\$105.00</b>	<b>\$0.00</b>			
<b>GRAND PROJECT TOTAL</b>					<b>\$827,225.00</b>	<b>\$315.00</b>	<b>\$300.00</b>			

"When you come to the end of your rope tie a knot and hang on."  
—F.D.R.

# The Curry Courier

"First of all, let me assert my firm belief that the only thing we have to fear is fear itself."  
—F.D.R.

VOLUME 5

MARCH 2020

NUMBERS 5

## BY THE NUMBERS:

### MARCH 2020

#### LIBRARY/PARK DEPOSITS

Copies: \$40.20  
Faxes: \$1.00  
Fines: \$0.00  
Donations: \$0.00  
Total Library: \$41.20

Camp receipts: \$160.00  
Vending Machines: NA  
Total Park: \$160.00

#### STATISTICAL REPORT

Users: 210  
    151 Adults  
    59 Children  
Computer Users: 43  
Wireless Users: 70  
Circulation: 314  
Reference:  
    In House: 67  
    Phone: 78  
    Internet: 45  
Campsites: 19  
Pavilions: 2  
Copies: 467  
Faxes: 3  
Library Cards: 4  
Hunting Permits: 0  
Items cataloged:  
    This period 115  
    Deselected 7  
Total cataloged 9002

## CoVID-19 COMES TO CURRY

At this writing, 84 persons in West Virginia have been tested for the novel coronavirus that is sweeping across the world. 80 have tested negative, with 4 test results pending. So far, we remain the only state with no confirmed cases. Reasons for this have a wide and varied scope ranging from the low statistical validity due to test inaccessibility to the "that came through here in November" proposition. In any case, the impact is undeniable and far reaching with the potential to get significantly worse before it gets better.

As remote as we are here on Brooks Hill, we too are affected. In light of the increased risk for people over 60, our Advisory Board meeting scheduled for the 25<sup>th</sup> has been cancelled (ergo, this newsletter in lieu of meeting). With the latest recommendation of cancelling any gathering of more than 10 people, our Family Storytime which meets on Tuesday evenings and has been averaging 18-20 people has been cancelled until further notice. The C<sup>3</sup>, Curry Code Club which meets on Thursday evenings has been cancelled until further notice. We received a communiqué from the MoneySmart Organization in association with the FDIC, to please cancel all MoneySmart related programming resulting in the cancellation of our 4<sup>th</sup> annual "Opoly" Fest.

In a January 23<sup>rd</sup>, 2020 article on the National Institute of Health website ([www.nih.gov](http://www.nih.gov)) Dr. Anthony Fauci and his co-authors, Hilary D. Marston, M.D., M.P.H., of NIAID, and Catharine I. Paules, M.D., of Penn State University College of Medicine, Hershey, wrote "While the trajectory of this outbreak is impossible to predict, effective response requires prompt action from the standpoint of classic public health strategies to the timely development and implementation of effective countermeasures." So while we endeavor to remain open to the general public, we have cancelled our programming until further notice, continually reviewing circumstances on a day-by-day basis. As we remain open to the public, toys and similar items are being cleaned disinfected and put away until the crisis is over. Computers and other "high-touch" surfaces are being regularly wiped with sanitizing wipes. In addition to our regular cleaning and disinfection of all returned materials, we are quarantining them for 72 hours before returning them to the shelves. While short term planning isn't possible, we will continue to plan for our Summer Reading program. If we must close to the public, we will use the time for carpet cleaning and other chores suited to closure.



The coronavirus that's causing a global pandemic (orange) is shown emerging from a cell (gray). The virus can grow easily in people's noses and throats and may be transmitted before people are aware they are sick, a new study suggests. National Institute of Allergy and Infectious Diseases-Rocky Mountain Laboratories/NIH

## STAFF REPORT

This reporting period got off to a reasonably good start averaging 10 people per day. Then CoVID-19 began to derail our forward progress. It goes without saying that regaining our positive momentum will take some time after CoVID-19 is no longer a menace. On a positive note, we gained 4 new patrons this month and had several visitors to our Family Storytime. Quilt tickets went on sale February 14<sup>th</sup> with \$50.00 (continued on page 2)

**STAFF REPORT** (from page 1)

## STRAWBERRY QUILT TICKETS ON SALE

Raffle tickets are on sale now for the Strawberry Quilt being made by the community in support of children's programming. Photo above shows the quilt top designed and assembled by children and adults in our Family Storytime and others. The quilt with its batting and forest green backing is on the frame. It is being hand quilted by many volunteers and is about 7/8<sup>th</sup> finished at the time of this writing. It will be raffled off at the Brooks Hill Fair on Saturday, July 25<sup>th</sup> around 3 pm. Tickets are \$1.00 each or 6 for \$5.00. Online sales are available again this year at:

<https://upshurcounty.wv.governmentwindow.com/estore/james-w.-curry-library/library-fees.html>

Funds go to support our Summer Reading Programs and our Santa's Workshop Christmas program

in sales thus far. Despite the Maple Syrup Festival cancellation, we saw xx campers utilize the campground this month. Preparations for the "Imaging Your Story" Summer Reading Program are moving forward slowly and cautiously. Skateland was reserved for the August finish of Summer Reading prior to the pandemic. The Lego Education WeDo 2.0 robotics kits have been reserved July 9<sup>th</sup> – 23<sup>rd</sup> with plans for a "night of the living robots library lock in" for Friday or Saturday, July 17<sup>th</sup> or 18<sup>th</sup>. July 28<sup>th</sup> will be a "family fun night" with a "Very Merry Un-birthday" (hat tip to Alice in Wonderland) with cookies by Beverly Fantasia, snow cones, s'mores, and activities.

A major accomplishment this reporting period was the upgrading of the computers to the Windows 10 operating system. Fortunately, and thanks to sound direction from GST, the existing computers had sufficient hardware to allow for the upgrade. The 2 public access computers and the laptop were a simple upgrade; the circ computer had to be wiped in order to perform a clean install. At this writing, things are *mostly* running normally; the circ computer still requires a bit of tweaking. That we purchased "enough" computer several years ago has allowed us to maintain security with this upgrade. As Microsoft rolls out upgrades and patches, the computers will be negatively impacted in terms of performance. Optimistically, we are looking at needing to replace the hardware for circulation in about 2 years, the public access computers in about 3 –4, and the server in about 4 years which allows us to spread out the expense. While Brian Clem from GST was here, he was able to resolve some longstanding issues involving scanning to the public access computers and the circ side of the admin computer. This helps save patrons the expense of faxing large documents and job applications. Instead, the document can be easily & affordably scanned to a computer and the patron can email it.

## ONLINE COUNTY RESOURCES

### Upshur County Tax Office: 304-472-1180

- Pay your taxes: <http://bit.ly/2QmeafK>
- Renew your vehicle registration: <http://bit.ly/39ZdqFm>
- Pay your fire fee: <http://bit.ly/2WkdgUT>

### Upshur County Clerk's Office: 304-472-1068

- Apply for an absentee ballot: <http://bit.ly/3d9ceRC>
- Register to vote: <http://bit.ly/2WnRcsC>
- View precinct maps: <http://bit.ly/39Z3gV5>
- Search County Clerk records: <http://bit.ly/2xNGphd>
- Fees for birth certificates and other copies can be accepted via mail or over the phone and mailed to you via USPS.

### Upshur County Assessor's Office: 304-472-4650

- View aerial mapping and Assessor records: <http://bit.ly/3d6Brfr>
- View tax and railroad maps: <http://bit.ly/2Qp4b9y>
- View map cards: <http://bit.ly/39YOeyx>
- Fees for dog tags, maps and other copies can be accepted online, via telephone or by mail and mailed to you via USPS.

### Upshur County Commission: 304-472-0535

- Complete an application for employment: <http://bit.ly/38ZZWaU>
- View Requests For Proposals (RFPs): <http://bit.ly/3d7B2JN>
- Obtain a James W. Curry Scholarship Application: <http://bit.ly/3a35vqw>
- Obtain a CCAWV County Government Essay Contest Application: <http://bit.ly/3dcZZDV>
- Addressing and mapping/permits: 304-472-1673

(continued page 4)

## LIBRARY CLOSURE

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 20, 2020

The Commission has continued to monitor the COVID-19 outbreak. Over the last 24 hours, 3 cases have been confirmed in Central West Virginia; 1 in Monongalia County and 2 in Tucker. There have been no confirmed cases in Upshur County as of 10:00 a.m. today. In an effort to prevent the spread of this virus and protect all county residents and employees, the offices within the Courthouse and Annex will be closed to the public effective immediately; however, offices will remain staffed in order to conduct business. Staff will be able to assist via telephone or e-mail and the use of online services is highly encouraged. Court Security Officers will remain at the front doors of the Courthouse and Annex to provide assistance and make appointments. Appointments will be made for business that cannot be accomplished remotely. The County employees working in the office will adhere to social distancing guidelines set by the CDC, while others will transition to telework. We apologize for any inconvenience this may cause and urge you to practice social distancing. Stay at home if at all possible. A list of office numbers can be found below if you have questions for specific offices. Again, thank you for your patience and understanding as we work through this evolving issue together as a community.

For the most recent information, we encourage you to visit the CDC's website at [www.cdc.gov](http://www.cdc.gov), the WVDHHR website at [www.dhhr.wv.gov](http://www.dhhr.wv.gov) and the DHSEM Facebook page.

To sign up for WENS:

Text UpshurCoWVAlerts to 69310 or

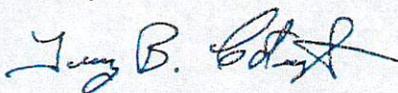
Visit [http://entry.inspirationlogistics.com/upshur\\_wv/wens.cfm](http://entry.inspirationlogistics.com/upshur_wv/wens.cfm)

For assistance or appointments call:

Assessor	(304) 472-4650
Circuit Clerk	(304) 472-2370
Circuit Court	(304) 472-5556 / (304) 472-0195
Commission	(304) 472-0535
County Clerk	(304) 472-1068
E911 Communications Center	(304) 472-9550
DHSEM	(304) 472-4983
Family Court	(304) 472-1065 / (304) 269-0432
Floodplain/Building Permits	(304) 472-1673
Magistrate	(304) 472-2053
Sheriff's Department	(304) 472-1182
Tax Office / Fire Fee	(304) 472-1180

For emergencies dial 911

Sincerely,



Terry B. Cutright, Commission President

By now you have all been notified that we are closed to the public. I had hoped to keep our doors open with occupancy restrictions and if necessary, appointments for the sake of the families who do not have computers at home. As of COB Friday, March 20<sup>th</sup> the Library closed to the public until further notice pursuant to the decision by the County Commission. For the time being Darlene and I will be working at the library. To prevent any possibility of illnesses resulting in a staffing crisis, we will not be at the Library at the same time. Darlene will be working Thursday, Friday, and Saturday at the Library. I will be working at the Library Monday, Tuesday, and Wednesday, and from home Thursday and Friday.

With no programs and no patrons, our focus will turn to large maintenance projects like carpet cleaning, cleaning the shed, cleaning the shelves (things we can't do when we are open) and to collection development tasks like weeding and cataloging. My work from home time will involve grant writing, policy writing, procedure manual writing, and other related tasks that have been simmering on the back burner. Summer Reading program plans will move forward with a view to adaptability to accommodate existing conditions in that time frame. The Fund raising committee had an impromptu meeting and we will be moving ahead with what planning we can do in order to be ready to move when we have an "all clear."

You are no doubt aware of the stock market volatility in February and March. The Fulton Financial statement showed a significant loss for the month of February. With economies tightening, stay-at-home orders, and the Stock Market opening without its trading floor today, the outlook for March does not bode well. I think our plans for expansion may have hit a snag.

Good health to you all. I look forward to better news to share in the future.

### ONLINE COUNTY RESOURCES (from page 2)

- Apply for a building or floodplain permit: <http://bit.ly/3d6kTV5>
- Pay for a building or floodplain permit: <http://bit.ly/2IWpkE5>
- Complete a proof of address or physical address application: <http://bit.ly/2vt3dSu>
- Completed applications can be emailed to [tjb@upshurcounty.org](mailto:tjb@upshurcounty.org)

Upshur County Department of Homeland Security and Emergency Management: 304-472-4983

Sign Up for Emergency Alerts: Visit <http://bit.ly/2w7yyL0> or text UpshurCoWVAAlerts to 69310.

### The Pendulum Swings... School Bans iPads, Brings Back Paper Textbooks

March 6, 2020 at 4:30 pm

A prestigious school in Australia is doing away with iPads five years after purchasing them for its students.



Kids comprehend and retain more, when they read from "good old-fashioned" paper textbooks, the private school's principal says. The iPads students were using to read their e-textbooks also served as windows to worlds of distraction, he claims. "They had messages popping up and all sorts of other alerts," Reddam House principal Dave Pitcairn told The Sydney Morning Herald. "Also, kids being kids, they could jump between screens quite easily, so would look awfully busy and not be busy at all."

It's not only principals and parents applauding the move back to hard-copy textbooks – students prefer them too. As part of a 5-year trial, the school had given 1st through 10th graders iPads, but reverted back to paper textbooks in 11th and 12th grade. After have experienced both, most high school students preferred paper over electronic textbooks.

"The ease of navigation through the textbook was easier with the hard copy," Pitcairn said. "I believe they learn better the more faculties they use, the more senses they use in research and reading and making notes."

A 2017 study out of the University of Maryland finds students were better able to answer specific questions from printed text rather than digital text. Research into why young people prefer hard-copy textbooks "points to greater perceived comfort, comprehension, and also retention of what's been read," says Margaret Merga, education professor at Edith Cowan University. "Some have found that there's less immersive involvement in digital text."

Burros, Sara. "School Bans iPads, Brings Back Paper Textbooks." *Return to Now*, 6 Mar. 2020, [returntonow.net/2020/03/06/school-bans-ipads-brings-back-paper-textbooks/](http://returntonow.net/2020/03/06/school-bans-ipads-brings-back-paper-textbooks/)

## CODING + ROBOTICS

### in the classroom

**WHY**  
teach coding & robotics?

It teaches kids how to think or critically  
It allows them learning leads to practical results  
It gets into creativity to know why  
We need it every day in our world to survive

### WHAT do students learn?

<ul style="list-style-type: none"> <li>• Persistence</li> <li>• Innovation</li> <li>• Collaboration</li> <li>• Confidence</li> <li>• Decision-making</li> <li>• Problem-solving</li> <li>• Design thinking</li> <li>• A growth attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Resilience</li> <li>• Adaptability</li> <li>• Patience</li> <li>• Concentration</li> <li>• Creative thinking</li> <li>• Inquisitiveness</li> <li>• Communication</li> <li>• Listening skills</li> </ul>	<ul style="list-style-type: none"> <li>• Independence</li> <li>• Self-efficacy</li> <li>• Giving critique</li> <li>• Taking critique</li> <li>• Open-mindedness</li> <li>• Self-awareness</li> <li>• Motivation</li> <li>• Communication</li> <li>• Abstraction</li> <li>• Analytical reasoning</li> <li>• Computational thinking</li> <li>• Spatial reasoning</li> <li>• Cause and effect</li> <li>• Pattern recognition</li> </ul>
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### HOW does the learning progress?

**GRADES PK-2**

**SKILLS**  
Kids this age are just starting to learn actual software, but they can grasp many basic coding concepts as well as how to use code to command a robot. Introducing ideas like algorithms, sequences, and loops sets a strong foundation for future computer science education.

**METHODS**  
Use hands-on play  
Choose robots that respond to physical cues, such as cards that use if/then to represent commands  
Relate concepts to real life activities

**PRODUCTS**  
CartoBotz Coding Robot  
Botley® Coding Robot  
Code & Go® Robot Mouse Activity Set

**GRADES 3-5**

**SKILLS**  
Elementary school coders should keep focusing on concepts instead of process syntax, but they can start to learn proper terminology. You can also introduce more complex ideas like conditionals, branching, variables, and nested loops, and they can start to debug.

**METHODS**  
Transition to the screen  
Choose block-based (visual drag-and-drop) coding languages  
Add versatile debugging tools  
Give students defined goals they are excited to achieve

**PRODUCTS**  
• Ozobot Evo  
• Sphero 3-BRICK  
• Dash and Dot

**GRADES 6+**

**SKILLS**  
Students in middle school are ready to transition to text-based coding. The goal should not be to master a specific coding language, but to learn how to become functional in one. At this stage, kids are able to conceptualize, plan, design, execute, and refine their own programs.

**METHODS**  
Choose a language designed for kids or a "real" one like Python, HTML, or Java  
Use open-ended projects to encourage students to think broadly about what they can accomplish through coding

**PRODUCTS**  
• CoBot  
• SAM Labs STEAM 3-Maker Bundle  
• MakeBlock Ultimate 2.0 2-in-1 Robot Kit

### TEACHING CODING SUCCESSFULLY

Teach principles, not a specific language  
Give creative freedom and let students drive  
Assess progress using a portfolio approach  
The lessons to real-world problems  
Teach in small chunks with quick victories  
Test frequently to catch errors early

### LEARN INTO THE FUN!

### USING CODING ACROSS THE CURRICULUM

Here are just a few of the many ways you can use coding and robotics to enhance your students' experiences across the board.

<p><b>English</b></p> <p>Use interactive fiction to practice literary skills. Build and program robot characters or create on-screen games based on the stories written.</p>	<p><b>History</b></p> <p>Program your robot to follow an important path around the U.S., such as Lewis and Clark's expedition or the Oregon Trail.</p>	<p><b>Science</b></p> <p>Use the scientific method while experimenting with programs. Practice presenting a hypothesis and explaining the steps taken to test it.</p>	<p><b>Math</b></p> <p>Use a robot's movements and physical properties, such as weight, to calculate speed, acceleration, force, and more. Make graphs with your data.</p>
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## Need even more CODING + ROBOTICS?

- Check out Demco's Guide to Elementary Coding for 10 educator-designed projects.
- Find more multidisciplinary teaching plans on Demco MakerHub.
- Browse the full Coding & Robotics catalog to find a product that inspires you.

Demco makerpace  
Visit [demco.com/search/makerpace](http://demco.com/search/makerpace)  
Questions? 800.355.1230

"Nothing is more impotent than an unread library."

—John Waters

# The Curry Courier

"If you have a garden and a library, you have everything you need."

—Marcus Tullius Cicero

VOLUME 5

APRIL 2020

NUMBER 6

## BY THE NUMBERS:

APRIL 2020

### LIBRARY/PARK DEPOSITS

Copies: \$6.10

Faxes: \$0.00

Fines: \$0.00

Donations: \$0.00

Total Library: \$6.10

Camp receipts: \$0.00

Vending Machines: NA

Total Park: \$0.00

### STATISTICAL REPORT

Users: 102

89 Adults

13 Children

Computer Users: 1

Wireless Users: 44

Circulation: 30

Reference:

In House: 20

Phone: 53

Internet: 25

Campsites: 00

Pavilions: 0

Copies: 67

Faxes: 2

Library Cards: 0

Hunting Permits: 0

Items cataloged:

This period 78

Deselected 0

Total cataloged 9080

Social Media

Reached: 4155

Engaged: 307

PSA: 22

Resources: 30

ReadAlouds: 17

Entertainment/

Personal messages: 7

## WHEN YOU TAKE THE PUBLIC OUT OF A PUBLIC LIBRARY

A Japanese kōan asks, "what is the sound of one hand clapping?" George Berkeley asked, "if a tree falls in a forest and no one is around to hear it, does it make a sound?" Today I find myself asking, "what do you have when you take the Public out of a Public Library?"

On March 20<sup>th</sup>, 2020, the County Commission, as a result Governor Justice's Stay-at-home order due to the COVID-19 pandemic did just that. For a while the public still came: to use the WiFi, to play on the playground, to chat on the porch (yes, 6 feet apart). When subsequently the "public campgrounds and parks" were closed, even that trickle abated. The stacks have fallen into the silence of pre 2014. Without patrons to make copies, use the WiFi and computers, borrow and return books and movies, play with the Legos™ and Keva™ planks, and enliven our programs, we have become a warehouse for unread books.

However, this is no time to meditate on Japanese kōans or cogitate on a tree falling in an unmanned forest. The collection still needs cataloged, dust still settles, and grants still require fulfillment as we struggle to reinvent and reshape ourselves to the post-pandemic "new normal." If I allow myself to think too long I become overwhelmed and frustrated to find us back at square one as the result of a few bits of imported DNA/RNA wreaking havoc across the globe. Grateful to be able to work, we catalog and clean, remind ourselves of the "Librarian's Axiom," and prepare for a "grand re-opening," even if it involves the limitations imposed by social distancing.

Throughout history pandemics have shaped politics, crushed revolutions, entrenched racial and economic discrimination, altered the societies they spread through affecting personal relationships, the works of artists and intellectuals, and the environment. Frank M. Snowden, Yale professor emeritus of history said, "Epidemic diseases are not random events that affect societies capriciously and without warning. On the contrary, every society produces its own specific vulnerabilities. To study them is to understand that society's structure, its standard of living, and its political priorities." On a less grand, philosophical scale and considerably closer to home the effects of the COVID-19 pandemic will reshape the way in which Mr. Curry's library serves its community for the foreseeable future. While some services will remain essentially unchanged, others, like programming, will require significant adaptations. Fund raising will be more important than ever as the losses suffered by the Trust will hopefully be recouped albeit slowly. Hopes and plans for a much needed and desired expansion will lie on the drawing board indefinitely. A tremendous amount of effort and energy has gone into reviving the library to a semblance of Mr. Curry's vision. A low din is rising from the community as to when it will be available again. At present, we busy ourselves with the mundane, study, prepare, and explore options with a view to the phoenix as she rises.

"Our passions are the true phoenixes; When the old one is burnt out, a new one rises from the ashes."

Johann von Goethe.





## STRAWBERRY QUILT TICKETS ON SALE

Update: Raffle tickets are on sale now for the Strawberry Quilt being made by the community in support of children's programming. Photo above shows the quilt top designed and assembled by children and adults in our Family Storytime and others. The quilt left the Library just before the COVID-19 forced us to close. The quilting is complete and the quilt is being bound as of this writing. Plans are for it to be raffled off at the Brooks Hill Fair on Saturday, July 25<sup>th</sup> around 3 pm if the Fair can be held. A later date may have to be chosen depending upon relief from COVID restrictions and ticket sales. Tickets are \$1.00 each or 6 for \$5.00. Online sales are available again this year at:

<https://upshurcounty.wv.governmentwindow.com/estore/james-w.-curry-library/library-fees.html>

Funds go to support our Summer Reading Programs and our Santa's Workshop Christmas program

**STAFF REPORT:** The staff is alive and as well as can be expected under the circumstances. Like everyone we are struggling with one aspect or another of the COVID-19's uncharted territory. Making it up as you go is not nearly as much fun as it sounds. We cancelled 22 programs slated for this month and have turned down at least 5 requests for campsites this reporting period. As the Stay-at-home order wears on, patrons are asking when we will reopen, and why can't they come to the library if they can go to Walmart. Some have commented that you don't realize how much you use the place until it isn't available. Others have confided in teachers how much they depend upon the library. Each day I listen to the Governor's press briefing with fingers crossed.

Grant fulfillment has presented unique challenges due to the lockdown. The Coding Club grant from the IMLS and Prenda are pushing for online coding clubs and events. While I agree in principle and will undoubtedly suffer the tech learning curve, it seems rather pointless when so many of the families in our community have limited or no internet access and/or computers (other than smartphones which are not helpful for running the Prenda software). We are exploring no/low-tech options for coding that could be picked up and used at home if we cannot open our doors, at least by appointment. A similar problem has arisen with the Leap Into Science grant, pushing online presentations with only passing "yes, internet access is a problem for some" nod. The library is currently inundated with pumpkin seedlings as we work to fulfill the Wes-Mon-Ty RC&D grant for the garden project. The learning opportunity has largely been lost as we undertake the projects the children would have helped with and been a part of. Hard to teach soil conservation with no students.

We are all still working, thanks to the County Commission and Carrie's efforts on our behalf. To prevent the possibility of a staffing crisis, Darlene and I do not work together. I work Mon-Wed at the library then Thru-Fri at home while Darlene continues her Thur-Sat schedule. Jonathan continues to split his time between the Youth Camp and the Park with mowing season approaching. He has also pressure washed the playgrounds with a bleach solution for the protection of our patrons. A modest selection of books and magazines that do not require return have been placed on the porch in an effort to provide at least some uplifting material through the pandemic.

Much of my time is spent researching technology options to moving our programming online and related webinars. We are in the process of deselecting the VHS tapes, and readying them for the sale we will unfortunately not be able to hold in June due to the imminent cancellation of the Community Building Bluegrass Festival. We do however need the space for the growing DVD and paperback collections. We have built a database of contact information from last year's quilt raffle so when the time is appropriate, we can let folks know about the newest quilt. Whether we can raffle it at the Brooks Hill Fair or not remains to be seen. Cataloging goes on.

As of this writing the WVLC has not come forward with an official statement of best practices for this year's summer reading program. Pam Hissam from Rock Cave Elementary contacted me about this year's program. I assured her of my intention to have a summer reading program in some form or fashion. She indicated that due to changes in the Title 1 program and at RCE, students may not have a choice of academic packets or the library program. We may be the student's only option this year. A most interesting dilemma.

If losses in the Trust were significant in February, they were momentous in March. Needless to say that relegates plans for the much needed expansion to the realm of wishful thinking for the foreseeable future. How that will impact this year's budget remains to be seen. Hopefully the losses will be recouped without loss of services.

After adjusting for staff, we still had over 60 visitors to the library property to use the playgrounds and/or WiFi. With the weather getting better we will see more. The Story Trail has been installed...twice...thanks to the wind.

## Online Story Time & Coronavirus: It's Fair Use, Folks

By Sarah Ostman, ALA Public Programs Office

As your library moves many of its services online in response to the coronavirus pandemic, you may be wondering about the legality of posting recorded story times to your Facebook or YouTube page. The answer lies in "fair use." Fair use is an exception to U.S. copyright law (Section 107) or 17 U.S. Code §107 that allows for the



use of a protected work without permission. What does fair use allow for when it comes to online story time, and how has the pandemic changed what is allowable? We spoke with Carrie Russell, copyright specialist in ALA's Public Policy and Advocacy Office, to understand the finer points.

**First, can you remind us how copyright applies to story time in "normal" — i.e., non-pandemic — times? During a health crisis like the coronavirus pandemic, online story times benefit society more than ever, so it falls squarely within fair use, experts say.**

**Carrie Russell:** Copyright can be frustrating for people who want definitive answers, even with "yes"- or "no"-type questions. The fact is that the law and courts do not explicitly state that either in-person or digital story time is lawful, so we must think about the purpose of the copyright, the mission of libraries, and make a judgment call, often by evaluating the fair use of the activity. I'm going to walk you through the steps of deciphering fair use, but the short answer is: story time is generally covered by fair use, and there is no need for permission or a licensing fee.

Story time is a quintessential service of public and school libraries. Its social benefits are unquestioned as it advances literacy and learning, key by-products of copyright law. When we think of story time that takes place in the library (a public place) before a group of individuals, we are exercising the right of "public performance," an exclusive right of an author, publisher or other rights holder. Fair use tells us whether we can exercise that exclusive right without prior permission and still not be infringing the law. It's hard to imagine that a story book author would say "no, you cannot read aloud" or "it'll cost you a royalty fee," especially when the library has purchased the book. It is accepted across the board that it is not necessary to ask a rights holder if one can read a book aloud to children. A rights holder could deny you to permission to read a book aloud to children, but to do so would work against the objective of the copyright law. We use fair use to assess whether the socially beneficial use outweighs the economic interest of the rights holder. One could also imagine that fundamental rights that librarian's value, such as intellectual freedom, equity of access and free speech, would be dashed if rights holders had that much control over the use of a work.

Fair use helps us determine the lawfulness of certain uses when the answer is not as clear as "live" story time. We consider four factors: 1)The *purpose* of the use; 2)The *nature* of the publication; 3) The *amount* of the work used; 4)The *effect* on the market for the work

Considering story time, the *purpose* of reading the book aloud is to inspire a love of reading and to help children learn how to read. It is a nonprofit use because we do not make money for ourselves by reading aloud. The *nature* of the book refers to whether the work is published and whether the work is fictional or more factual in nature. Unpublished works have not yet been exploited in the market and are considered "more protected" than published works. Fictional works are considered more creative than factual works and more deserving of a "thick" layer of copyright. In our case, the *amount* of the work used is the entire story. In general, using a small portion is more likely fair than using an entire work. And the *effect* on the market is positive because people will be more likely to purchase the work if they hear about it through a story time.

When we balance out our factors and consider which factor or two is more important than the others, we can make a decision. In this situation, the nature of the work (creative) and the amount of the work (the whole thing) are kind of a wash; illustrated story books are always creative, and to read a story from beginning to end is the point of story time. One could not have story time by reading a factual work like a scholarly journal article or by reading a small portion of the work. The first factor, purpose, seems more important than the effect on the market because we have not avoided a sale, assuming the library has purchased the book.

Upon looking at these four factors, we come to the conclusion that reading a book aloud to kids is a nonprofit activity that benefits society, and even if we plan to read the entire book (which is typical for children's stories), the act will likely serve to enhance sales of the book by bringing attention to it. So, story time is covered by fair use, and there is no need for permission or a licensing fee.

**What if that story time is livestreamed or recorded and posted online?** This question is essentially asking if the social benefits of story time are lost if the story time is delivered digitally. The social benefits remain the same regardless of the means of delivery, so it makes sense that digital story time is also fair. Unfortunately, we do not have the same extent of user rights in the digital environment as in the analog environment. Going digital with a use is always trickier,

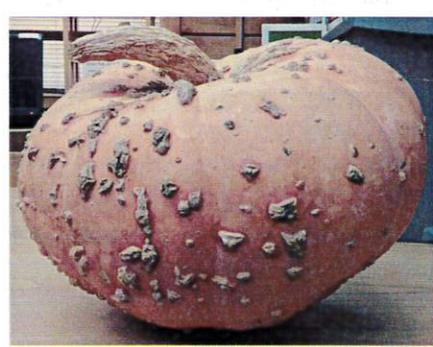
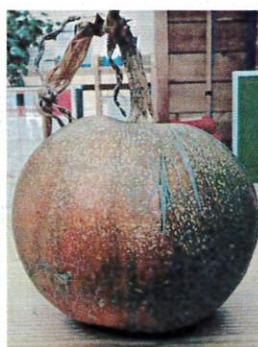
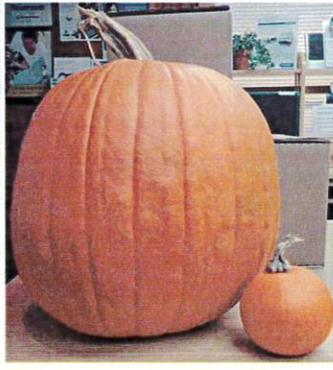
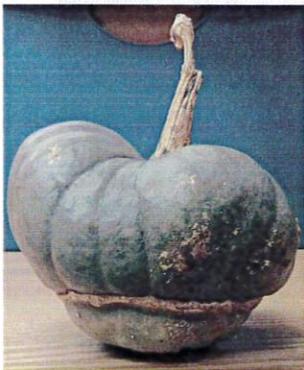
## FY-20 Project Grant Progress Report: James W, Curry Public Library Garden Project

While waiting for fund disbursement last year, we revised our plans based upon the amount awarded. Since we needed to reduce the expense involved, we decided not to purchase landscape timbers and soil. We relocated the planned garden bed to what we hoped would be a better location under the circumstances. The bed (30' x 50') was plowed and left fallow through the winter.

The plot was retilled March, 30<sup>th</sup>, 2020 with a view to planting:

Purchases to date include 20 fence posts purchased 3/11/2020 in the amount of \$84.10 which are being installed as weather permits. We are trying to acquire suitable fencing that will be necessary to prevent deer and varmint encroachment.

Our plan was to have the children start pumpkin seeds which were harvested and saved from pumpkins last fall, indoors in teams with each team sponsoring a different type of pumpkin from those below:



Then COVID-19 forced us to close the Library and Park to the public until further notice. Since our growing season isn't long enough here to direct sow in the ground, the seeds were started on April 7<sup>th</sup>, 2020 by the staff in soil blocks we made. As this is the full moon, it seemed a good time to start the seeds.



In about a week we should know if our seeds are going to germinate. If they don't, we will consider purchasing plants from a nursery, or restarting from purchased seeds. Existing soil will be amended with purchased garden soil as we plant outdoors. We are hoping to get our fencing in and installed before this report goes in, however, the COVID-19 pandemic is creating unique challenges to our project.



Jonathan has purchased 4" x 100" fencing (2), Stargreen pins (2), and Stargreen 3' x100" landscape cloth (5) to begin installing the fencing. High winds and inclement weather may forestall immediate installation. Total cost of these items \$261.32 bringing the total investment in this project to \$345.42 as of 4/13/2020.



Progress of our seeds as of 4/13/2020.

which is unfortunate and often not good public policy.

There are a few spots where copyright can get dicey with digital story time. One is that more people will have access to story time. Some feel that going to a larger audience is a problem, and if story time is recorded or downloaded, people can see and hear the story time repeatedly.

Embellishments like the addition of music may implicate the rights of other rights holders. It's safer to use public domain music or music covered by loose creative commons-type licensing or to skip the music altogether. An exception would be if the music adds significantly to the educational experience of the story time, which would qualify as fair use.

The latest concern is that publishers are now selling story time, so one might argue that one should buy story time in hopes that the revenue would actually go to the author and illustrator of the work. A fair use reading might still apply to digital story time especially if it is limited to the library's patrons and not available to everyone all of the time.

**Does fair use change in a crisis like the one we face now?** A critical thing to know about fair use is that it is, by design, flexible, so it can accommodate a wide variety of circumstances. The courts have not taken up cases that address the use of copyrighted works to minimize a public health crisis. But we can answer that question by again looking at the four factors of fair use — in particular, the first factor of purpose.

In our current situation, the public can't access library materials because of widespread library closures. Social distancing is keeping students out of classrooms, so all learning is taking place online. Parents and caregivers are doing more educating in the home. More than ever, sharing story times digitally benefits society, so it falls squarely within fair use. As April Hathcock, director of scholarly communications and information policy at New York University, said, "fair use is made for just these kinds of contingencies."

**Recently, we've seen children's book authors come forward on social media to give permission for libraries and teachers to share their books digitally. Is their permission needed?** While it's a nice gesture, authors' permission is not required given the exigent circumstances.

**Will the legality of these recordings change after the pandemic ends?** Yes, the fair use argument will not be as strong, but in my opinion it could still be made depending on other circumstances. For example, in some story times, the children engage in part of the public performance by providing aspects or embellishments to the story. For children with disabilities, story time may have to be modified to meet their needs, which would add to a strong fair use argument.

**So, to recap — and with the understanding that you can't give legal advice — how safe is it for libraries to post online story times to their webpages or social media channels at the present time?** There is a growing consensus among copyright experts that posting online story times to continue mission-driven library and educational services during the coronavirus emergency is a fair use. As always, when using protected resources, I recommend that efforts be taken whenever possible to restrict access and further distribution of the storytime to the public.

Ostman, Sarah. "Online Story Time & Coronavirus: It's Fair Use, Folks." *Programming Librarian*, American Library Association Public Programs Office, 2 Apr. 2020, [programminglibrarian.org/articles/online-story-time-coronavirus-it%E2%80%99s-fair-use-folks](https://programminglibrarian.org/articles/online-story-time-coronavirus-it%E2%80%99s-fair-use-folks).

On April 17<sup>th</sup>, I attended a webinar on Copyright in COVID-19 by the Public Library Association. Decisions by publishers are going to be very fluid and change widely over time. One recommendation was to vigorously document uses and decisions as you go in case of future liability issues. Another recommendation was to use books that are in public domain. The social cost of not doing storytimes can be very high. As far as formats go, PLA recommended just reading the book as opposed to scanning the pages and embellishing with music and special effects as a safer approach as mentioned above. Live readings are preferred to recorded readings due to lower risk. While the TEACH Act provides

some relief for teachers, it is highly technical and very narrow in scope. An important tool to limiting liability is limiting access. Given the fluid nature of the situation, it is best to check the publisher's social media page for the latest requirements to obtaining permission to use a book for a digital storytime. The School Library Journal has also provided a list of publishers and their requirements during the COVID pandemic (<https://www.slj.com/?detailStory=publisher-information-directory-copyright-storytime-social-media-permissions-covid-19>). As we move forward with reshaping our summer reading program this year, we are exploring the use of podcasts, YouTube channels, and other digital platforms in order to comply with anticipated social distancing restrictions while still executing a high quality program that has come to be expected at the Curry Library.



# ELKINS ROAD PUBLIC SERVICE DISTRICT

## Agenda

**Meeting** *Regular Monthly Meeting* **Start Time** *4:00 PM*  
**Date** *Tuesday, May 12, 2020* **Place** *P.S.D. Office*  
*4536 Old Elkins Rd, Buckhannon*

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Meeting Called to Order by Chairperson 4:00 PM  
Pledge of Allegiance  
Roll Call Introduce Board of Directors  
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews  
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;  
System Operator-David Wamsley  
Recognize Current Customers  
Approval of March 5, 2020 Regular Monthly Meeting **Vote**  
Approval of Special Meetings - March 5, March 19 & April 29, 2020 - Phase III **Vote**  
Treasurer Report/Payment of Bills for May/bal of April Invoices **Vote**

### ITEMS FOR DISCUSSION

**WVCoRP Renewal for 20-21** **Vote**  
Review and Approve

**Website Online Pay Options** **Vote**  
Review and discuss

**WVRWA 2020 Conference August 15-19, 2020** **Vote**  
Approval/Attendees

**Phase III Extension Project Update** **Vote**  
Invoice payment approval  
Update on Project Contracts

**Maintenance Report**  
In-house Meter Reading  
Gormley Booster Station

**Date & Time of June 2020 Meeting - Tuesday, June 2, 2020 @ 5:30 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!!!! ☺ )**

# UPSHUR COUNTY SENIOR CENTER

**TO:** Upshur County Senior Center Board of Directors

**FROM:** Sarah Campbell/Ransom Hackett

**MEETING:** Senior Center Board of Directors

**DATE:** May 13, 2020

**TIME:** 12:00 PM

**PLACE:** Conference Call (Coronavirus Measures in Place)

**Lunch:** 11:30 in Nutrition Site

Minutes Attached

Director's Report Attached

Finance Report Attached

## AGENDA

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Directors Report**

**Public Comments**

**Financial Report**

**Previous Business**

Bylaw Amendment

Meals on Wheels Adoption

**New Business**

Lighthouse/FAIR NGA

Lighthouse/FAIR Revised Budget

Purchase of Supplies for Kitchen

**Personnel Matters**

**Next Meeting**

**Adjournment**

# ***Buckhannon-Upshur Airport Authority Agenda***

***Buckhannon-Upshur Airport Authority–Virtual Meeting via Telephony or ZOOM <sup>1</sup>  
Thursday, May 14, 2020 at 4:00 pm***

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- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President’s Report – Rich Clemens
    - Past Due Accounts – status
    - 2020 West Virginia Aviation Conference – cancelled due to corvid-19
    - Webinar for Eligible Organizations hosted by WV Surplus - report
    - RFP for network services – evaluation status & recommendation
    - Dusty (DOH) potential truck a 2010 Ford F-350(gas) with 180,000 miles for \$6100.00 (no snowplow package, but available)
  - Treasurer’s Report – Phil Loftis, Treasurer
    - Report CARES Act Briefing Tuesday, April 14, 2020
  - Secretary’s Report – Brian Huffman, Secretary
  - Engineering Reports – Melissa Defibaugh, Chapman/Technical
    - Update on status of AIP grant and project bid results
  - Operations – Jamie Wilt, Jennifer Powers
    - Received letter for a new AWOS maintenance service
    - Update fuel prices JetA and AVGas?
    - Hangar repairs – update and status
- 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:
  - New hangar space requests/applications/updates
  - W22 Network RFP selection and approval
- 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 ([secretary@flyW22.com](mailto:secretary@flyW22.com) or 304-439-8421) 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 and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.**

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

# Notice of Meeting

\*\*\*\*\*

for

## Upshur County Fire Board, Incorporated

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

**Location:** Upshur County Administrative Annex, Suite 101, 91 W. Main Street

**Date:** Tuesday, May 19, 2020

**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---March 17, 2020

Public Questions/Comment Period

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

- Cumulative report
- Folding Machine training update
- New Printer update
- Work from home/Laptop
- Night deposit box
- Advertisement for online payments

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 3/31/2020---\$85,505.11
- Bank Statement---Checking Account Balance as of 4/30/2020---TBD prior to meeting
- Disbursement from Chief Tax Deputy for February---\$6,210.31
- Disbursement from Chief Tax Deputy for March---TBD prior to meeting

Payment of Bills/Invoices

- Software Systems---Invoice #33701---Maintenance Charge March---\$206.00
- Software Systems---Invoice #33797---Maintenance Charge April---\$206.00
- Upshur County Commission---Reimbursement---Payroll---January-March 2020---\$5835.06

Discussion/approval of 3<sup>rd</sup> disbursement of 2019 Fire Fee funds

Discussion/approval of Copier reassignment

Discussion/approval of 2021 WVCoRp Proposal for insurance coverage

Discussion of term expiration of the first terms of Linn Baxa and Larry Alkire on June 30, 2020.

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---June 16, 2020---Adjournment

**Adrian Public Service District**

March 6, 2020

Monthly Board Meeting



Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody, and Eric Brunn.  
Visitors: none

All motions were unanimous unless otherwise noted.

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

Minutes of the February 6<sup>th</sup> meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented – Motion to pay was made by Kelly, second by Carolyn.

**Old Business**

- Phase VIII- Board looked at the proposed extensions in Phase VIII carefully as to narrow down what sections of the extension are essential and what is not essential. Lindsey will gather data on the extensions before the board makes any changes on Phase VIII.

**New Business**

- None

**Items for Discussion/Action/Approval**

- Paul made a motion to approve the 2020-2021 budget prepared for us by Bennett & Dobbins. Kelly second the motion.
- The board discussed the new PSC General Order No. 183.11 on how the Commission is changing its method of calculating an adequate cash working capital reserve.

**Maintenance – Eric**

- Fixed a service leak at Hinkle Glass Rd.
- The front drive shaft was replaced in Ed's 2017 truck that was still under warranty.
- The high pressure blow off valve was replaced inside the Arlington booster station.
- The wiring was replaced from French Creek tank solar panel to the telemetry box due to exterior corrosion.
- The 100 amp fuse block at the Carter station was replaced.
- Three new taps to install this month.

**Office Report**

- Business as usual

The meeting adjourned at 4:00 pm. Next regular meeting will be April 2, 2020 at 3:00 pm.

Board of Directors

  
Paul Spencer, Chairman

  
Carolyn Douglas, Vice Chairman

  
Kelly Arnold, Sec., Treas.

**Upshur County Solid Waste Authority**  
**Board of Directors Meeting**  
***MINUTES***  
**March 9, 2020**

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 (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on March 9, 2020.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, G. Paul Richter, James S. "Jay" Hollen, III, and Director Burl Smith. Jacqueline (Jackie) McDaniels participated by telephone. A quorum was present. There were two guests, Jeff Wamsley, Supervisor of the City of Buckhannon Waste Collection Department and JP Phillips, General Manager of Mountain State Waste.

Minutes of the February 10, 2020 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Paul and second by Mary. Motion carried. The minutes were signed by the Chair and Director.

The Financial Report for February was presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering February, 2020 were presented. The ending balances for the accounts are as follows:

• REAP Account	\$ 1,297.13
• SWMB Account	\$ 7,556.11
• Money Mkt Account	\$ 19,557.03
• Operating Account	\$ 14,964.71

A motion to accept by Paul and seconded by Mary. Motion carried.

**Director's Report:**

Burl Smith presented a written copy of the Director's Report for the Period from February 11, 2020 to March 9, 2020, a copy of which is attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

**Recognition of Guests:**

Jeff Wamsley informed the board about activities undertaken at the direction of the Waste Collection Board concerning recycling at Crossroads Recycling Center next to Walmart. Many problems with contamination and improper recycling are occurring at that site. The Waste Collection Board directed that an extensive education effort be made by having an employee man the facility during the day and contact each person using the facility as the recycled materials are placed in the bins, all to assure that things were done properly. Also, bins are segregated to assure that bins used during manned hours are kept separate from unmanned hours. This program is to continue through at least the end of the month. Jeff reported that contamination remained a problem during unmanned hours. The Waste Collection Board at the April meeting will be considering changes to the recycling program.

JP Phillips reported that Mountain State Waste will again participate in the Free Day for residential customers as part of Upshur Make It Shine for Upshur County. This will be from 8-12 on

Saturday April 25<sup>th</sup> at Banks District VFD in Rock Cave. JP also reported on HB 4587 which was passed in the Legislature and awaits the Governor's signature. The major part of this bill is that waste haulers may pass along a percentage increase each year as tied to a national cost index without formal WV PSC approval as is presently required.

#### Old Business:

- **Personnel, Director Replacement---**

In accordance with the direction from the February 10, 2020 UCSWA Board meeting, Joyce contacted Belinda Lewis, the applicant for the Director position of the UCSWA meeting and an interview was held on Tuesday, February 18, 2020 at 4:30 PM at the UCSWA office on Mudlick Road, Buckhannon, WV. The Director position job responsibilities and compensation were explained and a question and answer session by the applicant and board members took place. The applicant explained that she is currently employed fulltime and that the part time Director position would be an addition to her current job. After discussion the Board told the applicant that at the March 9, 2020 Board meeting her employment would be considered.

A motion by Jackie to employ Belinda Lewis of 152 Saratoga Drive, Buckhannon, WV 26201 as an Assistant Director of the Upshur County Solid Waste Authority effective this date with an average of 12 hours per week at an hourly rate of \$15.00 per hour; with the Assistant Director being trained by the present Director, Burl Smith, through the end of June, 2020 at which time Belinda will become the Director at the Director's salary (\$17.50/hr at 12 hrs/week) and Burl will retire; and, with the additional expenditure coming from the Operating Account and being up to \$4000.00 of additional expenditure for FY 2020. The motion was seconded by Mary. The motion carried unanimously.

Burl was instructed to notify both the applicant and the Upshur County Commission and to comply with the necessary paperwork with the Upshur County Commission in order to add Belinda to the payroll.

- **April Make It Shine Planning & Brochure Planning**—Burl reported that they were unable to get the brochure photo as reported at last meeting but that the brochure had been taken to Ralston Press for printing. The dates for delivery to the Post Offices in Upshur County are March 30<sup>th</sup> and March 31<sup>st</sup>.

#### New Business:

- **FY 2021 SWMB Grant Application**—Burl presented a list of items to be included in the grant application totaling \$10,300.00. The board suggested no other items to be included with the application. The application is due April 30, 2020. Burl will work with new employee Belinda Lewis to have the final application available at the April 13, 2020 meeting.
- **Junior Conservation Camp Sponsorships, 6/15-19/20, Cedar Lakes**— Jackie had emailed the procedure to Joyce for making the sponsorships available to B-U Middle School students. Copies of the email were made available at the Board meeting. Joyce will follow through with this and report back at the next Board meeting.
- **B-U Middle School Spring Poster Contest**— Jackie had emailed the procedure to Joyce for making the contest available to B-U Middle School students. Copies of the email were made available at the Board meeting. Joyce will follow through with this and have the posters available for judging at the April Board meeting.

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**Board Member Items:**

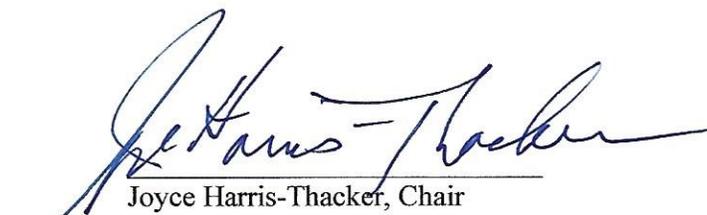
None.

With no further business, the meeting adjourned at 6:00 PM.

Respectfully Submitted,



Burl J. Smith, Director  
March 9, 2020



Joyce Harris-Thacker, Chair

Signature Copy to be maintained in the UCSWA Office)

**The Director's Report is attached on Pages 4 of 4.**

**Board Member Items:**

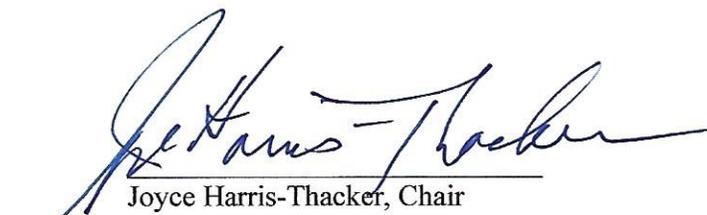
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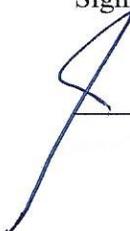


Burl J. Smith, Director  
March 9, 2020



Joyce Harris-Thacker, Chair

Signature Copy to be maintained in the UCSWA Office)



**The Director's Report is attached on Pages 4 of 4.**

# UPSHUR COUNTY SOLID WASTE AUTHORITY

## DIRECTOR'S REPORT---Burl Smith

Period from February 11, 2020 to March 9, 2020

### Activities include:

- Prepared and distributed by email the minutes of the 2/10/20 meeting.
- Checked [upshurwa@yahoo.com](mailto:upshurwa@yahoo.com) email daily.
- Checked mail at Post Office 2 or more times per week.
- Received email of Direct Deposit to Operating Account of SWMB Assessment check (\$2115.99) on 2/21/20. I made copies of the notice and put in file.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for February 2020. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current Grants.
- Prepared checks for payment of bills for the March meeting.
- Cleaned office.
- Prepared Agenda and meeting package for the 3/9/20 meeting. Posted Agenda on the office window and emailed to UCSWA Board, Upshur County Commission, press, etc.
- Pickup of litter at Crossroads Recycling Center was not done this month.
- I received notification that the Board had interviewed the lone applicant for the Director position and that the Board would consider the hire at the March meeting. This was put on the meeting agenda, I contacted the Upshur County Administrator and found out the paperwork to add a new hire to the UCC payroll. I notified the Board by email.
- I found out that the City staffed the Crossroads Recycling Center from 2/10/20 - 2/28/20 to make sure recycling was being done properly. We anticipate a report from Jeff Wamsley of the City at our next Board meeting.
- Continued preparation for April Make-It-Shine and EDDM mailing brochure. I took the information to Ralston Press for the brochure preparation. I anticipate taking the brochures to the Upshur County Post offices on March 30 & 31 for mailing to all Upshur County postal addresses.

*Thanks—Burl*