

## Upshur County Commission Meeting Agenda

Location: With the exception of employees, the meeting will be held telephonically due to COVID-19. News outlets and the public are encouraged to utilize the livestreaming and conference line.

Please dial 1-800-719-6100, 1-717-275-8940 or 1-712-832-8330 Access Code: 898 8882 to enter the conference call. The Meeting will also be livestreamed on Channel 3's Youtube site [youtube.com/ch3buckhannon](https://www.youtube.com/ch3buckhannon) and Facebook [facebook.com/ch3buckhannon](https://www.facebook.com/ch3buckhannon)

Date of Meeting: September 10, 2020

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

- September 3, 2020
- September 7, 2020 – Emergency Meeting

9:30 a.m. Overview of new Upshur County website

10:00 a.m. Consider Recommendation to Remove the Fiduciary Commissioner for the Estate of Steven M. Casto, deceased. Page 4

10:15 a.m. Hearing for the Estate of Shirley A. Martin (*parties involved may attend in person*) – Consider Petition for Removal of Executrix Under separate cover

11:30 a.m. Meeting with Elected Officials to further discuss continued operations as they relate to COVID 19

### Items for Discussion / Action / Approval:

1. Approval and signature of the Community Development Block Grant Amendment No. 2 extending the contract period necessary to complete the Elkins Road PSD Phase III Water System Improvement Project. \* Page 5
2. Approve Election Officials, Alternates, and Emergency Ballot Commissioners for the November 3, 2020 General Election. \* Under separate cover
3. Correspondence from Shanna Collins expressing an interest in the vacant position on the James W. Curry Library/Park Advisory Board, effective immediately. Upon approval, this term will end on December 31, 2020. \* Page 6
4. Correspondence Carrie L. Wallace, County Administrator, requesting the transition of Shelia Adams's temporary employment to a full-time position as an Administrative Assistant in the Commission Office, effective September 13, 2020 at her current rate of pay. \* Page 7  
*Item may lead to Executive Session per WV Code §6-9A-4*
5. 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. Upshur County Building Permits for the month of August, 2020 Page 8-11
2. Upshur County Mileage Reports – July, 2020 Page 12-21
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
3. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
    - Upshur County Senior Center September 9, 2020 Page 22
    - Buckhannon-Upshur Airport Authority September 10, 2020 Page 23
    - Upshur County Fire Board, Inc. September 15, 2020 Page 24
  - c) Meeting Minutes:
    - Elkins Road PSD August 4, 2020 Page 25-27
    - Adrian PSD August 6, 2020 Page 28
  - d) Meetings:
    - 10/06/20 5:30 p.m. Elkins Road PSD
    - 10/06/20 4:00 p.m. Hodgesville PSD
    - 09/03/20 7:00 p.m. Banks District VFD
    - 09/03/20 7:00 p.m. City Council of Buckhannon
    - 09/03/20 7:00 p.m. Selbyville VFD
    - 09/14/20 12:00 p.m. Upshur County Family Resource Network
    - 09/14/20 4:30 p.m. Upshur County Solid Waste Authority
    - 09/14/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
    - 09/07/20 6:00 p.m. Lewis-Upshur Community Corrections Board – Lewis Co.
    - 09/08/20 7:30 p.m. Adrian VFD
    - 09/03/20 6:00 p.m. Buckhannon-Upshur Board of Health
    - 09/16/20 7:00 a.m. Upshur County Development Authority – Executive Board
    - 09/09/20 12:00 p.m. Upshur County Senior Center Board
    - 09/09/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
    - 09/09/20 7:00 p.m. Warren District VFD
    - 09/03/20 3:00 p.m. Adrian PSD
    - 09/09/20 3:00 p.m. Tennerton PSD
    - 09/10/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board

- 09/10/20 7:30 p.m. Buckhannon VFD
- 09/10/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 09/17/20 6:30 p.m. Upshur County Youth Camp Board
- 09/20/20 6:00 p.m. Washington District VFD
- 09/21/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 09/16/20 4:00 p.m. Upshur County Public Library Board
- 09/18/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 09/15/20 6:30 p.m. Upshur County Fire Board, Inc.
- 09/22/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 09/09/20 7:00 p.m. Ellamore VFD
- 09/16/20 12:00 p.m. Lewis Upshur LEPC
- 09/17/20 2:00 p.m. Upshur County Farmland Protection Board
- 09/23/20 10:00 a.m. James W. Curry Advisory Board
- 09/28/20 7:00 p.m. Upshur County Fire Fighters Association
- 09/09/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 09/11/20 11:00 a.m. Region VI Local Elected Officials

#### 4. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative
- James W. Curry Advisory Board (unexpired term ending 12/31/2020)

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

#### Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
 September 17, 2020 --- 9:00 a.m.  
 Upshur County Courthouse Annex

In Re: The Estate of Steven M. Casto, deceased

**RECOMMENDATION TO REMOVE FIDUCIARY COMMISSIONER**

Now comes the undersigned Clerk of the County Commission and recites the following **FACTS**:

1. On July 30, 2019, David H. Coffman, Sheriff of Upshur County was appointed as Curator for the Estate of Steven M. Casto, deceased, at which time, Daya Masada Wright was appointed as Fiduciary Commissioner.
2. On November 21, 2019, the Upshur County Commission ordered that the Last Will and Testament bearing the date July 16, 2019 be admitted for probate.
3. On November 25, 2019, the aforementioned Last Will and Testament was admitted for probate; Jackie Sponaugle, the Executrix name in the Will, duly and regularly qualified as Executrix, without bond; with Daya Masada Wright remaining as appointed Fiduciary Commissioner.
4. On January 27, 2020, the Appraisement of Assets was filed with probate assets totaling One Hundred Twenty Seven Thousand Three Hundred Sixty-Six Dollars (\$127, 366.00).
5. On June 11, 2020, Fiduciary Commissioner, Daya Masada Wright, requested removal as the Fiduciary Commissioner citing that the services of the same are no longer statutorily required.

Therefore, it is hereby **RECOMMENDED** that:

1. Daya Masada Wright be removed as Fiduciary Commissioner for the Estate of Steven M. Casto, deceased.

ENTERED: August 24, 2020

Carol J. Smith

Carol J. Smith  
Clerk of the Upshur County Commission  
Upshur County, West Virginia



Community Development Block Grant  
(CDBG)  
**Grant Amendment No. 2**

West Virginia Development Office  
1900 Kanawha Blvd. East  
Building 3, Suite 700  
Charleston, WV 25305

Subrecipient Information		State Accounting Information	
Name:	Upshur County Commission	Major Program:	CDBG
Address:	Courthouse Annex, 38 West Main St., Suite 101, Room 302, Buckhannon, WV 26201	Program:	CDBGGRANTS
FEIN:	55-6000406	Oasis Grant Award Number:	17*3858
DUNS:	028608099	Oasis Vendor Number:	212313

Amendment No. 2 – Description of Change
This amendment will extend the contract period necessary to complete the project.

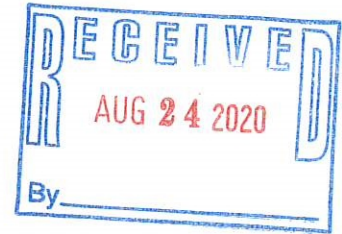
Federal Award Information		Pass-through Award Information	
Federal Awarding Agency...	Department of Housing and Urban Development (HUD)	Pass-through Awarding Agency...	Commerce – WV Development Office
CFDA Number and Name....	14.228 – Community Development Block Grant	Subaward Project Number.....	16SCBG0008
R&D Award.....	No	Period of Performance.....	12/13/2016 - 06/30/2018
		<b>Amended</b> Period of Performance	<b>12/13/2016 – 06/30/2021</b>
<b>PY2016 Funds</b>		<b>PY2016 Funds – PPC-B16</b>	
FAIN.....	B16DC540001	Funds Obligated by This Action.....	N/A
Federal Award Date.....	9/19/2016	Total Funds Obligated.....	\$283,434
Total Federal Funds Available.....	\$12,520,351		
<b>PY2017 Funds</b>		<b>PY2017 Funds – PPC-B17</b>	
FAIN.....	B17DC540001	Funds Obligated by This Action.....	N/A
Federal Award Date.....	10/19/2017	Total Funds Obligated.....	\$1,216,566
Total Federal Funds Available.....	\$12,288,766		
		<b>Total Federal Funds Committed to Project...</b>	<b>\$1,500,000</b>

Notice of Grant Amendment
This amendment is made and agreed upon by the WV Department of Commerce and by the Subrecipient listed above pursuant to the CDBG funds under Title I of the U.S. Housing and Urban Development Act of 1974 (Public Law 93-383), as amended. In all other respects, the agreement of which this is an amendment to shall remain in full force and effect.

Terms of Acceptance	
By accepting funds under this Amendment, the subrecipient agrees to comply with all terms and conditions in the Agreement; all assurances and certifications made in the Agreement; and all applicable federal statutes, regulations, and guidelines. The subrecipient agrees to administer the funded project in accordance with the Agreement and budget(s), supporting documents, and other representations made in support of the Agreement.	
<b>For the Pass-Through Entity:</b>	<b>For the Subrecipient:</b>
Authorized Signature _____ Date _____	Authorized Signature _____ Date _____
Jennifer Ferrell, WVCAD Director	
Print Name / Title	Print Name / Title
304-558-2234	
Phone	Phone
Jennifer.L.Ferrell@wv.gov	
Email	Email



FROM  
Shanna Collins



August 18, 2020

Carrie Wallace  
County Administrator  
91 West Main Street  
Buckhannon, W.V. 26201

Dear Carrie,

I'm writing a letter of interest in regards to the unfortunate opening on the James W. Curry Public Library advisory board. I was made aware of the opening at one of my recent trips to the library and decided to express my interest.

The library is and has been a special place for my kids and I for the past several years. I would like to become a part of the advisory board so that I can have a voice in upcoming matters, pertaining to the library. I love all the things that the library has offered my family and feel that I could be helpful in future discussions and decisions.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely yours,

Shanna Collins


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**INTEROFFICE MEMORANDUM**

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**TO:** UPSHUR COUNTY COMMISSION  
**FROM:** CARRIE WALLACE, COUNTY ADMINISTRATOR   
**SUBJECT:** REQUEST FOR FULL-TIME EMPLOYMENT OF ADMINISTRATIVE ASSISTANT  
**DATE:** SEPTEMBER 10, 2020  
**CC:** DEBBIE HULL, BOOKKEEPER

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Commissioners,

I respectfully request the transition of Shelia Adams's temporary employment to a full-time position as an Administrative Assistant in our office at the rate of \$12.00/hour effective Sunday, September 13<sup>th</sup>.

As you are aware, Ms. Adams volunteered in our office for a year before beginning her temporary full-time employment in June to assist with our increased work load due to COVID-19. Ms. Adams has been of great assistance helping with those duties as well as general office tasks. She comes with years of experience in county government and has therefore required little training. Having a third person in our office has been a benefit to all involved as our office is now staffed at all times when Tabatha and I are required to be out of the office for various work-related obligations. Previously, there was a shared part-time Administrative Assistant to the Commission and Addressing & Mapping Office which was eliminated due to budgetary shortfalls in 2014. Over the last six years we have significantly increased the responsibilities of our office and COVID-19 has only enhanced our work load, which has solidified the immediate need for the full-time position.

This expense will continue to be charged to the Governor's COVID-19 Block Grant through December 30, 2020 as Ms. Adams' duties include COVID-19 related tasks, the need for the position is a result of COVID-19 and was not budgeted as of March 27, 2020.

I greatly appreciate your consideration of this request and I am available to answer any questions you may have.

Thank you.

**UPSHUR COUNTY BUILDING PERMITS**  
**AUGUST 1, 2020 - AUGUST 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
8/3/2020	8224	4961	HAMLIN, DANNY SR	358 TILLMAN LN, BUCKHANNON, WV 26201	\$200.00	\$15.00		CHECK	8' X 10' SHED	SELF	
8/3/2020	8225	9697	PERRY, DANIEL J	1807 TENMILE RD, TALLMANSVILLE, WV 26237	\$2,600.00	\$15.00		CASH	NEW METAL ROOF	SELF	
8/3/2020	8226	10936	GOLDEN, MARVIN W AND PENELOPE S	16683 GARRETT HWY, OAKLAND, MD 21550	\$2,000.00	\$15.00		CASH	SHINGLE ROOF ON HOUSE	SELF	
8/3/2020	8227	6435	JOHNSTON, EDWARD	2038 FRENCHTON RD, FRENCH CREEK, WV 26218	\$10,000.00	\$15.00		CASH	28' X 40' POLE BUILDING	SELF	
8/4/2020	8228	81925	UNIVERSAL LAND ACQUISITIONS (PAUL BUTERA)	154 RILEY HEIGHTS RD, BUCKHANNON, WV 26201	\$800.00	\$15.00		CHECK	NEW APARTMENT	SELF	
8/4/2020	8229	NEW	YOUNG, STANLEY R	PO BOX 128, FRENCH CREEK, WV 26218	\$50,000.00	\$15.00		CHECK	40' X 34' HOUSE	SELF	
8/4/2020	8230	NEW	FORTNEY, KELCEE	3727 OLD WESTON RD, BUCKHANNON, WV 26201	\$2,300.00	\$15.00		CHECK	14' X 70' TRAILER	SELF	
8/5/2020	8231	N/A	ELKINS ROAD PSD	4536 OLD ELKINS RD, BUCKHANNON, WV 26201	\$2,067,370.00	\$15.00	\$2,067.37	OL	ELKINS ROAD PSD CONTRACT #4, WATER DISTRIBUTION SYSTEM EXTENSIONS	CHOJNACKI CONSTRUCTION INC, PO BOX 22, HAMLIN, WV 25523	PARTIALLY IN FLOODPLAIN; CONDITIONAL
8/5/2020	8232	NEW	ELKINS ROAD PSD	4536 OLD ELKINS RD, BUCKHANNON, WV 26201	\$450,000.00	\$15.00		OL	NEW OFFICE BUILDING FOR ELKINS ROAD PSD	PRO CONTRACTING INC, PO BOX 90, LOST CREEK, WV 26385	
8/5/2020	8233	NEW	MEESE, LAURA	13 ELIZABETH ST, BUCKHANNON, WV 26201	\$7,000.00	\$15.00		CHECK	14' X 40' BUILDING FOR HOME	SELF	
8/5/2020	8234	81926	LOUDIN, ANDREW S	35 TESSLYNN DR, BUCKHANNON, WV 26201	\$200,000.00	\$15.00		CHECK	2,000 SQ FT HOME CONSTRUCTION	SELF	
8/5/2020	8235	NEW	TOMBLYN, JAMES AND SHARON	PO BOX 128, LORENTZ, WV 26229	\$190,000.00	\$15.00		CHECK	60' X 28' MODULAR HOME	MIDDLETOWN HOMES, 8 COMMERCE BLVD, BUCKHANNON, WV 26201	
8/5/2020	8236	6934	PETROSKY, DIANNA LYNNE	132 JACK ACRES RD, BUCKHANNON, WV 26201	\$3,835.00	\$15.00		CHECK	10' X 16' CUSTOM BUILT QUAKER OUT BUILDING	SELF	
8/6/2020	8237	10083	PARSONS, DONALD	485 OLD MILL RD, FRENCH CREEK, WV 26218	\$4,000.00	\$15.00		CHECK	ADD BATHROOM IN HOUSE	SELF	
8/6/2020	8238	6413	SIMMONS, KEVIN	2797 FRENCHTON RD, FRENCH CREEK, WV 26218	\$5,000.00	\$15.00		CHECK	NEW METAL ROOF ON HOUSE	K & L BUILDERS LLC, 2883 BEECHTOWN RD, FRENCH CREEK, WV 26218	FLOODPLAIN; ROOF ONLY
8/6/2020	8239	10161	BRYANT, R EDGAR	3686 ALEXANDER RD, FRENCH CREEK, WV 26218	\$12,000.00	\$15.00		CHECK	REMODEL BATHROOM	K & L BUILDERS LLC, 2883 BEECHTOWN RD, FRENCH CREEK, WV 26218	
8/10/2020	8240	NEW	ABEL, VICKI	40 VICKSBURG RD, BUCKHANNON, WV 26201	\$7,000.00	\$15.00		CASH	12' X 36' BUILDING FOR HOME	SELF	
8/10/2020	8241	NEW	CLEAVENGER, BETHANY	235 COTTONWOOD DR, BUCKHANNON, WV 26201	\$20,000.00	\$15.00		OL	SINGLE WIDE MANUFACTURED HOME	SELF	



8/10/2020	8242	11045	FOSTER, ANITA	106 RICHWOOD ST. BUCKHANNON, WV 26201	\$20,000.00	\$15.00	OL	16' X 28' ADDITION WITH BASEMENT TO EXISTING HOUSE; REMODEL INSIDE OF EXISTING HOUSE	SELF	
8/10/2020	8243	NEW	LEWIS, CHERYL	9776 ALEXANDER RD. FRENCH CREEK, WV 26218	\$75,000.00	\$15.00	OL	30' X 40' CABIN	SELF	
8/11/2020	8244	81928	FRYE, KARI	22 MEADOW ST. BUCKHANNON, WV 26201	\$120,000.00	\$15.00	OL	INSTALLATION OF MANUFACTURED HOME	CLAYTON HOMES, PO BOX 398, BUCKHANNON, WV 26201	
8/12/2020	8245	11144	KIMBLE, SHERYL J	589 BAILEY RIDGE RD. BUCKHANNON, WV 26201	\$69,550.00	\$15.00	CHECK	28' X 48' HOUSE	TWIN OAKS HOME SALES LLC, PO BOX 2340, BUCKHANNON, WV 26201	
8/12/2020	8246	81828	CESARO, JAMES N	245 DEATON RD. MT GILEAD, NC 27306	\$2,000.00	\$15.00	CASH	8' X 12' STORAGE BUILDING; 8' X 24' PORCH; ROOF OVER MOBILE HOME	SELF	
8/12/2020	8247	12045	SINES, ELLEN	3626 MT UNION RD. BUCKHANNON, WV 26201	\$8,000.00	\$15.00	CHECK	8' X 4' SIDE BUILDING; 12' X 16' SHED BUILDING; 8' X 24' ATTACHED PORCH	SELF	
8/12/2020	8248	NEW	MALCOLM, MICHAEL DAVID	385 LICK RUN RD. BUCKHANNON, WV 26201	\$3,000.00	\$15.00	CASH	SETTING UP CAMPER AS RESIDENCE	SELF	
8/13/2020	8249	80446	HOLLEY, ANTHONY	58 SUNNY ACRES DR. FRENCH CREEK, WV 26218	\$40,000.00	\$15.00	OL	20' X 30' ADDITION	SELF	
8/13/2020	8250	1151	BOSLEY, HERB	1077 TETER RD. BUCKHANNON, WV 26201	\$15,000.00	\$15.00	CHECK	NEW SHINGLE ROOF ON HOUSE AND DETACHED GARAGE; NEW VINYL SIDING ON HOUSE	LEIGH ENTERPRISES, 31 CRESCENT AVE, BUCKHANNON, WV 26201	FLOODPLAIN; ROOF AND SIDING ONLY
8/14/2020	8251	NEW	DEMASTES, VICTORIA	137 GRASSY RUN RD, TALLMANSVILLE, WV 26237	\$3,000.00	\$15.00	OL	CAMPER FOR DWELLING	SELF	
8/14/2020	8252	13810	GODFREY, OVELLA	450 W VICTORIA ST, BUCKHANNON, WV 26201	\$4,200.00	\$15.00	CHECK	METAL ROOF	SELF	

TOTAL	TOTAL	TOTAL
\$3,393,855.00	\$435.00	\$2,067.37

**UPSHUR COUNTY BUILDING PERMITS**  
**AUGUST 16, 2020 - AUGUST 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	
8/17/2020	8253	8304	MILLS, MELODIE	28 PARLEY LN, BUCKHANNON, WV 26201	\$4,500.00	\$15.00		OL	SIDING, METAL ROOF, AND GARAGE DOOR ON BUILDING	SELF	
8/17/2020	8254	6628	HUMPHREY, TROY L	60 HESPER RD, BUCKHANNON, WV 26201	\$3,000.00	\$15.00		CASH	12' W X 27'11" L X 22' H ADDITION TO HOME	SELF	
8/18/2020	8255	81936	WOODY, TIMOTHY A/PAMELA G	3310 OLD ELKINS RD, BUCKHANNON, WV 26201	\$404,000.00	\$15.00		CHECK	75' X 62' SINGLE STORY HOUSE; 28' X 36' WORKSHOP; 28' X 48' BARN; 14' X 14' OUTBUILDING; 8' X 16' GOAT PEN	SPOITLOE CONSTRUCTION, 152 MAHER RD, TALLMANSVILLE, WV 26237	
8/18/2020	8256	9356	SHEFF, CINDY	138 PANORAMA DR, FRENCH CREEK, WV 26218	\$500.00	\$15.00		CHECK	8' X 8' DECK WITH ROOF, STAIRS AND HANDICAP RAMP	SELF	
8/18/2020	8257	1905	GREER, MICHAEL	276 CAMP RD, BUCKHANNON, WV 26201	\$4,000.00	\$15.00		CASH	METAL ROOF	SELF	
8/20/2020	8258	7117	LOUGH, PHILIP & VICKY	119 FOXMILL DR, BUCKHANNON, WV 26201	\$18,000.00	\$15.00		CHECK	REPLACEMENT WINDOWS AND REPLACE DECK	SELF	
8/20/2020	8259	80960	MICROSYSTEMS WORLD CNC	PO BOX 2547, BUCKHANNON, WV 26201	\$41,912.00	\$15.00		OL	24' X 40' GARAGE WITH 12' CEILINGS AND 10' X 10' GARAGE DOORS (X3); MAIN DOOR (X1); GUTTERS	HEFLIN CONTR INC, 1017 RIVER RD, CLARKSBURG, WV 26301	
8/20/2020	8260	11955	MULLEN, TOM	434 CROSSWINDS LN, BUCKHANNON, WV 26201	\$35,000.00	\$15.00		CHECK	36' X 56' POLE BARN WITH 10'W OPEN LEAN-TO IN BACK; 12' X 24' COVERED PORCH	SENSENG CONTRACTING LLC, 13 BIRCH LN, JANE LEW, WV 26378	
8/20/2020	8261	5338	HARMAN, GARY	244 HANCOCK RD, BUCKHANNON, WV 26201	\$3,000.00	\$15.00		CASH	12' X 24' SHED AND RETAINING WALL	SELF	
8/24/2020	8262	80080	STURM, JOHN TYLER AND KAROLINE E	321 WENTZ FORD RD, BUCKHANNON, WV 26201	\$300,000.00	\$15.00		CHECK	44' X 32' NEW HOME WITH 32' X 41' ATTACHED GARAGE	RON HURST CONST INC, PO BOX 1051, BUCKHANNON, WV 26201	
8/24/2020	8263	NEW	JOHNSTON, KENNETH	8123 OLD ELKINS RD, BUCKHANNON, WV 26201	\$40,000.00	\$15.00		CASH	32' X 50' NEW HOME	SELF	
8/24/2020	8264	16858	LOUK, PAUL AND DONNA	PO BOX 151, HUTTONSVILLE, WV 26273	\$10,000.00	\$15.00		CASH	12' X 30' ADDITION	SELF	
8/25/2020	8265	81549	TAPSCOTT, MICHAEL & LEGEND	447 LITTLE PECKS RUN RD, VOLGA, WV 26238	\$7,600.00	\$15.00		CHECK	12' X 28' WOODEN SHED	SELF	
8/25/2020	8266	7786	HUNT, CATHERINE	314 VICKSBURG RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		CHECK	METAL ROOF ON GARAGE	TWISTED WIRE ELECTRICAL SERVICES, 320 BUSH RUN RD, FRENCH CREEK, WV 26218	
8/26/2020	8267	81891	CAREY, SCOTT A	441 GRAND AVE, BRIDGEPORT, WV 26330	\$150,000.00	\$15.00		CHECK	28' X 52' NEW HOME	ROY'S HOME SALES, 2741 HARRISON AVE, ELKINS, WV 26241	

8/28/2020	8268	2872	BROWN, DAVID T	221 GREENBRIER DR. BUCKHANNON, WV 26201	\$600.00	\$15.00		OL	8' X 8' WOOD SHED	SELF	
8/31/2020	8269	1806	POST, BENJAMIN	6591 CLARKSBURG RD. BUCKHANNON, WV 26201	\$25,000.00	\$15.00		CHECK	24' X 30' GARAGE	SELF	FLOODPLAIN: EC SHOWS OUT
8/31/2020	8270	7557	MCCANN, STANFORD	1514 NORMAL RD, FRENCH CREEK, WV 26218	\$12,000.00	\$15.00		CHECK	GARAGE	SELF	
8/31/2020	8271	2273	MORRISON, KURT C	74 CAMBRIDGE DR, CLARKSBURG, WV 26301	\$40,000.00	\$15.00		CHECK	10' X 14' ADDITION FOR BATHROOM AND KITCHEN; NEW WINDOWS, DOORS, SIDING, ROOF, BLOCK FOUNDATION AND ELECTRICAL SERVICE	SELF	
8/31/2020	8272	150	UPSHUR ULTRA POWER	589 OLD WESTON RD, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		OL	REMODELING AND EXTERIOR TIN	SELF	
8/31/2020	8273	10462	RIFFLE, TRACEY	9751 RT 20 SOUTH RD, FRENCH CREEK, WV 26218	\$11,000.00	\$15.00		CASH	30' X 30' 2 STALL GARAGE	SELF	
8/31/2020	8274	NEW	JEFFRIES, TONYA	4725 KESLING MILL RD, BUCKHANNON, WV 26201	\$161,000.00	\$15.00		CHECK	28' X 56' MODULAR HOME	CLAYTON HOMES, INC, PO BOX 4098, MARYVILLE, TN 37802	

TOTAL	TOTAL	TOTAL
\$1,283,112.00	\$330.00	\$0.00

GRAND PROJECT TOTAL	GRAND BP TOTAL	GRAND FP TOTAL
\$4,676,967.00	\$765.00	\$2,067.37



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: July 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	123270	123284	14	0
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					14	0



# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT:

*Maintenance*

MONTH / YEAR:

*July 2020*

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
<i>GREG HARRIS</i>	<i>2008 Toyota Tundra</i>	<i>5TBBV541B8551</i>	<i>85,254</i>	<i>85,937</i>	<i>683</i>	<i>0 12.77</i>
<i>Chris Alkire</i>		<i>4917</i>			<i>0</i>	<i>19.14</i>
<i>Terry Boyd</i>					<i>0</i>	<i>17.21</i>
<i>Loretta Krone</i>					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
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					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
					<i>0</i>	
GRAND TOTALS					<i>683</i>	<i>0 49.120</i>

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Tamele

## MONTHLY MILEAGE LOG

MONTH / YEAR: July 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	5525		361	24.7
CHRIS AIKINE		902		5886		24.6
Louella Koone						
GRAND TOTALS					361	49.3



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year August 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	5367	5700	333	20
			<b>GRAND TOTALS</b>		<b>333</b>	<b>20</b>



County, West Virginia 1881-1924

## MONTHLY MILEAGE LOG

**MONTH / YEAR:** July 2020

[illegible]



Jul-20

## UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

17

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
DAVE COFFMAN - 900	2020 Ford Explorer		N/A	N/A	N/A	N/A
MIKE KELLEY - 902	2010 FORD Explorer	1FM5K8AR8GGB44629	77847	79518	1671	71.7
MARK DAVIS - 903	2016 Ford Explorer	1FM5K8AR0GGB43426	75588	76885	1297	34.6
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	89540	90370	830	58
THERON CAYNOR - 905	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	60998	62455	1457	94.75
DEWAINE LINGER - 906	2019 Ford Explorer	1FM5K8AR5KGA29379	23138	24411	1273	95.25
RODNEY ROLENSON - 907	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	39621	40754	1133	80
TYLER GORDON - 908	2019 FORD TAURUS	1FAHP2M104KG102939	4296	6488	2192	0
DAN BARCUS - 909	2020 Ford Explorer	1FM5K8AB0LGA20111	6632	8669	2037	145
COLE BENDER - 912	2017 Ford Taurus	1FAHP2MK5HG119855	44831	45054	223	37.9
BOBBY HAWKINS-916	2010 FORD CROWN VICTORIA	1FMZU72K84JA96327	114480	115915	1435	73
CRYSTAL LINGER - 917	Ford Explorer	1FMZU7	120481	120481	0	0
Jason Kniceley - 930	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	13111	15032	1921	155.4
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
Dakota Linger 913	2014 Ford Explorer	1FM5K8AR9EGA71008	52644	53694	1,050	91
Austin Nestor 914	Dodge Charger	2B3AA4CT9AH269160	N/A	N/A	N/A	N/A1671
GRAND TOTAL					16519	936.6
Additional Vehicles						
	2005 Yamaha ATV	5Y4MO4Y55AO13912				
	2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912				
	2005 HMS Transport Trailer	5HABH20265N049282				
	2010 Ford Expedition	1FMJU1G50AEB66213	Gave to 911 Sold July 2019			
	2001 Ford Explorer	1FMZV72ZE41ZA57159				
	2006 Fleetwood Mallard	1EF1B3020364011090				
	2006 Speed Trailer	5F15S091761003152				
	S.W.A.T. 1991 International	1HT5LNEMOMH337402				
	2008 Ford Crown Victoria	2FAFP71V88X123105	Sold Dec. 2017			

P. 001/001

FAX No. 304 472 4547

Upshur Co Sheriff WV

SEP/01/2020/TUE 12:14 PM

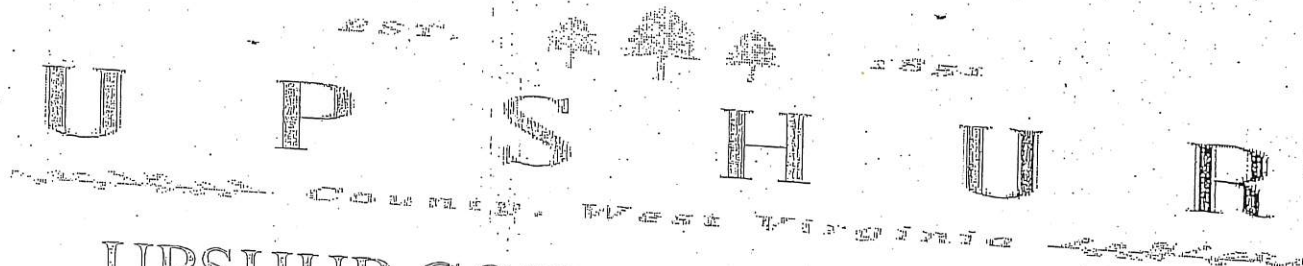
## DEPARTMENT:

Am

**MONTH / YEAR:**

: July 2020

[illegible]



UPSHUR COUNTY COMMISSION  
MONTHLY MILEAGE LOG

DEPARTMENT:

MONTHLY  
Comm Corrections

MONTH / YEAR:

July 2020

[illegible]





# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT:

Comm Corrections

MONTH / YEAR:

July-2020

[illegible]





# UPSHUR COUNTY SENIOR CENTER

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

**FROM:** Sarah Campbell/Ransom Hackett

**MEETING:** Senior Center Board of Directors

**DATE:** September 9, 2020

**TIME:** 12:00 PM

**PLACE:** Conference Call, Upshur County Senior Center Conference Room

**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**  
None

**New Business**  
FY21 Title III Budget  
FY21 COACT Budget

**Personnel Matters**

**Next Meeting**

**Adjournment**

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

***Buckhannon-Upshur Airport Authority-Virtual Meeting via Telephony or ZOOM <sup>1</sup>  
Thursday, September 10, 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
    - County Emergency Covid Issues
  - Treasurer's Report – Phil Loftis, Treasurer
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Melissa Defibaugh, Chapman/Technical
  - Updates on pavement rehabilitation and fence clearing projects.
  - Operations – Jamie Wilt, Jennifer Powers
    - Tim Bragg to start the water oil separator project
    - USDA project successful, we sold 12,701 gallons of Jet fuel, they flew 8-22 through 8-29
    - T-3 (Tyler Barger) hangar has a roof leak
    - Update fuel prices JetA and AVGas
- D. Consent Agenda:
  - Approval of Minutes
  - Approval of Treasurer's Report
  - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
  - Hangar space requests/applications/updates
- 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 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.

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<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, September 15, 2020

**Notice:** Due to the Covid 19 outbreak in the Upshur County Courthouse, anyone attending the meeting in person will be required to wear a mask and social distance.

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

### AGENDA

Call Meeting to Order

Approval of Minutes---August 18, 2020

Public Questions/Comment Period

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

- Cumulative report

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 8/31/2020---\$43,628.89
- Disbursement from Chief Tax Deputy for July---TBD prior to meeting

Payment of Bills/Invoices

\*TBD prior to meeting

Review of addition VFD Financial Reports Received

Review and Approval of Corrective Tickets and Exonerations

Review/Approve Bids received for audits for next 3 years

Discussion/approval of first disbursement of 2020 Fire Fee Funds

Other Items/Matters to Consider

Date of Next Meeting---October 20, 2020---Adjournment



Elkins Road Public Service District  
Board of Directors' Regular Meeting  
August 4, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, August 4, 2020.

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

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

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

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

Recognize that five (5) customers were present.

**APPROVAL OF MINUTES**

Minutes of July 7, 2020 Regular Monthly Meeting were presented for approval. Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. Motion carrier

**APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve the financial report and pay the bills to date. Seconded by Larry Heater. Motion carried

**PHASE III EXTENSION PROJECT**

Third Draw Request from IJDC loan for Phase III invoices was presented by Cary Smith (Region VII) for signature and payment. Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried

**PHASE III EXTENSION PROJECT**

Updates on Phase III were discussed for three of the four contracts. Contractor for contract #3 has begun laying line and is moving along nicely. Contractor for contract #4 has begun laying line on approximately 1 ½ roads so far and has encountered problems on those roads with several residents but nothing major and again is progressing nicely. Contractor for contract #2 is not as happy because he has not been able to start refurbishing the tanks as quickly as he expected; we are working to get that corrected as soon as possible.

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
August 4, 2020

**ADDITIONAL GUESTS NOT ON AGENDA**

We had several people show up to our meeting with different concerns. Jerry Wamsley attended to ask about his pressure remaining the same as he has with the tank being refurbished. Board explained we would be doing tests to figure the best way to maintain our system while they work on tank and would check his meter to make sure he was ok. Lyle Anderegg attended to ask about when to expect the water line to be laid on Burnt Bridge Road, the Board explained they weren't exactly sure but then explained how long the contractor has to complete the work.

Rhett Dusenbury, District Representative, attended to inquire how the Phase III extension was going.

**MAINTENANCE**

Dave Wamsley, System Operator, discussed the July Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the unaccounted for water loss down even more. Meter reading for the months of August and September were discussed due to Phase III extra work and other unforeseeable problems.

**PERSONNEL**

Carey Wagner made a motion to enter into Executive Session at 5:55 p.m. under WV Code 6-9A-4. Sonny Matthews seconded. Motion Carried. Sonny Matthews made a motion to come out of Executive Session at 6:50 p.m. Larry Heater seconded. Motion carried. No decisions were made during executive session. A pay increase was approved by the Board for Dave Wamsley, Linzy Wilson and Carolyn Douglas effective the next pay period. Carey Wagner moved to recommend writing a reappointment letter for Larry Heater as his term expires September 30, 2020. Sonny Matthews seconded.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 7:00 p.m.

The next meeting will be held on Tuesday, September 1, 2020 at 5:00 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda  
Sign In Sheet

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
August 4, 2020

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
Larry Heater

  
Board Member  
Sonny Matthews

Note: Recorded Meeting

**Adrian Public Service District**

August 6, 2020

Monthly Board Meeting

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

Visitors: Morgan Haymond

All motions were unanimous unless otherwise noted.

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

Morgan Haymond, rights of way consultant for Phase VIII Pickens extension spoke.

- Morgan Haymond provided an update for rights of way and easements for the Phase VIII extension. Reported positive outcome to this point for obtaining necessary rights of way and easements. Mr. Haymond meets with Trey Hornor of Hornor Engineering August 7<sup>th</sup> to discuss necessary revisions to land access for Mr. Charles Chandler of Pickens. Morgan advised he will keep the board updated as the process moves forward.

Minutes of the July 2<sup>nd</sup> meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented-Motion to pay by Kelly, second by Carolyn.

**Old Business**

- Lindsey advised the board of an additional railroad crossing permit to be obtained to include additional customer, Dustin Pringle in Phase VIII Freemans Road extension. Trey Hornor of Hornor Engineering included Mr. Pringle in the project and requested we obtain the permit.

**New Business**

- none

**Items for Discussion/Action/Approval**

- Eric presented a concern regarding the current sick leave policy allowing six sick leave days per year. Discussions followed resulting in a change to the policy to allow for 12 sick leave days per year to replace the current sick leave of 6 days per year, effective immediately.
- Concerns regarding Bereavement Leave Policy were discussed. The board agreed the current policy was satisfactory.

**Maintenance – Eric**

- Replaced both back flow preventers at the Kanawha Head pump station.
- Replaced a leaking setter on Route 20.
- Power outage damaged LC2000 Base. Having to run the Hinkleville Station manually until fixed.
- Installed 3 new services.

**Office Report**

- Lindsey advised Lead & Copper Testing set for August 17<sup>th</sup>.

The meeting adjourned at 5:00 pm. Next regular meeting will be September 3<sup>rd</sup> at 3:00 pm.

Board of Directors



Paul Spencer, Chairman



Carolyn Douglas, Vice Chairman



Kelly Arnold, Sec., Treas.