

## Upshur County Commission Meeting Agenda

Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call

Date of Meeting: March 4, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• February 25, 2021

9:15 a.m. Bid opening, presentation and award—2021 AWD Sedan \* Page 5-6

9:30 a.m. Cheyenne Troxell, Program Director for Community Corrections – 2020 Community Corrections Report

Rodney Rolenson, Corporal and Home Confinement Supervisor – 2020 Home Confinement Report

### Items for Discussion / Action / Approval:

1. Correspondence from David Burr requesting appointment to the Elkins Road Public Service District. Upon approval, Mr. Burr will serve the unexpired term through September 30, 2022. \* Page 7-8
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 \$220,823.70. This is for Request for Funds #19. \* Page 9-23
3. Approval of “Request for Proposals” for a camera surveillance system and door access control security project. All sealed bids must be received no later than 4:00 p.m. Tuesday, March 30, 2021. Sealed bids will be opened, reviewed and read aloud by the Upshur County Commission at 9:30 a.m. on April 1, 2021. \* Under separate cover
4. Approval and signature of a Proposal for Financing provided by Country Roads Leasing, LLC and Resolution Authorizing the Execution and Delivery of a Master Lease Equipment Lease-Purchase Agreement, and Related Instruments, and Determining Other Matters in Connection Therewith. The tax-exempt lease-purchase financing for the acquisition of a 2021 Ford Expedition will cost ten thousand six hundred three dollars and twenty-four cents (10,603.24) annually over a period of four years resulting in a total acquisition cost of forty-two thousand four hundred twelve dollars and ninety-six cents (\$42,412.96) \* Page 24-25
5. Approval of advertisement for a full-time Deputy Sheriff. Applications must be received by 4:00 p.m. on Monday, April 19, 2021. \* Page 26-27
6. Consider Resignation of Employee \* Under separate cover  
*Item may lead to Executive Session per WV Code*

7. Approval of Lewis–Upshur Animal Control Facility Volunteer Anna Miller. \* Under separate cover
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

**For Your Information:**

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

1. Correspondence from Theresa Bruner on behalf of the Federation of Humane Organizations of WV announcing the award of a FOHO WV Stanton Foundation COVID-19 grant to the Lewis-Upshur Animal Control Facility in the amount of \$4,149 to be utilized to purchase a new washer, 2 dryers and a computer with dual monitors. Page 28-29
2. Lewis-Upshur Animal Control Facility Reports for the month of January, 2021 Page 30 - 34
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
3. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

• Elkins Road PSD	March 2, 2021	<u>Page 35</u>
• City Council of Buckhannon	March 4, 2021	<u>Page 36</u>
• City Council of Buckhannon Special Working Session	March 10, 2021	<u>Page 37</u>
  - c) Meeting Minutes:
 

• 26 <sup>th</sup> Judicial Community Corrections	July 6, 2020	<u>Page 38</u>
• 26 <sup>th</sup> Judicial Community Corrections	September 14, 2020	<u>Page 39</u>
• 26 <sup>th</sup> Judicial Community Corrections	September 28, 2020	<u>Page 40</u>
• 26 <sup>th</sup> Judicial Community Corrections	November 9, 2020	<u>Page 41</u>
  - d) Meetings:
 

• 03/02/21	5:00 p.m.	Elkins Road PSD
• 03/02/21	4:00 p.m.	Hodgesville PSD
• 03/04/21	7:00 p.m.	Banks District VFD
• 03/04/21	7:00 p.m.	City Council of Buckhannon
• 03/04/21	7:00 p.m.	Selbyville VFD
• 03/08/21	12:00 p.m.	Upshur County Family Resource Network
• 03/08/21	4:30 p.m.	Upshur County Solid Waste Authority
• 03/08/21	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 04/12/21	6:00 p.m.	Lewis-Upshur Community Corrections Board – Lewis Co.
• 03/09/21	7:30 p.m.	Adrian VFD

- 03/04/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 03/17/21 7:00 a.m. Upshur County Development Authority – Full Board
- 03/10/21 12:00 p.m. Upshur County Senior Center Board
- 03/10/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 03/09/21 7:00 p.m. Warren District VFD
- 03/04/21 3:00 p.m. Adrian PSD
- 03/10/21 3:00 p.m. Tennerton PSD
- 03/11/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 03/11/21 7:30 p.m. Buckhannon VFD
- 03/08/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 03/18/21 6:30 p.m. Upshur County Youth Camp Board
- 03/14/21 6:00 p.m. Washington District VFD
- 03/15/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 03/17/21 4:00 p.m. Upshur County Public Library Board
- 03/19/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 03/23/21 6:30 p.m. Upshur County Fire Board, Inc.
- 03/23/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 03/10/21 7:00 p.m. Ellamore VFD
- 03/17/21 12:00 p.m. Lewis Upshur LEPC
- 03/10/21 1:15 p.m. Upshur County Farmland Protection Board
- 03/29/21 7:00 p.m. Upshur County Fire Fighters Association
- 03/10/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 03/24/21 10:00 a.m. James W. Curry Advisory Board
- 04/26/21 12:00 p.m. Region VII Planning and Development Council
- 03/12/21 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
- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – 06/30/2021) – City Representative
- Elkins Road PSD (unexpired term – 9/30/2022)

*\*\*\*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. \*\*\**

#### 5. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

- Monday, March 15<sup>th</sup> beginning at 9:00 a.m.
- Tuesday, March 16<sup>th</sup> beginning at 9:00 a.m.
- Wednesday, March 17<sup>th</sup> beginning at 9:00 a.m.
- Thursday, March 18<sup>th</sup> beginning at 1:00 p.m.
- Friday, March 19<sup>th</sup> beginning at 9:00 a.m.
- Monday, March 22<sup>nd</sup> beginning at 1:00 p.m.

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
March 18, 2021 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission Meeting on March 11, 2021 has been CANCELLED\*\***

## Request for Bids

Police Vehicle – 1 2021 AWD Sedan

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located at the Upshur County Administrative Annex, 91 W Main Street, Suite 101, Buckhannon, located in Upshur County, West Virginia. Minimum specifications for bid are available upon request to [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

Dealers must provide a quote for a basic police package, including heavy duty alternator, battery, and suspension. Vehicle must be available within 10 weeks of bid award.

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

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

Any and all sealed bids must be received no later than 4 p.m. on  
March 1, 2021 at the following address:

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

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, March 4, 2021.

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

**APPROVED**

**FEB 04 2021**

Publish 2/6/2021, 2/13/2021

UPSHUR COUNTY COMMISSION  


**VEHICLE MINIMUM SPECIFICATIONS**

Police Vehicle – 1 Sedan

- All Wheel Drive
- 3.6L 24V VVT Engine
- Exterior / Pitch Black
- Transmission / 8 Speed Auto
- Air Conditioning
- Power Windows
- AHM Convenience Group
- AWC Fleet Safety Group
- TYL Performance Tire
- CS6 Deactive Rear Doors/Window
- LGB Front Map Lights
- LNF Left Spot Light
- LNX LED Spot Lamps
- Cloth Front Bucket Seats (Vinyl Rear)

# DAVID A. BURR

Buckhannon, WV 26201

**TO:**

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

**Attn:** Mr. Terry B. Cutright, Commission President

**RE:** Elkins Road Public Service District  
Unexpired Term – Replacement

Dear Commissioners:

My name is David Burr and I would like to be considered for the unexpired term of Sonny Matthews, who recently passed away.

I am a retired FBI employee and would like to be involved in serving my county and community. I have been regularly attending meetings and have heard much of the discussion for the past few years on day to day items and of the current expansion project.

I believe my experience with project management and customer service would allow me to be a contributing member of the board.

Thank you for your consideration.

Sincerely,

David Burr

## Skills Summary

*Design and Construction Project Team Management and Program Analyst/FBI*

Duties and responsibilities included: developing and managing strategic planning, setting goals and objectives; coordination of information technology/communication technology activity with various in-house trades and outside contractors; the acquisition of furniture (1,500 cubicles and executive office space and furniture) space planning, ergonomics, and employee (1,500 employees) relocation.

- Member of various integrated project teams for fit- out of new facility
- Leadership role in team responsible for campus space planning (design/utilization and reconfiguration of old and new spaces (400,000 sq ft).
- Project lead for the relocation of all employees, and equipment from various locations to a new facility
- Facilitated daily briefs
- Facilitated weekly progress meetings
- Issued action items and follow up
- Reviewed construction drawings/install plans
- Daily liaison with vendors
- Approved contractor/vendor installation schedules

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

March 4, 2021  
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 #19**

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**—Engineering services and inspection continue on-site as construction occurs. Amount requested is \$0.00.
2. **Construction**—Construction contracts #3 and #4 continues with construction, with contract #3 (AJ Burk) being approximately 79% complete and Contract #4 (Chojnacki) being approximately 54% complete. Amount requested is \$220,823.70.

The total amount of this request is \$220,823.70. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Kristie G. Tenney  
President

Enclosure

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

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

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

<b>Project Name</b>	<b>Elkins Road PSD Phase III Water System Improvements</b>			<b>Project #</b>	<b>16SCBG0008</b>	
<b>Invoice #</b>	<b>173858-19</b>			<b>% of CDBG Funds Expensed</b>	<b>54%</b>	
<b>Time Period Covered by this Request:</b>				<b>02/01/2021</b>	<b>To:</b>	<b>03/04/2021</b>
<b>Amount of CDBG Funds on hand at the time of this Request</b>					<b>\$ -</b>	
<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	\$ -
Admin Direct Costs		\$ 12,654.08	\$ -	\$ 12,654.08	\$ 12,654.08	
Admin Indirect Costs		\$ 6,779.57	\$ -	\$ 6,779.57	\$ 6,779.57	
Accounting	\$ -	\$ -	\$ -		\$ -	
Arch/Engineering	\$ 277,306.00	\$ 213,976.87	\$ -	\$ 213,976.87	\$ 204,719.73	\$ 63,329.13
Land Acquisition	\$ -	\$ -	\$ -		\$ -	
Construction	\$ 1,203,260.35	\$ 357,643.30	\$ 220,823.70	\$ 578,467.00	\$ 319,643.30	\$ 624,793.35
Permits/Fees	\$ -	\$ -	\$ -		\$ -	
Legal	\$ -	\$ -	\$ -		\$ -	
Planning		\$ -	\$ -		\$ -	
<b>SUB-TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 591,053.82</b>	<b>\$ 220,823.70</b>	<b>\$ 811,877.52</b>	<b>\$ 543,796.68</b>	<b>\$ 688,122.48</b>
Less Income				\$ -		
<b>TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 591,053.82</b>	<b>\$ 220,823.70</b>	<b>\$ 811,877.52</b>	<b>\$ 543,796.68</b>	<b>\$ 688,122.48</b>

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

\_\_\_\_\_  
Chief Elected Official Signature

Kristie G. Tenney, Upshur County Commission  
Printed Name of Chief Elected Official

\_\_\_\_\_  
March 4, 2021

Date

*Copies of Invoices Required  
Invoice Summary Forms Required*

v1.12.2021

**ELKINS ROAD PUBLIC SERVICE DISTRICT  
2016W-1632  
16SCBG0008  
Request #10**

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

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

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

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

<b>VENDOR</b>	<b>SCBG</b>	<b>IJDC Loan</b>	<b>TOTAL</b>
Pro Contracting, Inc.	\$ -	\$ 119,233.67	\$ 119,233.67
AJ Burk, LLC	\$ 156,561.00	\$ 86,705.00	\$ 243,266.00
Chojnacki Construction, Inc.	\$ 64,262.70	\$ -	\$ 64,262.70
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 220,823.70	\$ 205,938.67	\$ 426,762.37

**ADOPTED BY the Elkins Road Public Service District**, at a meeting held on the 2nd day of March, 2021.

By: \_\_\_\_\_

Its: Chairman

Elkins Rd PSD  
 IJDC No. 2016W-1632  
 Expenditure Report #10

3/2/2021

IJDC Loan	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	10,132.81	470,482.81	320,861.25	119,233.67	440,094.92	30,387.89
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	262,397.67	0.00	262,397.67	0.00
Contract 3 Line ext (AJ Burk)	1,117,740.00	0.00	1,117,740.00	883,766.15	86,705.00	970,471.15	147,268.85
Contract 4 Line Ext (Chojnacki)	1,384,581.65	0.00	1,384,581.65	683,619.88	0.00	683,619.88	700,961.77
Contingency	219,549.00	(51,030.48)	168,518.52	0.00	0.00	0.00	168,518.52
Kesling Mill Booster Station	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
Touch Read & Radio Read Meters	274,994.00	0.00	274,994.00	0.00	0.00	0.00	274,994.00
Technical Services (Chapman)							
Study & Report	53,000.00	0.00	53,000.00	53,000.00	0.00	53,000.00	0.00
Design	252,000.00	0.00	252,000.00	252,000.00	0.00	252,000.00	0.00
Bidding	32,990.00	0.00	32,990.00	32,990.00	0.00	32,990.00	0.00
Engineering During Construction	89,810.00	3,500.00	93,310.00	44,905.00	0.00	44,905.00	48,405.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	439,811.00	0.00	439,811.00	135,814.08	0.00	135,814.08	303,996.92
Special Services							
Surveying Services	10,500.00	0.00	10,500.00	9,202.23	0.00	9,202.23	1,297.77
Financing Services	3,622.50	0.00	3,622.50	3,622.50	0.00	3,622.50	0.00
Record Drawings	10,500.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00
PSC Services	1,627.50	0.00	1,627.50	1,627.50	0.00	1,627.50	0.00
Geotech Engineering Services	6,118.00	0.00	6,118.00	6,118.00	0.00	6,118.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	12,100.00	0.00	12,100.00	12,900.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	0.00	40,000.00	27,143.89	0.00	27,143.89	12,856.11
Administrative (Region VII)	80,566.35	0.00	80,566.35	22,537.16	0.00	22,537.16	58,029.19
Sites and Other Lands	50,000.00	0.00	50,000.00	46,812.50	0.00	46,812.50	3,187.50
Permits / Miscellaneous	70,040.00	0.00	70,040.00	46,098.01	0.00	46,098.01	23,941.99
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	5,000,000.00	(0.00)	5,000,000.00	2,896,815.82	205,938.67	3,102,754.49	1,897,245.51

SCBG	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 2 Tank (M&A)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3 Line ext (AJ Burk)	520,517.00	0.00	520,517.00	92,000.00	156,561.00	248,561.00	271,956.00
Contract 4 Line Ext (Chojnacki)	682,788.35	0.00	682,788.35	265,643.30	64,262.70	329,906.00	352,882.35
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kesling Mill Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Touch Read & Radio Read Meters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	0.00
Design	108,000.00	0.00	108,000.00	108,000.00	0.00	108,000.00	0.00
Bidding	7,710.00	0.00	7,710.00	7,710.00	0.00	7,710.00	0.00
Engineering During Construction	38,490.00	0.00	38,490.00	19,245.00	0.00	19,245.00	19,245.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	97,189.00	0.00	97,189.00	58,206.06	0.00	58,206.06	38,982.94
Special Services							
Surveying Services	4,500.00	0.00	4,500.00	3,943.81	0.00	3,943.81	556.19
Financing Services	1,552.50	0.00	1,552.50	1,552.50	0.00	1,552.50	0.00
Record Drawings	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
PSC Services	697.50	0.00	697.50	697.50	0.00	697.50	0.00
Geotech Engineering Services	2,622.00	0.00	2,622.00	2,622.00	0.00	2,622.00	0.00
Tank Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal							
a. Legal - Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Legal - PSC (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting (Griffith)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative (Region VII)	19,433.65	0.00	19,433.65	19,433.65	0.00	19,433.65	0.00
Sites and Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits / Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bond Counsel (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1,500,000.00	0.00	1,500,000.00	591,053.82	220,823.70	811,877.52	688,122.48

Total Project	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	10,132.81	470,482.81	320,861.25	119,233.67	440,094.92	30,387.89
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	262,397.67	0.00	262,397.67	0.00
Contract 3 Line ext (AJ Burk)	1,638,257.00	0.00	1,638,257.00	975,766.15	243,266.00	1,219,032.15	419,224.85
Contract 4 Line Ext (Chojnacki)	2,067,370.00	0.00	2,067,370.00	949,263.18	64,262.70	1,013,525.88	1,053,844.12
Contingency	219,549.00	(51,030.48)	168,518.52	0.00	0.00	0.00	168,518.52
Kesling Mill Booster Station	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
Touch Read & Radio Read Meters	274,994.00	0.00	274,994.00	0.00	0.00	0.00	274,994.00
Technical Services (Chapman)							
Study & Report	65,000.00	0.00	65,000.00	65,000.00	0.00	65,000.00	0.00
Design	360,000.00	0.00	360,000.00	360,000.00	0.00	360,000.00	0.00
Bidding	40,700.00	0.00	40,700.00	40,700.00	0.00	40,700.00	0.00
Engineering During Construction	128,300.00	3,500.00	131,800.00	64,150.00	0.00	64,150.00	67,650.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	537,000.00	0.00	537,000.00	194,020.14	0.00	194,020.14	342,979.86
Special Services							
Surveying Services	15,000.00	0.00	15,000.00	13,146.04	0.00	13,146.04	1,853.96
Financing Services	5,175.00	0.00	5,175.00	5,175.00	0.00	5,175.00	0.00
Record Drawings	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
PSC Services	2,325.00	0.00	2,325.00	2,325.00	0.00	2,325.00	0.00
Geotech Engineering Services	8,740.00	0.00	8,740.00	8,740.00	0.00	8,740.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	12,100.00	0.00	12,100.00	12,900.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	0.00	40,000.00	27,143.89	0.00	27,143.89	12,856.11
Administrative (Region VII)	100,000.00	0.00	100,000.00	41,970.81	0.00	41,970.81	58,029.19
Sites and Other Lands	50,000.00	0.00	50,000.00	46,812.50	0.00	46,812.50	3,187.50
Permits / Miscellaneous	70,040.00	0.00	70,040.00	46,098.01	0.00	46,098.01	23,941.99
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6,500,000.00	(0.00)	6,500,000.00	3,487,869.64	426,762.37	3,914,632.01	2,585,367.99

## CDBG Invoice Summary-Construction

Period Covered by Request

02/01/20-03/04/21

	Vendor	Invoice #	Description	Inv Date	\$
1.	A. J. Burk, LLC	7	Construction	2/15/2021	\$ 156,561.00
2.	Chojnacki Construction, Inc.	7	Construction	2/12/2021	\$ 64,262.70
3.					\$ -
4.					\$ -
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
CONSTRUCTION TOTAL					\$ 220,823.70



# Contractor's Application for Payment No. 7

Application Period: 01-09-21 to 02-12-21		Application Date: 2/15/2021
To: Elkins Rd PSD (Owner):	From (Contractor): A.J. Burk, LLC	Via (Engineer):
Project: Water Distribution System Phase III	Contract: Contract #3	
Owner's Contract No.:	Contractor's Project No.: 201233	Engineer's Project No.: 7006

## Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY		
CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE	\$	\$1,638,257.00
2. Net change by Change Orders	\$	
3. Current Contract Price (Line 1 + 2)	\$	\$1,638,257.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	\$	\$1,308,945.00
5. RETAINAGE:		
a. 5% X \$1,638,257.00 Work Completed	\$	\$81,912.85
b. 0% X \$59,880.00 Stored Material	\$	
c. Total Retainage (Line 5.a + Line 5.b)	\$	\$81,912.85
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$	\$1,219,032.15
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$	\$973,766.15
8. AMOUNT DUE THIS APPLICATION	\$	\$243,266.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	\$	\$419,224.85

\$156,561.00 - CDBG  
\$ 86,705.00 - IJDC  
\$243,266.00 - Total

### Contractor's Certification

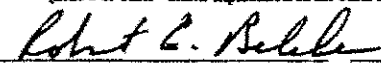
The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 2-15-21

Payment of: \$ 243,266.00  
(Line 8 or other - attach explanation of the other amount)

Is recommended by:  2-23-21  
(Engineer) (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

Is approved by: \_\_\_\_\_  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

## Contractor's Application

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## Progress Estimate - Unit Price Work

## Contractor's Application

For (Contract): Contract #3						Application Number: 7					
Application Period: 01-09-21 to 02-12-21						Application Date: 2/15/2021					
A					B	C	D	E	F		
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
1	12" STEEL CASING, BORE & JACK	120	LF	\$250.00	\$30,000.00	116	\$29,000.00		\$29,000.00	96.7%	\$1,000.00
2	4" STEEL CASING, BORE & JACK	60	LF	\$200.00	\$10,000.00	40	\$8,000.00		\$8,000.00	80.0%	\$2,000.00
3	8" STEEL CASING, OPEN CUT	100	LF	\$100.00	\$10,000.00	100	\$10,000.00		\$10,000.00	100.0%	
4	6" PVC C-900, DR 14	12,170	LF	\$24.00	\$292,080.00	11372	\$272,928.00		\$272,928.00	93.4%	\$19,152.00
5	6" RJ DIP CREEK CROSSING	175	LF	\$90.00	\$5,250.00	120	\$3,600.00		\$3,600.00	68.6%	\$1,650.00
6	6" HDPE HORIZONTAL DIRECTIONAL DRILL, INCLUDES TRANSITION COUPLINGS & CONCRETE ANCHORS	214	LF	\$200.00	\$42,800.00	560	\$112,000.00		\$112,000.00	261.7%	-\$69,200.00
7	4" PVC C-900, DR 14	10,700	LF	\$22.00	\$235,400.00	9536	\$209,792.00		\$209,792.00	89.1%	\$25,608.00
8	2" PVC CLASS 315	510	LF	\$18.00	\$9,180.00	449	\$8,082.00		\$8,082.00	88.0%	\$1,098.00
9	6" GATE VALVE W/ VALVE BOX	2	EA	\$1,250.00	\$2,500.00	4	\$5,000.00		\$5,000.00	200.0%	-\$2,500.00
10	4" GATE VALVE W/ VALVE BOX	4	EA	\$1,100.00	\$4,400.00	5	\$5,500.00		\$5,500.00	125.0%	-\$1,100.00
11	2" GATE VALVE W/ VALVE BOX	1	EA	\$950.00	\$950.00	2	\$1,900.00		\$1,900.00	200.0%	-\$950.00
12	TANDEM WATER METER ASSEMBLIES	62	EA	\$1,250.00	\$77,500.00	58	\$72,500.00		\$72,500.00	93.5%	\$5,000.00
13	3/4" DIA. COPPER SERVICE LATERAL	1,490	LF	\$16.00	\$23,840.00	1798	\$28,768.00		\$28,768.00	120.7%	-\$4,928.00
14	3/4" DIA. COPPER SERVICE LATERAL, BORED	911	LF	\$24.00	\$21,864.00	294	\$7,056.00		\$7,056.00	32.3%	\$14,808.00
15	1" DIA. COPPER SERVICE LATERAL	980	LF	\$18.00	\$17,280.00	942	\$16,956.00		\$16,956.00	98.1%	\$324.00
16	1" DIA. COPPER SERVICE LATERAL, BORED	55	LF	\$24.00	\$1,320.00						\$1,320.00
17	FIRE HYDRANT ASSEMBLY	8	EA	\$3,500.00	\$21,000.00	7	\$24,500.00		\$24,500.00	116.7%	-\$3,500.00
18	BLOW OFF ASSEMBLY	3	EA	\$2,000.00	\$6,000.00	3	\$6,000.00		\$6,000.00	100.0%	
19	AIR/VACUUM RELEASE VALVE ASSEMBLY	3	EA	\$1,500.00	\$4,500.00	4	\$6,000.00		\$6,000.00	133.3%	-\$1,500.00
20	TYPE "B" TRENCH RESTORATION (CONCRETE/ASPHALT)	2,487	LF	\$18.00	\$44,766.00						\$44,766.00
21	TYPE "C" RESTORATION (STONE)	4,004	LF	\$6.00	\$29,424.00	2959	\$17,754.00		\$17,754.00	60.3%	\$11,670.00
22	FULL WIDTH GRAVEL SURFACE RESTORATION	1,314	LF	\$7.00	\$9,198.00	1580	\$11,060.00		\$11,060.00	120.2%	-\$1,862.00
23	WINERY ROAD BOOSTER STATION	1	LS	\$200,000.00	\$200,000.00						\$200,000.00
24	CONNECT TO EXISTING w/ 6" x 4" TAPPING SLEEVE AND VALVE	1	EA	\$4,000.00	\$4,000.00	1	\$4,000.00		\$4,000.00	100.0%	
25	CONNECT TO EXISTING w/ 6" TAPPING SLEEVE AND VALVE	3	EA	\$3,000.00	\$9,000.00	3	\$9,000.00		\$9,000.00	100.0%	
26	CONNECT TO EXISTING w/ 8" x 6" TAPPING SLEEVE AND VALVE	1	EA	\$4,500.00	\$4,500.00	1	\$4,500.00		\$4,500.00	100.0%	
27	RIP RAP DITCH	3,143	LF	\$6.00	\$18,858.00	3018	\$18,108.00		\$18,108.00	96.0%	\$750.00
28	WINERY ROAD GENERATOR	1	LS	\$55,000.00	\$55,000.00						\$55,000.00
29	SCADA	1	LS	\$180,000.00	\$180,000.00	0.5	\$90,000.00	\$59,880.00	\$149,880.00	83.3%	\$30,120.00
30	ABANDON EXISTING 2" WATERLINE	2	EA	\$500.00	\$1,000.00	2	\$1,000.00		\$1,000.00	100.0%	
31	ABANDON EXISTING WATER METERS	18	EA	\$250.00	\$4,500.00	24	\$6,000.00		\$6,000.00	133.3%	-\$1,500.00
32	AUDIO-VIDEO COLOR TAPING	1	LS	\$3,500.00	\$3,500.00	1	\$3,500.00		\$3,500.00	100.0%	
State Small Cities Block Grant											
33	6" PVC C-900, DR 14	2,753	LF	\$24.00	\$66,072.00	2662	\$63,888.00		\$63,888.00	96.7%	\$2,184.00
34	2" PVC CLASS 315	7340	LF	\$18.00	\$132,120.00	6967	\$125,406.00		\$125,406.00	94.9%	\$6,714.00
35	6" STEEL CASING, OPEN CUT	85	LF	\$85.00	\$5,525.00	65	\$5,525.00		\$5,525.00	100.0%	

## Progress Estimate - Unit Price Work

## Contractor's Application

For (Contract): Contract #3						Application Number: 7					
Application Period: 01-09-21 to 02-12-21						Application Date: 2/15/2021					
A					B	C	D	E	F		
Item		Contract Information				Estimated	Value of Work	Materials Presently	Total Completed	%	Balance to Finish
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Quantity Installed	Installed to Date	Stored (not in C)	and Stored to Date (D + E)	(F / B)	(B - F)
36	2" GATE VALVE W/ VALVE BOX	2	EA	\$950.00	\$1,900.00	2	\$1,900.00		\$1,900.00	100.0%	
37	TANDDEM WATER METER ASSEMBLIES	18	EA	\$1,250.00	\$22,500.00	15	\$18,750.00		\$18,750.00	83.3%	\$3,750.00
38	3/4" DIA. COPPER SERVICE LATERAL	437	LF	\$16.00	\$6,992.00	167	\$2,672.00		\$2,672.00	38.2%	\$4,320.00
39	3/4" DIA. COPPER SERVICE LATERAL, BORED	148	LF	\$24.00	\$3,552.00	117	\$2,808.00		\$2,808.00	79.1%	\$744.00
40	BLOW OFF ASSEMBLY	2	EA	\$2,000.00	\$4,000.00	2	\$4,000.00		\$4,000.00	100.0%	
41	AIR/VACUUM RELEASE VALVE ASSEMBLY	1	EA	\$1,500.00	\$1,500.00	1	\$1,500.00		\$1,500.00	100.0%	
42	TYPE "C" TRENCH RESTORATION (STONE)	1279	LF	\$6.00	\$7,674.00	1269	\$7,614.00		\$7,614.00	99.2%	\$60.00
43	CONNECT TO EXISTING w/6" TAPPING SLEEVE AND VALVE	1	EA	\$3,000.00	\$3,000.00	1	\$3,000.00		\$3,000.00	100.0%	
44	RIP RAP DITCH	494	LF	\$6.00	\$2,964.00	1900	\$11,400.00		\$11,400.00	384.6%	-\$8,436.00
45	ABANDON EXISTING WATER METERS	3	EA	\$250.00	\$750.00						\$750.00
46	AUDIO-VIDEO COLOR TAPING (RADABAUGH RIDGE)	1	LS	\$98.00	\$98.00	1	\$98.00		\$98.00	100.0%	
Totals					\$1,638,257.00		\$1,241,865.00	\$59,880.00	\$1,300,945.00	79.4%	\$337,312.00

### Contractor's Application

EJCDC® C-620 Contractor's Application for Payment  
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# Contractor's Application for Payment No. 7

To (Owner): Elkins Road PSD	Application Period: 12/12/2020 - 2/12/2021	Application Date: 2/12/2021
Project: Water Distribution System Extensions	From (Contractor): Chojnacki Construction Inc.	Via (Engineer): Chapman Technical Group
Owner's Contract No.:	Contract: Contract #4	Engineer's Project No.: 7006

## Application For Payment

### Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE.....	\$ 2,067,370.00
2. Net change by Change Orders.....	\$ 0.00
3. Current Contract Price (Line 1 + 2).....	\$ 2,067,370.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 1,124,664.48
5. RETAINAGE:	
a. 10% X \$1,111,386.00 Work Completed.....	\$ 111,138.60
b. X                      Stored Material.....	\$ 0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 111,138.60
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 1,013,525.88
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 949,263.18
8. AMOUNT DUE THIS APPLICATION.....	\$ 64,262.70
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 1,053,844.12

\$64,262.70 - CDBG  
\$ 0.00 - IJDC  
\$64,262.70 - Total

### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: 

Date: 2/23/21

Payment of: \$ 64,262.70  
(Line 8 or other - attach explanation of the other amount)

is recommended by:  2-23-21  
(Engineer) (Date)

Payment of: \$ 64,262.70  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

## Progress Estimate - Unit Price Work

## Contractor's Application

For (Contract): Contract #4						Application Number: 7					
Application Period: 12/12/2020 - 2/12/2021						Application Date: 2/12/2021					
A					B	C	D	E	F		
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
1	12" Steel Casing, Open Cut	25	LF	\$130.00	\$3,250.00	35	\$4,550.00		\$4,550.00	140.0%	-\$1,300.00
2	8" Steel Casing, Bore & Jack	140	LF	\$60.00	\$8,400.00	50	\$3,000.00		\$3,000.00	35.7%	\$5,400.00
3	6" PVC C-900, DR 14	10320	LF	\$20.00	\$206,400.00	8465	\$169,300.00	\$13,278.48	\$182,578.48	88.5%	\$23,821.52
4	6" Restrained Joint DIP Creek Crossing	50	LF	\$100.00	\$5,000.00	40	\$4,000.00		\$4,000.00	80.0%	\$1,000.00
5	4" PVC C-900, DR14	14500	LF	\$18.00	\$261,000.00	14532	\$261,576.00		\$261,576.00	100.2%	-\$576.00
6	2" PVC Class 315	750	LF	\$17.00	\$12,750.00	786	\$13,362.00		\$13,362.00	104.8%	-\$612.00
7	6" Gate Valve W/Valve Box	3	EA	\$1,200.00	\$3,600.00	5	\$6,000.00		\$6,000.00	166.7%	-\$2,400.00
8	4" Gate Valve W/Valve Box	6	EA	\$1,000.00	\$6,000.00	6	\$6,000.00		\$6,000.00	100.0%	
9	Tandem Water Meter Assemblies	28	EA	\$1,200.00	\$33,600.00	18	\$21,600.00		\$21,600.00	64.3%	\$12,000.00
10	3/4 Dia. Copper Service Lateral	870	LF	\$18.00	\$15,660.00	425	\$7,650.00		\$7,650.00	48.9%	\$8,010.00
11	3/4 Dia. Copper Service Lateral, Bored	510	LF	\$38.00	\$19,380.00	147	\$5,586.00		\$5,586.00	28.8%	\$13,794.00
12	1" Dia. Copper Service Lateral	710	LF	\$20.00	\$14,200.00	156	\$3,120.00		\$3,120.00	22.0%	\$11,080.00
13	1" Dia. Copper Service Lateral, Bored	60	LF	\$75.00	\$4,500.00						\$4,500.00
14	Fire Hydrant Assembly	7	EA	\$4,800.00	\$33,600.00	6	\$28,800.00		\$28,800.00	85.7%	\$4,800.00
15	Blow Off Assembly	3	EA	\$1,200.00	\$3,600.00	1	\$1,200.00		\$1,200.00	33.3%	\$2,400.00
16	Air/Vacuum Release Valve Assembly	5	EA	\$1,000.00	\$5,000.00	3	\$3,000.00		\$3,000.00	60.0%	\$2,000.00
17	Type "A" Trench Restoration (Concrete/Asphalt)	60	LF	\$75.00	\$4,500.00	14	\$1,050.00		\$1,050.00	23.3%	\$3,450.00
18	Type "B" Trench Restoration (Concrete/Asphalt)	1530	LF	\$35.00	\$53,550.00						\$53,550.00
19	Type "C" Trench Restoration (Stone)	2000	LF	\$10.00	\$20,000.00	362	\$3,620.00		\$3,620.00	18.1%	\$16,380.00
20	Hawkins Road Booster Station	1	LS	\$200,000.00	\$200,000.00						\$200,000.00
21	Connect To Existing w/6" Tapping Sleeve and Valve	4	EA	\$4,000.00	\$16,000.00	2	\$8,000.00		\$8,000.00	50.0%	\$8,000.00
22	Connect To Existing w/6"x4 Tapping Sleeve and Valve	1	EA	\$3,500.00	\$3,500.00	1	\$3,500.00		\$3,500.00	100.0%	
23	Connect To Existing w/8"x6" Tapping Sleeve and Valve	3	EA	\$4,500.00	\$13,500.00	5	\$22,500.00		\$22,500.00	166.7%	-\$9,000.00
24	RIP RAP Ditch	3500	LF	\$5.00	\$17,500.00	1470	\$7,350.00		\$7,350.00	42.0%	\$10,150.00
25	Hawkins Booster Generator	1	LS	\$54,075.00	\$54,075.00						\$54,075.00
26	Main Booster Generator	1	LS	\$59,550.00	\$59,550.00						\$59,550.00
27	Kesling Mill Booster Generator	1	LS	\$54,480.00	\$54,480.00						\$54,480.00
28	Gormley Booster Generator	1	LS	\$61,750.00	\$61,750.00						\$61,750.00
29	Waughman Booster Generator	1	LS	\$110,650.00	\$110,650.00						\$110,650.00
30	Union Booster Generator	1	LS	\$105,450.00	\$105,450.00						\$105,450.00
31	Abandon Existing 2" Waterline	2	EA	\$1,000.00	\$2,000.00						\$2,000.00
32	Abandon Existing 6" Waterline	3	EA	\$1,000.00	\$3,000.00						\$3,000.00
33	Abandon Existing Meters	4	EA	\$100.00	\$400.00						\$400.00
34	Service Reconnects (Exists. Meter Remains in Service)	16	EA	\$500.00	\$8,000.00	15	\$7,500.00		\$7,500.00	93.8%	\$500.00
35	Audio-Video Color Taping	1	LS	\$10,000.00	\$10,000.00	1	\$10,000.00		\$10,000.00	100.0%	
36	Hawkins Road Tree Removal	1	LS	\$2,500.00	\$2,500.00						\$2,500.00

006276 - 3



## PROPOSAL FOR FINANCING

DATE: March 4, 2021

Country Roads Leasing, LLC is pleased to present the following tax-exempt lease-purchase financing to the Upshur County Commission for the acquisition of:

One (1) 2021 Ford Expedition

ACQUISITION COST: \$39,218.00

TERM: 4 Years

PAYMENT MODE:

- ✓ Annual
- ✓ Advance

INTEREST RATE: 3.35 %

PAYMENT: \$10,603.24

The above quotation is subject to credit review, approval and execution of mutually acceptable documentation, including legal counsel's opinion that the purchase is legal, binding and qualified as a tax-exempt debt, if necessary. *All additional costs relating to the completion and recordation of this transaction are included in the above quoted payment.*

This quotation does not obligate COUNTRY ROADS LEASING, LLC or any of its funding sources, until all requirements and obligations have been met. In order to process this quote on a timely basis, three (3) years audited financial statements; current budget and a completed lease application must be submitted. No funding will be released until compliance. The above quoted rate is valid for a period of twenty (20) days from the day hereof, thereafter said rate may be subject to change.

QUOTED BY:

Jeffrey W. Smell  
Jeffrey Smell

ACCEPTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\*\*Costs related to the completion and recordation of this transaction are subject to a minimum three percent (3%) service fee that is rolled into the lease proceeds.



**RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT, AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.**

**WHEREAS**, the members of the Upshur County Commission ("Lessee") have determined that a true and very real need exists for the equipment (the "Equipment") described in the Master Equipment Lease-Purchase Agreement (the "Agreement") presented to this meeting; and

**WHEREAS**, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment, and

**WHEREAS**, Lessee proposes to enter into the Agreement substantially in the form presented in this meeting:

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:**

**Section 1. BEST INTERESTS OF LESSEE.** It is hereby found and determined that the terms of the Agreement in the form presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

**Section 2. AUTHORIZATION.** The Agreement is hereby approved. The Mayor of Lessee and other officers of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement with any changes, insertions and omissions therein as may be approved by the officer(s) who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The President or County Clerk of the Lessee and any other officers of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

**Section 3. EXECUTION OF DOCUMENTS.** The proper officer(s) of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

**Section 4. DESIGNATION AS QUALIFIED TAX-EXEMPT OBLIGATION.** Lessee hereby designates the Agreement as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986 as amended.

**Section 5. EFFECTIVE DATE.** This Resolution shall take effect immediately.

# Upshur County Sheriff's Office 26

## Virgil D. Miller, Sheriff

Heather D. Sparks  
Chief Deputy  
Tax Division

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

J. Michael Coffman  
Chief Deputy  
Law Enforcement

March 4, 2021

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

Dear Commissioners:

Please approve the advertisement for a full-time Deputy Sheriff. This advertisement will be run in the Record Delta every Thursday, March 11, 2021 – April 15, 2021 with applications being due no later than Monday, April 19, 2021.

Thank you for your support and consideration.

Respectfully,



Virgil D. Miller  
Sheriff of Upshur County, WV

**UPSHUR COUNTY DEPUTY SHERIFF  
POSITIONS  
Sheriff of Upshur County**

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

The date for the physical agility test and written examination will be given out when application is returned. Applicants must show valid photo identification in order to complete testing. Applicants must be no less than 18 years of age nor older than 45 years of age per Civil Service guidelines. Salary will be based on experience and certification. **The Upshur County Sheriff's Office is currently offering a \$5,000.00 sign-on bonus incentive to law enforcement officers currently certified in the State of West Virginia.**

Individuals may obtain an application at the following address:

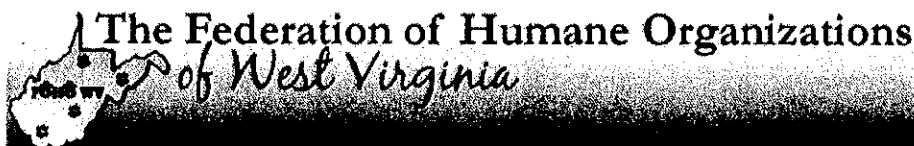
**Upshur County Sheriff's Department  
LAW ENFORCEMENT DIVISION  
38 W. Main Street Room 103  
Buckhannon, WV 26201**

Monday -Friday 8am - 4:00 pm

**Applications must be RECEIVED in our office no later than close of business (4:00pm) on Monday, April 19, 2021.**

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

From: "Theresa Bruner" <tbrunerwv22@gmail.com>  
To: "trperry" <trperry@upshurcounty.org>  
Subject: FOHO WV Stanton Grant Award  
Date: 3/1/2021 2:25:35 PM



Attention: Upshur County Commission on behalf of the Lewis-Upshur Animal Control Facility

Congratulations on being selected to receive a FOHO WV Stanton Foundation COVID-19 Grant in the amount of \$ 4,149. Unfortunately, we were unable to fund every request 100%, but consideration was given the current funding levels, the number of dogs coming through each program and if the organization received funding last year for medicines.

Before a check can be mailed to you, please confirm that you have read and agree to the terms of this grant listed below. Please send your confirmation email, including the correct mailing address for the check, to [tbrunerwv22@gmail.com](mailto:tbrunerwv22@gmail.com) no later than **Thursday, March 4, 2021**.

**\*\*The check will be made payable to the organization name on the application\*\*** Please let me know should I just make the check to the Upshur County Commission?

**TERMS:**

The Stanton Foundation is providing these funds for dogs being housed in your shelter or fostered in your care ONLY.

Funds are to be used according to the application request, with one exception: In the event you have unspent money after completing the projects outlined in your application, you may use the remainder of the grant for non-emergency canine medicine for animals in your care.

Final reports are due on or before **Friday, June 11, 2021** and must include:

1. Narrative Report – Please explain how the grant benefitted your organization, including a detail of each project. Pictures would be appreciated for capital improvements. (Narrative may be submitted as a word doc or pdf)
2. Financial Report – Please list Date of Purchase, Vendor Name, Invoice Number, Item Description, Quantity, Unit Price and Total Expenditure on the attached excel forms and return as excel forms please.
  - Each entry must be accompanied by a copy of the original invoice
  - Your organization name must appear on each invoice
  - Invoice must be dated after you received the grant

If you have any questions or concerns, please include them in your confirmation email. We will get back to you as quickly as possible.

**Confirmation Email is due on or before Thursday, March 4, 2021**  
**Final reports are due on or before Friday, June 11, 2021**

Sincerely,

***Theresa 'Sis' Bruner***

[www.fohowv.org](http://www.fohowv.org)

*(A grassroots West Virginia group supporting  
statewide animal welfare issues for 26 years)*

<b>LEWIS-UPSHUR ANIMAL CONTROL FACILITY</b>		
<b>MONTH OF Januaray 2021</b>		
	<b>UPSHUR</b>	<b>LEWIS</b>
<b>ADOPTIONS</b>		
CASH	\$275	\$180
CHECK	\$45	\$0
E STORE CREDIT CARD	\$60	\$80
<b>SUBTOTAL</b>	<b>\$380</b>	<b>\$260</b>
<b>SPAY/NEUTER DEPOSIT</b>		
CASH	\$250	\$150
CHECK	\$0	\$0
E STORE CREDIT CARD	\$250	\$50
<b>SUBTOTAL</b>	<b>\$500</b>	<b>\$200</b>
<b>BOARD RESCUE</b>		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$50	\$10
<b>SUBTOTAL</b>	<b>\$50</b>	<b>\$10</b>
<b>MICRO-CHIPPING</b>		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>
<b>DONATIONS</b>		
CASH	\$100	\$0
CHECK	\$458	\$0
E STORE CREDIT CARD	\$100	\$0
<b>SUBTOTAL</b>	<b>\$658</b>	<b>\$0</b>

OTHER	\$0	\$0
TOTAL	\$1,588	\$470

+

EXPLANATION:

**LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT**  
**ACCOUNT OF CATS**  
**JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES**  
**(January) 2021**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	2	0	2
Cats brought in by Animal Control Officer	0	0	0
Cats brought in by County Residents	14	10	24
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	11	3	14
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	3	8	11
Euthanasia:			
Owner Request	0	0	0
Other	0	5	5

February 4, 2021

Signature

Date

**LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**ANIMAL REPORT (February 3, 2021)**  
**ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**FOR THE MONTH OF (January) 2020**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	5	17	22
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	13	3	16
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	2	2	4
Dogs Returned to Owner	3	5	8
Dogs Escaped	0	0	0
Adoptions:			
With Charge	5	5	10
Without Charge	0	0	0
Rescues:			
With Charge	11	1	12
Without Charge	1	2	3
Euthanasia:	0	0	0
Owner Request	2	2	4
Other	0	0	0
Total	42	37	79

February 4, 2021

Signature

Date

Jason.Knicely, ANIMAL CONTROL / HUMANE OFFICER  
for the month of January(2020)

TRANSACTION	#
Animals picked up by ACO:	5
Dogs	5
Other	0
Animals returned to Owner by ACO:	3
Dogs	
Other	0
Animals Delivered to LUACF:	22
Dogs	22
Other	0
Animals Quarantined by ACO:	3
Dogs	3
Other	0
Animals Terminated:	2
Dogs	2
Other	0
Total Number of Hours Involved	80

  
Signature

  
Date



**City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, March 4, 2021**

**A. Call to Order**

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings

**B. Recognized Guests**

- B.1 West Virginia Strawberry Festival Association

**C. Department & Board Reports**

- C.1 Public Works Director- Jerry Arnold
- C.2 Finance Director- Amberle Jenkins
- C.3 Fire Chief- JB Kimble
- C.4 City Attorney- Tom O'Neill

**D. Correspondence & Information**

- D.1 Notice Special City Council Lay the Levy on Tuesday, April 20, 2021 at 9:00am
- D.2 Letter of Support to WV House of Delegates Committee on Finance RE: Amend WV Code 11-3-9 To Provide for Equal Personal Property Tax Treatment on Vehicle Leasing or Purchasing for Government Entities
- D.3 Letter of Request from Country Roads Transit -Continued Funding for FY 2022
- D.4 Letter from WVU Extension Office Upshur County- 4-H Scholarship Fund Educational Opportunities
- D.5 PR: ART26201 to Host 1<sup>st</sup> Annual Gray Barker Young Liars Camp June 14<sup>th</sup> -18<sup>th</sup>

**E. Consent Agenda**

- E.1 Approval of Minutes
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

**F. Strategic Issues for Discussion and/or Vote**

- F.1 Approval to Apply for Nonprofit IRS Certification
- F.2 Approval Ordinance No. 450 Creation of the Colonial Theatre Board-1<sup>st</sup> Reading
- F.3 Approval Letter of Request West Virginia Strawberry Festival Events 2021

**G. Comments and Announcements**

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 David Thomas
- G.5 Jack Reger
- G.6 Randall Sanders

**H. Mayor's Comments and Announcements**

**I. Adjournment**

Posted 03/01/2021

Next Regular Scheduled City Council Meeting Thursday, March 18, 2021

**To Participate in the meeting during the COVID-19 Stay at Home Order,  
Please join the meeting from your computer, tablet or smartphone:**

**<https://global.gotomeeting.com/join/601783413>**

**You can also dial in using your phone.**

**United States: +1 (646) 749-3122**

**Access Code: 601-783-413**

***Special Working Session #4 of City Council of Buckhannon  
2:00 p.m. in Council Chambers  
Meeting Agenda for Wednesday, March 10, 2021***

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- A. Call to Order**
  - A.1 Moment of Silence**
  - A.2 Pledge to the Flag of the United States of America**
- B. Working Session & Discussion**
  - B.1 Financial-Budget For Fiscal Year 2021-2022**

**POSTED 03/02/2021**

## 26<sup>th</sup> Judicial Community Corrections Board Meeting

July 6, 2020

The 26<sup>th</sup> Judicial Community Corrections Program of Lewis and Upshur Counties, West Virginia held their regularly scheduled meeting in Upshur County at the Upshur County Day Report Center on July 6, 2020. Program Director Troxell called the meeting to order at 6:05 p.m. Those in attendance were Gene Edwards, Jordan Hedrick, Larry Williams, Bob Simpson, and Addie Helmick. A quorum was present.

All motions were approved unanimously.

Motion to approve previous meeting minutes from Bob Simpson, seconded by Gene Edwards

Budget report, community corrections fund \$294,122.91

BIPP update- 0 referrals, still no facilitator for the class Shannon still waiting on training



Home confinement updates 8 Lewis County 29 Upshur County

Community corrections update- 166 referrals between both counties since July 2019

Grant update was given, we had gave our presentation via phone and the main topic was COVID-19

Next meeting scheduled for September 7, 2020 at the Lewis County Day Report Center

Motion to adjourn at 6:21 p.m. made by Bob Simpson, seconded by Gene Edward

x   
x 



#### 26th Judicial Circuit Community Corrections

Upshur County Office  
43 WBUC Road  
Buchannon, WV 26201  
Phone - (304)-472-8548  
Fax - (304)-472- 8735

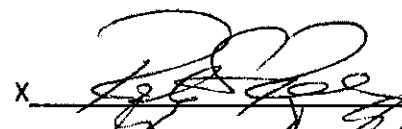
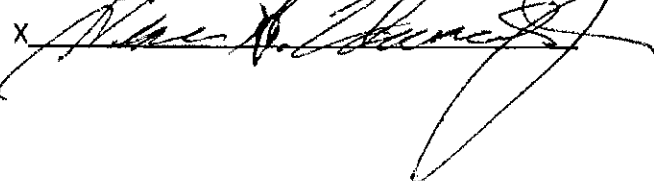
Lewis County Office  
111 Court Avenue  
Weston, WV 26452  
Phone - (304)-269-8674 or  
(304)-269-9182  
Fax - (304)-269-8693

Email - 26judicialcctcc@gmail.com

### Upshur/Lewis Community Corrections Board Meeting September 14, 2020 6:00pm, Lewis County Day Report Center

The 26<sup>th</sup> Judicial Circuit Community Corrections of Lewis and Upshur Counties, West Virginia held their regularly scheduled meeting in the Lewis County Commission Room on September 9, 2019. Project Director Rodney Rolenson called the meeting to order at 6:02pm. Those in attendance were: Terri Flint, Addy Helmick, Cheyenne Troxell, Bob Simpson, Gene Edwards, and Samantha Ribeiro Matos as an employee. Appearing by conference call were: Sid Phillips and Rodney Rolenson.

- Call to order 6:05pm
- Motion to approve previous minutes by Bob Simpson, second by Gene Edwards
- Budget Report +approximately \$70, 000 (due to increased DHHR testing and fees)
- BIPPS program, still need facilitator
- Home confinement update: Upshur 28, Lewis 8
- Community Corrections Referrals: Upshur 6, Lewis 10
- Grant Update – got same as last year \$161,500
- Approval to submit new SIEEMP Grant (telehealth) – motion to approve by Gene Edwards, second by Addie Helmick
- Request for new vehicle – motion to approve Terri Flint, second by Gene Edwards
- Request for ROCCAS (virtual IOP Program) – one round approved for trial at cost of \$2000.00 for 4 weeks for 10 people – motion by Bob Simpson, second by Gene Edwards
- Request for security systems in both offices – motion by Gene Edwards, second by Terri Flint
- Discussed new drug testing methods – MAKO fingerstick (blood) and Genotox (DNA matching) will obtaining pricing and vote by email
- Motion to adjourn – 6:35pm
  - Motion by Bob Simpson, Second by Gene Edwards
- Next Meeting – November 9, 2020 at the Upshur County Day Report Center

X   
X 

## 26<sup>th</sup> Judicial Community Corrections Board Meeting

September 28, 2020

The 26<sup>th</sup> Judicial Community Corrections Program of Lewis and Upshur Counties, West Virginia held their regularly scheduled meeting in Upshur County at the Upshur County Day Report Center on September 28, 2020. Project Director Rolenson called the meeting to order at 6:10 p.m. Those in attendance were Cheyenne Troxell, Gene Edwards, Jordan Hedrick, Larry Williams, Bob Simpson, and Addie Helmick. A quorum was present.

All motions were approved unanimously.

Motion to approve previous meeting minutes from Bob Simpson, seconded by Gene Edwards

Budget report, community corrections fund \$294,122.91

BIPP update- 0 referrals, still no facilitator for the class Shannon still waiting on training

Home confinement updates 8 Lewis County 28 Upshur County

Community corrections update- 16 referrals between both counties since July 2020

Motion to approve the resignation of case manager James Lough from Gene Edwards, seconded by Larry Williams

Motion to advertise, interview, and hire a new case manager to fill James Lough's vacant position by Larry Williams, seconded by Bob Simpson

Next meeting scheduled for November 9, 2020 at the Upshur County Day Report Center

Motion to adjourn at 6:21 p.m. made by Bob Simpson, seconded by Gene Edwards

X   
 X 



# 26th Judicial Circuit Community Corrections

Upshur County Office  
43 WBUO Road  
Buchanan, WV 26201  
Phone - (304)-472-5549  
Fax - (304)-472- 9735


Lewis County Office  
111 Canal Avenue  
Martinsburg, WV 26402  
Phone - (304)-269-8874 or  
(304)-269-8182  
Fax - (304)-269-8883

Email - 26judc1@ccccc@gmail.com

## Upshur/Lewis Community Corrections Board Meeting November 9, 2020 6:00pm, Upshur County Day Report Center

The 26<sup>th</sup> Judicial Circuit Community Corrections of Lewis and Upshur Counties, West Virginia held their regularly scheduled meeting at the Upshur County Day Report Center on November 12, 2020. Project Director Rodney Rolenson called the meeting to order at 6:00pm. Those in attendance were: Terri Flint, Addy Helmick, Cheyenne Troxell, Bob Simpson, Gene Edwards, Jordan Hedrick, Larry Williams, Terry Cutright, and Samantha Ribeiro Matos and Cory Elliot as employees.

- Call to order 6:00pm
- Motion to approve previous minutes by Gene Edwards, second by Bob Simpson
- Budget Report – cash match \$524,397.00 (due to increased DHHR testing and fees)
- BIPPS program, still need facilitator (have someone to do it, but no certification class available)
- Home confinement update: Upshur 28, Lewis 8
- Community Corrections Referrals: Upshur 16, Lewis 23
- Motion for new vehicle – Larry Williams – sell or trade explorer and car to get one new vehicle – motion to approve Larry Williams, second by Gene Edwards
- EXECUTIVE SESSION 6:11pm – 6:26pm
- Motion to increase pay rates of employees by \$2.50/hour – motion by Larry Williams, second by Bob Simpson
  - Motion to adjourn – 6:40pm -Motion by Bob Simpson, Second by Gene Edwards
- Next Meeting – January 21, 2021 at the Lewis County Day Report Center

X   
X 