

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: August 19, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 12, 2021
- 1:00 p.m. Court Security Advisory Board Meeting

Items for Discussion / Action / Approval:

1. Memorandum from Carrie Wallace, County Administrator, requesting the employment of Joey Dillon as part time temporary Groundskeeper, effective August 30, 2021. If approved, Mr. Dillon will work up to 29.5 hours per week for up to 10 weeks. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover
2. Consider Resignation of Employee *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover
3. Approval of Timber Sale Work Order #TS-8-16-21 between TLM Management LLC and the Upshur County Commission for the Youth Camp Timber Sale. Management services include preparation of cutting prescription and volume estimate for prescribed trees and contract preparation and supervision of the cutting operation for a fee in the amount of 5% of the gross sale price. *
Pages 5-6
4. Approval of Lewis-Upshur Animal Control Facility Volunteer Traci Cayton. * Under separate cover
5. Correspondence from Buckhannon Police Department Volunteers in Police Service (VIPS) announcing an upcoming Law Enforcement Recognition Banquet and requesting funding to purchase food and recognition plaques for the same. *
Page 7
6. 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. Juvenile Justice and Delinquency Prevention (OJJDP) Title II Grant Program Solicitation. Completed applications are due to JCS no later than 5:00 pm on Wednesday, September 1, 2021.

Pages 8-9

2. Lewis-Upshur Animal Control Facility Reports for the month of July, 2021

- Adoption Financial Transactions
- Cat Report
- Animal Report
- Animal Control/Humane Officer Animal Report

Pages 10-12

3. Public Notices:

- a) Newsletters and/or Event Notifications:

- Go Wild ... Feed a Child – You can help the Only WV Finalist win a \$25k Grant in support of Upshur Co. Students. Voting Window is August 18th – 27th. Page 13
- Press Release - Upshur Cooperative Parish House and St. Joseph's Hospital Free Vaccination Clinic for COVID-19 outside the Parish House on August 30, 2021. Page 14
- St. Joseph's Hospital/Rotary Club of Buckhannon-Upshur Blood Drive at the Event Center at Brushy Fork on September 15, 2021 from 11 am – 3 pm. Page 15
- French Creek Elementary School Shoe Drive Fundraiser during August and September. Page 16

- b) Agendas and/or Notice of Meetings:

- City Council of Buckhannon

August 19, 2021

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Meeting Minutes:

- | | | |
|--|---------------|--------------------|
| • Elkins Road PSD | June 1, 2021 | <u>Pages 18-19</u> |
| • Elkins Road PSD | June 14, 2021 | <u>Page 20</u> |
| • Upshur County Safe Structures & Sites Enforcement Bd | June 10, 2021 | <u>Pages 21-22</u> |
| • Upshur County Safe Structures & Sites Enforcement Bd | July 8, 2021 | <u>Pages 23-24</u> |

- c) Meetings:

- | | |
|-----------------------|--|
| • 08/03/21 5:00 p.m. | Elkins Road PSD – CANCELLED |
| • 08/10/21 5:00 p.m. | Elkins Road PSD - Special |
| • 08/03/21 4:00 p.m. | Hodgesville PSD |
| • 08/05/21 7:00 p.m. | Banks District VFD |
| • 08/19/21 7:00 p.m. | City Council of Buckhannon |
| • 08/05/21 7:00 p.m. | Selbyville VFD |
| • 08/09/21 12:00 p.m. | Upshur County Family Resource Network |
| • 08/09/21 4:30 p.m. | Upshur County Solid Waste Authority |
| • 08/09/21 5:30 p.m. | Buckhannon-Upshur Recreational Park Advisory Board |
| • 08/09/21 6:00 p.m. | Lewis-Upshur Community Corrections Board – Lewis Co. |
| • 08/10/21 7:30 p.m. | Adrian VFD |
| • 08/05/21 6:00 p.m. | Buckhannon-Upshur Board of Health |
| • 08/25/21 7:00 a.m. | Upshur County Development Authority –annual meeting |
| • 09/08/21 12:00 p.m. | Upshur County Senior Center Board |
| • 08/11/21 3:00 p.m. | Upshur County Conventions & Visitors Bureau |
| • 08/10/21 7:00 p.m. | Warren District VFD |
| • 08/05/21 3:00 p.m. | Adrian PSD |
| • 08/11/21 3:00 p.m. | Tennerton PSD |

- 08/12/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 08/12/21 7:30 p.m. Buckhannon VFD
- 08/09/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 08/19/21 6:30 p.m. Upshur County Youth Camp Board
- 08/08/21 6:00 p.m. Washington District VFD
- 08/16/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 08/18/21 4:00 p.m. Upshur County Public Library Board
- 08/20/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 08/24/21 6:30 p.m. Upshur County Fire Board, Inc.
- 08/24/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 08/11/21 7:00 p.m. Ellamore VFD
- 08/18/21 12:00 p.m. Lewis Upshur LEPC
- 09/16/21 6:00 p.m. Upshur County Farmland Protection Board
- 08/23/21 7:00 p.m. Upshur County Fire Fighters Association
- 08/11/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 08/25/21 10:00 a.m. James W. Curry Advisory Board

4. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative
- Upshur County Farmland Protection Board (7/1/21-6/30/25) – Farm Bureau Representative
- Corridor H Authority (7/1/21-6/30/25)
- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1st Mag. District
- Wes-Mon-Ty Resource Conservation & Development (7/1/2021 – 6/30/2023) -- County Commission

****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. 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)

1. Approval and signature of a Software License and Implementation Agreement between Central Square Technologies LLC and the Upshur County 911 Communications Center for the license of an integrated Computer System on a subscription basis consisting of a 911 system and any additional applications described in the Agreement and the Addenda. The total amount of this contract is one hundred fifty-three thousand two hundred twenty-three dollars and twenty-four cents (\$153,223.24). (tabled 7/15/21)
2. Approval and signature of a Central Square 911 Support Agreement between Central Square Technologies LLC and the Upshur County 911 Communications Center for annual maintenance services and support. The annual Maintenance and Support Fee for year 1 will be nineteen thousand two hundred fifty-six dollars and seventy-five cents (\$19,256.75). (tabled 7/15/21)
3. Ty Landis, Youth Environmental Club – Presentation of proposed amphitheater renovation project at the Upshur County Recreational Park (tabled 7/29/21)

4. Correspondence from Thomas J. O'Neill expressing an interest in the vacant seat on the Corridor H Authority. Upon approval, this term will be effective immediately and extend through June 30, 2025. (tabled 7/29/21)
5. Bid award – COPS Grant #2020-SVWX-0033 Notification System Upgrade Project (tabled 8/12/21)

**Next Regular Meeting of the Upshur County Commission
August 26, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex**

The Upshur County Commission Meeting scheduled for September 2, 2021, has been CANCELLED

TLM Management LLC

Christopher Cartwright, Registered Forester

PO Box 2335
Buckhannon, WV 26201

Cell (304) 709-4134

E-mail: TLMmanagementllc@gmail.com

TIMBER SALE WORK ORDER

Owner: Upshur County Commission

Address: 91 W Main Street, Suite 101
Buckhannon, WV 26201

Lot Name: Youth Camp

Location: Banks District, Map 5S Parcel 51
Deed Book 111 Page 228, near the town of Selbyville
along the Right Fork of the Buckhannon River

Telephone: (304) 472-0535

Work Order # **TS-8-16-21**

THE FOLLOWING MANAGEMENT SERVICES ARE AUTHORIZED (SUBJECT TO THE TERMS AND CONDITIONS STATED ON THE REVERSE PAGE):

☐ Marking & Tallying of Timber

☒ Preparation of cutting prescription and volume estimate for prescribed trees

☒ Contract preparation and supervision of the cutting operation

THE ABOVE INDICATED SERVICES ARE TO BE PERFORMED ON THE AREA AND IN THE MANNER DESCRIBED AS FOLLOWS: Mark for a forest improvement cut and harvest approximately 47 acres of the +/- 193 acre property located on the Right Fork of the Buckhannon River in Upshur County. The area to be marked is a medium sawtimber stand located on moderately to steeply sloping land with northerly exposures. The objective of the harvest will forest improvement and efforts will be taken to retain the best possible trees for continued growth.

CHRISTOPHER CARTWRIGHT (DBA: TLM MANAGEMENT LLC) IS HEREBY APPOINTED AGENT FOR THE UNDERSIGNED OWNER FOR THE PURPOSE DESCRIBED UNDER AGENT'S RESPONSIBILITIES (ON ATTACHED SHEET).

PAYMENT WILL BE MADE AS FOLLOWS: The above-named owner agrees to pay the Agent five percent (5%) of the gross sale price for the indicated services with payment to be made: from the proceeds of the timber sale at the time the timber is paid for by the purchaser.

Christopher Cartwright (TLM Management LLC) shall be given the sole and exclusive right, power and authority to act as Agent for marketing and sale of timber from the above property for twelve months from signing of this contract or upon successful consummation of a sale of the marked timber and completion of the actual harvesting operation.

I HAVE READ THE TERMS AND CONDITIONS STATED ON THE ATTACHED SHEET AND UNDERSTAND THAT SAID TERMS AND CONDITIONS ARE INCORPORATED IN THIS AGREEMENT.

Date

Kristie G. Tenney,
Commission President

Date

Christopher Cartwright

Notice to Landowner: If the above meets with your approval please sign and return original.

TERMS AND CONDITIONS

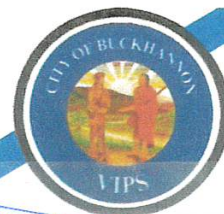
OWNER'S RESPONSIBILITIES:

1. The owner warrants that he/she is the true owner of and has the sole right to mark and/or sell the timber and/or cordwood indicated by this agreement, and that there are no other claims to said timber and/or cordwood; or that the signatory is the Owner's agent in this matter and has the authority to mark and/or sell the same.
2. The Owner agrees to provide the Agent with accurate information regarding the location of the boundaries of and rights of way to said woodland, and if any boundary or right of way is in dispute, to so indicate to the Agent. The owner hereby agreed to indemnify and hold harmless the Agent from any claim for damage to the trees and/or property of abutters as a result of Owner's incorrect representation of boundaries or rights of way.
3. The owner agrees to give the Agent the exclusive right to mark and sell trees on said property until all applicable fees stated on Page One of this agreement have been paid and until the Agent is released from his responsibilities under this agreement.
4. The Owner agrees to permit access to the said property at all reasonable times by the Agent.
5. The Owner agrees to indemnify and hold harmless the Agent from liability for personal injury or property damage arising out of this agreement and/or out of any contract for the sale of timber unless said injury and/or damage be caused by willful or reckless act (s) of the Agent.
6. The Owner agrees to assume full responsibility for her/his performance under the contract (s) signed by the Owner and prepared by the Agent.
7. The Owner will undertake to solicit offers or bids for the purchase of the trees marked or prescribed, and the AGENT will assist and advise the Owner regarding the adequacy of each bid or offer, or the advisability of accepting same.

AGENT'S RESPONSIBILITIES:

1. The agent will inspect for sale potential and mark or prescribe for cutting the merchantable trees in the manner described on page one of this agreement.
2. The Agent will provide a tally and bid prospectus to the Owner for the trees marked or prescribed for cutting.
3. The Agent will see that state required cutting plans are filed.
4. The Agent will prepare a sale contract for the trees marked or prescribed and oversee execution of the contract, including collection of the purchase price or fractions thereof, inspection of the cutting operation, sending the Owner and Buyer copies of inspection forms, holding the Buyer's performance deposit (if any) in an escrow account, overseeing the cleanup of the site upon completion of the cutting operation, and whatever else is necessary to the successful execution of the sale contract.
6. The agent agrees to indemnify and hold harmless the owner from liability or personal injury arising out of this agreement.

Buckhannon Police Department Volunteers In Police Service (VIPS)



To Whom It May Concern:

The Buckhannon Police VIPS (Volunteers In Police Service) are planning to host a Law Enforcement Recognition Banquet on October 16, 2021 at the Event Center at Brushy Fork. We are asking for your assistance to make this banquet a success.

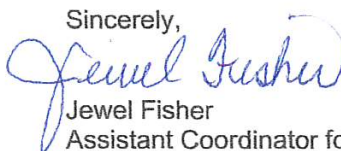
The Event Center has already been reserved for the evening of October 16, 2021. The purpose of this banquet is to recognize the law enforcement officers from the Upshur County Sheriff's Department, Buckhannon City Police, the West Virginia State Police and the West Virginia Natural Resources Police.

VIPS is asking for your help in providing funds to help purchase the food and recognition plaques. The menu and cost of the food is approximately \$1500 including the rental fee and the recognition plaques.. Desserts will be provided by the VIPS organization. The rental fee of \$265 for the Event Center has already been paid to secure the building on the above date of October 16, 2021.

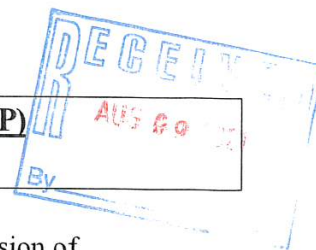
We are hoping the total amount requested of approximately \$1500 could be split between the county and the city as we are recognizing officers from the city, county and state agencies.

This is a banquet that we want to continue each year. We have a great group of Law Enforcement Officers in our county and they deserve to be recognized for their service now more than ever. There is too much negativity shown towards law enforcement and we need to show the officers our support.

Any assistance in this matter would be greatly appreciated. If you have any questions, please feel free to contact me at 304-613-9964.

Sincerely,

Jewel Fisher
Assistant Coordinator for VIPS

Juvenile Justice and Delinquency Prevention (OJJDP)
Title II Grant Program Solicitation



The Justice and Community Services (JCS) section of the West Virginia Division of Administrative Services (DAS) is announcing the availability of fiscal years 2018, 2019, and 2020 Juvenile Justice and Delinquency Prevention – Title II Grant Program funds through the through the U.S. Department of Justice’s Office of Juvenile Justice and Delinquency Prevention (OJJDP).

The OJJDP FY 2021 Title II Formula Grants Program provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies, for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency, as well as juvenile justice system improvement efforts.

The following entities are eligible to apply for Title II grant funds: 1) units of state and local governments; and 2) non-profit agencies. Agencies that can help advance one or more of the following priority areas are strongly encouraged to apply:

- Community-based alternatives (including home-based alternatives) to incarceration and institutionalization;
- Community-based programs and services to work with status offenders, other youth, and the parents and other family members; juveniles during their incarceration; and parents with limited English-speaking ability;
- Comprehensive juvenile justice and delinquency prevention programs that meet the needs of youth through the collaboration of the many local systems before which a youth may appear, including schools, courts, law enforcement agencies, child protection agencies, mental health agencies, welfare services, healthcare agencies, and private nonprofit agencies offering youth services;
- Education and/or training for defense attorneys and appointed counsel;
- Counseling, training, and mentoring programs, which may be in support of academic tutoring, vocational and technical training, and drug and violence prevention counseling;
- Prevention Resource Officers;
- Programs for positive youth development that assist delinquent and other at-risk youth in obtaining a sense of safety and structure, belonging and membership, self-

worth and social contribution, independence and control over one's life, and closeness in interpersonal relationships;

- Programs designed to prevent and reduce juvenile hate crimes;
- Mental health programs;
- Programs that address the needs of girls in or at risk of entering the juvenile justice system; and
- Racial and ethnic disparities.

The Juvenile Justice State Advisory Group (SAG) will meet shortly after the application deadline to review applications and make award recommendations to the Office of the Governor. An individual representing your agency **must** be available during this meeting to represent your application. Notification of the meeting will be sent at a later date.

Note: These funds will be awarded on a reimbursement basis for a maximum of a twelve-month period. Grant funds may provide for personnel, contractual services, and travel/training.

Interested applicants should email Marty Hatfield at Marty.A.Hatfield@wv.gov for application forms.

**Completed applications are due
at JCS no later than
5:00 p.m. on Wednesday, September 1, 2021**

Faxed and late applications will not be accepted.

Should you need further information, clarification, or assistance,
please contact Marty Hatfield at (304) 352-2414 or by
email at Marty.A.Hatfield@wv.gov.



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

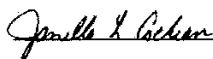
TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	2	0	2
Cats brought in by Animal Control Officer	0	2	2
Cats brought in by County Residents	25	26	51
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	1	0	1
Adoptions:			
With Charge	24	13	37
Without Charge	0	1	1
Rescues:			
With Charge	0	0	0
Without Charge	16	12	28
Euthanasia:			
Owner Request	1	0	1
Other	5	0	5

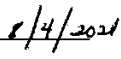

Signature

8/4/2021
Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
 ANIMAL REPORT (August 4, 2021)
 ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
 FOR THE MONTH OF (July 2021)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	24	16	40
Other Animals brought in by Animal Control Officer	1	0	1
Dogs brought in by County Residents	16	12	28
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	2	0	2
Dogs Returned to Owner	14	2	16
Dogs Escaped	1	0	1
Adoptions:			
With Charge	10	4	14
Without Charge	0	0	0
Rescues:			
With Charge	2	5	7
Without Charge	14	5	19
Euthanasia:			
Owner Request	1	0	1
Other	0	0	0
Total	85	44	129


 Signature


 Date

animal report for August 4 2021 animal control officer jason Knicely

For the month of (july 2021)

TRANSACTION	#
Animals picked up by ACO:	
Dogs	24
Other	0
Animals returned to Owner by ACO:	0
Dogs	2
Other	0
Animals Delivered to LUACF:	
Dogs	40
Other	1
Animals Quarantined by ACO:	2
Dogs	0
Other	0
Animals Terminated:	0
Dogs	1
Other	0
Total Number of Hours Involved	80

Signature

Date

8-9-2021



GO WILD... FEED A CHILD

We Need Your Vote!!!

YOU can help the **Only WV Finalist**
to win a **\$25K Grant** in support
of Upshur Co. Students!

REMEMBER: Voting Window is Aug 18-27th
You can vote 10 times per day!

Make it Count and Help Feed a Child!

Help us win a \$25K grant
from State Farm Neighborhood Assist®



1. Scan the QR code to visit the site
2. Search:
Go Wild Feed a Child
3. Vote 10 times a day to increase
our chances of winning



Visit neighborhoodassist.com



WVU Medicine HEALTH NEWS

**For Immediate Release
August 13, 2021**

**UPSHUR COOPERATIVE PARISH HOUSE AND ST. JOSEPH'S
HOSPITAL TO HOLD FREE VACCINE CLINIC FOR COVID-19
MONDAY, AUGUST 30TH**

Buckhannon, WV: The Upshur Cooperative Parish House and St. Joseph's Hospital will hold a free vaccine clinic for COVID-19 on Monday, August 30th outside the Parish House located at 68 College Avenue in Buckhannon. The clinic will run from 9 am to 1 pm and is open to anyone over the age of 18. The vaccine to be given will be Johnson and Johnson and requires only one vaccine. Door prizes will also be given out for those receiving the vaccine. With the increase in infection due to the highly contagious delta variant, everyone is urged to get vaccinated. The vaccines are safe and are highly effective at preventing severe disease and death. For more information, call 304-472-0743.

–WVU MEDICINE–

**Media Inquiries: Lisa Wharton, Vice President, Public Relations/Marketing/Foundation,
304-473-2138 lisa.wharton1@wvumedicine.org**

–WVU MEDICINE–

St. Joseph's Hospital & The Rotary Club of Buckhannon-Upshur

BLOOD DONORS NEEDED

Date: Wednesday, September 15th from 11am–3pm

Location: The Event Center at Brushy Fork
929 Brushy Fork Road, Buckhannon

As part of the blood drive, donations of non-perishable food will be collected by the Rotary Club of Buckhannon-Upshur for the **Upshur Cooperative Parish House Food Pantry.**

Items Needed Include:

Non-Perishable Foods:

canned vegetables

canned beans

grape jelly



To make an appointment:

- 1) Visit **Vitalant.org** and Click **Donate Now** – search by Group Code **W4310005** **OR**
- 2) Call **1-304-473-2164** or **1-412-209-7000**



ST. JOSEPH'S HOSPITAL 



The Rotary Club of
Buckhannon-Upshur



vitalant 
Blood Donation

Masks required



French Creek Elementary School

August 7 at 11:19 AM · 🌐

...

French Creek Elementary School Launches Shoe Drive Fundraiser

to Raise Money to Take Students on Trips Around our State.

French Creek Elementary School is conducting a shoe drive fundraiser during the months of August and September.

French Creek Elementary School will earn funds based on the total weight of the pairs of gently worn, used and new shoes collected, as Funds2Orgs will issue a check for the collected shoes. Anyone can help by donating gently worn, used and new shoes to French Creek Elementary School during school hours. If you cannot make it to drop off shoes during school hours, call the school (304-924-6381) and someone will arrange another means of pick-up for you.

All donated shoes will then be redistributed throughout the Funds2Orgs network of micro-enterprise (small business) partners. Funds2Orgs works with micro-entrepreneurs in helping them create, maintain and grow small businesses in developing countries where economic opportunity and jobs are limited. Proceeds from the sales of the shoes collected in shoe drive fundraisers are used to feed, clothe and house their families. One budding entrepreneur in Haiti even earned enough to send to her son to law school.

Contact

Kasey Baisden, Principal

French Creek Elementary School

Office: 304-924-6381

Email: kbaisden@k12.wv.us

**City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, August 19, 2021**

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

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 Dennis Cortes-Upshur County Parks & Recreation Board

C. Department & Board Reports

- C.1 SYCC Executive Director -Debora Brockleman
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief- Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Notice of the Proposed Statement for the Atlantic Coast Pipeline Restoration Project & Supply Header Restoration Project
- D.2 WV Public Service Commission Schedules Public Comment Hearings for Suddenlink Customers
- D.3 Letter of Resignation City Council Member Mary Albaugh
- D.4 CityPR: WVWC Move-in Day on 08/21/21
- D.5 Travelers Insurance Fire Department Risk Management Guide
- D.6 Report of Cat & Dog Activity -Upshur County Commission-July 2021
- D.7 Letter of Request from VIPs RE: Law Enforcement Recognition Banquet
- D.8 Thank you Letter from Almost Heaven BBQ Bash, Inc.

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 07/15/21, 08/03/21, Special 07/08/21, 07/21/21
- 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 Discussion/Possible Action to Hire Position of Maintenance/Bus Driver/Custodian at SYCC
- F.2 Discussion/Possible Action to Purchase Bus for SYCC
- F.3 Approval City Hall Roof Replacement Project
 - Approval of Bid Opening Results
 - Approval & Execution of Notice of Award
 - Approval & Execution of Notice to Proceed
- F.4 Approval Re-Addressing/Mapping of 119, 120, 121, 122 Island Avenue to HaBob Lane
- F.5 Approval to Accept Proposal of \$18,800.00 from Tradeworx for Repair Work to City Hall
- F.6 Approval to Accept Bids for One (1) New Articulating Wheel Loader (Street Department)
- F.7 Approval Appointments FY 2021/22 – Television Cable Board
- F.8 Begin discussion to fill vacated City Council position

G. Comments and Announcements

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

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

Posted 08/16/2021

Next Regular Scheduled City Council Meeting Thursday, September 2, 2021

AUG-12-2021 08:25 AM ELKINSROADPSD

3044722028

P. 02/08

Elkins Road Public Service District
Board of Directors' Regular Meeting
June 1, 2021

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, June 1, 2021.

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 (absent) and Board Member-David Burr

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

Unless otherwise stated all motions passed by vote 2-0.

Recognize that two (2) customers were present.

APPROVAL OF MINUTES

Minutes of May 4, 2021 Regular Monthly Meetings were presented for approval. **David Burr made a motion to approve the minutes. Carey Wagner seconded. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

WVRWA CONFERENCE – SNOWSHOE – AUGUST 15-18, 2021

WVRWA is holding the conference at Snowshoe on August 15-18, 2021 this year. Discussion followed on who would attend. **Carey Wagner made a motion to approve attending the conference. David Burr seconded. Motion carried**

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented Request # 12 for approval and payment which is \$296,998.99 SCBG amount and \$97,782.71 IJCD Loan amount for a total request of \$394,781.70. **David Burr made a motion to approve and make payments. Carey Wagner seconded. Motion carried**

Change Order Number 7 for Contract 1

A seventh change order for Contract 1 was presented to cover a decrease in the amount of \$3,225.00. **Dave Burr made a motion to sign the change order. Carey Wagner seconded. Motion carried**

AUG-12-2021 08:26 AM ELKINSROADPSD

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P. 03/08

Elkins Road Public Service District
Board of Directors' Regular Meeting
June 1, 2021

PHASE III EXTENSION PROJECT (continued)

Greg Belcher submitted a Partial Substantial Completion Certificate for both Contracts 3 and 4 for approval and signature. **David Burr made a motion to approve and sign the Partial Substantial Completion Certificates for Contract 3 and 4. Carey Wagner seconded. Motion carried**

Greg again spoke to the Board about backflow cost and the cost of a retainer wall for Waugh Tank overflows. He estimated that each project would cost approximately \$30,000.00.

MAINTENANCE

Dave Wamsley, System Operator, discussed the May Maintenance Report. Leak detection was discussed at length again due to the city water bills which are continuing to be high because of this water loss.

There being no further business, **the meeting adjourned on motion made by Carey Wagner and seconded by David Burr.** Meeting adjourned at 6:30 p.m.

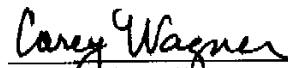
The next meeting will be held on Tuesday, Jul 6,, 2021 at 5:00 p.m.

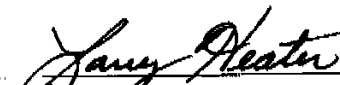
Respectfully submitted:


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

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
David Burr

AUG-12-2021 08:27 AM ELKINSROADPSD

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P. 06/08

Elkins Road Public Service District
Board of Directors' Special Meeting
June 14, 2021

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, June 14, 2021.

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-David Burr

Staff Present were: Office Manager-Carolyn Douglas

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

Recognize that two (2) customers were present.

BUDGET FOR FY 2021 – 2022

Carey Wagner presented the new budget for FY 2021 – 2022 to the other Board members for review and discussion. **Larry Heater made a motion to approve the new budget. David Burr seconded. Motion carrier**

WVRWA CONFERENCE VOTING DELEGATE/ALTERNATE

David Burr made a motion to appoint Carey Wagner as voting delegate and Carolyn Douglas as the alternate for the WVRWA Conference. Larry Heater seconded. Motion carried

There being no further business, **the meeting adjourned on motion made by Larry Heater and seconded by David Burr.** Meeting adjourned at 5:35 p.m.


The next meeting will be held on Tuesday, July 6, 2021 at 5:00 p.m.


Respectfully submitted:

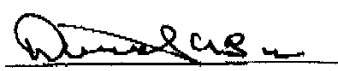
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
David Burr

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

June 10, 2021

Members Present: Greg Harris, Brian Shreves, Chris Garrett, Chris Cook

Members Absent: Rick Harlow

Others Present: James Arhvidese, trainee with the UBHD

The meeting was called to order at 3:00 p.m. by Greg Harris.

The May 13, 2021 meeting minutes were reviewed. On motion by Brian Shreves, seconded by Chris Cook, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

011421-01 (Carr) No action was taken as the Board has previously provided the owner an extension until July 7, 2021 within which to bring the property into compliance. Greg Harris talked to Trooper Menendez about removing the owner from the banned list from taking items to Jerry Stout's. Trooper Menendez said the owner was placed on the list for selling copper wire.

021121-01 (Bryce Chapman) Greg Harris has been to the property twice and there has been no change to same. Greg said that the owner has been charged by the WVDOT in magistrate court with operating an illegal salvage yard. Brian Shreves made a motion that the Board withhold further action on the case until the State action has reached its conclusion. The motion was seconded by Chris Garrett and approved by the Board.

051321-01 (Mitchell Hyre) Reviewed photos of the property. Upon motion by Brian Shreves, seconded by Chris Cook, the Board moved to give the owner until August 11, 2021 to bring the property into compliance. The motion was approved by the Board.

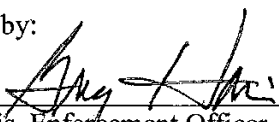
No new cases were brought before the Board.

Other Business:

The next meeting will be held on Thursday, July 8, 2021 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting was adjourned at 3:25 p.m.

Approved by:



Greg Harris, Enforcement Officer

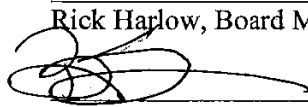
09-08-21
Date

Chris Garrett, Board Member

Date


Rick Harlow, Board Member

Date



Kenneth "Brian" Shreves, Board Member

9/8/21
Date



Chris Cook, Board Member

9/8/21
Date

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

July 8, 2021

Members Present: Greg Harris, Brian Shreves, Chris Garrett, Chris Cook

Members Absent: Rick Harlow

Others Present: James Arhvidese, trainee with the UBHD

The meeting was called to order at 3:00 p.m. by Greg Harris.

The June 10, 2021 meeting minutes were reviewed. On motion by Chris Garrett, seconded by Brian Shreves, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

011421-01 (Carr) The owner has removed some items from the property. Greg Harris advised the owner that if he did not bring the property into compliance by removing the rest of the items his case could be referred to the County Commission and result in a \$50/day fine against the owner. On motion by Brian Shreves, seconded by Chris Cook, the Board moved to give the owner a second extension until September 8, 2021, to bring the property into compliance. The motion was approved by the Board.

021121-01 (Bryce Chapman) No action was taken as the Board is awaiting the conclusion of the WVDOT case in magistrate court against the owner for operating an illegal salvage yard.

051321-01 (Mitchell Hyre) No action was taken as the Board has given the owner until August 11, 2021 to bring the property into compliance.

Three new cases were brought before the Board:


1. (Shannon M. Whited) This is already an open case (Bryce Chapman). Greg Harris is to inform Ms. Whited that this case is already before the Board for review and action.
2. (David Miller) The property is located on Centerville Road in Rock Cave. On motion by Brian Shreves, seconded by Chris Garrett, the Board moved to have Greg Harris investigate the property. The motion was approved by the Board.
3. (Gregory A. Smith) The owner lives in Glenville and owns a surveying company. On motion by Brian Shreves, seconded by Chris Cook, the Board moved to have Greg Harris investigate the property. The motion was approved by the Board.

Other Business:

The next meeting will be held on Thursday, August 12, 2021 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting was adjourned at 3:25 p.m.

Approved by:



Greg Harris, Enforcement Officer

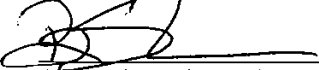
08-12-21
Date

Chris Garrett, Board Member

Date

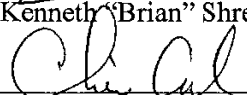
Rick Harlow, Board Member

Date



Kenneth "Brian" Shreves, Board Member

8/12/21
Date



Chris Cook, Board Member

8/12/21
Date