

## 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: November 4, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• October 28, 2021

9:05 a.m. Susie Haught, Case Manager for Community Care of WV– Presentation of Lung Cancer Awareness Proclamation [Page 4](#)

9:30 a.m. Upshur County Tobacco Prevention Coalition – Presentation of Great American Smokeout Proclamation [Page 5](#)

Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of National Adoption Month Proclamation [Pages 6-7](#)

### Items for Discussion / Action / Approval:

1. Consider sale of 2010 Ford Crown Victoria to Burnsville Police Department for \$1 per WV Code §7-3-3. \*
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 \$14,225.45. This is for Request for Funds #25. \*  
[Pages 8-21](#)
3. Approval of Lewis-Upshur Animal Control Facility Volunteer Dorothy Allen. \* [Under separate cover](#)
4. Approval of 26<sup>th</sup> Judicial Community Corrections intern William J. Taylor. Mr. Taylor will be employed by the State of WV and the internship will commence November 9, 2021. \* [Under separate cover](#)
5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

### For Your Information:

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

1. Correspondence from Governor Jim Justice announcing the Victims of Crime Act (VOCA) grant award in the amount of \$29,118.00. [Page 22](#)

2. Upshur County Building & Floodplain Permits for the month of October, 2021		<a href="#">Pages 23-24</a>
3. Upshur County Sheriff's Financial Statement for period ending September, 2021		<a href="#">Pages 25-27</a>
4. Upshur County E911 Communication Reports – October, 2021		<a href="#"><u>Under separate cover</u></a>
• Monthly Department Summary Report		
• Monthly Wrecker Report		
• YTD Wrecker Report		
5. Public Notices:		
a) Newsletters and/or Event Notifications:		
• James W. Curry Public Library November Calendar of Events		<a href="#">Page 28</a>
b) Agendas and/or Notice of Meetings:		
• James W. Curry Library/Park	October 27, 2021	<a href="#">Pages 29-30</a>
• Elkins Road PSD	November 2, 2021	<a href="#">Page 31</a>
• City Council of Buckhannon	November 4, 2021	<a href="#">Page 32</a>
Meeting Minutes:		
• WesMonTy RC&D Board of Directors	January 21, 2021 February 26, 2021 March 16, 2021 April 27, 2021 May 18, 2021 June 15, 2021 July 13, 2021	<a href="#">Page 33-41</a>
• James W. Curry Library/Park	August 25, 2021	<a href="#">Pages 42-44</a>
• Upshur County Enhanced Emergency Telephone Advisory Board	September 28, 2021	<a href="#">Page 45</a>
• Hodgesville PSD	October 5, 2021	<a href="#">Pages 46-47</a>
c) Meetings:		
• 11/02/21 5:00 p.m.	Elkins Road PSD	
• 11/02/21 4:00 p.m.	Hodgesville PSD	
• 11/04/21 7:00 p.m.	Banks District VFD	
• 11/18/21 7:00 p.m.	City Council of Buckhannon	
• 11/04/21 7:00 p.m.	Selbyville VFD	
• 11/08/21 12:00 p.m.	Upshur County Family Resource Network	
• 11/08/21 4:30 p.m.	Upshur County Solid Waste Authority	
• 11/08/21 5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board	
• 12/06/21 6:00 p.m.	Lewis-Upshur Community Corrections Board – Upshur Co	
• 11/09/21 7:30 p.m.	Adrian VFD	
• 11/04/21 6:00 p.m.	Buckhannon-Upshur Board of Health	
• 11/09/21 7:00 a.m.	Upshur County Development Authority –Executive Board	
• 11/10/21 12:00 p.m.	Upshur County Senior Center Board	
• 11/10/21 3:00 p.m.	Upshur County Conventions & Visitors Bureau	
• 11/09/21 7:00 p.m.	Warren District VFD	
• 11/04/21 3:00 p.m.	Adrian PSD	

- 11/10/21 3:00 p.m. Tennerton PSD
- 11/11/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board - CANCELLED
- 11/10/21 3:00 p.m. Upshur County Safe Sites & Structures Enf. Board – Special
- 11/11/21 7:30 p.m. Buckhannon VFD
- 11/08/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 11/18/21 6:30 p.m. Upshur County Youth Camp Board
- 11/14/21 6:00 p.m. Washington District VFD
- 11/15/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 11/17/21 4:00 p.m. Upshur County Public Library Board
- 11/19/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 11/16/21 6:30 p.m. Upshur County Fire Board, Inc.
- 11/23/21 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 11/10/21 7:00 p.m. Ellamore VFD
- 11/17/21 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 11/18/21 6:00 p.m. Upshur County Farmland Protection Board
- 11/22/21 7:00 p.m. Upshur County Fire Fighters Association
- 11/10/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 11/24/21 1:00 p.m. James W. Curry Advisory Board

6. Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1<sup>st</sup> Mag. District

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

Tabled Items

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

1. Justin Bowers, Appalachian Impact - request for use of Hampton Community Building

**Next Regular Meeting of the Upshur County Commission**

**November 18, 2021 --- 9:00 a.m.**

**Upshur County Courthouse Annex**

**\*\*A Special Meeting will be held on Wednesday, November 17<sup>th</sup> in the Commission Meeting Room\*\***

**\*\*The Commission Meeting on November 11, 2021 is CANCELLED as the Courthouse is CLOSED\*\***



## *Proclamation*

**WHEREAS**, Lung cancer is the leading cause of cancer-related deaths in WV, with the goal to increase national awareness and early prevention; and

**WHEREAS**, WV has the highest rate of lung cancer in the nation as a whole. Nearly one in three of all cancer deaths in WV are from lung cancer.

**WHEREAS**, Lung Cancer is the most frequently diagnosed cancer in men and women combined, with an average of 2,011 new cases diagnosed each year.

**WHEREAS**, Awareness, early detection, and treatment are crucial in the prevention and the slowing of lung cancer; and

**WHEREAS**, through public awareness to minimize the devastating affects lung cancer has on citizens.

**NOW, THEREFORE BE IT DECLARED**, the UPSHUR COUNTY COMMISSION, West Virginia, hereby proclaims November, 2021 as Lung Cancer Awareness Month and hereby encourages all citizens to research the sign and symptoms and preventative measures for lung cancer awareness.

*Signed this 4<sup>th</sup> Day of November, 2021*

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Kristie G. Tenney, President  
Upshur County Commission

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Terry Cutright, Commissioner

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Sam Nolte, Commissioner





The American Cancer Society sponsors the Great American Smokeout on the third Thursday of November (November 18, 2021) each year, challenging smokers to give up cigarettes for 24 hours. If you or a loved one smokes cigarettes, consider joining the movement, and take the first step toward quitting cigarettes forever!

In our state, a pack of cigarettes costs approximately \$6.62 plus tax, so if you multiply that one pack a day, the monthly cost is over \$200. To take that to a yearly cost, it is roughly \$2,400. If you quit, you could take your family on a week-long vacation, afford a monthly utility payment. Even if you only quit for four months, you could purchase a laptop/tablet and internet service.

E-cigarette use, or vaping, among adults and youth is an **epidemic** in West Virginia. Vaping use rates are rising faster in West Virginia than rates across the nation. More than 1 in 3 (35.7%) West Virginia high school students report current use of e-cigarettes. This is a 150% increase from 2017 to 2019 alone. The high school tobacco use rate is 40.6%.

Studies show that second and thirdhand smoke also poses health risks. Secondhand smoke can increase lung cancer by 20 – 30%. Smoke from the end of a cigarette has a higher concentration of the cancer-causing chemicals than the smoke exhaled by a smoker. The US EPA says secondhand smoke is among the most dangerous substances known to cause cancer. Thirdhand smoke refers to the toxins from cigarette smoke that stick to soft surfaces. Thirdhand smoke not only affects adults but also babies, children, and even pets.

NOW, THEREFORE, BE IT PROCLAIMED that the Upshur County Commission hereby recognizes and supports the American Cancer Society's GREAT AMERICAN SMOKEOUT on November 18, 2021, in Upshur County and encourages all citizens who smoke, use chew or dip tobacco, vape, or any other devices to ingest nicotine to demonstrate to themselves and to their children that they can quit by joining the American Cancer Society's Great American Smokeout.

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Terry Cutright, Upshur County Commissioner

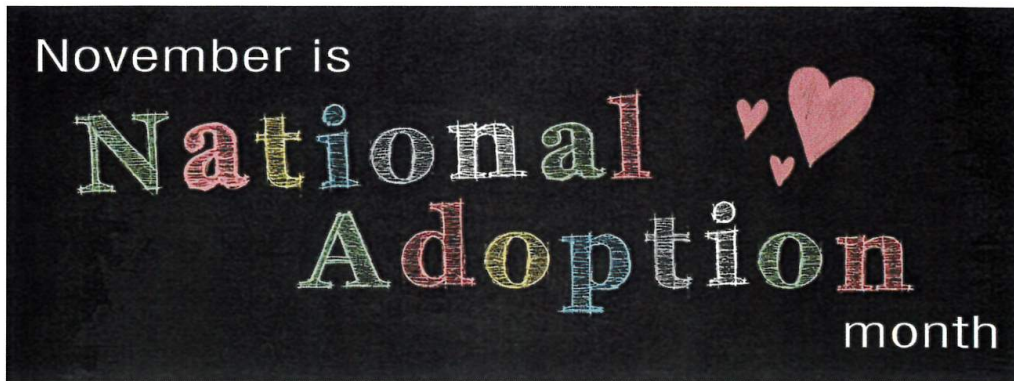
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Samuel Nolte, Upshur County Commissioner

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Kristie Tenney, Upshur County Commissioner, President





**A proclamation of Upshur County Commission recognizing November 2021 as National Adoption Month:**

National Adoption Month is an initiative of the Children's Bureau with a goal to increase national awareness and bring attention to the need for permanent families for children and youth in the U.S. foster care system.

For over two decades, National Adoption Month has been promoted and celebrated every November in communities across the country. Many national, state, and local agencies as well as foster, kinship care, and adoptive family groups will help spread the word through programs, events, and activities that help raise awareness for thousands of children and youth in foster care who are waiting for permanent, loving families. This year National Adoption Day is Saturday, November 20<sup>th</sup>.

As of May 2020, there are approximately 7,200 children in foster care with just over 3,000 foster families registered (not including kinship homes). As of November 2021 there are no current numbers, but, the estimation is now close to or over 8,000. The numbers continue to climb at an alarming rate. There are also a great deal of children living with family members who do not seek services in fear that the children will be removed from their care, so that only increases the number of foster children in our state.

Upshur County FRN continues to raise awareness of foster care and adoption in the hopes that these children can be placed in forever homes. We work to present the

facts and dispel the myths to the journey to foster and/or adopt by holding foster care open houses and is currently starting a foster care and adoption peer group in Upshur County. Currently the UCFRN is working with the senior center in bringing the West Virginia State University program Healthy Grandfamilies to Upshur County this past summer and the current fall session.

Many children awaiting adoptive families were removed from their biological families due to abuse, neglect or abandonment. These children have endured hardships, sadness, loss of relationships, and abuse. All of these children deserve a permanent home. Without a permanent, loving adoptive home, these children face the likelihood of entering adulthood with no parental guidance or support. We believe that all children deserve a loving, safe home.

NOW, THEREFORE BE IT PROCLAIMED BY THE UPSHUR COUNTY COMMISSION, that they hereby proclaim November 2021 as National Adoption Month and November 20, 2021 as National Adoption Day in Upshur County and encourage the residents of Upshur County to consider fostering or adopting a child or donating time, resources, or educating and advocating for our kids. We also celebrate all of the adoptions that have taken place in Upshur County.

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Terry Cutright, Upshur County Commission

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Samuel Nolte, Upshur County Commission

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Kristie Tenney, President, Upshur County Commission

On this date, November 4, 2021

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

**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>173858-25</b>			<b>% of CDBG Funds Expended</b>	<b>88%</b>	
<b>Time Period Covered by this Request:</b>				<b>10/20/2021</b>	<b>To:</b>	<b>11/04/2021</b>
<b>Amount of CDBG Funds on hand at the time of this Request</b>					<b>\$</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	\$ 77,462.84	\$ 64,215.58	\$ -	\$ 64,215.58	\$ 64,215.58	\$ 13,247.26
Admin Direct Costs		\$ 42,033.42	\$ -	\$ 42,033.42	\$ 42,033.42	
Admin Indirect Costs		\$ 22,182.16	\$ -	\$ 22,182.16	\$ 22,182.16	
Accounting	\$ -	\$ -	\$ -		\$ -	
Arch/Engineering	\$ 341,172.00	\$ 278,853.03	\$ -	\$ 278,853.03	\$ 265,340.18	\$ 62,318.97
Land Acquisition	\$ -	\$ -	\$ -		\$ -	
Construction	\$ 1,057,423.17	\$ 964,080.90	\$ -	\$ 964,080.90	\$ 964,080.90	\$ 93,342.27
Permits/Fees	\$ 23,941.99	\$ 2,550.00	\$ 14,225.45	\$ 16,775.45	\$ 2,550.00	\$ 7,166.54
Legal	\$ -	\$ -	\$ -		\$ -	
Planning		\$ -	\$ -		\$ -	
<b>SUB-TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 1,309,699.51</b>	<b>\$ 14,225.45</b>	<b>\$ 1,323,924.96</b>	<b>\$ 1,296,186.66</b>	<b>\$ 176,075.04</b>
Less Income				\$ -		
<b>TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 1,309,699.51</b>	<b>\$ 14,225.45</b>	<b>\$ 1,323,924.96</b>	<b>\$ 1,296,186.66</b>	<b>\$ 176,075.04</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

**November 4, 2021**

\_\_\_\_\_  
Date

*Copies of Invoices Required*  
*Invoice Summary Forms Required*

v1.12.2021



## CDBG Invoice Summary-Permits &amp; Fees

Period Covered by Request

10/20/21-11/04/21

	Vendor	Invoice #	Description	Inv Date	\$
1.	WV Division of Highways	WS 4321	Inspection Fees	Update on 10/20/21	\$ 4,808.30
2.	WV Division of Highways	WS 4573	Inspection Fees	10/21/21	\$ 9,417.15
3.					\$ -
4.					\$ -
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
PERMITS/FEEES TOTAL					\$ 14,225.45

NOV-01-2021 09:30 AM ELKINSROADPSD

3044722028

P.02/06

I hereby certify that the items/services have  
been received and approved for payment

11/1/2021

DATE

NAME

Cary A Smith



W. VA. DEPT. OF TRANSPORTATION  
HIGHWAYS DIVISION, FINANCE SECTION  
BUILDING-5 ROOM A-220  
CHARLESTON, WV 25305-0430

Elkins Road PSD

NOV 1 2021

RECEIVED

ELKINS ROAD PSD  
4536 OLD ELKINS ROAD

BUCKHANNON, WV 26201-0105

ACCT NUMBER INVOICE NUM  
ELKROA01 WS 4321  
INVOICE D  
07/10/20

\* PLEASE RETURN PAYMENT STUB WITH CHECK MADE PAYABLE TO WV DIVISION OF HIGHWAYS \*  
\* >>>>>>>> THERE WILL BE A \$15.00 FEE FOR ALL RETURNED CHECKS <<<<<<<<<< \*

DESCRIPTION	QUANTITY	AMOUNT
0758 4084 PW0840R 099 999 N		\$25,193.15
INSPECTION FEES FOR INSTALLED WATER LINES	CK# 1030	- 13,050.00 10/2/21
LINES INSTALLED ALONG SLS 36, 10, 3 AND OTHERS		12,143.15
IN UPCHUR COUNTY, WEST VIRGINIA.	CK# 1041	- 4,010.00 11/23/21
29,639 LF @ \$0.85/LF		8,133.15
PERMIT NUMBER: 07-2020-0241		
BILLED PER ATTACHMENT	JV 01/004	- 2,950.00
	Payment Correction to WS 4820	5,183.15
	Reduced Estimate	- 374.85
IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE	(update 10/20/21)	4,808.30
CONTACT DISTRICT SEVEN AT 304.269.2238		
	TOTAL	\$25,193.15
		12,143.15
		8,133.15
		5,183.15
		4,808.30

\*\*\*\* DETACH AND RETURN THIS PAYMENT STUB \*\*\*\*  
MAKE CHECK PAYABLE TO WV DIVISION OF HIGHWAYS

ELKINS ROAD PSD  
4536 OLD ELKINS ROAD

BUCKHANNON, WV 26201-0105

\*AMOUNT DUE UPON RECEIPT\* \$25,193.15

\*\*\* MAIL THIS STUB WITH PAYMENT TO \*\*\*

DIVISION OF HIGHWAYS (TREAS./RPD)  
P.O. BOX 11013  
CHARLESTON, WV 25339

\*\*\*\*\* FILE COPY \*\*\*\*\*

901720210803277003ELKROA0100WS04321075800PW0840R002519315

NOV-01-2021 09:30 AM ELKINSROADPSD

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P. 03/06

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## WEST VIRGINIA DIVISION OF HIGHWAYS

## INVOICE REQUEST

Inspection fees associated with the permit number listed below.

Date: 7/13/2020

CUSTOMER NAME:  
CUSTOMER ADDRESS:Elkins Road PSD  
4536 Old Elkins Road  
Buckhannon, WV 26201

A/R CUSTOMER NUMBER:

ELKROAD1

ORG	ACCOUNT #	AUTHORIZATION	PERMIT #	AUTHORIZATION DATE
0758	4084	PW0840R	07-2020-0241	7/8/2020

AMOUNT:	\$25,193.15
FOOTAGE:	29,639 LF

SEWER \$3.37 PER FOOT (JULY 1, 2015)

WATER \$0.85 PER FOOT (JULY 1, 2015)

## ACCOUNTING INFORMATION - DOH

ORG	AUTH	ACT	OBJECT
0758	PW0840R	099	999

## ACCOUNTING INFORMATION - WVOASIS

FUND	FY	APPR UNIT	OBJECT	SUB OBJ
9017	2021	27700	1202	1309

Current Division of Highways policy for Encroachment Permits for Public Water and Sewage projects state "If the project is estimated to take less than three (3) months to complete, full payment of the established cost per linear foot is to be made no later than thirty (30) days after the issuance of the approved permit. If the project is estimated to take three (3) months or longer, the applicant has ninety (90) days in which to make full payment of the established cost per linear foot."

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P.04/06

Form MD-109 Rev. 12-9-2019

PERMIT NO. 07-2020-0241

**West Virginia Department of Transportation  
Division of Highways  
Right-of-way Encroachment Permit Application**

PERMIT TO ENTER UPON, UNDER, OVER OR ACROSS THE STATE ROADS OF THE STATE OF WEST VIRGINIA.

THIS PERMIT, Made this 8th day of July 2020, between the

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, a statutory corporation hereinafter called DIVISION and

Name: ELKINS ROAD PSD

Address: 4536 OLD ELKINS ROAD

Address: BUCKHANNON, WV 26201

Phone No: (304) 472-3008

E-Mail: \_\_\_\_\_ hereinafter called APPLICANT.

**WITNESSETH**

In consideration of the hereinafter set out covenants and in accordance with W. Va. Code §17-2E-1 *et seq.*, §17-4-8, §17-16-6, §17-16-9, §31H-1-1 *et seq.*, federal law, and the rules, policies, guidelines, manuals, and federal regulations promulgated thereunder, APPLICANT does hereby apply to enter:

Route Type & No.: SL8 36,10,3 DOH Project No.: \_\_\_\_\_ (if applicable);

at 36,10,3,28 & other Mile Post: \_\_\_\_\_

in 49 - Upshur County, for the purposes hereinafter set forth and in accordance with the plans and specifications which are attached hereto and made a part hereof:

The project will extend Elkins Road PSD water service to approximately 82 customers along County Routes 36,10,3,151,28 and others within their service boundary. Work requires water lines and appurtenances to be installed in WVDOH Right-of-Way.

APPLICANT further agrees to accept the conditions hereinafter set forth:

1. APPLICANT shall deposit with DIVISION the sum of \$ 100000.00 in the form of an official, certified or cashier's check, or executed bond with surety satisfactory to DIVISION to cover any damage and inspection costs DIVISION may sustain by reason of the granting of this permit, including any expense incurred in restoring said highway to its original condition or the proper repair of any and all damages that may result within one (1) year from the date of the completion of said work.

2. APPLICANT agrees to reimburse DIVISION for inspection costs as follows:

- ☐ A. For any inspection costs incurred under this permit.
- ☒ B. At \$ 0.86 per linear foot for 29639 feet of water line installed under this permit.
- ☐ C. At \$ \_\_\_\_\_ per linear foot for \_\_\_\_\_ feet of sewer line installed under this permit.

3. APPLICANT shall notify DIVISION at least 48 hours in advance of the date the work will begin. Failure to comply will be cause for cancellation of this permit.

4. APPLICANT agrees to protect its employees, equipment and users of the highway at all times in accordance with the current Division of Highways manual "Traffic Control For Street and Highway Construction and Maintenance Operations".

5. APPLICANT agrees to comply with all applicable state and federal laws in the performance of work under this permit.

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P. 05/06

6. Supplementary conditions cited on the reverse side of this permit are understood and agreed to be part hereof.

7. The work authorized under this permit shall be completed on or before (Date); July 8, 2021.

I attest that I have not modified the terms of this document. All attachments are inclusive to this permit.

Recommended by DOH Reviewer:

Applicant:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

BOND REQUIREMENT:

APPROVED: \_\_\_\_\_

BOND NO: 65079852 DATE: 6/26/2020

Title: \_\_\_\_\_

INSPECTION: FullTime - Reimbursable

West Virginia Division of Highways

AUTHORIZATION NO. PW0840R

PERMIT NO. 07-2020-0241

#### SUPPLEMENTARY CONDITIONS

1. The person, firm or corporation to whom a permit is issued agrees to hold the State of West Virginia and DIVISION harmless on account of any damages to persons or property which may arise during the process of the work authorized by this permit or by reason thereof.
2. Applications for permission to perform work within highway rights of way shall be made on DIVISION'S standard permit form and shall be signed by the authorized representative of the person, firm or corporation applying.
3. The APPLICANT shall give detailed information concerning the work to be performed and the application must include a sketch sufficient to show the nature of the work performed.
4. APPLICANT, his agents, successor, heirs or assigns, contractors or any other person, firm or corporation working under APPLICANT'S real or apparent authority, shall perform the work in a manner satisfactory to DIVISION. Damage to the road resulting at any time from work authorized under this permit shall be repaired by APPLICANT. Unsatisfactory repairs may be corrected by DIVISION or its authorized agent and the cost thereof paid by APPLICANT.
5. DIVISION assumes no liability for damage to the proposed work by reason of construction or maintenance work on the road.
6. This permit is granted subject to removal of the authorized installation by APPLICANT at no cost to DIVISION when required for improvement of the road, and subject to all regulations now or hereafter adopted by DIVISION.
7. Utility installation shall be in accordance with the current manual, "Accommodation of Utilities on Highway Right of Way".
8. Driveways shall be in accordance with the current manual, "Rules and Regulations for Constructing Driveways on State Highway Rights-of-Way."
9. DIVISION reserves the right to cancel this permit at any time, should APPLICANT fail to comply with the terms and conditions under which it is granted.
10. This permit is granted only insofar as the DIVISION has a right to do so.

OCT-25-2021 01:11 PM ELKINSROADPSD

3044722028

P. 02/05

I hereby certify that the items/services have  
been received and approved for payment

11/1/2021

DATE

NAME

*Cary A Smith*

W. VA. DEPT. OF TRANSPORTATION  
HIGHWAYS DIVISION, FINANCE SECTION  
BUILDING-5 ROOM A-220  
CHARLESTON, WV 25305-0430

Elkins Road PSD

OCT 25 2021

RECEIVED

ELKINS ROAD PSD  
4536 OLD ELKINS ROAD

BUCKHANNON, WV 26201-0105

ACCT NUMBER INVOICE NUMBER  
ELKROAD1 WS 4573  
INVOICE DATE  
10/21/21

PLEASE RETURN PAYMENT STUB WITH CHECK MADE PAYABLE TO WV DIVISION OF HIGHWAYS \*  
>>>>>>>> THERE WILL BE A \$15.00 FEE FOR ALL RETURNED CHECKS <<<<<<<<< \*

DESCRIPTION	QUANTITY	AMOUNT
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0758 4084 PW0841R 099 999 N

\$9,417.15

INSPECTION FEES FOR INSTALLED WATER LINES  
LINES INSTALLED AT SLS 36,10,3,28 AND OTHERS IN  
UPSHUR COUNTY, WEST VIRGINIA.  
11,079 LF @ \$0.85/LF

PERMIT NUMBER: 07-2020-0242

BILLED PER ATTACHMENT

IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE  
CONTACT MELISSA JORDAN AT 304.269.8926

TOTAL \$9,417.15

\*\*\*\* DETACH AND RETURN THIS PAYMENT STUB \*\*\*\*  
MAKE CHECK PAYABLE TO WV DIVISION OF HIGHWAYS

ELKINS ROAD PSD  
4536 OLD ELKINS ROAD

BUCKHANNON, WV 26201-0105

\*AMOUNT DUE UPON RECEIPT\* \$9,417.15

\*\*\* MAIL THIS STUB WITH PAYMENT TO \*\*\*

DIVISION OF HIGHWAYS (TREAS./RPD)  
P.O. BOX 11013  
CHARLESTON, WV 25339

\*\*\*\* ORIGINAL COPY \*\*\*\*

901720220A03277003ELKROAD100WS04573075800PW0841R000941715



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P. 03/05

ELK ROAD  
 WS: 4573  
 59,417.15

## WEST VIRGINIA DIVISION OF HIGHWAYS

## INVOICE REQUEST

Inspection fees associated with the permit number listed below.

Date: 10/20/2021

CUSTOMER NAME:  
 CUSTOMER ADDRESS:

ELKINS ROAD PSD  
 4536 OLD ELKINS ROAD  
 BUCKHANNON, WV 26201

A/R CUSTOMER NUMBER:

ELKROA01

ORG	ACCOUNT #	AUTHORIZATION	PERMIT #	AUTHORIZATION DATE
0758	4084	PW0841R	07-2020-0242	7/8/2020

*Additional footage to be installed*

AMOUNT DUE: <i>Additional</i>	\$9,417.15
FOOTAGE: <i>Additional</i>	11,079 LF

SEWER \$3.37 per foot

WATER \$.85 per foot (EFFECTIVE 7/1/2015)

## ACCOUNTING INFORMATION - DOH

ORG	AUTH	ACT	OBJECT
0758	PW0841R	099	999

## ACCOUNTING INFORMATION - wvOASIS

FUND	FY	ACT	OBJECT	SUB OBJ
9017	2021	27700	1202	1309

*Current Division of Highways policy for Encroachment Permits for Public Water and Sewage projects state "If the project is estimated to take less than three (3) months to complete, full payment of the established cost per lineal foot is to be made no later than thirty (30) days after the issuance of the approved permit. If the project is estimated to take three (3) months or longer, the applicant has ninety (90) days in which to make full payment of the established cost per lineal foot."*

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P. 04/05

**West Virginia Department of Transportation  
Division of Highways  
Right-of-way Encroachment Permit Application**

Form MM-109  
Rev. 06-29-2021

PERMIT NO. 07-2020-0242

PERMIT TO ENTER UPON, UNDER, OVER OR ACROSS THE STATE ROADS OF THE STATE OF WEST VIRGINIA.

THIS PERMIT, Made this 26th day of June 2020, between the

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, a statutory corporation hereinafter called DIVISION and ELKINS ROAD PSD

Address: 4536 OLD ELKINS ROAD, BUCKHANNON, WV 26201

Phone No: (304) 472-3008

hereinafter called APPLICANT.

**WITNESSETH**

In consideration of the hereinafter set out covenants and in accordance with W. Va. Code §17-2E-1 *et seq.*, §17-4-8, §17-16-6, §17-16-9, §31H-1-1 *et seq.*, federal law, and the rules, policies, guidelines, manuals, and federal regulations promulgated thereunder, APPLICANT does hereby apply to enter:

Route Type & No.: SLS 36,10,3 DOH Project No.: \_\_\_\_\_ (if applicable);  
at 36,10,3,28 & others Mile Post: \_\_\_\_\_  
in 49 - Upshur County, for the purposes hereinafter set forth and in accordance with the plans and specifications which are attached hereto and made a part hereof:

The project will extend Elkins Road PSD water service to approximately 82 customers along County Routes 36,10,3,151,28 and others within their service boundary. Work requires water lines and appurtenances to be installed in WVDOH Right-of-Way.

APPLICANT further agrees to accept the conditions hereinafter set forth:

1. APPLICANT shall deposit with DIVISION the sum of \$ 100000.00 in the form of an official, certified or cashier's check, or executed bond with surety satisfactory to DIVISION to cover any damage and inspection costs DIVISION may sustain by reason of the granting of this permit, including any expense incurred in restoring said highway to its original condition or the proper repair of any and all damages that may result within one (1) year from the date of the completion of said work.
2. APPLICANT agrees to reimburse DIVISION for inspection costs as follows:
  - ☐ A. For any inspection costs incurred under this permit.
  - ☒ B. At \$ 0.85 per linear foot for 33191 feet of water line installed under this permit.
  - ☐ C. At \$ \_\_\_\_\_ per linear foot for \_\_\_\_\_ feet of sewer line installed under this permit.
3. APPLICANT shall notify DIVISION at least 48 hours in advance of the date the work will begin. Failure to comply will be cause for cancellation of this permit.
4. APPLICANT agrees to protect its employees, equipment and users of the highway at all times in accordance with the current Division of Highways manual "Traffic Control For Street and Highway Construction and Maintenance Operations".
5. APPLICANT agrees to comply with all applicable state and federal laws in the performance of work under this permit, including but not limited to the requirement to provide DIVISION copies of any NEPA clearance document for utility installations along or across the Interstate highway system and/or controlled-access right of way.

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6. Supplementary conditions cited below are understood and agreed to be part hercof.

7. The work authorized under this permit shall be completed on or before (Date): June 25, 2021

8. APPLICANT, by signing below, hereby warrants and represents that, to the extent its entrance onto DOH right of way involves or affects any other entity's property, real or personal, on or within DOH right of way, that APPLICANT has full legal authorization or the legal right to do so. To the fullest extent permitted by law, APPLICANT agrees to defend, indemnify and hold harmless DIVISION for damage to any persons or property arising from APPLICANT'S breach of this representation and warranty.

**I attest that I have not modified the terms of this document. All attachments are inclusive to this permit.**

Recommended by DOH Reviewer:

Applicant:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

#### BOND REQUIREMENT:

BOND 65078845 / DATE 6/26/2020

APPROVED: \_\_\_\_\_

Attached ☐ On File ☐

Title: \_\_\_\_\_

INSPECTION: Owner/Consultant ☐

West Virginia Division of Highways

Full Time ☒ Part Time ☐

Periodic ☐ Reimbursable ☒ No Cost ☐

AUTHORIZATION NO. PW0841R

PERMIT NO. 07-2020-0242

#### SUPPLEMENTARY CONDITIONS

1. The person, firm or corporation to whom a permit is issued agrees to hold the State of West Virginia and DIVISION harmless on account of any damages to persons or property which may arise during the process of the work authorized by this permit or by reason thereof.
2. Applications for permission to perform work within highway rights of way shall be made on DIVISION'S standard permit form and shall be signed by the authorized representative of the person, firm or corporation applying.
3. The APPLICANT shall give detailed information concerning the work to be performed and the application must include a sketch sufficient to show the nature of the work performed.
4. APPLICANT, his agents, successor, heirs or assigns, contractors or any other person, firm or corporation working under APPLICANT'S real or apparent authority, shall perform the work in a manner satisfactory to DIVISION. Damage to the road resulting at any time from work authorized under this permit shall be repaired by APPLICANT. Unsatisfactory repairs may be corrected by DIVISION or its authorized agent and the cost thereof paid by APPLICANT.
5. DIVISION assumes no liability for damage to the proposed work by reason of construction or maintenance work on the road.
6. This permit is granted subject to removal of the authorized installation by APPLICANT at no cost to DIVISION when required for improvement of the road, and subject to all regulations now or hereafter adopted by DIVISION.
7. Utility installation shall be in accordance with the current manual, "Accommodation of Utilities on Highway Right of Way".
8. Driveways shall be in accordance with the current manual, "Rules and Regulations for Constructing Driveways on State Highway Rights-of-Way."
9. DIVISION reserves the right to cancel this permit at any time, should APPLICANT fail to comply with the terms and conditions under which it is granted.
10. This permit is granted only insofar as the DIVISION has a right to do so.

**ELKINS ROAD PUBLIC SERVICE DISTRICT  
2016W-1632  
16SCBG0008  
Request #17**

**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>
	\$ -	\$ -	\$ -
WV Division of Highways	\$ 14,225.45	\$ -	\$ 14,225.45
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 14,225.45	\$ -	\$ 14,225.45

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

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

Its: Chairman

Elkins Rd PSD  
 IJDC No. 2016W-1632  
 Expenditure Report #17

11/2/2021

IJDC Loan	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
<b>Construction</b>							
Contract 1 - Ofc Bldg (Pro)(w/ CO#1-#7)	460,350.00	8,530.63	468,880.63	468,880.63	0.00	468,880.63	0.00
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	130,916.83	1,248,656.83	1,230,426.79	0.00	1,230,426.79	18,230.04
Contract 4 Line Ext (Chojnacki)	1,384,581.65	14,920.35	1,399,502.00	988,373.89	0.00	988,373.89	411,128.11
Contingency	219,549.00	(49,428.30)	170,120.70	0.00	0.00	0.00	170,120.70
Kesling Ridge Booster Station	100,000.00	(80,750.00)	19,250.00	0.00	0.00	0.00	19,250.00
Contract 3, Change Order #4	0.00	80,750.00	80,750.00	0.00	0.00	0.00	80,750.00
Touch Read & Radio Read Meters	274,994.00	(173,000.00)	101,994.00	0.00	0.00	0.00	101,994.00
Contract 3, Change Order #2	0.00	37,000.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Contract 3, Change Order #3	0.00	136,000.00	136,000.00	136,000.00	0.00	136,000.00	0.00
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	88,911.90	0.00	88,911.90	4,398.10
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	439,811.00	(63,866.00)	375,945.00	240,610.60	0.00	240,610.60	135,334.40
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	2,574.25	0.00	2,574.25	7,925.75
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
<b>Legal</b>							
a. Legal - Project	25,000.00	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
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	28,061.89	0.00	28,061.89	11,938.11
Administrative (Region VII)	80,566.35	(58,029.19)	22,537.16	22,537.16	0.00	22,537.16	0.00
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	(23,941.99)	46,098.01	46,098.01	0.00	46,098.01	0.00
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
<b>Total</b>	<b>5,000,000.00</b>	<b>(0.00)</b>	<b>5,000,000.00</b>	<b>4,034,445.52</b>	<b>0.00</b>	<b>4,034,445.52</b>	<b>965,554.48</b>

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	(130,916.83)	389,600.17	304,001.00	0.00	304,001.00	85,599.17
Contract 4 Line Ext (Chojnacki)	682,788.35	(14,920.35)	667,868.00	660,079.90	0.00	660,079.90	7,788.10
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kesling Ridge Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #4	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
Contract 3, Change Order #2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #3	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	38,105.10	0.00	38,105.10	384.90
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	97,189.00	63,866.00	161,055.00	103,118.87	0.00	103,118.87	57,936.13
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	1,103.25	0.00	1,103.25	3,396.75
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	58,029.19	77,462.84	64,215.58	0.00	64,215.58	13,247.26
Sites and Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits / Miscellaneous	0.00	23,941.99	23,941.99	2,550.00	14,225.45	16,775.45	7,166.54
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	1,309,699.51	14,225.45	1,323,924.96	176,075.04



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	8,530.63	468,880.63	468,880.63	0.00	468,880.63	0.00
Contract 1 - Ofc Bldg (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	1,534,427.79	0.00	1,534,427.79	103,829.21
Contract 4 Line Ext (Chojnacki)	2,067,370.00	0.00	2,067,370.00	1,648,453.79	0.00	1,648,453.79	418,916.21
Contingency	219,549.00	(49,428.30)	170,120.70	0.00	0.00	0.00	170,120.70
Kesling Ridge Hooster Station	100,000.00	(80,750.00)	19,250.00	0.00	0.00	0.00	19,250.00
Contract 3, Change Order #4	0.00	80,750.00	80,750.00	0.00	0.00	0.00	80,750.00
Touch Read & Radio Read Meters	274,994.00	(173,000.00)	101,994.00	0.00	0.00	0.00	101,994.00
Contract 3, Change Order #2	0.00	37,000.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Contract 3, Change Order #3	0.00	136,000.00	136,000.00	136,000.00	0.00	136,000.00	0.00
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	127,017.00	0.00	127,017.00	4,783.00
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	343,729.47	0.00	343,729.47	193,270.53
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	3,677.50	0.00	3,677.50	11,322.50
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	25,000.00	0.00	25,000.00	0.00
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	28,061.89	0.00	28,061.89	11,938.11
Administrative (Region VII)	100,000.00	0.00	100,000.00	86,752.74	0.00	86,752.74	13,247.26
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	48,648.01	14,225.45	62,873.46	7,166.54
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	5,344,145.03	14,225.45	5,358,370.48	1,141,629.52



*Jim Justice*  
*Governor of West Virginia*

October 21, 2021

The Honorable Kristie G. Tenney  
Commission President  
Upshur County Commission  
91 W. Main St., Ste. 101  
Buckhannon, WV 26201

Dear Commissioner Tenney:

I am pleased to inform you that I have approved a Victims of Crime Act (VOCA) Victim Assistance grant award to the Upshur County Commission, in the amount of \$29,118.00. This grant will fund staff in the Upshur County Prosecuting Attorney's Office to provide direct services to crime victims in Upshur County.

Please let me know if our Division of Administrative Services, Justice and Community Services Section staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Justice".

Jim Justice  
Governor

JJ/bnm

c: Bryan S. Hinkle

[illegible]

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS**  
**OCTOBER 16, 2021 - OCTOBER 31, 2021**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER
10/18/2021	8695	NEW	BRAAG, TIM	PO BOX 2701, BUCKHANNON, WV 26201	\$300,000.00	\$15.00		CHECK	TWO BAY AUTOMATIC CARWASH	SEPTIC SOLUTIONS, PO BOX 172, ADRIAN, WV 26210
10/18/2021	8696	NEW	NESBITT, SAMUEL	1595 KESLING RIDGE RD, BUCKHANNON, WV 26201	\$375,000.00	\$15.00		OL	MODULAR HOME CONSTRUCTION	MIDDLETOWN HOMES, 8 COMMERCE BLVD, BUCKHANNON, WV 26201
10/18/2021	8697	11651	BLACK, MICHAEL	116 PAUL SMITH RD, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		CHECK	32' X 20' POLE BARN ADDITION	SELF
10/19/2021	8698	N/A	HOPE GAS INC. DBA DOMINION ENERGY WEST VIRGINIA	120 TREDEGAR ST, RICHMOND, VA 23219	\$37,765.00	\$15.00	\$100.00	CHECK	REPLACING 1,200 LINEAR FEET OF EXISTING 2-INCH STEEL GAS PIPELINE WITH NEW 2-INCH PLASTIC PIPELINE WITHIN EXISTING ROW	SELF FLOODPLAIN: CONDITIONAL
10/19/2021	8699	630	CASTO, SHERRY	636 THREE LICK RD, BUCKHANNON, WV 26201	\$6,069.06	\$15.00		CHECK	RE-ROOF	RELIABLE ROOFING & SHEET METAL, 900 INDUSTRIAL PARK RD, ELKINS, WV 26241
10/21/2021	8700	10200	SWAIN, ROBERT	7647 ALEXANDER RD, FRENCH CREEK, WV 26218	\$64,911.00	\$15.00		OL	21 ROOF MOUNTED MODULES; GRID TIED 7.14KW SOLAR AND BATTERY INSTALLATION ON EXISTING RESIDENCE	POWER HOME SOLAR, 919 N MAIN ST, MOORESVILLE, NC 28115
10/21/2021	8701	8479	GATRELL, MARY	29 GATRELL RD, BUCKHANNON, WV 26201	\$4,500.00	\$15.00		OL	NEW ROOF	SELF
10/22/2021	8702	10138	COFFEY, JANET S	2296 ALEXANDER RD, FRENCH CREEK, WV 26218	\$9,000.00	\$15.00		OL	FRONT PORCH ROOF; BATHROOM FLOOR; SHINGLES; GUTTERS AND DOWN SPOUTS	SELF
10/22/2021	8703	12798	BALIS, GARNETT	334 ROHR AVE, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		OL	METAL ROOF AND ADD BATHROOM	RAVEN CONTR LLC, 795 CARTER RD, FRENCH CREEK, WV 26218
10/26/2021	8704	10610	MAGNOLIA ASSOCIATES LLC	31 VIRGINIA AVE, WESTON WV 26452	\$200,000.00	\$15.00		CHECK	25' X 100' ADDITION TO THE ROCK CAVE WV FAMILY DOLLAR ON RIGHT SIDE OF EXISTING BUILDING	MAGNOLIA CONSTR CO, 930 GLENDALE RD, CAIRO, WV 26337
10/26/2021	8705	10801	SHAW, MATTHEW AND LYNN	756 PLEASANT RIDGE RD, FRENCH CREEK, WV 26218	\$1,000.00	\$15.00		CASH	SIDING ON HOUSE	SELF
10/27/2021	8706	1737	ZIRKLE, GAYLE S	3983 CLARKSBURG RD, BUCKHANNON, WV 26201	\$70,000.00	\$15.00		CASH	BATHROOM, BEDROOM AND SEWING ROOM ADDITION	SPOTLOE CONSTR LLC, 663 SAGO RD, BUCKHANNON, WV 26201
10/28/2021	8707	NEW	THE KROGER COMPANY	1014 VINE ST, CINCINNATI, OH 45202	\$1,194,700.00	\$15.00		CASH	FUEL SYSTEM; PREFAB KIOSK BUILDING; FUELING CANOPY; MASONRY DUMPSTER ENCLOSURE	PRECISE TANK MODIFICATIONS, PO BOX 274, MADISON, PA 15663

**TOTAL**  
\$2,275,945.06

**TOTAL**  
\$195.00

**TOTAL**  
\$100.00

**GRAND PROJECT TOTAL**  
\$2,947,745.06

**GRAND BP TOTAL**  
\$345.00

**GRAND FP TOTAL**  
\$100.00





## Upshur County Sheriff's Financial Statement

For Period Ending : **September 2021**

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,613,684.04	\$ 812,016.17	\$ (689,536.90)	\$ 2,736,163.31
FUND - 002 COAL SEVERANCE TAX FUND	\$ 19,287.41	\$ 0.79	\$ -	\$ 19,288.20
FUND - 003 DOG AND KENNEL FUND	\$ 26,057.27	\$ 6,236.00	\$ (7,225.75)	\$ 25,067.52
FUND - 004 GENERAL SCHOOL FUND	\$ 24,503.50	\$ 2,475.00	\$ -	\$ 26,978.50
FUND - 005 MAGISTRATE COURT FUND	\$ 2,046.00	\$ 937.31	\$ -	\$ 2,983.31
FUND - 006 WORTHLESS CHECK FUND	\$ 125,062.84	\$ 28.05	\$ -	\$ 125,090.89
FUND - 007 E-911 FUND	\$ 1,168,976.28	\$ 45,861.14	\$ (96,105.61)	\$ 1,118,731.81
FUND - 008 HOME CONFINEMENT FUND	\$ 15,058.61	\$ 6,080.80	\$ (1,569.48)	\$ 19,569.93
FUND - 013 CURRY PARK FUND	\$ 11,156.77	\$ 1,289.76	\$ (2,084.49)	\$ 10,362.04
FUND - 015 CURRY LIBRARY FUND	\$ 478.77	\$ 937.58	\$ (628.09)	\$ 788.26
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 104,839.62	\$ 30,885.12	\$ (104,764.62)	\$ 30,960.12
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 37,538.21	\$ 37,839.72	\$ (32,922.25)	\$ 42,455.68
FUND - 039 COAL REALLOCATION FUND	\$ 19,129.90	\$ 0.32	\$ -	\$ 19,130.22
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 642,018.26	\$ 25.98	\$ (17,363.42)	\$ 624,680.82
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 319,414.10	\$ 22,751.02	\$ (7,011.74)	\$ 335,153.38
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,614,521.62	\$ 1,061.60	\$ -	\$ 1,615,583.22
FUND - 059 CONCEALED WEAPONS FUND	\$ 23,785.49	\$ 525.98	\$ (530.00)	\$ 23,781.47
FUND - 063 VOTER'S REGISTRATION FUND	\$ 773.94	\$ -	\$ -	\$ 773.94
FUND - 071 JURY FUND	\$ 10,491.30	\$ 5,894.80	\$ (857.20)	\$ 15,528.90
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,486.58	\$ 0.10	\$ -	\$ 2,486.68
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 46,769.42	\$ -	\$ -	\$ 46,769.42
FUND - 079 SPAYING & NEUTERING FUND	\$ 44,337.05	\$ 900.00	\$ (600.00)	\$ 44,637.05
FUND - 080 COMM. CORR. FUND	\$ 647,261.89	\$ 34,575.62	\$ (347,485.53)	\$ 334,351.98
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ 63,507.82	\$ (57,074.30)	\$ 6,433.52
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ -	\$ -	\$ -	\$ -
FUND - 311 DMV LICENSE FUND	\$ -	\$ 37,870.00	\$ (37,870.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 203.90	\$ (203.90)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 75.00	\$ (75.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 200.00	\$ (200.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 590.00	\$ (590.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 6,898.81	\$ (6,898.81)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 121,262.70	\$ -	\$ -	\$ 121,262.70
FUND - 365 DELQ. & NONENT LAND	\$ 200.00	\$ 50.00	\$ -	\$ 250.00
FUND - 366 BOARD OF HEALTH FUND	\$ 387,234.47	\$ 59,856.60	\$ (112,421.48)	\$ 334,669.59
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 786.50	\$ 560.50	\$ (786.50)	\$ 560.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 1,021,871.94	\$ (1,021,871.94)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 517,770.97	\$ (517,770.97)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 80,209.28	\$ (80,209.28)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 9,625.07	\$ (9,625.07)	\$ -
FUND - 206 COVID 19 FUND	\$ 11,103.92	\$ -	\$ -	\$ 11,103.92
FUND - 207 AMERICAN RECOVERY FUND	\$ 2,309,338.38	\$ 94.90	\$ -	\$ 2,309,433.28
<b>FINAL TOTALS</b>	<b>\$ 10,354,369.84</b>	<b>\$ 2,809,707.65</b>	<b>\$ (3,154,282.33)</b>	<b>\$ 10,009,795.16</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 10,683,915.11	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (2,689,812.58)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 2,013,942.63			
NET BANK BALANCE	\$ 10,008,045.16			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 10,009,795.16			

I, Virgil D. Miller, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

Virgil D. Miller  
 Sheriff & Treasurer, Upshur County

10/27/2021



## Upshur County Sheriff's Financial Statement

For Period Ending: **September 2021**

### Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
<b>FIRST COMMUNITY BANK</b>					
	GENERAL COUNTY -MMA	\$ -	\$ -	\$ -	\$ -
	COAL SEVERANCE-MMA	\$ -	\$ -	\$ -	\$ -
	E-911 -MMA	\$ -	\$ -	\$ -	\$ -
	CURRY PARK-MMA	\$ -	\$ -	\$ -	\$ -
	CURRY LIBRARY-MMA	\$ 70.39	\$ -	\$ -	\$ 70.39
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ -	\$ -	\$ -	\$ -
	CONCEALED WEAPONS	\$ -	\$ -	\$ -	\$ -
	GENERAL TAX ACCOUNT-MMA	\$ -	\$ -	\$ -	\$ -
	BOARD OF HEALTH-MMA	\$ 261.60	\$ -	\$ -	\$ 261.60
	UPSHUR CO. FIRE FEE-IBCK	\$ -	\$ -	\$ -	\$ -
	UP CO COAL REALLOCAT-IBCK	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS-IBCK	\$ -	\$ -	\$ -	\$ -
	SP.LAW ENF.INVESTIG.-IBCK	\$ -	\$ -	\$ -	\$ -
	COMMUNITY CORR. FUND-IBCK	\$ -	\$ -	\$ -	\$ -
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ -	\$ -	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ -	\$ -	\$ -	\$ -
	TAX CLEARING ACCOUNT	\$ -	\$ -	\$ -	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 4,142.18	\$ (4,142.18)	\$ -	\$ -
	GENERAL COUNTY-CKNG	\$ -	\$ -	\$ -	\$ -
	COAL SEVERANCE-CKNG	\$ -	\$ -	\$ -	\$ -
	DOG & KENNEL-CKNG	\$ -	\$ -	\$ -	\$ -
	GEN. CO. MISC-CKNG	\$ -	\$ -	\$ -	\$ -
	WORTHLESS CHECK FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	E-911 -CKNG	\$ -	\$ -	\$ -	\$ -
	HOME DETENTION-IBCK	\$ -	\$ -	\$ -	\$ -
	CURRY PARK-CKNG	\$ -	\$ -	\$ -	\$ -
	CURRY LIBRARY-CKNG	\$ -	\$ -	\$ -	\$ -
	AIRPORT CONSTRUCTION-CKNG	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-CKNG	\$ -	\$ -	\$ -	\$ -
	VOTER'S REGISTRATION-IBCK	\$ -	\$ -	\$ -	\$ -
	JURY-CKNG	\$ 131.25	\$ (131.25)	\$ -	\$ -
	SPAY.& NEUTER. DEP. FUND	\$ -	\$ -	\$ -	\$ -
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ -	\$ -	\$ -	\$ -
	INDUSTRIAL PARK SEWER-CKG	\$ -	\$ -	\$ -	\$ -
	DMV LICENSE FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	STATE CLEARING ACCOUNT-CK	\$ -	\$ -	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	GENERAL TAX ACCOUNT-CKNG	\$ -	\$ -	\$ -	\$ -
	TAX LEIN FUND-CKNG	\$ 42.75	\$ (42.75)	\$ -	\$ -
	DELQ & NON-ENTERED LAND	\$ -	\$ -	\$ -	\$ -
	BOARD OF HEALTH-CKNG	\$ 53,569.82	\$ (53,469.82)	\$ -	\$ 100.00
	WVDSRF-CKNG	\$ -	\$ -	\$ -	\$ -
	COVID 19 -CKNG	\$ 11,103.92	\$ -	\$ -	\$ 11,103.92
	AMERICAN RECOVERY FUND	\$ -	\$ -	\$ -	\$ -
	<b>BANK TOTAL</b>	<b>\$ 69,321.91</b>	<b>\$ (57,786.00)</b>	<b>\$ -</b>	<b>\$ 11,535.91</b>
<b>COMMUNITY BANK</b>					




UP.CO.FIN.STBL.FUND-SV	\$ -	\$ -	\$ -	\$ -
EE HEALTH CARE REIMB FUND	\$ -	\$ -	\$ -	\$ -
UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
CHILD EXCHG & VISIT CTR	\$ -	\$ -	\$ -	\$ -
<b>BANK TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FREEDOM BANK</b>				
BOARD OF HEALTH-CD 1	\$ 101,806.33	\$ -	\$ -	\$ 101,806.33
BOARD OF HEALTH-CD 2	\$ 101,806.33	\$ -	\$ -	\$ 101,806.33
<b>BANK TOTAL</b>	<b>\$ 203,612.66</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 203,612.66</b>
<b>CITIZENS BANK OF WEST VIRGINIA</b>				
GENERAL COUNTY FUND - IBCK	\$ 1,540,419.49	\$ -	\$ 756,891.99	\$ 2,297,311.48
COAL SEVERANCE - IBCK	\$ 19,288.20	\$ -	\$ -	\$ 19,288.20
E-911 - IBCK	\$ 1,118,911.81	\$ (180.00)	\$ -	\$ 1,118,731.81
CURRY PARK - IBCK	\$ 11,059.26	\$ (697.22)	\$ -	\$ 10,362.04
CURRY LIBRARY - IBCK	\$ 717.87	\$ -	\$ -	\$ 717.87
ASSESSOR'S VALUATION - IBCK	\$ 316,158.06	\$ (2,800.00)	\$ 21,795.32	\$ 335,153.38
UP. CO. FIN. STAB. FUND - IBCK	\$ 1,615,583.22	\$ -	\$ -	\$ 1,615,583.22
CONCEALED WEAPONS - IBCK	\$ 23,856.47	\$ (275.00)	\$ 200.00	\$ 23,781.47
GENERAL TAX - IBCK	\$ 1,188,424.77	\$ (2,396,564.42)	\$ 1,208,139.65	\$ -
BOARD OF HEALTH FUND - IBCK	\$ 119,835.33	\$ -	\$ 860.00	\$ 120,695.33
OASIS CLEARING - CKNG	\$ -	\$ -	\$ -	\$ -
UPSHUR CO. FIRE FEE - IBCK	\$ 42,950.12	\$ (11,990.00)	\$ -	\$ 30,960.12
UP CO COAL REALLOCATION - IBCK	\$ 19,129.90	\$ -	\$ 0.32	\$ 19,130.22
EMPLOYEE BENEFITS - IBCK	\$ 624,680.82	\$ -	\$ -	\$ 624,680.82
SP LAW ENF INVESTIGATION - IBCK	\$ 2,486.68	\$ -	\$ -	\$ 2,486.68
COMMUNITY CORRECTIONS - IBCK	\$ 340,425.85	\$ (6,073.87)	\$ -	\$ 334,351.98
PARKS/REC CLEARING - CKNG	\$ 50.00	\$ (50.00)	\$ -	\$ -
ADDRESSING/MAPPING CLEARING	\$ 90.00	\$ (90.00)	\$ -	\$ -
TAX CLEARING - CKNG	\$ 75,572.87	\$ (89,031.22)	\$ 13,458.35	\$ -
BOARD OF HEALTH PAYROLL - CKNG	\$ 9,535.98	\$ (4,535.98)	\$ -	\$ 5,000.00
GENERAL COUNTY OPERATING - CKNG	\$ 514,865.19	\$ (86,161.61)	\$ 8,398.25	\$ 437,101.83
DOG & KENNEL - CKNG	\$ 27,990.28	\$ (2,922.76)	\$ -	\$ 25,067.52
GENERAL COUNTY MISC -CKNG	\$ 29,961.81	\$ -	\$ -	\$ 29,961.81
WORTHLESS CHECK - IBCK	\$ 125,087.84	\$ -	\$ 3.05	\$ 125,090.89
HOME CONFINEMENT - IBCK	\$ 19,569.93	\$ -	\$ -	\$ 19,569.93
EE HEALTH CARE REIMB - IBCK	\$ 42,455.68	\$ -	\$ -	\$ 42,455.68
VOTER'S REGISTRATION - IBCK	\$ 773.94	\$ -	\$ -	\$ 773.94
JURY - CKNG	\$ 14,944.18	\$ (272.48)	\$ 857.20	\$ 15,528.90
CHILD EXCHG & VISITATION - CKNG	\$ 46,769.42	\$ -	\$ -	\$ 46,769.42
SPAY & NEUTER - CKNG	\$ 44,391.05	\$ -	\$ 246.00	\$ 44,637.05
ELKINS ROAD PSD - CKNG	\$ 6,433.52	\$ -	\$ -	\$ 6,433.52
AMERICAN RECOVERY FUND - IBCK	\$ 2,309,433.28	\$ -	\$ -	\$ 2,309,433.28
WELLNESS COMPLEX - CKNG	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
DMV LICENSE - CKNG	\$ 17,270.50	\$ (20,245.00)	\$ 2,974.50	\$ -
STATE CLEARING - CKNG	\$ 1,110.95	\$ (1,110.95)	\$ -	\$ -
STATE POLICE - CKNG	\$ 565.00	\$ (590.00)	\$ 30.00	\$ 5.00
TAX LEIN - CKNG	\$ 121,262.70	\$ -	\$ -	\$ 121,262.70
DELQ & NON-ENTERED LAND - CKNG	\$ 250.00	\$ -	\$ -	\$ 250.00
BOARD OF HEALTH OPERATING - CKNG	\$ 13,436.07	\$ (8,436.07)	\$ -	\$ 5,000.00
WVDSRF - CKNG	\$ 472.50	\$ -	\$ 88.00	\$ 560.50
<b>BANK TOTAL</b>	<b>\$ 10,410,980.54</b>	<b>\$ (2,632,026.58)</b>	<b>\$ 2,013,942.63</b>	<b>\$ 9,792,896.59</b>
<b>SUMMARY:</b>				
TOTAL ALL BANKS	\$ 10,683,915.11	\$ (2,689,812.58)	\$ 2,013,942.63	\$ 10,008,045.16
PETTY CASH / CASH DRAWERS				\$ 1,750.00
CASH SPECIAL INVESTIGATION FUND				\$ -
<b>GRAND TOTAL</b>				<b>\$ 10,009,795.16</b>

# November

James W. Curry Public Library  
304.924.6724

2021



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1		2 with Bev'ly Ann 11:00 am Colloquies	3	4 with Bev'ly Ann 11:00 am Colloquies	5	6
7		8 with Bev'ly Ann 11:00 am Colloquies	9	10	11	12
14	Don't Forget to FALL BACK! A clock showing the time change from Daylight Saving Time to Standard Time.	15	16 with Bev'ly Ann 11:00 am Colloquies	17	18 with Bev'ly Ann 11:00 am Colloquies	19
21		22	23	24	25	26
28		29	30	LIBRARY CLOSED NOVEMBER 22 - 27 Happy Thanksgiving	27	

**CHRISTMAS @ CURRY FESTIVAL OF LIGHTS**  
 DRIVE THROUGH THE CAMPGROUND AND ENJOY THE LIGHTS! \$5.00 PER CARLOAD THEN STOP BY THE LIBRARY WHERE YOU CAN PURCHASE HOT CHOCOLATE, BAKED GOODS AND OTHER FUN STUFF!  
**DECEMBER 10<sup>th</sup> 6-8 PM DECEMBER 11<sup>th</sup> 6-9 PM**





**James W. Curry Library/Park  
Advisory Board Meeting  
AGENDA**

October 27<sup>th</sup>, 2021 at 10:00 am

At James W. Curry Public Library

Call to Order:

Roll Call

Public Comment Period

Approval of August 25<sup>th</sup>, 2021 minutes

Staff Report

Park

Library

Timber

Review/Report

Old Business:

Request for additional funds from Trust

New Business:

Correspondence: Upshur County American Rescue Plan Funds  
Allocation

Weyerhaeuser Grant Application

Renewal of lease agreement for Brooks Hill Community Building use

Pavilion Mural

Election of Officers

**James W. Curry Library/Park  
Advisory Board Meeting  
AGENDA**

Fundraising Committee at 11:00 am

- SVFD Hayride 2021
- Santa's Workshop
- Festival of Lights Christmas Lights on Brooks Hill
  - Bev/George Fantasia – donating music for the pavilion in campground
  - Community Building
    - Laser light show
    - Vendors – doubtful
    - Doing concessions from their building

## ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:00 PM</i>
<b>Date</b>	<i>Tuesday, November 2, 2021</i>	<b>Place</b>	<i>P.S.D. Office 133 Fallen Road, Buckhannon</i>
<hr/>			
Meeting Called to Order by Chairperson			5:00 PM
Pledge of Allegiance			
Roll Call Introduce Board of Directors			
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-David Burr			
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;			
System Operator-David Wamsley			
Recognize Current Customers			
Approval of Minutes - October 5, 2021 Regular Monthly Meetings			<b>Vote</b>
Approval of Minutes - October 25, 2021 Special Meeting			<b>Vote</b>
Treasurer Report/Payment of Bills for November/bal of October Invoices			<b>Vote</b>

### ITEMS FOR DISCUSSION

<b>Quick DamageClaim/Lawsuits</b>	<b>Vote</b>
Updates	
<b>Old PSD Office Building</b>	<b>Vote</b>
<b>Phase III Extension Project Update</b>	<b>Vote</b>
Invoice payment approval	
Progress Reports & Discussion	
Change Orders	
Project Underruns & Proposed Use	
Waugh Tank Overflow	
Master Meter Backflow	

### Maintenance Report

Leak Detection

**Date & Time of December 2021 Meeting - Tuesday, December 7, 2021 @ 5:00 pm**

**Adjournment** **Vote**

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

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

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

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/443910693>  
You can also dial in using your phone. United States: +1 (571) 317-3112 Access Code: 443-910-693

**A. Call to Order**

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

**B. Recognized Guests**

- B.1

**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 Proclamations-Alpha Delta Kappa & National American Indian Heritage Month
- D.2 Notice-City Hall Roof Repair to begin November 8, 2021 with hours of operation altered
- D.3 PR: Upshur County Schools Donate Bus to the Buckhannon Fire Department
- D.4 2021 Veterans Day Parade, sponsored by the American Legion Post 7 will be Thursday, November 11, at 9am
- D.5 2021 Christmas Parade, sponsored by the Buckhannon Fire Department, will be Friday, December 3, at 6:00pm
- D.6 Buckhannon-Upshur Chamber of Commerce thanks City of Buckhannon for annual awards dinner sponsorship

**E. Consent Agenda**

- E.1 Approval of Minutes -Regular Meeting 10/07/2021 & 10/21/2021 & Special 10/25/2021
- 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 Planning Commission Suggestion to Create/Hire Position of Buckhannon Recreational Park Facilities Director
- F.2 Police Civil Service Commission Recommendation of Top 3 Candidates to Council for Consideration of Hiring & to Set Date of Interviews for Position of Probationary Police Officer
- F.3 Approval Revised Resolution 2021-09 Budget Revision #2 General Fund FY 2021/22
- F.4 Set/Approval 2022 Holiday Schedule
- F.5 Approval of Authorization to obtain Artwork Exhibition Insurance per Quote Received By Markel Ins Co/Westfield Specialty Brokerage Services
- F.6 Approval Municipal Home Rule Pilot Program 2021 Progress Report
- F.7 Approval to Donate the Buckhannon Fire Department's Old Scissor Lift to the Fred W. Eberle Technical Center
- F.8 Approval of the Expense of COVID Block Grant Money Designated for the City through Upshur County Commission
- F.9 Approval Use of Office Space at City Hall for the WAMSB Event Planning
- F.10 Approval for Vincent Smith, Code Enforcement Officer, to Attend the Upshur County Tax Lien Property Sale

**G. Comments and Announcements**

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

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

**I. Executive Session Per WV Code § 6-9A-4- Property Matters**

**J. Adjournment**

Posted 11/01/2021      Next Regular Scheduled City Council Meeting Thursday, November 18, 2021  
REVISED 11/02/2021



**WesMonTy RC&D Board of Directors  
January 21, 2021 - 10:00 a.m.  
West Fork Conservation District  
Minutes**



**Attending:** Jim Foster, Bill Coffindaffer, Jane Cain, Donnie Tenney, Flisha Dean, Andrew Price, Scott Springer

Meeting called to order at 12:00 p.m. by President Donnie Tenney

**Agenda:** Jim Foster moved to approve the agenda. Motion seconded by Andy Price. Motion carried.

**Devotions:** Jane Cain

**Minutes:** Jim Foster moved to approve the December minutes. Motion seconded by Jane Cain. Motion carried.

**Treasurer's Report:** Bill Coffindaffer moved to file the report for audit. Motion seconded by Jane Cain. Motion carried. Bill Coffindaffer moved to reimburse Jim Foster for postage. Motion seconded by Jane Cain. Motion carried.

**Business:**

- Deer exclusion fence – Andy Price will check on demonstrations in Monongalia County.
- Flisha Dean is working on a WV Specialty Crop Block Grant.
- Chestnut Tree Project – Donnie Tenney is still working on signs and rack cards.
- Flisha Dean reported that the Committee's computer needs replaced. **Jim Foster moved to buy a new computer and not to exceed \$800.00. Motion seconded by Jane Cain. Motion carried.**

The next meeting will be held on February 16, 2021 at 10:00 a.m. at the West Fork Conservation District.

Minutes recorded by Bill Coffindaffer, Secretary

**WesMonTy RC&D Board of Directors  
February 26, 2021 - 10:00 a.m.  
West Fork Conservation District  
Minutes**



**Attending:** Jim Foster, Jane Cain, Bill Coffindaffer, Scott Springer, Joe Shaffer, Donnie Tenney, James B. Nester Sr.

Meeting called to order at 10:00 p.m. by President Donnie Tenney

**Pledge:** Jim Foster

**Agenda:** Jim Foster moved to approve the agenda. Motion seconded by Joe Shaffer. Motion carried.

**Devotions:** Jane Cain

**Minutes:** Jim Foster moved to approve the January minutes. Motion seconded by Jane Cain. Motion carried.

**Treasurer's Report:** Jim Foster moved to add Donnie Tenney to the bank's signature list and remove Don Headley. Motion seconded by Joe Shaffer. Motion carried.

**President Tenney filed the report for audit.**

Jane Cain, Bill Coffindaffer and John Sencindiver will serve as Audit Committee.

**Business:**

- Deer exclusion fence project is still on for Glenville State.
- Chestnut Tree Project – The Committee now has the rack cards and project signs. Donnie Tenney reported that the three gallon trees that were purchased last year are sold out. **Scott Springer moved to order 300 one gallon trees and cost sharing will be \$20.00 per tree for Cooperator and \$16.00 per tree for RC&D. Motion seconded by Jim Nester. Motion carried.** *50 for 7000*  
*50 WFCB paid by district.*

The next meeting will be held on March 16, 2021 at 10:00 a.m. at the Tygart's Valley Conservation District.

Minutes recorded by Bill Coffindaffer, Secretary

**Wes-Mon-Ty RC&D Board of Directors  
March 16, 2021 - 10:00 a.m.  
Tygart's Valley Conservation District  
Minutes**



**Attending:** Jim Foster, James B. Nester Sr., Bill Coffindaffer, Scott Springer, Donnie Tenney, Flisha Dean, John Sencindiver, Jane Cain, Andrew Price, Joe Shaffer, Joe Gumm

Meeting called to order at 10:00 a.m. by President Donnie Tenney

**Pledge:** Jim Nester

**Agenda:** Jim Foster moved to approve the agenda. Motion seconded by Joe Shaffer. Motion carried.

**Devotions:** John Sencindiver

**Minutes:** Joe Shaffer moved to approve as corrected the February minutes. Motion seconded by Jim Foster. Motion carried.

**Treasurer's Report:** Donnie Tenney declared the report was received and filed for audit.

**Audit Committee:** Committee meeting will be held on April 1, 2021 at 10:00 a.m. at Tygart's Valley Conservation District.

**Business:**

- Deer exclusion fence is still pending in Monongalia Conservation District.
- Hybrid Chestnut Tree Project – The ship date for trees is 4/12/21
- 2020 Grant Projects – John Sencindiver – Two projects to extend.
  - Rock Cave Elementary School -- completed.
  - Hodgesville Elementary School -- incomplete.
- Five new projects:
  - Rock Cave Elementary – need report
  - Gilmer County Walking Trail
  - Gilmer Water Fountain
  - Hybrid Chestnut Trees – need report
  - Barbour County Pollination – will not complete
- 2021 Grant Projects – Two have been received to date. Jane Cain moved to extend the date to receive applications to April 15, 2021. Motion seconded by Joe Shaffer. Motion carried.

The next meeting will be held on April 27, 2021 at 10:00 a.m. at Tygart's Valley Conservation District.

Minutes recorded by Bill Coffindaffer, Secretary

**Wes-Mon-Ty RC&D Board of Directors  
April 27, 2021 - 10:00 a.m.  
Tygart's Valley Conservation District  
Minutes**



**Attending:** Jim Foster, Donnie Tenney, Scott Springer, Ed Utterback, Joe Gumm, Jane Cain, John Sencindiver, Joe Shaffer, Bill Coffindaffer, Andrew Price, Rhett Dusenbury

Meeting called to order at 10:00 a.m. by President Donnie Tenney

**Pledge:** Jim Foster

**Agenda:** Jane Cain moved to approve the agenda. Motion seconded by Joe Gumm. Motion carried.

**Devotions:** John Sencindiver

**Guest:** Rhett Dusenbury, representative for Congressman Alex Mooney.

**Minutes:** Jim Foster moved to approve the March minutes. Motion seconded by Scott Springer. Motion carried.

**Treasurer's Report:** Bill Coffindaffer moved to file for audit. Motion seconded by Joe Shaffer. Motion carried.

**Audit:** Report given and approved by Board.

**Business:**

- Deer exclusion fence is being constructed in Gilmer Co.
- Chestnut Tree Project – Trees are here and being distributed.
- Grant Projects:
  - Barbour Co. Pollinator Garden Project is still being done.
  - Hybrid Chestnut Trees – need report
  - Gilmer County Soil Trailer – Jane Cain – Project to be revised with approval from the Conservation Agency.
- **Bill Coffindaffer moved to extend project applications until May 18, 2021. Motion seconded by Jim Foster. Motion carried.**

The next meeting will be held on May 18, 2021 at 10:00 a.m. at West Fork Conservation District.

Minutes recorded by Bill Coffindaffer, Secretary

**Wes-Mon-Ty RC&D Board of Directors  
May 18, 2021 - 10:00 a.m.  
West Fork Conservation District  
Minutes**



**Attending:** Jim Foster, Jane Cain, John Sencindiver, Andrew Price, Bill Coffindaffer, Scott Springer, Joe Shaffer, Donnie Tenney

Meeting called to order at 10:00 a.m. by President Donnie Tenney

**Pledge:** Jim Foster

**Agenda:** Jim Foster moved to approve the agenda. Motion seconded by Joe Shaffer. Motion carried.

**Devotions:** Jane Cain

**Minutes:** Jim Foster moved to approve the April 27, 2021 minutes. Motion seconded by Joe Shaffer. Motion carried.

**Treasurer's Report:** Bill Coffindaffer moved to file for audit. Motion seconded by Jim Foster. Motion carried.

**Business:**

- Chestnut Tree Project – \$6,000 available to continue project.
- 2022 Grant Projects:

**Jane Cain moved to approve the following list of 2022 projects. Motion seconded by Scott Springer. Motion carried.**

22-1	Pioneer Walking Trail	\$1,500
22-2	Rock Cave Outdoor Classroom	\$2,000
22-3	Pioneer Walking Trail	\$1,500
22-4	Gilmer Co. Education Meetings	\$1,000
22-5	WVU Garden Based Learning	\$1,000
22-6	WVU Producers Meetings	\$2,000
22-7	Junior Elementary School	\$300
22-8	Appalachian Grazing Conference	\$2,000
22-9	Doddridge Co. Park	\$1,200
22-10	Harrison Co. School	
	Waste Water Treatment	\$2,300
22-11	Leading Creek Elementary	
	Raised Beds	\$1,000



**Bill Coffindaffer moved to offer John Sencindiver \$25/hour and travel expenses to manage the 2022 projects. Motion seconded by Jim Foster. Motion carried.**

- **Pollinator Projects: Jane Cain moved to use \$250 for Bee and \$250 for Butterfly Pollinators. Motion seconded by John Sencindiver. Motion carried.**

The next meeting will be held on June 15, 2021 at 10:00 a.m. at West Fork Conservation District.

Minutes recorded by Bill Coffindaffer, Secretary

**Wes-Mon-Ty RC&D Board of Directors  
June 15, 2021 - 10:00 a.m.  
West Fork Conservation District  
Minutes**



**Attending:** Jim Foster, Bill Coffindaffer, Jane Cain, Joe Shaffer, Scott Springer, John Sencindiver, Joe Gumm, Donnie Tenney

Meeting called to order at 10:00 a.m. by President Donnie Tenney

**Pledge:** Joe Shaffer

**Agenda:** Jane Cain moved to approve the agenda. Motion seconded by Joe Shaffer. Motion carried.

**Devotions:** Jane Cain

**Board Members:** Jim Nester had heart surgery.

**Minutes:** Joe Shaffer moved to approve the May 18, 2021 minutes. Motion seconded by Jane Cain. Motion carried.

**Treasurer's Report:** Bill Coffindaffer moved to file for audit. Motion seconded by Joe Gumm. Motion carried.

**Business:** No action taken on any business.

**Coordinator Report:** Attached

The next meeting will be held on July 13, 2021 at 10:00 a.m. in Upshur County.

Minutes recorded by Bill Coffindaffer, Secretary

**Wes-Mon-Ty RC&D Board of Directors  
July 13, 2021 - 10:00 a.m.  
West Fork Conservation District  
Minutes**



**Attending:** Jim Foster, Jane Cain, Bill Coffindaffer, Donnie Tenney, Jim McDonald, James B. Nester Sr., Joe Shaffer, Flisha Dean, Andrew Price, John Sencindiver,

Meeting called to order at 10:00 a.m. by President Tenney

**Pledge:** Jim Nester

**Agenda:** Jane Cain moved to approve the agenda. Motion seconded by Joe Shaffer. Motion carried.

**Devotions:** John Sencindiver

**Minutes:** Jim Foster moved to approve the June 2021 minutes. Motion seconded by Jane Cain. Motion carried.

**Treasurer's Report:** Jane Cain moved to file for audit. Motion seconded by Jim Nester. Motion carried.

**Business:**

- West Fork and Tygart Valley Conservation Districts have paid for their Chestnut trees
- All FY 21 grants have been paid in full except Philippi walking trail and Tucker County High School
- FY 20 – need reports for Barbour Co. Pollinator Garden
- Camp Pioneer requested extension of grants on water fountain and signs
- Jim McDonald reports cardboard price is up and moving some plastics

The next meeting will be held on August 24, 2021 at 10:00 a.m.

Minutes recorded by Bill Coffindaffer, Secretary

## **James W. Curry Library/Park Advisory Board Meeting MINUTES**

August 25<sup>th</sup>, 2021 at 10:00 am

At James W. Curry Public Library

The August 25<sup>th</sup>, 2021 meeting of the Advisory Board was called to order at 10:04 am by Erv Lake, President.

Roll Call: Present: Erv Lake, Tink Simmons, Tricia Tolliver, Shanna Collins, Carrie Wallace  
Lori Ulderich Harvey, Sara Collins  
Guests: Nate Kennedy, Terry Cutright, Rhett Dusenberry  
Staff: Jonathan Freeman, Judith Williams

Public Comment Period: Rhett Dusenberry reported that Congressman Money's office is ready to give letter of support for any grant applications; just contact their office. Redistricting – public hearings going on. Census information came on the 12<sup>th</sup> but was not complete. All public hearings regarding redistricting are recorded on the website. No idea where the new lines will be at this point. Website: <https://www.wvlegislature.gov/redistricting.cfm>

The June 23<sup>rd</sup> and July 28<sup>th</sup>, 2021 meeting minutes were reviewed. A motion was made by Shanna and seconded by Carrie that the minutes be approved. Motion carried.

### **Staff Reports**

Park: Not much to report. Slowest year Jonathan has seen since her has been here. Upcoming Crookedfest, and Labor Day weekend have only one reservation each so far. Pavilions are getting frequent weekend use. A limb fell through the roof of the outhouse in the campground. There are enough materials onsite to make the necessary repairs. Jonathan thanked the Community Building for help with weed eating in preparation for the fair.

Library: Statistical reports can be reviewed at leisure. We had a successful Summer Reading program serving 224 children and 140 adults. Tuesday evening Family Storytime has resumed and we had 5 “new” children. The Glow Stick Party went well raising \$338.13 for children's programming. The Brooks Hill Fair went smoothly raising \$392.80 for children's programming after expenses. 11,896 items in the collection have now been cataloged. Region VII said they could not include the server replacement in their grant, but have put 2 public access computers with monitors in: we are awaiting word as to if and/or when that may materialize. The quilt raised \$569.00 this year. The Callanetics classes taught by Beverly Fantasia are slated to resume in September. We are waiting to hear if the SVFD will be doing its Fall/Halloween Hayride or not; outcome of their meeting will determine what we will do at the library in conjunction with them. Other upcoming events are the community Trick or Treat, Santa's Workshop children's program and the Christmas @ Curry Festival of Lights. Lori Ulderich Harvey said FRN would include a \$100.00 allocation towards the Glow Stick Party in 2022 in their PIP Grant application.

**James W. Curry Library/Park  
Advisory Board Meeting  
MINUTES**

Timber: Quote from the log buyer \$1.50 board foot for standing tree. Interest disappeared in response to discussion about limb clean up. Standing dead tree – an interesting question, value would drop, even though walnut holds up well. Second tree has problems; 1/3 limbs dead. Instead of selling both have Jonathan take out the one with dead spots, cut to log length, find a safe place to store. Question was raised, could Jonathan clean up the limbs. How many board feet are in each tree – 1042 board feet (tree with dead limbs) and the other 720 board feet (1762 @ 1.50/bf or \$2643 less clean up or \$1700-1800 realized) Healthy tree can probably wait 10-12 years until the adjacent property is harvested. Buyer to pay the hauling cost. Motion was made by Shanna to table further discussion until we see if money from Fulton comes through. Motion seconded by Sara, motion carried.

Review/Report

Old Business:

FY22 Budget: Carrie reviewed the budget as submitted by Judith and Jonathan, the tracking documentation for the Trust, and the letter to the County Commission requesting additional funds. Discussion with Fulton Financial indicated that in the interest of keeping the most money available for growth a letter detailing the shortfall will be required this year and every year moving forward unless we have a timber sale. In preparing the budget revenue the anticipated Trust disbursements were tightened due to market volatility with a view to erring on the side of caution. The General County fund pays employees, and then is reimbursed quarterly. Debra Hull has been splitting expenses between park and library, but needs to move back to whichever account has the higher balance as has been the practice in the past since costs frequently overlap. There was discussion as to the immediacy of the need for gravel in the campground and it was generally agreed that this was a project that could be postponed given the current financial environment. Sara moved to remove gravel from this year's budget. Motion was seconded by Shanna; motion passed. Tink moved to accept the budget and execute the letter to the Commission requesting that they initiate the additional allocation from the Trust by letter to Fulton. Lori seconded the motion; motion passed.

New Business:

Correspondence to County Commission regarding additional appropriation from the Trust (included in old business discussion of budget). Action noted above.

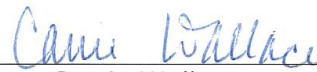
**James W. Curry Library/Park  
Advisory Board Meeting  
MINUTES**

Proposed change to the By Laws regarding meeting schedule: After reviewing the By Laws it was determined that no change was required to move meetings to a quarterly schedule to relieve both Judith and Jonathan with regard to meeting preparations during their busiest time of the year respectively (summer reading, camping/mowing season). Carrie proposed a quarterly schedule of March (budget review), May (scholarship review), August (general business), October (election of officers). Special meetings may be called as needs arise. Meetings hence forth would be on the 4<sup>th</sup> Wednesday of the month in March, May, August, and October at 1 pm at the library. Motion by Carrie for adoption of said changes, seconded by Shanna; motion passed.

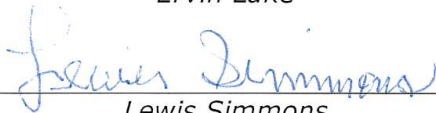
There being no further business meeting was adjourned at 11:11



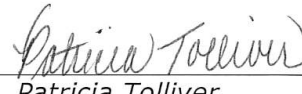
*Ervin Lake*



*Carrie Wallace*



*Lewis Simmons*



*Patricia Tolliver*

*Lori Ulderich Harvey*

*Sara Collins*



*Shanna Collins*



A meeting of the Upshur County Enhanced 911 Advisory Board was called to order September 28, 2021 at 5:00 pm. Present were Chairman Rolenson, Tenney, Elmore, McKisic, Wallace, Burnside, and Director Cutright and Wachob.

Minutes of previous meeting were approved.


Cutright reported on the contract signed for new phone system in line for installation. The ESN project was explained and is under way that redefines fire service areas.

Discussion was held on reverting and revising paging guidelines for fire departments.

Ted Biser appeared concerning a Letter of Concurrence request that was apparently not approved by anyone. Discussion was held and there was no objection to as Cutright is the position of authority on the license, he can approve the concurrence.

Discussion indicated that Brian Elmore and Carrie Wallace had been appointed as fire and OEM representatives.

Discussion was held and unanimous consent approved change of time of meetings to 3:00 pm.

  
Rolando Rolenson  
VCC

**Hodgesville Psd**

**Monthly Meeting**

**October 5, 2021-4pm**

**Minutes**

Held at the District office all Board members were present along with Terry Gould, Manager, Barbara Curry, UBS, Inc and Randy Watson of Thrasher Engineering.

The minutes of the meeting held September 7, 2021 were read and approved.

Randy Watson discussed the pending project and funding. With part of the money from the ARP along with money from the IJDC Critical Needs that would hopefully get Stage 1 of the project funded. Stage 1 would include finalizing the repair of the Gum Mountain PRV valve, fire hydrants and starting on Rt 20N and working toward Buckhannon to replace meters and service lines. Robert Wright, Chairman, signed the Critical Needs Application. Approved by a motion from Howard Cutright and seconded by Roger Ward, Hodgesville PSD accepted the Engineering Agreement with Thrasher and Robert Wright signed the agreement.

Stage 2 of the Project would continue with service lines and meter replacement. Terry reminded Randy to keep Upper Pecks Run in mind when working on Stage 2. Terry also mentioned a possible change to meters being used which may be a cost savings. Randy is going to check and get back to the Board.

The Board discussed maintenance that needs to be completed as soon as possible. That being leak at Rt 20N Trailer Ct on Harvey Straight, leak near the intersection of Rt. 20N and Shumaker Rd and the leak on Lady Slipper Dr.

JoAnn Ritter contacted Terry in regard to service on the Murphy Station Rd. The line ends at Stanford Zirkles with a blow off valve. Terry feels it is too far and explained to Ms. Ritter the long service line agreement. She was to get back in touch if interested.

Terry filed the necessary paperwork for the main line extension request for Katherine Tiziani located near the Barbour Co line on the Teter Rd.

The Board reviewed the Preliminary Annual Report for year ending 6/30/21. Terry will be finalizing the report and filing with the PSC with the next few weeks.

On the rate increase Terry signed a notarized letter indicating that the CWCR Account had been opened at First Community Bank. This document was then forwarded to the PSC.

Terry Gould presented the monthly bills, financial reports, leak adjustments and Shut Off List for the previous month. Robert Wright made a motion seconded by Howard Cutright to approve and pay bills along with approval of the credits issued.

The next meeting will be held Tuesday, November 2, 2021 at 4pm.

The meeting adjourned at 530pm

Approved by:

Robert Wright Chairman H.P.E.D.