

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: December 16, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• December 9, 2021
- 9:05 a.m. Bid opening, presentation and award—Upshur County Pest Control [Page 4](#)
- 9:15 a.m. Public comment period regarding boundary changes in the county's three Magisterial Districts; Boundary changes of thirteen county Precincts; and Consolidation with Closure of Precinct 33 [Page 5-6](#)
- 9:30 a.m. Sheriff Virgil D. Miller and Chief Tax Deputy Heather Sparks – Discuss the use of WV Local Government Fleet Cards
- 2:00 p.m. Public Testing of Voting Machines

Items for Discussion / Action / Approval:

1. Approval of Early Voting Poll Workers for the January 15, 2022 School Bond Election. * [Page 7](#)
2. Approval of Board of Review & Equalization 2022 schedule. * [Page 8](#)
3. Approval of Board of Review & Equalization (BORE) Publication Notice; the County Commission will sit as the Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February, 2022, and shall continue until the work is complete but will adjourn no later than the close of business on the 15th day of February, 2022. * [Page 9](#)
4. Approval and signature of correspondence to the Upshur County Assessor and Property Tax Division of the State Tax Department, giving authorization to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after January 27, 2022, must be forwarded to the Commission sitting as the Board of Review & Equalization. * [Page 10](#)
5. Approval and signature of the Plan Maintenance Agreement with Verdin Bells & Clocks in the amount of \$630, for the calendar year 2022. * [Pages 11-13](#)
6. Approval and signature of FAA Attachment to Annual Federal Financial Report Form 425 for Airport Improvement Program (AIP) Project No. 3-54-0039-037-2021 for the Upshur County Regional Airport. This project consists of the construction of two 100' x 100' box hangars. * [Pages 14-16](#)
7. Review the Upshur County Safe Structures and Sites Enforcement Board Petition for Order – Case number 011421-01 (Washington Tax district – Tax Map 7K-Parcel Number 55.3) owned by Yancy Carr. * [Pages 17-23](#)

8. Approval of Lewis–Upshur Animal Control Facility Volunteers Olivia Lundy and Julie Ruppenthal. *

[Under separate cover](#)

9. 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 approving a Victims of Crime Act (VOCA) Victim Assistance grant award in the amount of \$7,992. This is in addition to the \$29,118 previously awarded. [Page 24](#)
2. Upshur County Building & Floodplain Permits for the month of November, 2021 [Pages 25-26](#)
3. Upshur County E911 Communication Reports – November, 2021 [Under separate cover](#)
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
4. Lewis-Upshur Animal Control Facility Reports for the month of November, 2021 [Pages 27-32](#)
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
5. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:

• Buckhannon-Upshur Airport Authority	December 13, 2021	Page 33
• Upshur County Safe Sites & Structures Enforcement Board	December 15, 2021	Page 34
• City Council of Buckhannon	December 16, 2021	Page 35
• Upshur County Fire Board, Inc.	December 21, 2021	Page 36

Meeting Minutes:

• Elkins Road PSD	November 2, 2021	Pages 37-38
• Hodgesville PSD	November 2, 2021	Pages 39-40
• Tennerton PSD	November 10, 2021	Page 41
 - c) Meetings:

• 01/04/22	5:00 p.m.	Elkins Road PSD
• 12/07/21	4:00 p.m.	Hodgesville PSD
• 12/02/21	7:00 p.m.	Banks District VFD
• 12/16/21	7:00 p.m.	City Council of Buckhannon
• 12/02/21	7:00 p.m.	Selbyville VFD
• 12/13/21	12:00 p.m.	Upshur County Family Resource Network
• 12/13/21	4:30 p.m.	Upshur County Solid Waste Authority

- 12/13/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board - Cancelled
- 02/07/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 12/14/21 7:30 p.m. Adrian VFD
- 12/02/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 12/14/21 7:00 a.m. Upshur County Development Authority –CANCELLED
- 12/08/21 12:00 p.m. Upshur County Senior Center Board
- 12/08/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 12/14/21 7:00 p.m. Warren District VFD
- 12/02/21 3:00 p.m. Adrian PSD
- 12/08/21 3:00 p.m. Tennerton PSD
- 12/09/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 12/09/21 7:30 p.m. Buckhannon VFD
- 12/13/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 12/16/21 6:30 p.m. Upshur County Youth Camp Board
- 12/12/21 6:00 p.m. Washington District VFD
- 12/20/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 12/15/21 4:00 p.m. Upshur County Public Library Board
- 12/17/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 12/21/21 6:30 p.m. Upshur County Fire Board, Inc.
- 12/28/21 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 12/08/21 7:00 p.m. Ellamore VFD
- 12/15/21 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 12/16/21 6:00 p.m. Upshur County Farmland Protection Board
- 12/27/21 7:00 p.m. Upshur County Fire Fighters Association
- 12/08/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 12/06/21 10:00 a.m. Mountain CAP of WV, Inc., a CDC
- 12/10/21 11:00 a.m. Region VI Workforce Development Board – Marion Co.

6. Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1st Mag. District
- Upshur County Fire Board (unexpired term 6/30/23) – Fire Association Representative

****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)

Next Regular Meeting of the Upshur County Commission
January 6, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

****There will be a Special Meeting December 22, 2021 at 9:00 a.m. in the Commission Meeting Room****

****The Commission Meeting on December 23, 2021 is CANCELLED ****

****The Commission Meeting on December 30, 2021 is CANCELLED ****

Request for Bids
Pest Control Contract
Renewable for up to 3 Years

Publish: November 23rd and 30th

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced project located at various County owned properties throughout Upshur County, West Virginia. Property addresses are included in the scope of work (available upon request).

Contractors must provide an itemized quote for monthly treatment of each property. Quotes must include all fuel, labor (compliance with West Virginia prevailing wage regulations are **not** required) materials and any other applicable fees. The Upshur County Commission is a tax-exempt entity.

Bidders must meet all minimum requirements set forth in the "Certified Pesticide Applicator Rules", Title 61, of the Legislative Rule for the West Virginia Department of Agriculture for Urban Integrated Pest Management.

Successful bidder will be required to furnish the following documentation before work may commence:

- West Virginia Business License
- Certificate of Liability Insurance naming the Upshur County Commission as an additional insured \$1,000,000 minimum general liability coverage
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- West Virginia Pesticide Certification
- Affidavit of Non-Collusion
- Drug Free Workplace Conformance Affidavit
- Any Additional Documentation as Required by the Owner

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

Any and all sealed bids must be received no later than 4 p.m. on
Wednesday, December 15, 2021 at the following address:

Office of the Upshur County Commission
Sealed Bid – Pest Control Contract
91 W Main St., Suite 101
Buckhannon, WV 26201

A bid packet, including the scope of work, is available at the address listed above or online at http://www.upshurcounty.org/government/commission_office/bid.php. Questions can be directed to the County Commission office by calling (304) 472-0535 x.3, or e-mailing clwallace@upshurcounty.org.

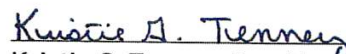
Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:05 a.m. on **Thursday, December 16, 2021**. The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

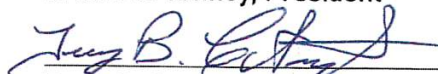
Notice of Public Hearing
County Commission of Upshur County, West Virginia

The County Commission of Upshur County, West Virginia (Commission) will hold a public meeting at 9:15 a.m. on Wednesday, December 22, 2021 in the Commission Meeting Chambers (Room 301) of the Upshur County Courthouse Annex located at 38 West Main Street, Buckhannon, West Virginia to consider final adoption and approval of an Order regarding the following: Boundary changes in the county's three Magisterial Districts; Boundary changes of thirteen county Precincts; and Consolidation with Closure of Precinct 33 (Excelsior Community Building). These changes are being made to align with the most recent Census data, Census blocks and Legislative boundary changes in Congressional, Senatorial and House of Delegate Districts. This change will be effective with the May 10, 2022 Primary Election and every Election thereafter, until changed by Order of the Upshur County Commission. Any individual may appear before the Upshur County Commission during regularly scheduled meetings on December 9, 2021, at 9:15 a.m. and December 16, 2021, at 9:15 a.m. or submit written comments on or before December 22, 2021 to the following address:

Carrie L. Wallace, County Administrator
Office of the Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201

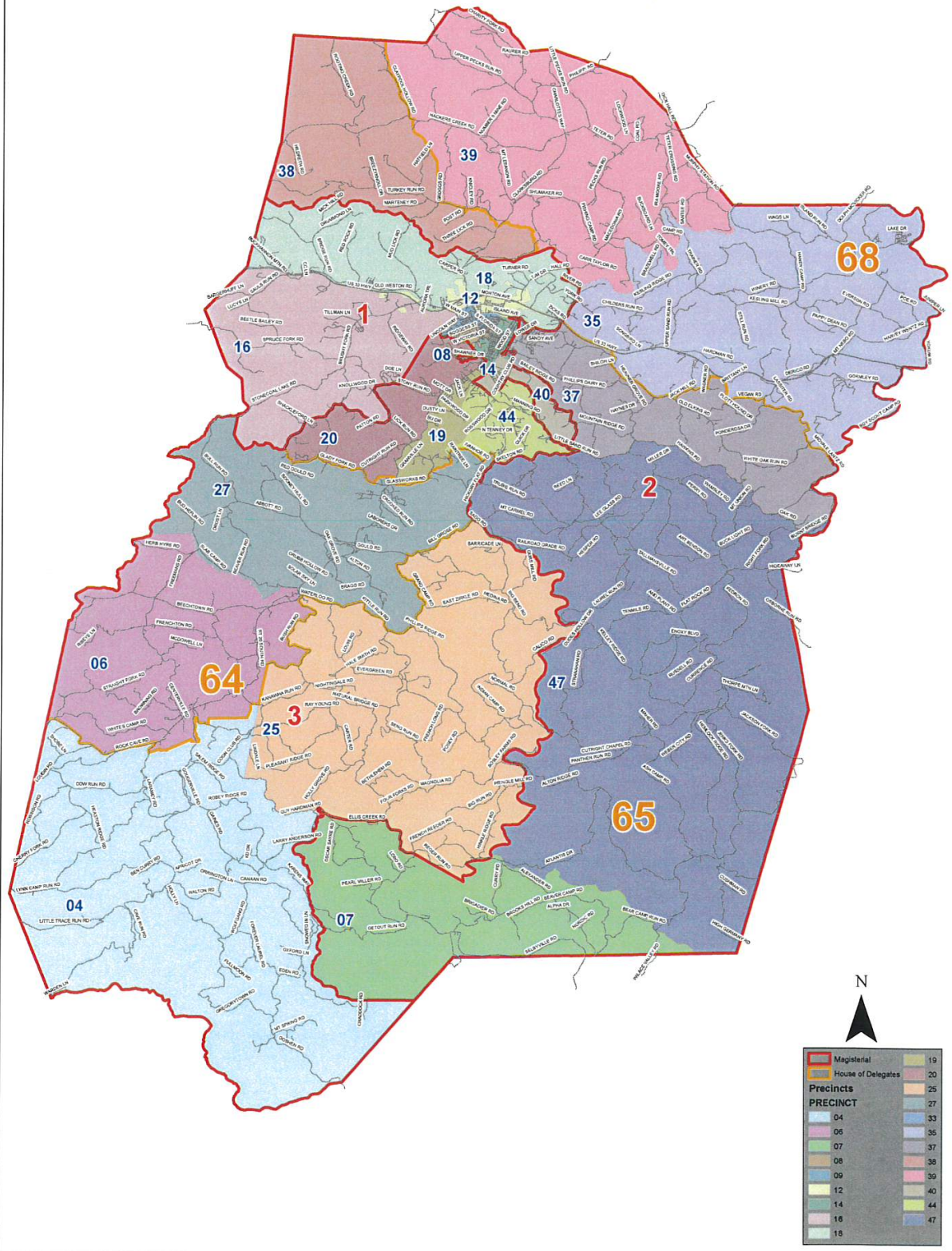
ENTER this 2nd day of December 2021


Kristie G. Tenney, President


Terry B. Cutright, Commissioner


Sam Nolte, Commissioner

Upshur County Redistricting Overview



CAROL J. SMITH
UPSHUR COUNTY CLERK

Upshur County Courthouse
40 West Main Street, Room 101 • Buckhannon, West Virginia 26201
Telephone: (304) 472-1068 • Fax: (304) 472-1029

December 13, 2021

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

Dear Honorable Commissioners:

Please approve the hiring of Early Voting Clerks, Michelle Bailey, John Barnes, Vernon Bennett, Connie Brady, Mary Davis, Loretta Dawson, Catherine Frye, John Haymond, Hallie Hurst, Ann Mickle, Nina Monroe, Margaret Neely, Ron Pugh, Tena Shannon, William Shannon, Catherine Vance, Thanna Wentz, Delores Wilson and Janet Kay Wilson for the January 15, 2022 School Bond Election. The positions are temporary, starting on December 30, 2021 and ending on January 12, 2022.

Thank you for your consideration.

Sincerely,



Carol J. Smith
Upshur County Clerk



2022 Board of Review & Equalization Meeting Schedule

02/01/2021 (Tues) 1:00-3:00 p.m. No appointments --- Review
Property Books

02/7/2021 (Mon) 1:00-3:00 p.m.

02/10/2021 (Th) 10:00-12:00 p.m.

02/15/2021 (Tues) 10:00 a.m. -12:00 p.m. Coal, Oil & Gas
Industrials - Adjourn Sine Die

Notice to the Citizens of Upshur County

Board of Review & Equalization

At a regular session of the County Commission of Upshur County, West Virginia, held at the Courthouse Annex on the 16th day of December, 2021, the matter of the County Commission sitting as a Board of Review and Equalization was reviewed and considered. The purpose of said Board is to review and equalize the assessments made by the Assessor of Upshur County. The County Commission will sit as a Board of Review and Equalization beginning at 1:00 p.m. on the 1st day of February, 2022, and shall continue until the work is complete but will adjourn no later than the close of business on the 15th day of February, 2022.

Property owners should receive notification of any increase in valuation if such increase is greater than ten percent (10%). If the increase relates to coal valuation, the notice will be from the State Tax Department. If the increase relates to producing oil and gas valuation, the notice will be from the State Tax Department. If the increase in valuation relates to land or buildings, the notice will be from the Office of the Upshur County Assessor. Please contact the Office of the Upshur County Assessor (304-472-4650) for any questions relative to increase in valuations.

Any person(s) who desire a review of their current tax assessment must contact the Upshur County Assessor's Office (304-472-4650) as soon as possible for an informal review prior to scheduling an appointment with the Upshur County Commission / Board of Review and Equalization during the month of February. Individuals may receive an application for assessment review from the Upshur County Assessor's Office or the Upshur County Commission Office. Individuals need to return the completed application(s) as soon as possible to ensure a complete review for all interested taxpayers. Please return the completed application to the following address:

Office of the Upshur County Commission
Board of Review and Equalization
91 West Main Street --- Suite 101
Buckhannon, West Virginia 26201

Kristie G. Tenney, President
Upshur County Commission

UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535

Telecopier: (304) 473-2802

TDD Numbers

Business: 472-9550

December 16, 2021

To: Office of the Upshur County Assessor
Property Tax Division --- State Tax Department

Re: Adjustments to Valuations for Real Property, Personal Property, and/or Mineral Property

The County Commission of Upshur County, West Virginia, does hereby grant approval of the Office of the Upshur County Assessor and/or the Property Tax Division of the State Tax Department to correct valuations for real property, personal property, and/or mineral accounts. Any adjustments made after January 27, 2022, must be forwarded to the Commission sitting as the Board of Review and Equalization. We are currently scheduled to adjourn on February 15, 2022; therefore, any adjustments may be made through February 14, 2022. However, if it is necessary to continue any hearings, and we are unable to adjourn on February 15, 2022, we will advise you of the new date through which changes may be made.

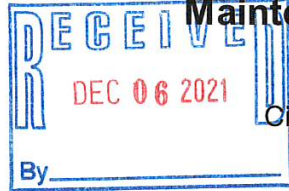
If you have any questions, please contact the County Commission at the above phone number or via email at clwallace@upshurcounty.org.

Sincerely,

Terry B. Cutright

Samuel R. Nolte

Kristie G. Tenney



Maintenance Renewal Invoice

The Verdin Company
PO Box 23129
Cincinnati, Ohio 45223-0129

Billing: 513-487-7338
Service: 800-883-7346
fax: 513-672-2482
Visit our website:
www.verdin.com/service

Billing Address

UPSHUR COUNTY COURTHOUSE
UPSHUR COUNTY ADMIN. ANNEX
91 WEST MAIN STREET SUITE 101
BUCKHANNON, WV 26201-2287

Site Location

UPSHUR COUNTY COURTHOUSE
40 WEST MAIN STREET
BUCKHANNON, WV 26201-2211

Renewal Invoice Includes **1 Call** Planned Maintenance Agreement for Calendar Year **2022** for the following Equipment:
***Bell(s) and Bell Ringing Equipment *Tower Clock**

Invoice Date: November 19, 2021
Customer No. 020454
Invoice No. 0105677
Contract No. Z-WVBU003-PM1
Renewal Price: US \$630.00
List Price: US \$695.00
PLUS SALES TAX IF APPLICABLE

Onsite Contact: _____

Cell Phone #: _____

Email Address: _____

Maintenance Service Agreement

The Verdin Planned Maintenance Agreement assures that a Verdin-approved service technician will inspect and maintain your equipment regularly. To continue your maintenance, please detach and return the bottom portion of your renewal statement along with your payment to the address below. Upon receipt of your payment, we will notify your Verdin technician and they will contact you to schedule your first call.

Benefits

- Servicing bells and clocks for 175 years
- Genuine Verdin parts
- 10% discount on repair parts/discounts on select new equipment
- Verdin-approved Service Technicians
- Priority service on all calls
- Keep your Verdin investment safe and maintained

In the USA, if you have a tax exempt certificate please include a copy of it in your return envelope.

Payment and Credit Card Authorization Form

Amount Paid: \$ _____

1. Complete the form, sign, and mail back with payment to renew your Verdin Planned Maintenance Agreement.
2. If paying by credit card, include credit card information and fax back to 513-672-2482 or mail to address below.

Payment: ☐ MasterCard ☐ Visa ☐ American Express ☐ Check # _____ ☐ PO # _____

Make checks payable to: The Verdin Company

Name on Credit Card: _____

Credit Card #: _____ Expiration Date: _____

Signature: _____ Title: _____

Email: _____ Phone: _____

C: 020454 Z-WVBU003-PM1
Q: 0105677 US \$630.00
US \$695.00
UPSHUR COUNTY COURTHOUSE

☐ **By checking this box, I agree to the addition of a 3.5% Credit Card processing fee to the total of this invoice.**

Remit to: The Verdin Company, PO Box 23129, Cincinnati, OH 45223-0129

Fax credit card payments to 513-672-2482. Billing Inquiries: 513-487-7338

See Terms and Conditions on reverse side.

EFFECTIVE 8/1/2019: VERDIN WILL IMPOSE A 3.5% SURCHARGE ON CREDIT CARD TRANSACTIONS. ACH, WIRE, OR CHECK INCUR NO FEE.



PLANNED MAINTENANCE PROGRAM

Early Bird Renewal Offer

December 1, 2021

Dear Valued Verdin Customer:

Enclosed is the annual renewal agreement for on-site Planned Maintenance of your Verdin cast bell ringing and/or clock equipment.

Regular service of your Verdin products is important to maintain their safe operation and extend their useful lives. The annual maintenance provided by our certified field service technician is designed to minimize any downtime of your equipment and keep it functioning safely, effectively, and accurately.

Our Planned Maintenance Agreement also gives you the benefit of a 10% discount on any parts needed during a maintenance visit.

To renew your scheduled maintenance for 2022 and receive the "early bird" discount, please return the enclosed invoice with your payment by January 10, 2022. Renewal payments sent after January 10th should be made at the List Price shown on the invoice. If you are a tax exempt organization, please include your Tax Exempt Certificate at the time of payment.

When returning the invoice, please be sure to provide the on-site contact information for the person responsible for the maintenance of your Verdin products. This will help ensure that our service technician contacts the right person when scheduling an appointment.

Please feel free to contact me with any questions or concerns. We will do our best to help you protect your valuable investment in Verdin products for the benefit of your members and the entire community that you serve.

Sincerely,

Lance Fisher, Planned Maintenance Manager

lfisher@verdin.com

Office: (513) 487-7338

THE VERDIN COMPANY. BUILDERS OF FINE BELLS & CLOCKS SINCE 1842.


Corporate Headquarters: 444 Reading Road - Cincinnati, OH 45202 - p: 800-543-0488, f: 513-241-1855 - www.verdin.com

VERDIN PLANNED MAINTENANCE SERVICE

Terms and Conditions

Verdin will provide general maintenance services for the items of equipment specified in this Agreement in accordance with the following terms and conditions.

1. All maintenance services will be performed by Verdin service technicians who are trained and qualified to provide the services required to maintain Customer's equipment in good operating condition.
2. Verdin agrees to provide routine maintenance services such as lubrication, adjustments, testing of mechanical and electronic control equipment, and general upkeep to slow the process of normal wear and tear. Such routine maintenance service does not include the reconditioning or repair of broken equipment, the provision of replacement parts, or repairs to damaged equipment caused by neglect or abuse, vandalism, power surge, accident, fire, flooding, lightning strike, or other Acts of Nature.
3. In the event Customer's equipment requires services or parts that are beyond the scope of this Agreement, Verdin will provide Customer with an estimate of the costs for such services or parts. Such service calls shall be charged to Customer at Verdin's "Preferred" rates for customers with a planned service agreement. Verdin agrees to provide Customer with a 10% discount on all Verdin parts purchased the term of this Agreement. Customer will be invoiced for parts or services beyond the scope of this Agreement after the work is completed and agrees to pay such invoices within 30 days.
4. Customer agrees to provide at its cost safe and secure access to the equipment specified in this Agreement, including any required cranes, man-lifts, or hoists and the operators of such equipment. Verdin at its sole discretion may agree to provide the equipment required to access the covered products under this Agreement. Customer agrees to reimburse Verdin for the cost of all such equipment, plus a minimum service fee of 25%.
5. Payment for planned maintenance is payable in advance in U.S. dollars and is non-refundable. Credit card payments are subject to a 3.5% service fee.
6. Maintenance services that are not completed during the contract period as a result of Verdin's failure to meet its obligations under this Agreement may be performed, at Verdin's discretion, after the expiration of this Agreement.
7. ***Customers in the United States that are tax exempt are required to provide a tax exempt certificate; please include a copy in the return envelope or scan it and e-mail a copy to Lance Fisher at lfisher@verdin.com.***
8. ***For Canadian Customers, the HST/GST will be billed separately. If applicable, Canadian customers may be able to claim all or a portion of taxes paid as an ITC (Input Tax Credit).***
9. If you have questions about your Planned Maintenance Agreement, please contact Lance Fisher at (513) 487-7338, or lfisher@verdin.com.

REQUEST FOR ADVANCE OR REIMBURSEMENT		Approved by Office of Management and Budget, No. 80-RO181		PAGE 1 OF 1
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		1. TYPE OF REQUEST [] ADVANCE [] REIMBURSEMENT [X] FINAL [] PARTIAL		2. BASIS OF REQUEST [X] CASH [] ACCRUAL
Federal Aviation Administration		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-54-0039-037-2021		5. PARTIAL PAYMENT REQUEST NO. N/A
6. EMPLOYER IDENTIFICATION NUMBER 30-0733276	7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REPORT FROM: (MONTH / DAY / YEAR) TO: (MONTH / DAY / YEAR) September 30, 2021		
9. RECIPIENT ORGANIZATION Name: Buckhannon Upshur Airport Authority No. and Street: Post Office Box 1042 City, State and ZIP Code: Buckhannon, West Virginia 26201		10. PAYEE (Where check should be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:		
11. COMPUTATION OF AMOUNT OF REIMBURSEMENT / ADVANCES REQUESTED				
PROGRAMS / FUNCTIONS / ACTIVITIES	(a) Budget	(b) Total to Date	(c) Previously Requested	Total This Period
a. Administrative expense	\$0.00	\$0.00	\$0.00	\$0.00
b. Preliminary Expense	\$0.00	\$0.00	\$0.00	\$0.00
c. Land, structures, right-of-way	\$0.00	\$0.00	\$0.00	\$0.00
d. Architectural engineering basic fees	\$0.00	\$0.00	\$0.00	\$0.00
e. Other Architectural engineering fees	\$0.00	\$0.00	\$0.00	\$0.00
f. Project Inspection fees	\$0.00	\$0.00	\$0.00	\$0.00
g. Land Development	\$0.00	\$0.00	\$0.00	\$0.00
h. Relocation expenses	\$0.00	\$0.00	\$0.00	\$0.00
i. Relocation payments to individuals and businesses	\$0.00	\$0.00	\$0.00	\$0.00
j. Demolition and removal	\$0.00	\$0.00	\$0.00	\$0.00
k. Construction and project improvement costs	\$61,394.00	\$0.00	\$0.00	\$0.00
l. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
m. Miscellaneous cost	\$0.00	\$0.00	\$0.00	\$0.00
n. Total Cumulative to Date (sum of line a. through line m.)	\$61,394.00	\$0.00	\$0.00	\$0.00
o. Deductions for program income				
p. Net cumulative to date (line n. minus line o.)				
q. Federal share to date				
r. Rehabilitation grants (100% reimbursement)				
s. Total Federal Share (line q. plus line r.)	\$61,394.00	\$0.00		
t. Federal payments previously requested		\$0.00		
u. Amount requested for reimbursement				\$0.00
v. Percentage of physical completion of project		0%		
12. CERTIFICATION				
I certify that to the best of my knowledge and belief the data above is correct and that all outlays are made in accordance with the grant condition or other agreement and that payment is due and has not been previously requested.	RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	DATE REPORT SUBMITTED 12/13/21	
		TYPED OR PRINTED NAME AND TITLE Tom O'Neill President, Buckhannon Upshur Airport Authority	TELEPHONE (304) 288-3263	
	Representative certifying to line 11v.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE SIGNED	
		TYPED OR PRINTED NAME AND TITLE Kristie G. Tenney President, Upshur County Commission	TELEPHONE (304) 472-0535	



Transmittal

43 East Main Street, Buckhannon, WV 26201

PROJECT: Misc CTG Transfers DATE: 12/13/2021
 SUBJECT: Attachment to ANNUAL Federal Financial Report Form 425 (037 Reimbursement Grant) TRANSMITTAL ID: 00143
 PURPOSE: For your review and signature VIA: Hand

FROM

NAME	COMPANY	EMAIL	PHONE
Kelly Queen 43 East Main Street Buckhannon, WV 26201	Chapman Technical Group	kqueen@chaptech.com	(304) 472-8914

TO

NAME	COMPANY	EMAIL	PHONE
Tom O'Neill Post Office Box 1042 Buckhannon WV 26201 United States	Buckhannon Upshur Airport Authority	tom@tomoneill.org	304-288-3263

REMARKS:

Re: FAA AIP No. 3-54-0039-037-2021 (Reimbursement Grant/Construct Building)

Mr. O'Neill:

Upon approval, three (3) copies of the 271 Form that was attached to the above referenced "Annual" Federal Financial Report needs signed and dated by both you and Ms. Tenney. The FAA previously did not require a signature when the form had a \$0 balance but they have changed their requirements this year. After signatures are obtained, please retain one (1) original and attach it to your Annual Federal Financial Report for this grant and return two (2) originals to Chapman Technical Group.

I need to transmit this form to Michael Adkins with the FAA **before** December 31, 2021. Hopefully the Upshur County Commission is meeting prior to this date so it can be signed and returned to me.

Sorry for any inconvenience. If you have any questions, please call.

Transmittal

DATE: 12/13/2021
TRANSMITTAL ID: 00143

Thanks.

Kelly Queen

DESCRIPTION OF CONTENTS

QTY	DATED	TITLE	NOTES
3	11/5/2021	Form 271 (Attachment to Annual Federal Financial Report)	

10/25



PROCESS OF SERVICE

I, the undersigned, hereby acknowledge this receipt as proof that I have hand delivered a Petition for Order dated October 22, 2021 on behalf of the Upshur County Commission / Upshur County Safe Sites and Structures Enforcement Board. The exact date and time the Process of Service was performed appears below.

Name Crystal Linger
Title Administrative Assistant

Signature Crystal Linger
Date 11/23/21 Time 12:58

Served upon:

Yancy Carr
Full Name

Yancy and Amanda Carr
5 Flora Lane
Tallmansville, WV 26237

**Upon completion, please return to the Office of the Upshur County Commission

Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex
91 West Main Street Buckhannon West Virginia 26201
Phone: (304) 472-0535 Fax: (304) 472-2399

October 22, 2021

Yancy and Amanda Carr
5 Flora Lane
Tallmansville, WV 26237

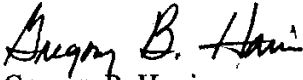
Subj: Petition for Order --- Case Number: 011421-01

The purpose of the Upshur County Safe Structures and Sites Ordinance is to promote the public safety and welfare of the residents of Upshur County. Based upon the numerous visits and investigation of the above referenced property (Washington Tax District -Tax Map 7K - Parcel Number 55.3), please be advised that the Enforcement Board would request, pursuant to Article 4 of said Ordinance, an order of the Upshur County Commission requiring clean-up of the property. Specific findings and recommendations would include the following:

- Correction of any health and safety hazards, including but not limited to the removal and proper disposal of any debris, trash, junk vehicles and/or removal and proper disposal of any environmental hazards.
- Operating a salvage yard

Please be advised that unless the property owner or owners would file a written request for a hearing with the Clerk of the County Commission of Upshur County, 40 West Main Street, Room 101, Buckhannon, West Virginia, 26201, within twenty (20) days of receipt of this petition, an order will be issued by the County Commission implementing the above recommendations.

It is the desire of the members of the Enforcement Board that this matter be completed in a manner that is convenient and efficient for all involved parties. Thank you for your assistance and cooperation.


Gregory B. Harris
Compliance Officer

UPSHUR COUNTY CLERK
BUCKHANNON, WEST VIRGINIA

2021 OCT 22 P 2:03



Case Property 09-08-21











Jim Justice
Governor of West Virginia

December 2, 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 \$7,992.00. 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,


Jim Justice
Governor

JJ/bnm

c: Bryan S. Hinkle

[illegible]

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS
NOVEMBER 16, 2021 - NOVEMBER 30, 2021**

DATE ISSUED	PERMIT NUMBER	UD 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
11/16/2021	8716	10054	CHIDESTER, NATASHA	510 GAINES RD, ROCK CAYE, WV 26234	\$230.00	\$15.00		CHECK	ROOF OVER SAWMILL	SELF
11/16/2021	8717	NEW	HICKMAN, CHRIS	144 CARRIER RUN RD, BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CASH	30' X 60' POLE BUILDING; 20' X 30' SAWMILL	SELF
11/22/2021	8718	81232	T-MOBILE	6437 DAHLEM WAY, PITTSBURGH, PA 15206	\$30,000.00	\$15.00		CHECK	ADDING (3) ANTENNAS WITH RADIOS AND FIBER OPTIC LINES; ADDING (1) TOWER MOUNT. (1114 SHAWNEE DR)	ALLTECH, 4875 US HIGHWAY 60 E. MOREHEAD, KY 40251
11/16/2021	8719	7850	WATSON, HERMAN JR	464 MCCANNIS RUN RD, JANE LEW, WV 26378	\$9,649.00	\$15.00		OIL	12' X 24' STORAGE BUILDING	SELF
11/17/2021	8720	11013	TENNEY, MARGEL LEE AND MARY E	215 KEDRON RD, TALLMANSVILLE, WV 26237	\$200.00	\$15.00		CHECK	METAL CARPORT	SELF
11/19/2021	8721	5685	WOOD, MITCH	111 GLADY FORK RD, BUCKHANNON, WV 26201	\$3,000.00	\$15.00		OIL	BUILD (2) PORCH ROOFS	RAVEN CONTRACTING LLC, 795 CARTER RD, FRENCH CREEK, WV 26218
11/22/2021	8722	7198	T-MOBILE	6437 DAHLEM WAY, PITTSBURGH, PA 15206	\$30,000.00	\$15.00		CHECK	ADDING (3) ANTENNAS WITH RADIOS AND FIBER OPTIC LINES; ADDING (1) TOWER MOUNT. (65 DUSTY LN)	ALLTECH, 4875 US HIGHWAY 60 E. MOREHEAD, KY 40251
11/22/2021	8723	581	GOOD, CHARLES	147 CARPER RD, BUCKHANNON, WV 26201	\$8,428.00	\$15.00		CHECK	ACRYLIC TUB REPLACEMENT; CONNECT TO EXISTING DRAIN AND SUPPLY LINES	OHIO BATH SOLUTIONS DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339
11/22/2021	8724	420	COLEMAN, PAUL AND LINDA	116 DRUMMOND LN, BUCKHANNON, WV 26201	\$10,660.00	\$15.00		CHECK	REPLACE EXISTING SHOWER WITH ACRYLIC SHOWER BASE AND SURROUND WALL; CONNECT TO EXISTING DRAIN AND SUPPLY LINES	OHIO BATH SOLUTIONS DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339

TOTAL
\$107,187.00

TOTAL
\$135.00

TOTAL
\$0.00

GRAND PROJECT TOTAL
\$538,271.00

GRAND RP TOTAL
\$255.00

GRAND FP TOTAL
\$200.00

LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>November</u> 2021		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$395	\$210
CHECK	\$0	\$0
E STORE CREDIT CARD	\$265	\$110
SUBTOTAL	\$660	\$320
SPAY/NEUTER DEPOSIT		
CASH	\$550	\$200
CHECK	\$0	\$0
E STORE CREDIT CARD	\$600	\$100
SUBTOTAL	\$1,150	\$300
BOARD RESCUE		
CASH	\$50	\$5
CHECK	\$0	\$0
E STORE CREDIT CARD	\$70	\$40
SUBTOTAL	\$120	\$45
MICRO-CHIPPING		
CASH	\$39	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$39	\$0
DONATIONS		
CASH	\$0	\$0
CHECK	\$355	\$0
E STORE CREDIT CARD	\$100	\$0
SUBTOTAL	\$455	\$0

OTHER		
TOTAL	\$2,424	\$665

EXPLANATION : \$26 cash for micro chip collected was for Mike Walton for Credit Card Dispute in October

Government Window - Funds Transfer Report For Upshur County, WV Report
 Date Range: 11/01/2021 - 11/30/2021

Print Date: 12/08/2021 10:09
 Printed By: Jan Cochran

	TOTALS		20		\$1,285.00		\$0.00		\$1,285.00
Date	Service		Count		Credit/Debit Cards		eChecks		Grand Total
11/24/2021	eStore		2		\$170.00		\$0.00		\$170.00
11/23/2021	eStore		1		\$60.00		\$0.00		\$60.00
11/20/2021	eStore		1		\$70.00		\$0.00		\$70.00
11/19/2021	eStore		1		\$30.00		\$0.00		\$30.00
11/18/2021	eStore		1		\$30.00		\$0.00		\$30.00
11/13/2021	eStore		1		\$30.00		\$0.00		\$30.00
11/12/2021	eStore		2		\$140.00		\$0.00		\$140.00
11/10/2021	eStore		2		\$130.00		\$0.00		\$130.00
11/09/2021	eStore		1		\$60.00		\$0.00		\$60.00
11/07/2021	eStore		1		\$70.00		\$0.00		\$70.00
11/06/2021	eStore		2		\$240.00		\$0.00		\$240.00
11/05/2021	eStore		2		\$130.00		\$0.00		\$130.00
11/04/2021	eStore		1		\$50.00		\$0.00		\$50.00
11/03/2021	eStore		2		\$75.00		\$0.00		\$75.00

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (December 8, 2021)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (November 2021)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	21	12	33
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	24	3	27
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	1	0	1
Dogs Returned to Owner	5	0	5
Dogs Escaped	0	0	0
Adoptions:			
With Charge	19	8	27
Without Charge	0	0	0
Rescues:			
With Charge	5	3	8
Without Charge	11	3	14
Euthanasia:			
Owner Request	2	0	2
Other	0	0	0
Total	88	29	117



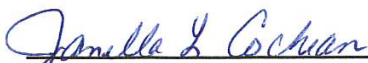
Signature

12-8-21

Date

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

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	8	0	8
Cats brought in by Animal Control Officer	0	0	0
Cats brought in by County Residents	27	17	44
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	9	8	17
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	27	9	36
Euthanasia:			
Owner Request	0	0	0
Other	1	0	1


 Signature

12-8-21
 Date



John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

Nov 2021

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	21		
Other	—		
Animals returned to Owner by ACO:			
Dogs	—		
Other	—		
Animals delivered to LUACF:			
Dogs	21		
Other	—		
Animals Quarantined by ACO:			
Dogs	1		
Other	—		
Animals Terminated:			
Dogs			
Other			
Total Number of Hours Involved			

Signature

John Slaughter

12/6/21

Date

Buckhannon-Upshur Airport Authority Agenda

***Buckhannon-Upshur Airport Authority–W22 Upshur Regional Airport Terminal
Building as well as Virtually via Telephony or ZOOM ¹***

Monday, December 13, 2021 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Tom O'Neill
 - Treasurer's Report – Phil Loftis, Treasurer
 - Renew domain registration (flyw22.com) 1 year; MiTec Inv. # 5865; \$24.00
 - 2022 Membership Buckhannon-Upshur Chamber of Commerce; \$132.00 annual fee
 - Procedure for extending fuel credit to KCI Aviation
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical
 - FAA 3-54-0039-037-2021 Form 271 (review/approval/signature)
 - Operations – Jamie Wilt, Jennifer Powers
 - Jamie**
 - Update fuel prices Jet-A and Avgas
 - Tree growth study participation
 - Jenny**
 - Request for purchase and installation of a changing table(s) for one or both restrooms in the terminal
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - Hangar space requests/applications/updates
 - Discussion and possible action regarding a ground lease for hangar construction
 - Fuel Discount Schedule for Jet-A (review/approval/discussion)
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority (treasurer@flyw22.com or 304-613-9321) at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.

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

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda

Upshur County Administrative Annex

Wednesday, December 15, 2021

3:00 p.m.

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
 - November 10, 2021
- V. Report and/or action on Pending Cases
 - 021121-01 (Chapman) – Pending until State action has reached its conclusion – Updates?
 - 070821-01 (Miller) – Review photographs of property
 - 111021-01(unknown) – Review photographs of property
- VI. Consider requests to establish new cases that were received on or before 12/10/21.
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, January 13, 2022 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, December 16 , 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.

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/804282709>
You can also dial in using your phone United States: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 804-282-709

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 VIPS Members –Annual Recognition/Awards
- B.2 West Virginia Strawberry Festival Association -Updates

C. Department & Board Reports

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

D. Correspondence & Information

- D.1 Report of Cat & Dog Activity –Upshur County Commission-October 2021
- D.2 Notice of Revised Schedule for Environmental Review of the Atlantic Coast Pipeline Restoration Project

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 11/18/21 & 12/02/21
- 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 Call for Election on May 10, 2022
- F.2 Discussion/Possible Action Property Purchase 10 East Lincoln Street
- F.3 Discussion/Possible Action Parade Parking Plan of Action
- F.4 Approval Change Order #1 Roof Replacement Project-Replacement of 1998 Building Addition Roof

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. Adjournment

Posted 12/13/2021

Next Regular Scheduled City Council Meeting Thursday, January 6, 2022

Notice of Meeting

for

Upshur County Fire Board, Incorporated

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

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

Date: Tuesday, December 21, 2021

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---November 16, 2021

Public Questions/Comment Period

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

- Cumulative report
- Update on unpaid fees list

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 11/30/2021---TBD prior to meeting
- Disbursement from Chief Tax Deputy for November---TBD prior to meeting

Payment of Bills/Invoices

*Software Systems---monthly maintenance---Invoice---\$211.00

First disbursement of 2021 Fire Fee funds to Adrian VFD, Ellamore VFD, and Warren District VFD; in the amount of \$20,000.00 each

Review and Approval of Corrective Tickets and Exoneration requests

Discussion/Approval of criteria for collections/filing civil action for unpaid fire fees

Other Items/Matters to Consider

Date of Next Meeting---January 18, 2022---Adjournment

DEC-14-2021 09:50 AM ELKINSROADPSD

3044722028

P. 02/05

Elkins Road Public Service District
Board of Directors' Regular Meeting
November 2, 2021

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, November 2, 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 Specialist-Linzy Wilson; System Operator-David Wamsley

Phone in participants: Greg Belcher, CTG and Cary Smith, Region VII

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

Recognize that two (2) customers were present.

APPROVAL OF MINUTES

Minutes of October 5, 2021 Regular Monthly Meeting and October 26, 2021 Special Meeting 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**

QUICK DAMAGE CLAIM

No updates

OLD PSD OFFICE BUILDING

The old PSD office building will be sold one of two ways; put out to bid or list with a realtor. **David Burr made a motion to sell the old PSD building. Carey Wagner seconded. Motion carried**

PHASE III EXTENSION PROJECT

Cary Smith with Region VII presented SCBG Request # 17 in the amount of \$14,225.45. **David Burr made a motion to approve and make payments. Carey Wagner seconded. Motion carried**

Greg Belcher gave updates on the all contracts which are substantially complete, Contract 3 is still waiting on the Kesling Ridge Booster station electrical panel which is now scheduled to ship on

DEC-14-2021 09:50 AM ELKINSROADPSD

3044722028

P. 03/05

Elkins Road Public Service District
Board of Directors' Regular Meeting
November 2, 2021

PHASE III EXTENSION PROJECT con't

12/29/21. Greg inquired about an extension for Contact 4, Chojnacki, for punch list items. The Board said that they would extend it for the load jack but not the paved driveways on King Schoolhouse road because of the paving plants closing for the winter soon.

Greg presented drawings on the master meter back flow preventer installation for review and approval.

MAINTENANCE

Dave Wamsley, System Operator, discussed the October Maintenance Report. Water usage per day continues to be at or near standard usage, 201,000 gallons a day approximately. Board ask Dave if he had begun winterizing and he said yes and no problems detected yet with heating in the pump stations. Dave was ask about blue flags for the part of our system that does not have radio read meters installed yet; said he would take care of it.

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


The next meeting will be held on Tuesday, December 7, 2021 at 5:00 p.m.


Respectfully submitted:

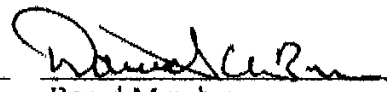
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
David Burr

HODGESVILLE PSD

188 FAYETTE STREET

BUCKHANNON WV 26201

Minutes

November 2, 2021

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

The minutes of the meeting held October 5, 2021 were read and approved.

Terry stated that Thrasher Engineering will be at the December meeting to discuss our project along with our critical needs application.

Barbara Curry gave the maintenance report for the month of October:

Leaks fixed for the month of October included: Buckhannon Mtn Rd which was cut by the gas company, Lady Slipper Dr. (PSC complaint), Shumaker and Rt 20 (Jerry Greene), Rt 20 the Old Foggs Trailer Ct. at the end of Harvey Straight (PSC), Nick Tenney service line break, Crouse Rd 2 inch line leak, Joe Warner Turkey Run, William Rohr service line leak which Ringers hit the line which resulted in a boil water advisory for 4 customers. Quality Water Services Inc. (Alan Westfall) was notified and all testing completed and came back good.

New service installed on Sauls Run for Stella Howes.

Backflow preventer installed for McNemar located at Forest View.

Terry stated that water consumption continues to decline and that can be credited to the leak repairs by Ringer, Inc.

Received letter from the state regarding the change in notifying customers of boil water advisories. This will need to be done by a text for voice alert system. This goes into effect January 10, 2022. Our billing software has

reached out to us regarding this change and they will be able to accommodate this through the billing software.

Final Order for Rate Increase Case #21-0242-PWD-19A has been received.

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 Roger Ward to approve and pay bills along with approval of the credits issued.

The next meeting will be held January 4th, 2022 at 4pm.

The meeting adjourned at 5:10pm.

Approved by:

A handwritten signature in dark ink, appearing to read "Robert Wright", is written over a horizontal line.

Tennerton Public Service District
Monthly Meeting
November 10, 2021

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday

In attendance were Joe Tenney, John Barnes, Terry Gould, and Vickie Dean.

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on , October 20,2021 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Joe Tenney and seconded by John Barnes.

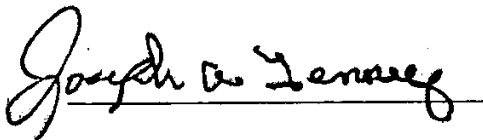
The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

-We received the Steven Morgan right-of-way. It needs to be recorded but does not have a book number, page number, or deed number. We can agree to use this one until a recordable one is received. Joe Tenney made a motion to approve, John Barnes seconded.

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by John Barnes.

Approved

A handwritten signature in black ink, reading "Joseph A. Tenney", written over a horizontal line.