Upshur County Commission
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: November 7, 2019

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
  • October 31, 2019

9:05 a.m. Tennerton Lion’s Club – Presentation of Proclamation for Diabetes Awareness Month

9:15 a.m. Laura B. Meadows, Executive Director of the Upshur County Convention and Visitors Bureau –
Presentation of Quarterly Report (July – September, 2019)

1:00 p.m. Joe Stanton, Thornburg Insurance Agency – Review of FY21 insurance options via GoToMeeting
at the Upshur County Administrative Annex
  Item may lead to Executive Session per WV Code §6-9A-4(6)

2:30 p.m. Review letters of interest and resumes for the appointment to Prosecuting Attorney
  Item may lead to Executive Session per WV Code §6-9A-4

Items for Discussion / Action / Approval:

1. Order appointing the Sheriff of Upshur County as the Administrator for the Estate of Tammy Kay
   Williams, deceased. *

2. Correspondence from Terry D. Reed requesting reappointment to the Upshur County Building
   Commission. Upon approval, his term will expire on November 10, 2024. *

3. Approval and signature of correspondence to the WV State Auditor’s Office regarding Hodgesville
   and Tennerton PSD’s non-compliance with WV Code §16-13A-11 by failing to remit annual audits to the
   County Commission and further requesting for the Auditor’s Office to prioritize performing audits for
   these two agencies. *

4. Review of National Prescription Opiate Litigation exclusion request form. Consider remaining as a Class
   Member of the Negotiation Class certified in the In re National Prescription Opiate Litigation or request
   exclusion and not share in any potential negotiated Class settlement. *

5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports
   or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests
   for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility
   Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend
   Meetings, Request for Day(s) Off.
For Your Information:
(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Governor Jim Justice announcing the approval of a Justice Assistance Grant (JAG) award in the amount of $15,000 to be utilized to support the position of a Prevention Resource Officer at the Buckhannon-Upshur Middle School.

2. Upshur County Building Permits – October, 2019

3. Upshur County Mileage Reports – September, 2019
   - Upshur 911
   - Maintenance
   - Emergency Management
   - Sheriff
   - Addressing and Mapping
   - Community Corrections
   - Dog Pound

4. Public Notices:
   a. Newsletters and/or Event Notifications:
      - Wilson Martino Dental Coat Drive – November 1st through 29th

   b. Agendas and/or Notice of Meetings:
      - Elkins Road PSD November 5, 2019
      - City Council of Buckhannon November 7, 2019

   c. Meeting Minutes:
      - Adrian PSD September 12, 2019

   d. Meetings:
      - 11/05/19 5:30 p.m. Elkins Road PSD
      - 11/05/19 4:00 p.m. Hodgesville PSD
      - 11/07/19 7:00 p.m. Banks District VFD
      - 11/07/19 7:00 p.m. Selbyville VFD
      - 11/11/19 12:00 p.m. Upshur County Family Resource Network - Cancelled
      - 11/11/19 4:30 p.m. Upshur County Solid Waste Authority -- Cancelled
      - 11/04/19 4:30 p.m. Upshur County Solid Waste Authority – Special Meeting
      - 11/11/19 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
      - 11/18/19 6:00 p.m. Lewis-Upshur Community Corrections Board
      - 11/12/19 7:30 p.m. Adrian VFD
      - 11/07/19 6:00 p.m. Buckhannon-Upshur Board of Health
      - 11/27/19 7:00 a.m. Upshur County Development Authority – Full Board
      - 11/20/19 12:00 p.m. Upshur County Senior Center Board
      - 11/14/19 3:00 p.m. Upshur County Conventions & Visitors Bureau
      - 11/13/19 7:00 p.m. Warren District VFD
      - 11/07/19 3:00 p.m. Adrian PSD
      - 11/13/19 3:00 p.m. Tennerton PSD
      - 11/14/19 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
5. Appointments Needed or Upcoming:

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

1. Hearing upon the Petition/Complaint of the Upshur County Safe Sites and Structures Enforcement Agency -- Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11).

Next Regular Meeting of the Upshur County Commission
November 14, 2019 --- 9:00 a.m.
Upshur County Courthouse Annex

*The regularly scheduled Commission Meeting on Thursday, November 28, 2019 has been CANCELLED*
WHEREAS, diabetes affects nearly 26 million people in the United States, and is a serious disease for which there is no known cure and which is the seventh leading cause of death by disease in the United States; and

WHEREAS, another 79 million adults has pre-diabetes, a condition which puts them at greater risk for developing Type 2 diabetes, and if current trends continue, 1 in 3 American adults will have diabetes by 2050; and

WHEREAS, Type 1 diabetes is an autoimmune disease in which a person’s pancreas stops producing insulin, a hormone that enables people to get energy from food. It occurs when the body’s immune system attacks and destroys the insulin producing cells in the pancreas, called beta cells. While its causes are not yet entirely understood, scientists believe that both genetic factors and environmental triggers are involved. Its onset has nothing to do with diet or lifestyle. There is no prevention for T1 Diabetes and presently no cure, and

WHEREAS, T1 diabetes strikes both children and adults at any age. It comes on suddenly, causes dependence on injected or pumped insulin for life and carries the constant threat of devastating complication; and

WHEREAS, diabetes is the number one cause of blindness in the United States, diabetes has many faces, affecting everyone, young and old alike – Caucasians, African Americans, Latinos, Native Americans, Asian Americans and Pacific Islanders, with minority populations in the United States having an increase risk for developing the disease; and

WHEREAS, an increase in community awareness of risk factors and symptoms related to diabetes can improve the likelihood that people with diabetes will get the attention they need before suffering the devastating complications of the disease;

NOW, THEREFORE, WE the Upshur County Commission, do hereby proclaim November 2019 as DIABETES AWARENESS MONTH in the county of Upshur, in the STATE of West Virginia, and encourage all citizens to help fight this disease and its deadly complications, including heart and kidney disease, stroke, blindness, and amputation, by increasing awareness of the risk factors for diabetes, and by providing support to those suffering from diabetes.

Dated: November 7, 2019

Kristie G. Tenney
Commissioner

Samuel R. Nolte
Commission President

Terry B. Cutright
Commissioner
JULY - SEPTEMBER, 2019
QUARTERLY REPORT

Upshur County Convention and Visitors Bureau

Report by:
Laura Meadows
Executive Director

304-473-1400
lmeadows@visitbuckhannon.org
ADVERTISING
PUBLIC RELATIONS
SOCIAL MEDIA & ONLINE

REACHING A MARKET OUTSIDE BUCKHANNON

Website Traffic
12,386 visits

Social Media - brand builders
64,547 impressions
2,383 engagements

Social Media - paid ads
31,853 impressions
1,596 engagements

Online Advertising Campaigns -
Madden Media, WV Co-Op,
MyBuckhannon, Highland Outdoors
11,456 CLICKS
438,508 Impressions

Print Advertising Campaigns - WV
Living, Highland Outdoors,
Recreation News
48,000

Email marketing
1,389 emails

OVERVIEW
for the 1st Quarter

Not only does the CVB run and manage advertising campaigns, we also collaborate with a variety of groups in the area:

✔ Develop packets & custom handout for the West Virginia Art Educators

✔ Distribute packets at Bobcat Fair to incoming Wesleyan freshmen & parents

✔ Print & Distribute 2,000 cards to Elementary School Students for Fall Fest

✔ Coordinate the Walking Dinner Tour, in partnership with Fall Fest

✔ Attend WV Tourism Conference

✔ Distribute Travel Guides & Partner Brochures to the area

✔ Host a Wesleyan Service Scholar

✔ Assist SBDC secure space for a 3 day conference
With one dedicated full-time employee overseeing each event, meeting with clients and answering every single question, 18 events in 1 quarter is a huge undertaking! We've added part-time staff to help with the load.

- Awarded grants to non-profits
- Assisted with the Mountaineer Food Bank
- 500+ guests | 120+ Overnight Stays

18 total events
July - September
**9 available weekends**
<table>
<thead>
<tr>
<th>CVB</th>
<th></th>
<th>EVENT CENTER</th>
</tr>
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<tbody>
<tr>
<td><strong>Total Income</strong></td>
<td>$32,047</td>
<td><strong>Rental Revenue</strong></td>
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<tr>
<td></td>
<td></td>
<td>$6,519</td>
</tr>
<tr>
<td><strong>Personnel &amp; Overhead</strong></td>
<td>$26,813</td>
<td><strong>Personnel &amp; Event Expense</strong></td>
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<tr>
<td></td>
<td></td>
<td>$6,158</td>
</tr>
<tr>
<td><strong>Advertising Expenses</strong></td>
<td>$9,777</td>
<td><strong>Event Center Lease</strong></td>
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<tr>
<td></td>
<td></td>
<td>$2,435</td>
</tr>
<tr>
<td><strong>Overall</strong></td>
<td>($4,543)</td>
<td><strong>Overall</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>($2,074)</td>
</tr>
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</table>

With Hotel - Motel tax down, our allocations will adjust. The first quarter is always busy for expenditures, as we’re securing advertising space that covers the upcoming year.
$1,800

Small Town Getaway
BIG TIME CHARM

WHERE RIVER MEMORIES ARE MADE, JUST MINUTES FROM DOWNTOWN BUCKHANNON.

Upshur County Convention & Visitors Bureau

SHOPS | DINING | TRAILS | KAYAKING | FESTIVALS & EVENTS | VISITUPSHUR.ORG
Small Town Getaway
BIG TIME CHARM

AUTUMN DAYS make Happy Memories

VisitBuckhannon.org
WELCOME TO BUCKHANNON!

We're happy to host your group, and hope you take some time to explore the area and see the variety of creativeness we strive to support in our town.

1. PUBLIC ART
An initiative spurred by local group ART26201, you'll see murals, sculptures, and other types of art strategically placed for the public to enjoy. Visit ART26201.com for more details.

2. PERFORMING ARTS
The Buckhannon Community Theatre continues to feature amazing productions multiple times a year. Their performances are great!

3. COLONIAL THEATER
Currently under restoration! After closing its 'theater' doors in the 70's & housing a variety of businesses, the City of Buckhannon has taken an active role to transform this building into an arts center.

4. ARTISTRY ON MAIN
On Main Street, this vibrant Co-Op showcases and sells 30+ artists' work. The active group also hosts art classes for children, adults and novices.

5. UNIQUE SHOPPING
With places like the Antique Mall & Olde Rustic Antiques on Route 20 North, you're sure to find something. Plus, Main Street has several specialty shops.

6. GOOD EATS
You'll notice an amazing selection of locally owned & operated restaurants. Within walking distance on & around Main Street, you'll find Fish Hawk Market, Miss Piggies, Stone Tower Brews, CJ Maggies, 3:4 Cafe and the 88 Restaurant & Lounge!

7. RON HINKLE GLASS
A Buckhannon native with work featured across the world. The studio/creative space is open to the public for demonstrations. Watch as Ron works with the 2,000+ degree furnace!

8. WV WILDLIFE CENTER
A unique zoo experience seeing wild animals in their natural habitat. The area includes a 1.25 mile loop through the forest, allowing visitors to be immersed in the natural wonders of West Virginia.
When was the last time you took a road trip through West Virginia? Check out the 33 Things To Do on Route 33. Through Weston, Buckhannon and Elkins... there's ALOT to see! http://getawaytovw.com/

MADWV.COM
MAD Interview Series: Ron Hinkle | Mountain Arts District
MAD Interview Series: Ron Hinkle William Pounds Interviews Ron Hinkle, ...
Walking Dinner Tour
September 26th | 5:00pm - 7:30pm

Miss Piggies BBQ
5:00pm - 5:30pm
ribs & mac 'n cheese balls

Opera House
5:30pm - 6:15pm
bacon-wrapped shrimp, roast beef, potatoes, veggies & bread

Fish Hawk Market
6:15pm - 6:45pm
apple dumplings with caramel sauce

3/4 Cafe
6:45pm - 7:30pm
drink & a movie

Please keep this ticket to redeem at each location. $40 per person.

Fall Fest
September 25th - 28th

Carnival • Hay Rides • Arts & Crafts • Fall Activities
Archery Demos • Music • Pet Show & Parade
Petting Zoo • And More!

For a Schedule of Events & Details:
 buckhannonwv.org/Fall-Fest
STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, November 4, 2019.

On or around March 8, 2019, the Clerk of the County Commission was presented with a purported holographic Will bearing the date of February 28, 2019; the subscribing witness, Vickie M. Dean, was unable to verify that the holographic Will was in its entirety the handwriting of the late Tammy Kay Williams, she did attest that she witnessed the signature of the decedent and viewed her driver’s license. On March 8, 2019, Rodney Cassidy provided an Affidavit testifying that he was well acquainted with the deceased and that the handwriting and signature appeared to be that of the late Tammy Kay Williams; however, on May 31, 2019 Rodney Cassidy Recanted his Affidavit in which he testified to the handwriting of Tammy Kay Williams. Therefore, the holographic Will was not proven as the Last Will and Testament for Tammy Kay Williams and was not admitted for probate.

On or around March 8, 2019, the Clerk of the County Commission was presented what was purported to be a photo copy of the Last Will and Testament for Tammy Kay Williams, deceased, bearing the date of January 22, 2019. The original was never located. Therefore, the photo copy Will was not able to admitted for probate.

Therefore, on this day November 4, 2019, it appearing to the Clerk, that it had been more than two months since the death of Tammy Kay Williams, deceased, and upon the motion of Ashley Williams, daughter and one of the legal heirs of Tammy Kay Williams, deceased, does hereby request that the Sheriff of Upshur County serve as the Administrator of the Estate of Tammy Kay Williams, deceased. In accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it is ordered that the Sheriff of Upshur County serve as Administrator of the estate of Tammy Kay Williams, late a resident of Meade District, Upshur County, West Virginia.

TESTE: [Signature] CLERK
October 25, 2019

Upshur County Commission
Carrie Wallace
91 W. Main St.
Buckhannon, WV 26201

RE: Upshur County Building Commission

Dear Ms. Wallace,

I have been advised that my term on the Upshur County Building Commission expires November 10. I further have been asked to inform the Commission whether I would like to serve an additional term.

I would be willing and do consent to reappointment to the Upshur County Building Commission.

Sincerely,

Terry D. Reed

TDR:te
November 7, 2019

West Virginia State Auditor’s Office
Attn: Chief Inspection Division
1900 Kanawha Blvd. East
Building 1, Room W-100
Charleston, WV 25305

via certified mail

To whom it may concern,

The Upshur County Commission recently became aware of two Public Service Districts (PSD) in the County that have failed to receive audits, and therefore, are not in compliance with WV Code §16-13A-11. The relevant code section states in part, “if your district is required to have its books, records and accounts audited annually by an independent certified public accountant as a result of any covenant in any board resolution or bond instrument, a copy of the audit shall be remitted to the County Commission within 30 days of submission”.

We have not received copies of the audits for Hodgesville or Tennerton PSDs. Multiple letters have been sent to both PSDs throughout the last year. Terry Gould, Manager for both PSDs, provided the enclosed explanation on July 10, 2019 acknowledging that neither entity have received audits for a number of years.

The Commission understands that the State Auditor’s Office is going to begin performing audits for PSDs. We respectfully request that you prioritize audits for these two agencies to bring them in compliance with WV Code.

If you have any questions or would require additional information please do not hesitate to contact our office at the telephone number listed above.

Sincerely,

Samuel R. Nolte,
Commission President

Cc: Robert Wright
Howard J. Cutright
Roger Ward
Elmer Tenney
Joseph Tenney
West Virginia Public Service Commission

Enclosures: Correspondence from Terry Gould dated July 10, 2019

An Equal Opportunity Employer
IF YOU WANT TO EXCLUDE YOUR COUNTY OR CITY
YOU MUST ACT BY NOVEMBER 22, 2019

EXCLUSION REQUEST FORM
Read this page carefully then turn to Page 2 if you want to sign and send

Complete this form ONLY if your County or City does NOT want to remain a Class Member and does not want to share in any potential negotiated Class settlement. If your County or City does not complete and submit this form, it will be deemed to be a Class Member so long as it is a County or City in the United States as those terms are described in the Class Notice and is on the list of Class Members found at www.OpioidsNegotiationClass.info.

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO

In re NATIONAL PRESCRIPTION OPIATE LITIGATION 1:17-md-2804 (DAP)

Class Notice Administrator
NPO Litigation
P.O. Box 6727
Portland, OR 97228-6727

Dear Class Notice Administrator:

My County or City does NOT want to be a member of the Negotiation Class certified in the In re National Prescription Opiate Litigation. I understand that by completing the information requested on page 2, signing, and submitting a copy of this form by email (to the email address on page 2) sent on or before November 22, 2019 OR by first-class U.S. mail (to the mailing address on page 2) postmarked on or before November 22, 2019, I am opting my County or City out of the Negotiation Class and it will NOT be a Class Member. I understand that by timely submitting this form, my County or City is foregoing the right to share in any Class settlement that may be obtained. I understand that my County or City is NOT guaranteed an opportunity to opt back in if there is a Class settlement, so this is our final decision. I also understand that by opting out, my County or City will not be bound by any judgment entered as part of any Class settlement.

I understand that if my jurisdiction is a Class Member and wants to remain a Class Member, it does not need to do anything now. I understand that I should NOT return this Exclusion Request Form if my jurisdiction wants to remain a Class Member.

I understand that, if I have any questions, I may contact Class Counsel at 1-877-221-7468, or visit www.OpioidsNegotiationClass.info BEFORE I mail this form to you and BEFORE November 22, 2019.

TURN TO PAGE 2 IF YOU WANT TO SIGN EXCLUSION/OPT-OUT FORM AND FOR EMAIL AND MAILING ADDRESSES
EXCLUSION REQUEST FORM
Read Information on Page 1 carefully before signing

Having read and understood the information on page 1, the County or City (circle one) entitled

_________________________________________ in the State of __________________ hereby excludes itself

from the Negotiation Class certified by the United States District Court in the Northern District of Ohio in In re National Prescription Opiate Litigation, MDL 2804. Under penalty of perjury and in accordance with 28 U.S.C. § 1746, I declare that I am an official or employee authorized to take legal action on behalf of my County or City.

Signature: ____________________________________________________________

Print name: __________________________________________________________

Title: ________________________________________________________________

City or County Represented: __________________________ (Circle one): City / County

Address: ____________________________________________________________

City: __________________________ State: __________ Zip Code: __________

Phone: __________________________ Email: __________________________________

Date: __________________________

BY NOVEMBER 22, 2019

EMAIL TO: OR SEND BY FIRST CLASS MAIL TO:

info@OpioidsNegotiationClass.info NPO Litigation

P.O. Box 6727
Portland, OR 97228-6727

PAGE 2
October 31, 2019

The Honorable Samuel Nolte
President
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201

Dear Commissioner Nolte:

I am pleased to inform you that I have approved a Justice Assistance Grant (JAG) award to the Upshur County Commission in the amount of $15,000. The funds awarded under this grant will be utilized to support the position of a Prevention Resource Officer.

Please let me know if our Justice and Community Services’ staff or I can be of further assistance.

Sincerely,

Jim Justice
Governor

JJ/anm

c: Ms. Jodie Akers
## UPShur County Building Permits
### October 1, 2019 - October 15, 2019

<table>
<thead>
<tr>
<th>Date Issued</th>
<th>Permit Number</th>
<th>UID Number</th>
<th>Applicant Name</th>
<th>Applicant Address</th>
<th>Estimated Project Cost</th>
<th>Paid</th>
<th>Check, Cash, County Clerk or Online</th>
<th>Description of Project</th>
<th>Contractor or Property Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2019</td>
<td>7935</td>
<td>9064</td>
<td>Tenney, George</td>
<td>3588 Alton Rd, French Creek, WV 26218</td>
<td>$1,000.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>12' x 18' Mobile Home (1973 Buddy)</td>
<td>Self</td>
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<tr>
<td>10/3/2019</td>
<td>7936</td>
<td>86274</td>
<td>Crisp, Sheri</td>
<td>665 Harvey Wentz Rd, Buckhannon, WV 26201</td>
<td>$8,000.00</td>
<td>$15.00</td>
<td>Check</td>
<td>20' x 20' Metal Building</td>
<td>LG Contracting, 735 South Main St, Mt Airy, NC 27030</td>
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<tr>
<td>10/5/2019</td>
<td>7937</td>
<td>10494</td>
<td>Clutter Properties LLC</td>
<td>21 Elena Cir, Buckhannon, WV 26201</td>
<td>$2,720.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>9' x 40' Metal Building</td>
<td>Longhorn Steel Structures, Inc., 264 Snow Hill Dr, Mt Airy, NC 27030</td>
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<tr>
<td>10/4/2019</td>
<td>7938</td>
<td>9337</td>
<td>Sink, Richard</td>
<td>960 Natural Bridge Rd, French Creek, WV 26218</td>
<td>$18,000.00</td>
<td>$15.00</td>
<td>Check</td>
<td>New Roof</td>
<td>Self</td>
</tr>
<tr>
<td>10/7/2019</td>
<td>7939</td>
<td>81118</td>
<td>Lipps, Virgil D</td>
<td>1856 Tallmansville Rd, Buckhannon, WV 26201</td>
<td>$1,000.00</td>
<td>$15.00</td>
<td>Check</td>
<td>13' x 14' Garage</td>
<td>Self</td>
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<tr>
<td>10/7/2019</td>
<td>7940</td>
<td>80601</td>
<td>Tenney, Robert A</td>
<td>6049 Abbott Rd, French Creek, WV 26218</td>
<td>$9,084.74</td>
<td>$15.00</td>
<td>Check</td>
<td>Roof</td>
<td>BC Services, 283 Sugar Camp Rd, Crawfor d, WV 26434</td>
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<tr>
<td>10/7/2019</td>
<td>7941</td>
<td>2009</td>
<td>McDaniels, Ronald</td>
<td>8 Justamere Ln, Buckhannon, WV 26201</td>
<td>$1,000.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>New Roof and Siding; Remodel Insane and Porches</td>
<td>Self</td>
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<tr>
<td>10/9/2019</td>
<td>7942</td>
<td>8635</td>
<td>Tenney, Ronnie</td>
<td>4097 Indian Camp Rd, French Creek, WV 26218</td>
<td>$200.00</td>
<td>$15.00</td>
<td>Check</td>
<td>10' x 20' Shed</td>
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<tr>
<td>10/10/2019</td>
<td>7943</td>
<td>9634</td>
<td>Young, Eric</td>
<td>2568 Sago Rd, Buckhannon, WV 26201</td>
<td>$20,000.00</td>
<td>$15.00</td>
<td>Check</td>
<td>32' x 32' House</td>
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<tr>
<td>10/10/2019</td>
<td>7944</td>
<td>NEW</td>
<td>Mills, Dylan</td>
<td>297 Oak Rd, Buckhannon, WV 26201</td>
<td>$70,000.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>16' x 56' Manufactured Home and 10' x 25' Outbuilding</td>
<td>United Contracting, Inc., 7007 Keilng Mill Rd, Buckhannon, WV 26201</td>
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<tr>
<td>10/15/2019</td>
<td>7945</td>
<td>81365</td>
<td>Bennett, Donald</td>
<td>199 Mosquito Dr, Buckhannon, WV 26201</td>
<td>$4,000.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>14' x 12' Bedroom and 12' x 12' Closet</td>
<td>Self</td>
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<tr>
<td>10/15/2019</td>
<td>7946</td>
<td>5303</td>
<td>Smalridge, Farrel</td>
<td>621 Jck Run Rd, Buckhannon, WV 26201</td>
<td>$200.00</td>
<td>$15.00</td>
<td>Check</td>
<td>13' x 24' Building</td>
<td>Self</td>
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### Total
- Total: $154,284.74
- Total Paid: $100.00

## UPShur County Building Permits
### October 16, 2019 - October 31, 2019

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<tr>
<th>Date Issued</th>
<th>Permit Number</th>
<th>UID Number</th>
<th>Applicant Name</th>
<th>Applicant Address</th>
<th>Estimated Project Cost</th>
<th>Paid</th>
<th>Check, Cash, County Clerk or Online</th>
<th>Description of Project</th>
<th>Contractor or Property Owner</th>
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<tbody>
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<td>7040</td>
<td>Johnson, Richard</td>
<td>29 Fairlawn Dr, Buckhannon, WV 26201</td>
<td>$3,000.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>Remove Wall, Replace Sub-Floors, Kitchen Update</td>
<td>Self</td>
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<tr>
<td>10/17/2019</td>
<td>7948</td>
<td>1280</td>
<td>Lohfert, Kimberly and James</td>
<td>521 Pecks Run Rd, Buckhannon, WV 26201</td>
<td>$3,000.00</td>
<td>$15.00</td>
<td>Check</td>
<td>14' x 32' Building</td>
<td>Self</td>
</tr>
<tr>
<td>10/18/2019</td>
<td>7949</td>
<td>NEW</td>
<td>Woody, Lindsey and Kyle</td>
<td>718 Industrial Park Rd, Buckhannon, WV 26201</td>
<td>$10,000.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>1,200 sq ft New Home</td>
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<tr>
<td>10/18/2019</td>
<td>7950</td>
<td>81336</td>
<td>Linger, Dakota</td>
<td>2804 Upper Pecks Elm Rd, Buckhannon, WV 26201</td>
<td>$15,000.00</td>
<td>$15.00</td>
<td>Cash</td>
<td>32' x 52' House, Porch and Siding</td>
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<tr>
<td>Date</td>
<td>Item #</td>
<td>Contractor</td>
<td>Address</td>
<td>Cost</td>
<td>Labor</td>
<td>Description</td>
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<td>10/21/2019</td>
<td>7951</td>
<td>KELLEY, MELANIE</td>
<td>89 OAKWOOD ST, BUCKHANNON, WV 26201</td>
<td>$4,000.00</td>
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<td>CHECK NEW ROOF SHINGLES</td>
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<tr>
<td>10/23/2019</td>
<td>7952</td>
<td>WARD, SAM</td>
<td>4649 LITTLE SAND RUN RD, BUCKHANNON, WV 26201</td>
<td>$1,000.00</td>
<td>$15.00</td>
<td>CC HAY/LIVESTOCK BARN</td>
<td>SELF</td>
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<tr>
<td>10/23/2019</td>
<td>7953</td>
<td>JOHNSTON, DEVON</td>
<td>1016 LICK RUN RD, BUCKHANNON, WV 26201</td>
<td>$10,000.00</td>
<td>$15.00</td>
<td>CC SIDING AND SOFFIT; INSIDE FINISH WORK</td>
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<td>10/24/2019</td>
<td>7954</td>
<td>BOHMAN, MAURICE J</td>
<td>286 GLENN ABBY RD, BUCKHANNON, WV 26201</td>
<td>$10,000.00</td>
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<td>CHECK 12' X 13' DECK TO ROOM CONVERSION</td>
<td>SELF</td>
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<td>10/24/2019</td>
<td>7955</td>
<td>WAGNER, CARRY</td>
<td>3003 KESLING MILL RD, BUCKHANNON, WV 26201</td>
<td>$12,000.00</td>
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<td>CASH ROOF REPAIR</td>
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<td>10/24/2019</td>
<td>7956</td>
<td>FAULKNER, TOM</td>
<td>3 JAMES COURT, UNIT 1-D, BUCKHANNON, WV 26201</td>
<td>$2,637.00</td>
<td>$15.00</td>
<td>CHECK INSTALL ACRYLIC TUB LINER AND WALL SURROUND OVER EXISTING TUB AND WALL</td>
<td>OHIO BATH SOLUTIONS, DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339</td>
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<td>10/24/2019</td>
<td>7957</td>
<td>FAULKNER, TOM</td>
<td>3 JAMES COURT, UNIT 1-B, BUCKHANNON, WV 26201</td>
<td>$2,637.00</td>
<td>$15.00</td>
<td>CHECK INSTALL ACRYLIC TUB LINER AND WALL SURROUND OVER EXISTING TUB AND WALL</td>
<td>OHIO BATH SOLUTIONS, DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339</td>
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<td>FAULKNER, TOM</td>
<td>3 JAMES COURT, UNIT 2-F, BUCKHANNON, WV 26201</td>
<td>$2,758.00</td>
<td>$15.00</td>
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<td>10/24/2019</td>
<td>7959</td>
<td>NEW HEATHERLY, DAVID AND REBECCA</td>
<td>122 RISING MIST WAY, KINGSLAND, GA 31548</td>
<td>$25,000.00</td>
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<td>OL ADD UTILITIES TO PLACE CAMPER ON PROPERTY</td>
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<td>10/25/2019</td>
<td>7960</td>
<td>CABRIER, RICK</td>
<td>149 HEATHER WAY, BUCKHANNON, WV 26201</td>
<td>$45,000.00</td>
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<td>CASH 10' X 14' MOBILE HOME RENOVATION WITH DECKS; AC/HEAT UNIT</td>
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<td>10/28/2019</td>
<td>7961</td>
<td>BUCHANAN, VANESSA</td>
<td>2053 BALEY RIDGE RD, BUCKHANNON, WV 26201</td>
<td>$1,000.00</td>
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<td>CASH 10' X 16' FREE STANDING BACK DECK WITH ROOF</td>
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<td>10/28/2019</td>
<td>7962</td>
<td>NEW LAROSA, VIRGIL</td>
<td>103 HICKORY ST, BUCKHANNON, WV 26201</td>
<td>$35,000.00</td>
<td>$15.00</td>
<td>OL 24' X 30' DETACHED GARAGE</td>
<td>SCOTTO CONSTRUCTION LLC: 122 MAHER RD, TALLMANSVILLE, WV 26377</td>
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<td>10/29/2019</td>
<td>7963</td>
<td>HANLINE, DENZIL R</td>
<td>913 LITTLE PECKS RUN RD, BUCKHANNON, WV 26201</td>
<td>$8,000.00</td>
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<td>OL 28' X 56' BARN; 10' X 14' SHED AND 10' X 12' SHED</td>
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<td>10/29/2019</td>
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<td>SHIPMAN, STEPHEN</td>
<td>1023 HILEMAN RD, BRUCETON MILLS, WV 26252</td>
<td>$1,200.00</td>
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<td>NEW HASKINS, JONATHAN</td>
<td>110 OLD WESTON RD, BUCKHANNON, WV 26201</td>
<td>$100,000.00</td>
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<td>CASH ADDITION TO ROOF ENCLOSING SIDE OF STRUCTURE; NEW WINDOWS, AND PERMANENT FLOORS; CONVERTING FROM COVER OVER CAMPER TO PERMANENT STRUCTURE</td>
<td>FIRST CLASS CONSTRUCTION, CORP: 123 FALLINGWOOD CIR, BUCKHANNON, WV 26201</td>
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<tr>
<td>10/30/2019</td>
<td>7966</td>
<td>BARNES, JOSEPH AND TAMMY</td>
<td>515 DOODWOOD LN, GRAFTON, WV 26354</td>
<td>$10,000.00</td>
<td>$15.00</td>
<td>OL</td>
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<td>$388,232.00</td>
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<td>$842,456.74</td>
<td>$480.00</td>
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# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

**DEPARTMENT:** Upshur 911  
**MONTH / YEAR:** September 2019

<table>
<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
<th>Total Mileage</th>
<th>Fuel (Gal.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doyle Cutright II</td>
<td>2005 Chev Equinox</td>
<td>2CNCL73F556160712</td>
<td>121733.1</td>
<td>121874</td>
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**GRAND TOTALS**

<p>|               |               |               | 140.9         | 0           |</p>
<table>
<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
<th>Total Mileage</th>
<th>Fuel (Gal.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Harris</td>
<td>2008 Toyota Tundra</td>
<td>5TBBV541B8S551</td>
<td>79,427</td>
<td>79,965</td>
<td>538</td>
<td>17.7</td>
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<tr>
<td>Mike Hale</td>
<td></td>
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<td></td>
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<tr>
<td>Loretta Knox</td>
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**GRAND TOTALS**

538           0           36.64
# UPSHUR COUNTY COMMISSION
## MONTHLY MILEAGE LOG

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<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
<th>Total Mileage</th>
<th>Fuel (Gal.)</th>
</tr>
</thead>
</table>
| Greg Harris | 2019 Ford F-250     | 1FDBF2B6A5EC81 | 2812          | 3522        | 710           | 22.0
| Mike Hale  |                     |           |               |             |               | 25.0        |
| Louise Knox |                    |           |               |             |               | 24.0        |
|           |                     |           |               |             |               | 26.0        |

**Grand Totals**: 710 0 98 0
## UPShur County Commission
### Monthly Mileage Log

**Department:** Maintenance  
**Month/Year:** Sept. 2019

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<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
<th>Total Mileage</th>
<th>Fuel (Gal.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Harris</td>
<td>2010 Ford F-150</td>
<td>1FTEWIEVIAF57</td>
<td>108,358</td>
<td>108,685</td>
<td>327</td>
<td>22.2</td>
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<tr>
<td>Mike Halter</td>
<td></td>
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<td></td>
<td>5.01 Diesel</td>
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<tr>
<td>Lorena Ronnie</td>
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<td>9163</td>
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**Grand Totals:** 307 0 47.7 0
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<th>Employee</th>
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<th>End Mileage</th>
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<th>Fuel (Gal.)</th>
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<tr>
<td>B Shreves</td>
<td>2019 Chevy 2500</td>
<td>2GC2KREG1121064</td>
<td>2964</td>
<td>3175</td>
<td>211</td>
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**GRAND TOTALS**

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<td>211</td>
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<td>Officer</td>
<td>Cruiser</td>
<td>VIN</td>
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<td>Fuel (Gal.)</td>
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<tr>
<td>DAVE COFFMAN - 900</td>
<td>2014 FORD EXPLORER</td>
<td>1FM5K8A93G3A71083</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>MIKE KELLEY - 902</td>
<td>2010 FORD Explorer</td>
<td>1FM5K8A88GGB44629</td>
<td>65454</td>
<td>66680</td>
<td>1226</td>
<td>90.1</td>
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<tr>
<td>MARK DAVIS - 903</td>
<td>2016 Ford Explorer</td>
<td>1FM5K8A80GGB43426</td>
<td>63895</td>
<td>64956</td>
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<td>MARSHALL POWERS - 904</td>
<td>2016 Ford Explorer</td>
<td>1FM5K8A44GGB44630</td>
<td>74200</td>
<td>76000</td>
<td>1800</td>
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<td>CJ DAY - 905</td>
<td>2013 FORD TAURUS</td>
<td>1FA1P4186DG157805</td>
<td>N/A</td>
<td>N/A</td>
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<td>THERON CAYNOR - 906</td>
<td>2017 FORD EXPLORER (NEW)</td>
<td>1FM5K8A44HC50351</td>
<td>46834</td>
<td>48440</td>
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<td>DEWAINE LINGER - 907</td>
<td>2019 Ford Explorer</td>
<td>1FM5K8A5G5GA29379</td>
<td>11773</td>
<td>12678</td>
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<td>78</td>
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<td>RODNEY Rolenson - 908</td>
<td>2017 FORD F-150 (NEW)</td>
<td>1FTEW1E0HFA12892</td>
<td>27740</td>
<td>29144</td>
<td>1404</td>
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<td>ROCKY HEBB - 909</td>
<td>2017 FORD TAURUS</td>
<td>1FAHP2M5SH119655</td>
<td>34653</td>
<td>35630</td>
<td>977</td>
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<td>TYLER GORDON - 913</td>
<td>2019 FORD TAURUS</td>
<td>1FM1U1G5CCEF29483</td>
<td>15906</td>
<td>18191</td>
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<td>DAN BARCUS - 914</td>
<td>DODGE CHARGER</td>
<td>2B3AA4CTSAH7689160</td>
<td>108930</td>
<td>110410</td>
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<td>BOBBY HAWKINS - 916</td>
<td>2010 FORD CROWN VICTORIA</td>
<td>2FABP7BVZAX1016650</td>
<td>143975</td>
<td>145680</td>
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<td>DANNY GOULD - 918</td>
<td>Ford Crown Victoria 2010</td>
<td>2FABP7BV4AX100651</td>
<td>N/A</td>
<td>129616</td>
<td>1318</td>
<td>93.5</td>
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<td>CRYSTAL LINGER - 917</td>
<td>2010 Ford Expedition</td>
<td>1FMUJ1G52AEB6244</td>
<td>128298</td>
<td>128298</td>
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<td>DUSTIN HOLLEN - 930</td>
<td>2009 FORD F-150</td>
<td>1FTFW142W3SA7159</td>
<td>179898</td>
<td>181019</td>
<td>1121</td>
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<td>RODNEY Rolenson (dc)</td>
<td>2005 CHEVROLET EQUINOX</td>
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<td>Dustin HOLLEN - 930</td>
<td>2019 Ram 4x4 CY6224</td>
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<td>26</td>
<td>560</td>
<td>534</td>
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**GRAND TOTAL**

<table>
<thead>
<tr>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
<th>Total Mileage</th>
<th>Fuel (Gal.)</th>
</tr>
</thead>
</table>

**Additional Vehicles**

- 2005 Yamaha ATV
- 2005 Yamaha Grizzly 500- 4W
- 2005 HMS Transport Trailer
- 2010 Ford Expedition
- 2001 Ford Explorer
- 2006 Fleetwood Mallard
- 2006 Speed Trailer
- S.W.A.T. 1991 International
- 2008 Ford Crown Victoria

**Other Vehicles**

- 2005 Yamaha ATV
- 2005 HMS Transport Trailer
- 2010 Ford Expedition
- 2001 Ford Explorer
- 2006 Fleetwood Mallard
- 2006 Speed Trailer
- S.W.A.T. 1991 International
- 2008 Ford Crown Victoria

**Fuel**

- 2005 Yamaha ATV
- 2005 HMS Transport Trailer
- 2010 Ford Expedition
- 2001 Ford Explorer
- 2006 Fleetwood Mallard
- 2006 Speed Trailer
- S.W.A.T. 1991 International
- 2008 Ford Crown Victoria

**Sold**

- 2005 Yamaha Grizzly 500- 4W
- Sold July 2019
- 2005 HMS Transport Trailer
- Sold Dec. 2017
<table>
<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
<th>Total Mileage</th>
<th>Fuel (Gal.)</th>
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<td>Tim Bennett</td>
<td>All B/P/ Floodplain</td>
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GRAND TOTALS

0

40.49
# UPShur County Commission

## Monthly Mileage Log

| Department: | Comm Corrections | Month / Year: | Sept - 2019 |

<table>
<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
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**Grand Totals:**

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02350
# UPShur

**UPSHUR COUNTY COMMISSION**

**MONTHLY MILEAGE LOG**

**DEPARTMENT:** Comm. Corrections  
**MONTH / YEAR:** Sept 2019

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<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
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**GRAND TOTALS**

|                |                     |           |               |             | 71            | 0           |

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**Grand Total:** 119,708
## UPShur County Commission
### Monthly Mileage Log

**Department:** Ford Van  
**Month/Year:** Sept 2019

<table>
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<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
<th>Start Mileage</th>
<th>End Mileage</th>
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**Grand Totals:** 125 0
### UPSHUR COUNTY COMMISSION

#### MONTHLY MILEAGE LOG

**Department:** Dog Pound  
**Month/Year:** September 2019

<table>
<thead>
<tr>
<th>Employee</th>
<th>Vehicle Description</th>
<th>VIN</th>
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<th>Fuel (Gal.)</th>
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</table>

**Total Miles:** 19
Wilson Martino Dental

Annual Coats for Our Community

COAT DRIVE

Nov. 1-29

Donations of New and/or Gently Used Winter Coats will be Welcomed at Wilson Martino Dental during regular hours. Help Us Keep Our Community Warm with the annual coat drive! All donations will be given to local service organizations for distribution to those in need.

1-87-SmileWide  www.WilsonMartinoDental.com  All Locations!
ELKINS ROAD PUBLIC SERVICE DISTRICT

Meeting
Regular Monthly Meeting

Start Time
5:30 PM

Date
Tuesday, November 5, 2019

Place
P.S.D. Office
4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson
Pledge of Allegiance
Roll Call Introduce Board of Directors
Chair/Treasurer-Carey Wagner, Secretary-Larry Heather, Board Member-Sonny Matthews
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;
System Operator-David Wamsley
Recognize Current Customers
Approval of Minutes - October 1, 2019 Regular Monthly Meeting
Treasurer Report/Payment of Bills for November/bal of October Invoices

ITEMS FOR DISCUSSION

Quality Water Services, LLC
Contract-review discussion/approval

Seasonal Customers - Shut Off Policy
Review/Approve New Policy

Phase III Extension Project Update
Invoice payment approval
Update on Project
Easements/Right of Ways
Appraisals/Condemnations

Maintenance Report
In-house Meter Reading
Daily Consumption Update
Fall/Winter Prep

Personnel

Date & Time of December 2019 Meeting - Tuesday, December 3, 2019 @ 5:30 pm

Adjournment

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!!!

Rough Draft Prepared by Office Manager October 10, 2019
Prepared by Board Chair and Office Manager October 29, 2019
Posted and Available to the Public on November 1, 2019
City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, November 7, 2019

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

B. Recognized Guests
   B.1 Alan Tucker-Band of Brothers 2020 Calendar Campaign Kickoff - Proceeds go to Supporting Youth Programs
   B.2 Middle C Vets-Free Guitar Workshop for Vets
   B.3 Laura Meadows-Executive Director-UCCVB- Quarterly Report
   B.4 Presentation-UCCVB Awarded Accreditation through the WV Association of CVB’s
   B.5 Fire Department Promotional Pinning of Captain Glen Davis

C. Department & Board Reports
   C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
   C.2 SYCC Director-Debora Brockleman
   C.3 Public Works Director- Jerry Arnold
   C.4 Finance Director- Amberle Jenkins
   C.5 Fire Chief-JB Kimble
   C.6 City Attorney- Tom O'Neill

D. Correspondence & Information
   D.1 FOIA Request-Kermron Environmental Services-Fire Department Reponses regarding Petroleum Spills
   D.2 FOIA Request-Draco International-Fire Inspections
   D.3 Proclamation National Red Ribbon Week
   D.4 Proclamation BoOoOoochannnon-Halloween Events
   D.5 Proclamation & Signage-Charley Harper Murals in Trader's Alley
   D.6 Proclamation Alpha Delta Kappa
   D.7 Letter from Chris Sauerwein & City Attorney's Response Letter
   D.8 Thank you to Buckhannon VIP from Almost Heaven Crossfit
   D.9 Mayor's Greetings-WV Community Development HUB Meeting 10/29/19
   D.10 Report of Cat & Dog Activity –Upshur County Commission-September 2019
   D.11 Municipal Home Rule Program 2019 Progress Report
   D.12 Police Academy Graduation-Commencement Program-Colin Cope

E. Consent Agenda
   E.1 Approval of Minutes-Regular meeting 10/17/19
   E.2 Approval of Building and Wiring Permits
   E.3 Approval of Payment of the Bills
   E.4 Accept Resignation Jane Welmer Godwin-Historic Landmarks Commission
   E.5 Appointment to Historic Landmarks Commission

F. Strategic Issues for Discussion and/or Vote
   F.1 Plan Change Request- Employee Medical Prescription Program
   F.2 Property Matters
   F.3 Discussion/Possible Action Municipal Utilities Extensions Corridor II US Rts 33/48 UC Rt 12) West Service Area

G. Comments and Announcements
   G.1 Mary Albaugh
   G.2 Pamela Bucklew
   G.3 CJ Rylands
   G.4 Robbie Skinner
   G.5 David Thomas
   G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

Posted 11/04/19 Next Regular Scheduled City Council Meeting Thursday, November 21, 2019
Present from Adrian PSD: Paul Spencer, Kelly Arnold, Don Killingsworth, Lindsey Woody, and Eric Brunn. Visitors: Cynthia Hunt

All motions were unanimous unless otherwise noted.

The meeting was called to order at 10:09 am by Chairman Spencer.

Minutes of the August 8, 2019 meeting were read. Kelly made the motion to approve the minutes and Don second.

Invoices were presented – Motion to pay was made by Don, second by Kelly.

Visitor, Cynthia Hunt, concerns were addressed. She had a complaint on her husband, Cecil Hunt’s, meter reading. She believed the reading was incorrect because it was higher than normal and claims there was no abnormal water usage the past month. Adrian PSD agreed to do a water leak adjustment, allow her to pay the bill in installments, and to change out his meter with a new one that has the capability to show water usage hourly for the past 90 days.

**Old Business**
- The lease for the Rock Cave broad band tower with the Development Authority is currently still in revision by the Development Authority’s attorney.

**New Business**
- The board all agreed to recommend Carolyn Douglas from Rock Cave as Adrian PSD’s new Vice Chairman.

**Items for Discussion/Action/Approval**
- The 2019 completed sanitary survey was looked over and Lindsey mailed back a response to the minor deficiency to the Bureau of Public Health.
- Kelly made a motion to allow ‘all employees’ not just ‘field employees’ to have a clothing allowance and was seconded by Don. Lindsey will be in contact with Bennett & Dobbins to see how the PSD needs to go about the employees purchasing clothing the correct way.
- It was decided that employees will now receive their pay checks on Friday at the end of each pay period instead of Tuesday.

**Maintenance – Eric**
- Installed three new services
- The Rock Cave telemetry was repaired by CI Thornburg by installing a new program and motherboard.
- The Black Ford is having rear brakes installed and A/C repaired.
- Repaired a service leak at Alexander under Rt.11
- Replaced Hydrant shaft interior parts at Rock Cave
- Repaired (patched) road on Rt. 20 at Adrian Hill where it was damaged from a main break in June.
- Filled Generator with new gas and antigel at Indian Camp Booster, prepping for winter.
- CL2 lines at the Alton Booster were repaired where they were leaking.

**Office Report**
- Working with Bennett & Dobbins to complete the PSC annual report.
- Business as usual.

The meeting adjourned at 11:45 am. Next regular meeting will be Oct. 10, 2019 at 10:00 am.

Board of Directors

Paul Spencer, Chairman  
Don B. Killingsworth, Vice Chairman  
Kelly Arnold, Sec., Treas.