Upshur County Commission
Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 12, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 5, 2017

Scheduled Appointments:

Items for Discussion / Action / Approval:

1. Review and approval for Terry Cutright to sign correspondence to Tony O’Leary, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of $11,580.00. This is for Request for Funds #3. Page 1-3

2. Approval of Lewis - Upshur Animal Control Facility Volunteer Jennifer Preteroti. Under separate cover

3. 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. Upshur County E911 Communication Reports --- September 2017 Under separate cover
   • Monthly Call Summary Report
   • Monthly Department Summary Report
   • Monthly and YTD Wrecker Report

2. Newsletters and/or Event Notifications:
   • Invitation to tour the Fresenius Kidney Care of Upshur County on October 16th from 1:00 p.m. - 4:00 p.m. at Northridge Drive, Suite 116. Page 4
   • Trunk or Treat on Monday, October 30th from 6:00 p.m. – 8:00 p.m. at the Public Safety Complex parking lot. Page 5

3. Agendas and/or Notice of Meetings:
   • Elkins Road Public Service District October 10, 2017 Page 6
   • Upshur County Safe Structures and Sites Enforcement Board October 12, 2017 Page 7
   • Buckhannon - Upshur Airport Authority October 12, 2017 Page 8

4. Meeting Minutes:
   • James W. Curry Library and Park Advisory Board August 23, 2017 Page 9-10
   • Upshur County Solid Waste Authority Board of Directors September 11, 2017 Page 11-13
5. Meetings:

- 10/10/17 5:30 p.m.  Elkins Road PSD
- 10/03/17 4:00 p.m.  Hodgesville PSD
- 10/05/17 7:00 p.m.  Banks District VFD
- 10/05/17 7:00 p.m.  Selbyville VFD
- 10/09/17 12:00 p.m.  Upshur County Family Resource Network - Cancelled
- 10/09/17 4:30 p.m.  Upshur County Solid Waste Authority
- 10/09/17 5:30 p.m.  Buckhannon-Upshur Recreational Park Advisory Board
- 10/09/17 6:00 p.m.  Lewis-Upshur Community Corrections Board-Upshur County
- 10/10/17 7:30 p.m.  Adrian VFD
- 10/05/17 6:00 p.m.  Buckhannon-Upshur Board of Health
- 10/18/17 7:00 a.m.  Upshur County Development Authority – Executive Board
- 10/11/17 12:00 p.m.  Upshur County Senior Center Board
- 10/12/17 3:00 p.m.  Upshur County Conventions & Visitors Bureau – UCDA Office
- 10/11/17 6:00 p.m.  Upshur County Citizens Corp – CERT
- 10/11/17 7:30 p.m.  Warren District VFD
- 10/12/17 1:00 p.m.  Adrian PSD
- 10/11/17 3:00 p.m.  Tennerton PSD
- 10/12/17 4:00 p.m.  Upshur County Safe Sites & Structures Ordinance Board
- 10/12/17 7:30 p.m.  Buckhannon VFD
- 10/12/17 4:00 p.m.  Buckhannon Upshur Airport Authority
- 10/19/17 6:30 p.m.  Upshur County Youth Camp Board
- 10/15/17 6:00 p.m.  Washington District VFD
- 10/16/17 12:00 p.m.  Buckhannon-Upshur Chamber of Commerce
- 10/17/17 4:00 p.m.  Upshur County Public Library Board
- 10/23/17 10:00 a.m.  Wes-Mon-Ty Resource Conservation & Development Council
- 10/17/17 6:30 p.m.  Upshur County Fire Board, Inc.
- 10/17/17 5:00 p.m.  UC Enhanced Emergency Telephone Advisory Board
- 10/11/17 7:00 p.m.  Ellamore VFD
- 10/18/17 12:00 p.m.  Lewis Upshur LEPC --- Upshur location
- 10/25/17 10:00 a.m.  James W. Curry Advisory Board
- 10/19/17 3:00 p.m.  Upshur County Farmland Protection Board
- 10/23/17 6:00 p.m.  Upshur County Fire Fighters Association
- 10/11/17 7:00 p.m.  Buckhannon River Watershed Association - Board of Directors
- 10/23/17 11:00 a.m.  Region VI Local Elected Officials – Annual Meeting
- 10/23/17 10:00 a.m.  Mountain CAP of WV, Inc. a CDC

6. Appointments Needed or Upcoming:

- Upshur County Fire Board (Community Representative – 3rd District) – June 30, 2017

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

1. US Census Bureau local updated census address project
Next Regular Meeting of the Upshur County Commission
October 19, 2017 — 9:00 a.m.
Upshur County Courthouse Annex

The County Commission will begin Canvassing for the October 7th Special Election (Road Bond) on Friday, October 13, 2017 starting at 9:00 a.m.
October 12, 2017

Mr. Tony O'Leary
Community Development Representative
WV Development Office
1900 Kanawha Boulevard, East
Building 3, Suite 700
Charleston, WV 25305

RE:  Upshur County Commission—Elkins Road PSD Phase III Water System Improvements
     Small Cities Block Grant Project #16SCBG0008
     Request for Funds #3

Dear Mr. O'Leary:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Administration**— All evidentiary materials have been submitted and exempt activities have been approved by the WVDO. Currently, the environmental review is in progress. Amount requested is $0.00.

2. **Engineering**— Study and Report Phase is 100% complete and the preliminary design phase is approximately 50% complete. Amount requested is $11,580.00.

The total amount of this request is $11,580.00. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Terry B. Cutright
President

Enclosure
TO: West Virginia Development Office  
1900 Kanawha Boulevard, East  
Building 3, Room 700  
Charleston, WV 25305  
304-558-2234  

FROM: Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201  
304-558-3248

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<th>Elkins Road PSD Phase III Water System Improvements</th>
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<td>$35,205.00</td>
<td>$23,625.00</td>
<td>$248,229.00</td>
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PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.

Region VII Planning and Development Council has assisted the Commission with completing the Evidentiary Materials. The project engineers, Chapman Technical Group, has started the design and is 100% complete with the Study and Report Phase and 50% complete with the Preliminary Design.

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

______________________________  _____________________________
Chief Elected Official          Date

Original Signature Required  Copies of Invoices Required

ATTACHMENT 3-4
Elkins Road PSD  

**SEf 2 0 2017**  

RECEIVED  

August 31, 2017  

Project No: 000007006.00  

Invoice No: 0000005  

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201  

Project: Elkins Road PSD - Phase III WSI  
Re: Elkins Road PSD - Phase III WSI  
Professional Services from July 30, 2017 to August 26, 2017  

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Previous Fee Billing: 142,350.00  
Current Fee Billing: 38,600.00  

Total Fee: 38,600.00  

Billing Note:  
SCBG Eligible (30%) $11,580

PLEASE REMIT TO:  
Chapman Technical Group  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com
You’re Invited!

Experience excellence in dialysis care.
You’re invited to come tour our center. Our care team will be happy
to show you around and answer any questions
you may have about services offered.
Light refreshments will be served.

Our center offers:
Home Therapies
Peritoneal Dialysis
Heated Massage Chairs
Reclining Chairs

Center:
Fresenius Kidney Care of
Upshur County

When:
October 16, 2017
1:00 P.M. - 4:00 P.M.

Where:
4 Northridge Drive, Suite 116
Buckhannon, WV 26201

For more information, please call us at 304-472-9167.
TRUNK OR TREAT
Monday, October 30, 2017
6-8pm
Sponsored By:
City of Buckhannon Police Department
Located in the Public Safety Complex Parking Lot
ELKINS ROAD PUBLIC SERVICE DISTRICT

Agenda

Meeting Regular Monthly Meeting
Start Time 5:30 PM
Date Tuesday, October 10, 2017
Place P.S.D. Office
4536 Old Elkins Rd, Buckhannon

Meeting Called to Order by Chairperson 5:30 PM
Pledge of Allegiance
Roll Call Introduce Board of Directors
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Sharon Burr;
System Operator-David Wamsley
Recognize Current Customers
Approval of Minutes - September 5, 2017 Regular Monthly Meeting
Treasurer Report/Payment of Bills for October/bal of Sept. Invoices

ITEMS FOR DISCUSSION

Atlas Group LLC
Rate Increase

Water Rule 5.5 Extension
Charles Bevins Update

WVCoRP Annual Meeting and Elections
Discuss notes from Annual Meeting

Policy for Online Transfers
Adopt, vote and sign Policy

Phase III Extension Project Update
Invoice #5 Approval
Tank Inspections

Fred Maxwell/Susan Fallen Hall Development
Discuss development (taps, line size needed, etc)

Land for New Office
Approx 2 acres on Fallen Road

Middle Fork Crossing

Maintenance Report
Hydrant List (hydrants needing repaired/location only)
September Maintenance Report

Date & Time of November 2017 Meeting - Tuesday, November 7, 2017 @ 6:30 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 September 18, 2017
Prepared by Board Chair and Office Manager September 27, 2017
Posted and Available to the Public on October 6, 2017
UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

Meeting Agenda
Thursday, October 12, 2017
4:00 p.m.

I. Call meeting to order

II. Recognition of Guests

III. Public Comment

IV. Approval of previous meeting(s) minutes
   - September 14, 2017

V. Report and/or action on Pending Cases
   - 012017-01 (George) – Rick Harlow to provide update regarding appliances sitting on
     property. Greg Harris to provide update regarding his contact with Jeff Armentrout
     about the fire alarm system.

   - 012017-02 (George) – Rick Harlow to provide update regarding appliances sitting on
     property. Greg Harris to provide update regarding his contact with Jeff Armentrout
     about the fire alarm system.

   - 020917-01 (Wojnovich) – On hold, waiting to see if property owner appears to pay
     delinquent taxes and have letter served then.

VI. Consider requests to establish new cases
    - 1 new complaint

VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held Thursday, November 9, 2017 at the
Upshur County Administrative Annex, 91 West Main St., Suite 101.
Buckhannon-Upshur Airport Authority Agenda
Buckhannon-Upshur Airport Authority–Upshur County Development Office
Thursday, October 12, 2017 at 4:00 pm

A. Call to order
B. Recognized guests and public comment period
C. Officer/Committee/Consultant Reports:
   - President’s Report – Bill Thomas, President
   - Treasurer’s Report – Phil Loftis, Treasurer
     - Approval of authority to transfer funds from general fund account to payroll account as required (estimated at $7,000.00) for payroll expenses between 10/13/2017 and the next regularly scheduled Authority meeting on 11/09/2017.
     - Approval to pay JH Consulting Invoice #1112 for $864.00
   - Secretary’s Report – Rich Clemens, Secretary
   - Engineering Reports – Chapman/Technical
     - FAA Reimbursement Request No. 2
     - WVAC Reimbursement Request No. 1
     - WVAC General Revenue Grant Draw
   - Operations – Jamie Will, Jennifer Powers
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:
   - New hangar space requests/applications/updates
   - Request to County Commission regarding renaming Airport Road as Bill Wellings Road
G. New Business:
H. Board Member Comments and Announcements
I. Adjournment
Meeting Minutes
August 23\textsuperscript{rd}, 2017

The August 23\textsuperscript{rd}, 2017 meeting of the James W. Curry Library/Park Advisory Board was called to order by board vice-president, Al Lake at 10:04 am.

\textbf{Roll Call:} Present – Al Lake, Erv Lake, Sue Roth, Lewis Simmons, Lori Ulderich Harvey
Absent: Carrie Wallace, Mike Quinn,
Guests – Terri Cutright, Chair of the Upshur County Commission, Nate Kennedy;
Staff - Jonathan Freeman, Darlene Gregory, Judith Williams.

\textbf{Minutes:} Minutes of the July 26\textsuperscript{th}, 2017 Advisory Board Meeting read and approved; motion made by Lori, seconded by Erv; motion passed.
Issues with hunting on the Curry property with regard to the campground were reported by Mike Quinn.

\textbf{Public Comment Period:}
There were no public comments.

\textbf{Staff Reports:}
Park: Made it through the Fair; camping down, largely due to weather.
Library staff report: Read
Timber: Trees marked by Nate, looking at spring start. Proof of insurance in to County, right of way obtained.

\textbf{Old Business:}
No decision on support from the Trust.
Fund raising on hold; looking into grants

\textbf{New Business}
Library fielding questions about Advisory Board meetings from locals wanting to attend meetings.

Motion to adjourn by Tink, seconded by Lori; meeting adjourned at 10:23 am.
Members approving Minutes of August 23rd, 2017 meeting:

Michael Quinn

Carrie Wallace

Albert Lake

Ervin Lake

Lori Ulderich Harvey

Lewis Simmons

Sue Roth
Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
September 11, 2017

Chair Joyce Harris-Thacker called the meeting to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 PM on September 11, 2017. A quorum was determined to be present at that time.

Present at the meeting were: Joyce Harris-Thacker, Jacqueline (Jackie) McDaniels, Mary Gower, James S. “Jay” Hollen, III, G. Paul Richter and Director Burl Smith. There were two guests: Jeff Wamsley, City of Buckhannon Waste Board Supervisor; and, Callie Sams, WV DEP District Environmental Coordinator.

Minutes of the August 14, 2017 meeting had previously been sent to the members and were part of the Agenda packet. A motion to accept the minutes by Jackie and second by Jay. Motion carried. The minutes were signed by the Director and Chair.

The Financial Report was presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering August, 2017 were presented. The ending balances for the accounts are as follows:

- REAP Account $100.00
- SWMB Account $8,000.00
- Money Mkt Account $19,529.11
- Operating Account $9,912.11

A motion to accept by Paul and seconded by Mary. Motion carried.

Director’s Report:

Burl Smith presented a written copy of the Director’s Report for the Period of August 15, 2017 to September 11, 2017, a copy of which is attached as part of the minutes. Additionally, Burl noted that some items he had been working on will be covered under Old and New Business.

Recognition of Guests:

Guest Jeff Wamsley presented information on the August monthly report of the Waste Collection Board for recycling. He explained amounts processed during August, inventory and issues dealing with residential curbside. Discussion followed dealing with contamination of materials at Crossroads Recycling Center.

Guest Callie Sams presented information relative to the Make It Shine Applications.
Old Business:

- **2017 Make It Shine Applications for Clean City and Clean County Awards**
  Discussion — Jay presented for comments the City of Buckhannon application for the
  Clean City Award. The City application will be submitted by the City. Burl presented
  the application for the Clean County Award for Upshur County. A motion by Jackie to
  submit the application. Second by Paul. Motion carried.

- **Paper Shred event held on September 9th** — Burl presented the report which is detailed
  in the Directors Report as shown on page 4 of these minutes.

New Business:

- **Audit Requirements, Solicit Proposals** — Burl presented the order by the WV State
  Auditor to solicit proposals (RFP’s) for audits for FY 2017, FY 2018 and FY 2019. A
  motion by Jay to have the entire 5 member board be on the audit committee with Burl as
  the Director being the contact for the audit process. Motion carried. Burl then presented
  the completed RFP form and a list of five auditors from the State Auditor’s approved list
  who had requested to receive an RFP. The committee directed Burl to send RFP’s to the
  five and that the deadline for returning proposals would be October 9, 2017 at the next
  UCSWA Board meeting.

- **2017 AWWSWA Conference at Pipestem Resort Oct. 22nd to 24th** — Burl noted that
  he had made lodging reservations for himself, Jay, Paul and Mary and prepared
  registrations for the four. The expenses are being paid from the FY 2018 SWMB Grant.
  Additionally, a motion by Jay to purchase two glass ornaments from Delta Kappa
  Gamma at $18 each to be given as door prizes at the conference. Second by Paul.
  Motion carried.

- **Children’s Conference at Stockert Youth Center on Sept. 16th** — Burl noted that he
  had once again signed up to have a booth at this event. He requested help for a break
  during the 4 hour event. Paul volunteered.

- **4th Grade Field Trips to Recycling Center, October 10th and 12th** — Burl noted that
  all seven Upshur County schools are scheduled. City employees help out as he conducts
  the tours.

Board Member Items: None
With no further business, the meeting adjourned at 5:15 PM.

Respectfully Submitted,

Burl J. Smith, Director
September 11, 2017
(Original Signature Copy to be maintained in the UCSWA Office)

Joyce Harris-Thacker, Chair

The Director's Report is attached on Page 4 of 4.
UPSHUR COUNTY SOLID WASTE AUTHORITY
DIRECTOR’S REPORT—Burl Smith
Period from August 15, 2017 to September 11, 2017

Activities include:
- Prepared and distributed by email the minutes of the 8/14/17 meeting.
- Checked upsurswa@yahoo.com email daily.
- Checked mail at Post Office 2 or more times per week.
- Received and deposited SWMB Assessment check ($2231.04) on 8/18/17.
- No Upshur County Magistrate Court checks during this time period.
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for August, 2017. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts. The REAP Account had no activity.
- Prepared checks for payment of bills.
- Cleared office.
- Prepared Agenda and meeting package for the 9/11/17 meeting. Posted Agenda on the office window and emailed to various agencies, press, etc., one week before the meeting.
- Pickup of litter at Crossroads Recycling Center was done three times this month.
- Completed work on Clean County Make It Shine Award application. Will present at September meeting.
- Received check in full grant amount of $7900 for FY 2018 SWMB Grant. Deposited check in SWMB Account.
- Paper Shred Event—2017—-This took place at Crossroads Recycling Center next to Walmart in Buckhannon on September 9th from 9:00 AM until noon. About 55 participants had about 7000 pounds of personal paper documents shredded by our contractor, Shred-it. It was a busy time and I appreciate the help of Mary Gower, Jackie McDaniel and Joyce Harris-Thacker. The only problem encountered was a minor traffic jam at the beginning. We had not had that problem before. I think it was because we started at 9:00 AM instead of the previous starts at 8:00 AM. This caused more traffic to be encountered going into the Walmart store. We need to address this at our next event.
- Received notice from WV State Auditor to solicit RFP’s for audits for FY 2017, 2018 & 2019. Did preparation to start this process at the September meeting. We have 5 requests from firms to provide proposals.
- Started process with the Upshur County schools for the Bounty program and for the 4th grade field trips to the Recycling Center.
- Signed up to have a display at the annual SYC Children’s Festival on September 16th from 10:00 AM until 2:00 PM.
- Made lodging reservations for AWVSWA Conference at Pipestem for Jay, Paul, Mary and Burl. Prepared attendance registration forms and drafted check to be signed at September meeting.

Thanks—Burl