

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

- 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: January 11, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
  - January 4, 2024
- 9:05 a.m. Captain Joey Baxa, Buckhannon Fire Department -- provide a status update regarding the new firefighter training facility.
- 9:30 a.m. Sandra Marfield, Sexual Assault Advocate with the Centers Against Violence – Presentation of Human Trafficking and Stalking Prevention Month Proclamation – January 2024.

### Items for Discussion / Action / Approval:

1. Request from John Conley on behalf of 3A Towing, LLC, requesting to be placed on the Upshur County Wrecker Rotation List for emergency towing services. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*      [Under separate cover](#)
2. Approval of an electronic application submission to the West Virginia Department of Agriculture's Spay and Neuter Assistance Program on behalf of the Lewis-Upshur Animal Control Facility for 2024. \* [Pages 4-12](#)
3. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, requesting the employment of a full-time secretary, effective January 16, 2024. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*      [Under separate cover](#)
4. 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 Ora L. Ash, Deputy State Auditor for Local Government Services, announcing the upcoming Budget Preparation Workshops for County Government. [Page 13](#)
2. Correspondence from Deanna Sheets, Property Valuation Training & Procedures Commission Chairman regarding the Upshur County Assessor's Proposed Valuation Fund Budget for Fiscal Year 2025. Per WV Code, the Assessor may receive up to 2% of the previous year's projected tax collections to be used for the purpose of maintaining current valuations and performing periodic reevaluations of property. [Page 14-15](#)

3. Correspondence from Governor Jim Justice announcing the distribution of funds from the County Fire Protection Fund bill signed in August 2023. Upshur County will be receiving \$46,538.95 from the fund to be utilized to bolster fire departments and emergency response teams within the county. [Pages 16-17](#)
4. Correspondence from the Department of Homeland Security – Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for December, 2023. The invoice reflects 1,779 inmate days X \$43.58 per diem rate totaling \$77,528.82. This amount does not include credits and additional debits made during this period. [Page 18](#)
5. Correspondence from Norma Woody, Office Manager, Adrian Public Service District, enclosing a copy of the Annual Independent Audit for Fiscal Years 2022 and 2023 prepared by Bennett & Dobbins, PLLC. [Under Separate Cover](#)
6. Summaries prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator for calendar year 2023.
  - Building and Floodplain Permits Issued [Page 19](#)
  - Point and Pay Collections [Page 20](#)
  - Addressing and Mapping – New Addresses Assigned & New Roads Approved & Created [Page 21](#)
7. Upshur County Road Name Index as of January 2, 2024 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator. (Available upon request) [Under separate cover](#)
8. Upshur County Fire Board Financial Report for July – December 2023. [Pages 22-34](#)
9. Lewis-Upshur Animal Control Facility Annual Report on Animal Euthanasia and Year-to-Date Account of Animals Report for January 1, 2023 through December 31, 2023. [Pages 35-36](#)
10. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - Correspondence from Hope Gas regarding pipeline safety [Pages 37-38](#)
  - b) Agendas and/or Notice of Meetings:
 

• Buckhannon-Upshur Airport Authority	January 8, 2024	<a href="#">Page 39</a>
• Upshur County Development Authority	January 9, 2024	<a href="#">Page 40</a>
• Upshur County Safe Structures and Sites	January 11, 2024	<a href="#">Page 41</a>
• Upshur County Parks and Trails	January 16, 2024	<a href="#">Page 42</a>
• Upshur County Farmland Protection	January 16, 2024	<a href="#">Page 43</a>
  - c) Meeting Minutes:
 

• Upshur County Farmland Protection	October 17, 2023	<a href="#">Page 44</a>
• Adrian Public Service District		
Monthly Board Meeting	December 7, 2023	<a href="#">Page 45</a>
Phase VIII Project Meeting	December 20, 2023	<a href="#">Page 46</a>

**\*Dates and times of monthly board meetings are viewable at:**

<http://cms4.revize.com/revize/upshurwv/calendar.php>

or go to [www.upshurcounty.org](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.

11. Appointments Needed or Upcoming:

- None

## 12. Board of Review & Equalization Meeting Schedule

**\*Meetings will be held at the Upshur County Administrative Annex unless otherwise noted**

- 02/01/2024 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/06/2024 1:00 p.m. – 3:00 p.m.
- 02/08/2024 10:00 a.m. – 12:00 p.m.
- 02/13/2024 1:00 p.m. – 3:00 p.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2024 9:00 a.m. – 11:00 a.m. Adjourn Sine Die

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*\*\*\*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 [chughes@upshurcounty.org](mailto:chughes@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. \*\*\**

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

### Tabled Items

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

**Tabled November 30, 2023** - Consider executing a Memorandum of Understanding for Regional Task Force dedicated to optimizing funds available to political subdivisions from the WV First Foundation created as a result of the State opioid litigation and settlements. Upon entering this agreement, parties agree to cooperate and provide information and documentation to Ascension Recovery Services (Ascension). Financial contribution by the parties of this MOU for the services provided by "Ascension" is voluntary, not mandatory.

Pages 48-49

**Next Regular Meeting of the Upshur County Commission**  
**January 18, 2024 --- 9:00 a.m.**  
**Upshur County Courthouse Annex**



WV Spay Neuter Assistance Program

Application - FY24

## West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



Thank you for your interest in the West Virginia Spay Neuter Assistance Program. This application is for 501(c)(3) and governmental entities. Individual pet owners are not eligible for direct funding from WVDA.

Please read the [legislative rule](#) before applying. Note that under the rule, veterinarians performing spay neuter services must be licensed and doing business in the state of West Virginia.

Applications that are complete, including all required attachments, may receive priority for early funding consideration.

### INSTRUCTIONS

1. Complete all tabs of this Spay Neuter Application.

**Required fields have yellow fill and turn green once complete.**

If a required field does not apply to you, mark it "N/A."

2. Attach the following documents:

- a. Applicant's latest financial statement, annual budget, or current balance sheet

**(PLEASE DO NOT SEND BANK STATEMENTS);**

- b. If applicant is a 501(c)(3) entity, a signed, true copy of your most recent IRS Form 990, 990-EZ, or 990-N, as submitted to the IRS;

- c. Applicant's animal welfare policies and procedures;

- d. Sample individual application (if using); and

- e. Sample voucher (if using).

3. Return completed application and all attachments by e-mailing to [spayneuter@wvda.us](mailto:spayneuter@wvda.us). Only digital applications in .xls or .xlsx format will be accepted. No paper applications will be considered. PDF versions of this application will not be considered.

Attachments may be submitted in the following formats: .pdf, .xls, .xlsx, .doc, .docx, .rtf, .txt, .jpg, .png, and .tif.

Please do not submit attachments in .wpd format. Please contact WVDA for questions regarding the acceptability of other file formats. WVDA will not click on links to files, such as files stored on Google Drive.

**Note that this file may not be compatible with Google Sheets. For best results, use Microsoft Excel.** If you are unable to enter data in a cell with data protection, please provide the data in an e-mail.

Please see the FAQ at <https://agriculture.wv.gov/wvsnp-faq/>.

For assistance, e-mail [spayneuter@wvda.us](mailto:spayneuter@wvda.us) or telephone Andrew Yost at (304) 389-9750 or Connie Shoemaker at (304) 538-2397.



**WVSNP**

WV Spay Neuter Assistance Program

Tab 1 - Applicant Information

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Joseph L. Hatton, Deputy Commissioner

**Application and Ranking****FY 2024****1.1. Contact Information**

1.1.a. Applicant Entity's Name:		Lewis Upshur Animal Control Facility
1.1.b. Physical Address	Line 1	318 Mud Lick Road
	Line 2	
	City, State, Zip	Buckhannon, WV 26201
1.1.c. Mailing Address	Line 1	91 W Main Street, Suite 101
<input type="checkbox"/> (check if same as physical address)	Line 2	
	City, State, Zip	Buckhannon, WV 26201
1.1.d. County		Upshur
1.1.e. Primary Contact Person:		Cindy M. Hughes
1.1.f. Contact Salutation		Mrs.
1.1.g. Contact Phone Number:		304-472-0535
1.1.h. Contact E-mail Address:		chughes@upshurcounty.org

**1.2. Public Information**

1.2.a. Public-facing Phone Number:	304-472-3865
<i>Information provided by applicants may be used by the department in all of the following ways:</i> <i>(a) A public-facing phone number for each grantee may be published or released to the public;</i> <i>(b) The optional information provided in sections 1.2.b through e may be used by the department to publicize the WVSNP and its grantees through various media; and</i> <i>(c) Because the department is an agency of State government, all information submitted by applicants is public information and subject to public disclosure at any time, for any reason.</i>	
1.2.b. Please check if you wish to be included in voluntary publications:	<input checked="" type="checkbox"/>
1.2.c. Website (optional):	www.upshuranimalcontrol.org
1.2.d. Facebook (optional):	
1.2.e. E-mail for citizen inquiries (optional):	

**1.3. Eligibility**

1.3.a. Are you a governmental entity? (If "yes," skip to 1.3.h.)	Yes
1.3.b. Are you incorporated in, and in good standing with, the state of West Virginia?	
1.3.c. Do you have your principal place of business in the state of West Virginia?	
1.3.d. Do you have a 501(c)(3) status under the federal Internal Revenue Code?	
1.3.e. Do you provide or facilitate spay neuter services by a veterinarian to the general public?	
1.3.f. Do you rescue stray, abandoned or feral animals and provide or facilitate adoptions services for the animals to the general public?	
1.3.g. Do you advocate and further effective means for the propagation of humane principles to prevent animal cruelty, abuse, neglect and overpopulation?	
1.3.h. Are you a county or municipal shelter or animal control agency?	Yes

§61-24-3.10 Eligible

Return completed applications by e-mailing to [spayneuter@wvda.us](mailto:spayneuter@wvda.us). Only digital applications will be accepted. No paper applications will be considered. telephone: 304-558-3200

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

**1.4. Business Information**

*This file may not be compatible with Google Sheets. For best results, use Microsoft Excel. If you are unable to enter data in this section, please include the data in your e-mail.*

1.4.a. FEIN (Federal Employer Identification Number):	55-6000406	
1.4.b. Business Registration Account Number (From W. Va. State Tax Department) (501(c)(3) organizations only):		
1.4.c. Description of applicant's business, mission or purpose:		
The Lewis Upshur Animal Control Facility is located in Upshur County and is an animal welfare organization that serves the ne		
1.4.d. Listing of applicant's officers and executive director (if applicable):*		
Individual:	Position:	
	Executive Director (if applicable)	
Samuel R. Nolte	Upshur County Commission President	
*If additional space is needed, attach a separate list.		
1.4.e. Projected operating budget:		
	\$184,903.00	<input checked="" type="checkbox"/> Fiscal Year
		<input type="checkbox"/> Calendar Year



**Tab 2 - Project Proposal**

This tab collects information regarding the project you propose to carry out using the WVDA grant funds for which you are applying.

**2.1. Grant Request.**

Please note that all requests are subject to review of application, eligibility, funds availability, and other contingencies. Awards may be adjusted up or down by the department (see Tab 3). No funding is guaranteed.

2.1.a. Select a Standard Grant Package:	\$10,000.00
If requesting less than \$5,000.00, please specify:	
2.1.b. Matching Funds to be Provided by Applicant	
No match is required. However, match will be a factor if adjusting awards up or down. See Tab 3. Please note that transportation and van rental expenses are eligible for credit to matching funds if reported upon invoicing.	
	Level II Match: \$6,666.67
2.1.c. Do you wish to be considered for additional funding?	No Up to:

**2.2. Project Budget**

2.2.a. Will a voucher system be used to deliver spay and neuter services?	Yes
2.2.b. What are your estimated costs for this project?	
Average Cost per:	Estimated Percentage of Total Procedures:
Cat Spay \$90.00	20%
Cat Neuter \$70.00	15%
Dog Spay \$125.00	25%
Dog Neuter \$100.00	25%
Community Cat Spay \$90.00	10%
Community Cat Neuter \$70.00	5%
Average rabies vaccination incident to spay/neuter (if not included above)	\$15.00

**2.3. Name all veterinarians or vet agencies expected to provide spay and neuter services for your project:**

Veterinarian or Vet Agency:	Location (City)
MSVS of Buckhannon, PLLC	Buckhannon, WV
Audubon	Philippi, WV
SNIP WV	Morgantown, WV
Lewis Mobile Veterinary Service, LLC	Jane Lew, WV
(If additional space is needed, attach a separate sheet)	

**2.4. List All Counties Served:**

County (select from drop-down list):
Upshur
Lewis


### 2.5. Adoption Fees

**Please read this section and check the box below to express your understanding and agreement.**

The WVSNP Legislative Rule prohibits grantees from charging a fee incident to adoption to cover spay or neuter services paid for under WVSNP. If such a fee is charged, the spay or neuter services are not eligible for reimbursement. This means that, if your organization offers for adoption any animal spayed or neutered with WVSNP funds:

- (a) You may not apply any of the adoption fee for such animal to the cost of the spay or neuter procedure;
- (b) If you normally do apply part of your adoption fees to the cost of a spay or neuter procedure, you must reduce your adoption fee an equivalent amount for all animals spayed or neutered with WVSNP funds, unless you can document equivalent offsetting expenses; and
- (c) You should be wary of advertising that a portion of your adoption fees cover the cost of a spay or neuter procedure and, if appropriate, you should add a disclaimer that this does not apply to animals spayed or neutered with WVSNP funds.

☒ **By checking the box, I understand and agree to the above statement.**

If you have any questions about adoption fees, please contact [spayneuter@wvda.us](mailto:spayneuter@wvda.us).

### 2.6. Low-Income Restricted Programs

Low-Income Restricted Programs, defined by W. Va. C.S.R. §61-24-3.11, are grantee-run programs which provide free spay or neuter services to owners or caretakers currently receiving assistance from at least one of the following state and federal public assistance programs: The Supplemental Nutrition Assistance Program (SNAP); Medicaid; Supplemental Security Income (SSI); The West Virginia Low Income Energy Assistance Program (LIEAP); Social Security Disability; Temporary Assistance for Needy Families (TANF); Aid to Families with Dependent Children (AFDC); Children's Health Insurance Program (CHIP); or Low Income Veterans Assistance under 38 U.S.C. § 2044. See the FAQs for more information and requirements.

**Will your program include a Low-Income Restricted Program?**

No

### 2.7. Clinic Preference

Does your organization operate a high-volume, low-cost clinic?

No

### 2.8. Previous Projects

*This section collects information regarding any previous participation in the WVDA spay neuter program (W. Va. C.S.R. §61-24-1 et seq.). Applicants should provide data for the most recent year a grant was awarded, even if they did not receive a grant in the immediately preceding year. All data provided by applicants will be verified by WVDA.*

2.8.a. In all, how many previous grants from West Virginia Department of Agriculture (WVDA) have been awarded to the applicant? (If 0, skip to next tab.)	1
2.8.b. What year was the most recent WVDA grant awarded?	2023
2.8.c. WVDA Award Number:	119-097-23-31
2.8.d. What was the grant amount awarded, including any amendments?	\$9,555.00
2.7.e. What amount of the grant was spent?	\$9,555.00
2.8.f. Has the applicant satisfied its reporting requirements from all prior years?	Yes



**Tab 3 - Adjustments**

- **Note:** This tab is informational only. No action is needed from the applicant.
- The applicant is recommended to read through the information on this tab.
- If any changes to the blue fields are needed, please go back to Tab 2.

Each year, WVDA faces the task of accommodating a variable number of requests, each of which may vary in amount, using a variable amount of available funds. This Tab explains how WVDA will deal with (1) the scenario if the total amount requested by eligible applicants substantially exceeds the total available funds, and (2) the scenario if the total available funds substantially exceeds the total amount requested by eligible applicants.

All funding is subject to Legislative appropriation, availability, and administrative discretion.

**3.1. Procedure for Reducing Grant Requests**

Ideally, grant requests will not have to be reduced. However, if the total amount requested by eligible applicants substantially exceeds the total available funds, it may be necessary to award eligible applicants an amount less than their request. This section explains how WVDA will reduce grant requests, if necessary.

3.1.a. If applicant will provide Level II Match, add 2 points. If applicant will provide Level I Match, add 1 point.

2
0
0

3.1.b. If applicant will operate a Low-Income Restricted Program, add 1 point.

3.1.c. If applicant operates a high-volume, low-cost clinic, add 1 point.

3.1.d. If applicant has had at least one prior WVSNP award and spent at least 90% of its most recent WVSNP award, add 1 point.

3.1.d.1. Most recent grant award amount (2.8.d)

0
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3.1.d.2. Most recent total expenditures (2.8.e)

0
---

3.1.d.3. Percentage of Funds Spent

0%
----

0
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3.1.e. Priority (Sum of 3.1.a, 3.1.b, 3.1.c, and 3.1.d):

2
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3.1.f. This is the adjustment procedure WVDA will use to reduce grant requests:

Step 1: If applicant is requesting \$5,000.00 or less, WVDA will endeavor to make no reduction.

Step 2: If WVDA determines it is necessary to reduce grant requests, grant requests for all applicants with a priority of "0" will be reduced by \$2,500.00.

Step 3: If there is still not sufficient funding to cover all requests, then grant requests for all applicants with a priority of "1" will be reduced by \$2,500.00.

Step 4: If there is still not sufficient funding to cover all requests, then grant requests for all applicants with a priority of "2" will be reduced by \$2,500.00.

Step 5: If there is still not sufficient funding to cover all requests, then grant requests for all applicants with a priority of "3" will be reduced by \$2,500.00.

Step 6: If there is still not sufficient funding to cover all requests, then grant requests for all applicants with priority of "4" will be reduced by \$2,500.00.

Step 7: If there is still not sufficient funding to cover all requests, then grant requests for all applicants with priority of "5" will be reduced by \$2,500.00.

Step 8: If there is still not sufficient funding to cover all requests, then repeat steps 2-7 until there is sufficient funding.

Step 9: In the unlikely event that all requests have been reduced to \$5,000.00 or below and there is still not sufficient funding to cover all requests, then all grant requests will be reduced by \$1,000.00 until there is sufficient funding.

**3.2. Procedure for Increasing Grant Requests**

If the total available funds substantially exceeds the total amount requested by eligible applicants, it may be possible to award eligible applicants additional funding. This section explains how WVDA will increase grant requests, if possible.

3.2.a. To be eligible for an increased award, an applicant must indicate in section 2.1.c that increased funds are desired. Applicants may indicate in section 2.1.c a maximum amount of funding they will accept.

3.2.b. Priority for funding increases is determined by section 3.1.e.

3.2.c. This is the adjustment procedure WVDA will use to increase grant amounts:

Step 1: If WVDA determines it is possible to increase grant requests, then grant requests for all applicants with a priority of "5" (if eligible for increased funding) will be increased by \$2,500.00.

Step 2: If there is still sufficient funding to increase additional grant requests, then grant requests for all applicants with a priority of "4" (if eligible for increased funding) will be increased by \$2,500.00.

Step 3: If there is still sufficient funding to increase additional grant requests, then grant requests for all applicants with a priority of "3" (if eligible for increased funding) will be increased by \$2,500.00.

Step 4: If there is still sufficient funding to increase additional grant requests, then grant requests for all applicants with a priority of "2" (if eligible for increased funding) will be increased by \$2,500.00.

Step 5: If there is still sufficient funding to increase additional grant requests, then grant requests for all applicants with a priority of "1" (if eligible for increased funding) will be increased by \$2,500.00.

Step 6: If there is still sufficient funding to increase additional grant requests, then grant requests for all applicants with a priority of "0" (if eligible for increased funding) will be increased by \$2,500.00.

Step 7: If there is still sufficient funding to increase additional grant requests, then repeat steps 1-6 until there is not sufficient funding for additional increases.

Tab 4 - Statistical Data (for statistical purposes only)

**4.1. General**

4.1.a. Type of organization (select from drop-down list)	Government
4.1.b. Is TNVR (Trap, Neuter, Vaccinate, Release) part of your program?	Yes
4.1.c. Total spay-neuter grant money received (other than WVDA) in the last two complete years:	\$9,555.00
4.1.d. Total funding, if any, received from County Commission(s) in the last full year. Include all public funding costs, such as vehicles, salaries, maintenance, etc.	\$184,903.00

**4.2. Total Alterations (Last 12 months)**

	Dogs	Cats	Community Cats
4.2.a. Voucher assisted	0	0	0
4.2.b. Low-Income Restricted Program voucher assisted	0	0	0
4.2.c. TNVR	0	0	32

**4.3. County Animal Outcome (Last year)**

<i>For data purposes, WVDA is interested in tracking the impact of the WVSNP on euthanasia rates. To the extent that you have euthanasia statistics for your county, please provide them here.</i>			
4.3.a. Your county	Upshur		
	Dogs	Cats	Community Cats
4.3.b. Euthanized in county	41	136	109
4.3.c. Source of this data (e.g. County Commission records, etc.)	Shelter Account of Animals Report		

**4.4. Animal Intake (Last 12 months)**

<input type="checkbox"/>	Check here if intake/outcome data is N/A (e.g. if you have no intake facility)		
Specify facility type:			
	Dogs	Cats	Community Cats
4.4.a. Stray	291	196	0
4.4.b. Surrendered	282	537	109
4.4.c. Rescue/Transfer	0	0	0
4.4.d. Born at shelter	15	12	0
4.4.e. Turned away	0	0	0

**4.5. Animal Outcome (Last 12 months)**

	Dogs	Cats	Community Cats
4.5.a. Reclaimed	62		
4.5.b. Adopted	328		
4.5.c. Euthanized for space	1	32	
4.5.d. Other euthanizations	41	104	109
4.5.e. Rescue/Transfer	209		
4.5.f. Died/Lost in shelter	3	20	



**Tab 5 - Attestation**

1. Have you completed all tabs of this Spay Neuter Application?
2. Have you attached your latest financial statement, annual budget, or current balance sheet? **Please do not send bank statements.**
3. If the applicant is a 501(c)(3) entity, have you attached a **signed**, true copy of your most recent IRS Form 990, 990-EZ or 990-N as submitted to the IRS?
4. Have you attached your animal welfare policies or procedures?
5. If you will require owners or caretakers to apply for a voucher, have you attached the application you will use?
6. If you will operate a voucher program, have you attached a sample voucher?
7. Are there any yellow-highlighted fields in this application remaining?

• **By submitting this form, I certify and attest that the information provided in all tabs, attachments, and supporting documentation is true and accurate to the best of my knowledge.**

• **I further attest that I have read and understand the Spay Neuter Legislative Rule (West Virginia Code of State Rules Title 61, Article 24).**

Your Name

Date

Position

on behalf of

Lewis Upshur Animal Control Facility



State of West Virginia  
John B. McCuskey  
State Auditor

Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

January 5, 2024

To: All County Officials

Once again, we will be conducting training workshops for county officials. Over the last several years, we have provided detailed training to county officials on the budgeting process. This year we will be providing in person training. We will monitor the situation and do our best to timely inform all those registered if the need arises to transition to virtual training. This allows us to provide the training, while not endangering anyone's health.

**I would encourage all county officials to attend one of these workshops.** I feel these workshops can be a valuable tool to all county officials, and we have therefore waived any registration costs. This is a great opportunity for you to meet with other county officials and some of our staff.

We have included in this mailing a registration form that can be copied and used for each person planning to attend one of these trainings. In order to properly plan these trainings, we ask that you register as soon as possible.

If you should have any questions concerning these workshops, please call us at 304-627-2415.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ora L. Ash".

Ora L. Ash  
Deputy State Auditor  
Local Government Services



**Dave Hardy**  
Secretary of Revenue

**Matthew Irby**  
State Tax Commissioner

**STATE TAX DEPARTMENT**

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November 28, 2023

ALL COUNTY COMMISSIONS  
ALL MUNICIPALITIES  
ALL COUNTY BOARDS OF EDUCATION  
STATE OF WEST VIRGINIA

West Virginia Code § 11-1C-8, as amended in 1998, authorizes the assessor to receive up to 2% of the previous year's projected tax collections. This money is to be used for the purpose of maintaining current valuations and performing periodic reevaluation of property.

In order to receive these funds, the assessor is required to prepare a budget detailing the proposed use of the money and submit the budget to the Property Valuation Training and Procedures Commission (PVC) by December 15<sup>th</sup> of each year. In addition, West Virginia Code § 11-1C-8 requires that a copy of the projected budget and justification is to be sent to the county commission, board of education, and all municipalities in the county. The PVC has directed the Property Tax Division to provide each entity with a copy of their assessor's proposed budget and justification. As of the date of this letter, neither the Property Tax Division nor the State Auditor's Office has reviewed the enclosed budget request. The levying body may present written evidence showing that a lesser amount than the amount requested by the assessor would be adequate. Written evidence to this effect should be submitted to the Property Tax Division on or before January 15, 2024. This information may be emailed to [Christina.L.Turley@wv.gov](mailto:Christina.L.Turley@wv.gov).

The PVC will meet January 25, 2024, and during that time we will review the Proposed Budget Document. Prior to January 31, 2024, the PVC must approve a percent that the assessor will receive from your property tax levies for the upcoming fiscal year.

After the PVC has approved a percent for each county assessor, the percent will be certified to the State Auditor's Office. Each county sheriff and levying body will be notified of the amount due from his or her property tax levies for the 2024-2025 Fiscal Year. The percent so certified should be used to calculate the property tax levy rate and to complete the levy page of the entity's budget.



If you have any questions or need clarification regarding the enclosed budget request, you may contact your county assessor or me at 304-558-0785.

Sincerely,

A handwritten signature in black ink that reads "Deanna Sheets". The signature is written in a cursive style with a large, looped 'D' and a stylized 'S'.

Deanna Sheets, Chairman

Property Valuation Training and Procedures Commission

Enclosure





*Jim Justice*  
*Governor of West Virginia*

January 5, 2024

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

Re: County Fire Protection Funding

Commissioners:

In August of 2023, during an Extraordinary Session of the West Virginia Legislature, I proudly signed a bill allocating \$3,000,000 to the "County Fire Protection Fund." These funds are to be distributed to those county commissions of counties which have in place a countywide excess levy, or a countywide fee, dedicated to fire or emergency services. Following the bill's enactment, my Department of Homeland Security conducted a comprehensive survey across counties to determine eligibility for allocations from the County Fire Protection Fund. The distributions are now being made in strict adherence to the legislation, apportioned relative to each county's population's percentage of the aggregate population of all such qualifying counties combined.

It is with great pleasure that I share the news that your county will be receiving \$46,538.95 from the County Fire Protection Fund.

The significance of this funding cannot be overstated. It stands as a testament to the collective commitment to ensuring the safety and well-being of our communities. These resources are specifically mandated to be utilized for the exclusive benefit of enhancing fire protection and emergency services within your county.

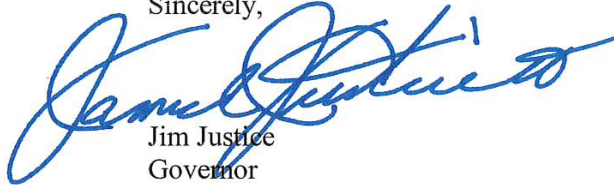
The allocation of these funds underscores the importance of bolstering our fire departments and emergency response teams. These services play an integral role in safeguarding our citizens, properties, and infrastructure. They are the backbone of our community's resilience in times of crisis and everyday emergencies.

I extend my sincerest gratitude for your dedication to prioritizing the safety of all West Virginians. This funding represents an investment in the continued strength and preparedness of our local emergency services, reinforcing our ability to respond swiftly and effectively to unforeseen challenges.

OFFICE OF THE GOVERNOR

From the bottom of my heart, thank you for all you do every day and for always “running to the fire” to ensure the continued safety and security of our communities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Justice", with a stylized flourish at the end.

Jim Justice  
Governor



**STATE OF WEST VIRGINIA**  
**DEPARTMENT OF HOMELAND SECURITY**  
**DIVISION OF CORRECTIONS & REHABILITATION**



**WILLIAM K MARSHALL III**  
**COMMISSIONER**

**MARK A SORSAIA**  
**CABINET SECRETARY**

Office of the Commissioner  
1409 Greenbrier Street  
Charleston, WV 25311  
304-558-2036 -- Telephone  
304-558-5367 -- Fax

DISCOUNTED RATE UPSHUR COUNTY  
38 WEST MAIN STREET, ROOM 302  
BUCKHANNON, WV 26201

**Invoice Number: 12123682D**

**Invoice Date: 1/5/2024 1:48:34 PM**

**Month of Service: December, 2023**

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for Discounted Rate Upshur County for the month of December, 2023. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: December

Number of Inmate Days: 1,779

Per Diem Rate: \$43.58

Amount Due: December, 2023

**\$77,528.82**

This invoice amount is due and payable upon receipt.

Please Remit Payment to:  
WV Regional Jail and Correctional Facility Authority  
PO Box 40258  
Charleston, WV 25364

## 2023 Building and Floodplain Permit Summary

MONTH	ESTIMATED PROJECT COST	NUMBER OF BUILDING PERMITS	BUILDING PERMIT FEES	NUMBER OF FLOODPLAIN PERMITS	FLOODPLAIN PERMIT FEES
JANUARY	\$ 1,004,886.97	16	\$ 240.00	0	\$ -
FEBRUARY	\$ 812,709.51	21	\$ 315.00	0	\$ -
MARCH	\$ 527,950.00	17	\$ 255.00	1	\$ 75.00
APRIL	\$ 1,950,558.90	28	\$ 420.00	1	\$ 75.00
MAY	\$ 932,339.41	43	\$ 645.00	0	\$ -
JUNE	\$ 1,692,190.00	32	\$ 480.00	1	\$ 75.00
JULY	\$ 733,815.66	26	\$ 390.00	1	\$ 75.00
AUGUST	\$ 1,883,004.73	38	\$ 570.00	0	\$ -
SEPTEMBER	\$ 1,720,633.42	32	\$ 465.00	3	\$ 375.00
OCTOBER	\$ 1,892,911.82	28	\$ 405.00	3	\$ 225.00
NOVEMBER	\$ 679,255.30	15	\$ 225.00	0	\$ -
DECEMBER	\$ 899,179.00	9	\$ 135.00	0	\$ -
YEAR TOTAL	YEAR TOTAL	YEAR TOTAL	YEAR TOTAL	YEAR TOTAL	YEAR TOTAL
\$14,729,434.72	305	\$ 4,545.00	10	\$ 900.00	

## 2023 Point and Pay Summary

<i>BUILDING PERMIT FEES</i>	<i>NUMBER OF BUILDING PERMITS</i>	<i>FLOODPLAIN PERMIT FEES</i>	<i>NUMBER OF FLOODPLAIN PERMITS</i>
\$ 45.00	3	\$ -	0
\$ 60.00	4	\$ -	0
\$ 30.00	2	\$ -	0
\$ 106.50	7	\$ -	0
\$ 135.00	9	\$ -	0
\$ 90.00	6	\$ -	0
\$ 165.00	11	\$ -	0
\$ 135.00	9	\$ -	0
\$ 120.00	8	\$ 75.00	1
\$ 75.00	5	\$ 75.00	1
\$ 60.00	4	\$ -	0
\$ 90.00	6	\$ -	0
<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
\$ 1,111.50	74	\$ 150.00	2

## 2023 Addressing and Mapping Summary

<b>JANUARY</b>	6	3
<b>FEBRUARY</b>	2	0
<b>MARCH</b>	6	0
<b>APRIL</b>	7	2
<b>MAY</b>	11	0
<b>JUNE</b>	9	0
<b>JULY</b>	13	1
<b>AUGUST</b>	13	1
<b>SEPTEMBER</b>	12	0
<b>OCTOBER</b>	5	1
<b>NOVEMBER</b>	6	0
<b>DECEMBER</b>	3	0
	<b>YEAR TOTAL</b>	<b>YEAR TOTAL</b>
	93	8



# **UPSHUR COUNTY FIRE BOARD, INC.**

## **FINANCIAL REPORT**

**JULY 2023-DECEMBER 2023**

**Fire Board Financial Report  
2023 - 2024**

CARRYOVER BALANCE:      \$31,174.97

<u>Item / Date</u>	<u>Amount</u>	<u>Financial Institution / Payee</u>	<u>Description / Source</u>
<b>DEPOSITS</b>			
Sheriff of Upshur County	\$30,020.42	Citizens Bank	Fire Fee Collections through 7/31/2022
Sheriff of Upshur County	\$128,736.24	Citizens Bank	Fire Fee Collections through 8/31/2022
Sheriff of Upshur County	\$49,025.93	Citizens Bank	Fire Fee Collections through 9/30/2022
Sheriff of Upshur County	\$14,070.65	Citizens Bank	Fire Fee Collections through 10/31/2022
Sheriff of Upshur County	\$6,341.49	Citizens Bank	Fire Fee Collections through 11/30/2022
Sheriff of Upshur County		Citizens Bank	Fire Fee Collections through 12/31/2022
Sheriff of Upshur County		Citizens Bank	Fire Fee Collections through 01/31/2023
Sheriff of Upshur County		Citizens Bank	Fire Fee Collections through 02/28/2023
Sheriff of Upshur County		Citizens Bank	Fire Fee Collections through 03/31/2023
Sheriff of Upshur County		Citizens Bank	Fire Fee Collections through 04/30/2023
Sheriff of Upshur County		Citizens Bank	Fire Fee Collections through 05/31/2023
Sheriff of Upshur County		Citizens Bank	Fire Fee Collections through 06/30/2023

Total Deposits: \$228,194.73

Total:                      Plus Carryover:      \$259,369.70

**EXPENDITURES**

<u>DATE</u>	<u>Amount</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>
July 18, 2023	\$382.00	1187	Software Systems	Invoice # 37559
July 18, 2023	\$32.70	1188	Upshur County Commission	Reimbursement postage April-June 2023
July 18, 2023	\$496.84	1189	Upshur County Commission	Reimbursement Quill Supplies
July 18, 2023	\$5,444.42	1190	Upshur County Commission	Reimbursement payroll April-June 2023
August 15, 2023	\$237.00	1191	Software Systems	Invoice # 37644
September 19, 20213	\$237.00	1192	Software Systems	invoice # 37751
September 19, 20213	\$6,026.50	1193	Software Systems	invoice # si 52587
October 17, 2023	\$237.00	1194	Software Systems	invoice# 37852

[illegible]





DATE: 1/04/24

CUMULATIVE POSITION REPORT  
7/01/2023 - 12/31/2023  
COUNTY SUMMARY

PAGE: 1

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	50260.00	.00	50260.00	223585.00	.00	.00	.00	.00	223585.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	50260.00	.00	50260.00	223585.00	.00	.00	.00	.00	223585.00
PERCENTAGE OF UNPAID & PAID CHARGES			018%	082%					
PRIOR YEAR REAL	195430.00	.00	.00	4695.00	.00	.00	.00	.00	8260.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/04/24

CUMULATIVE POSITION REPORT  
7/01/2023 - 12/31/2023  
DISTRICT: BANKS

PAGE: 1

	-----U N P A I D - C H A R G E S-----			-----Y E A R - T O - D A T E - T A X E S - P A I D-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	5400.00	.00	5400.00	33600.00	.00	.00	.00	.00	33600.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	5400.00	.00	5400.00	33600.00	.00	.00	.00	.00	33600.00
PERCENTAGE OF UNPAID & PAID CHARGES			013%	087%					
PRIOR YEAR REAL	27070.00	.00	.00	1120.00	.00	.00	.00	.00	2390.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/04/24

CUMULATIVE POSITION REPORT  
7/01/2023 - 12/31/2023  
DISTRICT: BUCKHANNON

PAGE: 2

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	11490.00	.00	11490.00	56565.00	.00	.00	.00	.00	56565.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	11490.00	.00	11490.00	56565.00	.00	.00	.00	.00	56565.00
PERCENTAGE OF UNPAID & PAID CHARGES			016%	084%					
PRIOR YEAR REAL	42920.00	.00	.00	600.00	.00	.00	.00	.00	1155.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/04/24

CUMULATIVE POSITION REPORT  
7/01/2023 - 12/31/2023  
DISTRICT:

PAGE: 3

	[-----UNPAID - CHARGES-----]			[-----YEAR - TO - DATE - TAXES - PAID-----]					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



DATE: 1/04/24

CUMULATIVE POSITION REPORT  
 7/01/2023 - 12/31/2023  
 DISTRICT: MEADE

PAGE: 4

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	7770.00	.00	7770.00	27940.00	.00	.00	.00	.00	27940.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	7770.00	.00	7770.00	27940.00	.00	.00	.00	.00	27940.00
PERCENTAGE OF UNPAID & PAID CHARGES			021%	079%					
PRIOR YEAR REAL	36340.00	.00	.00	455.00	.00	.00	.00	.00	970.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/04/24

CUMULATIVE POSITION REPORT  
7/01/2023 - 12/31/2023  
DISTRICT: UNION

PAGE: 5

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	11435.00	.00	11435.00	50080.00	.00	.00	.00	.00	50080.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	11435.00	.00	11435.00	50080.00	.00	.00	.00	.00	50080.00
PERCENTAGE OF UNPAID & PAID CHARGES			018%	082%					
PRIOR YEAR REAL	41915.00	.00	.00	1680.00	.00	.00	.00	.00	2090.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/04/24

CUMULATIVE POSITION REPORT  
7/01/2023 - 12/31/2023  
DISTRICT: WARREN

PAGE: 6

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	5725.00	.00	5725.00	21060.00	.00	.00	.00	.00	21060.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	5725.00	.00	5725.00	21060.00	.00	.00	.00	.00	21060.00
PERCENTAGE OF UNPAID & PAID CHARGES			021%	079%					
PRIOR YEAR REAL	20445.00	.00	.00	310.00	.00	.00	.00	.00	675.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/04/24

CUMULATIVE POSITION REPORT  
7/01/2023 - 12/31/2023  
DISTRICT: WASHINGTON

PAGE: 7

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	8440.00	.00	8440.00	34340.00	.00	.00	.00	.00	34340.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	8440.00	.00	8440.00	34340.00	.00	.00	.00	.00	34340.00
PERCENTAGE OF UNPAID & PAID CHARGES			019%	081%					
PRIOR YEAR REAL	26740.00	.00	.00	530.00	.00	.00	.00	.00	980.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



DATE: 1/04/24

CUMULATIVE POSITION REPORT  
 7/01/2023 - 12/31/2023  
 DISTRICT: UPSHUR COUNTY DIST 8

PAGE: 8

	-----U N P A I D - C H A R G E S-----			-----Y E A R - T O - D A T E - T A X E S - P A I D-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



WEST VIRGINIA BOARD OF VETERINARY MEDICINE  
 5509 Big Tyler Road, Suite 3, Cross Lanes, WV 25313  
 Phone: 304-776-8032 Fax: 304-776-8256

Annual Report on Animal Euthanasia  
 January 1, 20 23 through December 31, 20 23

This annual report must be received by the WV Board of Veterinary Medicine no later than January 15.  
*Individual monthly reports are no longer required.*

Facility Name <u>Lewis-Upshur Animal Control Facility</u>			
Address <u>318 Mud Lick Rd.</u>		City <u>Buckhannon</u>	State <u>WV</u>
County <u>Upshur</u>	Phone <u>304-472-3805</u>	Email <u>jcochran@upshurcounty.org</u>	
Zip <u>26201</u>			

CAET's Employed at this Facility During the Report Period	
1	<u>Janella L. Cochran #19-2002</u>
2	<u>Mariah Goldsmith #13-2022</u>
3	
4	
5	
6	
7	

Total Number of Animals Received	
Feline	<u>828</u>
Canine	<u>582</u>
Other	<u>32</u>
Total	<u>1442</u>

Total Number of Animals Euthanized		Total Sedated Prior to Euthanasia	
		Yes	No
Feline	<u>246</u>	<u>69</u>	<u>177</u>
Canine	<u>41</u>	<u>21</u>	<u>20</u>
Other	<u>1</u>	<u>1</u>	<u>0</u>
Total	<u>288</u>	<u>91</u>	<u>197</u>

318 Mud Lick Road  
Buckhannon, WV 26201

# LEWIS UPSHUR

## Animal Control Facility


Phone: 304-472-3865  
Fax: 304-472-9430

### YEAR-TO-DATE ACCOUNT OF ANIMALS REPORT

ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY  
FOR THE CALENDAR YEAR: 2023

ANIMALS RECEIVED									
ACTIVITY	CANINES			FELINES			OTHER ANIMALS		
TYPE OF ADMISSION	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
Brought in by Animal Control Officer	128	163	291	18	79	97	31	0	31
Brought in by City Trapper	0	0	0	71	28	99	0	0	0
Brought in by County Residents	199	88	287	418	214	632	1	0	1
Brought in by Law Enforcement	1	1	2	0	0	0	0	0	0
Drop Box	2	0	2	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
<b>TOTAL ADMISSION ACTIVITY</b>	<b>330</b>	<b>252</b>	<b>582</b>	<b>507</b>	<b>321</b>	<b>828</b>	<b>32</b>	<b>0</b>	<b>32</b>
ANIMALS DISCHARGED									
TYPE OF DISCHARGE	CANINES			FELINES			OTHER ANIMALS		
ADOPTIONS	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
With Charge	187	141	328	159	126	285	13	0	13
Without Charge	0	2	2	39	19	58	12	0	12
<b>TOTAL ADOPTIONS</b>	<b>187</b>	<b>143</b>	<b>330</b>	<b>198</b>	<b>145</b>	<b>343</b>	<b>25</b>	<b>0</b>	<b>25</b>
EUTHANASIA									
Owner Request	19	15	34	97	40	137	1	0	1
Other	2	5	7	92	17	109	0	0	0
<b>TOTAL EUTHANIZED</b>	<b>21</b>	<b>20</b>	<b>41</b>	<b>189</b>	<b>57</b>	<b>246</b>	<b>1</b>	<b>0</b>	<b>1</b>
RESCUES									
With Charge	48	37	85	0	0	0	0	0	0
Without Charge	88	36	124	151	72	223	0	0	0
<b>TOTAL TO RESCUE</b>	<b>136</b>	<b>73</b>	<b>209</b>	<b>151</b>	<b>72</b>	<b>223</b>	<b>0</b>	<b>0</b>	<b>0</b>
MISCELLANEOUS									
Escaped	0	0	0	0	0	0	0	0	0
Returned to Owner	37	30	67	1	1	2	0	0	0
Passed - Natural Causes	3	0	3	13	7	20	6	0	6
<b>TOTAL MISCELLANEOUS ACTIVITY</b>	<b>40</b>	<b>30</b>	<b>70</b>	<b>14</b>	<b>8</b>	<b>22</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>TOTAL DISCHARGE ACTIVITY</b>	<b>384</b>	<b>266</b>	<b>650</b>	<b>552</b>	<b>282</b>	<b>834</b>	<b>32</b>	<b>0</b>	<b>32</b>
INACTIVE STATUS									
Quarantined	7	8	15	0	0	0	0	0	0
<b>TOTAL ANIMAL ACTIVITY FOR PERIOD</b>	<b>721</b>	<b>526</b>	<b>1247</b>	<b>1059</b>	<b>603</b>	<b>1662</b>	<b>64</b>	<b>0</b>	<b>64</b>

CENSUS			
	CANINES	FELINES	OTHER ANIMALS
CENSUS AT BEGINNING OF PERIOD:	75	12	0
CENSUS AT END OF PERIOD:	7	6	0

 1-8-24  
Signature Date



781 Chestnut Ridge Road  
Morgantown, WV 26505  
hopegas.com



December 2023

Every day, Americans use nearly 88.5 billion cubic feet of natural gas — safely transported to homes and businesses via an underground network of pipes. Hope Gas operates and manages over 7000 miles of natural gas pipelines throughout 37 counties in West Virginia. This elaborate pipeline system is buried underground not only for safety reasons, but also to protect it from the weather and ensure uninterrupted reliable service.

Hope Gas works hard to keep our natural gas pipeline system safe for everyone. Our Pipeline Replacement and Expansion Program (PREP) is an ongoing project to replace current pipeline throughout West Virginia with a more modern, safe, reliable and environmentally responsible pipeline that ensures service long into the future. The new pipeline will be more durable and resistant to corrosion, which allows Hope Gas the ability to continue to deliver a commitment to safe, reliable service. Alongside this, we also sponsor natural gas safety education programs, meet regularly with public and emergency officials, conduct frequent operations and maintenance inspections, and have sophisticated leak detection equipment in place. At Hope, we do everything we can to operate and maintain safe pipeline systems.

Despite our efforts to maintain a safe and reliable system, third-party damage is one of the greatest obstacles we face. Excavation damage is the leading cause of significant pipeline incidents causing injury or fatality. Even minor contact with a pipeline, such as a small dent, chip or scratch, can cause major damage down the road if not professionally inspected and/or repaired as needed. Ironically, this safety threat is also the most preventable.



We're asking public and emergency officials to partner with us in this important safety initiative by promoting safe digging throughout your community. Having your underground utility lines marked is the best way to know what's under your feet before you start digging. In West Virginia, contacting 811 before you dig is required by law. West Virginia law requires that anyone digging must contact **West Virginia 811** by dialing

811 or (800) 245-4848, at least two business days prior to any digging, ditching, drilling, leveling or plowing activity. Representatives of Hope Gas will then come to the location and identify nearby underground natural gas pipelines in the work area with highly visible yellow paint and/or yellow flag markers, **FREE** of charge. We encourage you to keep this information in mind when speaking with residents in your jurisdiction and approving new building projects — even minor ones like home additions and decks.

While rare, natural gas line leaks can be extremely dangerous with the potential hazards of fire or explosions. Everyone should know the signs of a natural gas leak:



**Trust your SMELL** - To help you SMELL a leak from a natural gas line or appliance, a familiar odor similar to sulfur or rotten eggs is added to natural gas.



**Trust your SIGHT** - Near a gas leak, you might SEE blowing dirt, bubbling water or an unusual area of dead vegetation.



**Trust your HEARING** - A leaking pipeline might make a hissing sound you can HEAR.

If you notice any of these signs, do not try to stop or repair the leak yourself or use anything that might create a spark, such as smoking or a cell phone. Instead, leave the area immediately and then call **Hope Gas's 24-Hour Emergency number at (800) 934-3187 and 911** for emergency response. Wait from a safe distance for the emergency crew to investigate the situation and follow their instructions before returning to the area.

Since natural gas pipelines are underground, line markers are used to indicate their approximate location. They are typically located throughout pipeline right of ways, road crossings, fence lines and street intersections. Markers are general and not exact locators and do not tell how deep a pipeline is buried, nor do they necessarily indicate the number of underground lines. Pipelines do not always follow a straight course between two markers, so never rely solely on the presence or absence of pipeline markers. It is a federal crime to willfully deface, damage, remove or destroy a pipeline marker.

Safety and compliance have always been a high priority for Hope Gas, so we embrace the USDOT Pipeline and Hazardous Safety Administration's (PHMSA) goals of improving pipeline safety and raising the public confidence in the natural gas industry. We continually evaluate our operations and maintenance procedures for effectiveness and for process improvement. Our employees maintain a commitment and dedication to ensure we operate our facilities according to the highest safety standards.

To learn more about preparation, what to do in case of a gas leak, and how to dig responsibly please do not hesitate to contact Stephen Thompson, Hope Gas Pipeline Integrity ([stephen.m.thompson@hopegas.com](mailto:stephen.m.thompson@hopegas.com)). Additional information is also available at [www.hopegas.com](http://www.hopegas.com); select the "Safety" tab at the top of the page.



Thank you for supporting Hope's efforts in communicating important natural gas safety information to your constituents.

Sincerely,

Chris Hendrick  
Director, Gas Operations



## ***Buckhannon-Upshur Airport Authority Agenda***

***W22- Upshur Regional Airport Terminal Building, 644 Airport Road, Buckhannon, WV 26201 as well as Virtually via Telephony or ZOOM <sup>1</sup>***

***Monday, January 8 , 2024 at 4:00 pm***

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- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President's Report – Michael Ruffing
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Chapman Technical Group
  - Airport Manager's Report-Jennifer Powers
    - Update on open position
    - Update on audit
    - Update on HealthNet Remodel
  - Operations Report-Jamie Wilt
    - Av pump Repair Update
    - Papi Repair Update
- D. Consent Agenda:
  - Approval of Minutes
  - Approval of Airport Manager'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
  - Bylaw updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

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<sup>1</sup>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.





**AGENDA**  
**BOARD OF DIRECTORS MEETING**  
**UPSHUR COUNTY DEVELOPMENT AUTHORITY**

Tuesday, January 9, 2024 | 7:00 AM  
 Upshur County Development Authority Innovation Center  
 1<sup>st</sup> Floor Conference Room

Presiding, Emiel Butcher, President

- |      |  |                                     |
|------|--|-------------------------------------|
| I.   | Call to Order<br>• Roll Call / Establish Quorum  | Emiel Butcher                       |
| II.  | Approve Minutes<br>• December 12, 2023 Meeting   | Emiel Butcher                       |
| III. | Financial Statement  | Robbie Skinner/<br>Dusty Zickefoose |
| IV.  | Old Business<br>• Small Business Recruitment Efforts<br>• Update – #YesWV Insite Submission Complete<br>• A.M.L. Broadband Tower Project Update <ul style="list-style-type: none"> <li>○ Quinwood Tower</li> <li>○ Lewis County Tower</li> <li>○ Southern West Virginia Fiber Loop</li> </ul> • New W.Va. Manufacturers' Association Office & Representative<br>• Woodlands Development Meeting<br>• SBDC "Business at Breakfast" beginning in March | Robbie Skinner/<br>Brandon Tenney   |
| V.   | New Business<br>• Preparing LED Grant Application for State of W.Va.<br>• Meeting with Appalachian Regional Commission<br>• Upcoming Budget Meetings with City & County  | Robbie Skinner/<br>Brandon Tenney   |
| VI.  | Announcements/Other<br>• Certificate of Need/Critical Access Status – St. Joseph's Hospital<br>• Community Care of West Virginia Update<br>• Micrologic Broadband Expansion Update<br>• Upshur County Schools Update<br>• New Recreation Complex Update  | Robbie/Butch/All                    |
| VII. | Adjourn  | Emiel Butcher                       |



UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, January 11, 2024

3:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - December 14, 2023
- VI. Report and/or action on Pending Cases
  - 121322-01 (Tenney)
  - 060823-01 (Sipe)
  - 101223-01 (Rowland)
  - 101223-03 (Ervin)
  - 101223-04 (Robinson)
  - 101223-05 (Hasaflook)
  - 110923-01 (Kenny)
  - 121423-01 (Grose)
- VII. Consider requests to establish new cases that were received on or before 1/8/2024.
- VIII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, February 8, 2024 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.



### **Upshur County Parks & Trails Monthly Meeting Agenda**

Tuesday, 16 January 2024 5:30pm- Upshur County Commission Admin Building

- Call to Order
- Approval of minutes from previous meeting
- Financial Report
- Trails update/approval/action or discussion on any needed expenses
- Park and Recreation Director Report
  - Reservations opening up on RecDesk
  - Budget meetings in March
  - Baseball field
  - Petting Zoo since last meeting in FFA Barn
  - Playground possibilities
  - Triathlon
  - Partnering with WVSF
  - Health Field Day in May
  - Tennis Court
- New business
- Public Comment
- Next Meeting
  - 2/20/2024
- Adjourn



**Notice of Special Meeting  
Upshur County Farmland Protection Board**

\*\*\*\*\*

Location: Upshur County Extension Office Conference Room  
91 W Main Street, Ste 102  
Buckhannon, WV 26201  
Date: January 16, 2024  
Time: 6:00 pm

**AGENDA**

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

PRESENTATION OF PLAQUES TO PAST MEMBERS

APPROVAL OF MINUTES: December 18, 2023

BUSINESS ITEMS – Discussion/Update/Action

- Review Applications for January 1, 2024, application cycle
  - Suan
  - Hicks
  - Queen

FINANCIAL MATTERS – Discussion/Update/Action

- Financial Report- Financial Spreadsheet
  - Payment of WVAFPB Annual Dues
  - Payment of Bills /Invoices -Turtley For You Consulting, Saddleback Services, etc

OTHER BUSINESS –

Tabled Business: Hinkle Easement- next steps of deed review and baseline documents

DATE OF NEXT MEETING –

ADJOURNMENT



**Upshur County Farmland Protection Board**  
**Regular Monthly Meeting**  
**October 17, 2023, at 8 am**  
**Upshur County Extension Office**  
 91 W Main Street, Ste 102, Buckhannon, WV 26201

**MEMBERS PRESENT:** Todd Payne-Chairman, Laura Rusmisell- Secretary, Mike Hicks, and Arley Robinson- Vice Chairman, Doug Bush- County Commissioner, Randy Kirchberg  
**MEMBERS ABSENT:** Robbie Skinner-UCDA Representative  
**OTHERS PRESENT:** Mimi Riffle

**CALL TO ORDER:** The Upshur County Farmland Protection Board meeting was called to order at 8:08 am by Todd Payne, Chairman.

**APPROVAL OF MINUTES:** Motion was made by Arley Robinson that we accept the August 15, 2023 minutes as presented. Laura Rusmisell seconded the motion. **Motion passed.**

**BUSINESS ITEMS - UPDATE/ACTION ITEMS:**

**Hinkle Easement:** A bid from Ascent Consulting and Engineering was received and accepted. The cost of the survey was well below the allowed amount of \$10,000. Ascent contacted Mimi and informed her that a survey would be beginning before October 1, 2023. Michael Hyman is the lead for this project. Mike Hicks informed the group that there may be a delay with Hinkle's easement. Mimi will reach out to get details and will work closely with Hinkle and his family.

**New Board Members:** Randy Kirchberg introduced himself as the newest board member. He is filling the Community Member Board position. Mr. Kirchberg is an Oil & Gas Inspector. His knowledge in this field could provide valuable information to the easements of Upshur County due to the amount of severed minerals.

**Potential Easements:** Discussion about a couple property owners interested in applying for easements. Next deadline for applications is January 1<sup>st</sup>.

**FINANCIAL MATTERS - UPDATE/ACTION ITEMS:** Laura Rusmisell made the motion that the UCFPB continue to pay the yearly dues to the Farm Bureau. Doug Bush seconded the motion. **Motion carried.** Doug Bush made the motion to accept with no corrections and file for audit the presented financial statements presented. Randy Kirchberg seconded the motion; **Motion Passed.**

**OTHER BUSINESS:** No other business

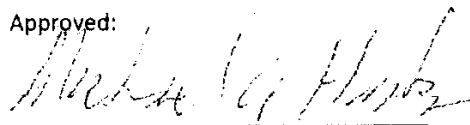
**DATE AND LOCATION OF NEXT MEETING:** December 19, 2023 at 6 pm. The meeting location will be at the Upshur County Extension Office.

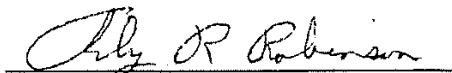
**ADJOURN:** 9:09 am

Upshur County Farmland Protection Board Minutes Submitted By:

\_\_\_\_\_  
 Mimi Riffle

Approved:





**Adrian Public Service District**  
**December 7, 2023**  
 Monthly Board Meeting

Present from Adrian PSD: **Paul Spencer**, Chairman; **Carolyn Douglas**, Vice Chairman; **Kelly Arnold**, Sec./Treas.; **Eric Brunn**, Chief Water Operator; **Norma Woody**, Manager and **Alicia Wright**, Assistant Manager.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Paul Spencer, Chairman.

**Minutes** of the **November 2, 2023** board meeting were read. Paul made a motion to approve the minutes and Kelly seconded. Motion carried. **Minutes** of the **November 15, 2023 project meeting** were read. Paul made a motion to approve the minutes and Kelly seconded. Motion carried.

Invoices were presented. A motion was made to pay by Paul, seconded by Kelly. Motion carried.

**Old Business**

- None

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma advised the board of **annual employee compensation review**. Paul made a motion to approve \$300.00, and Kelly seconded the motion. Motion carried. Norma will apply employee compensation adjustment December 11, 2023.
- Norma provided copies of **Bennett & Dobbins Audit 2022-2023** to each board member and discussed any findings with the board.
- Norma presented the board with information packet from **Invoice Cloud** concerning new auto payment program for customers and auto billing. Muni-Link, our current billing software is partnering with Invoice Cloud for future program enhancements. Our current billing system utilizes Municpay, which does not provide auto payment. Carolyn wanted to review packet before implementation of program. Tabled for next board meeting.

**Maintenance Report**

- Eric discussed with board need for generator at **Metzner Booster Station**. Board will address at next project meeting.

**Office Report**

- **Bennett & Dobbins yearly audit completed.**

**Adjournment**

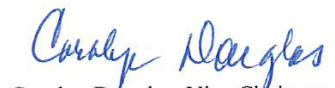
The meeting adjourned at 4:00 pm.

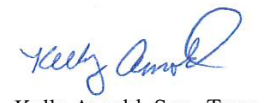
The next board meeting will be **January 4, 2024 at 3:00 pm.**

The next project meeting will be **December 20, 2023 at 3:00 pm.**

Board of Directors

  
 Paul Spencer, Chairman

  
 Carolyn Douglas, Vice Chairman

  
 Kelly Arnold, Sec., Treas.





**Adrian Public Service District**  
**December 20, 2023**  
 Phase VIII Project Meeting

Present from Adrian PSD: *Kelly Arnold, Sec/Treas.; Carolyn Douglas, Vice Chairman; Paul Spencer, Chairman; Eric Brunn, Chief Water Operator and Norma Woody, Manager.*

Visitors: *Trey Hornor, P.E. President Hornor Brothers Engineering*  
*Carry Wallace, Program Coordinator, Region VII*  
*Doug Heater, Superintendent, Pro Contracting*  
*Casey Karn, Mid-Atlantic Storage Systems*  
*Stacy Karickhoff, Area Specialist/Rural Development/USDA*

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

**Items for Discussion/Action/Approval**

- Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (**90.4% complete** as of November 30, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Freemans Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, Route 20 complete, Eden Rd/Gaines complete, Metzner Hollow Rd complete, Karlen Rd complete, Helvetia to Pickens complete, Metzner Hollow pump station installed, Helvetia pump station installed, Pickens Tank and Helvetia Tank installed. Upgraded booster pump stations at Hinkleville, Hovertown and Carter. All lines complete to Pickens. Clinic Pump Station being delivered December 20, 2023.
- Norma requested approval of **Resolution No. 13 of the Phase VIII water extension project**. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Norma requested approval of **Adverse Weather Day calculation sheets for Phase VIII water extension project**. Contract 1 (5 days), Contract 2 (5 days), Contract 3 (5 days). Carolyn made the motion to approve, and Paul seconded the motion. Motion carried.
- Trey requested approval of **Contract 2, Change Order No. 4** Upgrade generator Clinic Booster Station. Generator upgraded from 30 kw to 50 kw. Paul made a motion to approve, and Kelly seconded the motion. Motion carried.
- Trey requested approval of **Contract 3, Change Order No. 6** Overflow pipe Pickens Tank. Carolyn made the motion to approve, and Paul seconded the motion. Motion carried.
- Hornor Brothers Engineers provided update on start-up of Booster Stations along with addressing complaints/concerns of customers.

**Adjournment**


The meeting adjourned at 4:00 pm.

Board of Directors

Next regular board meeting will be **January 4, 2023 at 3:00 pm.**

Next project meeting will be **January 17, 2023 at 3:00 pm.**

  
 Paul Spencer, Chairman

  
 Carolyn Douglas, Vice Chairman

  
 Kelly Arnold, Sec., Treas.

**2024 Board of Review & Equalization Meeting Schedule**

<b>02/01/2024 (Thur)</b>	<b>1:00-3:00 p.m.</b> No appointments --- Review Property Books
<b>02/06/2024 (Tues)</b>	<b>1:00-3:00 p.m.</b>
<b>02/08/2024 (Thur)</b>	<b>10:00 a.m. -12:00 p.m.</b>
<b>02/13/2024 (Tues)</b>	<b>1:00 p.m. -3:00 p.m.</b> Coal, Oil & Gas Industrials <i>(tentative)</i>
<b>02/16/2024 (Fr)</b>	<b>9:00 a.m. – 11:00 a.m.</b> Adjourn Sine Die

**APPROVED**  
**DEC 14 2023**  
UPSHUR COUNTY COMMISSIONER  


## MEMORANDUM OF UNDERSTANDING FOR REGIONAL TASK FORCE

This Memorandum of Understanding (“MOU”) is made and entered into by and between the following political subdivisions, namely Randolph County, Tucker County, Upshur County, Lewis County and Barbour County, referred to as Parties.

### RECITALS

**WHEREAS**, the Parties are members of the Regional Task Force which is dedicated to optimizing the funds available to the political subdivisions from the Opioid Foundation created as a result of the State opioid litigation and settlements; and

**WHEREAS**, the Parties agree that it is effective to be prepared to use these settlement funds when available with a proposal in the form of a White Paper prepared by a professional group that would set forth what has been identified as the Parties top priorities; and

**WHEREAS**, Ascension Recovery Services (“Ascension”) is a professional group which has made a proposal to create a White Paper that tests the feasibility of accomplishing our goals to establish a five-county treatment facility and to provide highly accessible services to affected children (See attached); and

**WHEREAS**, for Ascension to complete this White Paper, the Parties will need to cooperate and provide information to Ascension to complete this work as requested.

**NOW THEREFORE** in consideration of the foregoing recital and mutual covenants contained herein, it is mutually agreed as follows:

1. The Parties agree to cooperate and provide information and documentation to Ascension for their work and services in the completion of the White Paper.
2. Each Party shall designate a representative who will be the contact person for Ascension during the process of collecting the information and documentation.
3. Ascension has provided a fee schedule with their proposal. The contribution to the payment of their fees is voluntary, not mandatory. No Party to this MOU is obligated to pay the fees by signing this MOU. However, any payment would be accepted.

**IN WITNESS WHEREOF**, this MOU is made and entered into by the Parties who have signed below as of the date indicated.

Signature \_\_\_\_\_  
On behalf of the Upshur County Commission

Print Samuel R. Nolte

Title President

Signature \_\_\_\_\_  
On behalf of the City of Buckhannon

Print \_\_\_\_\_

Title \_\_\_\_\_