

## 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 25, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
  - January 18, 2024
- 9:15 a.m. Open review and potential award of contract for the Locust and Chancery Street property demolition project.
- 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. [Pages 4-5](#)
- 10:30 a.m. Consider and/or Approve resignation of the Personal Representative, Beverly A. Waugaman, of the Estate of Kirk Doris Cutright. Upon approval of resignation, consider the request by legal heirs Beverly A. Waugaman and Nicky Smith to appoint the Sheriff of Upshur County as the Administrator De Bonis Non for the Estate of Kirk Doris Cutright. \*

### Items for Discussion / Action / Approval:

1. Correspondence from Kimbra Wachob, Assistant Director for the Upshur County Emergency Communications Center, requesting approval to hire Trevor Phillips as full-time Emergency Telecommunicator, effective February 5, 2024, pending background check. \*  
*Item may lead to Executive Session per WV Code §6-9A-4* [Under separate cover](#)
2. 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. Removal of Purple Martin Drive from the road name index due to the minimum number of residential structures not being met. [Under separate cover](#)
2. Upshur County Sheriff's Financial Statement for period ending December 31, 2023. [Pages 6-7](#)
3. Upshur County Mileage Reports – December, 2023.  
  - Addressing and Mapping [Page 8](#)

- Dog Pound
- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

Page 9  
Page 10  
Pages 11-13  
Page 14  
Page 15  
Page 16

4. Lewis-Upshur Animal Control Facility Reports for the month of December, 2023.

- Revenue Report
- Account of Animals Report
- Animal Control/Humane Officer Animal Report

Page 17  
Page 18  
Page 19

5. West Virginia State Treasurer's Office Reports:

- a. 4<sup>th</sup> Quarter 2023 Volunteer Fire Department State Distribution --- January 2024
- b. 25% Coal Severance Tax Distribution for period October 1, 2023 – December 31, 2023

Page 20  
Page 21

6. Upshur County Development Authority Financial Statements and Independent Auditor's Report for the fiscal year ended June 30, 2023.

[Under separate cover](#)

7. Public Notices:

a) Newsletters and/or Event Notifications:

- None

b) Agendas and/or Notice of Meetings:

- Upshur County Fire Board January 23, 2024
- Elkins Road Public Service District February 6, 2024

Page 22  
Page 23

c) Meeting Minutes:

- None

**\*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.

8. Appointments Needed or Upcoming:

- None

9. 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

*\*\*\*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. [Page 24-25](#)

**Next Regular Meeting of the Upshur County Commission**  
**February 1, 2024 --- 9:00 a.m.**  
**Upshur County Courthouse Annex**



Whereas, under the laws of all fifty states, the U.S. Territories, the District of Columbia, and the federal government, stalking is a crime;

Whereas, 13.5 million people are stalked in a one-year period in the United States, and the majority of victims are stalked by someone they know;

Whereas, 3 in 4 women killed by an intimate partner have been stalked by that partner;

Whereas, many stalking victims lose time from work and experience serious psychological distress and lost productivity at a much higher rate than the general population;

Whereas, many stalking victims are forced to protect themselves by relocating, changing their identities, changing jobs, and obtaining protection orders;

Whereas, more victims are stalked using technology — such as phone calls, text messages, social media platforms, internet posts, emails, and electronic tracking — than not using any technology; Whereas, there is a need for great public awareness about the nature, criminality, and potential lethality of stalking;

Whereas, criminal justice systems can enhance their responses to stalking by regular training and thorough investigation and prosecution of the crime;

Whereas, laws and public policies must be continually adapted to keep pace with new tactics used by stalkers;

Whereas, communities can better combat stalking by adopting multidisciplinary responses by teams of local agencies and organizations and by providing more and better victim services; and

Whereas, Centers Against Violence is joining forces with victim service providers, criminal justice officials, and concerned citizens throughout \_\_\_\_\_ County and the United States to observe National Stalking Awareness Month.

NOW, THEREFORE, We,

\_\_\_\_\_ of  
\_\_\_\_\_ County Commission, do hereby proclaim January 2024 as STALKING AWARENESS MONTH in  
\_\_\_\_\_ County WV and applaud the efforts of the many victim service providers, law enforcement officers, prosecutors, national and community organizations, and private sector supporters for their efforts in promoting awareness about stalking



## PROCLAMATION

WHEREAS, human trafficking is the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of forced labor or sexual servitude; and

WHEREAS, human trafficking is a 32-billion dollar a year global criminal enterprise and is a crime as well as a civil and human rights violation; and

WHEREAS, the United States government estimates that 600,000 to 800,000 individuals are trafficked across international borders each year and exploited through forced labor and forced commercial sexual activity; and

WHEREAS, the US is a major destination country for international trafficking victims as approximately 14,500-17,500 folks are trafficked into the country each year. These numbers do not include domestically trafficked children and adults; and

WHEREAS, human trafficking is a crime that impacts West Virginia

WHEREAS, the Trafficking Victims Protection Act of 2000 criminalized human trafficking at the federal level; and

WHEREAS, West Virginia passed anti-trafficking legislation in 2006 and 2007; and

WHEREAS, more awareness and education is crucial to eradicating human trafficking in our communities, state and nation; and

NOW, THEREFORE, the \_\_\_\_\_ County Commission does hereby proclaim January, 2024 as Human Trafficking Awareness Month

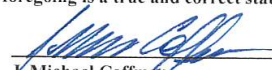


## Upshur County Sheriff's Financial Statement

For Period Ending : December 31, 2023

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,961,053.62	\$ 212,837.31	\$ (767,679.83)	\$ 1,406,211.10
FUND - 002 COAL SEVERANCE TAX	\$ 155,753.00	\$ 12.60	\$ -	\$ 155,765.60
FUND - 003 DOG AND KENNEL	\$ 106,699.47	\$ 7,879.10	\$ (22,794.84)	\$ 91,783.73
FUND - 004 GENERAL SCHOOL	\$ 48,139.32	\$ 4,436.14	\$ (52,575.46)	\$ -
FUND - 005 MAGISTRATE COURT	\$ 6,585.50	\$ 1,088.05	\$ -	\$ 7,673.55
FUND - 006 WORTHLESS CHECK	\$ 115,577.59	\$ 38.78	\$ -	\$ 115,616.37
FUND - 007 E-911 FUND	\$ 1,317,160.77	\$ 227,556.62	\$ (27,210.05)	\$ 1,517,507.34
FUND - 008 HOME CONFINEMENT	\$ 54,197.85	\$ 14,029.21	\$ (445.00)	\$ 67,782.06
FUND - 013 CURRY PARK FUND	\$ 111,899.59	\$ 4.85	\$ (538.14)	\$ 111,366.30
FUND - 015 CURRY LIBRARY FUND	\$ 6,097.83	\$ 120.89	\$ (717.75)	\$ 5,500.97
FUND - 019 UPSHUR CO. FIRE FEE	\$ 6,441.49	\$ 3,553.63	\$ (6,341.49)	\$ 3,653.63
FUND - 021 EE HEALTH CARE REIMB	\$ 39,977.77	\$ 13,748.86	\$ (15,037.46)	\$ 38,689.17
FUND - 039 UP.CO.COAL REALLOCAT	\$ -	\$ -	\$ -	\$ -
FUND - 040 OPIOID SETTLEMENT FUND	\$ -	\$ 347,591.49	\$ -	\$ 347,591.49
FUND - 041 COUNTY FIRE PROTECTION FUND	\$ 40,073.76	\$ 4.78	\$ -	\$ 40,078.54
FUND - 042 EMS SALARY ENHANCEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 052 EMPLOYEE BENEFITS FD	\$ 1,337,359.96	\$ 40.11	\$ (1,975.00)	\$ 1,335,425.07
FUND - 056 ASSESSOR'S VALUATION	\$ 280,178.33	\$ 4,196.39	\$ (6,897.04)	\$ 277,477.68
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,638,751.13	\$ 406.00	\$ -	\$ 1,639,157.13
FUND - 059 CONCEALED WEAPONS	\$ 25,486.68	\$ 2,617.04	\$ -	\$ 28,103.72
FUND - 061 CO CLK ELECTION FUND	\$ 2,234.74	\$ 291.99	\$ -	\$ 2,526.73
FUND - 062 CO CLK REAL PRO FUND	\$ 2,234.74	\$ 291.99	\$ -	\$ 2,526.73
FUND - 063 VOTER'S REGISTRATION	\$ 1,321.80	\$ 0.16	\$ -	\$ 1,321.96
FUND - 071 JURY FUND	\$ 15,080.36	\$ -	\$ (3,186.44)	\$ 11,893.92
FUND - 073 SP.LAW ENF.INVESTIG.	\$ 2,492.37	\$ 0.30	\$ -	\$ 2,492.67
FUND - 078 CHILD EXCHG & VISIT.	\$ 59,722.19	\$ -	\$ -	\$ 59,722.19
FUND - 079 SPAYING & NEUTERING	\$ 47,753.84	\$ 1,300.00	\$ (675.63)	\$ 48,378.21
FUND - 080 COMM. CORR. FUND	\$ 2,719,161.81	\$ 173,556.08	\$ (217,358.89)	\$ 2,675,359.00
FUND - 104 ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
FUND - 207 AMERICAN RESCUE FUND	\$ 2,318,675.22	\$ 276.34	\$ -	\$ 2,318,951.56
FUND - 245 WELLNESS CMPLX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 24,617.00	\$ (24,617.00)	\$ -
FUND - 312 CRIMINAL CHARGES	\$ 60.00	\$ 1,788.00	\$ (1,788.00)	\$ 60.00
FUND - 313 COURT REPORTER	\$ -	\$ 100.00	\$ (100.00)	\$ -
FUND - 314 STATE FINES	\$ -	\$ 2,422.00	\$ (2,422.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 400.00	\$ (400.00)	\$ 5.00
FUND - 316 STATE CURRENT	\$ -	\$ 1,223.02	\$ (1,223.02)	\$ -
FUND - 317 CRTHSE FAC. IMP FUND	\$ -	\$ -	\$ -	\$ -
FUND - 361 CERTIFIED TO STATE	\$ 342,479.71	\$ -	\$ -	\$ 342,479.71
FUND - 364 TAX LIEN FUND	\$ 76,113.49	\$ -	\$ -	\$ 76,113.49
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH	\$ 319,477.27	\$ 33,831.37	\$ (52,580.81)	\$ 300,727.83
FUND - 369 WV DEP.SHF.RETIRE.	\$ 525.00	\$ 540.00	\$ (525.00)	\$ 540.00
FUND - 373 SCHOOL CURRENT	\$ -	\$ 100,033.72	\$ (100,033.72)	\$ -
FUND - 374 SCHOOL EXCESS LEVY	\$ -	\$ 50,687.00	\$ (50,687.00)	\$ -
FUND - 375 SCHOOL BOND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT	\$ -	\$ 13,446.46	\$ (13,446.46)	\$ -
FUND - 379 CITY VOTED LIBRARY	\$ -	\$ 1,613.53	\$ (1,613.53)	\$ -
<b>FINAL TOTALS</b>	<b>\$ 13,163,631.20</b>	<b>\$ 1,246,580.81</b>	<b>\$ (1,372,869.56)</b>	<b>\$ 13,037,342.45</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 13,270,278.68	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (437,826.00)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 203,139.77			
NET BANK BALANCE	\$ 13,035,592.45			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 13,037,342.45			

I, J. Michael Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

  
 J. Michael Coffman  
 Sheriff & Treasurer, Upshur County

1/19/2024





## Upshur County Sheriff's Financial Statement

For Period Ending: **December 31, 2023**

### Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
<b>CITIZENS BANK OF WEST VIRGINIA</b>					
	GENERAL COUNTY FUND	\$ 1,148,014.80	\$ -	\$ 87,252.58	\$ 1,235,267.38
	COAL SEVERANCE	\$ 105,765.60	\$ -	\$ -	\$ 105,765.60
	E-911	\$ 1,017,705.82	\$ (198.48)	\$ -	\$ 1,017,507.34
	CURRY PARK	\$ 40,382.02	\$ (15.72)	\$ -	\$ 40,366.30
	CURRY LIBRARY	\$ 5,500.97	\$ -	\$ -	\$ 5,500.97
	OPIOID SETTLEMENT FUND	\$ 347,591.49	\$ -	\$ -	\$ 347,591.49
	COUNTY FIRE PROTECTION FUND	\$ 40,078.54	\$ -	\$ -	\$ 40,078.54
	EMS SALARY ENHANCEMENT FUND	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION	\$ 273,827.35	\$ -	\$ 3,650.33	\$ 277,477.68
	UP CO FIN STBL FUND	\$ 639,157.13	\$ -	\$ -	\$ 639,157.13
	CONCEALED WEAPON	\$ 27,918.72	\$ -	\$ 185.00	\$ 28,103.72
	GENERAL TAX	\$ 144,550.94	\$ (242,860.86)	\$ 98,309.92	\$ -
	BOARD OF HEALTH FUND	\$ 285,566.06	\$ -	\$ 5,211.77	\$ 290,777.83
	E911 CD1	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN. STAB. CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	E911 CD2	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD 6	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
	OASIS CLEARING	\$ 942.00	\$ (942.00)	\$ -	\$ -
	UPSHUR COUNTY FIRE FEE	\$ 3,688.63	\$ (35.00)	\$ -	\$ 3,653.63
	EMPLOYEE BENEFITS	\$ 335,425.07	\$ -	\$ -	\$ 335,425.07
	UP CO FIN STAB CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	SP LAW ENF INVESTIGATION	\$ 2,492.67	\$ -	\$ -	\$ 2,492.67
	COMMUNITY CORRECTIONS	\$ 927,186.03	\$ (1,827.03)	\$ -	\$ 925,359.00
	EMPLOYEE BENEFIT CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD4	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD1	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00
	PARKS/REC CLEARING	\$ -	\$ -	\$ -	\$ -
	CURRY PARK CD 1	\$ 71,000.00	\$ -	\$ -	\$ 71,000.00
	EMPLOYEE BENEFIT CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD2	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	ADDRESSING/MAPPING CLEARI	\$ 75.00	\$ (75.00)	\$ -	\$ -
	COAL SEVERANCE CD1	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
	EMPLOYEE BENEFIT CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COMMUNITY CORRECTIONS CD3	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	UP CO FIN STAB CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COMMUNITY CORRECTIONS CD4	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00
	TAX CLEARING	\$ 79,169.85	\$ (85,806.02)	\$ 6,636.17	\$ -
	BOARD OF HEALTH PAYROLL	\$ 8,150.01	\$ (3,150.01)	\$ -	\$ 5,000.00
	GENERAL COUNTY OPERATING	\$ 232,302.32	\$ (63,108.60)	\$ -	\$ 169,193.72
	DOG & KENNEL	\$ 94,955.23	\$ (3,171.50)	\$ -	\$ 91,783.73
	GENERAL COUNTY MISC	\$ 7,695.17	\$ (21.62)	\$ -	\$ 7,673.55
	WORTHLESS CHECK	\$ 115,616.37	\$ -	\$ -	\$ 115,616.37
	HOME CONFINEMENT	\$ 67,782.06	\$ -	\$ -	\$ 67,782.06
	EE HEALTH CARE REIMB	\$ 40,472.98	\$ (1,783.81)	\$ -	\$ 38,689.17
	EMPLOYEE BENEFIT CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COUNTY CLERK ELECTION ADM	\$ 2,526.73	\$ -	\$ -	\$ 2,526.73
	COUNTY CLERK REAL PROP	\$ 2,526.73	\$ -	\$ -	\$ 2,526.73
	VOTER'S REGISTRATION	\$ 1,321.96	\$ -	\$ -	\$ 1,321.96
	JURY	\$ 13,418.52	\$ (1,524.60)	\$ -	\$ 11,893.92
	CHILD EXCHG & VISITATION	\$ 59,722.19	\$ -	\$ -	\$ 59,722.19
	SPAY & NEUTER	\$ 48,182.21	\$ (50.00)	\$ 246.00	\$ 48,378.21
	COMMUNITY CORRECTIONS CD 5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND	\$ 2,318,951.56	\$ -	\$ -	\$ 2,318,951.56
	WELLNESS COMPLEX	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE	\$ 23,192.00	\$ (24,617.00)	\$ 1,425.00	\$ -
	STATE CLEARING	\$ 60.00	\$ -	\$ -	\$ 60.00
	STATE POLICE	\$ 400.00	\$ (445.00)	\$ 50.00	\$ 5.00
	CERTIFIED TO THE STATE	\$ 342,479.71	\$ -	\$ -	\$ 342,479.71
	TAX LEIN	\$ 76,551.34	\$ (437.85)	\$ -	\$ 76,113.49
	DELQ & NON-ENTERED LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH OPERATING	\$ 12,705.90	\$ (7,755.90)	\$ -	\$ 4,950.00
	WVDSRF FUND	\$ 367.00	\$ -	\$ 173.00	\$ 540.00
	<b>BANK TOTAL</b>	<b>\$ 13,270,278.68</b>	<b>\$ (437,826.00)</b>	<b>\$ 203,139.77</b>	<b>\$ 13,035,592.45</b>
<b>SUMMARY:</b>					
	TOTAL ALL BANKS	\$ 13,270,278.68	\$ (437,826.00)	\$ 203,139.77	\$ 13,035,592.45
	PETTY CASH / CASH DRAWERS			\$	\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND			\$	\$ -
	<b>GRAND TOTAL</b>				<b>\$ 13,037,342.45</b>



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Addressing and Mapping

MONTH / YEAR: Dec. 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Terri Jo Bennett	2021 Ford Explorer	1FMSK8BH7MGC39445	14895	15016	0	12.13
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					121	0

12/6





**UPSHUR COUNTY COMMISSION**  
**MONTHLY MILEAGE LOG**

Department: Dog Pound

Month/Year: December 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,524	103,525	1	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			<b>Total Miles</b>		1	



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Dec-23

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Steve Wykoff	2019 Chevy 2500	2GC2KREG1121064	14574	14732	158	19.12
GRAND TOTALS					158	19.12



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Dec. 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2023 F-150	1FTEX1EP6PKEZ	371	699	328	0 11.99
Eric Poling		6688				0
Chuck Suder						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					328	0 11.99 0

DEPARTMENT: Maintenance

MONTH / YEAR: Dec. 2023

[illegible]



DEPARTMENT: Maintenance

MONTH / YEAR: Dec. 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 F-250	1FDBF2B69KEC8	17355	17570	215	20.51
ERIC Poling		1902				15.00 CANS
Chuck Sander					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					215	35.51 0





## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Parks and Rec

MONTH / YEAR: December 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jeremiah McCourt						
1-Dec	2010 Expedition		134198			
31-Dec				134198		
GRAND TOTALS					0	0

**UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL**

<b>Officer</b>	<b>Cruiser</b>	<b>VIN</b>	<b>Start Mileage</b>	<b>End Mileage</b>	<b>Total Mileage</b>	<b>Fuel (Gal.)</b>
Mike Coffman-500	Chevy Tahoe		N/A	N/A	N/A	N/A
MARSHALL POWERS - 502	2023 White Chevy Tahoe	IGNSKLED7PR159224	16500	18840	2340	170
THERON CAYNOR - 503	2023 Jeep Grand Cherokee	1C4RUHAG0PCS86223	6879	7573	694	34.28
DEWAINE LINGER - 504	2019 Ford Explorer	1FM5K8A5KGA29379	65740	Not Received		
Rodney Rolenson - 505	2016 Ford Explorer	1FM5K8A4GGB44630				
COLE BENDER- 506	2021 Dodge Charger	2C3CDXKGOMH6S7360	131066/40301	131938/41237	1808	140.4
Dakota Linger-507	2020 Ford Explorer	1FM5K8AB6LGA55736	63519	63910	391	16
Tyler Chidester-508	2020 Ford Expedition	1F MJU1GT6LEA78011	38345	40077	1732	180.028
Timmy Menendez - 509	2023 Jeep Grand Cherokee	1C4RJHAG6PC548592	6487	7091	604	49.00
Tanner Collins - 510	2017 FORD EXPLORER (NEW)	1FM5K8A4HGCG90351	113647			
Tyler Gordon- 511	2021 Dodge Charger	2C3CDXXG4MH613426	37875	39500	1625	105.25
Mark Cunningham - 513	Blue Spare		18074/123654	18200/123828	300	87.225
John Slaughter - 516	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	62367	62773	406	41.1
RODNEY ROLENSON (dc)	2019 Dodge Ram	1C6RR7ST1KS681832	36411	Not Received		
Riley Lamb-512	2016 Ford Explorer	1FM5K8AR0GGB43426	100610	102399	1789	144.15
Derek Long	2016 Ford Taurus	1FAHP2E82GG150059	76131	76510	379	36.3
		GRAND TOTAL			12068	1003.733
<b>Additional Vehicles</b>						
	2015 Kawasaki TREX - 4	JKBRTCD19FB509175				
	M-RAP	4VZKR2M967C064645				
	2006 Speed Trailer	5F155091761003152				
	2016 Ford Explorer	1FM5K8A8GGB44629				
	Totalled: 2020 Ford Explorer	1FM5K8AB0LGA20111	57590			
	2017 FORD F-150	1FTEW1EF0HFA12892				
	2014 Ford Explorer	1FM5K8AR9EGA71008	97665			



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: December 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	15981	16622	641	45
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					641	45

318 Mud Lick Road  
Buckhannon, WV  
26201



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

**REVENUE REPORT**  
**FOR MONTH ENDING: December 2023**

		UPSHUR	LEWIS
ADOPTIONS			
CASH		\$300.00	\$410.00
CHECK		\$75.00	\$165.00
E STORE CREDIT CARD		\$425.00	\$270.00
SUBTOTAL		\$800.00	\$845.00
SPAY/NEUTER DEPOSIT			
CASH		\$200.00	\$50.00
CHECK		\$0.00	\$350.00
E STORE CREDIT CARD		\$500.00	\$300.00
SUBTOTAL		\$700.00	\$700.00
BOARD RESCUE			
CASH		\$110.00	\$25.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$0.00	\$60.00
SUBTOTAL		\$110.00	\$85.00
MICRO-CHIPPING			
CASH		\$0.00	\$0.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$0.00	\$0.00
SUBTOTAL		\$0.00	\$0.00
DONATIONS			
CASH		\$100.00	\$0.00
CHECK		\$2,910.00	\$0.00
E STORE CREDIT CARD		\$585.00	\$0.00
SUBTOTAL		\$3,595.00	\$0.00
SURGICAL UNIT			
CASH		\$0.00	\$0.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$0.00	\$0.00
SUBTOTAL		\$0.00	\$0.00
SUMMARY			
	GRAND TOTALS	UPSHUR	LEWIS
CASH	\$1,195.00	\$710.00	\$485.00
CHECK	\$3,500.00	\$2,985.00	\$515.00
E STORE CREDIT CARD	\$2,140.00	\$1,510.00	\$630.00
TOTAL	\$6,835.00	\$5,205.00	\$1,630.00

318 Mud Lick Road  
Buckhannon, WV 26201



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

## ACCOUNT OF ANIMALS REPORT

ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY  
FOR THE MONTH OF: December-23






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	7	13	20	0	0	0	0	0	0
Brought in by City Trapper	0	0	0	0	0	0	0	0	0
Brought in by County Residents	31	14	45	20	12	32	0	0	0
Brought in by Law Enforcement	0	1	1	0	0	0	0	0	0
Drop Box	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
TOTAL ADMISSION ACTIVITY	38	28	66	20	12	32	0	0	0
ANIMALS DISCHARGED									
TYPE OF DISCHARGE	CANINES			FELINES			OTHER ANIMALS		
ADOPTIONS	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
With Charge	23	26	49	16	7	23	0	0	0
Without Charge	0	0	0	0	0	0	0	0	0
TOTAL ADOPTIONS	23	26	49	16	7	23	0	0	0
EUTHANASIA									
Owner Request	1	1	2	1	1	2	0	0	0
Other	0	0	0	5	0	5	0	0	0
TOTAL EUTHANIZED	1	1	2	6	1	7	0	0	0
RESCUES									
With Charge	5	2	7	0	0	0	0	0	0
Without Charge	7	6	13	4	5	9	0	0	0
TOTAL TO RESCUE	12	8	20	4	5	9	0	0	0
MISCELLANEOUS									
Escaped	0	0	0	0	0	0	0	0	0
Returned to Owner	2	3	5	0	1	1	0	0	0
Passed - Natural Causes	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS ACTIVITY	2	3	5	0	1	1	0	0	0
TOTAL DISCHARGE ACTIVITY	38	38	76	26	14	40	0	0	0
INACTIVE STATUS									
Quarantined	0	0	0	0	0	0	0	0	0
TOTAL ANIMAL ACTIVITY FOR PERIOD	76	66	142	46	26	72	0	0	0

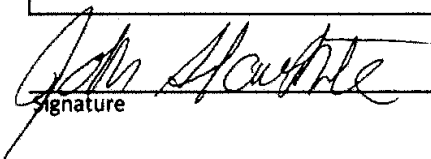
CENSUS			
	CANINES	FELINES	OTHER ANIMALS
CENSUS AT BEGINNING OF PERIOD:	17	14	0
CENSUS AT END OF PERIOD:	7	6	0

*Jennifer L. Cochran* 1-8-23  
Signature Date



John Slaughter, Animal Control/Humane Officer  
 Monthly Animal Report  
December 2023

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

  
 signature

1/19/2024  
 Date



*West Virginia State  
Treasurer's Office*

Riley Moore  
State Treasurer

4th Quarter 2023 Volunteer Fire Department State Distribution - January 2024

<u>FDID</u>	<u>Amount</u>	<u>County</u>	<u>Fire Department</u>	<u>Settlement Date</u>
VFD43105	14,428.96	Ritchie	Smithville VFD	January 22, 2024
VFD44106	14,428.96	Roane	Clover-Roane VFD	January 22, 2024
VFD44105	14,428.96	Roane	Gandeeville-Harmony VF	January 22, 2024
VFD44104	14,428.96	Roane	Newton VFD	January 22, 2024
VFD44102	14,428.96	Roane	Reedy FD	January 22, 2024
VFD44101	14,428.96	Roane	Spencer-Roane VFD	January 22, 2024
VFD44103	14,428.96	Roane	Walton VFD	January 22, 2024
VFD45104	14,428.96	Summers	Forest Hills VFD	January 22, 2024
VFD45109	14,428.96	Summers	Green Sulphur District	January 22, 2024
VFD45301	14,428.96	Summers	Hinton FD	January 22, 2024
VFD45102	14,428.96	Summers	Jumping Branch/Nimitz V	January 22, 2024
VFD45105	14,428.96	Summers	Pipestem VFD	January 22, 2024
VFD45106	14,428.96	Summers	Summers Co. VFD & Res	January 22, 2024
VFD45107	14,428.96	Summers	Talcott FD	January 22, 2024
VFD46101	14,428.96	Taylor	Flemington VFD	January 22, 2024
VFD46302	14,428.96	Taylor	Grafton FD	January 22, 2024
VFD47104	14,428.96	Tucker	Canaan Valley VFD	January 22, 2024
VFD47101	14,428.96	Tucker	Davis FD	January 22, 2024
VFD47102	14,428.96	Tucker	Parsons VFD	January 22, 2024
VFD47103	14,428.96	Tucker	Thomas VFD	January 22, 2024
VFD48101	14,428.96	Tyler	Alma VFD	January 22, 2024
VFD48102	14,428.96	Tyler	Middlebourne/Tyler VFD	January 22, 2024
VFD48104	14,428.96	Tyler	Shirley VFD, Inc.	January 22, 2024
VFD48103	14,428.96	Tyler	Sistersville VFD	January 22, 2024
VFD49101	14,428.96	Upshur	Adrian VFD	January 22, 2024
VFD49104	14,428.96	Upshur	Banks District FD	January 22, 2024
VFD49302	8,266.61	Upshur	Buckhannon FD	January 22, 2024
VFD49105	14,428.96	Upshur	Ellamore VFD	January 22, 2024
VFD49106	14,428.96	Upshur	Selbyville VFD	January 22, 2024
VFD49107	14,428.96	Upshur	Warren District VFD	January 22, 2024
VFD49103	14,428.96	Upshur	Washington District VFD	January 22, 2024
VFD50101	14,428.96	Wayne	Ceredo FD	January 22, 2024
VFD50108	-	* Wayne	Dunlow VFD	January 22, 2024
VFD50109	14,428.96	Wayne	East Lynn VFD	January 22, 2024
VFD50107	14,428.96	Wayne	Kenova VFD	January 22, 2024
VFD50104	14,428.96	Wayne	Lavalette FD	January 22, 2024
VFD50106	14,428.96	Wayne	Prichard VFD	January 22, 2024
VFD50105	14,428.96	Wayne	Wayne VFD	January 22, 2024
VFD51101	14,428.96	Webster	Cowen VFD	January 22, 2024
VFD51103	14,428.96	Webster	Diana VFD	January 22, 2024
VFD51104	14,428.96	Webster	Hacker Valley VFD	January 22, 2024
VFD51102	14,428.96	Webster	Webster Springs FD	January 22, 2024
VFD52101	14,428.96	Wetzel	Folsom VFD	January 22, 2024
VFD52102	14,428.96	Wetzel	Grandview FD	January 22, 2024
VFD52103	14,428.96	Wetzel	Hundred FD	January 22, 2024
VFD52104	13,999.78	** Wetzel	Jacksonburg VFD	January 22, 2024
VFD52106	14,428.96	Wetzel	New Martinsville FD	January 22, 2024

Revision Date: 1/22/2024 7:44 AM



*West Virginia State  
Treasurer's Office*

Riley Moore  
State Treasurer

<u>County</u>	<u>Political Subdivision</u>	<u>Amount</u>
	Thurmond	4.92
	Triadelphia	657.05
	Tucker County	3,710.53
	Tunnelton	290.71
	Tyler County	5,175.88
	Union	411.51
	★ Upshur County	18,297.29
	Valley Grove	270.08
	Vienna	10,461.77
	War	611.87
	Wardensville	264.20
	Wayne	1,417.24
	Wayne County	28,163.88
	Webster County	6,908.39
Brooke County	Weirton	3,764.54
Hancock County	Weirton	15,056.22
	Welch	3,525.88
	Wellsburg	2,406.25
	West Hamlin	514.64
	West Liberty	1,428.04
	West Logan	391.87
	West Milford	440.98
	West Union	641.34

## Notice of Special Meeting

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for  
**Upshur County Fire Board, Incorporated**  
 (Statutory Corporation per Chapter 7 Article 17 of the WV Code)

**Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street**  
**Date: Tuesday, January 23, 2024, at the Buckhanon VFD, Buckhannon, WV 26201**  
**Time: 6:30 p.m.**

### AGENDA

Call Meeting to Order  
 Roll Call

Approval of Minutes---December 26, 2023

Public Questions/Comment Period

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

- Cumulative report

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 12/31/2023---\$90,067.83
- Disbursement from Chief Tax Deputy for November---\$3,553.63

Payment of Bills/Invoices

- \*Software Systems---monthly maintenance---Invoice #38160---\$237.00
- \*Upshur County Commission---Reimbursement---Supplies (P-card) ---\$154.62
- \*Upshur County Commission---Reimbursement---Postage---October-December---\$200.28
- \*GST---Black Toner cartridge---\$188.00

Discussion of usage of the state funding provided to the Upshur County Commission for VFDs

Review of Ellamore Financial Statement/CPA questions

Tabled Item: Procedure for reviewing Financial Statements from the VFDs

Review/approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---Tuesday, February 20, 2024, at the Washington District VFD---Adjournment

**Cindy Hughes**

---

**From:** elkinsrdpsd@frontier.com  
**Sent:** Thursday, January 18, 2024 8:49 AM  
**To:** Tabatha Perry; Cindy Hughes; Greg Belcher; Cary Smith; Shane Whitehair; Stacey McDaniel; Atlas Hydrovac  
**Cc:** Carey Wagner; Wendell Grose; David Burr  
**Subject:** FEBRUARY MEETING NOTICE

The Elkins Road PSD will hold its regular monthly meeting on February 6, 2024 at 5:00 p.m. at the office located at 133 Fallen Road in Buckhannon.

Thanks,

*Carolyn Douglas*  
*Office Manager*  
*Elkins Road PSD*  
*133 Fallen Road*  
*Buckhannon, WV 26201*  
*Website: [elkinsroadpsd.com](http://elkinsroadpsd.com)*  
*(304) 472-3008*



**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 \_\_\_\_\_