

# 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: August 31, 2023
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• August 24, 2023
- 9:15 a.m. Pam Krushansky, Consumer Representative & Compliance Specialist for the Office of the Attorney General, presenting consumer protection strategies against scamming schemes.
- 9:30 a.m. John Waltz, Vice President of Enrollment and Marketing -- Update from West Virginia Wesleyan College.
- 9:45 a.m. Upshur County Director of Homeland Security and Emergency Management, Steve Wykoff – Presentation of National Preparedness Month Proclamation. \* [Page 3](#)
- 10:00 a.m. Public Hearing to consider evidence related to the possible closure of an unused travel way identified on the Ballah View Addition plat as Buckhannon Avenue, located north off Ballah Street and running in a north-eastern direction to a private driveway known as Private Lane on the 911 Addressing and Mapping project, in the Buckhannon District of Upshur County. This application has been submitted by Cornerstone Community Church per WV Code §7-1-3h.\* [Pages 4-5](#)

## Items for Discussion / Action / Approval:

1. Approval and signature of 64CSR116 County Questionnaire pertaining to Senate Bill 737. \* [Page 6-14](#)
2. Review and approval of the James W. Curry Library and Park FY24 budget. Consideration of a request from the James W. Curry Advisory Board to request an additional distribution of the James W. Curry Trust, held by Fulton Financial Advisors, for operations in fiscal year 2024 in the amount of twenty thousand three hundred sixty-three dollars and twelve cents (\$20,363.12). Upon approval, remit correspondence to Fulton Financial Advisors requesting the additional distribution of the James W. Curry Trust. \* [Page 15-18](#)
3. Correspondence from Tabatha R. Perry, County Administrator, in consensus with the James W. Curry Advisory Board, requesting the part-time employment of Tiffany M. Shaw as James W. Curry Library Attendant, effective September 10, 2023. \*  
*Item may lead to Executive Session per WV Code §6-9A-4 A* [Under separate cover](#)
4. Consider request from Tabatha R. Perry to continue advertising for one part-time (19.5 hours per week) position at the James W. Curry Library and Park. Applications will be accepted until position is filled. \* [Page 19](#)
5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Weyerhaeuser Giving Fund Grant Application in the amount of two thousand three hundred sixty-seven dollars (\$2,367) on behalf of Upshur County Parks and Recreation. If awarded, the funds will be utilized to purchase a Forest Animal Tracker Panel for the pavilion/playground area located at the BU Recreational Park.

Page 20-30

2. Upshur County Sheriff's Financial Statement for period ending July 31, 2023.

Page 31-32

3. Upshur County Mileage Reports – July, 2023

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

Page 33

Page 34

Page 35

Pages 36-38

Page 39

Page 40

Page 41

4. Public Notices:

- a) Newsletters and/or Event Notifications:

- None

- b) Agendas and/or Notice of Meetings:

- None

Meeting Minutes:

- None

- c) Meetings: **\*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.

5. Appointments Needed or Upcoming:

- None

*\*\*\*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)**

None

Next Regular Meeting of the Upshur County Commission  
September 14, 2023 --- 9:00 a.m.  
Upshur County Courthouse Annex  
The Meeting Scheduled for September 7, 2023 has been cancelled.



## Proclamation

**WHEREAS**, National Preparedness Month, occurring annually in September since the tragic events of September 11, 2001, creates an ideal opportunity for every resident of Upshur County, West Virginia, to join citizens across the United States in preparing their homes, businesses, and communities for any type of emergency, including natural disasters and potential terrorist attacks; and

**WHEREAS**, the Federal Emergency Management Agency announced the 2023 National Preparedness Month Ready Campaign theme to focus on **preparing older adults for disaster, specifically older adults from communities that are disproportionately impacted by the all-hazard events** and [www.ready.gov/older-adults](http://www.ready.gov/older-adults) provides free resources; and

**WHEREAS**, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and

**WHEREAS**, all residents of Upshur County, West Virginia, are urged to plan ahead for disasters and encourage their family and friends to also do so by making a plan, building a kit, preparing youth, participating in neighborhood preparedness activities, **registering their contact information in the NIXLE community alert system**, visit the Upshur County Department of Homeland Security and Emergency Management (DHSEM) Facebook Page and [www.ready.gov](http://www.ready.gov) for updates and disaster preparedness information; and

**THEREFORE, BE IT RESOLVED** that the UPSHUR COUNTY COMMISSION, West Virginia, in a regularly scheduled meeting held on August 31, 2023, hereby proclaims September 2023 as National Preparedness Month, and calls on all government agencies, private organizations, and the citizens and businesses of Upshur County to develop their own emergency preparedness plan, and work together toward creating a stronger, more resilient community.

*Signed this 31st Day of August, 2023*

---

Kristie Tenney, President  
Upshur County Commission

---

Sam Nolte, Commissioner

---

Doug Bush, Commissioner

**Public Notice**

**Hearing to Consider Evidence Related to the Possible Closure of an Unused Travel Way identified on the Ballah View Addition plat as Buckhannon Avenue, located north off Ballah Street and running in a north-eastern direction to a private driveway known as Private Lane on the 911 Addressing and Mapping project, in the Buckhannon District of Upshur County, West Virginia**

The Upshur County Commission will conduct a public hearing at **10:00 a.m. on Thursday, August 31, 2023** to consider evidence related to the possible closure of an unused travel way identified on the Ballah View Addition plat as Buckhannon Avenue, located north off Ballah Street and running in a north-eastern direction to a private driveway known as Private Lane on the 911 Addressing and Mapping project, in the Buckhannon District of Upshur County, West Virginia. The public hearing will be conducted in the **Commission Meeting Room (301) in the Courthouse Annex, 38 West Main St., Buckhannon, WV 26201**. A map of the alley in question can be requested via email to [tperry@upshurcounty.org](mailto:tperry@upshurcounty.org) or via telephone at 304-472-0535 x.2.

Trustees of the Cornerstone Assembly of God  
d.b.a. Cornerstone Community Church

**APPROVED**  
**AUG 24 2023**  
UPSHUR COUNTY COMMISSION  
*[Signature]*







STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Emergency Medical Services

Sherri A. Young, DO, MBA, FAAFP  
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

DATE: August 15, 2023

TO: All County Commissioners

FROM: Joseph Ratliff, BA, FP-C  
Director, West Virginia Office of Emergency Medical Services

RE: Senate Bill 737

As a reminder, Senate Bill 737 (2023 Regular Session) created the Emergency Medical Services Salary Enhancement Fund and mandated the promulgation of an accompanying emergency legislative rule, 64CSR116. Pursuant to 64CSR116-4.3., each county must complete a County Questionnaire **on or before September 1** of each year to allow the Office of Emergency Medical Services to allocate available funds in accordance with the rule.

A copy of the County Questionnaire, which is also available on the Secretary of State's website as APPENDIX A to 64CSR116, was sent out previously. Please make sure to fill out and return to the Office of Emergency Medical Services. Please do not hesitate to contact the Office of Emergency Medical Services with questions as you complete this form.





## 64CSR116

**APPENDIX A 64CSR116. County Questionnaire.**Responding County Name Upshur Date Completed \_\_\_\_\_**County Demographics**2020 County Population 23,816 County Fiscal Year Beginning Month JulyCurrent Population Estimate 23,684 Presence of EMS Specific Levy Yes ☒ No ☐

If Yes, list the formal name of the EMS levy as listed on ballots \_\_\_\_\_

If Yes, when was levy last renewed or enacted (if on first election cycle) \_\_\_\_\_

List your county's overall levy rate verses the state maximum rate as a percentage \_\_\_\_\_%

Are there cities, towns, or municipalities in the county who will have budget excesses this FY? Yes ☐ No ☐**\*\*Please include the most recent, voter approved levy order or special fee order as addendum\*\*****Ambulance Response Information**Total 911 request for ambulance service for last calendar year 3,848Total number of WV Licensed Ambulance Transporting Agencies in county 1Total number of Active EMS Personnel 28Total EMVO 7 Total EMT 15 Total Advanced- EMT 0 Total Paramedic 6  
drivers

Current New Hire Pay Rates (annual)

EMVO \$ 31,200 EMT \$ 20 hr. 41,600 Advanced-EMT \$ 0 Paramedic \$ 30 62,400  
driver 15 hr.Are/Is the agency(ies) serving your county "short staffed" ☒ Yes ☐ No

If yes, indicate the number of positions in each category that your county is short (Dedicated to 911 response only)

Total EMVO 1 Total EMT 6 Total Advanced- EMT 0 Total Paramedic 3**Of Contiguous Counties (include out-of-state) to you, list the starting annual salaries for EMS positions.**

County Name	EMVO Annual	EMT Annual	A-EMT Annual	Paramedic
<u>Bartholomew</u>	<u>\$11 hr.</u>	<u>\$13 hr.</u>	<u>\$14 hr.</u>	<u>\$15.25 hr.</u>
<u>Barbour</u>	<u>\$16,440-20,400</u>	<u>\$23,920-27,040</u>	<u>-</u>	<u>\$31,200 - 35,360</u>
<u>Webster</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
<u>Lewis</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
<u>Harrison</u>	<u>\$24,960</u>	<u>\$30,201-60</u>	<u>\$35,235.20</u>	<u>\$36,483.20</u>

64CSR116

**Crisis Response Team**

Does your county have an organized Crisis Response Team specifically geared toward first responders including, but not limited to, EMS? \_\_\_\_ Yes \_\_\_\_ No

If Yes, number of team members currently trained and deployable \_\_\_\_\_

If No, Do you have plans to implement a Crisis Response Team? \_\_\_\_ Yes \_\_\_\_ No

If Yes, Date team will be operational \_\_\_\_\_ Team Liaison Name \_\_\_\_\_  
Cell \_\_\_\_\_

**\*\*Please list each additional team members and their contact information individually as an addendum\*\***

**County Commission Signatures**

Name _____ County Commission President	Name _____ County Commissioner	Name _____ County Commissioner
Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Street _____ City _____, WV Zip _____ Phone: _____ Cell _____

## 64CSR116

**APPENDIX B 64CSR116. Post-Fund Distribution Assessment.**

Responding County Name \_\_\_\_\_ Date Completed \_\_\_\_\_

**\*\*PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH AGENCY IN YOUR COUNTY\*\***

Agency Name \_\_\_\_\_

Total funding allocated by the county commission to agency pursuant to 64CSR116 \_\_\_\_\_

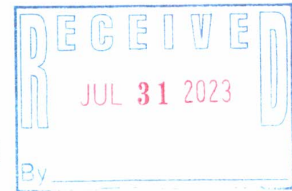
**Please attach as an addendum the following: Name, Provider Number, and amount of salary supplementation distributed to each emergency medical services provider at each agency in your county.**

<b>County Commission Signatures</b>		
Name _____ County Commission President  Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Name _____ County Commissioner  Street _____ City _____, WV Zip _____ Phone: _____ Cell _____	Name _____ County Commissioner  Street _____ City _____, WV Zip _____ Phone: _____ Cell _____





STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Emergency Medical Services



Sherri A. Young, DO, MBA, FAAFP  
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

**DATE:** July 28, 2023

**TO:** All County Commissioners

**FROM:** Joseph Ratliff, BA, FP-C  
Director, West Virginia Office of Emergency Medical Services

**RE:** Senate Bill 737

As you may know, Senate Bill 737 (2023 Regular Session) created the Emergency Medical Services Salary Enhancement Fund and mandated the promulgation of an accompanying emergency legislative rule, 64CSR116. Pursuant to 64CSR116-4.3., each county must complete a County Questionnaire **on or before September 1** of each year to allow the Office of Emergency Medical Services to allocate available funds in accordance with the rule.

A copy of the County Questionnaire, which is also available on the Secretary of State's website as APPENDIX A to 64CSR116, is attached to this memorandum. Please do not hesitate to contact the Office of Emergency Medical Services with questions as you complete this form.

64CSR116

**TITLE 64**  
**LEGISLATIVE RULE**  
**DEPARTMENT OF HEALTH**  
**BUREAU FOR PUBLIC HEALTH**

**SERIES 116**  
**DISTRIBUTION OF FUNDS FROM EMERGENCY MEDICAL SERVICES**  
**SALARY ENHANCEMENT FUND**

**§64-116-1. General.**

1.1. Scope. -- This legislative rule establishes a formula for the Director to use in distributing funds from the Emergency Medical Services Salary Enhancement Fund.

1.2. Authority. -- W. Va. Code §16-4C-25.

1.3. Filing Date. --

1.4. Effective Date. --

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2029.

**§64-116-2. Application and Enforcement.**

2.1. Application. -- This rule applies to the distribution, by the Director, of funds from the Emergency Medical Services Salary Enhancement Fund.

2.2. Enforcement. -- This rule is enforced by the Director of the Office of Emergency Medical Services.

**§64-116-3. Definitions.**

3.1. Active Emergency Medical Services Personnel -- An Advanced Emergency Medical Technician, Emergency Medical Technician, Emergency Medical Vehicle Operator, or Paramedic who is a paid employee of an ambulance transporting agency and participates in 10 or more 911 call responses in a 12-month period.

3.2. Ambulance Transporting Agency -- A person or entity licensed to provide emergency medical services dispatched through a 911 call center for the purpose of responding to a 911 call.

3.3. County Questionnaire -- Questionnaire supplied to each county annually by the Director to assist in the allocation of funds in accordance with this rule.

3.4. Crisis Response -- Funds designated for and distributed to counties for the sole purpose of providing care to emergency medical services personnel during a mental health crisis by a trained designee.

3.5. Crisis Response Team -- Designated group of personnel trained to provide care to emergency medical services personnel during a mental health crisis.

3.6. Director -- The Director of the Office of Emergency Medical Services, as created by W. Va. Code §16-4C-4, or his or her designee.

## 64CSR116

3.7. Emergency Medical Services Region -- A defined region of coordinated resources to provide emergency medical services within a geographic area available at <https://www.wvoems.org/files/maps/medical-command-map>.

3.8. Fiscal Year -- 12-month period beginning July 1 and ending June 30.

3.9. Post-Fund Distribution Assessment -- Form supplied to each county annually by the Director to assist in the assessment and accounting of funds distributed in accordance with this rule.

3.10. Primary Agency -- An ambulance transporting agency at which active emergency medical services personnel are employed for 51 percent or more of their working hours.

3.11. Salary Supplementation -- Funds designated for and distributed to counties for the sole purpose of supplementing the salaries of active emergency medical services personnel in accordance with State law and this rule.

**§64-116-4. Formula; Allocation of Funds; Distribution.**

4.1. The Director shall distribute funds for salary supplementation and crisis response to counties as directed by the State Legislature, this rule, and State law.

4.2. The amount of funds for salary supplementation and crisis response available for distribution to counties by the formula established by subsection 4.4. of this rule is the balance of available funds in the Emergency Medical Services Salary Enhancement Fund as established in W. Va. Code §16-4C-25(a), less any amount withheld by the Director as part of a long-term funding plan.

4.3. Each county shall complete and submit a County Questionnaire attached to this rule as APPENDIX A. The County Questionnaire shall be supplied by the Director on or before August 1 of each year and shall be submitted to the Office of Emergency Medical Services on or before September 1 of each year. The questionnaire shall be used in determining the allocations of funds according to the formula established by subsection 4.4. of this rule. Counties that do not submit a completed County Questionnaire will be given scores of 0.

4.4. The Director shall calculate the amount of funds for salary supplementation and crisis response to be distributed to counties according to the following formula:

4.4.1. Step 1 Crisis Response: 10 percent of the funds available for distribution shall be divided equally among each emergency medical services region, as defined by the Office of Emergency Medical Services, and shall be allocated solely to the enhancement of crisis response services within each region. Within each region, the funds allocated shall be divided among counties according to the number of members each county supports on a crisis response team, as outlined below. These crisis response funds shall be expended for no purpose other than ensuring crisis response teams receive uniform training and coordination through a statewide program to ensure continuity of crisis response services.

4.4.1.a. Crisis response teams:

4.4.1.a.1. Each emergency medical services region shall establish a crisis response team consisting of no less than 10 active members.

4.4.1.a.2. The county commissions comprising each emergency medical services region shall cooperate to recruit crisis response team members. Each county having one or more members serving on a crisis response team shall receive funding according to the formula set forth in subsection 4.4.1.



## 64CSR116

4.4.2. Step 2 Counties demonstrating the most need: Counties that share at least one border with a neighboring state are assigned a coefficient of 4. Super Rural counties are assigned a coefficient of 4. Rural counties are assigned a coefficient of 2. Urban counties are assigned a coefficient of 0. Rurality is determined by the level of rurality on 51 percent of the zip codes in each county established by the most recent rurality index published by the Centers for Medicare and Medicaid Services available at <https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/AmbulanceFeeSchedule>.

4.4.3. Step 3 Existing levy for emergency medical services: Counties with an existing levy for emergency medical services or a special emergency ambulance service fee pursuant to W. Va. Code §7-15-17 are assigned a coefficient of 3.

4.4.4. Step 4 Maximum allowable rate on regular levies:

4.4.4.a. Counties that have reached the maximum allowable rate on all regular levies are assigned a coefficient of 2.

4.4.4.b. Counties that have reached the maximum allowable rate on one half of the regular levies are assigned a coefficient of 1.

4.4.5. Step 5 Additional qualifying factors:

4.4.5.a. Counties that report an emergency medical services personnel vacancy rate of more than 20 percent are assigned a coefficient of 2.

4.4.5.b. Counties that report an emergency medical services personnel vacancy rate of between 10 and 20 percent are assigned a coefficient of 1.

4.4.5.c. Counties that report an emergency medical services personnel annual salary differential of a minimum of 10 percent lower than any bordering county are assigned a coefficient of 1.

4.4.5.d. Counties that report one or more cities or municipalities with no projected budget surplus during a fiscal year are assigned a coefficient of 1.

4.4.6. Step 6 County distribution: County distribution is determined by:

4.4.6.a. Adding the coefficients from Steps 2 through 5 for each county;

4.4.6.b. Tier 1: 50 percent of the available funds shall be divided equally among those counties with a coefficient total of 12 or greater; Tier 2: 35 percent of the available funds shall be divided equally among those counties with a coefficient total of 6, 7, 8, 9, 10, or 11; Tier 3: 15 percent of the available funds shall be divided equally among those counties with a coefficient total of 5 or less.

4.4.6.b.1. If no counties fall within Tier 2, the available funds that would be allocated to Tier 2 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 1, and one half shall be redistributed equally among those counties falling within Tier 3.

4.4.6.b.2. If no counties fall within Tier 3, the available funds that would be allocated to Tier 3 counties shall be redistributed equally among those counties falling within Tier 1.

4.4.6.b.3. If five or fewer counties fall within Tier 1, those counties falling within Tier 1 shall be assigned to Tier 2 and the available funds that would be allocated to Tier 1 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 2, and one

## 64CSR116

half shall be redistributed equally among those counties falling within Tier 3.

4.4.6.b.4. If five or fewer counties fall within Tier 2, those counties falling within Tier 2 shall be assigned to Tier 3 and the available funds that would be allocated to Tier 2 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 1, and one half shall be redistributed equally among those counties falling within Tier 3.

4.4.6.b.5. If five or fewer counties fall within Tier 3, those counties falling within Tier 3 shall be assigned to Tier 2 and the available funds that would be allocated to Tier 3 counties shall be divided in half; one half shall be redistributed equally among those counties falling within Tier 1, and one half shall be redistributed equally among those counties falling within Tier 2.

4.5. In performing the assessment described in subsection 4.4. of this rule, the Director shall use the most recent information available as provided by each county.

4.6. The Director shall complete the assessments described in subsection 4.4. of this rule as soon as possible but no later than September 15 of each year.

4.7. After completing the assessments described in subsection 4.4. of this rule, the Director shall inform each county in writing of its allocation as soon as possible, but no later than October 1 of each year.

4.8. The Director shall cause funds for salary supplementation and crisis response, together with the post-fund distribution assessment attached to this rule as APPENDIX B, to be distributed to counties according to standard State procedures as soon as possible, but no later than November 1 of each year.

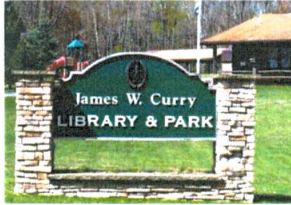
4.9. Counties receiving funds in accordance with this rule that house more than one ambulance transporting agency shall distribute funds to those agencies using a percentage allocation based upon 911 call volume. There is a presumption that active emergency medical services personnel will receive salary supplementation funds from their primary agency.

4.10. Counties receiving funds in accordance with this rule shall complete and submit the post-fund distribution assessment to the Office of Emergency Medical Services on or before December 1 of each year. Counties that fail to distribute funds in accordance with this rule may be disqualified from receipt of salary supplementation funds during the following calendar year.

#### **§64-116-5. Administrative Due Process.**

5.1. Any person adversely affected by the enforcement of this rule desiring a contested case hearing to determine any rights, duties, interests, or privileges shall do so in a manner prescribed in the Bureau for Public Health's procedural rule, Rules of Procedure for Contested Case Hearings and Declaratory Rulings, 64CSR1.





**James W. Curry Advisory Board**

1721 Brooks Hill Road  
French Creek, WV 26218  
Phone: 304-924-6724

August 28, 2023

Upshur County Commission  
91 W. Main St., Suite 101  
Buckhannon, WV 26201

RE: Request for additional appropriation from the James W. Curry Trust

Honorable Commissioners:

During the James W. Curry Advisory Board meeting held on August 25, 2023, the Advisory Board voted to approve the enclosed operating budgets for the James W. Curry Library and James W. Curry Park. As expected, the budget requires an additional appropriation from the James W. Curry Trust held and managed by Fulton Financial Advisors, in order to balance. Therefore, we respectfully request that the Commission request an additional \$20,363.12 distribution from the Trust for fiscal year (FY) 2024. As discussed previously, we anticipate the need to request an additional appropriation from the Trust each year until revenue from our next timber sale is realized in FY 2025.

Your consideration an on-going support for the James W. Curry Library is sincerely appreciated.

Sincerely,

Tabatha Perry, Board Member

July 1, 2023 - June 30, 2024 James W. Curry Public Library Budget (part-time employees)

OPERATING INCOME

650000 Interest on Investment

660000 Contributions

660100 Miscellaneous Revenue

660200 Royalties

Library

Park

Carryover

\$16,109.39

\$13,684.33

Trust Disbursements

\$15,000.00

\$15,000.00

Timber Sale/Interest

\$0.00

\$0.00

O&G Royalties

\$100.00

\$0.00

Interest on Investments

\$5.00

\$50.00

Campsite Rentals

\$0.00

\$5,000.00

Contributions

0

Miscellaneous (copies/fax/vending)

\$400.00

\$500.00

Fundraisers

\$2,500.00

Grants

\$0.00

\$0.00

**Total**

**\$34,114.39**

**\$34,234.33**

PROJECTED REVENUE TOTALS


**\$68,348.72**

OPERATING EXPENSES - LIBRARY	Proposed (A)	Proposed (B)
03-01 Wages	<b>\$46,209.74</b>	\$30,584.00
621100 Telephone / Ethernet Access	<b>\$6,612.00</b>	\$6,100.00
621300 Utilities	<b>\$3,053.00</b>	\$3,000.00
Adrian PSD	\$443.00	
Mon Power	\$2,610.00	
621500 Maintenance and repair	<b>\$1,200.00</b>	\$1,000.00
623000 Contract services	<b>\$13,054.00</b>	\$2,480.00
Valley Business	\$1,400.00	
Frontier Ethernet Internet Access	\$5,579.00	
WVNet	\$480.00	
Upshur County Public Library	\$5,000.00	
Atrium/Book Systems	\$495.00	
World Vision Storehouse	\$100.00	
634100 Library supplies	<b>\$7,646.00</b>	
Postage	\$200.00	\$200.00
Programming	\$1,750.00	
Skateland/Summer Reading Party	\$175.00	\$175.00
Community Events (SFVD, Comm. Bldg.)	\$1,000.00	\$1,000.00
Children's Programming	\$2,500.00	\$2,500.00
Family Storytime		
Summer Reading		
Hayride		
Community Trick or Treat		
Christmas		
Glow Stick Party		
Outreach	\$0.00	

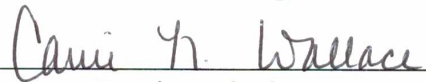
Adult Programming	\$0.00	
Makerspaces/STEAM/Tech	\$0.00	
Promotional materials/marketing	\$0.00	
General (cleaning, book covering, etc	\$500.00	\$500.00
Office supply	\$1,000.00	\$1,000.00
Subscriptions	<b>\$521.00</b>	\$521.00
Record Delta	\$121.00	
Website renewal/domain name	\$400.00	
634101 Books, videos, audiobooks	<b>\$3,000.00</b>	\$1,000.00
Technology upgrades/replacements	<b>\$1,600.00</b>	\$1,000.00
Library Travel/Training	<b>\$200.00</b>	\$0.00
IG EXPENSES TOTAL w/o Contingencies - LIBRARY	\$83,295.74	\$51,060.00
Contingencies 10%	\$8,329.57	\$5,106.00
OPERATING EXPENSES TOTAL - LIBRARY	\$91,625.31	<b>\$56,166.00</b>

OPERATING EXPENSES - PARK	FY23	FY24
03-01 Wages	\$28,148.25	\$15,347.13
21300 Electric Campground/Large Pavilion	\$1,000.00	\$800.00
21301 Park Electric Carnival Drop	\$65.00	\$80.00
21302 Park Electric Small Pavilion	\$400.00	\$850.00
21303 Park Electric Curry House	\$65.00	\$60.00
21304 Park Garbage Pick-up	\$1,650.00	\$1,100.00
21500 Park Curry House Maintenance	\$0.00	\$250.00
21501 Park Pavilion Maintenance & Supply	\$700.00	
culverts	\$0.00	\$500.00
tree removal	\$0.00	\$1,500.00
Paint/Stain	\$0.00	\$150.00
21502 Park Campground Maintenance & Sup	\$0.00	\$100.00
Cleaning supplies	\$300.00	
special projects (library)	\$500.00	
Tools and Materials	\$300.00	
gravel	\$0.00	\$2,000.00
21600 Park Machinery Repair	\$3,150.00	
Service: Oil, filters	\$0.00	\$200.00
Parts: Blades, belts, pulleys	\$0.00	\$250.00
Repairs: Decks, rollers, tires,compute	\$0.00	\$1,000.00
22300 Park Professional Services		
Ware Septic Service	\$700.00	\$700.00
Dr. Pepper	\$760.00	\$1,000.00
23000 Park Contracted Services	\$2,730.00	\$3,000.00
Adrian PSD	\$842.00	
Mountain State Pest Guard	\$1,008.00	
JT Martin Fire	\$180.00	
Chester Runyon (Bush hogging)	\$700.00	

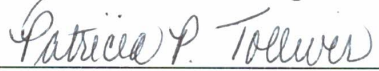
64600 Park Gasoline	\$1,250.00	\$700.00
G EXPENSES TOTAL -EXCLUDING CONTINGENCIES	\$44,448.25	\$29,587.13
Contingencies 10%	\$4,444.83	\$2,958.71
OPERATING EXPENSES TOTAL -PARK	\$48,893.08	<b>\$32,545.84</b>
GRAND TOTAL LIBRARY AND PARK	\$140,518.39	<b>\$88,711.84</b>
DIFFERENCE	-\$72,169.67	-\$20,363.12

  
\_\_\_\_\_  
Director's Signature

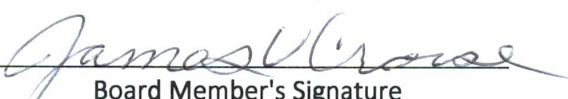
8/25/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Member's Signature

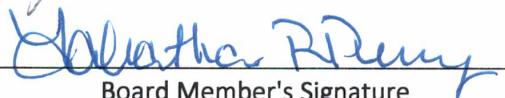
8/25/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Member's Signature

8/25/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Member's Signature

8/25/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Member's Signature

8/25/23.  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_ Approved by UCC Without Revision    **OR**    \_\_\_\_ Approved by UCC With Revision

\_\_\_\_\_  
Commissioner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner's Signature

\_\_\_\_\_  
Date

*pending  
approval of  
additional  
contribution*

## **James W. Curry Library Technician or Assistant**

The Upshur County Commission is accepting applications for one part-time (19.5 hours per week) position at the James W. Curry Library and Park located at 1721 Brooks Hill Road in Brooks Hill, beginning immediately. Individual will be primarily responsible for the management and operation of a public library collection and for the provision of public library services to patrons and community organizations. This position requires a self-motivated individual with thorough knowledge of library best practices, skill, and ability in every phase of the public library field. Library hours extend through the evening and weekends. Experience with cataloging, use of Atrium, organization of materials, finances and budgeting, community outreach and programming for all ages is highly preferred. Preference will be given to applicants who have at least a Public Librarian Certification through WVLC or higher education with training and/or experience in Collection Development and Management and Copy and Original Cataloging (AACR2, MARC, RDA). Interested individuals are encouraged to visit the Library and Park prior to applying. The facility is located in the remote southern portion of the county and is open year-round. Reliable transportation is required.

Individuals may obtain an application from the Office of the Upshur County Commission located at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, during the normal business hours of 8:00 a.m. until 4:00 p.m. or online at [www.upshurcounty.org](http://www.upshurcounty.org). Applications will be accepted until position is filled.

Upshur County Commission  
Upshur County Administrative Annex  
91 W. Main Street, Suite 101  
Buckhannon, WV 26201

Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age, or handicap. Upshur County has established a drug free and tobacco free work environment.

*Publish: Record Delta  
MyBuckhannon*



Actions ▾



✓ Success! Thank you for your submission.

✕

💡 This application was completed on **2023-08-24 19:01:38 UTC** and is now read-only.

Page 1



## Weyerhaeuser Giving Fund

Through the Weyerhaeuser Giving Fund, we support U.S. and Canadian communities where we have a significant presence or business interest. These communities range from rural to metropolitan, each with unique priorities and needs. Our employees serve on local advisory committees for our Giving Fund and help develop funding priorities within seven focus areas to support their communities: affordable housing; education and youth development; environmental stewardship; human services; civic and cultural growth; workforce development; and diversity, equity and inclusion. These focal areas provide a strong companywide framework for giving while allowing flexibility to meet specific needs in our different communities.

To submit an application for funding, follow the steps over the next few pages. We'll evaluate your application and get back to you.

Tips for completing this application.

Page 2

## Eligibility Check

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

Have you reviewed the guidelines and eligibility sections on our website and does this request meet all of the requirements listed? [View eligibility guidelines](https://www.weyerhaeuser.com/company/values/citizenship/giving-fund/) (<https://www.weyerhaeuser.com/company/values/citizenship/giving-fund/>).

☒ Yes

☐ No

**Is this project or program funding a political cause, candidate, or organization or campaign?**

☒ Yes

☐ No

Our giving is limited to areas where we have a significant presence, including communities where we have operations and/or where we own or manage forestlands in the United States and Canada. If you have a question about whether your location qualifies as a Weyerhaeuser operating area, please contact [givingfund@weyerhaeuser.com](mailto:givingfund@weyerhaeuser.com) (<mailto:givingfund@weyerhaeuser.com>).

Please select the Weyerhaeuser community your organization or initiative serves below.

### Country

☒ United States

### State

☒ West Virginia

### Location

☒ Buckhannon, WV - Engineered Wood Products Mill

If Timberlands is selected, you will be prompted to select the eligible county next.

Page 3

## Contact Information

Please confirm the contact details for the **primary contact** below. They will receive all emails regarding the status of this grant request.

**First name**

Cindy

**Last name**

Hughes

**Title**

Assistant County Administrator

**Email**

chughes@upshurcounty.org

**Phone number**

304-472-0535

Would you like to add a secondary contact to this application?

☐ Yes☐ No

Please provide details for the **secondary contact** below.

**First name**

Tabatha

**Last name**

Perry

**Title**

County Administrator

**Email**

trperry@upshurcounty.org

**Phone number**

304-472-0535

## Page 4

## Organization Details

Thanks! Now tell us about your organization and your request.

**Manual Entry Instructions**

Please fill in all the required fields below. Please note that if your application is approved, the payment will be directed to the organization detailed below.

Note: Since your organization is not yet registered within Benevity's Causes Portal, we will also require a copy of the 501(c)3 determination letter from the IRS, verifying the organization's tax-exempt status on the Additional Information page.

[Click here to search for your Organization.](#)

**Enter the organization's registration number.**

Please include letters, numbers, and dashes only. Ex: 123-456789

**How is the organization classified?**

**What is the name of the beneficiary organization?**

**Organization Details ?****Address****Address Line 2 (optional)****City****Province/State (optional)****Postal/ZIP code (optional)****Country****Additional details (optional)**

If there is a different name, branch, chapter or department to which payment should be directed, please enter it here.

**Please list the organization website.****Organizational mission**

The mission of the Upshur County Commission is to provide superior public service and support which enables all county residents the opportunity to improve their quality of life, and enjoy the benefits of a safe, sustainable and progressive community in North Central West Virginia. The Upshur County Commission maintains and operates the Upshur County Recreational Park which spans 22.06 acres surrounding the Buckhannon-Upshur High School and offers a variety of amenities, including an outdoor Olympic size pool, a baseball field, two tennis courts, two pavilions, a playground area, a basketball court, a volleyball area and growing trail system. The Commission's objective is to provide a safe and enjoyable area for residents and their families to frequent within the community.

Please provide a brief summary of your organization's mission and vision.

**Year organization was founded****Number of paid staff**



40

Number of volunteers

7

Annual operating budget (USD)

\$240,050

Do any Weyerhaeuser employees currently volunteer with your organization?

☐ Yes

☒ No

Do any Weyerhaeuser employees currently serve on your board?

☐ Yes

☒ No

Has this organization ever received a grant from the Weyerhaeuser Giving Fund?

☐ Yes

☐ No

Please provide details regarding prior contributions you have received from the **Weyerhaeuser Giving Fund** in the past 3 years.

Project name	Contribution	Year
Play Equipment - Tracker Panels	\$1,000	2

Chief Executive (or equivalent)

Kristie G. Tenney, Upshur County Commission President

Name of Organization Chief Executive or equivalent

Page 5

## Request Details

What is the name of the program or initiative?

Upshur County Recreational Park Enhancements

Please provide a brief description of the program or initiative. (200 word limit)

The Weyerhaeuser Giving Fund graciously provided support for an Animal Tracker Panel in 2022 in the amount of \$1,000. The total cost for one Animal Tracker plus shipping was in excess of \$2,500. The Recreational Pak did not have the additional funds budgeted to supplement the purchase. Therefore, the funds were held with hopeful anticipation to receive another award in 2023 to fully fund one Animal Tracker. Currently, the cost has increased to over \$3,000 with shipping. The devices are fun, interactive stations for children to learn about wildlife and fit perfectly into the rustic scenery of the park. The park is visited by community members for family reunions, birthday parties, youth organizational gatherings and leisurely afternoon picnics; however, the entire playground area is in need of updated equipment in order to increase visitation and appeal to the interests of the public. The available space is beautiful; however, the obsolete equipment does not encourage families to utilize the space to its fullest potential. This recreational device could foster more park visits for families, provide an interesting option geared toward younger children and be a vital step in revitalizing the Upshur County Recreational Park.

Project Begin

09-01-2023



Project End

08-31-2024



Choose the Weyerhaeuser focus area your request aligns most strongly with. To learn more about our giving focus areas, view our community grantmaking framework (<https://www.weyerhaeuser.com/application/files/3216/1194/7842/WY-Giving-Fund-Community-Grantmaking-Framework.pdf>).

Affordable Housing

Education and Youth Development

Environmental Stewardship

Human Services

Civic and Cultural Growth

Workforce Development

Diversity, Equity and Inclusion

How would our grant be used in relation to the focus area selected above? (200 word limit)

Weyerhaeuser funds from the 2023 cycle would be combined with funds from the 2022 grant cycle and utilized to purchase an Animal Tracker Panel to be installed at the Upshur County Recreational Park.

The health and well-being of Upshur County citizens is a priority for the Commission. Focusing on education and youth development can create a healthy community for future generations. The park lies adjacent to the Buckhannon-Upshur High School which, combined, contain a variety of extracurricular activities and amenities such as disc golf, baseball fields, an Olympic size swimming pool, biking trails and 2 pavilions. All of these amenities collectively help to strengthen youth enrichment and family activity within our county. Furthermore, while the park does bring in revenue, each year the expenses exceed the amount of revenue collected. Rather than close the park, the Upshur County Commission makes up the deficit and continues to explore ways for the park to lose less money the following year. Providing this public service is a priority of the Commission's as it is imperative to the health and well-being of our community members and youth.

**How does your project or program advance the equity and inclusion of underrepresented populations you serve? (optional)**

The Upshur County Park is a community park and open to all individuals who live within Upshur County, those who are visitors and those who seek to explore and capitalize on the beauty and amenities offered in our area. The pavilions and playground are nestled alongside a wood lined area that is known for its recreational trails. Over the past few years, there has been a growing interest in the recreational trails; therefore, more residents of Upshur County and tourists from surrounding areas are visiting the park. There are several parks within the corporate limits of Buckhannon; however, recreational areas outside those boundaries are limited. While the park equipment is still functional, the equipment is obsolete and unappealing to families with younger children as the park equipment is more age appropriate for those 5 and above. In the recent past, the Commission added swings to accommodate wheelchairs and individuals with disabilities and also added kiddie mat mulch was spread throughout the area to create a safer environment. The next phase of the rejuvenation consists of expanding the park with a feature designed for children of all abilities.

In addition, if your organization has a policy or statement around DE&I related to your board, organization and/or employees, we would love to know.

**Project/program budget (USD)**

\$3,367

**Amount Requested (USD)**

\$2,367

Please use the below form to share an itemized budget of how the proposed Weyerhaeuser funds will be used.

Expense Description	Amount
Forest Animal Tracker Panel + Shipping (See attached budget for details)	\$2,367

**Expense Total**

\$2,367

Do you have other funding source(s) related to this request?

- ☐ Yes
- ☐ No

Please detail the other funding source(s) related to this request.

Funding Source	Amount	Funding Status
2022 Weyerhaeuser Giving Fund	\$1,000	Approved

Is there timing sensitives to funding this request? (200 word limit)

No, this purchase is not time sensitive.

Is there an event associated with this request?

- ☐ Yes
- ☐ No

Page 7

## Attachments

**IRS Form W-9**

No other form of documentation will be accepted.

The most current W9 form version is required.

Complete the current form version by entering organization name, address, entity type, tax id number, signature and current year date.

Please note, the IRS Form W-9 is only required for US-Based charities.

**Please attach a copy of your organizations's current W9.**



UCC W9.pdf (<https://forms.benevity.org/api/upload/WL3UCDncS7IB087uUsBSK>)  
57.46 kB

Link to current form version: <https://www.irs.gov/forms-pubs/about-form-w-9> (<https://www.irs.gov/forms-pubs/about-form-w-9>)

**Please attach any other relevant documents for this request.**  
**(optional)**



Forest Animal Trackers Panel - 38053 \_ Animal.pdf (<https://forms.benevity.org/a>)  
3.06 MB



Forest Animal Trackers Panel.pdf (<https://forms.benevity.org/api/upload/eoOwS>)  
181.60 kB



Park Budget FY 24.pdf (<https://forms.benevity.org/api/upload/YSH9qfUIBF2KIBt>)  
173.34 kB



Upshur County Recreational Park Budget.docx (<https://forms.benevity.org/api/>)  
22.42 kB

E.g: Brochures or pictures relating to the request.



Page 8

## Almost Done!

Here's some information about our grant review process.

### What's Next?

Once you have successfully submitted your application, you will receive an email confirmation. We generally communicate our funding decision after we receive a recommendation to fund your request from your local Advisory Committee (not when you submit your grant application). Many of our committees wait until after the deadline to prioritize and finalize their grant recommendations after the September deadline. Should we require additional information, we will be in touch.

### Agreement

By submitting this application I confirm that I have the authority to submit this request and agree to the conditions described below.

(A) All information contained herein is true and accurate to the best of my knowledge;

(B) I consent to receiving email notifications regarding this request and any subsequent emails from Weyerhaeuser or its suppliers that relate to this request or any future grants or sponsorships associated with this initiative.

I have read the Agreement above and agree to all the terms therein.



# Upshur County Sheriff's Financial Statement

For Period Ending : July 31, 2023

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,263,308.78	\$ 941,005.79	\$ (1,270,416.07)	\$ 933,898.50
FUND - 002 COAL SEVERANCE TAX FUND	\$ 112,691.64	\$ 21,565.04	\$ -	\$ 134,256.68
FUND - 003 DOG AND KENNEL FUND	\$ 142,315.15	\$ 2,286.20	\$ (36,355.74)	\$ 108,245.61
FUND - 004 GENERAL SCHOOL FUND	\$ 29,932.73	\$ 4,724.06	\$ -	\$ 34,656.79
FUND - 005 MAGISTRATE COURT FUND	\$ -	\$ 1,350.00	\$ -	\$ 1,350.00
FUND - 006 WORTHLESS CHECK FUND	\$ 121,554.30	\$ 140.51	\$ (6,700.00)	\$ 114,994.81
FUND - 007 E-911 FUND	\$ 1,451,979.27	\$ 17,514.69	\$ (210,363.36)	\$ 1,259,130.60
FUND - 008 HOME CONFINEMENT FUND	\$ 53,542.38	\$ 9,289.49	\$ (25,785.51)	\$ 37,046.36
FUND - 013 CURRY PARK FUND	\$ 109,684.33	\$ 3,726.78	\$ (14,848.65)	\$ 98,562.46
FUND - 015 CURRY LIBRARY FUND	\$ 16,109.39	\$ 3,220.33	\$ (1,196.45)	\$ 18,133.27
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 630.34	\$ 30,020.42	\$ (530.34)	\$ 30,120.42
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 25,984.04	\$ 27,742.59	\$ (17,446.08)	\$ 36,280.55
FUND - 039 COAL REALLOCATION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 1,297,460.99	\$ 37.84	\$ (1,975.00)	\$ 1,295,523.83
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 233,802.76	\$ 17,793.04	\$ (48,488.65)	\$ 203,107.15
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,636,613.44	\$ 432.55	\$ -	\$ 1,637,045.99
FUND - 059 CONCEALED WEAPONS FUND	\$ 28,380.99	\$ 863.66	\$ (738.83)	\$ 28,505.82
FUND - 063 VOTER'S REGISTRATION FUND	\$ 1,286.47	\$ 34.67	\$ -	\$ 1,321.14
FUND - 071 JURY FUND	\$ 15,080.36	\$ -	\$ -	\$ 15,080.36
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,490.79	\$ 0.32	\$ -	\$ 2,491.11
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 57,522.08	\$ -	\$ (5,183.45)	\$ 52,338.63
FUND - 079 SPAYING & NEUTERING FUND	\$ 44,534.13	\$ 3,319.17	\$ (3,356.29)	\$ 44,497.01
FUND - 080 COMM. CORR. FUND	\$ 1,925,893.44	\$ 462,839.98	\$ (418,641.53)	\$ 1,970,091.89
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ -	\$ -	\$ -	\$ -
FUND - 311 DMV LICENSE FUND	\$ -	\$ 39,696.00	\$ (39,696.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ 45.00	\$ 646.20	\$ (646.20)	\$ 45.00
FUND - 313 COURT REPORTER FUND	\$ -	\$ 50.00	\$ (50.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 1,090.00	\$ (1,090.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 615.00	\$ (615.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 5,591.34	\$ (5,591.34)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 147,939.76	\$ 11,770.32	\$ (50,337.77)	\$ 109,372.31
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH FUND	\$ 133,427.61	\$ 77,609.76	\$ (49,090.98)	\$ 161,946.39
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 716.50	\$ 655.50	\$ (716.50)	\$ 655.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 436,281.06	\$ (436,281.06)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 220,987.82	\$ (220,987.82)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 58,890.64	\$ (58,890.64)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 7,066.83	\$ (7,066.83)	\$ -
FUND - 206 COVID 19 FUND	\$ -	\$ -	\$ -	\$ -
FUND - 207 AMERICAN RECOVERY FUND	\$ 2,317,217.87	\$ 295.21	\$ -	\$ 2,317,513.08
FUND - 361 CERTIFIED TO THE STATE OF WV	\$ 423,816.04	\$ -	\$ -	\$ 423,816.04
<b>FINAL TOTALS</b>	<b>\$ 11,598,825.58</b>	<b>\$ 2,409,152.81</b>	<b>\$ (2,933,086.09)</b>	<b>\$ 11,074,892.30</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 11,880,366.30	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (1,517,857.76)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 710,633.76			
NET BANK BALANCE	\$ 11,073,142.30			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 11,074,892.30			

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

8/25/2023



## Upshur County Sheriff's Financial Statement

For Period Ending: **July 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 - IBCK	\$ 471,648.70	\$ -	\$ 352,878.33	\$ 824,527.03
	COAL SEVERANCE - IBCK	\$ 84,256.68	\$ -	\$ -	\$ 84,256.68
	E-911 - IBCK	\$ 760,149.66	\$ (1,019.06)	\$ -	\$ 759,130.60
	CURRY PARK - IBCK	\$ 98,776.00	\$ (213.54)	\$ -	\$ 98,562.46
	CURRY LIBRARY - IBCK	\$ 18,255.79	\$ (172.52)	\$ 50.00	\$ 18,133.27
	ASSESSOR'S VALUATION - IBCK	\$ 186,718.33	\$ (800.00)	\$ 17,188.82	\$ 203,107.15
	UP. CO. FIN. STAB. FUND - IBCK	\$ 637,045.99	\$ -	\$ -	\$ 637,045.99
	CONCEALED WEAPONS - IBCK	\$ 29,019.65	\$ (648.83)	\$ 135.00	\$ 28,505.82
	GENERAL TAX - IBCK	\$ 752,978.17	\$ (1,055,310.81)	\$ 302,332.64	\$ -
	BOARD OF HEALTH FUND - IBCK	\$ 149,397.70	\$ (398.23)	\$ 3,980.00	\$ 152,979.47
	OASIS CLEARING - CKNG	\$ -	\$ -	\$ -	\$ -
	UPSHUR CO. FIRE FEE - IBCK	\$ 23,628.14	\$ (30.00)	\$ 6,522.28	\$ 30,120.42
	EMPLOYEE BENEFITS - IBCK	\$ 295,523.83	\$ -	\$ -	\$ 295,523.83
	SP LAW ENF INVESTIGATION - IBCK	\$ 2,491.11	\$ -	\$ -	\$ 2,491.11
	COMMUNITY CORRECTIONS - IBCK	\$ 1,619,245.04	\$ (149,153.15)	\$ -	\$ 1,470,091.89
	PARKS/REC CLEARING - CKNG	\$ 5,142.55	\$ (5,142.55)	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 120.00	\$ (120.00)	\$ -	\$ -
	TAX CLEARING - CKNG	\$ 121,641.44	\$ (141,740.83)	\$ 20,099.39	\$ -
	BOARD OF HEALTH PAYROLL - CKNG	\$ 8,160.01	\$ (3,160.01)	\$ -	\$ 5,000.00
	GENERAL COUNTY OPERATING - CKNG	\$ 216,065.01	\$ (108,443.54)	\$ -	\$ 107,621.47
	DOG & KENNEL - CKNG	\$ 108,777.93	\$ (532.32)	\$ -	\$ 108,245.61
	GENERAL COUNTY MISC - CKNG	\$ 36,028.41	\$ (21.62)	\$ -	\$ 36,006.79
	WORTHLESS CHECK - IBCK	\$ 114,994.81	\$ -	\$ -	\$ 114,994.81
	HOME CONFINEMENT - IBCK	\$ 35,657.56	\$ -	\$ 1,388.80	\$ 37,046.36
	EE HEALTH CARE REIMB - IBCK	\$ 36,577.16	\$ (296.61)	\$ -	\$ 36,280.55
	VOTER'S REGISTRATION - IBCK	\$ 1,321.14	\$ -	\$ -	\$ 1,321.14
	JURY - CKNG	\$ 15,661.50	\$ (581.14)	\$ -	\$ 15,080.36
	CHILD EXCHG & VISITATION - CKNG	\$ 52,338.63	\$ -	\$ -	\$ 52,338.63
	SPAY & NEUTER - CKNG	\$ 47,226.41	\$ (2,975.40)	\$ 246.00	\$ 44,497.01
	ELKINS ROAD PSD - CKNG	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND - IBCK	\$ 2,317,513.08	\$ -	\$ -	\$ 2,317,513.08
	WELLNESS COMPLEX - CKNG	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE - CKNG	\$ 34,097.50	\$ (39,696.00)	\$ 5,598.50	\$ -
	STATE CLEARING - CKNG	\$ 1,831.20	\$ (1,786.20)	\$ -	\$ 45.00
	STATE POLICE - CKNG	\$ 590.00	\$ (660.00)	\$ 75.00	\$ 5.00
	TAX LEIN - CKNG	\$ 109,923.86	\$ (551.55)	\$ -	\$ 109,372.31
	DELQ & NON-ENTERED LAND - CKNG	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH OPERATING - CKNG	\$ 8,370.77	\$ (4,403.85)	\$ -	\$ 3,966.92
	WVDSRF - CKNG	\$ 516.50	\$ -	\$ 139.00	\$ 655.50
	CERTIFIED TO THE STATE OF WV	\$ 423,816.04	\$ -	\$ -	\$ 423,816.04
	COAL SEVERANCE CD1	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
	COMMUNITY CORRECTIONS CD1	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00
	E911 CD1	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	E911 CD2	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	EMPLOYEE BENEFIT CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	EMPLOYEE BENEFIT CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	EMPLOYEE BENEFIT CD4	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	EMPLOYEE BENEFIT CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	EMPLOYEE BENEFIT CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	UP CO FIN STAB CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD4	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	UP CO FIN STAB CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	<b>BANK TOTAL</b>	<b>\$ 11,880,366.30</b>	<b>\$ (1,517,857.76)</b>	<b>\$ 710,633.76</b>	<b>\$ 11,073,142.30</b>
<b>SUMMARY:</b>					
	<b>TOTAL ALL BANKS</b>	<b>\$ 11,880,366.30</b>	<b>\$ (1,517,857.76)</b>	<b>\$ 710,633.76</b>	<b>\$ 11,073,142.30</b>
	<b>PETTY CASH / CASH DRAWERS</b>				<b>\$ 1,750.00</b>
	<b>CASH SPECIAL INVESTIGATION FUND</b>				<b>\$ -</b>
	<b>GRAND TOTAL</b>				<b>\$ 11,074,892.30</b>



**DEPARTMENT: Addressing and Mapping**

MONTH / YEAR:

[illegible]





## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: July 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,504	103,505	1	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			Total Miles		1	



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Jul-23

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Steve Wykoff	2019 Chevy 2500	2GC2KREG1121064	11799	12294	495	47.8
GRAND TOTALS					495	47.8



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: July 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2020 F-250	IFT7XZB83LEE	20,366	20,859	493	23.40
ERIC Poling		84I72				24.83
Chuck Suder						
Hayden Smith						
			GRAND TOTALS		493	48.23



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: July 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 F-250	1FDBF2B69KEC8	16251	16403	152	0 16.5
ERIC POLING		1902				0
CHUCK SUDER						0
HAYDEN SMITH						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					152	0 16.50 0



DEPARTMENT: Maintenance

MONTH / YEAR: July 2023

[illegible]



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Parks and Rec

MONTH / YEAR: July 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jeremiah McCourt						
1-Jul	2010 Expedition		132493			
5-Jul						13
14-Jul						17
21-Jul						15
26-Jul						11
31-Jul				133168		
			GRAND TOTALS			675

Jul-23

## UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

[illegible]



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: July 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	14325	14860	535	26.7
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		535	26.7