



Upshur County Commission Meeting Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: March 26, 2020

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
- March 12, 2020
 - March 20, 2020 – Emergency Meeting
- 9:15 a.m. Sue McKisic, Upshur-Buckhannon Health Department Nurse Director and Brian Shreves, Upshur County Department of Homeland Security Emergency Management Director – Provide COVID 19 Update
- 9:45 a.m. Approval and Signature of FY 21 Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP) Application on behalf of the Upshur County and Lewis County Board of Educations. If awarded, the grant will provide updated emergency notification telephone systems to both Upshur and Lewis County Board of Educations.
- 11:00 a.m. Meeting with Elected Officials to further discuss continued operations as they relate to COVID 19

Items for Discussion / Action / Approval:

1. Approval and signature of 2020 Board of Review and Equalization (BORE) meeting minutes. * Page 6-8
2. Approval and signature of Upshur County 2020 – 2021 fiscal year budget. *
3. Approval and signature of an Order allowing the Commission to join with the Upshur County Development Authority (UCDA) to form a Joint Development Entity, as permitted under Chapter 7, Article 12 of the Code of West Virginia. This Entity is required to receive new market tax credits (NMTC) for the Innovation Center. * Page 9-10
4. Correspondence from Shane Whitehair, Executive Director of Region VII Planning and Development Council regarding Small Cities Block Grant recipient requirements to affirmatively further fair housing. Approval and signature of a Resolution proclaiming April 2020 as Fair Housing Month. * Page 11-13
5. Approval and signature of the Mountaineer Trail Network Appalachian Regional Commission (ARC) POWER Implementation Grant Letter of Support. * Page 14-15
6. Approval and signature of an Agreement between the Department of Arts, Culture and History for and on behalf of Archives and History for and on behalf of the Records Management and Preservation Board and the Upshur County Commission for fiscal year July 1, 2020 through June 30, 2021. The award is for personnel costs to scan and index records in the amount of \$3,000 in the Assessor's Office and digitizing chancery and civil order books in the amount of \$10,000 in the Circuit Clerk's Office with a ten percent cash match to be provided by the County. * Page 16-19

7. Correspondence from Sheriff David H. Coffman requesting the lateral transfer of Crystal Linger from part-time Circuit Court Bailiff to full-time Law Enforcement Administrative Assistant, effective March 29, 2020 at the pay rate of \$11.22 per hour. * ②
Page 20
Item may lead to Executive Session per WV Code §6-9A-4
8. Correspondence from Sheriff David H. Coffman requesting a lateral transfer of Mark Cunningham from Court Security Officer to Circuit Court Bailiff, effective March 29, 2020 at the pay rate of \$12.00 per hour. * Page 21
Item may lead to Executive Session per WV Code §6-9A-4
9. Correspondence from Sheriff David H. Coffman requesting the employment of Roger Lee Davis as a "fill-in" Court Security Officer, effective March 29, 2020. Page 22
Item may lead to Executive Session per WV Code §6-9A-4
10. Correspondence from Toni C. Newman, Fire Fee Clerk, requesting to decrease her work hours to 44 hours per pay period effective April 1, 2020. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
11. Approval of Lewis–Upshur Animal Control Facility Volunteer Hannah Greenlief. * Under separate cover
12. 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. Order of the Public Service Commission of West Virginia entered March 18, 2020 regarding the "Petition for consent and approval to enlarge the service territory of the Tennerton Public Service District". Page 23-27
2. Announcement of FY2021 Litter Control Grant Application offered through the WVDEP REAP Litter Control Grant Program. Page 28
3. Press Release: Secretary Warner Encourages West Virginians to Vote Early and Absentee in the May 12 Primary Election. Page 29-30
4. Notice of Proposed Adoption of Amendment to Municipal Zoning Ordinance by the Council of the City of Buckhannon Page 31-32
5. Upshur County Sheriff's Financial Statement for period ending February 2020 Page 33-34
6. Public Notices:
- a) Newsletters and/or Event Notifications:
 - Social Security Administration Fraud Hotline Page 35-37
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Fire Board
- March 17, 2020 Page 38

• Upshur County Public Library	March 18, 2020	<u>Page 39</u>
• Emergency Meeting of City Council of Buckhannon	March 19, 2020	<u>Page 40</u>
• City Council of Buckhannon	March 19, 2020	<u>Page 41</u>
• Elkins Road PSD	March 19, 2020	<u>Page 42</u>

c) Meeting Minutes:

• Adrian PSD	February 6, 2020	<u>Page 43</u>
• Tennerton PSD	February 12, 2020	<u>Page 44-45</u>
• Upshur County Safe Structures and Sites Enf. Board	February 13, 2020	<u>Page 46-47</u>
• Upshur County Fire Board	February 18, 2020	<u>Page 48</u>

d) Meetings:

• 04/07/20 5:30 p.m.	Elkins Road PSD
• 04/07/20 4:00 p.m.	Hodgesville PSD
• 04/02/20 7:00 p.m.	Banks District VFD
• 04/02/20 7:00 p.m.	City Council of Buckhannon
• 04/02/20 7:00 p.m.	Selbyville VFD
• 04/13/20 12:00 p.m.	Upshur County Family Resource Network
• 04/13/20 4:30 p.m.	Upshur County Solid Waste Authority
• 04/13/20 5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• TBD 6:00 p.m.	Lewis-Upshur Community Corrections Board
• 04/14/20 7:30 p.m.	Adrian VFD
• 05/01/20 6:00 p.m.	Buckhannon-Upshur Board of Health
• 04/15/20 7:00 a.m.	Upshur County Development Authority – Exec. Board
• 04/15/20 12:00 p.m.	Upshur County Senior Center Board
• 04/08/20 3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 04/08/20 7:00 p.m.	Warren District VFD
• 04/02/20 3:00 p.m.	Adrian PSD
• 04/08/20 3:00 p.m.	Tennerton PSD
• 04/09/20 4:00 p.m.	Upshur County Safe Sites & Structures Enforcement Board
• 04/09/20 7:30 p.m.	Buckhannon VFD
• 04/09/20 4:00 p.m.	Buckhannon Upshur Airport Authority
• 04/16/20 6:30 p.m.	Upshur County Youth Camp Board
• 04/19/20 6:00 p.m.	Washington District VFD
• 05/18/20 6:00 p.m.	Buckhannon-Upshur Chamber of Commerce
• 04/15/20 4:00 p.m.	Upshur County Public Library Board
• 04/21/20 10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council
• 04/21/20 6:30 p.m.	Upshur County Fire Board, Inc.
• 04/28/20 5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board
• 04/08/20 7:00 p.m.	Ellamore VFD
• 04/15/20 12:00 p.m.	Lewis Upshur LEPC --- Upshur location
• 04/16/20 2:00 p.m.	Upshur County Farmland Protection Board
• 04/22/20 10:00 a.m.	James W. Curry Advisory Board
• 04/27/20 7:00 p.m.	Upshur County Fire Fighters Association
• 04/08/20 6:00 p.m.	Buckhannon River Watershed Association - Farm Bureau
• 06/12/20 11:00 a.m.	Region VI Local Elected Officials – Kingwood

****NOTICE:** All in person county board meetings have been cancelled until at least May 1st, at which time the Commission will re-assess CDC guidelines concerning gatherings and meetings. If meetings are necessary to continue operations, they must be performed via teleconference. **

7. Appointments Needed or Upcoming:

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Tabled Items

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

1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

Next Regular Meeting of the Upshur County Commission
April 2, 2020 --- 9:00 a.m.
Upshur County Courthouse Annex

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**Upshur County Commission Meeting
2020 Board of Review and Equalization**



In accordance with WV State Code § 11-3-24 the County Commission of Upshur County, West Virginia, met as the Board of Review and Equalization on January 30, 2020 after providing official notice of the meeting to the citizens of Upshur County. The purpose of this body is to review and equalize county assessments as determined by the Upshur County Assessor's Office and the West Virginia State Tax Department. This Board shall remain in session and shall not recess for more than three (3) working days, until February 18, 2020.

The 2020 Board of Review and Equalization session was called to order on January 30, 2020 at 1:00 pm by Terry B. Cutright. There were present Kristie G. Tenney, Commissioner; Samuel R. Nolte, Commissioner; and Carrie L. Wallace, County Administrator. Listed below are the dates and times at which the Board met throughout January and February 2020, which includes details about the Boards' activity on each particular date.

January 30, 2020 1:00 pm

The Board reviewed the property books. No appointments were scheduled on this date. The Board will stand in recess until 1:00 pm on Wednesday, February 5, 2020.

February 5, 2020 1:00 pm

The Upshur County Commission sitting as the Board of Equalization and Review reconvened Wednesday, February 5, 2020 at 1:00 pm. Dustin Zickefoose, Assessor, was also present. No appointments were scheduled on this date. The Board will stand in recess until 9:00 am on Tuesday, February 11, 2020.

February 11, 2020 9:00 am

The Upshur County Commission sitting as the Board of Equalization and Review reconvened Tuesday, February 11, 2020 at 9:00 am.

James Randall Jackson & Russell Wayne Jackson – Banks District – Parcel #2M-000200010000 and Banks District --- Parcel #3P-010400010000

James Randall Jackson appeared on behalf of the taxpayers. Terry Cutright read the BOER guidelines and each attendee stated their name and title for the record. Hugh McGee, Deputy Assessor; Cynthia Hoover and Jan Mudrinich with the WV Tax Department were also present for the hearing. Randall Jackson and Cynthia Hoover were sworn in. Mr. Jackson noted the oil and gas

Upshur County Commission Meeting
2020 Board of Review and Equalization



parcel is assessed at \$70 an acre. One of the wells paid \$40 per year royalty. He further noted that due to the amount of water in the gas, production has decreased substantially and the property is leased for \$10 per acre. The property has been leased for 12 years and has 3 years remaining on the lease.

Cynthia Hoover noted the value is the same; however, the increase letter was sent because it was changed from surface to mineral only due to a transfer of a portion of the property to Mr. Jackson's daughter. The State is required to review all of the leases in Upshur County each year and further noted a delayed rental and lease term. They must determine the rate per acre, which in Upshur is \$70 per acre, and file with the Secretary of State by July 1. There is a 30-day public comment period and the rate becomes effective September 1.

Jan Mudrinich argued that gas is present, but further below the surface as in the Northern Panhandle. Mr. Jackson responded that is dry gas, not wet. Jan Mudrinich explained that all oil and gas properties in Banks District, and Upshur County for that matter, are valued at \$70 per acre unless it is a producing well. Mr. Jackson gave an example that is not valued at the same amount; however, Jan Mudrinich believes that must be a producing well and asserted that producing valuations run 18 months behind. For example, the 2018 calendar year is to be assessed in 2020. Further discussion ensued. Mr. Jackson discussed allowing the property to become delinquent instead of paying the tax for the rest of his life. Cynthia Hoover explained that at 2.5% levy rate the taxes would equal \$47 per year.

On Motion by Samuel Nolte, seconded by Kristie Tenney, the Board moved to deny the request. Mr. Nolte explained that they have to follow the guidelines. The hearing concluded at 9:15 a.m.

Dale L. and Linda C. Winfree – Banks District – Parcel #3P-010400010000

Dale Winfree participated in the hearing via teleconference and was sworn in at the beginning of the hearing. Terry Cutright read the BOER guidelines and each attendee stated their name and title for the record.

Mr. Winfree explained that he received the increase letter and the mineral appraisal raised by nearly \$10,000; however, every year the amount of gas taken decreases and the value of the gas decreased. He questioned why the appraisal has increased.

Cynthia Hoover explained there are 4 wells being linked to the property. The producer files a return for each well for each year, the 2020 tax year is based on the income reported for calendar

Upshur County Commission Meeting
2020 Board of Review and Equalization

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year 2018; 2019 is based on 2017. For tax year 2019, the income reported was \$48,612; for tax year 2020 the income reported is \$52,298; therefore, there was an increase in income reported. For Marcellus wells, the State Dept. builds a decline in; they take the income reported, declines that out into a future income stream.

The taxpayer stated that he understood the explanation provided. Ms. Hoover explained they are 3 years behind; therefore, 2019 will be reported in 2021.

On Motion by Samuel Nolte, seconded by Kristie Tenney, the Board moved to deny the request. The hearing concluded at 9:37 a.m.

The Board will stand in recess until 9:00 am on Tuesday, February 18, 2020.

February 18, 2020 9:00 am

The Upshur County Commission sitting as the Board of Equalization and Review reconvened Tuesday, February 18, 2020 at 9:00 am. Kristie Tenney participated via teleconference. No appointments were scheduled on this date. There being no further business, corrections to the property books or appointments scheduled, on motion by Samuel Nolte, seconded by Kristie Tenney the Board adjourned sine die at 9:37 am.

The Board received three (3) requests for Board of Assessment Appeals hearings in October that were postmarked on or before February 20, 2020 from the individuals listed below:

Stephen L. Goff of Buckhannon, WV

Pringle House LP of Columbus, OH

Greylock Pipeline Projects LLC of Charleston, WV

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(a)

ORDER OF THE COUNTY COMMISSISON OF UPSHUR COUNTY

WHEREAS, the Upshur County Development Authority ("UCDA") is working to design, construct, equip, finance, operate and maintain the Upshur County Innovation Center (the "Innovation Center");

WHEREAS, The County Commission of Upshur County (the "County Commission") desires to joint with UCDA to form a joint development entity as permitted under Chapter 7, Article 12 of the Code of West Virginia, 1931, as amended (the "Act"), related to the Innovation Center;

WHEREAS, Section 9b of the Act permits any combination of two or more county governing bodies and county development authorities to organize and jointly own all of the ownership interests in a corporation for the sole purpose of jointly undertaking any project that a county development authority would be permitted to undertake under the Act;

WHEREAS, the County Commission desires to join with UCDA to incorporate a corporation in accordance with Section 9b of the Act to be named the Upshur County Development Association, Inc. (the "Joint Development Entity");

WHEREAS, the Joint Development Entity shall be a public corporation and a political subdivision and instrumentality of the County Commission and UCDA and have the powers, rights and privileges set forth in sections seven, eight, nine, ten, eleven, twelve and fourteen of the Act in addition to those granted to limited liability companies under West Virginia law;

WHEREAS, the County Commission desires that UCDA's Executive Director, as incorporator, file Articles of Incorporation for the Joint Development Entity in substantially the form attached hereto as Exhibit A with the Secretary of State of the State of West Virginia; and

WHEREAS, the County Commission agrees the initial directors of the Joint Development Entity shall be Robert Hinton, _____ and _____ (collectively, the "Initial Directors").

NOW THEREFORE, AND IN CONSIDERATION OF THE FOREGOING, THE COUNTY COMMISSION RESOLVES, ORDERS, AGREES AND DIRECTS AS FOLLOWS:

1. The County Commission specifically adopts the findings and determinations set forth in the above recitals.
2. The County Commission hereby approves the creation of the Joint Development Entity.
3. The County Commission hereby authorizes UCDA's Executive Director to incorporate the Joint Development Entity.
4. The County Commission hereby approves the Initial Directors.

5. The County Commission hereby ratifies and confirms the acts of any officer or employee of the County Commission in furtherance of the incorporation of the Joint Development Entity.

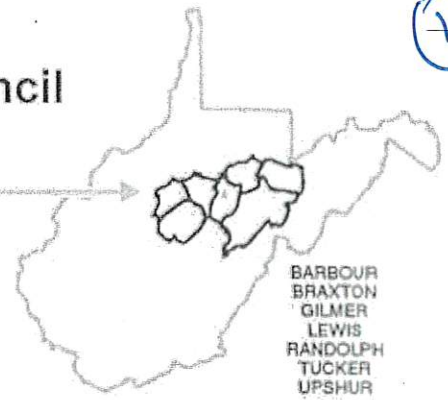
6. This Order shall take effect upon its adoption.

Adopted this ____ day of _____, 2020.

By: _____
President

Region VII Planning and Development Council

P.O. BOX 849 • 21 EAST MAIN STREET • SUITE 102 • BUCKHANNON, WV 26201
PHONE: (304) 472-6564 • FAX (304) 472-6590



March 18, 2020

To: Braxton County Commission, Gilmer County Commission, Lewis County Commission, Upshur County Commission, Town of Burnsville, and Town of Davis

RE: April 2020—Acknowledging Fair Housing Month

Governor Jim Justice has proclaimed April as Fair Housing Month for the State of West Virginia. As a recipient of a Small Cities Block Grant (SCBG), you must take this opportunity for your community to affirmatively further fair housing and comply with this SCBG regulation.

You should have received a memo dated March 18, 2020 from the WV Development Office outlining examples of how you can comply with this requirement (enclosed for your reference). You may already have some of these examples in place, and if so, please revisit, update, and add to these efforts. Below, I am providing you with a summary of examples for you to complete to further your efforts and comply with this SCBG mandate:

1. **At your next regularly scheduled meeting, declare April as Fair Housing Month in the form of the attached resolution.**
2. Add to your letterhead and email signatures: "City/Town/Commission is an Equal Opportunity Employer (EOE)" and "This community supports Fair Housing practices".
3. Utilize the Equal Housing logo in all your general publications, ads, and communications. You can download this logo from the HUD website:
<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>
4. Download and prominently display posters and brochures found on the HUD website:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing

On your behalf, **our office will be placing an advertisement/press release in your local paper as a public notice** to show that your County/City is a fair housing community and promotes equal housing opportunities. This notice will be in the papers within the next couple of weeks.

Please complete these items as soon as possible and send our office a copy/statement of all the requirements you completed so we can include these in the project files. If you should have any questions or comments regarding this matter, please feel free to contact our office.

Sincerely,

Shane Whitehair
Executive Director

(12)

Proclamation

by Governor Jim Justice

Whereas, equal opportunity in housing is a right guaranteed to all Americans under Title VIII of the Civil Rights Act of 1968; and

Whereas, the 52nd anniversary of the National Fair Housing Law provides an opportunity for all Americans to rededicate themselves to the principle of freedom of choice and to reacquaint themselves with the rights and responsibilities that are theirs under the law; and

Whereas, implementation of the fair housing policy of West Virginia requires the positive commitment, involvement, and support of each and every one of our citizens; and

Whereas, the departments and agencies of the State of West Virginia provide leadership in an effort to make fair housing a right that can be realized by all of our citizens.

Now, Therefore, Be it Resolved that I, Jim Justice, Governor of the Great State of West Virginia, do hereby proclaim *April 2020* as:

Fair Housing Month

in the Mountain State and encourage all citizens to support the practice and policy of fair housing in their personal lives, as well as in their workday duties.


In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.

Done at the Capitol, City of Charleston, State of West Virginia, this the Ninth day of March, in the year of our Lord, Two Thousand Twenty, and in the One Hundred Fifty-Seventh year of the State.




Jim Justice
Governor

By the Governor:


Mac Warner
Secretary of State

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UPSHUR COUNTY COMMISSION
Upshur County Administrative Annex
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

FAIR HOUSING RESOLUTION

Whereas, the Upshur County Commission desires to give meaning to the guarantees of equal rights contained in the Constitution and laws of this State and the United States, and to encourage and bring about mutual self-respect and understanding among all citizens and groups in Upshur County; and,

Whereas, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, sex, or national origin; and,

Whereas, under the West Virginia State Fair Housing Law, Title 49-2-305, MCA, it is illegal to deny housing to any person because of race, sex, religion, color, age, physical or mental handicap or national origin;

Therefore, be it resolved the Upshur County Commission in West Virginia makes a firm commitment to do all within its power to eliminate prejudice, intolerance, disorder and discrimination in housing.

Therefore, be it also resolved that a Fair Housing Law poster, which has the "Equal Housing Opportunity" logo, will be displayed at the Upshur County Courthouse.

Therefore, be it also resolved that the following procedures will be used to accomplish the purpose of the aforementioned resolution:

1. The Upshur County Commission shall inform all County employees of the County's commitment to fair housing.
2. The Upshur County Commission will post this resolution in County buildings and other public places and publicize it.
3. The Upshur County Commission shall direct all employees to forward immediately to the Commission President any reports they receive of housing discrimination.
4. The President of the Commission shall forward such complaints to the West Virginia Human Rights Commission, 1321 Plaza East, Room 108A, Charleston, West Virginia, 25301-1400, within 10 days of receipt of said complaint.

Now, therefore it be resolved that the Upshur County Commission does hereby proclaim April 2020 as Fair Housing Month.

Terry Cutright, Commission President

Date



UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

March 26, 2020

ARC POWER Program
1666 Connecticut Avenue, NW
Suite 700
Washington, DC 20009-1068

Re: Mountaineer Trail Network Authority – Implementation Grant

To Whom It May Concern,

This correspondence serves as our official support for and commitment to the proposed Mountaineer Trail Network Authority Implementation Grant.

Northern West Virginia is home to some of the best trail systems in the country. Over the past several decades, millions of dollars have been invested into our trails, and the impact has been significant: both in terms of quality of life for residents, *and* in terms of offering new opportunities for economic development. Now, with the creation of the Mountaineer Trail Network Recreation Authority (MTNA) in 2019, 15 counties are working together for the first time to collectively brand our region as one of the nation's top trail destinations.

As a result, we are excited to be a part of the next phase of this effort through the proposed Mountaineer Trail Network Authority Implementation Grant. This project will further build out the MTNA as an organization that will oversee our collaborative trail development going forward. Over the course of three years, project partners will:

- Build MTNA's capacity to enable long-term economic growth through the facilitation of regional partners and create bylaws, governing policies, and standards for recognizing trails and enacting landowner liability protections;
- Establish regional branding conventions, design signage, and launch a collaborative online marketing platform to drive trail-based tourism;
- Conduct strategic outreach to private landowners, starting in Preston County, to expand and enhance the Mountaineer Trail Network.

The expansion of recreational offerings would not only boost our economy through additional tourism, but it would also provide a secure economic driver for the future by offering an alternative outlet for our youth. We are in the midst of a drug epidemic in the State of West Virginia and Upshur County is no exception. We believe our first defense to combat this epidemic should be an investment in our young people. Recreation not only provides activities for youth and their parents to enjoy while they are growing up here, but also helps to provide a sense of investment in the area and, we believe, increases the likelihood of them staying here in our community to raise their families.

In addition, this project would bring county-level planning services from Downstream Strategies to our county. These services will include continued asset mapping, gap identification, and the creation of a county trail plan using the successful model piloted in Preston County through Friends of the Cheat's 2018 POWER technical assistance grant.

The Upshur County Commission supports this project and commits to working with project partners to implement the outcome of this planning endeavor, through POWER and other programs.

Sincerely,

Terry B. Cutright
Commission President

Kristie G. Tenney
Commissioner

Samuel R. Nolte
Commissioner

STATE OF WEST VIRGINIA
Agreement between the
Department of Arts, Culture and History
For and on behalf of Archives and History
For and on behalf of the Records Management and Preservation Board
and the Upshur County Commission

This AGREEMENT is made and entered into this the **1st day of July 2020** by and between the State of West Virginia, the Department of Arts, Culture and History, and the Records Management and Preservation Board, hereinafter referred to as WVDACH, and the County Commission, hereinafter referred to as GRANTEE.

WHEREAS, the WVDACH is expressly authorized by Article 1, Chapter 29 of the *Code* of West Virginia, One Thousand Nine Hundred Thirty-One, as amended, on behalf of the Records Management and Preservation Board, in the exercise of its lawful duties, to administer state funds appropriated through the West Virginia Legislature from the public records and preservation revenue account to be granted by the Records Management and Preservation Board to county government entities participating in the County Records Management and Preservation Grant Program, Title 100 CSR1; and

WHEREAS, the GRANTEE submitted a request for funds to support a records project under the County Records Management and Preservation Grant Program, which the Records Management and Preservation Board approved on January 6, 2020 to provide the GRANTEE, as per Number 3 of this Agreement, and/or any provisos thereto stipulated by the Records Management and Preservation Board and agreed to by the GRANTEE.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The WVDACH and the GRANTEE agree to cooperate in the implementation of the records management and preservation project referenced above and in compliance with Records Management and Preservation Board rules, regulations and policies.
2. The term of this project shall be for fiscal year **July 1, 2020 through June 30, 2021**, or through completion of the project, whichever comes first.
3. The WVDACH agrees to grant to the GRANTEE the sum of \$13,000, the county must provide a cash match of at least ten percent (10%) of all grant funds expended. The Records Management and Preservation Board award must be expended as follows:

Circuit Clerk: 10,000, to digitize chancery and civil order books (1852-1992). It is the responsibility of the county and office holder to verify the digital images are exact duplicates of the original records and to provide copies of all images in JPEG or TIFF format to the State Archives. The images provided will not be retained beyond the life of the storage device.

Assessor: \$3,000, for personnel costs to scan and index personal property assessments, property review, and transfer documents using the county's records management system.

4. The GRANTEE certifies that it has the required cash-matching capabilities as submitted in its referenced grant application.
5. The WVDACH only agrees to transfer funds to reimburse the grantee on a quarterly basis for eligible expenditures in the referenced grant as provided in the Grant Management Packet (Invoice and supporting documentation).
6. The GRANTEE agrees to comply with all applicable federal, state and county laws, rules, regulations and policies, including but not restricted to purchasing and competitive bidding rules and procedures for purchases of equipment, services, and hiring or employing staff or contract workers, promulgated thereunder.
7. The GRANTEE hereby represents that it possesses the legal authority to contract for this Agreement, as per copy of the resolution, motion or similar action which was clearly adopted by the County Commission; and further, that it has directed and authorized the official representative to act in connection with this Agreement.
8. The GRANTEE agrees to submit quarterly Project Status Reports, Project Financial Expenditure Status Reports, supporting documentation and forms. The Final Report is due within 90 days of completion of the grant project.
9. The GRANTEE agrees to provide Government Pricing for goods and services and to maintain accurate records in accordance with generally accepted accounting principles and procedures, and to comply with requirements of the Single Audit Act of 1984 and OMB Circular A-128, in connection with referenced grant.
10. The GRANTEE agrees to obtain prior approval from the director of Archives and History, as staff to the Records Management and Preservation Board, for any amendment to the scope of work, products, budget, or reporting requirements.
11. It is the understanding of all parties to this Agreement that the WVDACH, by joining in this Agreement, does not pledge, or promise to pledge, the assets of the State of West Virginia, and does not promise to pay any part of the contract sum provided in this agreement from the monies of the Treasury of the State of West Virginia, except such monies as shall be appropriated by the West Virginia Legislature.
12. The GRANTEE shall hold and save the WVDACH and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the GRANTEE.

13. This Agreement may be terminated with the consent of both parties or by either party because of non-performance by the other. Such termination must be in writing and GRANTEE must submit a final report, on the form provided in the Grant Management Packet, documenting work performed and expenditures incurred during the term of the Agreement. GRANTEE must request grant extensions in writing to the Director on or before April 1st of the grant year. The request must demonstrate a good faith effort to conduct and make progress on the project for which the RMPB funds were made available; include a statement explaining and providing justification for failure to complete the project and provide a written schedule and explanation for completion of the project within the period of time requested, this being no later than December 31 of the calendar year the grant was to have been completed. A county which receives a grant for the forthcoming fiscal year may not request an extension on the current fiscal year's grant.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

President of the County Commission

Date

Director, Archives and History

Date

Records Management and Preservation Board Certification

I certify that I reviewed the Agreement for the County Records Management and Preservation Grant Program. I acknowledge that the grant requirements and county obligations were explained to me, and that I was given the opportunity to ask questions, and that I understand and will comply with these requirements.

I agree to have the grant Agreement signed by the President of the County Commission, and return it to Denise Ferguson, Archives and History, The Culture Center, Building 9, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0300 within five working days.

County Grant Contact: _____

Phone Number: _____

E-mail: _____

Date: _____

Upshur County Sheriff's Office



DAVID H. COFFMAN, SHERIFF

Heather D. Parke
Chief Deputy
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

Michael R. Kelley
Chief Deputy
Law Enforcement

March 26, 2020

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

Dear Commissioners:

I am requesting the lateral transfer of Crystal Linger from Circuit Court Bailiff to Law Enforcement Administrative Assistant. This transfer will change Mrs. Linger to a full-time employee with benefits.

Mrs. Linger will begin employment on March 29, 2020 and her rate of pay will be \$11.22/hour.

Thank you for your consideration and support.

Respectfully,

David H. Coffman
Sheriff
Upshur County

Upshur County Sheriff's Office

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DAVID H. COFFMAN, SHERIFF

Heather D. Parke
Chief Deputy
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
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Michael R. Kelley
Chief Deputy
Law Enforcement

March 26, 2020

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

Dear Commissioners:

I am requesting the lateral transfer of Mark Cunningham from Court Security Officer to Circuit Court Bailiff.

Mr. Cunningham will begin employment on March 29, 2020 and his rate of pay will be \$12.00/hour.

Thank you for your consideration and support.

Respectfully,



David H. Coffman
Sheriff
Upshur County

Upshur County Sheriff's Office

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DAVID H. COFFMAN, SHERIFF

Heather D. Parke
Chief Deputy
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

Michael R. Kelley
Chief Deputy
Law Enforcement

March 26, 2020

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

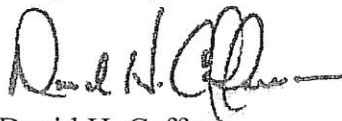
Dear Commissioners:

I respectfully request your approval to hire Roger Lee Davis as a fill-in Court Security Officer. A background check has been completed for this applicant.

Since this is a fill-in position, no additional funding will be needed than what has already been included in the Court Security Budget. Upon approval, Mr. Davis will begin employment on March 29, 2020

Thank you for your consideration and support.

Respectfully,



David H. Coffman
Sheriff
Upshur County

**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON**

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in the City of Charleston on the 18th day of March 2020.

CASE NO. 20-0025-PSD-PC

UPSHUR COUNTY COMMISSION,
Buckhannon, Upshur County.

Petition for consent and approval to enlarge the service territory of the Tennerton Public Service District.

COMMISSION ORDER

The Commission requires publication of notice of the request to adjust the service boundaries of the Tennerton Public Service District (Tennerton), grants a petition to intervene, and refers this proceeding to the Division of Administrative Law Judges (ALJ).

BACKGROUND

On January 13, 2020, the Upshur County Commission (Upshur County) filed its Order Expanding the Territory of Tennerton Public Service District. Upshur County recites that the expansion would be conducive to the public health, comfort and convenience and would serve residents and businesses in an area west of the City of Buckhannon (Buckhannon) that currently receives no services. Along with the Order, Upshur County filed affidavits of posting and publication.

On January 24, 2020, Buckhannon filed a Petition for Leave to Intervene. Buckhannon asserts legal interest in the proceeding under the Commission's Rules of Practice and Procedure, C.S.R. 150, Series 1 (Procedural Rules). Buckhannon states that: (i) Buckhannon, through its Sanitary Board, owns and operates the only sewage treatment facility in Upshur County; (ii) Tennerton discharges all of its sewage collections into Buckhannon's system for treatment; (iii) Buckhannon has concerns that Tennerton will be able to properly maintain an extension to its current service territory; (iv) Buckhannon has expended significant resources in preparation for expansion of its service territory into the area in question; and (v) it challenges the process by which the order was adopted by Upshur County as due process was not afforded.

On January 31, 2020, Upshur County filed its response to the petition to intervene requesting the Commission deny the petition, stating that nothing in the petition gives rise

to a basis for denying the expansion and that the expansion will allow Tennerton to expand its service territory should the need arise. Upshur County further acknowledges that the Commission would need to approve a certificate of convenience and necessity through a separate proceeding prior to any utility providing service within the expanded area.

On February 14, 2020, Commission Staff filed its Initial Joint Staff Memorandum. Staff recommended that the Commission: (i) require Upshur County to provide notice of the proceedings through the issuance of a Class I legal advertisement in the county or counties affected by the proposed order; and (ii) grant Buckhannon's petition to intervene for the limited purpose of challenging whether Upshur County followed the correct process in adopting this resolution.

DISCUSSION

Expansion of boundary lines of a public service district is controlled by the provision of W. Va. Code § 16-13A-2, and Rule 7.1 of the Commission's Rules for the Government of Sewer Utilities, 150 C.S.R., Series 5 (Sewer Rules). The Sewer Rules specifically set forth the steps a County Commission must take to accomplish the creation, enlargement, reduction, merger, dissolution, or consolidation of a public service district pursuant to W. Va. Code § 16-13A-2.

This Order will require notice and opportunity to protest pursuant to Sewer Rule 7.3.a. Pursuant to W. Va. Code § 16-13A-2, the Commission has discretion whether to hold a hearing at which interested persons may appear and object to a boundary adjustment. The Commission will determine whether a hearing is required following expiration of the protest period provided in the notice.

Additionally, the Commission should grant Buckhannon's petition to intervene for the limited purpose of challenging whether Upshur County complied with the statutory and regulatory requirements adopting its resolution. Buckhannon's concerns regarding a future project are outside the scope of this proceeding.

The Commission will refer this matter to the ALJ. Pursuant to G.O. No. 262 issued on March 17, 2020, we will set a decision due date for the Division of Administrative Law Judges that is two months longer than the normal decision due date.

FINDINGS OF FACT

1. Upshur County requested the consent and approval of the Commission to expand the boundaries of Tennerton pursuant to W. Va. Code § 16-13A-2.

2. Upshur County adopted a resolution and order to expand the service area of Tennerton on January 9, 2020. Upshur County held a hearing on January 9, 2020. January 13, 2020 filing.

3. Upshur County published notice of the proposed boundary expansion, as required by Sewer Rule 7.1.a.6. January 13, 2020 filing.

4. Upshur County posted notice of the hearing. January 13, 2020 filing.

5. The proposed expansion of Tennerton is described in a metes and bounds description included in the Order of January 9, 2020, as required by W. Va. Code § 16-13A-2(a) and does not appear to infringe upon the existing boundary lines of any other public service district. January 13, 2020 filing.

6. Buckhannon seeks to intervene in this case.

CONCLUSIONS OF LAW

1. A county commission order regarding public service district boundary modifications is not effective without the consent and approval of the Commission. W. Va. Code § 16-13A-2(a).

2. Upshur County has substantially complied with Sewer Rule 7.1.a.2, by giving this Commission notice of the proposed enlargement of the Tennerton boundary lines and scheduling a public hearing.

3. This Order should require notice and an opportunity to protest pursuant to Sewer Rule 7.3.a.

4. Buckhannon has a legal interest in the outcome of this proceeding, but its concerns regarding a possible future project are outside the scope of this proceeding.

ORDER

IT IS THEREFORE ORDERED that the Upshur County Commission publish the notice attached to this order as Attachment A as a Class I notice and file the Affidavit of Publication with the Public Service Commission as soon as it is available.

IT IS FURTHER ORDERED that this proceeding be referred to the Division of Administrative Law Judges for a decision to be rendered in this matter on or before October 15, 2020.

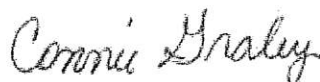
26

IT IS FURTHER ORDERED that if the participants desire an extension of the foregoing decision due date, they may seek an extension only on formal application to the Commission.

IT IS FURTHER ORDERED that the City of Buckhannon's Petition for Leave to Intervene is granted for the limited purpose of challenging whether the Upshur County Commission has followed the correct process in adopting its resolution.

IT IS FURTHER ORDERED that the Executive Secretary of the Commission serve a copy of this Order by electronic service on all parties of record who have filed an e-service agreement, by United States First Class Mail on all parties of record who have not filed an e-service agreement, and on Staff by hand delivery.

A True Copy, Teste,



Connie Graley, Executive Secretary

SMS/tk
200025c.doc

**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON**

CASE NO. 20-0025-PSD-PC

UPSHUR COUNTY COMMISSION,

Petition for consent and approval to enlarge the service
territory of the Tennerton Public Service District.

NOTICE OF FILING

On January 13, 2020, the Upshur County Commission filed a request that the Public Service Commission approve its petition to enlarge the boundary of the Tennerton Public Service District.

A complete description of the boundaries is on file with the Upshur County Commission and the West Virginia Public Service Commission.

Anyone desiring to protest or intervene should file a written protest or petition to intervene within thirty days following the date of this publication. All protests or petitions to intervene should briefly state the reason for the protest or intervention. Petitions to intervene must comply with the Commission's rules on intervention, set forth in the Commission Rules of Practice and Procedure. All protests and interventions should be addressed to: Executive Secretary, West Virginia Public Service Commission, P.O. Box 812 Charleston, West Virginia 25323. If no substantial protest is filed, the commission may approve the Upshur County Commission's request without hearing.

UPSHUR COUNTY COMMISSION

UPSHUR COUNTY COMMISSION

**ATTENTION: FY2021 LITTER CONTROL GRANT
APPLICATION IS NOW AVAILABLE
From the WVDEP REAP Litter Control Grant Program**

This matching grant offers up to \$5,000 to be used in local litter control projects.

Applications may be downloaded from the DEP website at:
www.dep.wv.gov/environmental-advocate/reap/grantprograms or to receive a hard copy feel free to call 1-800-322-5530.

You may also e-mail your request to depreapgrants@wv.gov. Be sure to include your name and mailing address. The application must be mailed and postmarked no later than May 31, 2020 to be eligible.

If you need any additional assistance, please feel free to contact the Recycling Grant Programs at either of the numbers listed above.

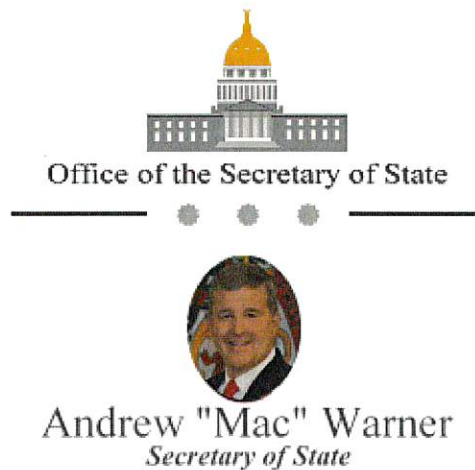
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west virginia

(https://www.wv.gov)

Secretary Warner Encourages West Virginians to Vote Early and Absentee in the May 12 Primary Election

3/19/2020



Charleston, W.Va. — In response to the declaration of a State of Emergency due to the Coronavirus pandemic, Secretary of State Mac Warner encourages West Virginians to take advantage of absentee by mail and early voting options ahead of the May 12 Primary Election.

Warner announced Wednesday that voters who do not wish to vote in person due to the Coronavirus pandemic are eligible to request an absentee ballot by mail. Voters may still vote in-person during Early Voting, from April 29 to May 9, and on Election Day, May 12.

How to request an absentee ballot (in order of preference):

1. Obtain the West Virginia Absentee Ballot Application:

- Download and print the **application** (/FormSearch/Elections/Voter/Absentee%20Ballot%20Application.pdf) from our website; or
- Call or email your county clerk to request the application be mailed to you; or
- Visit your county clerk's office to pick up the application

2. Fill out the application in your own handwriting

- Note: Make sure to check the first box for "Illness, injury or other medical reason which keeps me confined" in Section 4 of the application

3. Return the application to your **county clerk**

(/elections/Pages/CountyClerkDirectory.aspx) by

- Mail; or
- Email; or
- Fax; or
- In-person

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Note: Your county clerk must receive your application by May 6.

Voters may only apply and vote absentee in the county where they live. To make sure your registration is up-to-date, click "Check Your Voter Registration Record" at **GoVoteWV.com** (/elections/Pages/GoVoteWV.aspx).

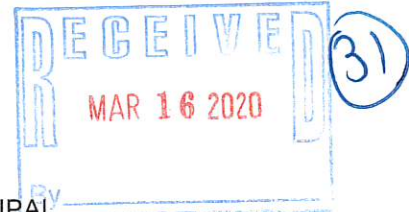
Registered voters may request their absentee ballots from now until May 6. The deadline to register to vote for the Primary Election is April 21 and can be completed at **GoVoteWV.com** (/elections/Pages/GoVoteWV.aspx).

Absentee ballots must be postmarked on or before election day and received by the start of canvass, or hand-delivered the day before the election (May 11).

— — — — —
End of Press Release

Contact Information

Jennifer Gardner - Assistant Communications Director
(304) 356-2616
jgardner@wvsos.gov



NOTICE OF PROPOSED ADOPTION OF AMENDMENT TO MUNICIPAL
ZONING ORDINANCE BY THE COUNCIL OF THE CITY OF BUCKHANNON

TO: All residents of the City of Buckhannon

Notice is hereby given to all residents of the City of Buckhannon that the Council of the City of Buckhannon proposes the third (3rd) reading and adoption of Ordinance No. 444 of the City of Buckhannon, the subject matter and general title, and abstract of which more particularly appear in said Ordinance as "ORDINANCE NO. 444 OF THE CITY OF BUCKHANNON, AN ORDINANCE AMENDING ZONING ORDINANCE NO. 244 AND ORDINANCE NO. 384 OF THE CITY OF BUCKHANNON, BY REZONING THAT PROPERTY IDENTIFIED AS CORPORATION DISTRICT, MAP 33, PARCEL 1.1, AND TITLED IN THE NAME OF A&T ENTERPRISES, LLC, FROM "M - MILITARY DISTRICT" to "C-2 - HIGHWAY COMMERCIAL DISTRICT".

The Council of the City of Buckhannon proposes the third (3rd) reading, passage and adoption of Ordinance No. 444 at the regularly scheduled City Council meeting to be held on Thursday, April 16, 2020, at 7:00 p.m. o'clock, at Buckhannon's City Hall located at 70 East Main Street in Buckhannon, Upshur County, West Virginia. A reasonable number of copies of the proposed Ordinance No. 444 are on file at City Hall. Ordinance No. 444 may be inspected by any member of the public during the regular business hours of City Hall.

All interested persons may appear at the April 16, 2020 meeting and be heard with respect to the City Council's proposed adoption of Ordinance No. 444.

Thomas J. O'Neill, City Attorney

NOTICE OF PROPOSED ADOPTION OF AMENDMENT TO MUNICIPAL
ZONING ORDINANCE BY THE COUNCIL OF THE CITY OF BUCKHANNON

TO: All residents of the City of Buckhannon

Notice is hereby given to all residents of the City of Buckhannon that the Council of the City of Buckhannon proposes the third (3rd) reading and adoption of Ordinance No. 445 of the City of Buckhannon, the subject matter and general title, and abstract of which more particularly appear in said Ordinance as "ORDINANCE NO. 445 OF THE CITY OF BUCKHANNON, AN ORDINANCE AMENDING ZONING ORDINANCE NO. 244 AND ORDINANCE NO. 384 OF THE CITY OF BUCKHANNON, BY REZONING THAT PROPERTY IDENTIFIED AS CORPORATION DISTRICT, MAP 33, PARCEL 1 AND TITLED IN THE NAME OF UPSHUR COUNTY DEVELOPMENT AUTHORITY, FROM "M - MILITARY DISTRICT" to "I - INDUSTRIAL DISTRICT".

The Council of the City of Buckhannon proposes the third (3rd) reading, passage and adoption of Ordinance No. 445 at the regularly scheduled City Council meeting to be held on Thursday, April 16, 2020, at 7:00 p.m. o'clock, at Buckhannon's City Hall located at 70 East Main Street in Buckhannon, Upshur County, West Virginia. A reasonable number of copies of the proposed Ordinance No. 445 are on file at City Hall. Ordinance No. 445 may be inspected by any member of the public during the regular business hours of City Hall.

All interested persons may appear at the April 16, 2020 meeting and be heard with respect to the City Council's proposed adoption of Ordinance No. 445.



Thomas J. O'Neill, City Attorney



Upshur County Sheriff's Financial Statement

For Period Ending: February 2020

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FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 919,240.54	\$ 806,078.00	\$ (612,746.77)	\$ 1,112,571.77
FUND - 002 COAL SEVERANCE TAX FUND	\$ 21,200.03	\$ 2.71	\$ -	\$ 21,202.74
FUND - 003 DOG AND KENNEL FUND	\$ 29,585.03	\$ 1,241.21	\$ (2,147.35)	\$ 28,678.89
FUND - 004 GENERAL SCHOOL FUND	\$ 3,749.30	\$ 4,234.25	\$ -	\$ 7,983.55
FUND - 005 MAGISTRATE COURT FUND	\$ 8,718.05	\$ 1,108.00	\$ -	\$ 9,826.05
FUND - 006 WORTHLESS CHECK FUND	\$ 136,024.27	\$ 141.18	\$ -	\$ 136,165.45
FUND - 007 E-911 FUND	\$ 358,862.00	\$ 213,407.34	\$ (30,770.70)	\$ 541,498.64
FUND - 008 HOME CONFINEMENT FUND	\$ 36,223.02	\$ 8,212.18	\$ (3,570.43)	\$ 40,864.77
FUND - 013 CURRY PARK FUND	\$ 23,309.01	\$ 272.65	\$ (1,806.16)	\$ 21,775.50
FUND - 015 CURRY LIBRARY FUND	\$ 23,577.86	\$ 484.45	\$ (2,106.67)	\$ 21,955.64
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 5,917.64	\$ 4,065.14	\$ (5,817.64)	\$ 4,165.14
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 34,809.96	\$ 18,916.67	\$ (10,881.86)	\$ 42,844.77
FUND - 039 COAL REALLOCATION FUND	\$ 127,927.44	\$ 15.01	\$ (3,836.50)	\$ 124,105.95
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 943,755.39	\$ 223.22	\$ (13,898.88)	\$ 930,079.73
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 209,648.37	\$ 36,264.82	\$ (3,138.62)	\$ 242,774.57
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 703,423.75	\$ -	\$ -	\$ 703,423.75
FUND - 059 CONCEALED WEAPONS FUND	\$ 21,139.63	\$ 2,242.84	\$ (3,425.00)	\$ 19,957.47
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,360.37	\$ 28.44	\$ -	\$ 5,388.81
FUND - 071 JURY FUND	\$ 15,040.00	\$ 318.85	\$ (318.85)	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,485.90	\$ 0.05	\$ -	\$ 2,485.95
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 19,905.09	\$ -	\$ -	\$ 19,905.09
FUND - 079 SPAYING & NEUTERING FUND	\$ 46,007.61	\$ 100.00	\$ (610.00)	\$ 45,497.61
FUND - 080 COMM. CORR. FUND	\$ 181,003.31	\$ 31,680.20	\$ (17,526.47)	\$ 195,157.04
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	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 36,154.50	\$ (36,154.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 900.25	\$ (900.25)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 125.00	\$ (125.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 1,250.00	\$ (1,250.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 545.00	\$ (545.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 10,563.73	\$ (10,563.73)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 560.00	\$ (560.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 224,701.16	\$ 12,445.39	\$ (15,830.21)	\$ 221,316.34
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
FUND - 366 BOARD OF HEALTH FUND	\$ 373,615.54	\$ 4,218.52	\$ (27,952.37)	\$ 349,881.69
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 432.50	\$ 514.50	\$ (432.50)	\$ 514.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 822,762.12	\$ (822,762.12)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 416,826.55	\$ (416,826.55)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 143,943.00	\$ (143,943.00)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 17,273.15	\$ (17,273.15)	\$ -
FINAL TOTALS	\$ 4,556,430.40	\$ 2,597,118.92	\$ (2,207,720.28)	\$ 4,945,829.04

BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 6,168,992.77	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (4,309,708.27)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 3,084,794.54			
NET BANK BALANCE	\$ 4,944,079.04			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 4,945,829.04			

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

David H. Coffman
Sheriff & Treasurer, Upshur County

3/17/2020



Upshur County Sheriff's Financial Statement

For Period Ending: February 2020

Bank Balance Listing

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BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 351,820.80	\$ (7,460.36)	\$ 662,412.00	\$ 1,006,772.44
	COAL SEVERANCE-MMA	\$ 20,202.74	\$ -	\$ -	\$ 20,202.74
	E-911 -MMA	\$ 530,148.04	\$ -	\$ 10.92	\$ 530,158.96
	CURRY PARK-MMA	\$ 18,993.61	\$ -	\$ 250.00	\$ 19,243.61
	CURRY LIBRARY-MMA	\$ 18,083.10	\$ -	\$ -	\$ 18,083.10
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 203,299.10	\$ -	\$ 35,663.68	\$ 238,962.78
	CONCEALED WEAPONS	\$ 19,592.47	\$ -	\$ 365.00	\$ 19,957.47
	GENERAL TAX ACCOUNT-MMA	\$ 1,684,758.63	\$ (2,019,380.91)	\$ 334,622.28	\$ -
	BOARD OF HEALTH-MMA	\$ 108,296.92	\$ -	\$ 1,584.77	\$ 109,881.69
	UPSHUR CO. FIRE FEE-IBCK	\$ 3,542.99	\$ (95.00)	\$ 717.15	\$ 4,165.14
	UP CO COAL REALLOCAT-IBCK	\$ 124,105.95	\$ -	\$ -	\$ 124,105.95
	EMPLOYEE BENEFITS-IBCK	\$ 930,079.73	\$ -	\$ -	\$ 930,079.73
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,485.95	\$ -	\$ -	\$ 2,485.95
	COMMUNITY CORR. FUND-IBCK	\$ 189,505.69	\$ (128.65)	\$ 5,780.00	\$ 195,157.04
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 90.00	\$ (90.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 149,922.50	\$ (117,195.73)	\$ 2,041.13	\$ 34,767.90
	TAX CLEARING ACCOUNT	\$ 48,735.65	\$ (64,425.98)	\$ 15,690.33	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,866.23	\$ (1,866.23)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 113,813.85	\$ (44,556.50)	\$ 24.08	\$ 69,281.43
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 28,678.89	\$ -	\$ -	\$ 28,678.89
	GEN. CO. MISC-CKNG	\$ 17,809.60	\$ -	\$ -	\$ 17,809.60
	WORTHLESS CHECK FUND-CKNG	\$ 136,165.45	\$ -	\$ -	\$ 136,165.45
	E-911 -CNKG	\$ 11,689.68	\$ (350.00)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 42,622.76	\$ (1,757.99)	\$ -	\$ 40,864.77
	CURRY PARK-CKNG	\$ 2,531.89	\$ -	\$ -	\$ 2,531.89
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 3,811.79	\$ -	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,388.81	\$ -	\$ -	\$ 5,388.81
	JURY-CKNG	\$ 15,653.72	\$ (613.72)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 45,547.61	\$ (50.00)	\$ -	\$ 45,497.61
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 13,971.46	\$ (19,885.50)	\$ 5,914.04	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 665.00	\$ (695.00)	\$ 30.00	\$ -
	STATE POLICE FUND-CKNG	\$ 367.75	\$ (545.00)	\$ 182.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 814.27	\$ (2,020,195.18)	\$ 2,019,380.91	\$ -
	TAX LEIN FUND-CKNG	\$ 227,255.67	\$ (5,939.33)	\$ -	\$ 221,316.34
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 24,477.19	\$ (4,477.19)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 388.50	\$ -	\$ 126.00	\$ 514.50
	BANK TOTAL	\$ 5,202,819.16	\$ (4,309,708.27)	\$ 3,084,794.54	\$ 3,977,905.43
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 703,423.75	\$ -	\$ -	\$ 703,423.75
	EE HEALTH CARE REIMB FUND	\$ 42,844.77	\$ -	\$ -	\$ 42,844.77
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 19,905.09	\$ -	\$ -	\$ 19,905.09
	BANK TOTAL	\$ 766,173.61	\$ -	\$ -	\$ 766,173.61
FREEDOM BANK					
	BOARD OF HEALTH-CD 1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	BOARD OF HEALTH-CD 2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	BANK TOTAL	\$ 200,000.00	\$ -	\$ -	\$ 200,000.00
SUMMARY:					
	TOTAL ALL BANKS	\$ 6,168,992.77	\$ (4,309,708.27)	\$ 3,084,794.54	\$ 4,944,079.04
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 4,945,829.04

SOCIAL SECURITY
ADMINISTRATION

OIG Fraud Hotline



Don't Ignore Fraud. Speak Up.

Do you suspect someone of committing fraud, waste, or abuse against Social Security? SSA's OIG Fraud Hotline takes reports of alleged fraud, waste, or abuse.

What is Fraud, Waste, or Abuse?

A variety of situations may be considered fraud, waste, or abuse against Social Security.

These include:

- Making false statements on claims
- Concealing facts or events which affect eligibility for Social Security benefits
- Misuse of benefits by a Representative Payee
- Buying or selling counterfeit or legitimate Social Security cards
- SSN misuse involving people with links to terrorist groups or activities
- Crimes involving SSA employees
- Scams involving the impersonation of an SSA employee
- Bribery of a Social Security Administration employee
- Fraud or misuse of grant or contracting funds
- Standards of conduct violations
- Worker's compensation fraud

How Do I Report Fraud?

Reporting is easy, safe, and secure. You can reach us by internet, phone, mail, or facsimile.

Internet: <https://oig.ssa.gov/report>

U.S. Mail: Social Security Fraud Hotline
P.O. Box 17785
Baltimore, Maryland 21235

Fax: (410) 597-0118

Telephone: 1-800-269-0271 from 10:00 a.m. to 4:00 p.m. Eastern Standard Time

TTY: 1-866-501-2101 for the deaf or hard of hearing

What Information Do I Provide?

Our investigations are most successful when you provide as much information as possible about the alleged suspect(s) and/or victim(s) involved. The more you can tell us, the better chance we have of determining whether a crime has been committed.



As you fill out a fraud allegation, please include the following about the alleged suspect(s) and/or victim(s):

- Names
- Addresses
- Telephone numbers
- Dates of birth
- Social Security numbers

It's especially helpful to know facts about the alleged fraud, such as:

- Description of the fraud
- Location where the fraud took place
- When the fraud took place
- How the fraud was committed
- Why the person committed the fraud (if known)
- Who else has knowledge of the potential violation

Social Security Number Misuse

If someone uses your Social Security number to obtain credit, loans, telephone accounts, or other goods and services, contact the Federal Trade Commission (FTC). The FTC collects complaints about identity theft from those whose identities have been stolen.

You may reach the FTC's identity theft hotline toll free at **1-877-IDTHEFT (1-877-438-4338)** or visit their website at **www.ftc.gov/idtheft**.

What Happens Next

The OIG will carefully review your allegation and take appropriate action. However, we cannot provide information regarding what action we have taken on any allegation reported to our office. Federal regulations prohibit the disclosure of information contained in law enforcement records even to the individual making the allegation. Unless you are contacted directly by one of our investigators, there will be no communication from our office. Under no circumstance will we provide you with the "status" of action taken on the allegation.

Connect With Us

Website: oig.ssa.gov

Twitter: @TheSSAOIG

Facebook: www.facebook.com/oigssa

YouTube: @TheSSAOIG

Instagram: @TheSSAOIG



Securing today
and tomorrow

Social Security Administration
Office of the Inspector General
Publication No. OIG 85-004
Fraud Hotline

Produced and published at U.S. taxpayer expense

Beware of Social Security Phone Scams



Securing today
and tomorrow

37

Telephone scammers are pretending to be government employees. They may threaten you and may demand immediate payment to avoid arrest or other legal action. Do not be fooled!

If you receive a suspicious call:

1. HANG UP!
2. DO NOT GIVE THEM MONEY OR PERSONAL INFORMATION!
3. REPORT THE SCAM AT **OIG.SSA.GOV**



What to look out for



The caller says there is a **problem** with your Social Security number or account.



Scammers **pretend** they're from Social Security or another government agency. Caller ID or documents sent by email may look official but **they are not**.



Any call asking you to pay a fine or debt with retail gift cards, cash, wire transfers, or pre-paid debit cards.



Callers threaten you with arrest or other legal action.

Be Alert

Social Security may call you in some situations but will **never**:

- » Threaten you
- » Suspend your Social Security Number
- » Demand immediate payment from you
- » Require payment by cash, gift card, pre-paid debit card, or wire transfer



Be Active

Protect yourself and your friends and family!

- » If you receive a questionable call, just hang up and report the call at **oig.ssa.gov**
- » Learn more at **oig.ssa.gov/scam**
- » Share this information with others

Notice of Meeting

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, March 17, 2020

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---February 18, 2020

Public Questions/Comment Period

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

- Cumulative report
- Reminders update
- Folding machine update

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 2/28/2020---\$82,857.90
- Disbursement from Chief Tax Deputy for February---TBD prior to the meeting

Payment of Bills/Invoices

- Software Systems---Invoice #33608---Maintenance Charge February---\$206.00
- Upshur County Commission---Reimbursement---GST Computer---\$1055.65
- Hart Office Solutions---Invoice # 204988---\$156.28

Approval of purchase of a new printer to replace the two printers currently in use

Review/Approval to discontinue contract on copier from Hart Office Solutions

Review/Approval of Fire Fee Clerk number of hours worked per pay period

Review and Approval of Corrective Tickets and Exonerations

Other Items/Matters to Consider

Date of Next Meeting---April 21, 2020---Adjournment

UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting Agenda
Wednesday, March 18, 2020, 4:00 p.m.

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
 - A. Status of Parking Lot
 - i. Traffic circle
 - B. Final approval on meeting room policy
- VI. New Business
 - A. Ramp Dinner prep updates
 - B. Library Coronavirus Response
 - C. WVLN Membership Agreement
- VII. Friends of the Library update – Ann Slaughter
- VIII. Setting date of next Board meeting
- IX. Adjournment

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Emergency Meeting of City Council of Buckhannon
Pursuant to West Virginia Code §6-9A-3(h)
Prior to City Council Regular Meeting in Council Chambers
7:00 p.m. March 19, 2020

Pursuant to West Virginia Code §6-9A-3(h)(2), the facts and circumstances of the emergency giving rise to the call for this Emergency Meeting are:

1. The Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak issued March 13, 2020 by the President of the United States.
 2. Guidance on social distancing published by the United States Centers for Disease Control and Prevention applicable to the entirety of the United States of America, including the City of Buckhannon.
 3. The State of Emergency Declaration to prepare for and respond to the outbreak of respiratory disease caused by a novel coronavirus now known as COVID-19, issued on March 16, 2020 by the Governor of the State of West Virginia
-
- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
 - B. To Discuss and Approve the Operation Plans of the City of Buckhannon regarding the COVID-19 Pandemic
 - C. Adjournment into Regular Meeting

Posted 03/19/2020 2:01PM

(41)

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, March 19, 2020

A. Call to Order

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

B. Recognized Guests

- B.1 Recognition of February BEST Award Winner-Bob Post
- B.2 Catherine Norko-Charles W. Gibson Library
- B.3 Women's History Month Celebration-Honoring Mary Augusta Gibson
- B.4 Sarah Campbell-Upshur County Senior Center- March for Meals Campaign

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief- Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Mayor's Statement-Corona COVID-19 Virus-March 13, 2020
- D.2 CityPR: COVID-19 Preparedness Action-Encourages Social Distancing
- D.3 Notice PSC WV-All Utilities to Suspend Utility Service Terminations
- D.4 Executed Property Purchase Agreement-15 Madison Street
- D.5 Notice Lay the Levy on Tuesday, April 21, 2020 at 9:00am
- D.6 Notice of Proposed Adoption of Amendment to Municipal Zoning Ordinance
- D.7 Report of Cat & Dog Activity -Upshur County Commission-February 2020
- D.8 David L Howell-Certified Public Accountant- Engagement Letter-Audit Year Ending June 30, 2019
- D.9 Mayor's Proclamation-Youth Art Month-UC Schools Art Exhibition at Colonial Theatre's Gallery
- D.10 Mayor's Talking Points Citizens' Bank Property on Madison Street-March 16, 2020
- D.11 Mayor's Remarks at Black Balloon Day-March 6, 2020
- D.12 Mayor's Statement RE: Purchase of Citizens' Bank Property on Madison Street & Gift Acceptance for SYCC
- D.13 Fish Hawk Acres, LLC Zoning Form to ABCA

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 03/05/2020; Special meetings 02/25/2020 & 03/13/2020
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Mountaineer Trail Network Application Regional Commission (ARC) POWER Implementation Grant Letter of Support
- F.2 Approval Budget FY 2020-2021
- F.3 Approval Ordinance No. 443 Authorizing Purchase of Property 15 Madison Street-2nd/Final Reading
- F.4 Approval Ordinance No. 444 Zoning Change of Property Owner A&T Enterprises LLC-Property on Brushy Fork Road from Military District to C2 Highway Commercial District 1st Reading
- F.5 Approval Ordinance No. 445 Zoning Change of Property Owner UCDA-Property on Brushy Fork Road from Military District to Industrial District-1st Reading
- F.6 Discussion/Possible Action Employee Health Insurance
- F.7 Discussion/Possible Action Colonial Theatre Oversight-ART26201 Proposal

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 Robbie Skinner
- G.5 David Thomas
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Adjournment

ELKINS ROAD PUBLIC SERVICE DISTRICT

Agenda

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Meeting *Special Meeting*

Start Time 1:30 PM

Date *Tuesday, March 19, 2020*

Place *Kesling Mill Lions Club
2138 Childers Run Rd*

Meeting Called to Order by Chairperson
Introduction - Board, Engineer
Recognize Current Customers

1:30 PM

ITEMS FOR DISCUSSION

Bid Opening

Any Business Required

For Review/Accepting of Bids

Vote

Adjournment

Vote

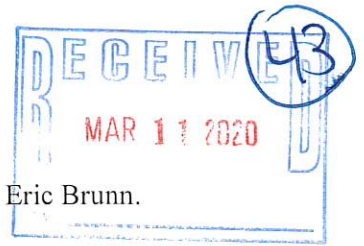
Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺

*Rough Draft Prepared by Office Manager February 26, 2020
Prepared by Board Chair and Office Manager
Posted and Available to the Public on March 17, 2020*

Adrian Public Service District

February 6, 2020

Monthly Board Meeting



Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody, and Eric Brunn.
Visitors: none

All motions were unanimous unless otherwise noted.

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

Minutes of the January 8th meeting were read. Kelly made the motion to approve the minutes and Paul second.

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

Old Business

- Phase VIII- Board discussed that the proposed extensions should be looked over carefully as to narrow down what sections of the extension are essential and what is not essential.
- Customer Craig Bessinger signed a deferred payment arrangement
- Micrologic Broad Band Tower- Eric met with Rob Hinton of the development authority at the proposed site location to measure and discuss the project.

New Business

- None

Items for Discussion/Action/Approval

- None

Maintenance – Eric

- Repaired both back check valves at the Kanawha Head pump station
- Painting floors in stations

Office Report

- Business as usual

The meeting adjourned at 4:00 pm. Next regular meeting will be March 5, 2019 at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

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Tennerton Public Service District
Monthly Meeting
February 12, 2020

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on February 12, 2020

In attendance were Joe Tenney, Elmer Tenney, John Barnes, Terry Gould, Vickie Dean and Beulah Riffle

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on January 8, 2020 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by Elmer Tenney.

Beulah Riffle attended the meeting to voice her complaint about her expense of her sewer bill. This dispute has been ongoing for several years. Her request for reimbursement was denied 2 years ago when John McGrew was chairman. This incident happened approximately 8 years ago. Joe Tenney offered Ms. Riffle a settlement of 1500.00 with no assumed responsibility. The board was in agreement. She accepted and signed an agreement.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Joe Tenney and seconded by Elmer Tenney.

The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- Judy Smith mobile home, will have to move tap to meet line, hopefully we can wait for weather to clear up.
- We smoke tested at Deer Park at Ralph Knicely's, raw sewage was on the ground. Ralph had crushed the pipe with a piece of equipment. He made his own manholes, and they need some repair. The crushed pipe has been repaired.
- A bill is in the legislature for Home Rule for Counties.
- Filed and rec'd rate increase for TPSD. Minimum \$21.60 bill.
- Last Hodgesville PSD meeting, Randy Watson was told that TPSD would need project started asap.

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There being no other business to discuss, motion was made by Joe Tenney to adjourn seconded by John Barnes.

Approved

Joseph A. Tenney

(16)

Upshur County Safe Structures and Sites
Enforcement Board
February 13, 2020

Members present: Greg Harris, Chris Cook, and Chris Garrett

Members absent: Rick Harlow, Brian Shreves

Others present: Tabatha Perry

The meeting was called to order at 3:00 p.m. by Greg Harris.

The January 9, 2020 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Chris Garrett, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

061418-03 (Best) -- No action taken. Sold during November 2018 tax sale, property owner has 18 months to redeem -- waiting until the end of the 18-month period to see if the new owner brings the property into compliance. Discuss during May 2020 meeting.

101019-02 (Chewning) No action, the initial deadline to bring the property into compliance is March 11th.

111419-01 (Browning) On motion by Chris Garrett, seconded by Chris Cook, the Board voted to send a letter of required action to the property owner with an initial deadline of April 8, 2020. In order to bring the property into compliance, the solid waste must be removed and the roof needs repaired.

010220-01 (Gardner) Greg Harris provided feedback from his property visit. No photographs were taken as the property occupant was unwilling to cooperate. On motion by Chris Garrett, seconded by Chris Cook, the Board voted to return to the property with the assistance of the Sheriff's Department. Greg Harris will also contact James McClain with WV DEP. The property is within the floodplain and has a large accumulation of vehicles and parts.

The Enforcement Board reviewed the following new cases:

None

Public Comment:

None

Other Business:

The next meeting will be held on Thursday, March 12, 2020 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting adjourned at 3:28 p.m.

Approved by:



Greg Harris, Enforcement Officer

03-12-20
Date

Chris Garrett, Board Member

Date

Rick Harlow, Board Member

Date

Kenneth "Brian" Shreves, Board Member

Date


Chris Cook, Board Member

Date

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Upshur County Fire Board Meeting February 18, 2020

Members Present: Joe Gower, Larry Alkire, Kristie Tenney, Linn Baxa, and Clifton Shaw

Members Absent: Tom O'Neill and Rick Harlow

Others Present: Arthur Wilson and John Brugnoli-guests, and Toni Newman-Fire Fee Clerk

The Fire Board meeting was called to order by Chairman Joe Gower at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from January 21, 2020, were approved on motion by Kristie Tenney and second by Lynn Baxa.

The Fire Fee Clerk reported the 2019 Fire Fees are currently at 87 percent collected. Reminder letters have been mailed to all customers who have not paid in Districts 1, 5, 6, 7 and partial 2 and 4. Checks were ordered and cost \$99.80.

The checking account balance as of 1/31/2020 was \$79,468.39. The disbursement from the Chief Tax Deputy for the month of January was \$5,817.64

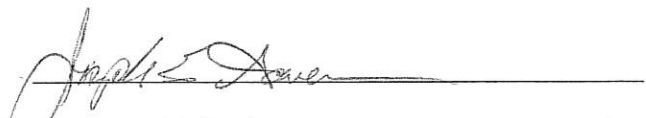
The following invoices were reviewed and approved upon motion by Larry Alkire and second by Clifton Shaw:

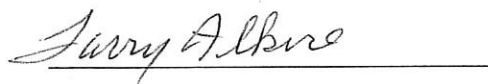
- Software Systems---Invoice #33509---\$206.00
- Upshur County Commission—Reimbursement---Postage---October-December---\$412.70

There were no corrective tickets this month. There were eighteen exoneration requests approved by the Board.

There being no further business, the meeting adjourned at 6:45 p.m. on motion by Larry Alkire and second by Lynn Baxa.

The next meeting of the Board will be March 17, 2020.


Joseph Gower, Chairman, Upshur County Fire Board


Board Member