

Upshur County Commission Meeting Agenda

- Location: Meeting will be held telephonically due to COVID-19. Please dial 1-800-719-6100 (toll free) or 1-717-275-8940 Access Code: 898 8882 to enter the conference call
- Date of Meeting: April 16, 2020
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - April 2, 2020
- 9:15 a.m. Proclamation and Certificate of Recognition in honor of National Public Safety Telecommunicators Week Page 4
- 9:30 a.m. Discuss operations of the Upshur County Recreational Park during the 2020 season
- 10:00 a.m. Attorneys Clayton Fitzsimmons and Mark Colantonio of Fitzsimmons Law Firm PLLC -- Update on pending opioid litigation via conference call
Item may lead to Executive Session per WV Code §6-9A-4
- 11:00 a.m. Teleconference with Elected Officials to further discuss continued operations as they relate to COVID 19

Items for Discussion / Action / Approval:

1. Approval of the Revised 2020 Calendar Year Holidays/Hours of Operation. The revisions are due to the postponement of the Primary Election and the cancellation of the Strawberry Festival. * Page 5
2. Correspondence from Rich Clemens, on behalf of the Rotary Club of Buckhannon-Upshur, requesting permission to place a sign on the Courthouse property. The sign expresses gratitude to healthcare workers and first responders during this difficult time. Upon approval, the Rotary Club will assume all costs associated with the project and will maintain/remove the signs as directed. * Page 6-7
3. Correspondence from Laura B. Meadows, Upshur County Convention and Visitors Bureau Executive Director, announcing the upcoming term expiration of the Commission's representative on the Board and requesting for the appointment of a new representative. Upon approval, the new representative's term will begin on July 1, 2020 and expire on June 30, 2023. * Page 8
4. Correspondence from Jason Keeling, Executive Director of the American Red Cross Allegheny Highlands Chapter, requesting a donation in the amount of \$2,500 to aid in their effort to assist the community. * Page 9
5. Approval and signature of a Section 125 Flexible Benefit Plan Amendment for Flexible Spending Accounts (FSAs), effective upon execution. The plan will be amended to include changes in the definition of medical expenses related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The Section 125 Plan Amendment allows the employee to pay for certain qualified medical expenses on a pre-tax basis using their FSA cards. * Page 10-11

6. Review and signature of WV Association of Counties Group Self Insurance Risk Pool Coversheet to Member Agreement. The total annual contribution including workers' compensation is \$179,562. *
Page 12-33
7. Correspondence from Sheriff David H. Coffman announcing the termination of Kelly Pugh, Law Enforcement Administrative Assistant, effective March 16, 2020. *
Page 34
Item may lead to Executive Session per WV Code §6-9A-4
8. Correspondence from Cheyenne Troxell, Program Director for Community Corrections, requesting to increase Andrew Pinkney's rate of pay to \$35 per hour, effective immediately. As agreed, Mr. Pinkney has achieved his ADC Counseling certification. *
Page 35
Item may lead to Executive Session per WV Code §6-9A-4
9. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Correspondence from Brad Ayers, Senior Director of Government Affairs for Suddenlink by Altice USA, notifying the Commission that effective April 21, 2020, the Company will offer new tiered video packages for all new and existing business customers. All existing video pricing will be unaffected.
Page 36
2. Upshur County Fire Board, Inc. Cumulative Financial Reports FY20 – July 1, 2019 through April 11, 2020
Page 37-49
3. U.S. EPA Brownfields Quarterly Progress Report for period January 1, 2020 through March 31, 2020
Page 50-52
4. Upshur County E911 Communication Reports – March, 2020 *Under separate cover*
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
5. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - FirstEnergy Corp. Press Release: FirstEnergy Committed to Maintaining 24/7 Service to Customers Through Coronavirus Health Emergency *Page 53-54*
 - b) Agendas and/or Notice of Meetings:

• Upshur County Public Library	March 18, 2020	<i>Page 55</i>
• Upshur County Senior Center	April 8, 2020	<i>Page 56</i>
• Buckhannon-Upshur Airport Authority	April 9, 2020	<i>Page 57</i>
• Emergency Meeting of City Council of Buckhannon	April 16, 2020	<i>Page 58</i>
• City Council of Buckhannon	April 16, 2020	<i>Page 59</i>
 - c) Meeting Minutes:

• Upshur County Public Library	February 19, 2020	<i>Page 60</i>
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d) Meetings:

- 05/05/20 5:30 p.m. Elkins Road PSD
- 05/05/20 4:00 p.m. Hodgesville PSD
- 05/07/20 7:00 p.m. Banks District VFD
- 05/07/20 7:00 p.m. City Council of Buckhannon
- 05/07/20 7:00 p.m. Selbyville VFD
- 05/11/20 12:00 p.m. Upshur County Family Resource Network
- 05/11/20 4:30 p.m. Upshur County Solid Waste Authority
- 05/11/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 05/04/20 6:00 p.m. Lewis-Upshur Community Corrections Board
- 05/12/20 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
- 05/07/20 3:00 p.m. Adrian PSD
- 05/13/20 3:00 p.m. Tennerton PSD
- 05/14/20 4:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 05/14/20 7:30 p.m. Buckhannon VFD
- 05/14/20 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 12:00 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
- 05/19/20 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 - CANCELLED
- 05/21/20 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
- 05/13/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 04/27/20 10:00 a.m. Mountain CAP of WV, Inc. a CDC
- 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. **

6. Appointments Needed or Upcoming:

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)

The Regular Meetings of the Upshur County Commission are CANCELLED until further notice
A Special Meeting will take place Tuesday, April 21, 2020 at 9 a.m. via teleconference



Proclamation

National Public Safety Telecommunicators Week April 12-18, 2020

Whereas emergencies occur 24 hours per day, 7 days a week, 365 days a year that require Law Enforcement, Fire or Emergency Medical Services; and,

Whereas when an emergency occurs the prompt response of Law Enforcement Officers, Firefighters Emergency Medical Technicians and Paramedics is critical to the protection of life and preservation of property; and,

Whereas such response would not be possible without Public Safety Telecommunicators who are the first and most critical contact our citizens have with emergency services; and,

Whereas our Law Enforcement Officers, Firefighters, and Emergency Medical Service personnel, are dependent upon the quality and accuracy of information obtained from citizens who telephone the Upshur County Emergency 911 Communications Center; and,

Whereas Public Safety Telecommunicators provide the vital link for our Emergency Services personnel by monitoring their activities by radio, providing them with invaluable information and ensuring their safety during the most dangerous times; and,

Whereas Public Safety Telecommunicators of the Upshur County Emergency 911 Communications Center have contributed substantially to the apprehension of criminals, suppression of fires, treatment of patients and overall safety of our community; and,

Whereas each Public Safety Telecommunicator of the Upshur County Emergency 911 Communications Center exhibits compassion, understanding and professionalism during the performance of their job on a daily basis;

Therefore, Be It Resolved that the Upshur County Commission declares the week of April 12 through 18, 2020 to be National Public Safety Telecommunicators Week in Upshur County, in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

Terry B. Cutright
President

Samuel R. Nolte
Commissioner

Kristie G. Tenney
Commissioner

2020 Calendar Year Legal Holidays

Revised April 16, 2020

January 1, 2020	Wednesday	New Year's Day
January 20, 2020	Monday	Martin Luther King Day
February 17, 2020	Monday	President's Day
May 12, 2020	Tuesday	Primary Election Day
May 25, 2020	Monday	Memorial Day
June 9, 2020	Tuesday	Primary Election Day Observance
June 19, 2020	Friday	West Virginia Day Observance
July 3, 2020	Friday	Independence Day Observance
September 7, 2020	Monday	Labor Day
October 12, 2020	Monday	Columbus Day
November 3, 2020	Tuesday	General Election Day
November 11, 2020	Wednesday	Veterans' Day
November 26, 2020	Thursday	Thanksgiving Day
November 27, 2020	Friday	Lincoln's Day
December 24, 2020	Thursday	Christmas Eve – ½ Day
December 25, 2020	Friday	Christmas Day
December 31, 2020	Thursday	New Year's Eve – ½ Day
January 1, 2021	Friday	New Year's Day

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The Upshur County Courthouse's hours of operation are Monday-Friday 8:00 a.m. to 4:00 p.m. with the following exceptions:

May 15, 2020	Friday	8:00 a.m. to 12:00 p.m.
December 11, 2020	Friday	8:00 a.m. to 12:00 p.m.

***In addition, the Courthouse and Annex buildings will be closed on other holidays as declared by the Governor resulting in closed courts, as permitted by subsection (c), section one, article two, chapter two of the Code of West Virginia. ***

Greetings,

On behalf of our community and our club members the Rotary Club of Buckhannon-Upshur would like to place a sign in a prominent location on your property. We are scheduled to place one at the entrance to the St. Joseph Hospital and would like to also place such a sign (approximately 3' x 5') at the Courthouse and one at City Hall. While the final design is not yet finalized I have attached a sample of the general concept. The Rotary Club would cover all costs of this project as well as maintain/remove the signs as directed by your organization.

Questions:

- What steps need to be completed to acquire approval for such a request.
- Assuming such approval can be obtained - Please identify a contact person.

Thank you for your consideration.

Rotary Club of Buckhannon-Upshur

Rich Clemens
Treasurer

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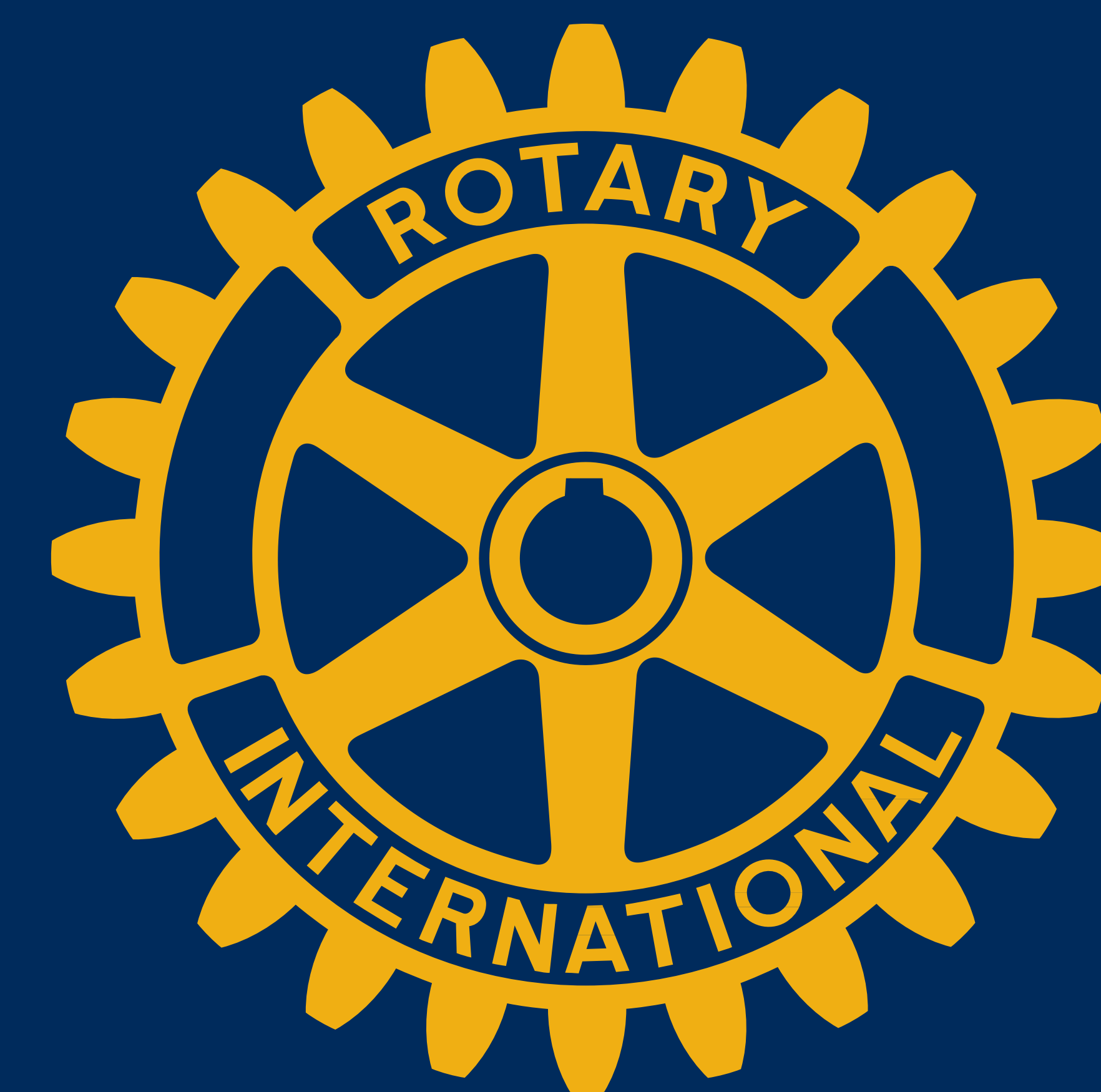
Rich Clemens
rich.clemens@gmail.com

On behalf of our community and our
members we salute and give thanks for our
healthcare workers and first responders.

Stay Safe.

THANK YOU

**The Rotary Club of
Buckhannon-Upshur**





Upshur County Commission
38 W. Main Street
Buckhannon, WV 26201

RE: Upshur County Commission Appointment

Dear Upshur County Commission,

The Upshur County Commission has representation on the Upshur County CVB's Board of Directors through one person appointed by the Commission.

Carrie Wallace has represented the Upshur County Commission for the past 6 years. With her 2nd term expiring on June 30, 2020, the Commission will need to appoint a new representative.

Please indicate the new representative appointed by the Upshur County Commission in the space below by April 30, 2020.

Should you have any questions, please contact our office at any time.

Sincerely,

A handwritten signature in blue ink that reads "Laura B. Meadows". The signature is written in a cursive style.

Laura B. Meadows
Executive Director
PO Box 817 | 14 E. Main Street
Buckhannon, WV 26201
304.473.1400
lmeadows@VisitBuckhannon.org



American Red Cross
Allegheny Highlands

1299 Pineview Drive, Suite 300
Morgantown, WV 26505

April 10, 2020

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

Dear Commissioners:

West Virginia Red Cross volunteers help disaster victims get on the road to recovery. They give blood to help someone in the hospital. They brighten the day of an injured service member in a veteran hospital. They take our classes and step forward to help someone having a heart attack or to save a drowning child.

The Red Cross responds to more than 60,000 disasters a year in this country. It provides 24-hour support to members of the military, veterans and their families; and collects and distributes about 40 percent of the nation's blood supply. In fiscal year 2019, the WV Red Cross was proud to provide the following services to residents of Upshur County:

- Responded to 5 home fires and assisted affected families with immediate needs.
- Collected 432 units of lifesaving blood.
- Instructed 473 people in lifesaving CPR/First Aid skills.

As a non-profit and non-governmental organization, American Red Cross relies on donations to provide needed services. People in need turn to the American Red Cross when help can't wait. But growing public health concerns caused by the coronavirus (COVID-19) pandemic will pose significant challenges as we work to continue delivering our vital mission—including potential blood shortages as a growing number of blood donation appointments and blood drives are cancelled.

The Red Cross must be prepared to adapt to these challenges, so we can support West Virginians in their darkest hours. Because of this, we respectfully request your financial support of our critical lifesaving services. Although we would be grateful for any amount, we ask consideration of a donation of \$2,500.

We are grateful for your consideration of our mission. Thank you for your support!

Sincerely,

Jason Keeling
Executive Director
Allegheny Highlands Chapter

AMENDMENT

SECTION 125 FLEXIBLE BENEFIT PLAN

WHEREAS, Section XI of the Section 125 Flexible Benefit Plan ("Plan") permits amendment to the Plan;

WHEREAS, the Employer desires to amend the Plan to include changes in the definition of medical expense related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act);

NOW, THEREFORE, the Plan is hereby amended, effective April 15, 2020, or if later, upon execution of this amendment, as follows:

1.

Section 8.04 (a) is amended by removing that Section in its entirety and in its place including the following:

- "(a) Eligible Medical Expense in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan.

2.

~~Section 8.05 introductory language~~ is amended by removing that portion of the Section in its entirety and in its place including the following:

- "8.05 USE OF DEBIT CARD: In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply."

3.

This amendment is effective for medical expenses incurred after December 31, 2019

4.

Other than changes made herein, the Plan shall remain in full force and effect.

IN WITNESS WHEREOF, the Employer has caused this Amendment to the Plan to be executed by its duly authorized representative this ____ day of _____, 2020.

By: _____

Title: _____

Employer Name: _____

Employer State or Tax ID: _____



2020 - 2021 Self Insurance Proposal

Proposal for: Upshur County Commission

For additional information, contact:
Steve Rawlings
1819 Electric Road, Suite C
Roanoke, VA 24018
Phone: (844) 986-2705

Presented: Mar 26, 2020

[West Virginia Communities Risk Pool](#)

Package coverages, terms, conditions and exclusions are only briefly outlined. For complete provisions, please refer to the coverage contract.



**We provide the most extensive coverage and service
at stable and extremely competitive pricing.**

Why WVCoRP?

Member-Owned, Member Governed

West Virginia Communities Risk Pool (WVCoRP) provides coverage and risk management expertise to local government entities throughout West Virginia. By pooling risks, members enjoy the benefits of cost savings, price stability and comprehensive coverages. Unlike a commercial carrier, WVCoRP is governed by a Supervisory Board that is comprised of pool members. As a member governed organization, WVCoRP knows and understands its members' needs and has a proven record of quickly responding to the changes in state laws and mandates



Services and Resources Available

WVCoRP uses its expertise to custom design services to meet the specific needs of each member, including risk management consultations and on-site trainings.

- Online tools allow our members easy access to claim reporting, claims data, customized loss reports, Certificate of Insurance requests, and changes to Property, Inland Marine, and Auto schedules
- Cyber risk coverage provided at no charge - Optional Limits Available
- Pollution coverage included as a part of general liability coverage
- Contract and lease review to ensure adequate coverage requirements and indemnification language
- Property valuations are completed on a rotating basis at no charge
- Live and recorded training webinars
- Case Management services provided by nursing professionals
- Medical Bill Review to ensure cost effective treatment for injured employees
- Defensive Driver Training with Enhanced On-Site Driving Simulator
- Onsite Law Enforcement Staff Training with continuing education credits
- Facility Safety Assessments
- Emergency preparedness training
- Safety committee participation





Upshur County Commission

Contribution Summary Form

Coverage	Deductible	Contribution
Property : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	See Schedule	\$29,877
Inland Marine : Replacement Cost if Scheduled, otherwise Actual Cash Value	See Schedule	\$3,864
Equipment Breakdown	\$1,000	\$3,181
General Liability : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	\$42,300
Law Enforcement Liability : \$1,000,000 Limit	\$10,000	Included
Public Officials Liability : \$1,000,000 Limit Each Wrongful Act	\$10,000	\$11,670
Automobile : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited	See Schedule	\$38,000
Crime : Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$950
Excess Liability : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses.	None	\$8,340
Environmental Liability : \$500,000 Limit	\$25,000	Included
Cyber Risk : \$250,000 Limit	None	Included
Workers' Compensation :	None	\$41,380
Grand Total Annual Contribution		\$179,562

Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

In order to be eligible for WVCoRP membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty must be in effect with WVCoRP.

Quarterly installment payment terms available for Workers' Compensation coverage only.



RESPONSE NEEDED - If electing option(s) below, please indicate on Coverage Intent Form form. Otherwise, coverage will be based upon current coverage as you do not wish to select proposed option(s) below.

**2020 - 2021 Quote Options for
Upshur County Commission**

OPTION 1 : Cyber Risk - Increased Liability

WVCoRP provides members an opportunity to increase Cyber Risk coverage. The purchased limit is your own limit, which is outside of the WVCoRP pooled limit for other members. Cyber Risk Liability provides coverage due to network security breaches (including hacking and viruses) and online privacy matters (including identity theft). Coverage also includes Crisis Management, Remediation and Notification Expense coverage for public relations services, expense to determine scope of breach, and notification expense required by law, including mailings and monitoring up to the purchased limit.

Limit	Deductible	Additional Contribution
\$1,000,000	\$0	\$3,000
\$2,000,000	\$0	\$4,500
\$3,000,000	\$0	\$6,000

\$5,000,000 and \$10,000,000 limit options are available upon request



Property

- WVCoRP provides members with the most extensive property coverage available.
- Property coverage is Special Form specifically drafted for public entities; all perils are covered except those specifically excluded.

Buildings and Contents

Total Building Values	\$ 24,042,114
Total Contents Values	\$ 2,464,322
Business Income / Extra Expense (\$100,000 Automatic or as scheduled)	\$ 450,000

Coverage Includes: (no additional charge)*

- Back-up of Sewers & Drains: \$1,000,000 Limit
- Debris Removal: \$20,000,000 Pool Limit
- Pollutant Clean-up and Removal: \$500,000 Pool Limit
- Newly Acquired Property: \$10,000,000 Limit (up to 120 Days)
When timely reported, covered until renewal at no additional charge if under \$500,000 in value; additional charge for new values above \$500,000
- Property in Transit: \$5,000,000 Pool Limit
- Utility Services Time Element: \$2,000,000 Pool Limit
- Building Ordinance/Increased Cost of Construction/Demolition: up to \$20,000,000 Pool Limit
- Earthquake, Volcanic Eruption, Landslide, and Mine Subsidence: up to \$10,000,000 Pool Limit
- Flood (if outside the 100 year flood plain): up to \$10,000,000 Pool Limit
- Architect & Engineering fees for plans, specifications, and supervision included upon replacement
- Error in Reporting Provision
- Improvements and Betterments to buildings leased by the member
- Signs, fences, light poles, antenna, masts, and towers; retaining walls are covered within 1,000 feet of the premises provided their values are included in the schedule

**Does not apply to properties valued at Actual Cash Value (ACV)*

Coverage Available (Additional Charge):

Builders' Risk during building construction (Optional - must be reported)

Perils Covered

- Special Form; specifically drafted for local government; all perils are covered except those specifically excluded.
- Flood (if outside the 100 year flood plain) and Earthquake are included.

Valuation

- Building & Contents – Replacement Cost, except vacant property at Actual Cash Value or stated otherwise
- Business Income - Actual Loss Sustained

Other Terms

- Blanket Limit
- No Coinsurance
- Vacant Buildings must be reported.
If vacant building becomes occupied, please notify WVCoRP to ensure proper coverage is in place.

Deductibles (Per Occurrence)

- \$1,000 Building & Contents
- \$25,000 Flood
- \$25,000 Earthquake

Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.
- **Vacant:** A building that does not contain adequate Covered Property to conduct customary business operations.



Inland Marine

- Inland Marine is property coverage for movable or specialized types of property and equipment.
- Electronic Data Processing (EDP) covers direct physical loss to member-owned computer equipment, phone systems, fax machines, printers, and copiers.

Inland Marine

Total Inland Marine Value (Per Schedule)	\$ 1,847,475
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Computers / Electronic Data Processing (EDP)

Hardware (Per Schedule)	\$ 1,134,000
Software (Per Schedule)	\$ 100,000

Perils Covered

- Special Form; specifically drafted for public entities; all perils are covered, except those specifically excluded.
- Electronic Data Processing (EDP) includes electrical and mechanical breakdown.

Valuation

- Inland Marine – Replacement Cost if scheduled, otherwise Actual Cash Value except:
- Electronic Data Processing (EDP) - Functional Replacement Cost, if scheduled at 100% replacement values - otherwise Actual Cash Value.

Deductible

See Schedule

Definitions

- **Replacement Cost (RC):** The cost to repair, rebuild, or replace, at the same site, lost, damaged, or destroyed property, with other property of comparable size, material, and quality; or the applicable Limit of Coverage.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.
- **Functional Replacement Cost:** The cost of repairing or replacing damaged or stolen property with the same kind or quality; or comparable new property as of the time of loss; or applicable Limit of Coverage.

Equipment Breakdown

- Equipment Breakdown is comprehensive coverage for direct damage to covered equipment. Examples of covered equipment include: air conditioning and refrigeration equipment, boilers and pressure vessels (air tanks, hot water tanks, cookers, furnaces), communication systems, and electrical equipment (compressors, fans, system motors).
- Coverage includes the expense of inspections and certification of boilers and air compressors as required by the Department of Labor and Industry

Limits

- \$50,000,000 Limit Per Breakdown; includes Property Damage, Business Income and Extra Expense, and Hazardous Substances
- \$1,000,000 Newly Acquired Property (up to 90 Days)
- \$1,000,000 Demolition (Coverage B)
- \$1,000,000 Increased Cost of Construction (Coverage C)
- \$1,000,000 Service Interruption
- \$250,000 Spoilage Damage
- \$100,000 Electronic Data or Media Damage

Covered Events

Property losses ranging from air conditioning equipment and HVAC systems to electrical equipment, including system motors, compressors, refrigeration equipment, fans, switchboards, coils, pipes and air conditioning vessels.

Deductibles

- 24 Hours Business Income Loss
- \$1,000 Per Occurrence



General Liability

- WVCoRP general liability coverage provides the broadest protection for public entities in West Virginia.
- WVCoRP coverage provides protection from claims or suits for personal injury or property damage.
- Excess limits available

Basis of Contribution

Net Operating Expense	\$ 4,320,736
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Limits

- \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage - Each Occurrence
- No Annual Aggregate

Additional Coverages

- Failure to Supply (No Sublimit)
- Sidetrack Agreements including Railroads
- Contractual Liability for Covered Contracts
- Personal Injury and Advertising Liability
- Broad Form Property Damage Liability
- Incidental Medical Malpractice
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Products/Completed Operations
- Punitive Damages Covered in Most Cases
- Employee Benefits Liability

Sublimits

- \$100,000 Fire Legal Liability - Real Property
- \$100,000 Care, Custody, and Control of Others' Property

Deductible

None



Cyber Risk

- WVCoRP members are covered for online privacy matters (including identity theft), losses due to network security breaches (including hacking and viruses), copyright infringement, and online slander or libel, among other issues.
- Increased limits available

Limits

- \$250,000 Per Occurrence and Aggregate - Per Member
- \$1,000,000 Maximum Aggregate for all Cyber Risk losses under the contract, commencing with the inception date of this contract, regardless of the number of Members involved.

Coverages

Network Security, Privacy, and Data Breach Liability

- Liability for unauthorized access to the computer network, including personal identifying information such as social security numbers, credit card numbers, etc.
- Liability for transmission of a computer virus

Multimedia Liability

- Copyright/trademark infringement, invasion of privacy, plagiarism, libel and slander through website or social media

Regulatory Liability

- Liability, including defense costs, resulting from a claim by an official regulatory agency or governmental body as a result of a security breach or privacy breach or breach of privacy regulations
- Includes civil and/or administrative penalties or fines imposed by an official regulatory agency or governmental body

Data Breach Incident Response

- Expenses paid to third party service providers arising from a data breach for legal services, notification expenses, fraud monitoring and resolution services, call center services, public relations services, and computer forensic services.

Data Restoration

- Costs to restore, compile or replace data
- Reasonable and necessary costs and expenses to determine scope of breach
- Costs paid to restore, compile or replace data to a third party as a result of a network security breach or cyber extortion event

Cyber Extortion

- Reimbursement of reasonable costs and expenses resulting from request for money to avoid damage, destruction, corruption or introduction of a computer virus, a malicious code or denial of service

Social Engineering Fraud

- Covers financial loss relating to a social engineering event whereby an employee is instructed to move funds to another bank fraudulently

PCI DSS Fines

- Covers PCI contractual costs and regulatory fines following a security or privacy event

Deductible

None

Environmental Liability

- WVCoRP provides members with liability protection for first and third party environmental liabilities.
- Coverage for third party cleanup involving above ground pollution exposures is included.

Limits

- Each Incident and Aggregate - Per Member \$500,000
- Pool Aggregate \$1,000,000

Coverages

- Third Party Clean-up for above ground pollution exposures, such as:
 - Water & Sewer Operations
 - Transfer Stations
 - Spraying of Pesticides and Herbicides
 - Golf Courses
 - Above Ground Storage Tanks

Exclusions *

- Underground Storage Tanks
- Landfills

* WVCoRP will place coverage for these excluded exposures through a commercial carrier, if requested.

Deductible

- \$25,000 Per Occurrence



Law Enforcement Liability

- WVCoRP Law Enforcement Liability provides protection from allegations arising from law enforcement operations.

Limit

- \$1,000,000 Personal Injury, Property Damage, or Wrongful Act – Per Occurrence

Coverages

Follows Coverage Contract for Liability Coverage

Additional Coverages

- Bodily Injury/Property Damage with respects to Law Enforcement operations
- Personal Injury Liability
- Broad Form Property Damage Liability
- Limited Worldwide Liability
- Owned Watercraft under 51 feet
- Volunteers included as covered persons (volunteer fire & rescue are excluded)
- Contractual Liability for covered contracts

Deductible

- \$10,000 Per Occurrence



Public Officials Liability

- Public Officials Liability provides protection against allegations of wrongful acts, such as sexual harassment and employment practices.
- Defense costs are provided for certain excluded coverages

Limits

- \$1,000,000 Each Wrongful Act
- \$1,000,000 Annual Aggregate

Policy Form

Occurrence

Coverages

- Employment Practices
- Sexual Harassment
- Notary Public applicable for all current employees while acting within the course and scope of their notarial duties of the Member
- Defense cost in addition to coverage limits

Additional Provisions

- Claims handled when filed, not only if a lawsuit is filed

\$100,000 Defense Limit provided for the following excluded coverages:

- Employment Wrongful Acts, when no monetary damages requested
- Land Use/Eminent Domain (subject to \$25,000 Deductible)
- Suits for non-monetary relief brought to remove an elected official pursuant to WV Code §6-6-7 (subject to \$25,000 Deductible)

\$50,000 Defense Reimbursement Limit provided for the following excluded coverages:

- Criminal Acts (subject to a \$10,000 Deductible); see contract language for specific terms and conditions

Deductible

- \$10,000 Per Occurrence
- \$25,000 Land Use/Eminent Domain

Prior Acts Coverage included if prior coverage was written on claims-made basis.



Automobile Liability and Physical Damage

- WVCoRP coverage includes hired and non-owned vehicles
- Automatic coverage for newly acquired vehicles at no additional charge until renewal.
- Excess limits available.

Basis of Contribution

Number of Vehicles	38
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Liability

Limits

- \$1,000,000 Liability Limit For Owned and Hired Autos - Bodily Injury and Property Damage - Each Occurrence
- \$2,000 Medical Payments (Per Person)
- \$1,000,000 Non-Owned Auto Liability (excess over any other collectible insurance)
- \$1,000,000 Uninsured Motorist
- \$250,000 Underinsured Motorist
- \$1,000,000 Garage Liability
- \$100,000 Garagekeepers
- No Annual Aggregate

Additional Coverages

- Out of State No Fault Coverage provided at the basic minimum limits required by state law
- Newly acquired vehicles covered until renewal at no additional charge
- Unlimited Physical Damage for all owned vehicles; deductible will apply
- Replacement cost coverage can be provided on any vehicle with a replacement cost value in excess of \$50,000
 - Must be reported at 100% of replacement cost value
 - Additional charge will apply

Physical Damage

Deductibles

- \$500 Comprehensive (ACV)
- \$500 Collision (ACV)
- \$1,000 Hired Car Physical Damage Comprehensive (up to \$50,000)
- \$1,000 Hired Car Physical Damage Collision (up to \$50,000)
- \$1,000 Garagekeepers

Definitions

- **Replacement Cost (RC):** The Fund will pay the lesser of: (a) the cost of repairing damaged property or replacing damaged or stolen property with the same kind or quality; (b) the cost to replace the damaged or stolen property with comparable new property as of the time of loss; or (c) the Limit of Coverage applicable to the lost, damaged or stolen Covered Auto.
- **Actual Cash Value (ACV):** The cost to repair, rebuild, or replace lost or damaged property, at the time and place of the loss, with other property of comparable size, material and quality, less allowance for physical deterioration, depreciation, obsolescence, and depletion.

Please provide values for all vehicles you wish to have this coverage applied to effective 07/01/2020



Crime Coverage

- Crime provides protection from loss of money and securities, as well as, forgery and fraud.
- State-required faithful performance bonds for covered persons are included.
- Coverage is for covered crimes committed by employees, board members, commission members and volunteers.

Limits

- \$250,000 Per Occurrence
- \$25,000 Telephone Toll Fraud

Coverage Forms

- Employee Theft
- Employee Dishonesty (Faithful Performance Form)
- Loss Inside and Outside the Premises
- Money Orders and Counterfeit Paper Currency
- Depositors Forgery Coverage
- Computer Fraud
- Funds Transfer Fraud

Public Officials Required Bond

Meets maximum listed Bond value for all public officials as outlined by West VA Code §6-2-10, §6-2-10A, and §6-2-11

- \$200,000 per County Commissioner;
- \$50,000 per Circuit Court Clerk;
- Assessor - \$5,000;
- County Clerk - \$50,000;
- Surveyor of Lands - \$3,000;
- Sheriff - the aggregate amount of all state, county, district, school, municipal and other moneys which will probably come into his hands during any one year of his term of office, up to \$250,000;
- Deputy Sheriff - \$100,000

Deductible

- \$250 Per Occurrence

Excess Liability

- Excess liability provides additional limits over and above the underlying limits for those coverages for which excess limits are purchased.
- Underlying limits must be exhausted before excess liability is available for losses.

Limits

- Excess Automobile Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess General Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess Law Enforcement Liability
 - \$1,000,000 Limit
 - \$0 Excess Liability Aggregate
- Excess Public Officials Liability
 - \$1,000,000 Limit
 - \$1,000,000 Annual Aggregate

**Does not include Non-Owned Automobile Liability, Garage Liability, and Uninsured/Underinsured Motorists Coverage*



Workers' Compensation

- WVCoRP provides the most affordable and responsive Workers' Compensation coverage available.
- WVCoRP provides leading medical bill review and case management services to ensure cost effective treatment and return to work for injured employees.
- Online claim reporting capability through our WVCoRP member website.

Coverages

Workers' compensation coverage is provided in accordance with and limited to guidelines established by the Offices of the West Virginia Insurance Commissioner and Employers Liability.

Employers' Liability

Bodily Injury by Accident	\$1,000,000
Bodily Injury by Disease (Per Person)	\$1,000,000
Bodily Injury by Disease (Per Accident)	\$1,000,000

Classification	Group	Code	Payroll	Rate (Per \$100 Payroll)	Contribution
Police Officers & Drivers		7720	\$738,411	\$3.31	\$24,441.40
Clerical		8810	\$2,176,720	\$0.17	\$3,700.42
Attorney - All Employees		8820	\$412,783	\$0.11	\$454.06
Animal Control		8831	\$110,077	\$0.97	\$1,067.75
Building Operated by Owner		9015	\$180,210	\$2.85	\$5,135.99
Park NOC - All		9102	\$213,682	\$2.28	\$4,871.95
Municipal Employees NOC		9410	\$363,251	\$2.64	\$9,589.83
Total Payroll:			\$4,195,134		

Manual Contribution	\$49,261.40
Experience Modification	0.80
Modified Contribution	\$39,409.12
Scheduled Debit/Credit	\$0.00
Regulatory Surcharge	1.05
Total Estimated Annual Contribution	\$41,380

Workers' Compensation Coverage is available only if Property & Casualty coverage is in place through WVCoRP.

The classifications and codes shown are established by the National Council on Compensation Insurance (NCCI) and are the same as those used by insurance companies in West Virginia.

Rates have been filed with the State Corporation Commission and are subject to approval.

Workers' Compensation Coverage Contribution is payable in equal quarterly installments.

Subject to Audit and Annual Adjustment



Upshur County Commission

ATTENTION

Upon review, please sign/return to sbrown@riskprograms.com to ensure prompt processing of documents, including invoice and certificates of coverage.

2020 - 2021 Coverage Intent Form

After careful consideration of your proposal, we accept your coverage program subject to the following selections or changes:

ACCEPTANCE:	
	ACCEPT - We accept all coverages as presented in this proposal.
	MODIFY - We wish to request the following changes:
	REJECT - We do not accept your proposal.

OPTIONAL QUOTES PROVIDED HEREIN:

Accept	Reject	CYBER RISK:
		ELECT optional Increased Limit for Cyber Risk as follows: Total Limit: \$ _____ Additional Contribution: \$ _____

BILLING TERMS

We wish to select the following billing terms shown below

Coverages (if applicable):

Property & Casualty	<input type="checkbox"/>	Annual Payment - Due and payable in full within 30 days of receipt
	<input type="checkbox"/>	Two Equal Installments - Due by July 1st and October 1st
Workers' Compensation	<input type="checkbox"/>	Annual Payment - Due and payable in full within 30 days of receipt
	<input type="checkbox"/>	Quarterly Installments

Any additions or deletions made after the proposal and the initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

A late charge of 1% per month (12% per annum) will be assessed for contributions received 30 days after the due date.

If additional quote options are provided herein, please indicate below if electing. Otherwise, coverage will be based upon current coverage.

PRINTED NAME_____
SIGNATURE_____
DATE



Upshur County Commission

Coverage Term : 7/1/2020 - 7/1/2021

BUILDINGS AND CONTENTS SCHEDULE

Replacement Cost or Stated Otherwise

Loc #	Bldg #	Bldg Description	Street Address	City	Bldg Value	Cts Value	Deductible	Builders Risk	Demo / Debris Removal Only	Agreed Value	Actual Cash Value
		James W Curry Maintenance Garage	Brooks Hill Rd	French Creek	\$20,000.00	\$10,000.00	\$1,000.00				
1	1	Gould Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	10	Pool Filter Building	76 Youth Camp Road	Selbyville	\$48,300.00	\$15,000.00	\$1,000.00				
1	11	Bath House	76 Youth Camp Road	Selbyville	\$26,533.00	\$6,634.00	\$1,000.00				
1	12	Nurses Cabin	76 Youth Camp Road	Selbyville	\$39,800.00	\$0.00	\$1,000.00				
1	13	Storage Bldg	76 Youth Camp Road	Selbyville	\$6,634.00	\$6,634.00	\$1,000.00				
1	14	Hunter's Lodge	76 Youth Camp Road	Selbyville	\$26,533.00	\$6,634.00	\$1,000.00				
1	15	Cook's Cabin	76 Youth Camp Road	Selbyville	\$26,533.00	\$0.00	\$1,000.00				
1	16	Shower House #1	76 Youth Camp Road	Selbyville	\$6,634.00	\$6,634.00	\$1,000.00				
1	17	Shower House #2	76 Youth Camp Road	Selbyville	\$6,634.00	\$6,634.00	\$1,000.00				
1	18	Garage/Shop	76 Youth Camp Road	Selbyville	\$6,634.00	\$3,979.00	\$1,000.00				
1	19	Pump House	76 Youth Camp Road	Selbyville	\$13,266.00	\$13,266.00	\$1,000.00				
1	2	Maple Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	20	Garage/Garbage Area	76 Youth Camp Road	Selbyville	\$33,168.00	\$19,901.00	\$1,000.00				
1	21	Generator Bldg	76 Youth Camp Road	Selbyville	\$11,593.00	\$0.00	\$1,000.00				
1	3	Terrace Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	4	Rhododendron Lodge	76 Youth Camp Road	Selbyville	\$180,300.00	\$10,000.00	\$1,000.00				
1	5	Heavener Hall/Selbyville Youth Camp	76 Youth Camp Road	Selbyville	\$485,000.00	\$25,000.00	\$1,000.00				
1	6	Smith Assembly Hall/Selbyville Youth Camp	76 Youth Camp Road	Selbyville	\$309,000.00	\$25,000.00	\$1,000.00				
1	7	Picnic Shelter	76 Youth Camp Road	Selbyville	\$35,600.00	\$2,000.00	\$1,000.00				
1	8	Dining Hall/Selbyville Youth Camp	76 Youth Camp Road	Selbyville	\$535,000.00	\$37,000.00	\$1,000.00				
1	9	Caretakers Home	76 Youth Camp Road	Selbyville	\$163,900.00	\$10,000.00	\$1,000.00				
10	1	Community Bldg	Ten Mile	Buckhannon	\$10,613.00	\$0.00	\$1,000.00				
11	1	James Curry Library	Brooks Hill Road	French Creek	\$312,000.00	\$168,000.00	\$1,000.00				
11	2	Pavilion at James Curry Library	Brooks Hill Area	Buckhannon	\$28,139.00	\$0.00	\$1,000.00				
11	3	Pavilion at James Curry Library	Brooks Hill Area	Buckhannon	\$56,275.00	\$0.00	\$1,000.00				
13	1	Radio Broadcasting Facility	Tallmansville	Tallmansville	\$20,000.00	\$9,288.00	\$1,000.00				
14	1	Community Corrections Program Office	43 WBUC Road	Buckhannon	\$0.00	\$21,218.00	\$1,000.00				
15	1	10 x 10 Pavilion	Pringle Tree Park	Buckhannon	\$5,000.00	\$0.00	\$1,000.00				
16	1	E911/OEM Building	181 Pallottine Drive	Buckhannon	\$1,482,000.00	\$61,000.00	\$1,000.00				
17	1	Administrative Annex Building	91 W. Main Street	Buckhannon	\$438,000.00	\$49,500.00	\$1,000.00				
17	2	WVU Extension Garage	91 W. Main Street	Buckhannon	\$10,000.00	\$4,000.00	\$1,000.00				
18	1	Calvin Phillips Garage	1178 Rt 20 South Road	Buckhannon	\$10,000.00	\$0.00	\$1,000.00				
18	2	Hair/Nail Express Salon	1178 Rt 20 South Road	Buckhannon	\$10,000.00	\$0.00	\$1,000.00				

2	1	Pool Bldg	308 B-U Drive	Buckhannon	\$159,300.00	\$30,000.00	\$1,000.00				
2	10	Batting Cage	308 B-U Dr	Buckhannon	\$11,860.00	\$0.00	\$1,000.00				
2	11	Dugouts	308 B-U Dr	Buckhannon	\$3,320.00	\$0.00	\$1,000.00				
2	12	Fence & Lights	308 B-U Dr	Buckhannon	\$18,350.00	\$0.00	\$1,000.00				
2	13	17X72 Tunnel Building	308 B-U Drive	Buckhannon	\$40,000.00	\$0.00	\$1,000.00				
2	14	10X16 Maintenance Shed	308 B-U Drive	Buckhannon	\$3,000.00	\$0.00	\$1,000.00				
2	2	Pool/County Park	308 B-U Drive	Buckhannon	\$885,000.00	\$18,000.00	\$1,000.00				
2	3	4-H Pavillion	308 B-U Drive	Buckhannon	\$122,900.00	\$0.00	\$1,000.00				
2	4	Pavillion	308 B-U Drive	Buckhannon	\$62,900.00	\$0.00	\$1,000.00				
2	5	Pavillion	308 B-U Drive	Buckhannon	\$32,100.00	\$0.00	\$1,000.00				
2	6	4-H Storage	308 B-U Drive	Buckhannon	\$7,500.00	\$3,000.00	\$1,000.00				
2	7	Concession Stand	308 B-U Dr	Buckhannon	\$9,500.00	\$0.00	\$1,000.00				
2	8	Shed (10X12)	308 B-U Dr	Buckhannon	\$2,500.00	\$0.00	\$1,000.00				
2	9	Shed (4X8)	308 B-U Dr	Buckhannon	\$500.00	\$0.00	\$1,000.00				
3	1	Upshur Co Library	1150 Route 20 South	Tennerton	\$2,620,000.00	\$788,000.00	\$1,000.00				
4	1	EMS Bldg	164 Pocahontas Street	Buckhannon	\$551,000.00	\$78,000.00	\$1,000.00				
5	1	Health Dept	15 N Locust Street	Buckhannon	\$431,095.00	\$80,000.00	\$1,000.00				
5	2	Wooden Shed	15 N Locust Street	Buckhannon	\$7,000.00	\$0.00	\$1,000.00				
5	3	Green Metal Building	15 N Locust Street	Buckhannon	\$15,000.00	\$0.00	\$1,000.00				
6	1	Old Jail Record Storage & File	14 S Locust Street	Buckhannon	\$1,296,000.00	\$103,000.00	\$1,000.00				
7	1	Animal Shelter	318 Mud Lick Road	Buckhannon	\$195,300.00	\$20,000.00	\$1,000.00				
8	1	Maintenance Bldg	40 Chancery Street	Buckhannon	\$380,000.00	\$57,000.00	\$1,000.00				
9	1	Courthouse	40 W Main Street	Buckhannon	\$7,476,000.00	\$325,000.00	\$1,000.00				
9	2	Courthouse Annex	38 W Main Street	Buckhannon	\$4,808,000.00	\$415,000.00	\$1,000.00				
Totals			Count: 58		\$24,042,114.00	\$2,464,322.00					



Upshur County Commission

Coverage Term : 7/1/2020 - 7/1/2021

INLAND MARINE SCHEDULE

Equipment Type	Department	Item Description	Serial Number	Value	Deductible
Contractor's Equipment		Blanket Rented and Leased Equipment		\$250,000.00	\$1,000.00
Electronic Data Hardware		Blanket EDP from Appraisal		\$864,000.00	\$1,000.00
Electronic Data Hardware	Annex	Computer Hardware		\$100,000.00	\$1,000.00
Electronic Data Hardware	Annex	AS 400 Computer Equipment		\$120,000.00	\$1,000.00
Electronic Data Hardware	Courthouse	Blanket Hardware		\$50,000.00	\$1,000.00
Electronic Data Software	Annex	Blanket Software		\$50,000.00	\$1,000.00
Electronic Data Software	Courthouse	Blanket Software		\$50,000.00	\$1,000.00
Miscellaneous Equipment	4H Camp	2006 John Deere 410 Loader Attachment	1153	\$2,500.00	\$1,000.00
Miscellaneous Equipment	4H Camp	2006 John Deere 46 Backhoe Attachment	0070	\$8,000.00	\$1,000.00
Miscellaneous Equipment	4-H Camp	Ferris Zero Turn IS3200Z Series 60" mower	60059	\$10,500.00	\$1,000.00
Miscellaneous Equipment	Circuit Courtroom	2 Stage Wheelchair Lift	0199	\$66,500.00	\$1,000.00
Miscellaneous Equipment	Maintenance	John Deere Tractor Model 2720 w/Backhoe Attachment	0052	\$7,300.00	\$1,000.00
Miscellaneous Equipment	Pringle Tree Park - Burec Park	Playground Equipment		\$25,000.00	\$1,000.00
Miscellaneous Equipment	Security	Wave PLUS 100 Duress Alarm System		\$23,685.00	\$1,000.00
Mobile Equipment	4H Camp	John Deere 60 inch Mower Deck	2465	\$1,800.00	\$1,000.00
Mobile Equipment	4H Camp	1992 Scissor Lift Snorkel	0195	\$3,000.00	\$1,000.00
Mobile Equipment	4H Camp	Kubota Tractor B6000		\$3,090.00	\$1,000.00
Mobile Equipment	4H Camp	1978 Ford Tractor	2000	\$4,120.00	\$1,000.00
Mobile Equipment	4H Camp	2016 Kawasaki Mule KAF620P	0003	\$7,500.00	\$1,000.00
Mobile Equipment	4H Camp	2006 John Deere Tractor	4110	\$10,000.00	\$1,000.00
Mobile Equipment	Curry	John Deere Tractor	0698	\$16,500.00	\$1,000.00
Mobile Equipment	Maintenance	John Deere X585 Tractor/62C Mower	2905	\$9,000.00	\$1,000.00
Mobile Equipment	Maintenance	Simplicity Tractor	00383	\$10,000.00	\$1,000.00
Mobile Equipment	Sheriff	2005 Yamaha Grizzly 4 Wheeler	0643	\$7,500.00	\$1,000.00
Mobile Equipment	Sheriff	2005 Yamaha Rhino	3912	\$9,500.00	\$1,000.00
Radios & Equipment	E-911	E-911 Systems		\$100,000.00	\$1,000.00
Radios & Equipment	E-911	Radio System		\$100,000.00	\$1,000.00
Radios & Equipment	E-911	CAD System		\$500,000.00	\$1,000.00
Radios & Equipment	Sheriff	(16) Sheriff Dept. Body Cameras		\$14,320.00	\$1,000.00
Telephone System	Annex	Telephone System		\$100,000.00	\$1,000.00
Telephone System	Courthouse	Telephone System		\$100,000.00	\$1,000.00
Trailers	Maintenance	2014 HMS TL	2305	\$5,700.00	\$1,000.00
Trailers	Maintenance	2005 King Trailer Cargo	0705	\$10,000.00	\$1,000.00
Trailers	OEM	2011 TOP Trailer	2147	\$3,500.00	\$1,000.00
Trailers	OEM	2009 Lark Trailer	4886	\$10,000.00	\$1,000.00
Trailers	OEM	2009 Lark Trailer	4895	\$10,000.00	\$1,000.00
Trailers	OEM	2009 Lark Trailer	4891	\$10,000.00	\$1,000.00
Trailers	OEM	2012 BEN Trailer	8862	\$10,000.00	\$1,000.00
Trailers	Office of Emergency Services	2010 Lark Trailer	9306	\$8,460.00	\$1,000.00
Trailers	Sheriff	2006 FTWD	1090	\$10,000.00	\$1,000.00
Trailers	Sheriff	2006 Speed Trailer	3152	\$10,000.00	\$1,000.00
Trailers	Sheriff	2005 ATV Trailer	9282	\$10,000.00	\$1,000.00
Voting Machines	Election	Blanket Voting Equipment		\$360,000.00	\$1,000.00
	Totals	Count: 43		\$3,081,475.00	



Upshur County Commission

Coverage Term : 7/1/2020 - 7/1/2021

BUSINESS AUTO SCHEDULE

Vehicle #	Dept	Year	Make	Model	Vin	Repl. Cost Value	Comp Ded	Coll Ded
	OEM	2019	Chevrolet	Silverado	1064	\$0.00	\$500.00	\$500.00
	Maintenance	2019	Ford	F-250	1902	\$0.00	\$500.00	\$500.00
	Sheriff	2019	Ford	Police Interceptor Sedan	2939	\$0.00	\$500.00	\$500.00
	Sheriff	2019	Ford	Explorer	9379	\$0.00	\$500.00	\$500.00
	Animal Control	2019	Dodge	1500	2640	\$0.00	\$500.00	\$500.00
	Community Corrections	2019	Dodge	1500	1832	\$0.00	\$500.00	\$500.00
	Sheriff	2020	Ford	Explorer	5736	\$0.00	\$500.00	\$500.00
	Sheriff	2020	Ford	Explorer	0111	\$0.00	\$500.00	\$500.00
	Sheriff	2019	Ford	Taurus	7610	\$0.00	\$500.00	\$500.00
	Addressing	2006	Ford	Explorer	2281	\$0.00	\$500.00	\$500.00
	Youth Camp	2009	Ford	F150	7159	\$0.00	\$500.00	\$500.00
	Assessor	2013	Ford	Escape	5324	\$0.00	\$500.00	\$500.00
	Assessor	2017	Ford	Escape	3583	\$0.00	\$500.00	\$500.00
	Community Correction	2004	Ford	Explorer	6327	\$0.00	\$500.00	\$500.00
	Community Correction	2007	Ford	Expedition	7946	\$0.00	\$500.00	\$500.00
	Community Correction	2007	Ford	Van	5226	\$0.00	\$500.00	\$500.00
	Community Correction	2009	Ford	Focus	6055	\$0.00	\$500.00	\$500.00
	Library	2005	Chevrolet	Equinox	1598	\$0.00	\$500.00	\$500.00
	Youth Camp	2004	Chevrolet	PK 2500 HD	6761	\$0.00	\$500.00	\$500.00
	Maintenance	2008	Toyota	Truck	4917	\$0.00	\$500.00	\$500.00
	Sheriff	2017	Ford	F150	2892	\$0.00	\$500.00	\$500.00
	Sheriff	1991	International	CC	7402	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Dodge	Charger	9160	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Ford	Crown Vic	0650	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Ford	Crown Vic	0651	\$0.00	\$500.00	\$500.00
	E-911	2010	Ford	Expedition	6213	\$0.00	\$500.00	\$500.00
	Sheriff	2010	Ford	Expedition	6214	\$0.00	\$500.00	\$500.00
	Sheriff	2012	Ford	Expedition	9483	\$0.00	\$500.00	\$500.00
	Sheriff	2014	Ford	Explorer	1008	\$0.00	\$500.00	\$500.00
	Sheriff	2016	Ford	Explorer	3426	\$0.00	\$500.00	\$500.00
	Sheriff	2016	Ford	Explorer	4629	\$0.00	\$500.00	\$500.00
	Sheriff	2016	Ford	Explorer	4630	\$0.00	\$500.00	\$500.00
	Sheriff	2017	Ford	Explorer	0351	\$0.00	\$500.00	\$500.00
	Sheriff	2017	Ford	Taurus	9855	\$0.00	\$500.00	\$500.00
	Sheriff	2005	Chevrolet	Equinox	0712	\$0.00	\$500.00	\$500.00
	Maintenance	2010	Ford	F150	9153	\$0.00	\$500.00	\$500.00
OES	Animal Control	2008	Ford	4d Pick Up	6131	\$0.00	\$500.00	\$500.00
Youth Camp	Youth & Family Services	2000	Ford	Econoline Van	0059	\$0.00	\$500.00	\$500.00
Totals			Count: 38			\$0.00		

Upshur County Sheriff's Office

David H. Coffman, Sheriff

Heather D. Sparks
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

April 9, 2020

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

Dear Commissioners:

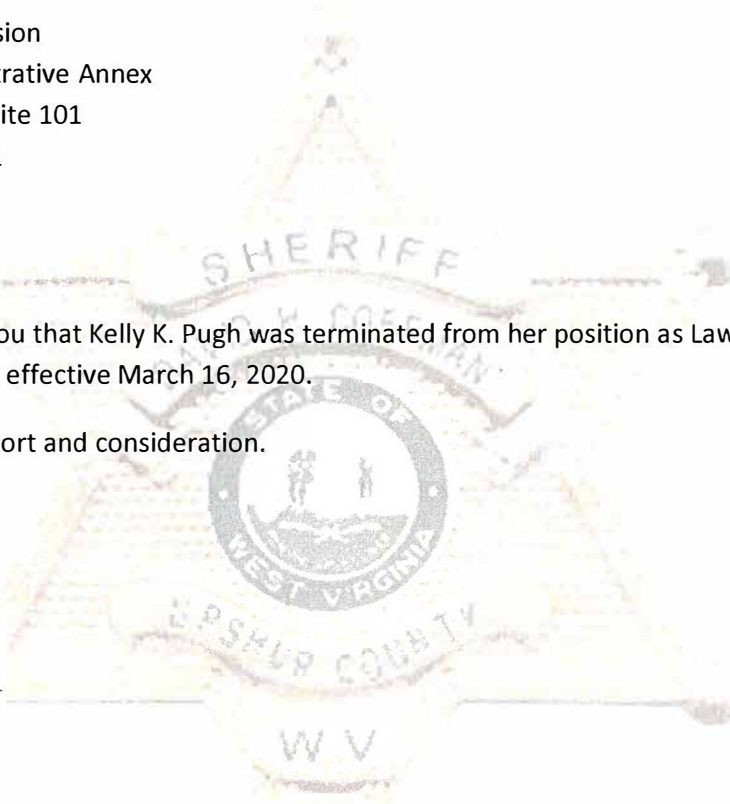
This letter is to inform you that Kelly K. Pugh was terminated from her position as Law Enforcement Administrative Assistant effective March 16, 2020.

Thank you for your support and consideration.

Sincerely,



David H. Coffman
Sheriff of Upshur County



26th Judicial Circuit Community Corrections
Day Report Center

35



Upshur County
43 WBUC Road
Buckhannon, West Virginia 26201
Phone: (304) 472-9548
Fax: (304) 472-8735

Lewis County
111 Court Avenue
Weston, West Virginia 26452
Phone: (304) 269-8674
or (304) 269-9162
Fax: (304) 269-8693

March 31, 2020

Upshur County Commission

91 W. Main Street, Suite 101

Buckhannon, WV 26201

Dear Commissioners,

The 26th Judicial Circuit Community Corrections Program is requesting to increase counselor Andrew Pinkney's rate of pay to \$35.00 per hour. When Andrew was first hired he entered into an agreement with the board and drug court program that his rate of pay would be \$30.00 per hour until he earned his further certification of ADC counseling. Andrew has now achieved that certification so I am submitting this to inform you. If you have any questions please let me know.

Sincerely,



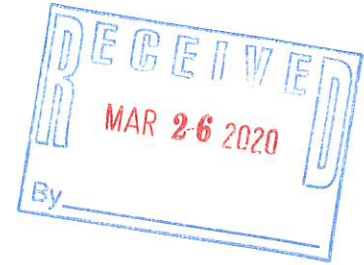
Cheyenne Troxell

Program Director



March 20, 2020

JC Raffety
Commission President
38 W Main St
Buckhannon WV 26201



Re: Launch of New Video Packages for Business Customers

Dear Commission President JC Raffety:

Altice USA, Inc. ("Altice USA" or "the Company") hereby notifies your office that effective April 21, 2020, the Company will offer new tiered video packages for all new and existing business customers, as detailed below. All existing video pricing will be unaffected.

Existing business customers currently subscribing to legacy Suddenlink video packages will be migrated to the new package offerings, which will include the same content they currently receive at the same monthly rate.

Suddenlink Business

- Suddenlink Business Choice – \$58.99/month
- Suddenlink Business Value – \$98.90/month¹⁶⁹
- Suddenlink Business Preferred – \$118.85/month¹⁷⁰

Suddenlink Entertainment (Bars & Restaurants)

- Suddenlink Entertainment Value – \$84.99/month^{Error! Bookmark not defined.}
- Suddenlink Entertainment Preferred – \$94.99/month¹⁷¹

Should you have any questions, please do not hesitate to contact me at 347-527-3424.

Sincerely,

Brad Ayers
Senior Director, Government Affairs

¹⁶⁹ Customers subscribing to Basic + Expanded will be migrated to either Suddenlink Business or Suddenlink Entertainment Value packages, depending on type of account, with no change to their current rate.

¹⁷⁰ Customers subscribing to Basic + Expanded with Commercial Digital Tier will be migrated to Suddenlink Business Preferred, with no change to their current rate.

¹⁷¹ Customers subscribing to Basic + Expanded with Bars & Restaurants Digital Tier will be migrated to Suddenlink Entertainment Preferred, with no change to their current rate.

DATE: 4/11/20

CUMULATIVE POSITION REPORT
7/01/2019 - 4/11/2020
COUNTY SUMMARY

PAGE: 1

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	29620.00	.00	29620.00	236545.00	.00	.00	.00	.00	236545.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	29620.00	.00	29620.00	236545.00	.00	.00	.00	.00	236545.00
PERCENTAGE OF UNPAID & PAID CHARGES			010%	090%					
PRIOR YEAR REAL	155765.00	.00	.00	5055.00	.00	.00	.00	.00	12450.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT:

PAGE: 1

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	50.00	.00	50.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	50.00	.00	50.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			100%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT: BANKS

PAGE: 2

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4050.00	.00	4050.00	34255.00	.00	.00	.00	.00	34255.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4050.00	.00	4050.00	34255.00	.00	.00	.00	.00	34255.00
PERCENTAGE OF UNPAID & PAID CHARGES			010%	090%					
PRIOR YEAR REAL	21895.00	.00	.00	1035.00	.00	.00	.00	.00	1860.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT: BUCKHANNON

PAGE: 3

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	6730.00	.00	6730.00	59460.00	.00	.00	.00	.00	59460.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	6730.00	.00	6730.00	59460.00	.00	.00	.00	.00	59460.00
PERCENTAGE OF UNPAID & PAID CHARGES			009%	091%					
PRIOR YEAR REAL	34525.00	.00	.00	930.00	.00	.00	.00	.00	3045.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT:

PAGE: 4

|-----UNPAID - CHARGES-----| |-----YEAR - TO - DATE - TAXES - PAID-----|

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

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT: MEADE

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	5150.00	.00	5150.00	30260.00	.00	.00	.00	.00	30260.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	5150.00	.00	5150.00	30260.00	.00	.00	.00	.00	30260.00
PERCENTAGE OF UNPAID & PAID CHARGES			014%	086%					
PRIOR YEAR REAL	28695.00	.00	.00	620.00	.00	.00	.00	.00	1950.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT: UNION

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|-----UNPAID - CHARGES-----| |-----YEAR - TO - DATE - TAXES - PAID-----|

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	6265.00	.00	6265.00	51690.00	.00	.00	.00	.00	51690.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	6265.00	.00	6265.00	51690.00	.00	.00	.00	.00	51690.00
PERCENTAGE OF UNPAID & PAID CHARGES			010%	090%					
PRIOR YEAR REAL	32820.00	.00	.00	665.00	.00	.00	.00	.00	1845.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT: WARREN

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	3335.00	.00	3335.00	23025.00	.00	.00	.00	.00	23025.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	3335.00	.00	3335.00	23025.00	.00	.00	.00	.00	23025.00
PERCENTAGE OF UNPAID & PAID CHARGES			012%	088%					
PRIOR YEAR REAL	16030.00	.00	.00	710.00	.00	.00	.00	.00	1500.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT: WASHINGTON

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4040.00	.00	4040.00	37855.00	.00	.00	.00	.00	37855.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4040.00	.00	4040.00	37855.00	.00	.00	.00	.00	37855.00
PERCENTAGE OF UNPAID & PAID CHARGES			009%	091%					
PRIOR YEAR REAL	21800.00	.00	.00	1095.00	.00	.00	.00	.00	2250.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 4/11/20

CUMULATIVE POSITION REPORT
 7/01/2019 - 4/11/2020
 DISTRICT: UPSHUR COUNTY DIST 8

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|-----UNPAID - CHARGES-----| |-----YEAR - TO - DATE - TAXES - PAID-----|

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

**Fire Board Financial Report
2019 - 2020**

CARRYOVER BALANCE: \$76,335.56

<u>Item / Date</u>	<u>Amount</u>	<u>Financial Institution / Payee</u>	<u>Description / Source</u>
--------------------	---------------	--------------------------------------	-----------------------------

DEPOSITS

Sheriff of Upshur County	\$360.08		First Community Bank	Fire Fee Collections through 6/30/2019
Sheriff of Upshur County	\$49,295.39		First Community Bank	Fire Fee Collections through 7/31/2019
Sheriff of Upshur County	\$1,479.90		First Community Bank	Corrected Fire Fee Collections August 2018
Sheriff of Upshur County	\$127,850.25		First Community Bank	Fire Fee Collections through 8/31/2019
Sheriff of Upshur County	\$30,012.99		First Community Bank	Fire Fee Collections through 9/30/2019
Sheriff of Upshur County	\$2,467.92		First Community Bank	Refund from General Accounting 10/21/2019
Sheriff of Upshur County	\$13,077.04		First Community Bank	Fire Fee Collections through 10/31/2019
Sheriff of Upshur County	\$8,520.65		First Community Bank	Fire Fee Collections through 11/30/2019
Sheriff of Upshur County	\$3,290.37		First Community Bank	Fire Fee Collections through 12/31/2019
Sheriff of Upshur County	\$5,817.64		First Community Bank	Fire Fee Collections through 01/31/2020
Sheriff of Upshur County			First Community Bank	Fire Fee Collections through 02/28/2020
Sheriff of Upshur County			First Community Bank	Fire Fee Collections through 03/31/2020
Sheriff of Upshur County			First Community Bank	Fire Fee Collections through 04/30/2020
Sheriff of Upshur County			First Community Bank	Fire Fee Collections through 05/31/2020

Total Deposits: \$242,172.23

Plus Carryover: \$76,335.56

Total: \$318,507.79

EXPENDITURES

<u>DATE</u>	<u>Amount</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>
July 9, 2019	\$216.00	924	Software Systems	Invoice #32832
July 9, 2019	\$6,910.14	925	Upshur County Commission	Reimbursement Payroll-second quarter
July 9, 2019	\$6.50	926	Upshur County Commission	Reimbursement Postage-second quarter
July 9, 2019	\$1,470.00	927	WV CoRP	Insurance 2019-2020
August 20, 2019	\$3,000.00	928	Adrian VFD	2018 3rd Disbursement

August 20, 2019	\$3,000.00	929	Ellamore VFD	2018 3rd Disbursement
August 20, 2019	\$3,000.00	930	Banks District VFD	2018 3rd Disbursement
August 20, 2019	\$3,000.00	931	Buckhannon VFD	2018 3rd Disbursement
August 20, 2019	\$3,000.00	932	Washington District VFD	2018 3rd Disbursement
August 20, 2019	\$3,000.00	933	Selbyville VFD	2018 3rd Disbursement
August 20, 2019	\$3,000.00	934	Warren District VFD	2018 3rd Disbursement
August 20, 2019	\$511.00	935	Software Systems	Invoice #32962
August 20, 2019	\$4,993.56	936	Ralston Press	Invoice #86625
August 20, 2019	\$4,493.46	937	Ralston Press	Invoice #86626
August 20, 2019	\$138.04	938	Upshur County Commission	Reimbursement P-Card Purchases
August 20, 2019	\$148.84	939	Hart Office Solutions	Invoice # 19226
September 17, 2019	\$206.00	940	Software Systems	Invoice # 33040
September 17, 2019	\$38.63	941	Upshur County Commission	Reimbursement Mileage Ethics Training
October 15, 2019	\$206.00	942	Software Systems	Invoice # 33139
October 15, 2019	\$8,128.42	943	Upshur County Commission	Reimbursement Payroll-third quarter
October 15, 2019	\$189.65	944	Upshur County Commission	Reimbursement Supply Order Quill
October 15, 2019	\$1,114.95	945	Upshur County Commission	Reimbursement Postage-July-September
October 15, 2019	\$2,467.92	946	Upshur County Commission	Reimbursement Tax Deputy Incentive
October 15, 2019	\$2,520.00	947	Ferrari & Associates	2019 Audit
October 15, 2019	\$20,000.00	948	Adrian VFD	2019 1st Disbursement
October 15, 2019	\$20,000.00	949	Banks District VFD	2019 1st Disbursement
October 15, 2019	\$20,000.00	950	Buckhannon VFD	2019 1st Disbursement
October 15, 2019	\$20,000.00	951	Ellamore VFD	2019 1st Disbursement
October 15, 2019	\$20,000.00	952	Selbyville VFD	2019 1st Disbursement
October 15, 2019	\$20,000.00	953	Washington District VFD	2019 1st Disbursement
October 15, 2019	\$20,000.00	954	Warren District VFD	2019 1st Disbursement
October 15, 2019	\$41.33	955	The Record Delta	Class I Legal Advertisement
November 19, 2019	\$206.00	956	Software Systems	Invoice #33227
November 19, 2019	\$202.00	957	WV State Auditor	Invoice #18025
December 17, 2019	\$206.00	958	Software Systems	Invoice #33323
December 17, 2019	\$148.84	959	Hart Office Solutions	Invoice #198799
December 17, 2019	\$25.40	960	Upshur County Commission	Reimbursement travel audit training
December 17, 2019	\$892.24	961	Buckhannon Fire Dept	SCBA Callibration and Shipping invoice #122
January 21, 2020	\$5,000.00	962	Adrian VFD	2019 2nd Disbursement

January 21, 2020	\$5,000.00	963	Banks District VFD	2019 2nd Disbursement
January 21, 2020	\$5,000.00	964	Buckhannon VFD	2019 2nd Disbursement
January 21, 2020	\$5,000.00	965	Ellamore VFD	2019 2nd Disbursement
January 21, 2020	\$5,000.00	966	Selbyville VFD	2019 2nd Disbursement
January 21, 2020	\$5,000.00	967	Warren District VFD	2019 2nd Disbursement
January 21, 2020	\$5,000.00	968	Washington District VFD	2019 2nd Disbursement
January 21, 2020	\$206.00	969	Software Systems	Invoice # 33420
January 21, 2020	\$7,929.42	970	Upshur County Commission	Reimbursement-Payroll-4th quarter
January 21, 2020	\$314.90	971	Global Science & Technologies	Software Package for new PC
February 5, 2020	\$99.80	debited	Deluxe Checks	4 Boxes of new Checks
February 18, 2020	\$206.00	972	Software Systems	Invoice # 33509
February 18, 2020	\$417.70	973	Upshur County Commission	Reimbursement-postage-Oct-Dec
March 17, 2020	\$156.28	974	Hart Office Solutions	Invoice # 204988
March 17, 2020	\$206.00	975	Software Systems	Invoice # 33608
March 17, 2020	\$1,055.65	976	Upshur County Commission	Reimbursement-computer

Total Expenditures: \$242,072.67

CARRYOVER BALANCE: \$76,435.12

Carryover balance includes \$30,000 Emergency Fund

**U.S. EPA Brownfields Grant
Quarterly Progress Report
Upshur County Commission
Upshur County, WV**

Grantee: Tabatha Perry, Project Manager
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201
trperry@upshurcounty.org
(304) 472-0535 ext. 2

Type of EPA Grant and Grant Number: Cleanup Grant #BF96354301-0

Reporting Period: January 1, 2020 through March 31, 2020

Date Submitted: April 9, 2020

Submitted To:

Brett Gilmartin, Project Officer
U.S. Environmental Protection Agency, Region III
1650 Arch Street (3HS51)
Philadelphia, PA 19103-2029
(215) 814-3405
gilmartin.brett@epa.gov

Quarterly Summary:

Site activities will resume in Spring 2020.

The WVDEP submitted an invoice for tasks conducted from June 2018 through June 2019.

Envirocheck remitted an invoice for work conducted during the months of November through February. Lydia Work will be scheduling a site inspection with DEP during the month of April or May.

Mike Sutphin, DEP, submitted a projected cost estimate in the amount of \$1,239.30 (17 hours at \$72.90 per hour) for the completion of the project.

During the Committee telephone conference on January 30, 2020 Greg Woody reported the observation of two spots approximately the size of the back of his hand and one the diameter of a basketball. Don Martin and Anna Withrow recommend evaluating the site in Spring in an effort to pursue a Certificate of Completion and then continue to monitor and examine the site through August.

Don Martin visited the site on February 26, 2020. The tar seeps were coated over as the temperature was in the upper 50's. Tar like odors were noted proximate to the former pit area; however, they were not as strong as during previous visits. Greg Woody intends to remediate. For personal reasons, Don Martin has removed himself from the project moving forward. These updates were provided during the Committee telephone conference that took place February 27, 2020. Nicole Dias has assumed Anna Withrow's role on the project.

The Committee plans to continue to seek donations and/or additional grant funding for reuse of the site as an archery range.

Outputs and Outcomes:

1. Quarterly progress report completed and in the process of being submitted.
2. Site inspections continue.
3. Committee telephone conferences conducted.

Attachments:

1. Budget Table (Exhibit A)
2. Cost-Share Leveraged Funds Tracking Spreadsheet (Exhibit B)

Budget Narrative:

1. EPA funds drawn down in the amount of \$11,662.47
 - a) Environmental Standards – November through February (paid on 3/27/2020) = \$306.00
 - b) Travel -- \$0
 - c) WV DEP – \$11,356.47 (paid 2/28/2020)
2. Cost share funds drawn down in the amount of \$302.37 represent personnel costs under our approved Work Plan.
 - a) 4.75 hours at \$20.8375 an hour = \$98.98
 - b) 7.25 hours at \$20.366923 an hour = \$147.66
 - c) 2.50 hours at \$22.2900 an hour = \$55.73
3. Cost share funds drawn down in the amount of \$539.17 (3 months at \$179.72416 a month) represent fringe benefits for the quarter under our approved Work Plan.
4. Cost share funds drawn down in the amount of \$17.83 represent contractual services and supplies under our approved Work Plan.
 - a) Contractual: NBAC: Nicole Dias' time on the project (1 hour at \$17.83 an hour): \$17.83

Total EPA funds accrued this quarter = \$11,662.47

Total cost-share leveraged funds accrued this quarter = \$859.37

Budget Table:

Expense Category	Approved EPA Budget	Approved Share Budget	EPA Expenses this Quarter (1-1-20 thru 3-31-30)	Share Expenses this Quarter 1-1-20 thru 3-31-20)	EPA Expense Cumulative	Share Expense Cumulative	Balance EPA	Balance Share
Personnel	-	\$8,627.00	-	\$302.37		\$5,016.65	-	\$3,610.35
Fringe	-	\$6,470.00	-	\$539.17		\$5,571.39	-	\$898.61
Travel	\$ 2,000.00	-	-	-	\$1,173.74	-	\$826.26	-
Equipment	--	-	-	-	-		-	-
Supplies	\$ 500.00	\$2,000.00	-	\$	-	\$1,080.59	\$500.00	\$919.41
Contractual	\$197,500.00	\$23,000.00	\$11,662.47	\$ 17.83	\$169,446.05	\$9,780.02	\$28,053.95	\$13,219.98
Other	-	-	-	-	-		-	-
Total	\$200,000	\$40,097.00	\$11,662.47	\$859.37	\$170,619.79	\$21,448.65	\$29,380.21	\$18,648.35

FirstEnergy Corp.
76 S. Main Street
Akron, Ohio 44308
www.firstenergycorp.com

For Release: March 13, 2020

News Media Contact:
Jennifer Young
(330) 761-4362

**FirstEnergy Committed to Maintaining 24/7 Service to Customers Through
Coronavirus Health Emergency**
*Company will temporarily suspend shutoffs and offer payment options
to help ease hardships*

Akron, Ohio – FirstEnergy Corp. (NYSE: FE) is committed to keeping the lights on through the coronavirus emergency.

Effective immediately, the company's ten electric utilities have taken action to maintain reliable service to customers by discontinuing power shutoffs for customers who are past due on their electric bills. This action will also help limit in-person interactions between company employees and the public. FirstEnergy will continue to monitor the coronavirus response situation and adjust the shutoff policy in the future as circumstances develop.

In addition, residential customers who are facing a hardship due to the lack of income during this time should contact the company as soon as they are aware that paying their bill might become difficult. Options include budget billing, a program that averages usage over 12 months to offer the same bill amount each month, as well as energy assistance programs or other payment arrangements based on customers' situations and state of residence.

Customers who are facing hardships should call customer service at their utility company at the following numbers:

- Ohio Edison 1-800-633-4766
- The Illuminating Company 1-800-589-3101
- Toledo Edison 1-800-447-3333
- Met-Ed 1-800-545-7741
- Penelec 1-800-545-7741
- Penn Power 1-800-720-3600
- West Penn Power 1-800-686-0021
- Jersey Central Power & Light 1-800-662-3115
- Mon Power 1-800-868-0022
- Potomac Edison 1-800-686-0011

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(03132020)

**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
 - 1. 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

UPSHUR COUNTY SENIOR CENTER

TO: Upshur County Senior Center Board of Directors

FROM: Sarah Campbell/Ransom Hackett

MEETING: Senior Center Board of Directors

DATE: April 08, 2020

TIME: 12:00 PM

PLACE: Conference Call (Coronavirus Measures in Place)

Lunch: 11:30 in Nutrition Site

Minutes Attached

Director's Report Attached

Finance Report Attached

AGENDA

Call to Order

Roll Call

Approval of Minutes

Directors Report

Public Comments

Financial Report

Previous Business

Country Roads Transit Contract
Meals on Wheels Adoption

New Business

Bylaw Amendment

Personnel Matters

Next Meeting

Adjournment

Buckhannon-Upshur Airport Authority Agenda

***Buckhannon-Upshur Airport Authority–Virtual Meeting via Telephony or ZOOM ¹
Thursday, April 9, 2020 at 4:00 pm***

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Rich Clemens
 - Past Due Accounts
 - Board Membership
 - Treasurer's Report – Phil Loftis, Treasurer
 - Approval of WVCorp's insurance proposal and annual contribution of \$10,412.00 (\$7,686.00 for property insurance & \$2,726.00 for worker's compensation) This is an increase of \$1,030.00 annually for the coverage period of 7/1/2020-7/1/2021.
 - Approval of USI's proposal for Public Officials & Employment Practices Liability Ins. for the coverage period of 4/30/2020-4/30/2021. The estimated premium is \$3,727.39. This is an increase of \$155.99 annually.
 - Approval to pay HD Media Invoice #90211; \$629.30
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Melissa Defibaugh, Chapman/Technical
 - Project update including bid opening on April 17 and professional services fee proposal.
 - Operations – Jamie Wilt, Jennifer Powers
 - Estimate from Tygart Valley Conservation District for perimeter fence brush removal
 - Drains B-2 & B-4 hangars
 - Hangar repairs – update and status
 - Fuel Prices/Inventory
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - New hangar space requests/applications/updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority (secretary@flyW22.com or 304-439-8421) at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.

¹ Due to Covid-19 concerns and per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.

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. April 16, 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. Additional Measures: To Discuss and Approve the Operation Plans of the City of Buckhannon regarding the COVID-19 Pandemic

C. Adjournment into Regular Meeting

Posted 04/13/2020

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, April 16, 2020

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A. Public Hearing

- **PUBLIC HEARING OF THE COUNCIL OF THE CITY OF BUCKHANNON REGARDING PROPOSED ENACTMENT OF 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 WITH A COMMONLY KNOWN ADDRESS OF 937 BRUSHY FORK ROAD, IDENTIFIED AS CORPORATION DISTRICT, MAP 33, PARCEL 1.1, AND CURRENTLY TITLED IN THE NAME OF A&T ENTERPRISES, LLC, FROM "MIL - MILITARY DISTRICT" to "C-2 - HIGHWAY COMMERCIAL DISTRICT"**
- **PUBLIC HEARING OF THE COUNCIL OF THE CITY OF BUCKHANNON REGARDING PROPOSED ENACTMENT OF 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"**

B. Call to Order

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

C. Recognized Guests

D. Department & Board Reports

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

E. Correspondence & Information

- E.1 Notice of Proposed Adoption of Amendment to Municipal Zoning Ordinance
- E.2 Notice Lay the Levy on Tuesday, April 21, 2020 at 9:00am
- E.3 Proclamation-World Healthcare Worker Week
- E.4 Phase IV Grant Application FY2021 WV Commission of the Arts- Colonial Theatre Rehabilitation Project
- E.5 Letter to Walmart RE: Curbside Grocery Pickup Inquiry –COVID-19 Virus
- E.6 Notice to Store Customers-COVID-19 Virus RE: Resolution 2020-03 State of Emergency

F. Consent Agenda

- F.1 Approval of Minutes-Regular meeting 04/02/2020 & Emergency meeting 04/02/2020
- F.2 Approval of Building and Wiring Permits
- F.3 Approval of Payment of the Bills
- F.4 Approval Appointment to the Municipal Building Commission

G. Strategic Issues for Discussion and/or Vote

- G.1 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 -3rd Reading /Final
- G.2 Approval Ordinance No. 445 Zoning Change of Property Owner UCDA-Property on Brushy Fork Road from Military District to Industrial District-3rd Reading/Final
- G.3 Approval Request From Rotary Club of Buckhannon-Upshur Placement of Signage at City Hall
- G.4 Due to Date Change of the 2020 Primary Election- City of Buckhannon Holiday Schedule Change May 12th Cancelled to Observe June 9, 2020 as Primary Election
- G.5 Discussion/Update Municipal Utilities Extensions Corridor H US Route 33 South Service Area

H. Comments and Announcements

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

I. Mayor's Comments and Announcements

J. Adjournment

**Upshur County Public Library Board of Trustees Meeting
February 19, 2020**

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, February 19, 2020 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, John Haymond, and Kenna Leonard. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; Ann Slaughter, Friends of the Library representative and one member of the public, Kevin Hoover.

The minutes of the January meeting were approved on a motion made by Kenna and seconded by John.

The financial reports for January were accepted on a motion made by John and seconded by Carol.

Director's Report – see attachment

Dennis reported that we are on WV Paving's list of jobs, but because the parking lot is small in size, we will probably be fit into the schedule when it is most beneficial to them. We still need to find a flag pole.

Michelle suggested that when the parking lot is finished, we have a fundraiser specifically for a new sign.

The Meeting Room Policy was approved after revisions to #4, #7, and #18 on a motion made by Carol and seconded by Michelle. Connie will send out the revised policy to all board members.

The board agreed to closing the library on March 24th for Service Center Day and closing at 2:00 p.m. on April 24th in preparation of the Ramp Dinner on a motion made by Michelle and seconded by Kenna.

Ann reported that the Friends need to have some fundraisers. Currently, they are planning on May 8 Festival Friday and basket raffles and silent auction at the Ramp Dinner. She also stated they would be giving the library \$2200.00 for fiscal year 2021's budget for patron requested materials. The Tennerton Lion's Club will provide hotdogs for the end of the year Summer Reading Party.

Michelle invited everyone to attend the SUBA Dinner on March 4th, 6:30 p.m. at the Rock Cave Fire Hall.

The next meeting will be March 18 at 4:00 p.m. at the library.

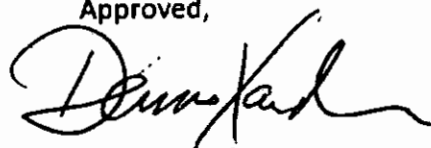
The meeting then adjourned.

Respectfully submitted,



Connie Cutright,
Business Manager

Approved,



Dennis Xander,
President