

Upshur County Commission Meeting Agenda

Location: Upshur County Courthouse Annex

Date of Meeting: May 28, 2020

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 14, 2020

11:00 a.m. Meeting with Elected Officials to discuss operations of the Courthouse, Annex and other County facilities after re-opening

Items for Discussion / Action / Approval:

1. Approval and signature of FY 20 Court Security Grant Application, Resolution and Assurances requesting the amount of \$71,289 to purchase an x-ray machine, 3 emergency exit only alarms and card readers, 6 cameras with supporting equipment, 4 camera monitors with supporting equipment and one additional panic bar. * Page 5-32
2. Approval of Early Voting Poll Workers for the June 9, 2020 Primary Election. * Page 33
3. Correspondence from Larry Alkire requesting reappointment to the Upshur County Fire Board, Inc. Mr. Alkire's current term expires on June 30, 2020. Upon approval, Mr. Alkire's term will end on June 30, 2023. * Page 34
4. Correspondence from Thomas J. O'Neill requesting reappointment to the Buckhannon-Upshur Airport Authority. Mr. O'Neill's current term expires on June 30, 2020. Upon approval, Mr. O'Neill's term will end on June 30, 2023. * Page 35
5. Correspondence from Gregory B. Woody, Upshur County Youth Camp Director, requesting the seasonal employment of Jerry Peck as groundskeeper, effective June 1, 2020. Upon approval, Mr. Peck will be paid \$8.75 per hour. * Page 36
6. Correspondence from Carrie L. Wallace, County Administrator, requesting the part-time temporary employment of Jenna Marple, housekeeper. Upon approval, Ms. Marple will commence work immediately and work approximately 20 hours per week at the pay wage rate of \$10 per hour. * Page 37
7. Correspondence from Sheriff David H. Coffman requesting the part-time employment of Michael W. Haler as Court Security Officer. Upon approval, Mr. Haler will begin employment on May 30, 2020 at the pay wage rate of \$11 per hour. * Page 38
8. Correspondence from William Nick Wilfong announcing his resignation as E911 Telecommunicator, effective May 14, 2020. * Under separate cover
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 Maureen Lewis, WV Secretary of State Administrative Law Division, requesting the filing of a list of all Public Service Districts (PSD's) and their current board members along with the board member's term of office by July 1, 2020. Page 39
2. Adrian Public Service District's 2020-2021 budget for fiscal year ending June 30, 2021 and certification of customers form remitted to the Public Service Commission. Page 40-43
3. Memorandum from Ora L. Ash, Deputy State Auditor for the WV State Auditors Office, outlining deadlines for submitting budget revisions. Page 44
4. Advertisement – "Upshur County Farmland Protection Board Accepting Applications" Page 45
5. Correspondence from R. Dennis Xander announcing his resignation from the Upshur County Public Library Board, effective June 30, 2020. Mr. Xander is a Board of Education appointee and this term expires on June 30, 2022. Page 46
6. Correspondence from Mayor David W. McCauley expressing appreciation for the \$22,621 contribution that will be applied to offset some of the municipality's expenses incurred due to the pandemic. Page 47
7. Lewis-Upshur Animal Control Facility Reports for the months of March and April, 2020 Page 48-57
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
8. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - Name the New Street Contest May 2020 Page 58
 - b) Agendas and/or Notice of Meetings:

• Upshur County Public Library	May 18, 2020	<u>Page 59</u>
• Upshur County Youth Camp	May 21, 2020	<u>Page 60</u>
• City Council of Buckhannon	May 21, 2020	<u>Page 61</u>
 - c) Meeting Minutes:

• Upshur County Farmland Protection Board	April 18, 2019	<u>Page 62-63</u>
• Upshur County Farmland Protection Board	August 15, 2019	<u>Page 64-65</u>
• Upshur County Farmland Protection Board	September 19, 2019	<u>Page 66-67</u>
• Upshur County Farmland Protection Board	October 17, 2019	<u>Page 68-69</u>

- Upshur County Farmland Protection Board

November 14, 2019

Page 70-71

- Elkins Road PSD
- Elkins Road PSD
- Upshur County Fire Board
- Upshur County Public Library Board of Trustees
- Elkins Road PSD
- Upshur County Fire Board
- Elkins Road PSD

March 3, 2020

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March 5, 2020

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March 17, 2020

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March 18, 2020

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March 19, 2020

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April 21, 2020

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April 29, 2020

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d) Meetings:

- 06/09/20 5:30 p.m. Elkins Road PSD
- 06/02/20 4:00 p.m. Hodgesville PSD
- 06/04/20 7:00 p.m. Banks District VFD
- 06/04/20 7:00 p.m. City Council of Buckhannon
- 06/04/20 7:00 p.m. Selbyville VFD
- 06/08/20 12:00 p.m. Upshur County Family Resource Network
- 06/08/20 4:30 p.m. Upshur County Solid Waste Authority
- 06/08/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 06/01/20 6:00 p.m. Lewis-Upshur Community Corrections Board
- 06/09/20 7:30 p.m. Adrian VFD
- TBD 6:00 p.m. Buckhannon-Upshur Board of Health
- 06/17/20 7:00 a.m. Upshur County Development Authority – Exec. Board
- 06/17/20 12:00 p.m. Upshur County Senior Center Board
- 06/10/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 06/10/20 7:00 p.m. Warren District VFD
- 06/04/20 3:00 p.m. Adrian PSD
- 06/10/20 3:00 p.m. Tennerton PSD
- 06/11/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 06/11/20 7:30 p.m. Buckhannon VFD
- 06/11/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 06/18/20 6:30 p.m. Upshur County Youth Camp Board
- 06/21/20 6:00 p.m. Washington District VFD
- 06/15/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 06/17/20 4:00 p.m. Upshur County Public Library Board
- 06/16/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 06/16/20 6:30 p.m. Upshur County Fire Board, Inc.
- 06/23/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 06/10/20 7:00 p.m. Ellamore VFD
- 06/17/20 12:00 p.m. Lewis Upshur LEPC
- 06/18/20 2:00 p.m. Upshur County Farmland Protection Board
- 06/24/20 10:00 a.m. James W. Curry Advisory Board
- 06/22/20 7:00 p.m. Upshur County Fire Fighters Association
- 06/10/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 06/12/20 11:00 a.m. Region VI Local Elected Officials – Kingwood
- 06/22/20 12:00 p.m. Region VII Planning and Development Council

****NOTICE: All in person county board meetings may resume, effective May 18th; however, teleconference meetings are encouraged and social distancing must be followed. ****

1. Appointments Needed or Upcoming:

- Buckhannon-Upshur Board of Health (Teresa Kee – 06-30-2020) --- Commission
- Buckhannon-Upshur Board of Health (Amy Rohr-Queen – 06-30-2020) --- Commission
- Buckhannon-Upshur Board of Health (Larry Carpenter – 06-30-2020) --- City
- Upshur County Enhanced Emergency Telephone Bd (Dirk Burnside – 06-30-2020) --- Community
- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative
- Upshur County Fire Board, Inc. (Larry Alkire – 6-30-2020) – Community
- Upshur County Public Library (vacant position – 6-30-2022) – BOE
- Upshur County Public Library (John Haymond – 6-30-2020) --- County Commission
- Hodgesville PSD (Roger Ward – 6-30-2020)
- Elkins Road PSD (Larry Heater – 6-30-2020)
- Upshur County Solid Waste Authority (Joyce Harris-Thacker – 6-30-2020) --- Commission
- Upshur County Solid Waste Authority (Mary L. Gower – 6-30-2020) --- Conservation District
- Upshur County Safe Sites & Structures Enforcement Board (Rick Harlow – 6-30-2020) --- Fire Chief
- Upshur County Safe Sites & Structures Enforcement Board (Chris Cook – 6-30-2020) --- Community
- Upshur County Safe Sites & Structures Enforcement Board (Brian Shreves – 6-30-2020) -- Community
- Buckhannon-Upshur Airport Authority (Tom O'Neill – 6-30-2020) --- Commission
- Buckhannon-Upshur Airport Authority (Virgil LaRosa – 6-30-2020) --- Commission
- Corridor H Authority (Robert "Bob" Skinner – 6-30-2020) – Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (Brett Robinson – 6-30-2020) – BOE
- Buckhannon-Upshur Parks & Recreation Advisory Board (Josh Hinchman – 6-30-2020) – Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (JJ Ford – 6-30-2020) – Commission

****If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or trperry@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

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

June 4, 2020 --- 9:00 a.m.

Upshur County Courthouse Annex

The County Commission will begin Canvassing for the June 9th Primary Election on
Monday, June 15, 2020 starting at 9:00 a.m. in the County Clerk area

<p align="center">WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES</p> <p align="center">COURT SECURITY FUND GRANT PROGRAM</p>	<p align="center">GRANT APPLICATION</p> <p align="center">PAGE – 1</p>
<p>1. Applicant: <u>Upshur County Commission</u></p> <p>Address: <u>91 West Main Street, Suite 101</u> <u>Buckhannon, WV 26201</u></p> <p>Phone/Fax: <u>304.472.0535 / 304.473.2802</u></p> <p>FEIN# <u>55-6000406</u></p>	<p>5</p> <p>Grant Funds Requested: \$: <u>71,289</u></p>
<p>2. Project Director: <u>Tabatha Perry</u></p> <p>Address: <u>91 West Main Street, Suite 101</u> <u>Buckhannon, WV 26201</u></p> <p>Phone/Fax: <u>304.472.0535 x-2 / 304.473.2802</u></p> <p>Email: <u>trperry@upshurcounty.org</u></p>	<p>6</p> <p align="center"><i>Staff Use Only</i></p> <p align="center"><i>Court Security Plan Approved</i> _____</p>
<p>3. Fiscal Officer: <u>Carrie Wallace</u></p> <p>Address: <u>91 West Main Street, Suite 101</u> <u>Buckhannon, WV 26201</u></p> <p>Phone/Fax: <u>304.472.0535 x-3 / 304.473.2802</u></p> <p>Email: <u>clwallace@upshurcounty.org</u></p>	<p>7 Project Period:</p> <p>Beginning Date: <u>July 1, 2020</u></p> <p>Ending Date: <u>June 30, 2021</u></p>
<p>4. Geographic Area Served: <u>Upshur County</u></p> <p>Population: <u>24,605 (per 2014-2018 ACS 5Y)</u></p>	<p>8 Type of Application:</p> <p><input checked="" type="checkbox"/> <i>Initial</i> <input type="checkbox"/> <i>Continuation</i> <input type="checkbox"/> <i>Revision</i></p>
<p>9. Project Title and Description:</p> <p align="center">Upshur County Courthouse Security Upgrade Plan</p>	
<p>10. Certification:</p> <p>To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body, and the applicant will comply with the attached Special Conditions and Assurances if grant assistance is provided.</p> <p>Authorized Official: <u>Terry Cutright</u> Title: <u>Commission President</u> COUNTY COMMISSION PRESIDENT</p> <p>Signature: _____ Date: _____</p> <p align="center">(ORIGINAL SIGNATURE)</p>	

COURT SECURITY FUND	ITEMIZATION OF FUNDS BY CATEGORY PAGE 2		
Applicant: Upshur County Commission	Local Matching Funds (If Applicable)	Grant Funds Requested	Approved (DJCS Use Only)
<u>Personnel/Contractual</u> UNALLOWABLE <u>Travel/Training</u> UNALLOWABLE <u>Equipment</u> (ITEMS COSTING MORE THAN \$5,000) <ul style="list-style-type: none"> • 1 – X-Ray Inspection Machine • 3 – Emergency Exit Only Alarm & 3 – Card Reader • 6 – Pan-Tilt-Zoom Exterior Cameras 1 – Network Video Recorder & 6 – 24 port GB POE switches • 3 – Foyer Monitors & 3 – Decoders <u>Other</u> <ul style="list-style-type: none"> • 1 – Panic Bars • 1 – 911-Center Camera Monitor & Decoder 	NO MATCH REQUIRED	\$ 0 \$ 0 \$ 22,550 \$ 13,800 \$ 23,684 \$ 6,880 \$ 1,430 \$ 2,945	
Total Local Funds			
Total Grant Funds		\$ 71,289	
Total Approved Project			

COURT SECURITY FUND		BUDGET SUMMARY	
		PAGE 3	
Applicant: Upshur County Commission		Federal Employer Identification Number: 55-6000406	
Category	Court Security Funds (A)*	Matching Funds (if applicable) (B)	Total Funds (A + B)
Personnel/ Contractual	-0-		
Travel/Training	-0-		
Equipment	\$ 66,914	\$ 0	\$ 66,914
Other	\$ 4,375	\$ 0	\$ 4,375
Total Budget	\$ 71,289	\$ 0	\$ 71,289

* Total of column A shall be placed in the space on page one for Grant Funds Requested.

All funds must be rounded to the nearest whole dollar.

COURT SECURITY FUND

BUDGET NARRATIVE

PAGE 4

Provide here a justification and detailed explanation of the budget items shown on pages 3 and 4. (Add pages if necessary) This should contain criteria and data used to arrive at estimates and costs for all items listed. In completing the project budget narrative please identify data by the major budget category involved. **A prioritized listing of equipment needed to improve the security of the court facilities in the county, including cost estimates for such equipment. Please provide an explanation of additional staffing needed, if any, for requested equipment. (Court Security Funds will not pay for the additional personnel needed, if any, for the equipment).**

The Upshur County Commission is requesting funds to implement improvements to increase overall court security. The following projects are listed in order of priority and require two additional part-time Court Security Officers to successfully implement security upgrades. Funds for these additional positions have been appropriated within the FY21 budget.

Priority 1: Purchase and install 1 – X-ray Inspection Machine

Equipment: The purchase of an x-ray inspection machine for the foyer of the Courthouse Annex will allow better screening of patrons upon entering the facility. Presently, courthouse security officers are utilizing a walk-through metal detector and hand wand, with the addition of the x-ray machine all patrons and their belongings can be screened for more security. Upon approval of the funds for an x-ray machine, there would be a need for two additional part-time Court Security Officers. Funds for these additional positions have been appropriated within the FY21 budget. The estimate for this equipment, delivery, and installation is \$22,550.

Priority 2: Purchase and install 3 – Emergency Exit Only Alarms and 3 – Card Readers

Equipment: The purchase of emergency exit only alarms and card readers to be placed on the interior doors within the Courthouse and Annex that allows egress without activating the alarm after an employee swipes his/her card. The alarms will sound if the door is opened without utilizing the key card reader. This will prevent someone from entering through security at the front doors and opening a secondary exterior door to allow someone else in without going through security. The alarms will alert the courthouse security officers when an unauthorized individual utilizes these exits

The estimate for this equipment and installation is \$ 13,800.

Purchase and install 1 – Panic Bar

Other Equipment: The purchase and installation of one panic bar for emergency exit from the only remaining unequipped door which is located in the Courthouse basement. The estimate for this item including installation is \$1,430.

Priority 3: Purchase and install 6 – Exterior PTZ Security Cameras, 1 – NVR & 6 – 24 port GB POE switches

Equipment: The purchase of six exterior Pan-Tilt-Zoom security cameras, a new 16 Channel 8TB Network Video Recorder, and 6 switches will allow the Court Security Officers to monitor and keep both the Courthouse and the Courthouse Annex more secure. In addition, the Chief of Security would have the capabilities to view these cameras in his office. The cameras would be placed to view the front of the main Courthouse, the front entrance of the Courthouse Annex, the western approach into the Annex and Courthouse area, the rear of the Annex and the First Community Bank parking lot, and the employee parking behind the Presbyterian Church (mounted on the Maintenance building). These "blind spots" are not currently within camera range

which was recently discovered after the hiring of Court Security Officers by the Court Security Advisory Board.

The estimate for equipment and installation is \$23,684.

Priority 4: Purchase and install 3 – Foyer Camera Monitors, Decoders, and Mounts

Equipment: The purchase of camera monitors, decoders and mounts will allow Court Security Officers to view the security cameras from both the Main Courthouse Foyer and the Courthouse Annex Foyer. These monitors will give the courthouse security officers better monitoring capabilities of the security cameras for a more enhanced security system.
The total for the equipment and installation is \$6,880.

Purchase and install 1 – 911 Center Camera Monitor, Decoder, and Mount

Other Equipment: The purchase of camera monitors, decoder and mount for the 911 center will allow 911 center staff to have viewing capabilities of the new cameras. In the case of an emergency, telecommunicators provide inside information to emergency responders; therefore, it is imperative for them to have views of all cameras located on the Courthouse and Annex properties.

The total for the other equipment and installation is \$2,945.

All quotes for equipment have been obtained from reputable vendors with a history of providing superior service to the county, specifically on past Court Security Fund equipment purchases.

Quotes are attached and in order by designated priority.

Total equipment needed to implement Priority 1, 2, 3, and 4: \$ 66,914

Total "other" equipment needed to implement Priorities 2 and 4: \$ 4,375

COURT SECURITY FUND**GRANT APPLICATION****PAGE 5****PROJECT DESCRIPTION INSTRUCTIONS**

On a separate page(s), present and explain the project using the following outline/format.

COURT SECURITY PLAN

1. An assessment of the existing security measures in place and any problems or shortcomings with existing procedures;
2. A description of how the county responds to court security emergencies and whether the response is adequate;
3. A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county;
4. An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training;
5. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshall Service.
6. Background of applicant including past experiences, capabilities, and why the grant is proposed; and
7. Justification for why your project should be funded.

GOAL(S)

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the grantee. These goals may be both short and long range.

OBJECTIVE(S)

Specific statements of desired achievement which reflect project emphasis. Objectives should be clearly qualified, time-framed, and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific not general, and must be recognizable and understandable. Above all, objectives must be achievable and feasible within specific time frames.

IMPLEMENTATION (Key Activity/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. A milestone (grant) chart is recommended which provides a clear time line estimating the time necessary for each phase of this project.

PROJECT ASSESSMENT (Evaluation)

Specify the indicators and measures to be used to assess the results of this project as well as the means of collecting data. The methodology for the collection and type of measurements are important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.

COURT SECURITY FUND – PROJECT DESCRIPTION

UPSHUR COUNTY COURT FACILITIES SECURITY UPGRADE PLAN

1. An assessment of the existing security measures in place and any problems or shortcomings with existing procedures:

The Commission created a Court Security Advisory Board consisting of members from each of the following offices: Circuit Court, Magistrate Court, Family Court, Prosecuting Attorney's Office, Circuit Clerk's Office, E911 Communication's Center, Probation Office, and the Upshur County Commission Office. The Advisory Board has met regularly since its inception in May 2018. With the assistance and expertise of JH Consulting, the Advisory Board has drafted a Court Security Plan, which highlights existing security measures for the Upshur County Courthouse and facilities which include video surveillance and duress alarms and makes recommendations for future security implementations. A breach of security from outside the Courthouse and Courthouse Annex is a major concern. During this review, it was determined that a few security shortcomings exist.

The Commission has identified the following problems that can be addressed with this grant application:

- There is a need for more effective screening of people as they enter the Courthouse Annex by the security officers by installing an x-ray machine.
- There is a need for better security within the Courthouse and Courthouse Annex to prevent unauthorized use of interior emergency exits by installing emergency exit only alarms, card readers, and panic bars.
- For the limited court security staff, there needs to be better monitoring of the outside of the Courthouse and the Courthouse Annex by installing security cameras.
- With limited court security staff, there is a need to have additional monitors and decoders in the Court Security Station in the Courthouse Foyer and the Courthouse Annex Foyer. There is also a need to have a monitor in the E911 Center to monitor the additional security cameras.

2. A description of how the county responds to court security emergencies and whether the response is adequate:

During an emergency, duress alarms that are hardwired to the sheriff's office can be activated. The Wave Plus System immediately transmits a recorded message containing the activated alarm location using a radio frequency that is utilized by the Sheriff's Department, Buckhannon Police Department, and the WV State Police. This notification is also sent to the 911 Communication Center (less than a mile from the courthouse) who then dispatches law enforcement. Immediate incident notification is the crucial first step in resolving emergencies as they occur, and this need is met with the duress system.

Employees of the county were given an active shooter training booklet prepared by the US Department of Homeland Security on January 14, 2020, and in-person training will be held every four years. This is mandatory training of all employees to safeguard themselves and the public in the instance of an active shooter threat. Sergeant Huddleston with the West Virginia State Police visited every office in February and March of 2019 and provided instructional information on how to react in an active shooter situation that was tailored to each particular office. Information was also provided/recommended as to what could be done to deter or slow down an active shooter.

3. A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county:

In recent years, the layout of the courthouse annex has changed to accommodate the addition of a second Circuit Court Judge. The Second Circuit Court Judge is located in the former Family Court office, in an effort to keep the Family Court offices in the same vicinity, those offices moved to the Commission's space so that they would not have to relocate to a separate unsecure location.

There are no further recommendations to change the locations of the court facilities at this time, as a consolidated space would require the acquisition of another building and parking lot which is not feasible given the current county budget. There is relatively limited space, but the layout is fairly well designed. The highest priority of the county is instituting additional security measures to the current locations. Please see attached plans for a detailed description of the courthouse layout.

4. An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training:

Upshur County currently has two bailiffs (1 full-time, 1 part-time) and 7 part-time court security officers, all of which complete annual training. The Sheriff provides additional personnel on an as-needed basis. The proposed project would not require additional bailiffs; however, the Commission has allocated funding to hire two additional part-time court security officers in fiscal year 21 to be utilized at the entrances of the Courthouse and Courthouse Annex. Upon award of funds to purchase the x-ray machine, each security shift will be increased to four (4). The additional officers will operate the new x-ray machine and allow for heightened security throughout the Courthouse and additional manpower if a situation would arise while Court is in session. Training for the new x-ray machine is included with the purchase price.

5. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshals Service:

The most recent Court Security Audit performed on 7/7/2015 is attached. There were no deficiencies found, and it was noted that a prior deficiency had been corrected. Arthur Angus of the Supreme Court conducted a site visit in March 2017 and noted that the Family Court needed ballistic material installed in front of the Family Court bench to protect the Judge, courthouse staff and the public in the event of an incident. This material was purchased using Court Security Grant funding and installed in December 2017. Mr. Angus performed another site visit during the summer of 2019 and no findings were noted.

6. Background of the applicant including past experiences, capabilities, and why the grant is proposed:

The Upshur County Commission has successfully administered previous Court Security Grant awards to update security features in the Upshur County Court facilities. Previous grant awards have funded the purchase and installation of the following:

- card readers to secure the entrance to the Courthouse
- upgraded surveillance system with supportive recording equipment and monitors
- hand-held metal detectors for each of the three courts
- shatter-resistant window and blackout drapes in the magistrate's office
- bullet-resistant panels and a walk-through metal detector for Family Court
- Wave Plus immediate notification duress alarm system for the Courthouse and Annex

- Surveillance camera for the Courthouse Annex elevator
- shatterproof glazing for the front doors of the Courthouse and Annex

Projects proposed in this grant cycle will help further secure the Courthouse and Annex by installing an x-ray machine in the foyer of the Courthouse Annex; securing emergency exits by installing alarms, card readers, and panic bars; and by adding additional security cameras around the outside of the Courthouse and Annex, with monitors in both areas as well as the E911 Communications Center.

7. Justification for why your project should be funded:

According to incident data gathered by the Center for Judicial and Executive Security (CJES), in a 2013 report, the number of national security threats and violent incidents in court buildings has increased in recent years. While this is a challenge, doing nothing is not an option. Upshur County is located in small-town rural West Virginia but is not oblivious nor immune to the increase of threats across the Nation. This is evidenced by the 1,508 weapons that have been confiscated by court security staff since their hire in July 2019. Upshur County officials are the mindset that taking proactive safety precautions is far better than reactive measures; however, the county is limited by budget constraints. Outside funding must be secured to improve security measures in the Upshur County court facilities.

Providing safety to the public and courthouse staff is the main priority for the Upshur County Commission. Currently, there is an opportunity for increased safety and security. Without secure offices and monitoring systems, emergencies can take place at any moment, threatening the safety of all of those in the courthouse. All equipment requested would greatly enhance security measures within the Upshur County Courthouse facilities and deter criminal activity that would harm the judicial staff, public and courthouse employees.

GOALS and OBJECTIVES

Goals: A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the grantee. These goals may be both short and long-range.

Objectives: Specific statements of desired achievement which reflect project emphasis. Objectives should be clearly qualified, time-framed, and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. Above all, objectives must be achievable and feasible within specific time frames.

GOAL 1: To have better and more efficient security at the Courthouse Annex.

OBJECTIVE: Purchase and install X-Ray Inspection Machine for the Foyer of the Courthouse Annex. This would allow the Court Security Officers to be more efficient at screening people as they enter the Courthouse Annex. Since the stairwells within the Courthouse leading to Circuit Court have been blocked off, the Courthouse Annex serves as the entrance to the Circuit Court. Upon approval of the grant application, the Upshur County Commission has budgeted to hire two part-time court security officers to have a more efficient screening process.

Timeframe: 4 – 6 weeks for the procurement process, shipping, and installation.

GOAL 2: To have better control of emergency exits in the Courthouse and the Courthouse Annex.

OBJECTIVE: Purchase and install Emergency Exit Only Alarms, Panic Bars, and Card Readers to be placed on the interior doors within the Courthouse and Annex that allows egress without activating the alarm after an employee swipes his/her card. The alarms will sound if the door is opened without utilizing the key card reader. This would alert court security officers in the event an unauthorized person utilizes the emergency only exits.

Timeframe: 4 weeks for ordering and installation.

GOAL 3: To have better security outside of the Courthouse and Courthouse Annex.

OBJECTIVE: Purchase and install six new security cameras, Network Video Recorder (NVR) and 6 new switches. These additional cameras offer zoom and are better quality cameras than the existing cameras. These cameras will be placed at the following locations: front of main Courthouse, front entry of the Annex, across the front walkway from the Annex to Chancery Street, the western approach into the Annex and Courthouse area, rear of the Annex and the First Community Bank parking lot, the employee parking behind the Presbyterian Church (mounted on the maintenance building). This will allow the court security officers to have a much better view of the outside area of the Courthouse. The NVR is needed for recording of the cameras and the new switches will alleviate lag.

Timeframe: 4 – 6 weeks for the procurement process, ordering, and installation.

GOAL 4: To have enhanced monitoring of new outside security cameras.

OBJECTIVE: Purchase and install three 32" monitors and decoders and one 55" monitor and decoder. Two of the 32" monitors and decoders will be placed in the Main Courthouse Foyer and one 32" monitor will be installed at the court security officers desk in the Courthouse Annex Foyer. There are currently no monitors in the Courthouse Foyer; therefore, the officer stationed in the Courthouse is unable to view the Annex cameras should an emergency or disruption arise. In addition, this would provide court security officers multiple points to view the cameras for better security. The 55" monitor and decoder will be installed in the 911 center to provide viewing of the six new outside security cameras at multi-locations.. It is imperative for the 911 Center to have "real time" viewing capabilities of the entire Courthouse property.

Timeframe: 4 weeks for ordering and installation.

IMPLEMENTATION

(KeyActivity/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project.

This should include specific activities, services, and procedures to be followed, and how achievement will be documented. A milestone (Gantt) chart is recommended which provides a clear time line estimating the time necessary for each phase of this project.

All activities necessary to implement the proposed projects include ordering equipment and having it installed or set up by the vendor. Priority 1 and Priority 3 will require procurement activities as the purchase price is over the minimum purchase threshold. Achievement of these activities will be documented by keeping track of ordering and installation dates of equipment. The county administrator and assistant administrator will oversee the coordination of these activities and any follow-up with the responsible parties to ensure the projected timeline is followed accordingly.

Below is a milestone chart for all project activities. All state and federal holidays have been observed in the timeline.

FY2021 Upshur County Courthouse Facilities Security Upgrades Milestone Chart												
Approximate Start Date: 06/01/2020							Approximate End Date: 07/30/2020					
	April			May			June			July		
	1	15	30	1	15	30	1	15	30	1	15	30
Application Submitted and Approx. Award												
Priority 1: Purchase & Install X-Ray Inspection Machine												
Priority 2: Purchase & Install Emergency Exit Only Alarms, Card Readers & Panic Bars												
Priority 3: Purchase & Install 6 Security Cameras, NVR, and switches												
Priority 4: Purchase & Install 4 Monitors & Decoders												

PROJECT ASSESSMENT

(Evaluation)

Specify the indicators and measures to be used to assess the results of this project as well as the means of collecting data. The methodology for the collection and type of measurements are important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.

The Upshur County Commission will inspect all equipment to make sure it is working properly and in the correct locations. Each department thereafter will be responsible to monitor the working order of equipment and notify the county administrator and assistant administrator of any issues.

WEST VIRGINIA
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JUSTICE & COMMUNITY SERVICES

COURT SECURITY FUND (CSF)
SPECIAL CONDITIONS AND ASSURANCES

1 SUFFICIENT MANPOWER:

It is required of the applicant to have a resolution by the County Commission stating that sufficient manpower will be used to operate and manage all equipment and other items requested.

2 USE OF EQUIPMENT:

If any grant purchased equipment is not being utilized, then Grantee will be liable for the cost of said equipment and shall be required to reimburse the Court Security Board for all costs.

3 X-RAY Scanner

It is required of the applicant that in order to use approved Court Security Grant funds to purchase an X-Ray Scanner, the courthouse must be a secured facility. In addition, the X-Ray Scanner must be operated full-time. The facilities that have metal detectors are required to operate them in conjunction with the X-Ray Scanner. Failure to agree and comply with the above conditions will void the approval to purchase the X-Ray Scanner with Court Security Grant funds.

4 SILENT ALARM:

It is required of the applicant that in order to use approved Court Security Grant funds to purchase Hand Held Metal Detectors the metal detectors must be the "Silent Alarm" type that vibrate. Failure to agree and comply with the above condition will void the approval to purchase the Hand Held Metal Detectors with Court Security Grant Funds.

I certify that I have read the entire Standard and Special conditions and assurances of this grant program and agree to comply with these requirements.

(Original) Authorized Official Signature

WEST VIRGINIA
DIVISION OF ADMINISTRATIVE SERVICES /
JUSTICE & COMMUNITY SERVICES

STANDARD CONDITIONS AND ASSURANCES

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Standard Conditions and Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

West Virginia Division of Administrative Services / Justice & Community Services
 1124 Smith Street-Suite 3100
 Charleston, West Virginia 25301-1323

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation. Upon receipt of the 90-day letter, JCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise).

WEST VIRGINIA
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STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1993, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Administrative Services / Justice and Community Services.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in Uniform Grant Guidance, and/or relevant State laws.

10. ACCESS TO RECORDS:

JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

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STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

JCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by JCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through JCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that **any** deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of JCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist JCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

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STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Administrative Services / Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Administrative Services / Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by JCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by JCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

JCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document;
- If reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped; or
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or if reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped.;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

WEST VIRGINIA

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASE

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Administrative Services / Justice & Community Services (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Administrative Services / Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Administrative Services / Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to JCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud; shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as JCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

WEST VIRGINIA

30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by JCS.

31. INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32. INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33. TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35. LIMITED ENGLISH PROFICIENCY:

Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. More information can be found at <http://www.lep.gov>.

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STANDARD CONDITIONS AND ASSURANCES

36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum** hardware requirements, as well as software requirements, established by JCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Processor: Intel Core i3, 3.00 GHz
- RAM: 4 GB minimum
- Hard Drive: 500 GB, 7200 RPM SATA, upgradable
- Keyboard: Standard USB
- Mouse: Optical USB 2 button W/scroll
- DVD/RE: Multi DVD/RW optical drive
- USB Ports: 4 back, 2 front, with a minimum one USB 2.0 port or higher
- Ethernet Port: Standard integrated
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (**may** be integrated)
- APC UPS Backup power protection (adequate size to handle power load)

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 7 Enterprise 32 bit

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

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38.**PROGRAM ACCOUNTABILITY – FEDERAL AUDIT**

Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending **Federal** awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award. (Title 2 C.F.R. Subpart F).

§200.501(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

1.) If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to JCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse
 Bureau of the Census
 1201 E. 10th Street

39.**PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

1.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended; and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Administrative Services / Justice Community Services.

40.**CONFIDENTIALITY OF RESEARCH INFORMATION:**

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41.**LEASE AGREEMENTS:**

Grantee agrees to provide JCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

42.	EQUAL EMPLOYMENT OPPORTUNITY PLAN:
<p>The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Administrative Services / Justice and Community Services. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at https://ojp.gov/about/ocr/eeop.htm.</p>	
43.	VETERANS PREFERENCE:
<p>This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.</p>	
44.	IMMIGRATION AND NATURALIZATION VERIFICATION:
<p>The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.</p>	
45.	PURCHASE OF AMERICAN-MADE
<p>It is the sense of JCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.</p>	
46.	PERSONNEL TRAINING:
<p>For projects involving payment of personnel or overtime pay, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.</p>	
47.	ACCOUNTING REQUIREMENTS:
<p>Grantee agrees to record all project funds and costs following <u>generally accepted accounting procedures</u>. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.</p>	
48.	OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL
<p>Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial</p>	
49.	TRANSFER OF FUNDS PROHIBITION:
<p>The grantee is expressly prohibited from transferring funds between <u>any</u> JCS programs.</p>	
50.	MARKING OF EQUIPMENT:
<p>Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Administrative Services / Justice & Community Services."</p>	

WEST VIRGINIA

JUSTICE & COMMUNITY SERVICES

51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that JCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with JCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. CENTRAL CONTRACTOR REGISTRATION:

Grantee agrees to register with the Central Contractor Registration (CCR), www.ccr.gov and provide documentation to JCS within 30 days of award notification that they have done so.

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to JCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

WEST VIRGINIA

JUSTICE & COMMUNITY SERVICES

56. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

57. ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, Uniform Grant Guidance, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

58. RELIGIOUS ACTIVITIES

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

**Authorized
Official:**

Terry Cutright

Title: President

Signature:

Date:

CERTIFICATION FORM**Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements**

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: Upshur County Commission	
Address: 91 West Main Street, Suite 101, Buckhannon, WV 26201	
Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DUNS Number: 028608099	Vendor Number (only if direct recipient)
Name and Title of Contact Person: Carrie Wallace, County Administrator	
Telephone Number: 304/472.0535	E-Mail Address: clwallace@upshurcounty.org

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Less than fifty employees | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, _____ [responsible official], certify that [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Terry Cutright, Commission President [responsible official], certify that the County Commission of Upshur County, West Virginia [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Upshur County Commission

[organization],

91 West Main Street, Suite 101, Buckhannon, WV 26201

[address].

Terry Cutright, President

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

CAROL J. SMITH
UPSHUR COUNTY CLERK

Upshur County Courthouse
40 West Main Street, Room 101 • Buckhannon, West Virginia 26201
Telephone: (304) 472-1068 • Fax: (304) 472-1029

May 26, 2020

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

Dear Honorable Commissioners:

Please approve the temporary hiring of Early Voting Workers starting May 27, 2020 and ending June 6, 2020, and workers to assist with Canvass as needed.

Thank you for your consideration.

Sincerely,



Carol J. Smith
Upshur County Clerk



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

RE: Commission Appointment to the Upshur County Fire Board, Inc.

Commissioners:

This letter serves as my official interest in your vacant appointment to the Upshur County Fire Board, Inc.

Related information as to why you should be considered.

I have enjoyed my first term and feel I can continue to contribute.

If should have any questions, please do not hesitate to contact me.

Sincerely,

Larry Albire

Name *Larry Albire*

Address *1000 1st Road French Creek, WV 26218*

Phone Number *304-611-1111*



TOM O'NEILL & ASSOCIATES
ATTORNEYS AT LAW

May 19, 2020

Upshur County Commission
ATTN: Tabitha Perry
91 West Main Street
Buckhannon, West Virginia 26201

RE: Buckhannon-Upshur Airport Authority
Reappointment to Board

Dear Commissioners,

My current term as a member of the Buckhannon-Upshur Airport Authority expires on June 30, 2020. I respectfully request reappointment to a new term as a member of the Authority.

With best wishes,

Thomas J. O'Neill
203 Grant Lane
Buckhannon

UPSHUR COUNTY YOUTH CAMP SUMMER EMPLOYMENT 2020

EMPLOYEE START DATE June 1, 2020

GROUNDSKEEPING


- 1. JERRY PECK \$8.75 per/hour Groundskeeping**

Respectfully submitted,

Gregory B. Woody

**Gregory B. Woody, Director
Upshur County Youth Camp**

INTEROFFICE MEMORANDUM

TO: UPSHUR COUNTY COMMISSION
FROM: CARRIE WALLACE, COUNTY ADMINISTRATOR 
SUBJECT: REQUEST FOR EMPLOYMENT OF ADDITIONAL PART-TIME TEMPORARY
HOUSEKEEPER AS A RESULT OF COVID-19
DATE: MAY 28, 2020
CC: DEBBIE HULL, BOOKKEEPER

Commissioners,

As you are aware, additional sanitation efforts are necessary for the Courthouse and Annex re-opening following the closure due to COVID-19. I respectfully request the immediate part-time temporary employment of Jenna Marple. Jenna will fill in for Amber Powers and McKinley Gaudet and will work as necessary when additional sanitation is required for the Courts. She will work around 20 hours per week at the rate of ten dollars (\$10.00) per hour. This expense will be charged to the Governor's COVID-19 Block Grant as the need for the position is a result of COVID-19 and was not budgeted as of March 27, 2020.

I greatly appreciate your consideration of this request and I am available to answer any questions you may have.

Thank you.

Upshur County Sheriff's Office

38

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

May 28, 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 Michael Wayne Haler as a part-time Court Security Officer. A background check has been completed for this applicant.

Upon approval, Mr. Haler will begin employment on May 30, 2020 at a rate of \$11.00/hour.

Thank you for your consideration and support.

Respectfully,



David H. Coffman
Sheriff
Upshur County



Mac Warner
Secretary of State
State of West Virginia

Office of the Secretary of State
State Capitol
Charleston, West Virginia 25305



Telephone: (304) 558-6000
Toll Free: 1-866-SOS-VOTE
Fax: (304) 558-0900
www.wvsos.gov

May 11, 2020

To the County Commission President:

It is the time of year to update Public Service District information. I am requesting your help to ensure that our records are current. West Virginia Code §16-13A-2(h) states that the county commission shall file a list of all districts in their county including the current board members with the Secretary of State and the Public Service Commission by July 1 of each year.

Please supply the name, address and contact information for each Public Service District and the name of each board member along with the board member's term of office. This list must be sent to both the Secretary of State's office and the Public Service Commission's office:

Secretary of State
Attn: Maureen Lewis
1900 Kanawha Boulevard E
Building 1, Suite 157K
Charleston, WV 25305

WV Public Service Commission
Attn: Water and Wastewater Division
PO Box 812
Charleston, WV 25323

In addition, I have been asked to remind you of the requirements of West Virginia Code §16-13A-4. "The public service district shall certify the number of customers served to the Public Service Commission beginning on the first day of July, one thousand nine hundred eighty-six, and continue each fiscal year thereafter." The Public Service Commission typically mails the form to public service districts in late May or early June of each year. Please make sure that the districts in your county comply with this statute.

Should you have any questions, please contact me at 304-558-6000. Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "Maureen Lewis".

Maureen Lewis, Director
Administrative Law Division

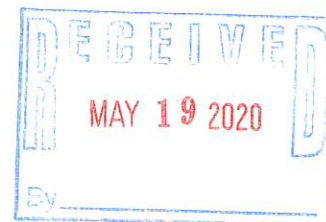
Adrian Public Service District
PO Box 87 (8506 Rt 20 South Rd)
French Creek WV 26218-0087
(304)924-6107 adrianpsd@outlook.com

Board of Directors

Paul A. Spencer, Chairman
Carolyn S. Douglas, Vice Chairman
Kelly Arnold, Sec., Treas.

5/12/2020

Tabitha R. Perry, Assistant County Administrator
Upshur County Commission
91 West Main St., Suite 101
Buckhannon WV 26201



Dear Ms. Perry:

Please find enclosed a copy of our 2020-2021 budget for the fiscal year ending June 30, 2021 and our certification of customers form filled out for the Public Service Commission. Should you have any questions, please let me know.

Sincerely,

Lindsey Woody, Office Manager
Adrian Public Service District

UNITED STATES DEPARTMENT OF AGRICULTURE
STATEMENT OF BUDGET, INCOME AND EQUITY

Schedule 1

Name
Adrian Public Service DistrictAddress PO Box 87
French Creek, WV 26201

(1) OPERATING INCOME	PRIOR YEAR Actual (2)	ANNUAL BUDGET BEG 07-01-2020 END 06-30-2021 (3)	For the _____ Months Ended _____		
			CURRENT YEAR		Actual YTD (Over) Under Budget Col. 3 - 5 = 6 (6)
			Actual Data		
			Current Quarter (4)	Year To Date (5)	
1. Water Sales		1,455,300			1,455,300
2. _____					0
3. _____					0
4. _____					0
5. Miscellaneous					0
6. Less: Allowances and Deductions					0
7. Total Operating Income (Add lines 1 through 6)	0	1,455,300	0	0	1,455,300
OPERATING EXPENSES					
8. Purchased Water		195,300			195,300
9. Payroll Expense		209,100			209,100
10. Pension & Ben		108,100			108,100
11. Operation Supp		101,600			101,600
12. Vehicle Expense		28,700			28,700
13. Payroll Taxes		16,100			16,100
14. Other Expenses		150,400			150,400
15. Interest		252,781			252,781
16. Depreciation		690,000			690,000
17. Total Operating Expense (Add Lines 8 through 16)	0	1,752,081	0	0	1,752,081
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	0	-296,781	0	0	-296,781
NONOPERATING INCOME					
19. Interest		8,700			8,700
20. _____					0
21. Total Nonoperating Income (Add 19 and 20)	0	8,700	0	0	8,700
22. NET INCOME (LOSS) (Add lines 18 and 21)	0	-288,081	0	0	-288,081
23. Equity Beginning of Period		8,104,831			8,104,831
24. _____					0
25. _____					0
26. Equity End of Period (Add lines 22 through 25)	0	7,816,750	0	0	7,816,750

Budget and Annual Report Approved by Governing Body

Quarterly Reports Certified Correct

Kelly M. Smith
Secretary

3-6-20
Date

Paul A. Spencer 3-6-20
Appropriate Official Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 2-1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**CERTIFICATION OF CUSTOMERS
and
REQUEST FOR INFORMATION**

42

WV Code §16-13A-4 requires that each "public service district shall certify the number of customers served and its annual revenue to the Public Service Commission beginning on July 1 of each fiscal year."

The Public Service Commission maintains a data base of information on water and wastewater utilities. From time to time the Commission updates this information. Please complete this form and return it to the Water and Wastewater Division of the Public Service Commission by June 30, 2020.

Please note that this form is to be notarized by a Notary Public upon completion.

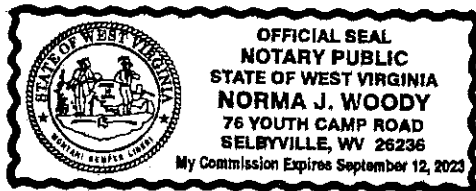
Date: <u>5/11/20</u>		County: <u>Upshur</u>	
Name of Public Service District: <u>Adrian Public Service District</u>			
Address: <u>PO Box 87 French Creek, WV 26218</u>			
Telephone: <u>(304) 924-6107</u>		Fax: <u>(304) 924-5818</u>	
Email Address: <u>adrianpsd@att.net</u>			
Type of Utility (Check One): <input checked="" type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Both			
Customer Complaint Contact: <u>Lindsey Woody</u>		Office Manager: <u>Lindsey Woody</u>	
Field Manager: <u>Eric Brunn</u>		General Manager: <u>Lindsey Woody</u>	
Public Service District Board Members			
Board Member (Chairman): <u>Paul Spencer</u>		Telephone: (H) <u>304-924-5038</u>	
Address: <u>18979 Rt. 20 S Rd Kanawha Head, WV 26228</u>		(O) _____	
Email Address: <u>N/A</u>			
Term, From: <u>Nov. 1, 2017</u>		To: <u>Oct. 31, 2023</u>	
Board Member: <u>Carolyn Douglas</u>		Telephone: (H) <u>304-924-6259</u>	
Address: <u>1800 Rock Cave Rd. Crawford, WV 26343</u>		(O) _____	
Email Address: <u>carolynsdouglas@gmail.com</u>			
Term, From: <u>Nov. 1, 2019</u>		To: <u>Oct. 31, 2025</u>	
Board Member: <u>Kelly Arnold</u>		Telephone: (H) <u>304-642-5819</u>	
Address: <u>21 Real Leaf Dr. Rock Cave, WV 26234</u>		(O) _____	
Email Address: <u>Kelly.arnold@buckhannonwv.org</u>			
Term, From: <u>Oct. 1, 2018</u>		To: <u>Oct. 31, 2021</u>	
Board Member: _____		Telephone: (H) _____	
Address: _____		(O) _____	
Email Address: _____			
Term, From: _____		To: _____	
Board Member: _____		Telephone: (H) _____	
Address: _____		(O) _____	
Email Address: _____			
Term, From: _____		To: _____	

Please list the number of customers in each category. See next page for definition of categories.

	Water	Sewer	Totals
Residential	1969		1969
Commercial	73		73
Industrial	4		4
Public Authority	0		0
Resale	0		0
Totals	2046		2046

Signature of Authorized Representative Lindsey Woody

I, Norma J. Woody a Notary Public, in and for Upshur County,
West Virginia, hereby certify that Lindsey Woody, authorized representative
of Adrian Public Service District this 11 day of May,
20 20, personally appeared before me in my said county and acknowledged his (her) signature.



My commission expires September 12, 2023
Norma J. Woody
(Notary Public)

Please mail completed form to: Water and Wastewater Division
Public Service Commission of West Virginia
P. O. Box 812
Charleston, WV 25323

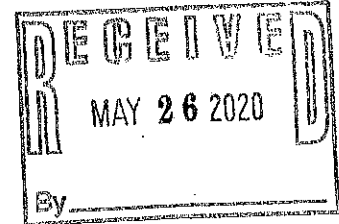


State of West Virginia

John B. McCuskey

State Auditor

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



Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 340-5090
www.wvsa0.gov

To: All County Commissions
All County Clerks
All City Clerks/Recorders

From: Ora L. Ash, *Ora L. Ash*
Deputy State Auditor

Date: May 14, 2020

Re: Reminder of deadlines for submitting budget revisions.

June 15: Final Budget Revision for current fiscal year

The State Auditor must be in receipt of the final budget revision for the current fiscal year by June 15. This deadline will assure sufficient time to review, approve and return the request to the county/municipality before fiscal year end. Remember that budget revisions cannot be entered into your books until they have been approved by our office.

July 15: Coal Severance Fund budget revision
(W. Va. Code § 11-13a-6)

The projected fund balance for July 1, 2020 should be revised to actual by July 15, 2020. If the entity finds the fund balance was revised in error for whatever reason, the fund balance may be corrected with another revision after this date.

July 31: General Fund budget revision

The projected fund balance for July 1 should be revised by July 31, 2020. If the entity finds that the fund balance was revised in error for whatever reason, the fund balance may also be corrected with another revision after this date.

All budget documents must be submitted to:

Local Government Services, 200 West Main Street, Clarksburg, WV 26301.

Or emailed to: lgs@wvsa0.gov

Or faxed to: 304-340-5090



FARMLAND PROTECTION BOARD ACCEPTING APPLICATIONS

Upshur County Farmland Protection Board is currently receiving applications for the purchase and/or donation of conservation easements. Applications must be received by August 1, 2020 to be considered for the upcoming funding cycle.

The purpose of the Farmland Protection Program is to preserve land for farm use, while the farmland remains in the ownership of the landowners. To learn more about this program visit our web page at <http://upshur.wvfp.org>.

Applications are available at the County Administrator's Office, located at 91 W Main Street, Suite 101, Buckhannon, WV and the County Assessor's Office, located at 38 West Main Street, Room 102 Buckhannon, WV. If you would like an application mailed to you, or have any questions, please contact Amy Moloney at 304-667-4877 or e-mail us at upshur@wvfp.org.

R. Dennis Xander

, Buckhannon, WV 26201 · (304) ·

Fax (304) ·

Xander@DenexPetroleum.com

May 21, 2020

Mr. Terry B. Cutright, President
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dr. Tammy Samples, President
Upshur County Board of Education
102 Smithfield Street
Buckhannon, WV 26201

Dear Mr. Cutright and Dr. Samples,

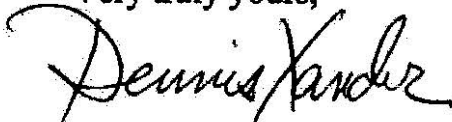
Looking through my files, it appears that I have served as a Director of the Upshur County Public Library for more than seventeen consecutive years. I have, at various times, represented both the County Commission and the Board of Education on the Library's board. I have served as its President since 2015.

It is time for new leadership, and for me to move on. I am very busy with the three hospital boards, a bank board and the Pallottine Foundation board. And I am not getting any younger. I need to begin stepping back from some of these responsibilities.

Accordingly, kindly accept my resignation from the Board of Directors of the Upshur County Public Library effective June 30, 2020. I have appreciated the opportunity to serve.

Thanking you for your consideration, and with best regards, I remain,

Very truly yours,



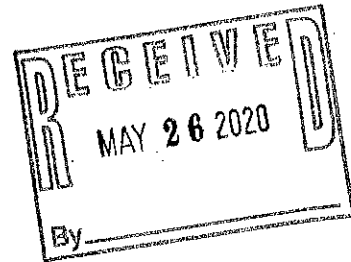
R. Dennis Xander

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



May 18, 2020

Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934



Honorable Members of Upshur County Commission
Upshur County Courthouse
West Main Street
Buckhannon, WV 26201

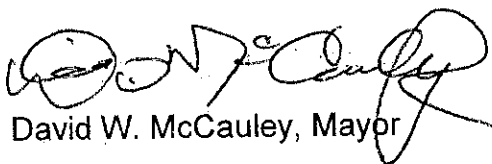
RE: Covid-19 funds

Dear Lady & Gentlemen Commissioners:

On behalf of everyone associated with our City of Buckhannon, thank you for your generous contribution of \$22,621 that will be applied to offset some of our municipality's expenses incurred due to the pandemic. I am pleased to report that our City employees have not flinched during these challenging months, as our staff continues to deliver the essential services vital to sustaining our B-U community.

Hopefully, as we emerge from this crisis during the months ahead, we'll see a resurgence of our local economy, and soon we may return to relative normalcy. Please continue to be safe. If we can be of service to you, please don't hesitate to call us City Hall at (304) 472-1651. Again, on behalf of everyone associated with our City operations, thanks so very much for your contribution.

Very truly yours,


David W. McCauley, Mayor

cc: Members of City Council
Amby Jenkins, City Finance & Administration Director
Jerry Arnold, City Public Works Director

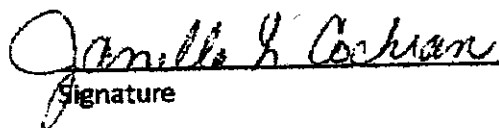
LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF March 2020		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$260	\$120
CHECK	\$0	\$0
E STORE CREDIT CARD	\$165	\$20
SUBTOTAL	\$425	\$140
SPAY/NEUTER DEPOSIT		
CASH	\$400	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$300	\$50
SUBTOTAL	\$700	\$50
BOARD RESCUE		
CASH	\$40	\$10
CHECK	\$0	\$0
E STORE CREDIT CARD	\$20	\$20
SUBTOTAL	\$60	\$30
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$0	\$0
CHECK	\$1,095	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$1,095	\$0

OTHER		
TOTAL	\$2,280	\$220

EXPLANATION:

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT
ACCOUNT OF CATS
JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES
(March) 2020

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	5	0	5
Cats brought in by Animal Control Officer	2	0	2
Cats brought in by County Residents	10	4	14
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	1	0	1
Cats Escaped	0	0	0
Adoptions:			
With Charge	6	2	8
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	10	2	12
Euthanasia:			
Owner Request	0	0	0
Other	0	3	3

 4-6-2020
Signature Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (April 1, 2020)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (March) 2020

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	18	13	31
Other Animals brought in by Animal Control Officer	1	0	1
Dogs brought in by County Residents	16	5	21
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	1	0	1
Dogs Returned to Owner	4	1	5
Dogs Escaped	0	0	0
Adoptions:	13	2	15
With Charge	12	2	15
Without Charge	0	0	0
Rescues:	12	7	19
With Charge	6	3	9
Without Charge	6	4	10
Euthanasia:	2	0	2
Owner Request	2	0	2
Other	0	0	0

Jamille L. Cochran 4-7-2020

Signature

Date

Jason.Knicely, ANIMAL CONTROL / HUMANE OFFICER

MONTHLY ANIMAL REPORT

March 1-31

TRANSACTION	#
Animals picked up by ACO	
Dogs	18
Other	1
Animals returned to Owner by ACO	0
Dogs	0
Other	0
Animals Delivered to LUACF	0
Dogs	18
Other	1
Animals Quarantined by ACO	1
Dogs	1
Other	0
Animals Terminated	0
Dogs	2
Other	0
Total Number of Hours Involved	84

Signature

Date

4-9-20

LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF APRIL 2020		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$210	\$30
CHECK	\$0	\$0
E STORE CREDIT CARD	\$110	\$0
SUBTOTAL	\$320	\$30
SPAY/NEUTER DEPOSIT		
CASH	\$100	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$50	\$0
SUBTOTAL	\$150	\$0
BOARD RESCUE		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$50	\$10
SUBTOTAL	\$50	\$10
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$0	\$0
CHECK	\$150	\$0
E STORE CREDIT CARD	\$50	\$0
SUBTOTAL	\$200	\$0

OTHER		
TOTAL	\$720	\$40

EXPLANATION:

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT
ACCOUNT OF CATS
JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES
(April) 2020

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	0	0	0
Cats brought in by Animal Control Officer	0	0	0
Cats brought in by County Residents	2	0	2
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	1	2	3
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	1	0	1
Euthanasia:			
Owner Request	1	0	1
Other	0	0	0

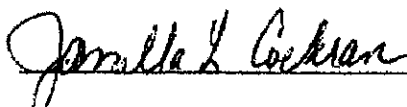

Signature

5-5-2020

Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (May 6, 2020)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (April) 2020

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	38	4	42
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	3	0	3
Dogs brought in by Law Enforcement	1	0	1
Dogs in Drop Box	1	0	1
Dogs Quarantined	0	0	0
Dogs Returned to Owner	5	2	7
Dogs Escaped	0	0	0
Adoptions:			
With Charge	4	0	4
Without Charge	0	0	0
Rescues:			
With Charge	4	1	5
Without Charge	1	3	4
Euthanasia:			
Owner Request	1	0	1
Other	0	0	0


 Signature

5/11/2020
 Date

Jason.Knicely, ANIMAL CONTROL / HUMANE OFFICER

MONTHLY ANIMAL REPORT

April 1-30

TRANSACTION	#
Animals picked up by ACO:	
Dogs	38
Other	2
Animals returned to Owner by ACO:	0
Dogs	0
Other	0
Animals Delivered to LUACF:	0
Dogs	4
Other	0
Animals Quarantined by ACO:	0
Dogs	0
Other	0
Animals Terminated:	0
Dogs	
Other	0
Total Number of Hours Involved	80

Jason Knicely

5/5/20

Signature

Date

From: "BUChamber Info" <info@buchamber.com>
To:
Subject: Fwd: NAME THE NEW STREET CONTEST MAY 2020
Date: 5/26/2020 8:42:34 AM

NAME THE NEW STREET CONTEST MAY 2020

Okay folks- we have a new street that's been created as a consequence of our alley trade with St. Joseph's Hospital. This new stretch is located right beside & just to the west of CVS on West Main Street. All nominations for the new street's name should be sent to City Hall, attention Callie Cronin-Sams, Information Coordinator, 70 East Main Street, Buckhannon, WV 26201. Please be sure to include your name, as the ultimate winner will be recognized by City Council at City Hall.

Lewd, vulgar, or inappropriate nominations will not be considered. Nominations must be submitted by mailing postmarked by June 30 or received by Callie's email at callie.csams@buckhannonwv.org

After June 30, a committee of Callie Cronin-Sams; Public Works Director Jerry Arnold; Finance & Administration Director Amby Jenkins; the mayor; & city recorder will be tasked with reviewing all nominations & preparing a list of three to five of the best names for consideration by both our residents & the Council. We'll hope to complete this process during July, & thereafter will put up the new street signs & recognize the winning submittal. Our winner will receive an authentic street sign of their own along with a proclamation! Have fun- name our new street!

Mayor David McCauley

--

Teresa Summers

City of Buckhannon

Mayor's Office-Secretary

304-472-1651 Ext. 1001

**UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Special Meeting Agenda
Thursday, May 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
- VI. New Business
 - A. Current Budget for FY '20
 - B. Proposed budget for FY '21
 - C. Reopening Library (6/1/2020?)
 - D. 2020-21 Holiday List
 - E. Credit card processing for UCPL
- VII. Friends of the Library update – Ann Slaughter
- VIII. Setting date of next Board meeting
- IX. Adjournment

UPSHUR COUNTY YOUTH CAMP BOARD AGENDA

May 21, 2020

Call to order

Secretary report (January)

Financial statements (January, February, March & April) Note: Previous March statement is incomplete

Discussion with County Commissioners and County Carrie Wallace regarding summer activities at the camp

Old Business:

1. Motion to remove Brownfield Project from agenda
2. CPG grant money
3. Brochures (Grant has been received)
4. '18-19 audit completed. Exit meeting held
5. Personnel evaluation has been completed
6. Other old business

New Business:

1. Weyerhaeuser grant available again
2. Other new business

Greg's Comments:

Adjournment

Next meeting June 18, 2020 6:30 pm

At the camp

61

City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, May 21, 2020

Channel 3 is Live Streaming our City Council Meetings here:
<https://www.facebook.com/ch3buckhannon/>

Please send public comments to buckhannon@buckhannonwv.org via email or drop them in the mail, or dropbox behind City Hall.

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
- A.4 COVID-19

B. Recognized Guests

- B.1

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 Change Date of the 2020 Primary Election- June 9, 2020
- D.2 FOIA Request-Tawney Insurance for USI Consulting Agreement
- D.3 Mayor's Proclamation-National Nurses' and Hospital Week
- D.4 Mayor's Proclamation & Opening Remarks -National Police Officer Week
- D.5 Mayor's Proclamation & Opening Remarks- BUMS Golden Horseshoe Award Winners
- D.6 Letter from Office of State Auditor Re: Reminder of deadline for submitting budget revisions
- D.7 Mayor's Thank You Letter to Wilmagene McCauley-Sewing of Masks for Community
- D.8 Mayor's Thank You Letter to Upshur Co Commission-Contribution of COVID-19 Funds
- D.9 Deed 15 Madison Street Property Purchase Book 567 Page 454
- D.10 Letter of Request to Walmart & Others RE: Drive-in & Park July 5th Independence Day Fireworks Display Celebration

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 05/07/2020
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Accept Resignation BPD Corporal Joshua Wilson

F. Strategic Issues for Discussion and/or Vote

- F.1 To Instruct Police Civil Service Commission to Certify List of Eligibles & Possibly Test for Probationary Police Officer
- F.2 Mayor's Authority to Execute USI WV Public Employees Insurance Agency Consulting Agreement
- F.3 Discussion Revised City of Buckhannon Employee Handbook
- F.4 Approval Allocation of Funds Stockert Youth & Community Center Fire Alarm System Replacement
- F.5 Approval Resolution 2020-05 Budget Revision
- F.6 West Virginia Strawberry Festival Association, Inc Request Funding of \$5,000.00
- F.7 Event Request July 5th Independence Day Fireworks Display Celebration
- F.8 Adoption of Relaxed Measures- COVID-19 Pandemic
- F.9 Discussion/Possible Action on Host City Bid for World Association of Marching Show Bands World Championships 2023
- F.10 To Appoint Committee Naming of New Street beside CVS

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

Posted 05/18/2020
Revised 05/19/2020

Next Regular Scheduled City Council Meeting Thursday, June 4, 2020



**Upshur County Farmland Protection Board
Regular Monthly Meeting
April 18, 2019
West Virginia Farm Bureau Office**

MEMBERS PRESENT: Rob Hinton, Todd Payne, Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary, Kristie G. Tenney

MEMBERS ABSENT: John Sencindiver-Vice Chairman

OTHERS PRESENT: Amy Moloney

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 2:23 p.m. by Lowell Peterson, Chairman.

PUBLIC QUESTIONS / COMMENTS: None

APPROVAL OF MINUTES: On Motion by Arley Robinson, seconded by Rob Hinton, the Board moved to approve the minutes from the February 21, 2019 meeting as presented. **Motion passed.**

BUSINESS ITEMS - UPDATE/ACTION ITEMS:

IRS late payment penalty – Reimbursement received from the IRS in the amount of \$4,893.27. (Penalty paid was \$4,804.80).

IRS request to remove 501(c)3 – No update from IRS. Motion to reimburse David Cain the \$400 that he paid at the time of the application/request. 1st Arley Robinson, 2nd Joe Reed. **Motion passed.** Amy was asked to send a thank you note to Mr. Cain.

Application cycle – It was motioned to publish a call for applications with a deadline date of August 1st. 1st Todd Payne, 2nd Joe Reed. **Motion passed.** Amy will prepare the announcement and distribute to the Record Delta, The Inter-Mountain, Chamber of Commerce, and to the Upshur County Development Authority for inclusion in their paper, news blog and/or communication blasts.

Hicks Monitoring – The Hicks easement closed 3/28/18. Monitoring has not been performed. The Baseline Document can serve for the first year. This easement should be monitored as soon as possible.

FINANCIAL MATTERS - UPDATE/ACTION ITEMS:

Checking Account 1519842 Bank Statement Balance 2/28/19 - \$16,986.98, Interest \$3.03
Bank Statement Balance 3/29/19 - \$25,378.79, Interest 6.05

CD Balance – 342573 – maturity 06/23/21 – 2.4800% - \$102,657.48
– 343343 – maturity 10/23/21 – 2.4800% - \$20,122.30
– 344069 – maturity 04/22/20 – 2.5750% - \$20,042.33 (Peterson, Sencindiver, Reed)

WVMM Balance - \$358,027.14, Interest \$782.23

Transfer Tax Deposits – 3/7/19 - \$7,780.30, 4/12/19 - \$5,461.50

Bills: \$435.75 Feb & \$300.75 Mar SBS

On motion by Joe Reed, seconded by Arley Robinson, the Board accepts the treasurers report to be filed for audit and approves payment of bills. **Motion passed.**


OTHER BUSINESS:

- Mike Hicks contacted Amy about participating in a mitigation program that would work with him to enhance the water flow on his property. Mike was asking how the Deed of Conservation Easement comes into play with the process. Amy will work with Mike and Brayden Hoffman to understand how best to proceed.
- Properties of discussion for easement possibilities: Ours, Gladys Fork and Delmar Light, Del Chapel Road on Lick Run side across from Light Chapel Church.

DATE AND LOCATION OF NEXT MEETING: August 15th at 2:00 p.m. at the West Virginia Farm Bureau Office.

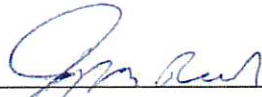
ADJOURN: 3:13

Submitted By:



Amy Moloney

Approved:







**Upshur County Farmland Protection Board
Regular Monthly Meeting
August 15, 2019
West Virginia Farm Bureau Office**

MEMBERS PRESENT: Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary; Todd Payne via conference

MEMBERS ABSENT: Rob Hinton, Kristie G. Tenney, John Sencindiver-Vice Chairman

OTHERS PRESENT: Amy Moloney

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 2:30 p.m. by Lowell Peterson, Chairman.

PUBLIC QUESTIONS / COMMENTS: None

APPROVAL OF MINUTES: On Motion by Joe Reed, seconded by Arley Robinson, the Board moved to approve the minutes from the April 18, 2019 meeting as presented. **Motion passed.**

BUSINESS ITEMS - UPDATE/ACTION ITEMS:

IRS request to remove 501(c)3 filing requirement -- IRS replied to the request by removing the non-profit tax status. This was not the request. The request was to remove the filing requirement. As a quasi-governmental board, we are entitled to the non-profit status and this is important to our program. David Cain has agreed to follow this up with the IRS.

Application cycle -- The board received one application for FY20. On Motion by Arley Robinson, seconded by Joe Reed, a site-visit is to be scheduled for the property. **Motion passed.** Board members will meet at the church at 1:00 prior to the meeting next month.

Hicks Monitoring -- Todd Payne and Joe Reed visited the property August 13th. No changes were observed. Amy will prepare the report for review and approval at the next meeting.

FINANCIAL MATTERS - UPDATE/ACTION ITEMS:

Checking Account 1519842 Bank Statement Balance 7/31/19 - \$55,822.53, Interest \$3.03

CD Balance -- No updates

WVMM Balance - \$361,025.29

Transfer Tax Deposits -- 5/6/19-\$5,835.50, 6/7/19-\$9,770.20, 7/11/19-\$14,913.80, 8/9/19-\$9,511.70

Bills: \$180.00 SBS

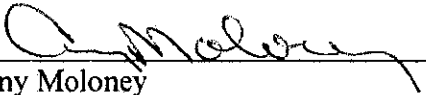
On motion by Arley Robinson, seconded by Todd Payne, the Board accepts the treasurers report to be filed for audit and approves payment of bills. **Motion passed.**

OTHER BUSINESS: The Board ask for a written plan on the Hicks restoration project. Plan should include purpose for the project, timeline, methods, etc.

DATE AND LOCATION OF NEXT MEETING: September 19th at 2:00 p.m. at the West Virginia Farm Bureau Office.

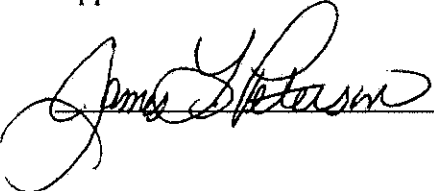
ADJOURN: 3:39


Submitted By:



Amy Moloney

Approved:







**Upshur County Farmland Protection Board
Regular Monthly Meeting
September 19, 2019
West Virginia Farm Bureau Office**

MEMBERS PRESENT: Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary, John Sencindiver-Vice Chairman, Kristie G. Tenney

MEMBERS ABSENT: Rob Hinton, Todd Payne

OTHERS PRESENT: Amy Moloney

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 2:20 p.m. by Lowell Peterson, Chairman.

PUBLIC QUESTIONS / COMMENTS: None

APPROVAL OF MINUTES: On Motion by Joe Reed, seconded by Arley Robinson, the Board moved to approve the minutes from the August 2019 meeting as presented. **Motion passed.**

BUSINESS ITEMS - UPDATE/ACTION ITEMS:

IRS tax status removed – To clarify: The request to the IRS was to remove the Form 990 filing requirement. IRS replied 7/22/19 that they removed our “exempt status under the Internal Revenue Code Section 501(c)(3).” The farmland protection board, by virtue of its’ quasi-governmental status, is entitled to the non-profit status without having to acquire 501(c)3 status. David Cain has been in communication with the IRS who has stated that our non-profit status is intact. He is working to get a letter from them confirming that we maintain our exempt status because we are a quasi-governmental board.

Hicks monitoring report for approval – The report will be prepared and presented at the next meeting.

Hicks restoration project – Braden Hoffman is working towards having a project overview for the next meeting. It was asked that NRCS be involved as the District Technical Branch. Amy will coordinate the effort.

FY18 audit reimbursement– On motion by John Sencindiver, seconded by Arley Robinson, the Board moved to approve payment/reimbursement to the County Commission for the FY18 audit upon receipt of an invoice for services. **Motion passed.**

Ethics and Open Meetings Act training – It was noted that this was poorly presented.

Assessor mailing and community outreach – The mailing went off without a hitch thanks to efforts from Dusty and Kristie. We attended two of the outreach locations. Attendance was minimal. We will try it again next year!

Association Training – Attended by Dr. Reed. Good content and good presentation.

FINANCIAL MATTERS - UPDATE/ACTION ITEMS:

Dr. Reed presented the financial report dated September 19, 2019.

Transfer Tax Deposit: 9/13/19-\$8,675.70

Bills: \$264.75 SBS

On motion by Arley Robinson, seconded by John Sencindiver, the Board accepts the treasurers report to be filed for audit and approves payment of bills. **Motion passed.**

OTHER BUSINESS: The Board visited the Dave Hinkle property prior to this meeting. The Board asks for soils report to be obtained for the property.

DATE AND LOCATION OF NEXT MEETING: October 17th at 2:00 p.m. at the West Virginia Farm Bureau Office.


ADJOURN: 4:05

Submitted By:



Amy Moloney

Approved:







**Upshur County Farmland Protection Board
Regular Monthly Meeting
October 17, 2019
West Virginia Farm Bureau Office**

MEMBERS PRESENT: Todd Payne, Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, John Sencindiver-Vice Chairman, Kristie G. Tenney

MEMBERS ABSENT: Rob Hinton, Arley Robinson-Secretary

OTHERS PRESENT: Amy Moloney

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 2:10 p.m. by Lowell Peterson, Chairman.

PUBLIC QUESTIONS / COMMENTS: None

APPROVAL OF MINUTES: On Motion by John Sencindiver, seconded by Joe Reed, the Board moved to approve the minutes from the September 2019 meeting as presented. **Motion passed.**

BUSINESS ITEMS - UPDATE/ACTION ITEMS:

Hicks monitoring report for approval – On Motion by John Sencindiver, seconded by Todd Payne, the Board moved to approve the Hicks annual monitoring report as presented. **Motion passed.**

Hicks restoration project – No update. This item will be removed from the agenda until Braden Hoffman or Mike Hicks provides a project overview.

Ranking Sheet pie chart and application updates – Documents were reviewed. There were questions on the pie charts as they related to points on the application ranking sheet. The two needed to be compared/corrected. No action.

FY20 applications(s) for consideration – No action until ranking is determined.

Moving forward –

- How to market the program (ideas previously brought forward...)
 - Brochures – Distribute to local businesses, including but not limited to libraries, NRCS, FSA, Farm Credit, County Commission, etc.
 - Update web page
 - Conservation District newsletters - provide regular articles
 - Farm Bureau – provide regular articles
 - Local newspaper – provide regular articles
 - Upshur County Livestock meeting in December
 - Area presentations - Rotary, Lions, Southern Upshur Business Association, Farm Bureau meetings, etc.
 - Estate Planning

Kristie invited the Board to make a presentation at the County Commission meeting in November. Joe, John and Lowell indicated they could attend on November 14th. Kristie will confirm date and time. Amy will work on a short (20 minute) presentation.

FINANCIAL MATTERS - UPDATE/ACTION ITEMS:

Financial overview distributed by Dr. Reed. No discussion or action. (Ran out of time.)

OTHER BUSINESS: None

DATE AND LOCATION OF NEXT MEETING: November 14th at 10:00 a.m. at the West Virginia Farm Bureau Office.


ADJOURN: 4:25


Submitted By:



Amy Moloney

Approved:







**Upshur County Farmland Protection Board
Regular Monthly Meeting
November 14, 2019
West Virginia Farm Bureau Office**

MEMBERS PRESENT: Todd Payne, Lowell Peterson-Chairman, Dr. Joe Reed-Treasurer, Arley Robinson-Secretary John Sencindiver-Vice Chairman

MEMBERS ABSENT: Rob Hinton, Kristie G. Tenney

OTHERS PRESENT: Amy Moloney

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 10:20 a.m. by Lowell Peterson, Chairman.

PUBLIC QUESTIONS / COMMENTS: None

APPROVAL OF MINUTES: On Motion by Todd Payne, seconded by John Sencindiver, the Board moved to approve the minutes from the October 2019 meeting as presented. **Motion passed.**

BUSINESS ITEMS - UPDATE/ACTION ITEMS:

IRS correspondence – Amy presented 10/31/19 letter from the IRS that stated Form 990 is not required and recognizes our tax-exempt status under Internal Revenue Code Section 501(c)(3). This matter is DONE.

Ranking Sheet pie chart and application updates – Documents were reviewed. Changes made. Remaining question is on Section 4 Property is a Working Farm.... How do other counties define “working farms”?

FY20 applications(s) for consideration – No action until ranking is determined.

Articles for local newspaper – John will work on re-wording these to fit Upshur County.

FINANCIAL MATTERS - UPDATE/ACTION ITEMS:

Financial overview distributed by Dr. Reed. On motion by Arley Robinson, seconded by Todd Payne, the Board accepts the treasurers report to be filed for audit and approves payment of bills. **Motion passed.**

OTHER BUSINESS: An overview of the presentation to the County Commission this morning was provided. The Power Point slide was not used (equipment not working). Lowell introduced the program and Amy provided an overview. There were good questions from the audience.

Amy will publish a call for applications. Deadline is January 30, 2020.

DATE AND LOCATION OF NEXT MEETING: December 19th at 10:00 a.m. at the West Virginia Farm Bureau Office (as/if needed).


ADJOURN: 12:15

Submitted By:



Amy Moloney

Approved:





Elkins Road Public Service District
Board of Directors' Regular Meeting
March 3, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, March 3, 2020.

Chair, Carey Wagner, called the meeting to order at 5:30 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Linzy Wilson, System Operator-David Wamsley

Unless otherwise stated all motions passed by vote 3-0.

Recognize that four (4) customers were present.

APPROVAL OF MINUTES

Minutes of February 4, 2020 Regular Monthly Meeting were presented for approval. Sonny Matthews made a motion to approve the minutes of the meetings as presented. Larry Heater seconded the motion. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. Sonny Matthews made a motion to approve the financial report and pay the bills to date. Larry Heater seconded the motion. Motion carried

PSC GENERAL ORDER NO. 183.11

Discussion followed on how we are going to have to proceed with this new order in regards to the account they want set up separately (CWCR or Cash Working Capital Reserve) from our R&R account. Carolyn Douglas explained that she had consulted with the accountant to ask their help and would keep the Board informed of exactly what we are supposed to be putting away each month and how much should be kept in the account; plus the procedures on usage of this account. Tabled until all information could be presented and voted on.

Elkins Road Public Service District
Board of Directors' Regular Meeting
March 3, 2020

PHASE III EXTENSION PROJECT

No invoices were presented by Region VII for payment.

PHASE III EXTENSION PROJECT

Carey Wagner, Chair/Treasurer, explained what would take place at the Prebid Meeting scheduled for March 5, 2020 @ 1:00 PM to be held at the Kesling Mill Lions Club. The engineering staff with Chapman Technical Group will be the ones holding this meeting to meet and answer any questions that the contractors who are preparing to bid on the Phase III Contracts have. There are four contracts: Contract 1 is for the new office building; Contract 2 is for refurbishing our two oldest tanks (they are 40 years old); Contracts 3 & 4 are for line distribution to approximately eight roads on our system plus the installment of two continuous run booster stations.

MAINTENANCE

Dave Wamsley, System Operator, discussed the February Maintenance Report which he had prepared for the meeting. Dave was ask by Carey Wagner to prepare a list of Spring/Summer Projects which he did and discussion followed on how best to accomplish these projects.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:35 p.m.

The next regular monthly meeting will be held on Tuesday, April 7, 2020 at 5:30 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews

Note: Recorded Meeting

Elkins Road Public Service District
Board of Directors' Special Meeting
March 5, 2020

A special meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, March 5, 2020 @ 1:00 PM at the Kesling Mill Lions Club.

Chair, Carey Wagner, turned the meeting over to Chapman Technical Group as this was a Pre-Construction Meeting

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas, Billing Clerk-Linzy Wilson, System Operator-David Wamsley

Recognize that six (6) customers were present.

ITEMS FOR DISCUSSION

Phase III Water Construction Project

This meeting was conducted by Chapman Technical Group.

The next special monthly meeting will be held on Thursday, March 19, 2020 at 1:30 p.m.


Respectfully submitted:

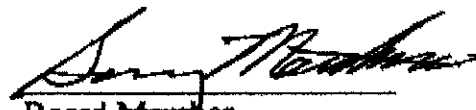
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews

Upshur County Fire Board Meeting March 17, 2020

Members Present: Joe Gower, Larry Alkire, Kristie Tenney, and Rick Harlow (via teleconference).

Members Absent: Tom O'Neill, Linn Baxa, and Clifton Shaw

Others Present: Sheriff David Coffman-via teleconference 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 February 18, 2020, were approved on motion by Larry Alkire and second by Kristie Tenney.

The Fire Fee Clerk reported the 2019 Fire Fees are currently at 89 percent collected. All reminder letters have been mailed. Training for the Folding Machine will be held on March 18, 2020. Government Windows sent an email regarding the COVID-19 outbreak, suggesting the Board may want to absorb the cost of online payments or split cost with customer. At this time the Board will take no action.

The checking account balance as of 2/29/2020 was \$82,857.90. The disbursement from the Chief Tax Deputy for the month of February was \$4065.14

The following invoices were reviewed and approved upon motion by Rick Harlow and second by Larry Alkire:

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

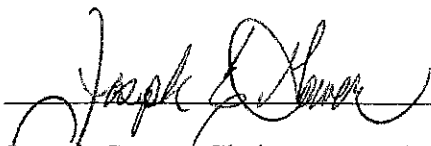
The estimate for the new computer was \$658.92, the two-pack replacement ink cartridge for the HP printer is 450.99. On motion by Larry Alkire and second by Kristie Tenney, the Board approved the purchase of the new printer to replace the two printers currently in use.

The Fire Fee Clerk advised the copier owned by the Board is not used. We currently have a maintenance contract with Hart Office Solutions. On motion by Kristie Tenney and second by Larry Alkire the Board approved the discontinuance of the service contract.

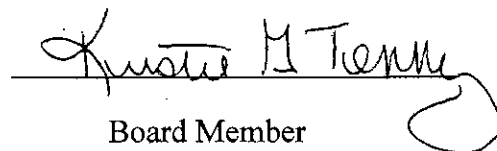
The Fire Fee Clerk presented a letter to the Board requesting to work 44 hours per pay period. After discussion and on motion by Rick Harlow and second by Larry Alkire the Board approved the request.

There were three corrective tickets this month, approved on motion by Larry Alkire and second by Kristie Tenney. There were fifteen exoneration requests approved by the Board.

There being no further business the meeting adjourned at 7:30 p.m. The next meeting of the Board will be April 21, 2020.



Joseph Gower, Chairman, Upshur County Fire Board



Board Member

Upshur County Public Library Board of Trustees Meeting March 18, 2020

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, March 18, 2020 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, John Haymond, and Kenna Leonard. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; and Ann Slaughter, Friends of the Library representative.

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

The financial reports for February were accepted on a motion made by Kenna and seconded by Michelle.

Director's Report – see attachment

The meeting room policy was approved on a motion made by Kenna and seconded by John.

Board Members discussed the fact that we will not be having our ramp dinner as normal and what other options are available. No decisions were made.

The discussion then turned to COVID 19 and the possible closing of the library. Thoughts and comments include:

- The American Library Association recommends the closing of libraries.
- Paul suggested closing to the public but offering curbside service with shortened hours.
- Dennis suggested allowing patrons to schedule time for internet use.
- Do current personnel retain normal hours during reduced services? Paul stated that several projects could be completed if we retain staff during reduced services.
- What will the criteria be for complete closure? (Look to the county for guidance)
- If and how long do we pay employees if we are completely closed? Michelle suggested paying staff normal hours if there is a government shutdown.
- Can the employees sign up for unemployment or low earnings and how would this affect insurance coverage?

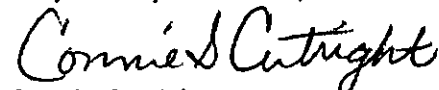
A motion was made by Michelle and seconded by John for the library to begin limited services on Monday, March 23rd. Limited services include curbside drop off/pick up of books and materials and scheduled time slots for internet use, copying, and faxing with a maximum of ten patrons in the building at a time.

Paul discussed the WVLN Membership form that replaces the NORLN membership that we are currently part of. On a motion made by Michelle and seconded by Kenna, the board approved entering into a contract with WVLN, and approved the signing of the contract.

Ann stated that the Friends will be needing to look at additional fundraisers.

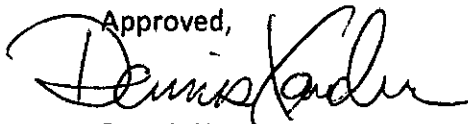
The next meeting will be Wednesday, April 15.

Respectfully submitted,



Connie Cutright,
Business Manager

Approved,



Dennis Xander,
President

**Elkins Road Public Service District
Board of Directors' Special Meeting
March 19, 2020**

A special meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Thursday, March 19, 2020 @ 1:30 PM at the Kesling Mill Lions Club.

Chair, Carey Wagner, turned the meeting over to Chapman Technical Group as this was a Bid Opening Meeting

Members Present were: Chair/Treasurer-Carey Wagner and Board Member-Sonny Matthews

Recognize that two (2) customers were present.

ITEMS FOR DISCUSSION

Phase III Water Bid Opening

This meeting was conducted by Chapman Technical Group.

The next regular monthly meeting will be held on Tuesday, April 7, 2020 at 5:30 p.m.

Respectfully submitted:

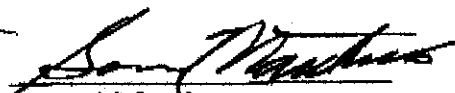
ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda

Approved By:


Board Chair/Treasurer
Carey Wagner

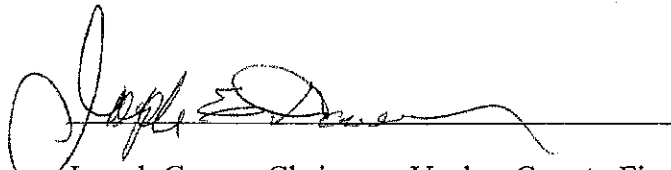

Secretary
Larry Heater


Board Member
Sonny Matthews

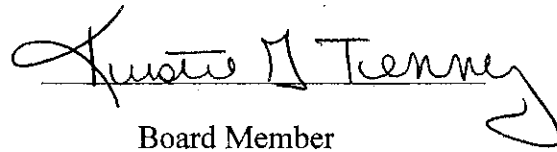
Upshur County Fire Board Meeting
April 21, 2020

Due to the Covid 19 Pandemic, the meeting was cancelled.

The next meeting of the Board will be May 19, 2020.



Joseph Gower, Chairman, Upshur County Fire Board



Board Member

Elkins Road Public Service District
Board of Directors' Special Meeting
April 29, 2020

A special meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Wednesday, April 29, 2020 @ 1:00 PM at the Kesling Mill Lions Club.

Chair, Carey Wagner, turned the meeting over to Chapman Technical Group as this was a Bid Opening Meeting

Members Present were: Chair/Treasurer-Carey Wagner and Board Member-Sonny Matthews

Recognize that two (2) customers were present.

ITEMS FOR DISCUSSION

Phase III Water Re-Bid Opening

This meeting was conducted by Chapman Technical Group.

The next regular monthly meeting will be held on Tuesday, May 12, 2020 at 4:00 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, Larry J Heater//CD

Attachments: Agenda

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews