

## Upshur County Commission Meeting Agenda

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call
- Date of Meeting: January 7, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
- December 10, 2020
  - December 17, 2020
- 9:15 a.m. Discuss Gardner Case Number 010920-01 (Warren Tax District – Tax Map 8D – Parcel Number 12,13,14) The Order Setting Forth Findings of Fact and Conclusions of Law entered on December 3, 2020, provided the property owners with thirty (30) calendar days to take corrective action with respect to the property at issue. \*
- 9:30 a.m. Sheriff Virgil D. Miller -- Request to hire John Michael Coffman as Chief Deputy of Law Enforcement, effective January 7, 2021. Upon approval, Mr. Coffman's pay wage rate will be \$25.26 per hour \* Page 5  
*Item may lead to Executive Session per WV Code §6-9A-4*
- 9:45 a.m. Correspondence from Adam M. Gissy requesting to be redesignated to part-time Deputy Sheriff capacity, effective January 4, 2021. ***(Tabled on December 10, 2020)***  
*Item may lead to Executive Session per WV Code* Under separate cover
- 10:00 a.m. West Virginia Communities Group Self-Insurance Risk Pool (WVCoRP) – Provide an update regarding the Risk Pool via teleconference
- 11:15 a.m. Review Lewis Upshur Animal Control Facility Sunday Hours \* Page 6
- 11:30 a.m. Julia Kastner on behalf of the Upshur County Trails Volunteer Group – Provide an update pertaining to the trails located at the Upshur County Recreational Park and requesting permission to utilize the amphitheater area.

### Items for Discussion / Action / Approval:

1. Election of Commission President for the 2021 Calendar Year \*
2. Oath of Office for the Commission President \*
3. Establish date and time for regular Commission Meetings \*
4. Approval of Local Rules for Commission Meetings \* Page 7
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3 \* Page 8

6. Discuss agenda format and material \*

7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex \*

8. Approval of 2021 Holiday Schedule and Administrative Closures \*

Page 9

9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature \*

Page 10-15

10. Consider Commissioner Board Appointments \*:

Page 16

- Court Security Advisory Board
- Lewis-Upshur Community Corrections Board
- Upshur County Farmland Protection Board
- Lewis-Upshur Local Emergency Planning Committee
- Region VI Work Force Investment Board
- Region VII Planning & Development Council
- Upshur County 4H Foundation
- Upshur County Development Authority
- Upshur County Enhanced Emergency Telephone Board
- Upshur County Extension Service Committee
- Upshur County Fire Board Incorporated
- Upshur County Senior Center Board
- Upshur County Family Resource Network
- Upshur County Youth Council, Incorporated (SYC)
- Corridor H Authority
- Mountain CAP of West Virginia, Incorporated
- Buckhannon-Upshur Airport Authority
- Emergency Food and Shelter Program

11. Approval of Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services. \*

Page 17

12. Review and signature of correspondence to Ryan Halsey, Project Manager, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$164,776.02. This is for Request for Funds #17. \*

Page 18-23

13. Approval of Recommendation for Denial of Claim for the Estate of Charlotte Lucille Vest as requested by Fiduciary Commissioner, Daya Masada Wright. \*

Page 24

14. Approval of Recommendation for Extension of Time to File Appraisement for the Estate of Doris Jean Davis Carr as requested by Fiduciary Commissioner, Daya Masada Wright. \*

Page 25

15. Review and approval of the revised Coronavirus Disease (COVID-19) Sick Leave Policy. \*

Page 26

16. Consider Resignation of Employee \*

Under separate cover

*Item may lead to Executive Session per WV Code*

17. Approval and adoption of the 2021 Standard Mileage Rates for Business, Medical and Moving Announced – December 22, 2020. \*

Page 27

18. 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, Remote Work Request(s).

**For Your Information:**

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

1. Upshur County Sheriff's Financial Statement for period ending November, 2020 Page 28-29
2. Upshur County E911 Communication Reports – November & December, 2020 Under separate cover
  - Monthly Department Summary Report
  - Monthly Wrecker Report
  - YTD Wrecker Report
3. Upshur County Mileage Reports – November, 2020 Page 30-39
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
4. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

• Elkins Road PSD	January 5, 2021	<u>Page 40</u>
• Buckhannon-Upshur Board of Health	January 7, 2021	<u>Page 41-42</u>
• City Council of Buckhannon	January 7, 2021	<u>Page 43</u>
• Lewis-Upshur Community Corrections Board	January 11, 2021	<u>Page 44</u>
  - c) Meeting Minutes:
 

• Adrian PSD	November 5, 2020	<u>Page 45</u>
• Upshur County Solid Waste Authority	November 9, 2020	<u>Page 46-48</u>
• Upshur County Fire Board	November 17, 2020	<u>Page 49</u>
• Tennerton PSD	November 18, 2020	<u>Page 50</u>
  - d) Meetings:
 

• 01/05/21 5:00 p.m.	Elkins Road PSD
• 01/05/21 4:00 p.m.	Hodgesville PSD
• 01/07/21 7:00 p.m.	Banks District VFD
• 01/07/21 7:00 p.m.	City Council of Buckhannon
• 01/07/21 7:00 p.m.	Selbyville VFD
• 01/11/21 12:00 p.m.	Upshur County Family Resource Network
• 01/11/21 4:30 p.m.	Upshur County Solid Waste Authority

- 01/11/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 01/11/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Lewis Co.
- 01/12/21 7:30 p.m. Adrian VFD
- 01/07/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 01/20/21 7:00 a.m. Upshur County Development Authority – Full Board
- 01/13/21 12:00 p.m. Upshur County Senior Center Board
- 01/13/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 01/12/21 7:00 p.m. Warren District VFD
- 01/07/21 3:00 p.m. Adrian PSD
- 01/13/21 3:00 p.m. Tennerton PSD
- 01/14/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/14/21 7:30 p.m. Buckhannon VFD
- 01/11/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/21/21 6:30 p.m. Upshur County Youth Camp Board
- 01/10/21 6:00 p.m. Washington District VFD
- 01/18/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/20/21 4:00 p.m. Upshur County Public Library Board
- 01/15/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 01/19/21 6:30 p.m. Upshur County Fire Board, Inc.
- 01/26/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/13/21 7:00 p.m. Ellamore VFD
- 01/20/21 12:00 p.m. Lewis Upshur LEPC
- 01/13/21 1:15 p.m. Upshur County Farmland Protection Board
- 01/25/21 7:00 p.m. Upshur County Fire Fighters Association
- 01/13/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

5. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6/30/2020) – Fire Association Representative
- James W. Curry Library and Park Advisory Board (Shanna Collins – 12/31/2020)

*\*\*\*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](mailto: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)

Next Regular Meeting of the Upshur County Commission  
January 14, 2021 --- 9:00 a.m.  
Upshur County Courthouse Annex

A Special Policy Board Meeting will be held on Friday, January 8<sup>th</sup> at 3:00 p.m. at the Upshur County Courthouse Annex

# Upshur County Sheriff's Office

5

## Virgil D. Miller, Sheriff

Heather D. Sparks  
Chief Deputy  
Tax Division

38 West Main Street, Room 103  
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

J. Michael Coffman  
Chief Deputy  
Law Enforcement

January 7, 2021

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

Dear Commissioners:

I respectfully request your approval to appoint John Michael Coffman as Chief Deputy of Law Enforcement. With your approval, Mr. Coffman will begin employment on January 7, 2021. His starting rate of pay will be \$25.26 per hour.

Thank you for your consideration.

Sincerely,



Virgil D. Miller  
Sheriff of Upshur County

# LEWIS UPSHUR

## *Animal Control Facility*

### Hours of Operation

Monday – Friday 10:00 a.m. to 2:30 p.m.

Saturday 10:00 a.m. to noon

1<sup>st</sup> Sunday of the month 10 a.m. to 1 p.m. (temporary trial basis)

After hour appointments are available upon request

The facility recognizes the same holidays as the Upshur County Courthouse

318 Mud Lick Rd.  
Buckhannon, WV 26201  
Phone (304) 472-3865

## Local Rules

The Upshur County Commission will meet weekly on Thursdays, beginning at 9:00 am. Meetings will be held in the Commission Meeting Room, Room 301, on the third floor of the Courthouse Annex.

Agenda items and/or meeting presentations/appointments must be received no later than three business days prior to the meeting date by 12:00 pm.

Agendas will be sent to the public via email two business days before the meeting, as per WV State Code §6-9A-3. Agendas will be emailed to those who request an electronic version of the agenda. In order to be added to the email list, please contact the office of the Upshur County Commission at the number listed above. Printed copies of the agenda will be posted on the Courthouse Annex bulletin board in the Chancery Street Alley and on the Administrative Annex bulletin board at the address listed above.

Presentations/Appointments will be scheduled in 15 minute increments, beginning at 9:00 am. If there are multiple speakers present, the Commission reserves the right to limit times of speakers on both sides of an issue. Additional comments will be accepted in written form for review.

Those who are not listed on the official agenda and wish to address the Commission must register within 15 minutes prior to the meeting; however, the Commission will simply hear your comment. The Commission will not make a decision relative to the matter unless the item appears on the official agenda.

The Commission shall abide by the Open Meeting Laws set forth in WV State Code §6-9A-1.

Robert's Rules of Order are utilized as a guide only. The Commission controls the meeting, management, discussion and input.

# UPSHUR COUNTY COMMISSION

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

In accordance with WV Code **§6-9A-3**, those wishing to address the Commission must register below within 15 minutes prior to the meeting. As stated in the Commission's local rules, comments are limited to 15 minutes in length. If your name does not appear on the official agenda that is dispersed prior to the meeting, the Commission will simply hear your comment. They will not make a decision relative to the matter unless the item appears on the official agenda. In order to schedule an appointment on the agenda, please contact either Tabatha Perry or Carrie Wallace at the phone number listed above.

Date: \_\_\_\_\_

1.	_____	_____
	Printed Name	Signature
2.	_____	_____
	Printed Name	Signature
3.	_____	_____
	Printed Name	Signature
4.	_____	_____
	Printed Name	Signature
5.	_____	_____
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6.	_____	_____
	Printed Name	Signature
7.	_____	_____
	Printed Name	Signature
8.	_____	_____
	Printed Name	Signature
9.	_____	_____
	Printed Name	Signature
10.	_____	_____
	Printed Name	Signature



**2021 Calendar Year Legal Holidays**

January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Martin Luther King Day
February 15, 2021	Monday	President's Day
May 31, 2021	Monday	Memorial Day
June 21, 2021	Monday	West Virginia Day Observance
July 5, 2021	Monday	Independence Day Observance
September 6, 2021	Monday	Labor Day
October 11, 2021	Monday	Columbus Day
November 11, 2021	Thursday	Veterans' Day
November 25, 2021	Thursday	Thanksgiving Day
November 26, 2021	Friday	Lincoln's Day
December 24, 2021	Friday	Christmas Day Observance
December 31, 2021	Friday	New Year's Day Observance

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

May 14, 2021	Friday	8:00 a.m. to 12:00 p.m.
December 10, 2021	Friday	8:00 a.m. to 12:00 p.m.

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

10

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL  
ESTABLISHING FACSIMILE SIGNATURE**

---

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

\_\_\_\_\_, after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is Commission President (Title)  
of Upshur County Commission , a political subdivision of the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2021 .

Signature \_\_\_\_\_

I, Carol J. Smith Clerk of the County Commission of  
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this \_\_\_\_\_  
day of \_\_\_\_\_ , \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Clerk of the County Commission

of Upshur County, West Virginia

I, \_\_\_\_\_ , do certify that I am the President of the County Commission of Upshur County, and that Carol J. Smith whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

\_\_\_\_\_  
President of the County Commission

of Upshur County, West Virginia

Date \_\_\_\_\_

**CERTIFICATE OF SECRETARY OF STATE**

STATE OF WEST VIRGINIA,

I, \_\_\_\_\_, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,  
and caused the Great Seal of the State to be affixed  
hereto this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Secretary of State

12

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL  
ESTABLISHING FACSIMILE SIGNATURE**

---

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

Virgil D. Miller , after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is Sheriff (Title)  
of Upshur County , a political subdivision of  
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2024 .

Signature \_\_\_\_\_

I, Carol J. Smith Clerk of the County Commission of  
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this \_\_\_\_\_  
day of \_\_\_\_\_ , \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Clerk of the County Commission

of Upshur County, West Virginia

I, \_\_\_\_\_ , do certify that I am the President of the County Commission of Upshur County, and that Carol J. Smith whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

\_\_\_\_\_  
President of the County Commission

of Upshur County, West Virginia

Date \_\_\_\_\_

**CERTIFICATE OF SECRETARY OF STATE**

STATE OF WEST VIRGINIA,

I, \_\_\_\_\_, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,  
and caused the Great Seal of the State to be affixed  
hereto this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Secretary of State

14

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL  
ESTABLISHING FACSIMILE SIGNATURE**

---

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

Carol J. Smith , after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is County Clerk (Title)  
of Upshur County , a political subdivision of  
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of \_\_\_\_\_.

Signature \_\_\_\_\_

I, Carol J. Smith Clerk of the County Commission of  
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this \_\_\_\_\_  
day of \_\_\_\_\_ , \_\_\_\_\_

(SEAL)

\_\_\_\_\_  
Clerk of the County Commission

of Upshur County, West Virginia

I, \_\_\_\_\_ , do certify that I am the President of the County Commission of Upshur County, and that Carol J. Smith whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

\_\_\_\_\_  
President of the County Commission

of Upshur County, West Virginia

Date \_\_\_\_\_

**CERTIFICATE OF SECRETARY OF STATE**

STATE OF WEST VIRGINIA,

I, \_\_\_\_\_, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,  
and caused the Great Seal of the State to be affixed  
hereto this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

---

Secretary of State

**Commissioner Tenney:**

Upshur County Fire Board, Incorporated (monthly)

Upshur County Farmland Protection Board (monthly)

Upshur County Family Resource Network (monthly)

Mountain CAP of West Virginia, Inc (bi-monthly)

Upshur County Enhanced Emergency Telephone Advisory Board (monthly)

\*Buckhannon Upshur Parks & Rec – (monthly)

Upshur County Development Authority (monthly)

**Commissioner Cutright:**

Region VI Workforce Investment Board – LEO (quarterly)

Region VII Planning & Development Council (quarterly)

Upshur County Senior Center Board (monthly)

Upshur County Extension Service Committee (annually)

Lewis Upshur Community Corrections Board (monthly)

Court Security Advisory Board (monthly)

Emergency Food and Shelter Program – Parish House (annually)

\* James W. Curry Advisory Board (monthly March – October)

**Commissioner Nolte:**

Upshur County Youth Council, Incorporated (SYC) (monthly)

Lewis-Upshur Local Emergency Planning Committee (monthly, alternates Lewis/Upshur)

Upshur County 4H Foundation (up to 3x's per year)

Buckhannon Upshur Airport Authority (monthly)

Corridor H Authority Board (as needed, teleconference is available)

**Carrie Wallace:**

Chamber of Commerce (monthly)

James W. Curry Advisory Board (monthly March – October) - Secretary

Court Security Advisory Board (monthly) - Secretary

**Tabatha Perry:**

\*Safe Sites & Structures (monthly) – Secretary

Chamber of Commerce Board of Directors (quarterly)

Convention & Visitors Bureau (monthly)

\*Attends, not a member of the Board



# UPSHUR COUNTY COMMISSION

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

## MISSION STATEMENT

The mission of the Upshur County Commission is to provide superior public service and support which enables all county residents the opportunity to improve their quality of life, and enjoy the benefits of a safe, sustainable and progressive community in North Central West Virginia.

Dated: January 7, 2021

Samuel R. Nolte  
Commissioner

Terry B. Cutright  
Commissioner

Kristie G. Tenney  
Commissioner

UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

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

TDD Numbers  
Business: 472-9550

January 7, 2021.  
CDBG Project Manager  
West Virginia Development Office  
1900 Kanawha Boulevard East  
Building 3, Suite 700  
Charleston, WV 25305-0311

**RE: Upshur County Commission—Elkins Road PSD Phase III Water System Improvements  
Small Cities Block Grant Project #16SCBG0008  
Request for Funds #17**

Dear Mr. Halsey:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Engineering**—Engineering services and inspection continue on-site as construction occurs. Amount requested is \$30,754.50.
2. **Construction**— Construction contracts #3 and #4 continues with construction, with contract #3 (AJ Burk) being approximately 61% complete and Contract #4 (Chojnacki) being approximately 51% complete. Amount requested is \$134,021.52.

The total amount of this request is \$164,776.02. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

\_\_\_\_\_, President

Enclosure

**Community Development Block Grant - CDBG Program  
REQUEST FOR PAYMENT**

19

**TO: West Virginia Development Office**  
Building 3, Suite 700  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-2234 304-558-3248

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

<b>Project Name:</b>	Elkins Road PSD Phase III Water System Improvements			<b>Project #:</b>	16SCBG0008	
<b>Invoice Number:</b>	173858-17			<b>% of Project Complete:</b>	36.3%	
<b>Time Period Covered by this Request:</b>	9/1/2020		TO	1/7/2021		
<b>Amount of CDBG Funds on hand at the time of this Request:</b>				<b>\$</b>	-	
<b>COST CATEGORIES</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>AMOUNT REQUESTED TO DATE</b>	<b>AMOUNT REQUESTED THIS DRAW</b>	<b>TOTAL AMOUNT REQUESTED</b>	<b>AMOUNT DISBURSED TO DATE</b>	<b>BALANCE</b>
Administration	\$ 19,433.65	\$ 19,433.65	\$ -	\$ 19,433.65	\$ 19,433.65	\$ -
Arch/Engineering	\$ 277,306.00	\$ 173,965.23	\$ 30,754.50	\$ 204,719.73	\$ 173,965.23	\$ 72,586.27
Land Acquisition	\$ -		\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,203,260.35	\$ 185,621.78	\$ 134,021.52	\$ 319,643.30	\$ 185,621.78	\$ 883,617.05
Permits/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB-TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 379,020.66</b>	<b>\$ 164,776.02</b>	<b>\$ 543,796.68</b>	<b>\$ 379,020.66</b>	<b>\$ 956,203.32</b>
Less Income						
<b>TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 379,020.66</b>	<b>\$ 164,776.02</b>	<b>\$ 543,796.68</b>	<b>\$ 379,020.66</b>	<b>\$ 956,203.32</b>

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT DETAILED PROGRESS REPORT**

Engineering—Engineering services and inspection continue on-site as construction occurs. Amount requested is \$30,754.50.

Construction— Construction contracts #3 and #4 continues with construction, with contract #3 (AJ Burk) being approximately 61% complete and Contract #4 (Chojnacki) being approximately 51% complete. Amount requested is \$134,021.52.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.

**Chief Elected Official - Original Signature Required**

**Date**

Print or Type Name & Title: \_\_\_\_\_, Upshur County Commission President

**ELKINS ROAD PUBLIC SERVICE DISTRICT  
2016W-1632  
16SCBG0008  
Request #8**

**RESOLUTION OF THE ELKINS ROAD PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO  
THE WATER PROJECT AND AUTHORIZING PAYMENT THEREOF,**

**WHEREAS**, the Elkins Road Public Service District, has reviewed the invoices attached hereto for its water project funded by the West Virginia Infrastructure & Jobs Development Council ("IJDC") and Small Cities Block Grant ("SCBG"), and find as follows:

- a.) That none of the items for which payment is proposed to be made has been requested from another funding source.
- b.) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
- c.) That each of such costs has been otherwise properly incurred.
- d.) That the payment for each of the items proposed is due and owing as the date hereof.

**NOW, THEREFORE BE IT RESOLVED** by the Elkins Road Public Service District as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

<b>VENDOR</b>	<b>SCBG</b>	<b>IJDC Loan</b>	<b>TOTAL</b>
Chapman Technical Group LTD	\$ 30,754.50	\$ 71,760.46	\$ 102,514.96
Pro Contracting, Inc.	\$ -	\$ 109,563.75	\$ 109,563.75
M&A Coatings, LLC.	\$ -	\$ -	\$ -
AJ Burk, LLC	\$ 54,000.00	\$ 55,241.41	\$ 109,241.41
Chojnacki Construction Inc.	\$ 80,021.52	\$ 80,021.52	\$ 160,043.04
	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 164,776.02	\$ 316,587.14	\$ 481,363.16

**ADOPTED BY the Elkins Road Public Service District**, at a meeting held on the 5th day of January, 2021.

By: \_\_\_\_\_

Its: Chairman

Elkins Rd PSD  
 IJDC No. 2016W-1632  
 Expenditure Report #8

1/5/2021

IJDC Loan	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	0.00	460,350.00	176,265.00	109,563.75	285,828.75	174,521.25
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	236,157.90	0.00	236,157.90	26,239.77
Contract 3 Line ext (AJ Burk)	1,117,740.00	0.00	1,117,740.00	786,766.32	55,241.41	842,007.73	275,732.27
Contract 4 Line Ext (Chojnacki)	1,384,581.65	0.00	1,384,581.65	603,598.36	80,021.52	683,619.88	700,961.77
Contingency	219,549.00	(40,897.67)	178,651.33	0.00	0.00	0.00	178,651.33
Kesling Mill Booster Station	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
Touch Read & Radio Read Meters	274,994.00	0.00	274,994.00	0.00	0.00	0.00	274,994.00
Technical Services (Chapman)							
Study & Report	53,000.00	0.00	53,000.00	53,000.00	0.00	53,000.00	0.00
Design	252,000.00	0.00	252,000.00	252,000.00	0.00	252,000.00	0.00
Bidding	32,990.00	0.00	32,990.00	32,990.00	0.00	32,990.00	0.00
Engineering During Construction	89,810.00	3,500.00	93,310.00	26,943.00	17,962.00	44,905.00	48,405.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	439,811.00	0.00	439,811.00	60,415.64	53,798.46	114,214.10	325,596.90
Special Services							
Surveying Services	10,500.00	0.00	10,500.00	9,202.23	0.00	9,202.23	1,297.77
Financing Services	3,622.50	0.00	3,622.50	3,622.50	0.00	3,622.50	0.00
Record Drawings	10,500.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00
PSC Services	1,627.50	0.00	1,627.50	1,627.50	0.00	1,627.50	0.00
Geotech Engineering Services	6,118.00	0.00	6,118.00	6,118.00	0.00	6,118.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	12,100.00	0.00	12,100.00	12,900.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	0.00	40,000.00	27,143.89	0.00	27,143.89	12,856.11
Administrative (Region VII)	80,566.35	0.00	80,566.35	22,537.16	0.00	22,537.16	58,029.19
Sites and Other Lands	50,000.00	0.00	50,000.00	46,812.50	0.00	46,812.50	3,187.50
Permits / Miscellaneous	70,040.00	0.00	70,040.00	45,828.01	0.00	45,828.01	24,211.99
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	5,000,000.00	0.00	5,000,000.00	2,455,328.01	316,587.14	2,771,915.15	2,228,084.85

SCBG	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 2 Tank (M&A)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3 Line ext (AJ Burk)	520,517.00	0.00	520,517.00	0.00	54,000.00	54,000.00	466,517.00
Contract 4 Line Ext (Chojnacki)	682,788.35	0.00	682,788.35	185,621.78	80,021.52	265,643.30	417,145.05
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kesling Mill Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Touch Read & Radio Read Meters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	0.00
Design	108,000.00	0.00	108,000.00	108,000.00	0.00	108,000.00	0.00
Bidding	7,710.00	0.00	7,710.00	7,710.00	0.00	7,710.00	0.00
Engineering During Construction	38,490.00	0.00	38,490.00	11,547.00	7,698.00	19,245.00	19,245.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	97,189.00	0.00	97,189.00	25,892.42	23,056.50	48,948.92	48,240.08
Special Services							
Surveying Services	4,500.00	0.00	4,500.00	3,943.81	0.00	3,943.81	556.19
Financing Services	1,552.50	0.00	1,552.50	1,552.50	0.00	1,552.50	0.00
Record Drawings	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
PSC Services	697.50	0.00	697.50	697.50	0.00	697.50	0.00
Geotech Engineering Services	2,622.00	0.00	2,622.00	2,622.00	0.00	2,622.00	0.00
Tank Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal							
a. Legal - Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Legal - PSC (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting (Griffith)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative (Region VII)	19,433.65	0.00	19,433.65	19,433.65	0.00	19,433.65	0.00
Sites and Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits / Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bond Counsel (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1,500,000.00	0.00	1,500,000.00	379,020.66	164,776.02	543,796.68	956,203.32

Total Project	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	0.00	460,350.00	176,265.00	109,563.75	285,828.75	174,521.25
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	236,157.90	0.00	236,157.90	26,239.77
Contract 3 Line ext (AJ Burk)	1,638,257.00	0.00	1,638,257.00	786,766.32	109,241.41	896,007.73	742,249.27
Contract 4 Line Ext (Chojnacki)	2,067,370.00	0.00	2,067,370.00	789,220.14	160,043.04	949,263.18	1,118,106.82
Contingency	219,549.00	(40,897.67)	178,651.33	0.00	0.00	0.00	178,651.33
Kesling Mill Booster Station	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
Touch Read & Radio Read Meters	274,994.00	0.00	274,994.00	0.00	0.00	0.00	274,994.00
Technical Services (Chapman)							
Study & Report	65,000.00	0.00	65,000.00	65,000.00	0.00	65,000.00	0.00
Design	360,000.00	0.00	360,000.00	360,000.00	0.00	360,000.00	0.00
Bidding	40,700.00	0.00	40,700.00	40,700.00	0.00	40,700.00	0.00
Engineering During Construction	128,300.00	3,500.00	131,800.00	38,490.00	25,660.00	64,150.00	67,650.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	537,000.00	0.00	537,000.00	86,308.06	76,854.96	163,163.02	373,836.98
Special Services							
Surveying Services	15,000.00	0.00	15,000.00	13,146.04	0.00	13,146.04	1,853.96
Financing Services	5,175.00	0.00	5,175.00	5,175.00	0.00	5,175.00	0.00
Record Drawings	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
PSC Services	2,325.00	0.00	2,325.00	2,325.00	0.00	2,325.00	0.00
Geotech Engineering Services	8,740.00	0.00	8,740.00	8,740.00	0.00	8,740.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	12,100.00	0.00	12,100.00	12,900.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	0.00	40,000.00	27,143.89	0.00	27,143.89	12,856.11
Administrative (Region VII)	100,000.00	0.00	100,000.00	41,970.81	0.00	41,970.81	58,029.19
Sites and Other Lands	50,000.00	0.00	50,000.00	46,812.50	0.00	46,812.50	3,187.50
Permits / Miscellaneous	70,040.00	0.00	70,040.00	45,828.01	0.00	45,828.01	24,211.99
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6,500,000.00	0.00	6,500,000.00	2,834,348.67	481,363.16	3,315,711.83	3,184,288.17



In Re: The Estate of Charlotte Lucille Vest, deceased

**RECOMMENDATION FOR DENIAL OF CLAIM**

Now comes the undersigned Fiduciary Commissioner and recites the following **FACTS**:

1. On June 14, 2018, Michael Ernest Vest qualified as the Executor of the Estate of Charlotte Lucille Vest, deceased.
2. On July 18, 2018, Catherine S Vest filed a Claim against the Estate in the amount of \$50,320.00.
3. On October 16, 2018, I began a hearing regarding the Claim of Catherine S Vest against the estate. However, Charlotte S Vest, as Claimant, and Michael Ernest Vest, as Executor, agreed to address all outstanding issues in Circuit Court action 19-C-39.
4. To date, Charlotte S Vest has failed to prosecute her Claim against the Estate in the Circuit Court.
5. The only impediment to finalization of the estate is the resolution of the outstanding Claim.

Therefore, it is hereby **RECOMMENDED** that:

1. The claim filed against the above referenced estate by Catherine S Vest on July 18, 2018 in the amount of \$50,320.00 should be denied.

ENTERED: \_\_\_\_\_

11/23/2020

\_\_\_\_\_  
 Daya Masada Wright  
 Fiduciary Commission  
 Upshur County, West Virginia



In Re: The Estate of Doris Jean Davis Carr, Deceased

**RECOMMENDATION FOR EXTENSION OF TIME TO FILE APPRAISEMENT**

Now comes the undersigned Fiduciary Commissioner and recites the following **FACTS**:

1. On September 21, 2020, Penny Parcell was appointed as Administratrix for Doris Jean Davis Carr, deceased, with bond.
2. On December 16, 2020, the undersigned Fiduciary Commissioner received a request from William J. O'Brien, counsel for Penny Parcell, seeking additional time to file the appraisal for the estate.
3. Said request is both reasonable and warranted.

Therefore, it is hereby **RECOMMENDED** that:

1. Penny Parcell, Administratrix, be granted until February 22, 2021 to file the appraisal.

ENTERED: 12/17/2020

  
\_\_\_\_\_  
Daya Masada Wright  
Fiduciary Commission  
Upshur County, West Virginia

**Coronavirus Disease (COVID-19) SICK LEAVE POLICY**  
**Effective March 20, 2020**

The purpose of this policy is to provide payment of wages to employees that are unable to work and/or telework due to potential exposure to COVID-19 or quarantine orders due to confirmed exposure or contraction of COVID-19 ~~per the Coronavirus Aid, Relief, and Economic Security (CARES) Act.~~

An employee shall immediately notify their Supervisor if they are experiencing symptoms of COVID-19, suspect a potential exposure, have confirmed exposure, are being tested, receive positive test results or are ordered to quarantine due to COVID-19. Employees that have been ordered to quarantine by the Upshur-Buckhannon Health Department or their attending physician must provide a copy of their quarantine orders to their Supervisor and the Office of the Upshur County Commission. The employee's Supervisor will coordinate action to be taken with the County Administrator on a case by case basis. In no case should an employee report to work under any of the aforementioned circumstances, until they are directed to do so by their Supervisor or the Upshur County Commission.

If an employee experiences direct exposure to an individual whose test results are pending, they will be requested to self-quarantine until the results are available. If the contact is not willing to share their test results or if the test results are positive, the employee will be required to obtain a PCR COVID-19 test. If the test results are negative, the employee shall return to work immediately as long as they are not experiencing symptoms; if the test results are positive the employee shall be required to quarantine per Order of the Upshur-Buckhannon Health Department's or their attending physician. Employees that have tested positive, or are ordered to quarantine by the Upshur-Buckhannon Health Department or their attending physician due to confirmed exposure, will be required to provide negative test results to the Office of the Upshur County Commission before they will be permitted to return to work.

Per the CARES Act, all health insurance providers are required to cover COVID-19 tests at 100% without cost share, though some plans may have limitations on the number of tests that may be obtained free of charge. If an employee does not have County health insurance, they should verify coverage and network providers with their health insurance prior to obtaining a test.

In the event that an employee is unable to report to work or telework due to COVID-19, their Supervisor shall provide the number of scheduled work hours missed during each pay period to the County Administrator on payroll Monday. The County Administrator shall then forward a request to the Deputy County Clerk/Bookkeeper to add the same number of hours to the employee's sick leave balance; thus, ensuring that the employee continues to be paid for their normal scheduled work hours and does not deplete their sick leave balance as a result of potential exposure to COVID-19 or quarantine orders due to confirmed exposure or contraction of COVID-19.



# IRS issues standard mileage rates for 2021

IR-2020-279, December 22, 2020

WASHINGTON — The Internal Revenue Service today issued the 2021 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2021, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56 cents per mile driven for business use, down 1.5 cents from the rate for 2020,
- 16 cents per mile driven for medical or moving purposes for qualified active duty members of the Armed Forces, down 1 cent from the rate for 2020, and
- 14 cents per mile driven in service of charitable organizations, the rate is set by statute and remains unchanged from 2020.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the [Tax Cuts and Jobs Act](#), taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the [actual costs](#) of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but must opt to use it in the first year the car is available for [business use](#). Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.



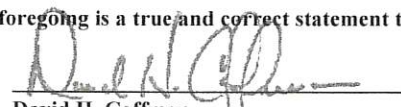


# Upshur County Sheriff's Financial Statement

For Period Ending: November 2020

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,879,517.26	\$ 296,313.87	\$ (641,592.79)	\$ 2,534,238.34
FUND - 002 COAL SEVERANCE TAX FUND	\$ 8,168.16	\$ 0.06	\$ -	\$ 8,168.22
FUND - 003 DOG AND KENNEL FUND	\$ 23,179.21	\$ 21,988.74	\$ (4,761.52)	\$ 40,406.43
FUND - 004 GENERAL SCHOOL FUND	\$ 31,849.35	\$ 2,629.75	\$ -	\$ 34,479.10
FUND - 005 MAGISTRATE COURT FUND	\$ 3,596.91	\$ 820.99	\$ -	\$ 4,417.90
FUND - 006 WORTHLESS CHECK FUND	\$ 128,200.51	\$ 180.26	\$ -	\$ 128,380.77
FUND - 007 E-911 FUND	\$ 685,389.60	\$ 56,027.93	\$ (29,440.27)	\$ 711,977.26
FUND - 008 HOME CONFINEMENT FUND	\$ 15,460.55	\$ 10,235.68	\$ (2,741.48)	\$ 22,954.75
FUND - 013 CURRY PARK FUND	\$ 10,926.71	\$ 0.06	\$ (541.00)	\$ 10,385.77
FUND - 015 CURRY LIBRARY FUND	\$ 8,190.68	\$ 0.03	\$ (1,313.92)	\$ 6,876.79
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 10,670.96	\$ 8,140.24	\$ (25.00)	\$ 18,786.20
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 49,272.34	\$ 4,454.29	\$ (1,788.48)	\$ 51,938.15
FUND - 039 COAL REALLOCATION FUND	\$ 19,127.05	\$ 0.31	\$ -	\$ 19,127.36
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 519,471.06	\$ 46,271.70	\$ (7,754.29)	\$ 557,988.47
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 247,729.50	\$ 4,656.24	\$ (1,899.14)	\$ 250,486.60
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 707,828.81	\$ -	\$ -	\$ 707,828.81
FUND - 059 CONCEALED WEAPONS FUND	\$ 21,857.92	\$ 980.53	\$ (600.00)	\$ 22,238.45
FUND - 063 VOTER'S REGISTRATION FUND	\$ 678.88	\$ 0.01	\$ -	\$ 678.89
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ -	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,486.29	\$ 0.02	\$ -	\$ 2,486.31
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 27,072.07	\$ 4,600.53	\$ -	\$ 31,672.60
FUND - 079 SPAYING & NEUTERING FUND	\$ 44,257.05	\$ 750.00	\$ (640.00)	\$ 44,367.05
FUND - 080 COMM. CORR. FUND	\$ 524,397.47	\$ 5,104.00	\$ (38,588.41)	\$ 490,913.06
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ 225,346.45	\$ (8,246.36)	\$ 217,100.09
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 27,080.00	\$ (27,080.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 354.23	\$ (354.23)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 200.00	\$ (200.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 435.00	\$ (435.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 550.00	\$ (550.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 1,718.24	\$ (1,718.24)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 167,051.37	\$ -	\$ (3,625.08)	\$ 163,426.29
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
FUND - 366 BOARD OF HEALTH FUND	\$ 435,221.14	\$ 13,929.92	\$ (48,002.08)	\$ 401,148.98
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 452.00	\$ 608.50	\$ (452.00)	\$ 608.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 137,190.94	\$ (137,190.94)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 69,514.52	\$ (69,514.52)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 21,904.37	\$ (21,904.37)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 2,628.45	\$ (2,628.45)	\$ -
FUND - 206 COVID 19 FUND	\$ 56,414.55	\$ 6.73	\$ (1,444.87)	\$ 54,976.41
<b>FINAL TOTALS</b>	<b>\$ 6,724,275.03</b>	<b>\$ 964,622.59</b>	<b>\$ (1,055,032.44)</b>	<b>\$ 6,633,865.18</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 6,689,633.51	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (874,730.27)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 817,211.94			
NET BANK BALANCE	\$ 6,632,115.18			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 6,633,865.18			

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

  
 David H. Coffman  
 Sheriff & Treasurer, Upshur County

12/15/2020





# Upshur County Sheriff's Financial Statement

For Period Ending: November 2020

## Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
<b>FIRST COMMUNITY BANK</b>					
	GENERAL COUNTY -MMA	\$ 2,245,637.38	\$ -	\$ 118,677.41	\$ 2,364,314.79
	COAL SEVERANCE-MMA	\$ 7,168.22	\$ -	\$ -	\$ 7,168.22
	E-911 -MMA	\$ 700,618.57	\$ (6.73)	\$ 25.74	\$ 700,637.58
	CURRY PARK-MMA	\$ 7,399.06	\$ -	\$ -	\$ 7,399.06
	CURRY LIBRARY-MMA	\$ 3,004.25	\$ -	\$ -	\$ 3,004.25
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 243,118.51	\$ -	\$ 4,056.30	\$ 247,174.81
	CONCEALED WEAPONS	\$ 21,958.11	\$ -	\$ 280.34	\$ 22,238.45
	GENERAL TAX ACCOUNT-MMA	\$ 294,609.71	\$ (344,531.34)	\$ 49,921.63	\$ -
	BOARD OF HEALTH-MMA	\$ 157,557.22	\$ -	\$ 2,749.08	\$ 160,306.30
	UPSHUR CO. FIRE FEE-IBCK	\$ 19,049.22	\$ (263.02)	\$ -	\$ 18,786.20
	UP CO COAL REALLOCAT-IBCK	\$ 19,127.36	\$ -	\$ -	\$ 19,127.36
	EMPLOYEE BENEFITS-IBCK	\$ 559,263.47	\$ (1,275.00)	\$ -	\$ 557,988.47
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,486.31	\$ -	\$ -	\$ 2,486.31
	COMMUNITY CORR. FUND-IBCK	\$ 496,036.66	\$ (5,123.60)	\$ -	\$ 490,913.06
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 30.00	\$ (30.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 47,918.58	\$ (1,993.48)	\$ 70,663.53	\$ 116,588.63
	TAX CLEARING ACCOUNT	\$ 28,718.63	\$ (36,518.25)	\$ 7,799.62	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 23,344.01	\$ (3,344.01)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 129,516.49	\$ (77,931.57)	\$ -	\$ 51,584.92
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 42,645.93	\$ (2,239.50)	\$ -	\$ 40,406.43
	GEN. CO. MISC-CKNG	\$ 38,897.00	\$ -	\$ -	\$ 38,897.00
	WORTHLESS CHECK FUND-CKNG	\$ 128,380.77	\$ -	\$ -	\$ 128,380.77
	E-911 -CNKG	\$ 11,339.68	\$ -	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 25,328.11	\$ (2,373.36)	\$ -	\$ 22,954.75
	CURRY PARK-CKNG	\$ 3,668.43	\$ (681.72)	\$ -	\$ 2,986.71
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 6,311.79	\$ (3,000.00)	\$ -	\$ 3,311.79
	VOTER'S REGISTRATION-IBCK	\$ 678.89	\$ -	\$ -	\$ 678.89
	JURY-CKNG	\$ 15,415.66	\$ (375.66)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 44,567.05	\$ (200.00)	\$ -	\$ 44,367.05
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ 8,246.36	\$ (8,246.36)	\$ 217,100.09	\$ 217,100.09
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 26,228.39	\$ (26,831.00)	\$ 602.61	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 135.00	\$ (135.00)	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ 122.66	\$ (550.00)	\$ 432.34	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 1,075.89	\$ (345,607.23)	\$ 344,531.34	\$ -
	TAX LEIN FUND-CKNG	\$ 166,026.40	\$ (2,600.11)	\$ -	\$ 163,426.29
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 30,813.33	\$ (10,813.33)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 243.32	\$ -	\$ 365.18	\$ 608.50
	COVID 19 -CKNG	\$ 55,029.68	\$ (60.00)	\$ 6.73	\$ 54,976.41
	<b>BANK TOTAL</b>	<b>\$ 5,697,351.27</b>	<b>\$ (874,730.27)</b>	<b>\$ 817,211.94</b>	<b>\$ 5,639,832.94</b>
<b>PROGRESSIVE BANK</b>					
	UP.CO.FIN.STBL.FUND-SV	\$ 707,828.81	\$ -	\$ -	\$ 707,828.81
	EE HEALTH CARE REIMB FUND	\$ 51,938.15	\$ -	\$ -	\$ 51,938.15
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 31,672.60	\$ -	\$ -	\$ 31,672.60
	<b>BANK TOTAL</b>	<b>\$ 791,439.56</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 791,439.56</b>
<b>FREEDOM BANK</b>					
	BOARD OF HEALTH-CD 1	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	BOARD OF HEALTH-CD 2	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	<b>BANK TOTAL</b>	<b>\$ 200,842.68</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,842.68</b>
<b>SUMMARY:</b>					
	<b>TOTAL ALL BANKS</b>	<b>\$ 6,689,633.51</b>	<b>\$ (874,730.27)</b>	<b>\$ 817,211.94</b>	<b>\$ 6,632,115.18</b>
	<b>PETTY CASH / CASH DRAWERS</b>				<b>\$ 1,750.00</b>
	<b>CASH SPECIAL INVESTIGATION FUND</b>				<b>\$ -</b>
	<b>GRAND TOTAL</b>				<b>\$ 6,633,865.18</b>



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

**DEPARTMENT: Upshur 911**

**MONTH / YEAR: November 2020**

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	124516.8	124598.7	81.9	0
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			<b>GRAND TOTALS</b>		81.9	0



# UPSHUR

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Nov. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2020 F-250	IFT7XZB83LEE	233	771	538	21.21
Chris Alkire		84I72			0	21.42
Terry Boyd					0	18.38
Loretta Koon					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					538	61 0

# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: MaintenanceMONTH / YEAR: Nov. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	6875	7135	260	28
CHRIS AIKINE		902			0	
TERRY BOYD					0	
Louella Koone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					260	28 0





County, West Virginia 1881-1921

## MONTHLY MILEAGE LOG

## Maintenance

Nov. 2020

[illegible]

Officer	Officer	Vehicle	State Mileage	County Mileage	Total Mileage	Fuel Cost
DAVE COFFMAN - 900	2020 Ford Explorer		N/A	N/A	N/A	N/A
MIKE KELLEY - 901	2016 Ford Explorer	1FM5K8AR8GGB44629	85142	86027	885	58.6
MARK DAVIS - 902	2016 Ford Explorer	1FM5K8AR0GGB43426	82479	83335	856	38.4
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	96380	98110	1730	110
Theron Caynor - 905	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	64485	64677	233	25.5
DEWAINE LINGER - 906	2019 Ford Explorer	1FM5K8AR5KGA29379	27545	28270	725	38.5
Rodney Rolenson - 907	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	45199	46177	1058	96
Tyler Gordon	2019 FORD TAURUS	1FAHP2M104KG102939	10732	11111	379	23.8
DAN BARCUS - 908	2020 Ford Explorer	1FM5K8AB0LGA20111	14880	16729	1839	109
COLE BENDER - 909	2017 Ford Taurus	1FAHP2MK5HG119855	52788	54600	1812	121.9
Seth Cutright-913	2019 Ford Taurus	1FAHP2M104KG102939	11111	11555	444	21.5
BOBBY HAWKINS-916	2010 FORD CROWN VICTORIA	2FABP7BV2AX1006	119464	120337	873	42
Jason Kniceley - 930	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	19796	21493	1697	134
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
Dakota Linger 912	2014 Ford Explorer	1FM5K8AR9EGA71008	55459	56501	1,042	88
Adam Gissy - 903	Board of Education owns this vehicle		43715	44040	325	18.25
Austin Nestor - 914	Dodge Charger	2B3AA4CT9AH269160	120283	120348	65	6.20
		GRAND TOTAL			13963	931.65
Additional Vehicles						
	2005 Yamaha ATV	5Y4MO4Y55AO13912				
	2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912				
	2005 HMS Transport Trailer	5HABH20265N049282				
	2010 Ford Expedition	1FMJU1G50AEB66213	Gave to 911			
	2001 Ford Explorer	1FMZV72ZE41ZA57159	Sold July 2019			
	2006 Fleetwood Mallard	1EF1B3020364011090	Selling			
	2006 Speed Trailer	5F15S091761003152				
	*2012 Ford Expedition	1FMJU1G50CEF29483				
	*S.W.A.T. 1991 International	1HT5LNEMDMH337402	Selling			
	2008 Ford Crown Victoria	2FAFP71V88X123105	Sold Dec. 2017			
	2010 Ford Expedition	1FMJU1G52AEB6621	Selling			

# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Asst. M

MONTH / YEAR: NOV 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Emilio Bennett	ATV/BP/Ford	1D0HB3BP01F502127	72072		0	17.23
			72159		0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					0	0

11/A



# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT: County Comm

MONTH / YEAR: Nov, 2020

[illegible]







# U P S H U R

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

**Department: Dog Pound**

Nov-20

<b>Employee</b>	<b>Vehicle Description</b>	<b>VIN</b>	<b>Start Mileage</b>	<b>End Mileage</b>	<b>Total Mileage</b>	<b>Fuel (Gal.)</b>
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,368	103,372	4	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,372	103,377	5	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,377	103,382	5	
			<b>GRAND TOTALS</b>		14	0

Janella L Cochran

# ELKINS ROAD PUBLIC SERVICE DISTRICT

40

## Agenda

**Meeting** Regular Monthly Meeting

**Start Time** 5:00 PM

**Date** Tuesday, January 5, 2021

**Place** P.S.D. Office  
4536 Old Elkins Rd, Buckhannon

---

Meeting Called to Order by Chairperson 5:00 PM  
Pledge of Allegiance  
Roll Call Introduce Board of Directors  
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews  
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;  
System Operator-David Wamsley  
Recognize Current Customers  
Approval of Minutes - December 8, 2020 Regular Monthly Meeting **Vote**  
Treasurer Report/Payment of Bills for January/bal of December Invoices **Vote**

### ITEMS FOR DISCUSSION

**Letter from City of Buckhannon - Water Backflow Prevention Requirements** **Vote**  
Discuss options and best ways to accomplish

**2021 Holidays** **Vote**  
If we have received them from the UCC  
Approve Martin Luther Day for January

**Phase III Extension Project Update** **Vote**  
Invoice payment approval  
Progress Reports  
Change Orders

**Maintenance Report**  
Leak Detection  
PSD Truck

**Date & Time of February 2021 Meeting - Tuesday, February 2, 2021 @ 5:00 pm**

**Adjournment** **Vote**

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

*Rough Draft Prepared by Office Manager November 18, 2020  
Prepared by Board Chair and Office Manager November 18, 2020  
Posted and Available to the Public on November 24, 2020*





**Board of Health Meeting Agenda**  
**Thursday, January 07, 2021**  
**6:00pm**

- A. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
- C. Consent Agenda
  - C.1 Approval of the November 05, 2020 Minutes.
- D. Financial Report – Melinda Law
- E. Departmental Reports
  - E.1 Environmental - Chris Garrett, RS
  - E.2 Nurse Director – Sue McKisic, RN
  - E.3 Medical Director – Dr. Joseph Reed
  - E.4 Threat Preparedness Report – Patty Thrasher
  - E.5 Administrator's Report – Sue McKisic, RN
- F. Harm Reduction Program – Report from Laura Jones, Milan Puskar Health Right
- G. Correspondence & Information
  - G.1 COVID-19 Updates
  - G.2 Response from Bureau of Public Health (Chris)
- H. Strategic Issues for Discussion and / or vote
  - H.1 Hiring of Sanitarian with ELC Grant monies, in process of this
  - H.2 Hiring of Additional Nursing Staff (LPN)
  - H.3 Orion estimate for Advertising and helping bring people into compliance during COVID-19 Pandemic.
  - H.4 Acquiring additional Office Space for Staff. (Possibly for Sanitarians)
- I. Board Member Comments and Announcements
  - I.1 Larry Carpenter
  - I.2 Teresa Kee
  - I.3 Amy Queen
  - I.4 Kessa Thorpe

J. Board Chairman Comments and Announcements

K. Executive Session – As needed

L. Adjournment

POSTED: 12/17/2020

**City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, January 7, 2021**

43

Channel 3 is Live Streaming our City Council Meetings here:

<https://www.facebook.com/ch3buckhannon/>

Please send public comments to [buckhannon@buckhannonwv.org](mailto: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
- 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 Fire Chief- JB Kimble
  - C.5 City Attorney- Tom O'Neill
- D. Correspondence & Information**
  - D.1 Counsel Letters for Bond Closing-Public Works Facilities-Mudlick Road
  - D.2 FOIA Request from Zoning Services at AEI Consultants RE: 72 & 74 W Main Street; 11 & 13 Franklin Street
  - D.3 CityPR: City of Buckhannon Wins Bid to Host World Association of Marching Show Bands Championship Event in 2023
  - D.4 Letter of Sanction from the World Association of Marching Show Bands RE: 2023 World Championship in Buckhannon, WV
  - D.5 CityPR: ART26201 to Present Watercolor Exhibit by Deanna Gillum at Colonial Theatre Gallery
  - D.6 ART26201PR: Art in Public Places-GoFundMe Campaign Chuck Olson Mural Renewal
  - D.7 Letters from David McCauley-Gift Supporting to Colonial Theatre & SYCC Capital Campaign
  - D.8 Letter from Atlantic Coast Pipeline RE: ACP Disposition & Restoration Plan Update
- E. Consent Agenda**
  - E.1 Approval of Minutes-Regular Meeting 12/17/2020 & Special Meeting 12/17/2020
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
  - E.4 Approval to appoint the City's Appointee to the Upshur County Parks & Recreation Board
- F. Strategic Issues for Discussion and/or Vote**
  - F.1 Approval BPD-Hart Office Solutions Copier Lease Renewal-No additional cost
  - F.2 Approval to Submit Application WV Operation Wildflower & Beautification Along Corridor to Buckhannon
  - F.3 Approval Ordinance No. 449 Sanitary Surcharge RT 33W Northside Sewer Extension Project-1<sup>st</sup> Reading
  - F.4 Approval Upshur Buckhannon Health Department Office Space at 395 Mudlick Rd Facility
  - F.5 Approval Resolution 2021-01 Budget Revision #4 General Fund FY 2020/21
  - F.6 Discussion/ Possible Vote Hiring of Probationary Police Officer
  - F.7 Discussion/ Possible Vote Reallocation of Funds from Part-Time Police Officer Position to Tom O'Neill for Assistant CALEA Accreditation
  - F.8 Approval of the Audit Procurement Committee Recommendation of Auditor for 2 years
  - F.9 Discussion of World Association of Marching Show Bands RE: 2023 World Championship in Buckhannon, WV
  - F.10 Discussion/Possible Vote Approval of Turf Stabilization TRUEGRID Pavers in Jawbone Park
- G. Comments and Announcements**
  - G.1 Mary Albaugh
  - G.2 Pamela Bucklew
  - G.3 C J Rylands
  - G.4 David Thomas
  - G.5 Jack Reger
  - G.6 Randall Sanders
- H. Mayor's Comments and Announcements**
- I. Executive Session Per WV Code § 6-9A-4- Personnel Matters**
- J. Adjournment**

Posted 01/04/2021

Next Regular Scheduled City Council Meeting Thursday, January 21, 2021

In compliance with West Virginia's Public Meeting Law, the 26<sup>th</sup> Judicial Circuit Community Corrections Program special board meeting will be held January 11, 2021 at 6:00pm at the Lewis County Day Report Center in Lewis County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

## **COMMUNITY CORRECTIONS**

### **Board Meeting Agenda**

**January 11, 2021**

**Lewis County Day Report Center 6:00 P.M.**

#### **I. Handouts**

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

#### **II. New Business**

- 1) Batterer's Intervention Prevention Class Update
  - Upshur/Lewis- 0 referrals still no facilitator or training class
- 2) Home Confinement Update- Lewis- 10 Upshur-18
- 3) Community Corrections Update
  - Referrals received since July 1, 2020 Upshur-27 Lewis-25 Total- 52
  - SIEEP Grant Update
  - Request to transfer Samantha Ribeiro Matos into the Telehealth Coordinator position
  - Request to fill Samantha Ribeiro Matos vacant position as case manager
  - Request to advertise, interview, and hire new case manager
  - Request to purchase new vehicle for home confinement

#### **III. Next Meeting**

- **March 8, 2021 at the Upshur County Day Report Center at 6:00 P.M.**

**Adrian Public Service District**

November 5, 2020  
Monthly Board Meeting



45

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody and Norma Woody.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 2:30 pm by Chairman Spencer.

Minutes of the Oct 1<sup>st</sup> meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented-Motion to pay by Kelly, second by Carolyn.

**Old Business**

- Phase VIII/Pickens extension proceeding forward.

**Business**

- none

**Items for Discussion/Action/Approval**

- Lindsey addressed potential policy for unused vacation payout. The board unanimously voted against the proposal however requested Lindsey verify if unused vacation time can be utilized for retirement.
- Lindsey requested approval/signatures for new savings account for General Order 183.11 CWCR (Cash Working Capital Reserve). Paul approved the request, Carolyn second.

**Maintenance – Eric**

- Repaired three service leaks.
- Replacing various air release valves within our system.
- Installation two new taps with three left to be completed.
- Hydrant on Hinkle Ridge blew out line valve/replaced all bolts, tap/sleeve-valve-hydrant shoe (58 bolts).
- Installed new radio (Alton Booster Station) in stock. Telemetry working correctly.
- Brakes installed on Eric's truck at our garage.

**Office Report**

- Lindsey notified board of filing to keep Step 1 rates with the PSC per GO 183.11 as a result of opening new savings account for CWCR per order.

The meeting adjourned at 4:00 pm. Next regular meeting will be Dec 3<sup>rd</sup> at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.



**Upshur County Solid Waste Authority**  
**Board of Directors Meeting**  
**MINUTES**  
**November 9, 2020**

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Recycling Garage next to the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 p.m. on November 9, 2020. The meeting was moved to the Recycling Garage to ensure social distancing.

Present at the meeting were: Joyce Harris-Thacker, James S. "Jay" Hollen, III, Mary Gower, Jackie McDaniels, Paul Richter and Belinda Lewis, Director. A quorum was present. There were no guests.

In light of the fact that the October Board Meeting had been cancelled, there were no October minutes to approve.

The Financial Report for September and October were presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering September and October 2020 were presented. The ending balances for the accounts are as follows:

	<u>August</u>	<u>September</u>	<u>October</u>
• REAP Account	\$ 2,232.39	\$ 2,178.20	\$3,223.51
• SWMB Account	\$ 100.00	\$ 9,200.00	\$9,200.00
• Money Mkt Account	\$ 19,561.18	\$ 19,561.70	\$19,562.20
• Operating Account	\$ 21,253.75	\$ 15,264.23	\$15,563.16

A motion to accept by Paul and seconded by Mary. Motion carried. The financial reports for September and October were approved.

**Director's Report:**

Belinda Lewis presented a written copy of the Director's Report for the period from September 15, 2020 through November 9, 2020, a copy of which is attached as part of the minutes. She talked about the ongoing Small Government Monitoring Program, an event she attended at which she spoke about recycling and her attempts to retrieve Mary Gower's reappointment letter from the Conservation District..

**Old Business:**

The Sworn Statement of Expenditures for WVDEP for the REAP Grant was presented. Due to a slight change made in placement of certain figures, it was necessary for the Board to reapprove the statement signed and have it notarized once again. (The SWMB Statement needed no revision). Jay moved to approve the signing and notarizing of the Sworn Statement of Expenditures for the REAP Grant. This motion was seconded by Paul. Motion carried.

It was determined that Senate Bill 139 would be tabled until the December Meeting.

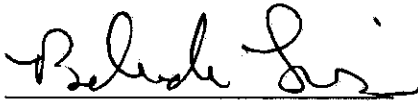
**New Business:**

Discussion was held on spending the remaining money from the REAP Grant, as defined in the grant. Jackie moved to allow Belinda Lewis to purchase silicone recycling bracelets and recycling post-it notes, as per the line item in the grant. This motion was seconded by Mary. Motion carried.

During the Paper Shred Event, Belinda had mentioned that the yard signs for this event were in bad shape. (They had a bad odor, she had had to remove the previous director's information with scissors and the stakes were terribly bent). Jay moved to have Belinda gather information and cost concerning replacing these signs. This motion was seconded by Paul. Motion carried

With no further business, the meeting adjourned at 4:52 p.m.

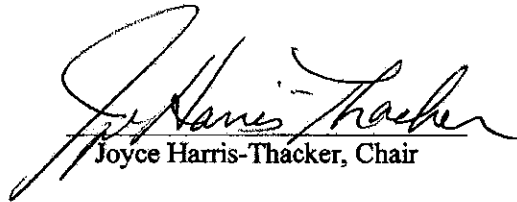
Respectfully Submitted,



Belinda Lewis, Director

November 9, 2020

(Signature Copy to be maintained in the UCSWA Office)



Joyce Harris-Thacker, Chair

# UPSHUR COUNTY SOLID WASTE AUTHORITY

## DIRECTOR'S REPORT— Belinda Lewis

Period from September 15<sup>th</sup> through November 9<sup>th</sup>, 2020

### Activities include:

- Prepared and distributed by email the minutes of the 9/14/2020 meeting.
- Checked [upshurwa@yahoo.com](mailto:upshurwa@yahoo.com) email daily.
- Checked mail at Post Office every day.
- Advertised the cancellation of the October meeting at several locations that did not cost the Authority any money.
- Received email of Direct Deposits to Operating Account in the amount of \$1,875.98 (9/30), \$1,698.43 (10/23) and \$1,249.50 (9/16 – which was from the REAP Grant and was transferred into the REAP account).
- Received monthly bank statements on the four accounts and reconciled balances. Everything is okay for September and October 2020. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current grants.
- Prepared checks for payment of bills for the November meeting.
- Prepared agenda and packets for November 9<sup>th</sup> Board Meeting and emailed a copy of the agenda to members, Jeff Wamsley, Ms. Phillips and the Record Delta.
- Cleaned office.
- Arranged an alternative meeting place for the November 9<sup>th</sup> meeting; checked with Jeff about using the Recycling Garage and informed Board Members and others of the change via email.
- Have been working every day from 1:00 p.m. to 3:15 p.m.
- Continued to provide the Small Government Monitoring Program with information.
- Submitted the third quarter REAP Grant Report and also the invoice for the final payment.
- Fielded many calls on my cellphone about recycling.
- I was invited to speak at a Baptist Church Camp about recycling.
- Since the October meeting had been cancelled, I prepared checks and had Jay and Joyce sign them, as well as Joyce signing the REAP Grant report and invoice.
- Made several calls to the Conservation District in a continued attempt to secure Mary Gower's reappointment letter. I was also in contact with the Upshur County Courthouse, that was in need of this letter. After several telephone calls, messages and emails, I finally received this letter.

*Thanks—Belinda*

**Upshur County Fire Board Meeting**  
**November 17, 2020**

Members Present: Joe Gower, Larry Alkire, Clifton Shaw and Kristie Tenney (via telephone)

Members Absent: Tom Oniell and Rick Harlow

Others Present: Art Wilson, Tim Hissam (Banks District VFD), John Wilt (Ellamore VFD), and Toni Newman-Fire Fee Clerk

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

The meeting minutes from October, 2020, were approved on motion by Clifton Shaw and second by Larry Alkire.

The First 2020 Fire Fee Disbursement was distributed to Banks VFD, Ellamore VFD, and Selbyville VFD. Warren District Financial Statement was approved and they, along with Buckhannon, Washington, and Adrian will be notified to pick up checks in the County Administrator's Office.

The Fire Fee Clerk reported the 2020 fees are at 80 percent collected. The Class I Legal advertisement detailing last year's financial report was published on November 14, 2020 in the Record Delta.

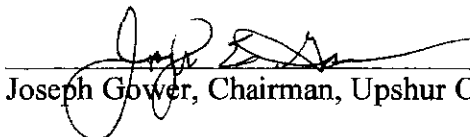
The checking account balance as of 9/30/2020 was \$205,7421.14. The balance on 10/30/2020 was \$235,125.96. The disbursement from the Chief Tax Deputy was not obtained due to Covid 19 quarantined personnel.

The following invoices were reviewed and approved upon motion by Rick Harlow and second by Clifton Shaw:

- Software Systems---Invoice #34368---Maintenance Charge October---\$228.00
- Ferrari and Associates---Audit Invoice # 0001181---\$2,200.00

There were no corrective tickets this month. There were 4 exonerations approved by the Board.

There being no further business the meeting adjourned at 7:00 p.m. The next meeting of the Board will be December 15, 2020.

  
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Joseph Gower, Chairman, Upshur County Fire Board

  
\_\_\_\_\_  
Kristie Tenney  
Board Member

Tennerton Public Service District  
Monthly Meeting  
November 18, 2020

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on Wednesday November 18, 2020

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

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on October 14, 2020 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

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

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

Terry Gould reported on the following:

- \*Sewer blockage on our side at Patrick Tenney residence at 173 Foster St. was repaired by Ringers.
- \*Kohler Generator – Preventative maintenance agreement / service charge. John Marteney tests regular and the batteries are changed every 3 years. Board approved annual maintenance agreement of \$730.20.
- \*As of October 2, Region VII will be the project manager to administer the Phase III of the Hickory Flat / Red Knob Project. The fee of \$40,000.00 will be paid out of project money.
- \*Dan Ferrell from Thrasher is making the application for the USDA loan. We will need an agreement with the city for treatment. Terry has sent Dan previous agreements and Mr. Ferrell will be passing them on to legal for clarification and rewording if necessary.
- \*Old Armory – Mike Oldaker, agent for the company, couldn't find their tap. They've hired a contractor to find it for them. We also received a letter from the city approving TP&D as the sewer provider for the armory and that the City of Buckhannon will treat the water from there.
- \*The annual report is done. Next week will be requesting an emergency increase. One half or more of our billing is going to the city for water payments.
- \*Trombold Telemetry – Mr. Trombold sampled his new telemetry. UBS is in good shape to receive new machinery. Mr. Trombold was hoping we could use cell phones with telemetry but not sure with cell phone service in this area. We have 4 pump stations.