

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: May 27, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 20, 2021

9:15 a.m. Approval and signature of FY 22 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances in the amount of \$28,000.00 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School.

Items for Discussion / Action / Approval:

1. Approval of request to appoint the Sheriff of Upshur County as the Administrator for the Estate of Walter Joseph McCoy, deceased. * Page 5
2. Approval and signature of Letter of Support for the City of Buckhannon's Transportation Alternatives Recreational Trails Grant Application for the purpose of extending the Elizabeth J. "Binky" Poundstone River Walk Trail to the Tennerton community. * Page 6-7
3. Approval and signature of a Letter of Support for the City of Buckhannon's Transportation Alternatives Grant Application for the Morton Avenue and North Locust Street Sidewalk and Lighting Project. * Page 8
4. Approval and signature of FY 21 Court Security Grant Application, Resolution and Assurances requesting the amount of \$14,320 to purchase a monitoring device for the Circuit Courtroom, three large monitors for the 911 Center and 3 tasers. * Page 9-34
5. Review and approval of the Weyerhaeuser Giving Fund Grant Application in the amount of \$315,709.12 on behalf of the Upshur County Youth Camp. * Page 35
6. Approval and signature of the Employer Renewal Verification Checklist by and between the Upshur County Commission and PayFlex Systems USA, Inc. Changes are being made to the HRA run-out period and rollover provisions. * Page 36-42
7. Correspondence from Craig Presar requesting reappointment to the Upshur County Youth Camp Board, effective June 1, 2021. Upon approval, Mr. Presar's new term will expire on May 31, 2027. * Page 43
8. Correspondence from Joseph Gower requesting reappointment to the Upshur County Fire Board, effective July 1, 2021. Upon approval, Mr. Gower's new term will expire on June 30, 2024. * Page 44

9. Correspondence from Skip Gjolberg, President of the UCDA, requesting the appointment ²f Kathy McMurray, Emiel Butcher, CJ Martin, Joel Thierstein, and Dusty Zickefoose to the UCDA Board. Upon approval, these terms will begin on July 1, 2021 and expire on June 30, 2024. * Page 45
10. Approval of resignations of two Buckhannon-Upshur Recreational Park Staff. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover
11. Approval of employment of additional Buckhannon-Upshur Recreational Park Staff, effective May 23, 2021. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover
12. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Day Report Center Program Director, requesting the employment of Brooklyn Queen as part-time Case Aide for the Lewis/Upshur County offices, effective May 31, 2021. Upon approval, Ms. Queen will work no more than 19.5 hours per week. *
Item may lead to Executive Session per WV Code §6-9A-4 Under separate cover
13. 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 April, 2021 Page 46-47
2. Public Notices:
 1. Newsletters and/or Event Notifications:
 - Charles W. Gibson Library Summer Reading Program – Registration begins June 1st Page 48-51
 - Upshur County Community Baby Shower – June 30th at the Buckhannon-Upshur High School Page 52
 - Healthy Grandfamilies – Every Tuesday June 8th – August 17th Page 53
 2. Agendas and/or Notice of Meetings:
 3. Meeting Minutes:

<ul style="list-style-type: none"> • James W. Curry Library/Park Advisory Board • Upshur County Fire Board 	October 28, 2020 April 20, 2021	<u>Page 54-55</u> <u>Page 56</u>
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 4. Meetings:

<ul style="list-style-type: none"> • 06/01/21 5:00 p.m. • 06/01/21 4:00 p.m. • 06/03/21 7:00 p.m. • 06/17/21 7:00 p.m. • 06/03/21 7:00 p.m. 	Elkins Road PSD Hodgesville PSD Banks District VFD City Council of Buckhannon Selbyville VFD
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- 06/14/21 12:00 p.m. Upshur County Family Resource Network
- 06/14/21 4:30 p.m. Upshur County Solid Waste Authority
- 06/14/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 07/12/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co.
- 06/08/21 7:30 p.m. Adrian VFD
- 07/01/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 06/16/21 7:00 a.m. Upshur County Development Authority –Executive Board
- 06/09/21 12:00 p.m. Upshur County Senior Center Board
- 06/09/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 06/08/21 7:00 p.m. Warren District VFD
- 06/03/21 3:00 p.m. Adrian PSD
- 06/09/21 3:00 p.m. Tennerton PSD
- 06/10/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 06/10/21 7:30 p.m. Buckhannon VFD
- 06/08/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 06/17/21 6:30 p.m. Upshur County Youth Camp Board
- 06/13/21 6:00 p.m. Washington District VFD
- 06/21/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 06/16/21 4:00 p.m. Upshur County Public Library Board
- 06/18/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 05/25/21 6:30 p.m. Upshur County Fire Board, Inc.
- 05/25/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 06/09/21 7:00 p.m. Ellamore VFD
- 06/16/21 12:00 p.m. Lewis Upshur LEPC
- 06/09/21 1:15 p.m. Upshur County Farmland Protection Board
- 05/31/21 7:00 p.m. Upshur County Fire Fighters Association
- 06/09/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 05/26/21 10:00 a.m. James W. Curry Advisory Board
- 06/28/21 10:00 a.m. Mountain CAP of WV, Inc., a CDC

3. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Upshur County CVB Board of Directors (7/1/2021-6/30/2024) – Commission Tourism Representative
- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative

****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. Correspondence from Laura B. Meadows, Upshur County Convention & Visitors Bureau Executive Director, regarding the Commission's representative vacancy, to serve July 1, 2021 through June 30, 2024. (tabled 4/29/2021) *

2. Approval of "Requests for Bids" and Minimum Vehicle Specifications for two new 4WD Sport Utility Vehicles for the Upshur County E911 Communication Center and Upshur County E911 Addressing and Mapping. Sealed proposals must be received no later than 4:00 p.m. on June 15, 2021 at the Administrative Annex located at 91 West Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, June 17, 2021. (tabled 5/20/21) *

Page 58-59

Next Regular Meeting of the Upshur County Commission
June 3, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex

STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, May 27, 2021.

It appearing to the Clerk that it has been more than two months since the death of Walter Joseph McCoy, deceased, an unmarried man with no known heirs. The Last Will and Testament for Walter Joseph McCoy, deceased, is dated October 5, 1966, wherein his ex-wife, Janet Gail McCoy, now known as Janet G. Welch, was appointed as Executrix, she has declined to serve. The second named Executor, Edward Daniel Sullivan, his uncle, is presumed deceased. Therefore, upon the motion of Tim Lewis, a close friend of Walter Joseph McCoy, deceased, does hereby request the Sheriff of Upshur County to serve as the Administrator of the Estate of Walter Joseph McCoy, deceased. Therefore, in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it is hereby requested that the Sheriff of Upshur County serve as Administrator of the estate of Walter Joseph McCoy, late a resident of Washington District, Upshur County, West Virginia.

TESTE: , CLERK

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

May 27, 2021

Mark Scoular
West Virginia Division of Highways
Planning Division
Bldg. 5, Rm. 740
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Dear Mr. Scoular:

On behalf of the Upshur County Commission, I am pleased to submit this letter regarding the City of Buckhannon's application for funding assistance through the Transportation Alternatives Recreational Trails grant application. The proposed project will improve the infrastructure and recreational opportunities in the community. I respectfully request your consideration of this application for funding.

The Elizabeth J. "Binky" Poundstone Riverwalk Trail System, initially constructed in 1999, has been a multi-phase project to connect downtown Buckhannon to the Buckhannon-Upshur High School in Tennerton, which is approximately 2.9 miles south of the City of Buckhannon. We are excited that with funding of this final phase, we will be able to connect our current Riverwalk Trail to the Tennerton community. The existing Riverwalk Trail is widely used by community members and accommodates walkers, joggers, and bicyclists on a nearly flat, ADA-compliant trail.

It is worth noting that this project fills a crucial need for equitable access to grocery stores, schools, businesses, and services while attracting tourists, new residents, and businesses to the area. The associated construction will provide an immediate economic boost, and the infrastructure improvements support lasting economic growth and tourism opportunities for the region while expanding upon existing community development plans. This project meets the goals and objectives identified in Region VII Planning & Development Council's Comprehensive Economic Development Strategy (CEDS).

As the Upshur County Commission has witnessed in the past, this project will continue to allow the Elizabeth J. "Binky" Poundstone Riverwalk Trail to be used as a center for outdoor fitness activities by providing for a more pedestrian and bicycle-friendly environment, thus improving the quality of life for citizens of both Buckhannon and Upshur County.

Again, I encourage your consideration of this worthy project. If I can be of further assistance in this matter, please do not hesitate to contact me.

Sincerely,

Samuel R. Nolte
Commissioner

Kristie G. Tenney
President

Terry B. Cutright
Commissioner

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May 27, 2021

Mark Scoular
West Virginia Division of Highways
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Bldg. 5, Rm. 740
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Dear Mr. Scoular:

On behalf of the of the Upshur County Commission, I am pleased to submit this letter regarding the City of Buckhannon's request for funding assistance through a Transportation Alternatives grant application. The proposed project will improve the infrastructure and recreational opportunities in the community. I respectfully request your consideration of this application for funding.

The Morton Avenue and North Locust Street Sidewalk and Lighting project provides a safe, ADA-compliant route for community members to travel to Upshur County's commercial area, including shopping centers such as Walmart, Lowe's, gas stations, and various restaurants and eateries. This project allows for a more viable downtown district by offering residents of the community a vehicular-free option of accessing businesses located in the commercial area.

Most importantly, this sidewalk and lighting project will improve the quality of life for residents by providing a safe walking and bicycling environment for non-drivers, including children, older adults, and individuals with disabilities, to access daily needs. It is also worth noting that this project contributes to existing community development plans, such as Region VII Planning & Development Council's Comprehensive Economic Development Strategy (CEDS).

Again, I encourage your consideration of this worthy project. If I can be of further assistance in this matter, please do not hesitate to contact me.

Sincerely,

Samuel R. Nolte
Commissioner

Kristie G. Tenney
President

Terry B. Cutright
Commissioner

West Virginia Court Security Fund

GRANT APPLICATION FOR THE UPSHUR COUNTY COMMISSION



WV DEPARTMENT OF HOMELAND SECURITY

**WV DIVISION OF ADMINISTRATIVE SERVICES/JUSTICE AND
COMMUNITY SERVICES**

1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323
Telephone (304) 558-8814
FAX (304) 558-0391
www.djcs.wv.gov

All Application Forms can be found at: www.djcs.wv.gov

COURT SECURITY FUND

APPLICATION SUBMISSION CHECKLIST

Before submitting the application, indicate that the following has been completed by checking the boxes below:

- ☒ New or Existing Applicant.
- ☒ Applicant has been listed as the County Commission.
- ☐ Authorized Official (County Commission President) has signed page 1. Those pages with ORIGINAL SIGNATURES must be returned with the application to this office.
- ☒ Math has been double-checked, is accurate and rounded to the nearest whole dollar.
- ☒ Page 2 includes a detailed listing of items requested (not just a lump sum)
- ☒ Format of the project description (page 6) must follow the Court Security Plan outline shown on page 5 of the application and is as detailed as possible.
- ☒ Illustrated layout of Court Facilities.
- ☒ Manpower Resolution.
- ☒ Meeting of county officials to assess the security issues PRIOR to the writing of application.
- ☒ Invitation to the county officials to attend the mandatory meeting
 - ☒ sent 7 days in advance OR a signed waiver of the 7 day notice.
- ☒ Meeting minutes.
- ☒ Application Addresses the most recent Court Security Audit. (A copy of this audit can be obtained from Arthur Angus, Director of Court Security with the WV Supreme Court of Appeals (304)558-1911.)
- ☒ Letters of Comment from:
 - ☒ Chief Circuit Judge
 - ☐ Family Court Judge
 - ☒ Circuit Clerk
 - ☒ County Sheriff
 - ☒ Prosecuting Attorney
 - ☒ Chief Magistrate

**WEST VIRGINIA
DIVISION OF ADMINISTRATIVE
SERVICES / JUSTICE & COMMUNITY
SERVICES**

**COURT SECURITY FUND
GRANT PROGRAM**

GRANT APPLICATION

PAGE - 1

1. Applicant: Upshur County Commission
Address: 91 West Main Street, Suite 101
Buckhannon, WV 26201
Phone/Fax: 304.472.0535 / 304.473.2802
FEIN# 55-6000406

5

Grant Funds Requested: \$: 14,320

2. Project Director: Tabatha Perry
Address: 91 West Main Street, Suite 101
Buckhannon, WV 26201
Phone/Fax: 304.472.0535x2 / 304.473.2802
Email: tperry@upshurcounty.org

6

Staff Use Only

Court Security Plan Approved _____

3. Fiscal Officer: Carrie Wallace
Address: 91 West Main Street, Suite 101
Buckhannon, WV 26201
Phone/Fax: 304.472.0535x3 / 304.473.2802
Email: cwallace@upshurcounty.org

7

Project Period:

Beginning Date: July 1, 2021

Ending Date: June 30, 2022

4. Geographic Area Served: Upshur County
Population: 24,502 (2019 ACS 5Y)

8

Type of Application:



Initial



Continuation



Revision

9. Project Title and Description:

Upshur County Courthouse Security Upgrade Plan

10. Certification:

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.

Authorized Official: Kristie Tenney
COUNTY COMMISSION PRESIDENT

Title: Commission President

Signature: _____

Date: May 27, 2021

(ORIGINAL SIGNATURE)

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-	0	0
Travel/Training	-0-	0	0
Equipment	\$12,365	0	\$12,365
Other	\$1,955	0	\$1,955
Total Budget	\$14,320	0	\$14,320

* 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).**

Priority 1: Increase surveillance outside the Circuit Courtroom by purchasing and installing one (1) monitoring device for the Circuit Courtroom.

Other Equipment

When the Circuit Court is in session, the bailiff monitors the inside of the courtroom, but has no means to watch outside the courtroom. This can be problematic, as the bailiff is unaware of potential dangers outside the courtroom, such as an active shooter threat. With the purchase of a 12.9" iPad, the bailiff could easily monitor the interior and exterior of the Circuit Courtroom simultaneously. An iPad allows for mobile monitoring and would allow the bailiff to watch outside the room while the court is in session and alert him/her of any potential dangers outside the doors to the room. In addition, an iPad allows for secure viewing, unlike a mounted monitor that would allow all persons inside the courtroom viewing access. The estimate for this equipment, delivery, and installation is **\$1,955**.

Priority 2: Enhance surveillance to accurately alert first responders by replacing three (3) large monitors at the 911 Center.

Equipment

Currently, the 911 Center uses monitors that have suffered from burn-in; the screens are malfunctioning with image discoloration, creating difficulty discerning between live-action shots and the ghost imaging created by the burn-in. This is a safety concern, as it impairs the accuracy of monitoring situations and alerting first responders of any incidents that are occurring. Three (3) new 55" monitors would alleviate this issue and create clear imaging for viewing present-time incidents. The estimate for this equipment, delivery, and installation is **\$5,165**.

Priority 3: Increase safety and confidence among bailiffs with the purchase and implementation of tasers.

Equipment

The three (3) tasers are necessary to temporarily immobilize any combative person in each of the three courts—Circuit Court, Magistrate Court, and Family Court—and to de-escalate any dangerous situations. According to the manufacturer, the use of tasers will ensure 70% fewer officer injuries and 40% suspect injuries compared to other means of restraint. The estimate for this equipment, delivery, and training is **\$7,200**.

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 other equipment needed to implement Priority 1 = \$1,955
Total equipment needed to implement Priority 2 and 3 = \$12,365

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.

UPSHUR COUNTY COURT SECURITY 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, Court Security Department, 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. 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:

- A. There is a need to increase surveillance outside the Circuit Courtroom. When the Circuit Court is in session, the bailiff monitors the inside of the courtroom, but has no means to watch outside the courtroom. This can be problematic, as the bailiff is unaware of potential dangers that could occur outside the courtroom, such as an active shooter threat. It's important that the bailiff can privately view the outside area of the courtroom so as not to distract or alarm others inside the room.
- B. There is a need to replace surveillance equipment at the 911 Center in order to monitor potential hazards and accurately alert first responders. Currently, the 911 Center uses monitors that have suffered from burn-in; the screens are malfunctioning with image discoloration, creating difficulty discerning between live-action shots and the ghost imaging created by the burn-in. This is a safety concern, as it impairs the accuracy of monitoring situations and alerting first responders of any incidents that are occurring. Three (3) new 55" monitors would alleviate this issue and create clear imaging for viewing present-time incidents.
- C. There is a need to increase the safety of and confidence among bailiffs of all three (3) courts—Circuit Court, Magistrate Court, and Family Court. There may be a need to de-escalate a dangerous situation at any given time, and the addition of tasers would help immobilize any combative person. The use of tasers will ensure fewer officer and suspect injuries compared to other means of restraint.

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.

COURT SECURITY FUND**GRANT APPLICATION****PAGE 7**

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 a 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 (2) bailiffs (1 full-time, 1 part-time) and nine (9) part-time court security officers and one (1) fill-in officer, and all complete annual trainings. The Sheriff provides additional personnel on an as-needed basis. The proposed project would not require additional bailiffs. Training would be provided by the manufacturer on the use of the Axon tasers.

5. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshall 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 did a site visit in March 2017, 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 case 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.

COURT SECURITY FUND**GRANT APPLICATION****PAGE 8****6. Background of 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 an x-ray inspection machine, additional card readers to secure the Courthouse and Annex facilities by encouraging the entrance/exit through areas that are monitored by Court Security Officers, upgraded surveillance system with supportive recording equipment and monitors, hand-held metal detectors for each of the three courts, shatter-resistant window blackout drapes in the magistrate's office, bullet-resistant panels and a walk-through metal detector, and an immediate notification duress alarm system. Items requested in this grant cycle would help further secure the Courthouse and the courts held inside the building.

7. Justification for why your project should be funded:

According to incident data gathered by the Center for Judicial and Executive Security (CJES), 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 or immune to the Nation's increase of threats. Upshur County officials believe 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 occur at any moment, threatening the safety of all of those in the Courthouse. All equipment requested would significantly enhance security measures within the Upshur County Courthouse facilities and deter criminal activity that would harm the judicial staff, public, and courthouse employees.

COURT SECURITY FUND

GRANT APPLICATION

PAGE 9

GOALS AND OBJECTIVES

Goal 1: Increase surveillance outside the Circuit Courtroom.

Objective: Purchase and install one (1) monitoring device for the Circuit Courtroom. With the purchase of a 12.9" iPad, the bailiff could easily monitor the interior and exterior of the Circuit Courtroom simultaneously. An iPad allows for mobile monitoring and would allow the bailiff to watch outside the room for any potential dangers while court is in session. In addition, an iPad allows for secure viewing, unlike a mounted monitor that would allow all persons inside the courtroom viewing access.

Timeframe: 2-3 weeks for ordering and installation.

Goal 2: Enhance surveillance at the 911 Center to accurately alert first responders.

Objective: Purchase and install three (3) new 55" monitors to replace current malfunctioning monitors. New monitors would allow for live-action shots and accuracy of clear imaging for viewing present-time incidents.

Timeframe: 3-4 weeks for ordering and installation.

Goal 3: Increase safety and confidence among bailiffs in all three (3) courts.

Objective: Purchase and implement the use of tasers in all three (3) courts. At times, all three (3) courts are in session simultaneously, and each bailiff or court officer needs added protection to immobilize any combative person temporarily. The use of tasers (or even the appearance of tasers) will help de-escalate situations and will curb injuries among officers of the court and suspects.

Timeframe: 2-4 weeks for ordering, training, and implementation.

COURT SECURITY FUND**GRANT APPLICATION****PAGE 10****PROJECT ASSESSMENT (Evaluation)**

All activities necessary to implement the proposed projects include ordering equipment and having it installed or set up by the vendor. 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. (If any priority would require procurement activities, as the purchase price is over the minimum purchase threshold, the County Commission would follow proper procurement protocols).

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

2021 Upshur County Court Facilities Security Upgrades Milestone Chart									
Approx. Start Date: 7/1/21					Approx. End Date: 8/1/21				
	June			July			August		
	1	15	30	1	15	30	1	15	30
Application and Award									
Priority 1 - Increase Surveillance Outside Circuit Courtroom									
Order and implement iPad with accessories									
Priority 2 - Enhance Surveillance at 911 Center									
Order and install 3 monitors									
Priority 3 - Increase Safety of Bailiffs									
Order and implement tasers									

IMPLEMENTATION (Key Activity/Milestones)

The Upshur County Commission will inspect all equipment to ensure it works correctly and is in the correct locations. Each department thereafter will be responsible for monitoring the working order of equipment and notifying the county administrator and assistant administrator of any issues.

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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).

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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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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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19. NON-SUPPLANTING:

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.

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25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:

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.

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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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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).

I.) 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:**

I.) 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:

The grantee will provide an Equal Employment Opportunity Plan (EEO) 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 EEO Certification form and, if required, an EEO Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.

43. VETERANS PREFERENCE:

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.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

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.

45. PURCHASE OF AMERICAN-MADE

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.

46. PERSONNEL TRAINING:

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.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. 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.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any JCS programs.

50. MARKING OF EQUIPMENT:

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."

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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.

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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:

Kristie Tenney

Title:

Commission President

Signature:

Date:

**WEST VIRGINIA
DIVISION OF ADMINISTRATIVE SERVICES /
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

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: Tabatha Perry, Assistant County Administrator	
Telephone Number: 304/472.0535	E-Mail Address: trperry@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, Kristie Tenney, Commission President [responsible official], 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].

Kristie Tenney, 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

Upshur County Youth Camp Detailed Budget

Operating Costs	\$50,000
Re-surfacing of road	\$69,575
\$57,500 estimate provided in October 2018	
contingency for inflation = \$12,075	
Estimate is attached	
Pool epoxy	
Ten 2-gallon kits	\$1,576.60
Council Circle steps	\$864.71
Replacement of 3 cabin roofs	\$13,692.81
\$4,564.27 per roof multiplied by 3 = \$13,692.81	
Replace assembly hall with new building	\$180,000
Total	\$315,709.12

Necessary advertising costs would be paid for by the Upshur County Commission

This projected budget was calculated by using estimates solicited by one vendor specializing in each area of need. Should this project be funded, competitive bids would be sought through the bidding process approved by the state of WV as required.

PayFlex Systems USA, Inc.
P.O. BOX 2239
OMAHA, NE 68103-2239

PAYFLEX®

March 3, 2021

CARRIE WALLACE
Upshur County
91 W MAIN STREET, SUITE 101
BUCKHANNON, WV 26201

We at PayFlex appreciate your business and want to help you prepare for the renewal of your plan which is quickly approaching. The purpose of this letter is to:

- Verify information for the upcoming plan year with the enclosed (Renewal Verification Checklist).
- Identify what we need from you for the new plan year.

Action Required for Upcoming Plan Year

- If you require enrollment materials, they are available on www.payflex.com. Select *Communications Center*, and then *Order Open Enrollment Materials*.
- Please review, sign and return your completed Renewal Verification Checklist 60 days prior to the start of your new plan year
 - If there are no changes to your plan this year, please sign the first page of the Renewal Verification Checklist and return that to me.
- Elections must be calculated on a per pay period basis and annual elections must be calculated *to the penny*.
- Enrollment information needs to be received one month prior to your plan year effective date in order to insure that your participants are enrolled by the first day of the new plan year.
- If you have any questions regarding the actions required for the upcoming plan year please notify me, your Account Manager, immediately.

Thank you for choosing PayFlex to be your spending account administrator. We look forward to continuing to grow our relationship with you and your participants. We want your participants to receive the maximum benefit from this plan year! Participants can access their account information 24 hours a day, 7 days a week by visiting www.payflex.com or by calling our toll free Call Center, (800) 284-4885. Please encourage your employees to file their claims promptly and not to wait until the end of your run-out period.

Sincerely,

CLIENT SERVICES
PayFlex Systems USA, Inc.
(866) 625-0416
clientservices@payflex.com

Action Required:

This checklist reflects the current setup in our system. Please review the information in this checklist and make changes as needed. Identify changes by marking the box on the left of the page and making the changes in the space provided at the right. Once you have completed the checklist, return it to your Account Manager via email.

☒ Please make changes listed below for our new plan year. Signed by: _____/date: _____

☐ No changes are required for the new plan year. Signed by: _____/date: _____

.....

General Employer Information:

☐ Employer Name: **Upshur County** _____

☐ Employer Tax ID: **556000406** _____

☐ IRS Business Activity Code:
([http://www.census.gov/eos/
www/naics/](http://www.census.gov/eos/www/naics/)) _____

☐ Type of Entity: **State or Local Government** _____

Employer Service:

☐ Production Funding Method: **Electronic funds transfer (24 hours)** _____

Settlement Funding Method: **Electronic funds transfer (24 hours)** _____

Open Enrollment Source: **Electronic file** _____

Maintain Enrollment Source: **Electronic file** _____

Register Report Delivery Method: **E-mail** _____

Payroll Deposit Source: **Electronic file** _____

Contact Information:

☐ Name: **DEBBIE HULL** _____
Email: **dahull@upshurcounty.org** _____
Address: _____
Address2: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Roles: **Funding** *Check all that apply:*
Electronic Data ☐ Executive ☒ Billing ☒ Funding ☒ Electronic Data ☐ Website Administrator
Eligibility ☒ Reporting ☐ Broker ☒ Eligibility ☐ Other
Communication
Reporting
Billing

☐ Name: **NANCY LUCAS** _____
Email: **nancy.lucas@usi.com** _____
Address: **418 8TH STREET, SUITE 301** _____
Address2: _____
City: **HUNTINGTON** _____ State: **WV** _____ Zip: **25701** _____
Phone: **(304) 638-7281** _____ Fax: _____

Roles: **Broker** *Check all that apply:*
Communication ☐ Executive ☐ Billing ☐ Funding ☐ Electronic Data ☐ Website Administrator
☐ Reporting ☒ Broker ☐ Eligibility ☐ Other

☐ Name: **TABATHA PERRY** _____
Email: **trperry@upshurcounty.org** _____
Address: **91 WEST MAIN STREET, SUITE 101** _____
Address2: _____
City: **BUCKHANNON** _____ State: **WV** _____ Zip: **26201** _____
Phone: **(304) 472-0535 ext. 2** _____ Fax: _____

Roles:

Funding**Electronic Data****Eligibility****Communication****Reporting****Billing***Check all that apply:*☐ Executive ☒ Billing ☒ Funding ☒ Electronic Data ☐ Website Administrator☒ Reporting ☐ Broker ☒ Eligibility ☐ Other☐ Name: **CAROL SMITH**Email: **cjsmith@upshurcounty.org**Address: **40 WEST MAIN ST, ROOM 101**

Address2:

City: **BUCKHANNON** State: **WV** Zip: **26201**Phone: **(304) 472-0949** Fax: **(304) 472-1029**

Roles:

Funding**Reporting****Eligibility****Communication***Check all that apply:*☐ Executive ☐ Billing ☒ Funding ☐ Electronic Data ☐ Website Administrator☒ Reporting ☐ Broker ☒ Eligibility ☐ Other☐ Name: **CARRIE WALLACE**Email: **clwallace@upshurcounty.org**Address: **91 W MAIN STREET, SUITE 101**

Address2:

City: **BUCKHANNON** State: **WV** Zip: **26201**Phone: **(304) 472-0535** Fax: **(304) 473-2802**

Roles:

Funding**Executive****Electronic Data****Eligibility****Communication****Reporting****Billing***Check all that apply:*☒ Executive ☒ Billing ☒ Funding ☒ Electronic Data ☐ Website Administrator☒ Reporting ☐ Broker ☒ Eligibility ☐ Other

Plan Information:

<input type="checkbox"/>	Number of Eligible Employees:	100			
<input type="checkbox"/>	Plan Name:	Upshur County HRA			
<input type="checkbox"/>	Plan Number:	501			
<input type="checkbox"/>	Original Plan Effective Date:	07/01/2020			
<input type="checkbox"/>	Employment Status:	Full-time/Part-time	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Full/Part Time
<input type="checkbox"/>	Min. Hours per Week:	30			
<input type="checkbox"/>	Waiting Period (days):	1			
<input type="checkbox"/>	Eligibility Rule:	First of Month	<input type="checkbox"/> First Day	<input type="checkbox"/> First of Month	<input type="checkbox"/> Plan Year Start

Account Information:

<input type="checkbox"/>	Healthcare (HRA)				
	Maximum Election:	\$0.00			
	Maximum Contribution:	\$4,000.00			
	Reimbursement % Level:	100			
	Run-Out Days:	120	10 months, 12 days		
	Rollover Rule Type:	Percentage of Balance	None other than run-out Claims		
	Rollover Value:	100	Ø		
	Contribution Schedule Type:	Payroll			
	Debit Card:	true	<input type="checkbox"/> True	<input type="checkbox"/> False	

Payroll Schedules:First payroll date of new plan year: **07/02/2021**☐ Change _____

Months of Year:	All
<input type="checkbox"/> Change	All Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Occurrence:		Mthly 1st Fr All Months [07/01/2020-open ended]	
<input type="checkbox"/> Change (Please indicate changes below)			
<input type="checkbox"/> Daily			
<input type="checkbox"/> Weekly	Day of Week: AND Week of Month:	Mo Tu We Th Fr Sa Su All 1st 2nd 3rd 4th Last	
<input type="checkbox"/> Bi-Weekly 24 *No more than twice per month	Day of Week:	Mo Tu We Th Fr Sa Su	
<input type="checkbox"/> Bi-Weekly 26 *All occurrences, typically 26/yr	Day of Week:	Mo Tu We Th Fr Sa Su	
<input type="checkbox"/> Monthly	Day of Month: — OR Day of Week: AND Week of Month:	Day of Month: _____ Mo Tu We Th Fr Sa Su 1st 2nd 3rd 4th Last	
<input type="checkbox"/> Semi-Monthly	Days of Month:	Day 1: _____ Day 2: _____	

Holiday Rule:	Prior business day	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Saturday Rule:	Prior business day	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day
Sunday Rule:	Prior business day	<input type="checkbox"/> Change	<input type="checkbox"/> Same Day <input type="checkbox"/> Prior Business Day <input type="checkbox"/> Saturday Prior - Sunday Next Business Day	<input type="checkbox"/> Following Business Day <input type="checkbox"/> Saturday Ignore - Sunday Next Business Day

Exclude Standard Schedule Days: **None**☐ Change _____Include Non-Standard Schedule Days: **None**☐ Change _____

Co-Pay Information:

Whole dollar copay amounts are used to program the debit card system for those employers electing the flex debit card. (Percentage based copay amounts or co-insurance percentages do not need to be provided). Amounts must be provided for each of the employer's health plans. (A summary plan description may be provided in lieu of a completed worksheet.) Please indicate changes below. If you have questions, please contact your Account Manager.

Carrier:**Plan:**

Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
	Glucose Monitor	\$__	Eye Exam	\$__		
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__
	Routine GYN	\$__	Well Baby Care	\$__	Allergy Services/Injections	\$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Speech Therapy	\$__
	Emergency Room	\$__	Urgent Care Center	\$__	Lab, Radiology, Imaging	\$__
					Routine Physical	\$__
					Immunizations	\$__
					Occupational Therapy	\$__
					Mental and Nervous	\$__

Carrier:**Plan:**

Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
	Glucose Monitor	\$__	Eye Exam	\$__		
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__
	Routine GYN	\$__	Well Baby Care	\$__	Allergy Services/Injections	\$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Speech Therapy	\$__
	Emergency Room	\$__	Urgent Care Center	\$__	Lab, Radiology, Imaging	\$__
					Routine Physical	\$__
					Immunizations	\$__
					Occupational Therapy	\$__
					Mental and Nervous	\$__

Carrier:**Plan:**

Retail Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
Mail-Order Pharmacy:	Generic Drug	\$__	Preferred Brand Drug	\$__	Non-preferred Brand Drug	\$__
	Glucose Monitor	\$__	Eye Exam	\$__		
	Physician Office Visit	\$__	Specialist Office Visit	\$__	Maternity Office Visit	\$__
	Routine GYN	\$__	Well Baby Care	\$__	Allergy Services/Injections	\$__
	Chiropractic Care	\$__	Physical Therapy	\$__	Speech Therapy	\$__
	Emergency Room	\$__	Urgent Care Center	\$__	Lab, Radiology, Imaging	\$__
					Routine Physical	\$__
					Immunizations	\$__
					Occupational Therapy	\$__
					Mental and Nervous	\$__



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

May 19, 2021

Dear Commissioner Tenney,

Please allow this letter to confirm my willingness and desire to be named for another six-year term on the Upshur County Youth Camp Board.

Should you have any questions or need further information, please do not hesitate to contact me at 304 473-4208 or craig.presar@mail.wvu.edu.

As always, I appreciate all that you and the members of the Upshur County Commission have done and continue to do for the Youth Camp and the youth of Upshur County.

Sincerely,

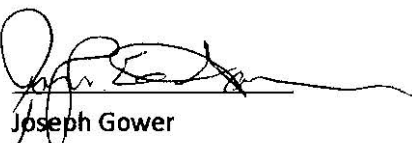
A handwritten signature in blue ink, appearing to read 'Craig D. Presar', written over a horizontal line.

Craig D. Presar
WVU Extension Agent
4-H Youth Development

Upshur County Commission
91 West Main Street
Buckhannon, WV 26201

May 18, 2021

I am requesting to serve on the Upshur County Fire Board for a second term, from July 1, 2021, to June 30, 2024.



Joseph Gower

To: Terry Cutright, President
Upshur County Commission

From: Skip Gjolberg, President
Upshur County Development Authority

Date: May 25, 2021

Re: UCDA Board Appointment

The Upshur County Development Authority, with approval from the Upshur County Commission, would like to appoint the following to fill the positions to expire June 30, 2021 on the UCDA Board.

Term will begin July 1, 2021 and end June 30, 2024.

- Kathy McMurray, Mountain CAP
- Emiel Butcher, Micrologic
- CJ Martin
- Joel Thierstein, WV Wesleyan
- Dusty Zickefoose, County Assessor



Upshur County Sheriff's Financial Statement

For Period Ending : April 2021

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,644,529.47	\$ 645,937.08	\$ (645,421.29)	\$ 2,645,045.26
FUND - 002 COAL SEVERANCE TAX FUND	\$ 9,612.64	\$ 8,080.97	\$ (9,000.00)	\$ 8,693.61
FUND - 003 DOG AND KENNEL FUND	\$ 27,407.28	\$ 25,070.99	\$ (3,957.87)	\$ 48,520.40
FUND - 004 GENERAL SCHOOL FUND	\$ 6,660.00	\$ 10,259.25	\$ -	\$ 16,919.25
FUND - 005 MAGISTRATE COURT FUND	\$ 6,492.70	\$ 2,151.50	\$ (437.01)	\$ 8,207.19
FUND - 006 WORTHLESS CHECK FUND	\$ 128,550.14	\$ 298.18	\$ -	\$ 128,848.32
FUND - 007 E-911 FUND	\$ 1,094,030.39	\$ 3,516.21	\$ (161,470.12)	\$ 936,076.48
FUND - 008 HOME CONFINEMENT FUND	\$ 15,810.97	\$ 10,330.33	\$ (1,403.60)	\$ 24,737.70
FUND - 013 CURRY PARK FUND	\$ 16,085.00	\$ 1,848.05	\$ (8,939.85)	\$ 8,993.20
FUND - 015 CURRY LIBRARY FUND	\$ 10,910.61	\$ 1,612.64	\$ (9,959.73)	\$ 2,563.52
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 5,370.04	\$ 2,925.05	\$ (5,320.04)	\$ 2,975.05
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 49,714.55	\$ 4,012.08	\$ (2,145.65)	\$ 51,580.98
FUND - 039 COAL REALLOCATION FUND	\$ 19,128.63	\$ 0.31	\$ -	\$ 19,128.94
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 636,154.92	\$ 15.63	\$ (5,112.08)	\$ 631,058.47
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 268,197.70	\$ 12,464.83	\$ (51,465.70)	\$ 229,196.83
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 860,796.55	\$ -	\$ -	\$ 860,796.55
FUND - 059 CONCEALED WEAPONS FUND	\$ 23,403.71	\$ 950.59	\$ (25.00)	\$ 24,329.30
FUND - 063 VOTER'S REGISTRATION FUND	\$ 773.92	\$ -	\$ -	\$ 773.92
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ -	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,486.39	\$ 0.02	\$ -	\$ 2,486.41
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 34,628.48	\$ -	\$ (859.06)	\$ 33,769.42
FUND - 079 SPAYING & NEUTERING FUND	\$ 42,977.05	\$ 850.00	\$ (680.00)	\$ 43,147.05
FUND - 080 COMM. CORR. FUND	\$ 656,259.78	\$ 146,395.50	\$ (130,571.24)	\$ 672,084.04
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 40,903.00	\$ (40,903.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 2,338.25	\$ (2,338.25)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 550.00	\$ (550.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 2,311.91	\$ (2,311.91)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 925.00	\$ (925.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 3,512.88	\$ (3,512.88)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 142,707.55	\$ 16,276.16	\$ (34,916.56)	\$ 124,067.15
FUND - 365 DELQ & NONENT LAND	\$ 200.00	\$ -	\$ -	\$ 200.00
FUND - 366 BOARD OF HEALTH FUND	\$ 394,587.30	\$ 69,267.85	\$ (42,150.35)	\$ 421,704.80
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 605.50	\$ 631.50	\$ (605.50)	\$ 631.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 272,847.59	\$ (272,847.59)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 138,252.00	\$ (138,252.00)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 22,741.60	\$ (22,741.60)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 2,728.97	\$ (2,728.97)	\$ -
FUND - 206 COVID 19 FUND	\$ -	\$ -	\$ -	\$ 11,103.92
FINAL TOTALS	\$ 7,117,887.37	\$ 1,450,005.92	\$ (1,601,551.85)	\$ 6,977,445.36
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 7,334,611.71	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (1,587,299.75)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 1,228,383.40			
NET BANK BALANCE	\$ 6,975,695.36			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 6,977,445.36			

I, Virgil D. Miller, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

Virgil D. Miller
 Sheriff & Treasurer, Upshur County

5/20/2021



Upshur County Sheriff's Financial Statement

For Period Ending: April 2021

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 2,300,371.65	\$ -	\$ 303,952.10	\$ 2,604,323.75
	COAL SEVERANCE-MMA	\$ 8,693.61	\$ -	\$ -	\$ 8,693.61
	E-911 -MMA	\$ 933,576.48	\$ -	\$ -	\$ 933,576.48
	CURRY PARK-MMA	\$ 6,493.20	\$ -	\$ -	\$ 6,493.20
	CURRY LIBRARY-MMA	\$ 63.52	\$ -	\$ -	\$ 63.52
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 215,086.45	\$ -	\$ 11,610.38	\$ 226,696.83
	CONCEALED WEAPONS	\$ 24,103.63	\$ -	\$ 225.67	\$ 24,329.30
	GENERAL TAX ACCOUNT-MMA	\$ 452,723.84	\$ (644,288.19)	\$ 191,564.35	\$ -
	BOARD OF HEALTH-MMA	\$ 174,756.22	\$ -	\$ 3,501.72	\$ 178,257.94
	UPSHUR CO. FIRE FEE-IBCK	\$ 2,788.07	\$ (318.02)	\$ 505.00	\$ 2,975.05
	UP CO COAL REALLOCAT-IBCK	\$ 19,128.94	\$ -	\$ -	\$ 19,128.94
	EMPLOYEE BENEFITS-IBCK	\$ 631,058.47	\$ -	\$ -	\$ 631,058.47
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,486.41	\$ -	\$ -	\$ 2,486.41
	COMMUNITY CORR. FUND-IBCK	\$ 657,068.14	\$ (5,488.60)	\$ 20,504.50	\$ 672,084.04
	PARKS/REC CLEARING ACCT	\$ 50.00	\$ (50.00)	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 135.00	\$ (135.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 19,771.37	\$ (484.99)	\$ 713.62	\$ 20,000.00
	TAX CLEARING ACCOUNT	\$ 92,069.30	\$ (130,723.92)	\$ 38,654.62	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 22,755.25	\$ (2,755.25)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 101,458.55	\$ (82,487.04)	\$ -	\$ 18,971.51
	COAL SEVERANCE-CKNG	\$ -	\$ -	\$ -	\$ -
	DOG & KENNEL-CKNG	\$ 50,759.90	\$ (2,239.50)	\$ -	\$ 48,520.40
	GEN. CO. MISC-CKNG	\$ 25,126.44	\$ -	\$ -	\$ 25,126.44
	WORTHLESS CHECK FUND-CKNG	\$ 128,848.32	\$ -	\$ -	\$ 128,848.32
	E-911 -CNKG	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
	HOME DETENTION-IBCK	\$ 19,407.70	\$ -	\$ 5,330.00	\$ 24,737.70
	CURRY PARK-CKNG	\$ 3,181.72	\$ (681.72)	\$ -	\$ 2,500.00
	CURRY LIBRARY-CKNG	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 5,500.00	\$ (3,000.00)	\$ -	\$ 2,500.00
	VOTER'S REGISTRATION-IBCK	\$ 773.92	\$ -	\$ -	\$ 773.92
	JURY-CKNG	\$ 15,581.98	\$ (541.98)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 43,297.05	\$ (150.00)	\$ -	\$ 43,147.05
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 18,086.63	\$ (23,834.00)	\$ 5,747.37	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 135.00	\$ (1,647.36)	\$ 1,512.36	\$ -
	STATE POLICE FUND-CKNG	\$ 822.66	\$ (925.00)	\$ 107.34	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 695.99	\$ (644,984.18)	\$ 644,288.19	\$ -
	TAX LEIN FUND-CKNG	\$ 159,643.54	\$ (35,576.39)	\$ -	\$ 124,067.15
	DELQ & NON-ENTERED LAND	\$ 200.00	\$ -	\$ -	\$ 200.00
	BOARD OF HEALTH-CKNG	\$ 27,002.76	\$ (6,966.76)	\$ -	\$ 20,036.00
	WVDSRF-CKNG	\$ 465.32	\$ -	\$ 166.18	\$ 631.50
	COVID 19 -CKNG	\$ 11,103.92	\$ -	\$ -	\$ 11,103.92
	BANK TOTAL	\$ 6,185,032.05	\$ (1,587,277.90)	\$ 1,228,383.40	\$ 5,826,137.55
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 860,796.55	\$ -	\$ -	\$ 860,796.55
	EE HEALTH CARE REIMB FUND	\$ 51,602.83	\$ (21.85)	\$ -	\$ 51,580.98
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 33,769.42	\$ -	\$ -	\$ 33,769.42
	BANK TOTAL	\$ 946,168.80	\$ (21.85)	\$ -	\$ 946,146.95
FREEDOM BANK					
	BOARD OF HEALTH-CD 1	\$ 101,705.43	\$ -	\$ -	\$ 101,705.43
	BOARD OF HEALTH-CD 2	\$ 101,705.43	\$ -	\$ -	\$ 101,705.43
	BANK TOTAL	\$ 203,410.86	\$ -	\$ -	\$ 203,410.86
SUMMARY:					
	TOTAL ALL BANKS	\$ 7,334,611.71	\$ (1,587,299.75)	\$ 1,228,383.40	\$ 6,975,695.36
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 6,977,445.36

Library Hours:

Mon & Wed: 9.00-6.00PM
 Tues, Thurs, & Fri: 11.00AM-6.00PM
 Sat: 10.00AM-2.00PM

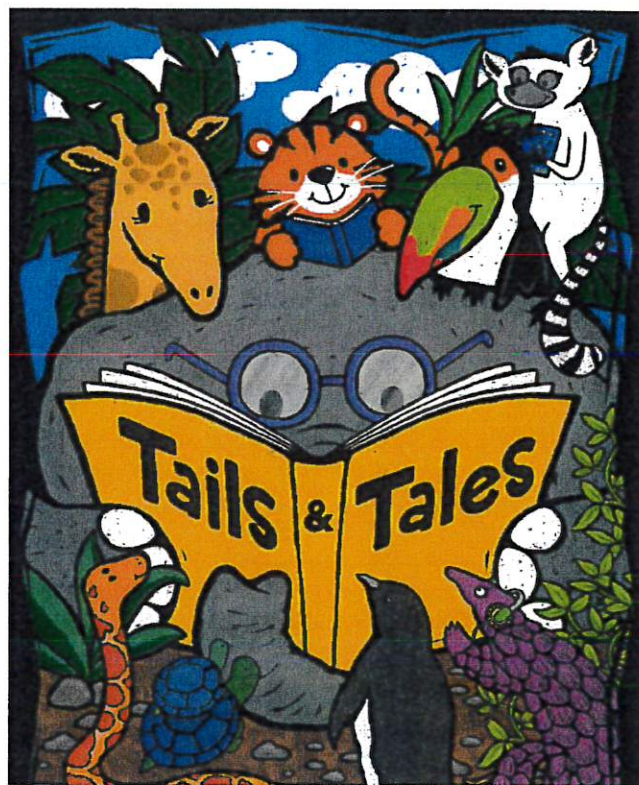
SCHEDULED CLOSINGS:

Mon. June 21 West Virginia Day
 Sat. July 3 & Independence Day Weekend
 Mon. July 5

Readers can stop by the library any time to pick up themed craft kits and participate in activities to complete your game board and earn your prize pack.

Registration Begins June 1st!

Charles W. Gibson Library
 105 East Main Street
 Buckhannon, WV 26201
 304-472-2339
gibson.library@clark.lib.wv.us
www.charlesgibson.lib.wv.us



Summer Reading

Charles W. Gibson Library

Ages 7 & Under

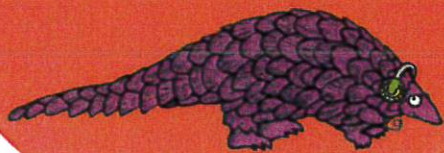
Reading is Important !

Reading to and along with our young readers is vitally important.. Just 10 minutes a day can make all the difference.

Reading allows children to:

- Stimulate their imagination;
- Expand their horizons with new experiences;
- Develop stronger familial bonds;
- Improve their language and listening skills;
- Strengthen their social, emotional, and character development.

Earn game pieces all summer long by reading and participating to earn a prize at the end.



Our Schedule



JUNE 14 - JUNE 26: READ, CONNECT, PROTECT

Join us as we start our summer with books and activities about protecting the environment. Are there animals you can protect right here in your backyard?

JUNE 28 - JULY 10: AMAZING CREATURES

Animals don't just live the in wild. Join us as we celebrate the various animals with whom we share our homes and hearts.

JULY 12 - JULY 24: THE WILD SIDE

Savannahs, jungles, and oceans . . . oh my! Explore the many different habitats and exotic animals that call them home from all around the world.

JULY 26 - AUGUST 7: BOOKISH BEASTS

Legendary creatures abound throughout literature and mythology. Take some time to learn about some of these interesting and unexpected creatures.

AUGUST 2021: PRIZE PACK PICKUP

Readers who complete the game board may stop by the library to pick up their prize pack. This pack includes a tote for future visits to the library, a personalized Tails and Tales certificate, and more!

LIBRARY HOURS:

Monday and Wednesday: 9:00AM-6:00PM

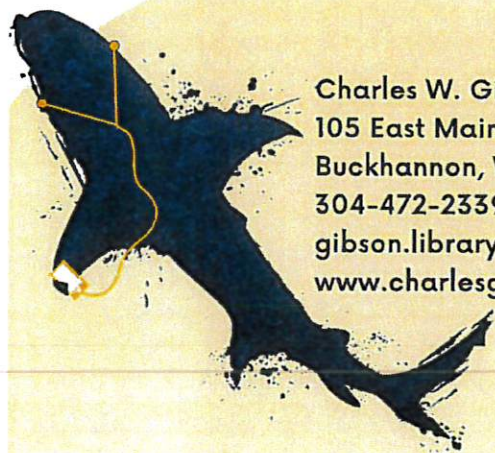
Tuesday, Thursday, & Friday: 11:00AM-6:00PM

Saturday: 10:00AM-2:00PM

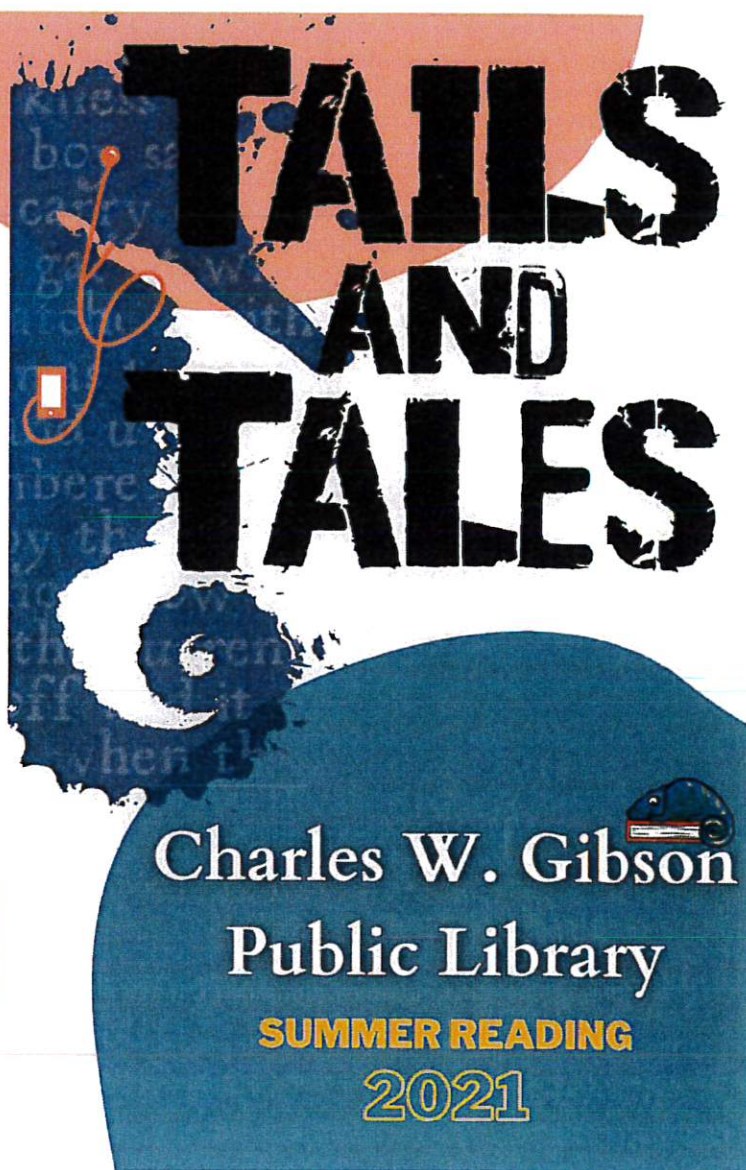
CLOSED:

Monday, June 21st for West Virginia Day

Saturday and Monday, July 3rd and 5th for Independence Day



Charles W. Gibson Library
105 East Main Street
Buckhannon, WV 26201
304-472-2339
gibson.library@clark.lib.wv.us
www.charlesgibson.lib.wv.us





Why take part in Summer Reading:

Studies show that over the summer months, children who don't continue to use their brains might forget some of the information they learned over the school year! Reading, even reading for entertainment, is a good way to prevent summertime learning lag.

Our Tails and Tales summer reading program is here to help make reading fun while school is out! We have merged themed reading lists, with fun crafts and activities, weekly trivia questions, and an end of summer prize drawing for participants. Avoid wasting the time put in this past school year, and register for our summer reading program.

**Registration begins
June 1st**

Our Schedule:

JUNE 14 - JUNE 26: READ, CONNECT, PROTECT

To kick off summer reading, we will be reading books and doing a project related to our environment and how anyone and everyone can play a part in protecting it.

UPCYCLED ART: JUNE 22

JUNE 28 - JULY 10: ANIMALS COMPANIONS

For this unit, we will be looking closer to home at our furry, or scaly friends. Here we see just how significant a pet can be.

WE RATE PETS: BEGINS JUNE 28 - ENDS JULY 9

JULY 12 - JULY 24: THE WILD SIDE

Animals of all sorts can be found throughout our world in the wild- or in zoos and sanctuaries. Join us as we explore these exotic creatures and their habitats.

ANIMAL MAGNETS: JULY 19


JULY 26 - AUGUST 7: BOOKISH BEASTS

Animals don't only belong in reality- they can also be found in fantasy, mythology and our imagination. While we may never see these astounding creatures in real life they are nevertheless captivating.

CHARACTER DESIGN: AUGUST 2

AUGUST 8: PRIZE DRAWINGS

Participants will be eligible for two different prize drawings, and a grand prize given to the child who participates most diligently. For the drawings, each book read and each trivia question answered will get one entry respectively. This means more participation, equals more chances to win!



The highlighted dates are scheduled in-house programming events, but if socially distanced crafts interest you more, we have take home kits available to pick up.



Upshur County Community Baby Shower



*FOR EXPECTING PARENTS
& FAMILIES WITH CHILDREN UNDER 6 MONTHS OLD*

When: June 30, 2021

Time: 6pm

**Where: Buckhannon-Upshur
High School**

**~You Must Pre-Register To Attend~
Please Call or Text**

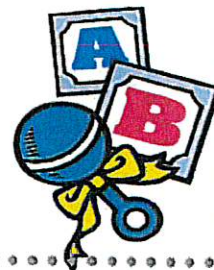
Jodi McQuillan @ 304-376-0086

The shower will be held outside so that you can visit with vendors safely. All registered families will receive prizes, a diaper bag full of items for their baby, as well as, helpful health and safety information!

Sponsored by:

Upshur Co. Family Resource Network

Upshur Co. Partners in Prevention Team





Healthy Grandfamilies

West Virginia State University

A free resource for grandparents raising grandchildren.

Healthy Grandfamilies is a free initiative providing information and resources to grandparents who are raising their grandchildren. Designed as a series of discussion groups and follow-up services.

Discussion Topics

- Parenting in the 21st Century
- Family Relationships:
A new dynamic
- Communication: When no one talks
and everyone texts
- Technology & Social Media:
The dangers & pitfalls
- Nutrition: Balancing diets when
everyone is "on the go"
- Navigating the Legal System:
Getting past all the legal issues
- Self-Care & Health Literacy: How to
take care of your own health
- Stress Management: Managing
your stress—and the stress of your
grandchildren
- Navigating the School System
- Family Response to Addiction:
Coping with a child struggling with
substance abuse

Other topics of interest include:

- Trauma-Informed Care
- Professional Counseling

Follow-Up Services

Upon completing the series of discussion groups, participants are provided three months of free follow-up services. Services include:

- Help locating community resources
- Confidential assistance in meeting
the unique needs of your family
situation
- Advocacy services as needed

For information on attending a Healthy Grandfamilies Program, please contact:

Contact Name

Lori Ulderich Harvey ~ 304.473.1051

Sarah Campbell ~ 304.472.0528

Every Tuesday at 6pm
June 8th – August 17th

Upshur County Park Pavilion
(Behind football field at B-UHS)

James W. Curry Library/Park Advisory Board Meeting MINUTES

October 28th, 2020 at 10:00 am

At James W. Curry Public Library

The October 28th, 2020 meeting of the Advisory Board was called to order at 10:04 by Erv Lake, Secretary.

Roll Call

Present: Carrie Wallace, Patricia Tolliver, Tink Lewis, Erv Lake, Sara Collins, Shanna Collins

Absent: Lori Ulderich Harvey

Guests: Nate Kennedy, Ginny Dixon

Staff: Jonathan Freeman, Darlene Gregory, Judith Williams

Public Comment Period: Beverly Fantasia donated Mr. and Mrs. Santa Claus handmade dolls for the Christmas @ Curry Festival of Lights raffle.

The September 23rd, 2020 meeting minutes were reviewed. A motion was made by Carrie and seconded by Sara that the minutes be approved. Motion carried.

Staff Reports

Park: Camp activity has slowed to a stop. Efforts have turned to general maintenance and equipment repair. No major off season projects scheduled due to budget constraints.

Library: The staff report provided to each board member was reviewed. Notable points in the library report centered upon the increased usage of the library for the virtual learning portion of the school week. WiFi usage is at an all-time high with students online from about 9 am to 2-3 pm each day. Wednesday is the highest usage day with both RCE groups slated for virtual learning that day. The SVFD Hayride was a success serving 56 children and 34 adults. Free will cash donations of \$100.00 were augmented by an \$81.00 donation from the SVFD. The Library also partnered with the World Vision Farm to Family food box distribution dispensing 41 food boxes to families in the community.

Timber: Trees are doing well and growing at a decent pace. Black berry briars are growing in various places consistent with a young forest. It will be 10 years before that area will be a consideration for harvest. If we don't get greedy we can make money and still keep the forest going.

Review/Report

Old Business:

No old business

James W. Curry Library/Park Advisory Board Meeting MINUTES

New Business:

Pine wreaths, garlands, swags: We will do swags of pine and holly only this year. Carrie will provide/make bows and come on the 11th to make them using black cable ties.

Fulton Financial letter: The letter went out on October 16th return receipt requested (certified). Carrie will email when there is news with further discussion tabled until March unless we have a special meeting.

Election of officers:

President: Motion by Carrie, seconded by Tink for Erv Lake as President.
Nomination accepted, motion carried.

Vice-President: Motion by Carrie, seconded by Erv for Tink Simmons as Vice-President. Nomination accepted, motion carried.

Secretary: Motion by Carrie, seconded by Tink for Lori Harvey as Secretary; nomination declined. Motion by Erv, seconded by Tink for Carrie Wallace as Secretary, nomination declined. Motion by Trish, seconded by Erv for Sara as Secretary, nomination accepted, motion carried.

There being no further business, meeting adjourned at 10:32 am.



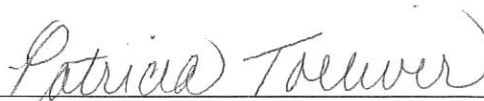
Ervin Lake



Carrie Wallace



Lewis Simmons



Patricia Tolliver

Lori Ulderich Harvey

Sara Collins

Shanna Collins

**Upshur County Fire Board Meeting
April 20, 2021**

Members Present: Joe Gower, Kristie Tenney, Clifton Shaw, Larry Alkire and Derke Long via phone.
Members Absent: Rick Harlow and Tom O'Neill.
Others Present: Jacob Martin (Record Delta) 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 March 16, 2021, were approved on motion by Larry Alkire and second by Derek Long.

The Fire Fee Clerk reported the 2020 fees are at 85 percent collected. Discussion of past efforts to collect unpaid fees ensued.

WVCoRP provided a dividend of \$18.00 which will be reflected as a credit on the insurance renewal for 2021-2022 fiscal year.

The Board welcomed new member Derek Long from the Buckhannon VFD who filled the vacancy left by Linn Baxa's resignation.

The checking account balance as of 03/31/2021 was \$68,672.44. The disbursement from the Chief Tax Deputy was \$5,270.04 for March.

The following invoices were reviewed and approved upon motion by Larry Alkire and second by Kristie Tenney:

- *Software Systems---monthly maintenance---Invoice # 34846---\$228.00.
- *Upshur County Commission---Reimbursement Payroll---Jan-Mar---\$5,349.59
- *Buckhannon VFD---Reimbursement---Calibration Services---\$788.00

The April 8, 2021, meeting with county and city regarding funding of three paid fireman was cancelled, and as such, there were no updates.

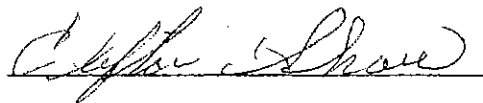
After review and on motion by Larry Alkire and second by Derek Long, the Board approved the proposal/invoice from WVCoRP for the next fiscal year in the amount of \$1453.00.

There were no corrective tickets this month. There was one exoneration ticket approved by the Board.

There being no further business, the meeting adjourned at 7:10 p.m. The next meeting of the Board will be May 18, 2021.



Joseph Gower, Chairman, Upshur County Fire Board



Board Member

INTEROFFICE MEMORANDUM

TO: Upshur County Commission
FROM: Tabatha Perry, Assistant County Administrator
SUBJECT: Upshur County Convention & Visitors Bureau Board of Directors
DATE: May 25, 2021

Commissioners,

There is currently a tourism vacancy on the Upshur County Convention & Visitors Bureau Board of Directors. Josh Hinchman, Buckhannon-Upshur Recreational Park Advisory Board Member, has confirmed his interest in serving on the Board.

Considering the above information, I respectfully recommend that you appoint Josh Hinchman to serve as the Upshur County Commission tourism representative on the Upshur County Convention & Visitors Bureau Board of Directors, effective July 1, 2021. Upon approval, this term will continue through June 30, 2024.

Request for Bids

2 New Sport Utility Vehicles – E911 Communications Center/E911 Addressing & Mapping

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located in Buckhannon, Upshur County, West Virginia. Minimum specifications for bid are available upon request to clwallace@upshurcounty.org.

The Upshur County Commission reserves the right to award the bid for the vehicle based upon certain criteria, including but not limited to, submitted bid price, vehicle availability and/or delivery timeline, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicle.

Bids shall be itemized per unit (1 vehicle) price according to the lists of specifications. The Upshur County Commission reserves the right to purchase additional units, of the same model year and specifications, throughout the next fiscal year (July 1, 2021 – June 30, 2022). By submitting a bid, the successful vendor agrees to hold the bid price for future purchases during fiscal year 2022.

**Any and all sealed bids must be received no later than 4 p.m. on
June 22, 2021 at the following address:**

Office of the Upshur County Commission
Sealed Bid – E911 Vehicles
91 W Main Street, Suite 101
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, June 24, 2021.

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

Publish 6/1/2021, 6/8/2021

E911 VEHICLES MINIMUM SPECIFICATIONS**Sport Utility Vehicle #1 (E911 Communications Center)**

- 4 Cylinder Engine or Larger (Gasoline/ Non-Diesel)
- Automatic Transmission
- 4 Wheel Drive with Off Road Package
- Tow Package with Recovery Hooks
- Heavy Duty Suspension
- Doors – 4 Minimum
- Exterior Color: Black
- Floor Liners (Front, Rear, and Cargo)
- Anti-Theft System
- Daytime Running Lights
- Fog Lights
- USB and DC 12Volt Outlets
- Power Steering/Windows/Seats (Driver)/Door Locks
- Air Conditioning
- Handsfree Connectivity (Ex: Apple Carplay, Android Auto, Bluetooth)
- Rear View Camera
- Tilt/Telescoping Steering Column
- Center Console
- Tire Pressure Monitoring System
- Non-Chrome Wheels
- All Terrain Tires

Sport Utility Vehicle #2 (E911 Addressing & Mapping)

- 4 Cylinder Engine or Larger (Gasoline/ Non-Diesel)
- Automatic Transmission
- 4 Wheel Drive with Off Road Package
- 8.5"+ Ground Clearance
- Doors – 4 Minimum
- Exterior Color: White
- Interior Color: Dark Grey (Preferred, not required)
- All Weather Floor Liners (Front, Rear, and Cargo)
- Anti-Theft System
- Daytime Running Lights
- Fog Lights
- USB and DC 12Volt Outlets
- Power Steering/Windows/Seats (Driver)/Door Locks
- Air Conditioning
- Handsfree Connectivity (Ex: Apple Carplay, Android Auto, Bluetooth)
- Rear View Camera
- All Terrain Tires
- Full Size Spare Tire
- Vinyl Seats and Floorboard (Preferred, not required)