

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: August 26, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- August 19, 2021
- August 20, 2021 – Special Meeting

9:05 a.m. Presentation of Certificate of Appreciation to Kenneth “Brian” Shreves, UCDHSEM Director

9:15 a.m. Laura B. Meadows, Executive Director of the Upshur County Convention and Visitors Bureau –
Annual Report Page 5-9

9:30 a.m. Sheriff Virgil D. Miller – Requesting the employment of Timothy Menendez as Supervisor for the Prevention Resource Officer Program and John Slaughter as Animal Control Officer, effective August 29, 2021. * Under separate cover

Planned recess from 10:15 a.m. to 1:00 p.m.

Items for Discussion / Action / Approval:

1. Approval and adoption of Updated Procedures to Dispatch Wrecker Services, effective September 1st, pursuant to the meeting held on August 12, 2021. * Page 10-11
2. Review and approval of the James W. Curry Library and Park FY22 budget. Consideration of a request from the James W. Curry Advisory Board to request an additional distribution of the James W. Curry Trust, held by Fulton Financial Advisors, for operations in fiscal year 2022. Upon approval, remit correspondence to Brenton Haykes requesting the additional distribution of the James W. Curry Trust. * Page 12-20
3. Correspondence from Brian Shreves announcing his resignation as community representative on the Upshur County Safe Sites and Structures Enforcement Board, effective immediately. This term expires on June 30, 2022. * Page 21
4. Appointment of Jennifer M. Bostian, Upshur County Development Authority Executive Director, to the Upshur County Farmland Protection Board, effective immediately for a term of office of four years. * Page 22
5. Correspondence from JC Raffety resigning from his position as county representative on the Upshur County Farmland Protection Board, effective immediately. This term is through June 30, 2025. * Page 23
6. Correspondence from Jennifer M. Bostian, Upshur County Development Authority Executive Director expressing an interest to serve on the Corridor H Authority, effective immediately. Upon approval, this term will expire on June 30, 2025. * Page 24

7. Correspondence from Carol J. Smith, County Clerk, requesting approval to hire Lesa Lipscomb as a full-time Deputy County Clerk. Upon approval of the transfer, Ms. Lipscomb will begin employment on September 26, 2021. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
8. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, requesting the employment of Taylor Rolenson as full-time counselor/case manager, effective September 5, 2021. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
9. Correspondence from Sheriff Virgil D. Miller requesting the transfer of Timothy Bennett from part-time Court Security Officer to fill-in Court Security Officer, effective August 15, 2021. * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
10. Approval of advertisement for a full-time Tax Deputy. Applications must be received by 4:00 p.m. on September 3, 2021. * Page 25-26
11. Approval of continued advertisement for a full-time entry level Deputy Sheriff position. Applications will be accepted until position is filled. * Page 27
12. Consider Resignations of Employees * Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4 (A)
13. Approval of Lewis–Upshur Animal Control Facility Volunteer Christy Riffle. * Under separate cover
14. Consider creation of a full-time Parks & Recreation Director position and job description for the same. * Page 28-33
Item may lead to Executive Session per WV Code §6-9A-4 (A)
15. Discuss DHSEM Director Replacement - Appointment of Interim Director or Permanent Director
Item may lead to Executive Session per WV Code §6-9A-4 (A)
16. 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. Correspondence to entities requesting American Rescue Plan (ARP) funds announcing that the Commission will not consider requests until the final guidance for ARP fund utilization is received from the US Treasury, unless an emergency arises. Page 34-46
2. Upshur County Mileage Reports – July, 2021 Page 47-55
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff

- Addressing and Mapping
- Community Corrections
- Dog Pound

3. Public Notices:

a) Newsletters and/or Event Notifications:

- WV Dept. of Arts, Culture & History Press Release: Restrictions lifted on the Rural Youth Engagement through Public Art Grant – Applications due October 1, 2021. Page 56
- St. Joseph's Hospital and the Rotary Club of Buckhannon-Upshur to Hold Blood Screenings by Appointment Only Beginning in August Page 57

b) Agendas and/or Notice of Meetings:

- Upshur Next Lunch Meeting August 26, 2021 Page 58-59

Meeting Minutes:

- Upshur County Parks & Recreation Advisory Board June 28, 2021 Page 60-61
- Upshur County Parks & Recreation Advisory Board July 12, 2021 Page 62
- Upshur County Youth Camp Board July 22, 2021 Page 63-65

c) Meetings:

- 09/07/21 5:00 p.m. Elkins Road PSD – CANCELLED
- 09/07/21 4:00 p.m. Hodgesville PSD
- 09/02/21 7:00 p.m. Banks District VFD
- 09/16/21 7:00 p.m. City Council of Buckhannon
- 09/02/21 7:00 p.m. Selbyville VFD
- 09/13/21 12:00 p.m. Upshur County Family Resource Network
- 09/13/21 4:30 p.m. Upshur County Solid Waste Authority
- 09/13/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 10/18/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co.
- 09/14/21 7:30 p.m. Adrian VFD
- TBD 6:00 p.m. Buckhannon-Upshur Board of Health
- 08/25/21 7:00 a.m. Upshur County Development Authority –annual meeting
- 09/08/21 12:00 p.m. Upshur County Senior Center Board
- 09/08/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 09/14/21 7:00 p.m. Warren District VFD
- 09/02/21 3:00 p.m. Adrian PSD
- 09/08/21 3:00 p.m. Tennerton PSD
- 09/09/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 09/09/21 7:30 p.m. Buckhannon VFD
- 09/13/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 08/19/21 6:30 p.m. Upshur County Youth Camp Board
- 09/12/21 6:00 p.m. Washington District VFD
- 08/16/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 08/18/21 4:00 p.m. Upshur County Public Library Board
- 08/20/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 08/24/21 6:30 p.m. Upshur County Fire Board, Inc.
- 08/24/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board - Cancelled
- 09/08/21 7:00 p.m. Ellamore VFD
- 08/18/21 12:00 p.m. Lewis Upshur LEPC

- 09/16/21 6:00 p.m. Upshur County Farmland Protection Board
- 08/25/21 7:00 p.m. Upshur County Fire Fighters Association
- 09/08/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 08/25/21 10:00 a.m. James W. Curry Advisory Board

4. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative
- Upshur County Farmland Protection Board (7/1/21-6/30/25) – Farm Bureau Representative
- Corridor H Authority (7/1/21-6/30/25)
- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1st Mag. District
- Wes-Mon-Ty Resource Conservation & Development (7/1/2021 – 6/30/2023) -- County Commission

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

Tabled Items

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

1. Approval and signature of a Software License and Implementation Agreement between Central Square Technologies LLC and the Upshur County 911 Communications Center for the license of an integrated Computer System on a subscription basis consisting of a 911 system and any additional applications described in the Agreement and the Addenda. The total amount of this contract is one hundred fifty-three thousand two hundred twenty-three dollars and twenty-four cents (\$153,223.24). (tabled 7/15/21)
2. Approval and signature of a Central Square 911 Support Agreement between Central Square Technologies LLC and the Upshur County 911 Communications Center for annual maintenance services and support. The annual Maintenance and Support Fee for year 1 will be nineteen thousand two hundred fifty-six dollars and seventy-five cents (\$19,256.75). (tabled 7/15/21)
3. Ty Landis, Youth Environmental Club – Presentation of proposed amphitheater renovation project at the Upshur County Recreational Park (tabled 7/29/21)
4. Correspondence from Thomas J. O'Neill expressing an interest in the vacant seat on the Corridor H Authority. Upon approval, this term will be effective immediately and extend through June 30, 2025. (tabled 7/29/21)
5. Bid award – COPS Grant #2020-SVWX-0033 Notification System Upgrade Project (tabled 8/12/21)

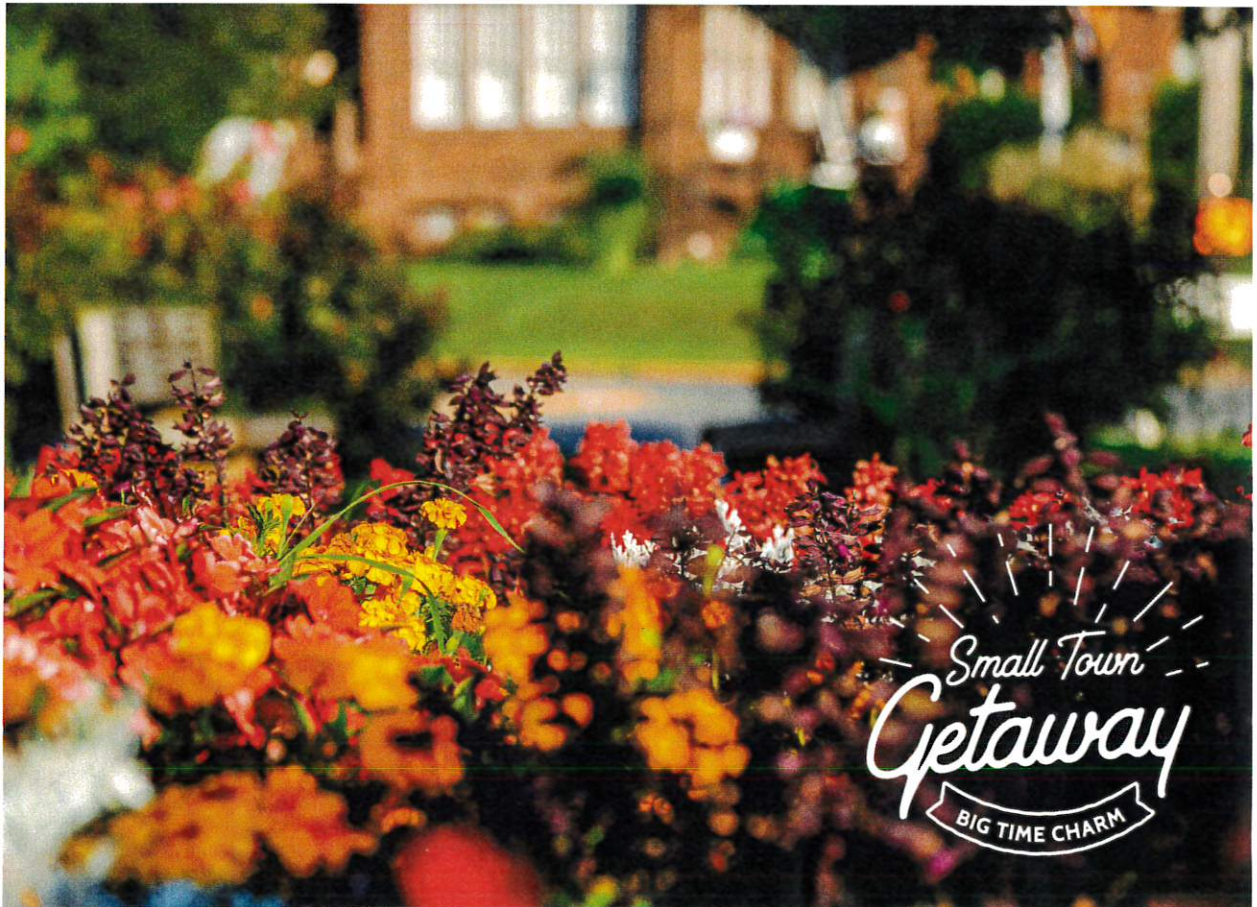
Next Regular Meeting of the Upshur County Commission
September 9, 2021 --- 9:00 a.m.
Upshur County Courthouse Annex

The Upshur County Commission Meeting scheduled for September 2, 2021, has been CANCELLED

Upshur County Convention and Visitors Bureau

2020 - 2021

Annual Report



Upshur County CVB
14 East Main Street
Buckhannon, WV 26201
VisitBuckhannon.org



Presented By: Laura Meadows

Accomplishments

While this past year was a drastically different from past years, the CVB completed multiple projects to benefit tourism-related organizations. Our advertising expenditures were

24K *website visits*	Website and Travel Guides <p>We continued to direct visitors to our website (VisitBuckhannon.org) and distribute Upshur County Travel Guides. The Website features regular blog posts, and Events Calendar and an inventory of lodging, shopping & dining options.</p>
4,659 *likes* 16,058 deliveries	Social Media & E-Newsletters <p>Our Facebook presence was vital to share that Buckhannon Businesses were open this past year, plus highlight our outdoor attractions. The CVB's growing E-Newsletter was published regularly on a variety of topics.</p>
15,000 *rack cards* 2 *new websites*	Special Projects <p>James W. Curry Rack Cards AND Website. River Access Rack Cards. WV Strawberry Festival Website. Festival Fridays Rack Cards.</p>
00 *events*	Event Center <p>The majority of the year, we faced massive restrictions. We followed all local, State and National guidelines in our operations.</p>

Upcoming

	Advertising and Promotions <p>NEW printed marketing material. INCREASE social engagements. FOCUS on DC & Pittsburgh markets.</p>
	Event Center <p>REGROUP with existing clients. EXPLORE opportunities for new events.</p>

Upshur County Convention & Visitors Bureau

Balance Sheet As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	14,639.49
Total Accounts Payable	\$14,639.49
Other Current Liabilities	
24000 Payroll Liabilities	
Federal Unemployment	99.56
Federal Withholding	-4,402.32
Medicare Company	0.00
Medicare Employee	0.00
Social Security Company	0.00
Social Security Employee	0.00
State Unemployment	0.00
State Withholding	-684.00
Total 24000 Payroll Liabilities	-4,986.76
Prepaid Insurance	-1,955.61
Total Other Current Liabilities	\$ -6,942.37
Total Current Liabilities	\$7,697.12
Total Liabilities	\$7,697.12
Equity	
32000 Retained Earnings	131,135.22
Net Income	48,346.91
Total Equity	\$179,482.13
TOTAL LIABILITIES AND EQUITY	\$187,179.25

Upshur County Convention & Visitors Bureau

Profit and Loss
July 2020 - June 2021

	TOTAL
Income	
INCOME	183.66
Event Center Alcohol	245.29
Event Center Rental	2,374.00
AMC / Contract	1,733.60
Bartenders	204.00
Cleaning Fee	1,235.20
Event Center Personnel	516.00
Sales Tax	264.06
Security	270.00
Service Fee	1,430.40
Work Crew	3,096.00
Total Event Center Rental	11,123.26
H-M Tax (County)	4,199.72
H/M Tax (City of Buckhannon)	73,087.30
Sub-Lease	5,112.00
Try This Mini Grant	2,896.02
Total INCOME	96,847.25
PPP	18,785.00
SBA EIDL	59,900.00
Total Income	\$175,532.25
GROSS PROFIT	\$175,532.25
Expenses	
101 Salaries	
66000 Payroll Expenses	1,021.45
FUTA	14,708.88
Gross Wages	50,865.45
SUTA	3,169.63
Total 66000 Payroll Expenses	69,765.41
Work Crew	1,928.56
Total 101 Salaries	71,693.97
103 Utilities	2,430.70
104 Phone, Fax & Internet	2,014.35
105 Postage and Shipping	122.07
106 Office Supplies	715.86
107 Travel / Mileage / Trainings	250.00
109 Memberships	547.00
110 Rent	10,800.00

Upshur County Convention & Visitors Bureau

Profit and Loss
July 2020 - June 2021

	TOTAL
111 Guard Fee	
Bar Services	46.17
Event Center Licenses	500.00
Lease	7,307.88
Sales Tax	13.03
Total 111 Guard Fee	7,867.08
112 Chamber Services	6,479.98
112 Event Center Alcohol	2,028.34
400 Try This Grant	2,896.02
Bank Service Fees	275.00
Credit Card Expense	8.28
Insurance	1,885.00
MARKETING EXPENSES	
202 Website Development	340.02
205 Event Center Advertising	150.00
207 Ad Grant Program	926.06
213 Direct Advertising	14,058.07
Total MARKETING EXPENSES	15,474.15
Misc Expenses	690.15
QuickBooks Payments Fees (185)	57.94
registration and license	25.00
WV Workers Comp	924.45
Total Expenses	\$127,185.34
NET OPERATING INCOME	\$48,346.91
NET INCOME	\$48,346.91

Procedures to Dispatch Wrecker Services

Effective September 19, 2021-19

In compliance with Chapter 24, Article 6, Section 12 of the Code of West Virginia, as amended, the County Commission of Upshur County does hereby establish a policy or procedure as outlined below to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services. Any type of request or call to the Upshur County E911 Communications Center for towing services will be considered as a request for emergency towing services and will be subject to these procedures.

The Upshur County E911 Communications Center will automatically dispatch towing services for all motor vehicle accidents (MVA's). Once the Upshur County E911 Communications Center has dispatched the appropriate towing service and has received an ETA, E911 personnel are to notify responding law enforcement and fire department personnel that a towing service has been contacted and is enroute. If law enforcement arrives on scene and determines that a towing service is not necessary, the dispatched towing service will forfeit or forego their position on the rotation list.

If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle at the scene is to be moved until the investigation has been completed and law enforcement personnel have authorized removal, unless on scene emergency personnel need to move any vehicle in order to provide necessary medical treatment and/or to preserve and protect human life.

The Upshur County E911 Communications Center will follow an established alphabetized rotation list of available towing services located in Upshur County that are in compliance with these procedures. The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.

The Upshur County E911 Communications Center will contact the next towing service or operator on the established rotation list to respond to the request or accident. Once a towing service accepts a call they must depart their location in no more than five (5) minutes. Notification with an estimated time of arrival (ETA) shall be made to the Upshur County E911 Communications Center once they are enroute.

If the towing service company or operator does not answer the call from the E911 Communications Center and confirm the availability of towing services, the towing service will forfeit and forego that call as per the established rotation list. The Upshur County E911 Communications Center will not alter the established rotation list for any missed call(s).

Unless an operator or owner of a vehicle request is made for a particular vehicle at the scene, the towing service dispatched from the rotation list will handle all vehicles located at scene. If necessary, the dispatched towing service or operator should arrange for additional assistance. In order to provide for public safety, first responders located at the accident scene have the authority to direct the E911 Communications Center to contact more than one towing service.

A responding towing service must accept the vehicle(s) unless there is an equipment failure or other circumstance outside of their control that prohibits them from transporting the vehicle(s). If a towing service company or operator refuses a vehicle(s) for any other reason they will be suspended from the established rotation list for a period of six (6)

months.

To be included and remain on the established rotation list, towing service companies and/or operators must be in compliance with all local, state and/or federal laws or regulations that govern such type of business. The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer aided dispatch (CAD) system.

Local regulations will require (but are not limited to) the following:

1. Each towing service company must respond to at least one (1) call and cannot refuse more than ~~twoten~~ (2+0) calls within a one (1) month time period, unless documentation proving they were on another call is provided to the E911 Communication Center. Offenses and penalties are as follows: 1st offense – removal for three (3) months, 2nd offense – removal for six (6) months, 3rd offense – removal for twelve (12) months. If removal begins mid-month, reinstatement will occur on the first of the following month so long as the wrecker service is in compliance with all other requirements of this policy.
2. Provide a copy of the following documents received on July 1st of each year to the Upshur County E911 Communications Center by July 15th of each year: valid universal cab card, insurance and registration for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.

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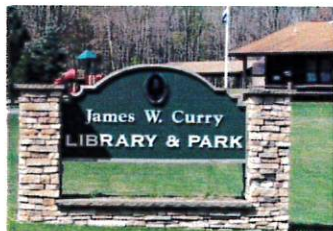
Towing service companies that fail to respond to the required calls and/or fail to provide the required documentation will be removed from the established rotation list until a letter of request to be added to the list is provided from the towing service company to the Office of the Upshur County Commission and required documentation is provided to the E911 Communications Center Director.

The established rotation list will be followed subject to the following exceptions or deviations:

- The operators or owners of the vehicle(s) may request a specific towing service located in Upshur County. In order to maintain a fair and equitable procedure in the selection of a towing service, operators or owners should not receive any advice or assistance from law enforcement personnel or other emergency personnel located at the scene. The Upshur County E911 Communications Center will record the city and state that the vehicle is registered in and the officer on scene in the public record. Specific requests from an operator or owner will not cause a towing service to forfeit or forego their normal position in the established rotation list.
- In order to provide for the public safety and welfare, first responders located at the scene have the authority to override a request made by the operator or owner of a vehicle or make a request for the towing service company in closest proximity to be utilized. Any specific request under this circumstance will not cause a towing service to forfeit or forego their normal position in the established rotation list.

Approved and adopted by the County Commission of Upshur County, West Virginia on the 9th day of August 2001. Amended by the County Commission of Upshur County, West Virginia on the 16th day of March 2006. Reviewed and approved by the County Commission of Upshur County, West Virginia on the 26th day of February 2009. Amended by the County Commission of Upshur County, West Virginia on the 18th day of June 2015. Amended by the County Commission of Upshur County, West Virginia on the 29th day of September 2016. Amended by the County Commission of Upshur County, West Virginia on the 11th day of April, 2019. Amended by the County Commission of Upshur County West Virginia on the 19th day of September 2019. Amended by the County Commission of Upshur County West Virginia on the 26th day of August 2020.

Samuel R. NolteKristie G. Tenney, President



James W. Curry Advisory Board

1721 Brooks Hill Road
French Creek, WV 26218
Phone: 304-924-6724

August 25th, 2021

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

RE: Request for additional appropriation from the James W. Curry Trust

Honorable Commissioners:

During the James W. Curry Advisory Board meeting held on today's date, the Advisory Board voted to approve the enclosed operating budgets for the James W. Curry Library and James W. Curry Park. As expected, the budget requires an additional appropriation from the James W. Curry Trust held and managed by Fulton Financial Advisors, in order to balance. Therefore, we respectfully request that the Commission request an additional \$90,265.88 distribution from the Trust for fiscal year (FY) 2022. As discussed last year, we anticipate the need to request an additional appropriation from the Trust each year until revenue from our next timber sale is realized in FY 2025.

Your consideration an on-going support for the James W. Curry Library is sincerely appreciated.

Sincerely,



Sara Collins



Lori Ulderich Harvey


Shanna Collins


Lewis Simmons


Patricia Tolliver


Carrie Wallace


Ervin Lake

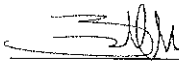
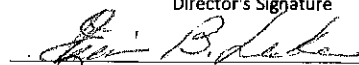



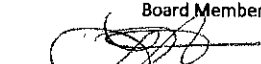
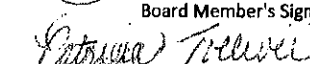
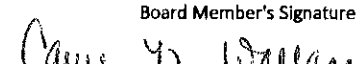
July 1, 2021 - June 30, 2022 James W. Curry Public Library Budget

OPERATING INCOME		Library	Park	Total
	Carryover	\$2,438.14	\$13,233.48	\$15,671.62
	Trust Disbursements	\$30,000.00	\$30,000.00	\$60,000.00
	Timber Sale/Interest	\$0.00	\$0.00	\$0.00
	O&G Royalties	\$50.00	\$50.00	\$100.00
	Interest on Investments	\$5.00	\$5.00	\$10.00
	Campsite Rentals	\$0.00	\$2,000.00	\$2,000.00
	Contributions	\$30.00	\$0.00	\$30.00
	Miscellaneous Revenue	\$300.00	\$800.00	\$1,100.00
	Fundraisers	\$3,000.00	\$0.00	\$3,000.00
	Grants	\$0.00	\$0.00	\$0.00
REVENUE TOTALS				<u>\$81,911.62</u>
OPERATING EXPENSES - LIBRARY				
015-916-5-66-00	Wages		\$62,000.00	
015-916-2-11-00	Telephone/Internet		\$7,200.00	
015-916-2-13-00	Utilities		\$3,900.00	
	Adrian PSD	\$700.00		
	Mon Power	\$3,200.00		
015-916-2-15-00	Maintenance and repair		\$1,000.00	
015-916-2-22-00	Dues/Subscriptions		\$260.00	
	World Vision Storehouse	\$100.00		
	Record Delta	\$160.00		
015-916-2-30-00	Contract services		\$7,575.00	
	Valley Business	\$1,400.00		
	JT Martin Fire & Safety	\$200.00		
	WVNet	\$480.00		
	Upshur County Public Library	\$5,000.00		
	Atrium/Book Systems	\$495.00		
015-916-3-41-00	Library supplies/Programming		\$6,600.00	
	Postage	\$200.00		
	Programming	\$1,750.00		
	Skateland/Summer Reading Party	\$175.00		
	Community Events (SFVD, Comm. Bldg.)	\$0.00		
	Children's Programming/Fundraising	\$2,500.00		
	General (cleaning, book covering, etc.)	\$1,000.00		
	Office supply	\$500.00		
015-916-3-41-01	Books, videos, audiobooks	\$6,850.00	\$6,850.00	
	Technology upgrades/replacements		\$5,500.00	
	Server	\$3,000.00		
	Public Access Computers	\$2,500.00		
	Library Travel/Training	\$200.00	\$200.00	
OPERATING EXPENSES TOTAL w/o Contingencies - LIBRARY			\$101,085.00	
Contingencies (10%)			\$10,108.50	
OPERATING EXPENSES TOTAL - LIBRARY			\$111,193.50	
OPERATING EXPENSES - PARK				
03-01	Wages		\$25,500.00	
013-900-2-13-00	Electric Campground/Large Pavilion		\$1,000.00	
013-900-2-13-01	Park Electric Carnival Drop		\$100.00	
013-900-2-13-02	Park Electric Small Pavilion		\$600.00	
013-900-2-13-03	Park Electric Curry House		\$80.00	
013-900-2-13-04	Park Garbage Pick-up		\$1,300.00	
013-900-2-15-01	Park Pavilion Maintenance & Supply		\$700.00	
	Roof Repairs (Pavilion, Outhouses)	\$250.00		
	Replace grills	\$300.00		
	Paint/Stain	\$150.00		
013-900-2-15-02	Park Campground Maintenance & Supply		\$2,300.00	
	Cleaning supplies	\$300.00		
	Electrical upgrades(Christmas @ Curry)	\$1,200.00		
	Tools and Materials	\$300.00		
	Special projects (Library)	\$500.00		
013-900-2-16-00	Park Machinery Repair		\$750.00	
	Service: Oil, filters	\$200.00		
	Parts: Blades, belts, pulleys	\$250.00		
	Repairs: Decks, rollers, tires	\$300.00		
013-900-2-30-00	Park Contracted Services		\$8,860.00	
	WVCORP	\$1,000.00		
	Ware Septic Service	\$700.00		
	Dr. Pepper	\$760.00		
	Adrian PSD	\$700.00		
	Mountain State Pest Guard	\$1,000.00		
	Chester Runyon (Brush hogging)	\$700.00		
	James W. Curry Scholarship	\$4,000.00		
013-900-3-41-00	Park Supplies		\$1,000.00	

013-900-3-43-00	Park Gasoline	\$1,250.00
013-900-0-00-00	Capital Purchases	\$12,000.00
	Mower Replacement	\$12,000.00
OPERATING EXPENSES TOTAL - EXCLUDING CONTINGENCIES		\$55,440.00
Contingencies (10%)		\$5,544.00
OPERATING EXPENSES TOTAL - PARK		\$60,984.00

GRAND TOTAL LIBRARY AND PARK
DIFFERENCE

\$172,177.50
-\$90,265.88

	Director's Signature	<u>8/25/2021</u>	Date
	Board Member's Signature	<u>8-25-21</u>	Date
	Board Member's Signature	<u>8-25-21</u>	Date
	Board Member's Signature	<u>8-25-21</u>	Date
	Board Member's Signature	<u>8-25-21</u>	Date
	Board Member's Signature	<u>08/25/2021</u>	Date
	Board Member's Signature	<u>8/25/2021</u>	Date
	Board Member's Signature	<u>8/25/2021</u>	Date

____ Approved by UCC Without Revision OR ____ Approved by UCC With Revisions

____	Commissioner's Signature	____	Date
____	Commissioner's Signature	____	Date
____	Commissioner's Signature	____	Date

Fetty's Repair Service LLC

86 Foster Street
Buckhannon, WV 26201
304-472-5667

Oct 5, 2020

Subject: IS3200 Ferris Zero Turn

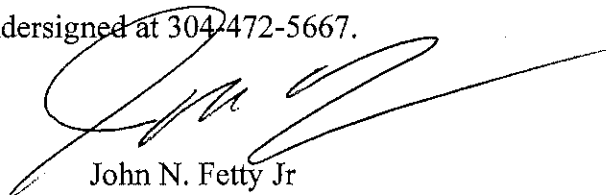
ATTN: Upshur County Commission (James Curry Public Library)
POC Jonathan Freeman 304-924-6724

This is a Equipment Quote for a Ferris IS3200 Zero Turn with 37 HP Briggs and Stratton EFI engine with Oil Guard System. 61" Fabricated mower deck with front and rear suspension. 3 Year Engine Warranty, 4 Year Warranty or 500 hours.

Model # 5901577, IS3200, 37/61	\$13,299.00
Bid Assist	-\$1000.00
Dealer Discount	-\$1,099.00
	\$00.00 Tax
	\$11,200.00 Total

NOTE: This is for a Mower that is in stock at the time of this Bid. Mowers and Models numbers can change from yere to year. This bid is good for 30 days.

Any Questions Contact the Undersigned at 304-472-5667.



John N. Fetty Jr
Owner

Representative for James Curry Public Library



GST-WV Division
2000 Green River Dr. Suite 100
Fairmont, WV 26554

Date: 3/24/21

Quote: 6586

Customer: Upshur County Curry Library

ITEM	DESCRIPTION	#	PRICE EACH	TOTALS
Server	Dell PowerEdge T340 Server See Additional Details on Next Page	1	\$2,932.04	\$2,932.04

Subtotal	\$2,932.04
Shipping	\$0.00
Total	\$2,932.04

If there are any questions or comments please feel free to contact me. Please fax back (or scan to email) the first page only **with signature** if you would like to purchase. For quotes under \$1000.00, you may also call or e-mail approval to purchase.

DO NOT PAY FROM THIS QUOTATION - YOU WILL BE INVOICED UPON RECEIPT AND INSTALLATION OF EQUIPMENT AND/OR SERVICES.

Quotes are valid for 30 days. This quote expires on April 23, 2021. If quote is expired, please call or e-mail prior to signing.

Thanks,

Matt Freier
Office Phone: (304) 368-6253
Fax: (304) 534-3296
E-mail: matt@gst.com

Customer Purchase Approval Signature: _____ **Date:** _____

PowerEdge T340	PowerEdge T340 Server	GRBJM0H	[210-AQSN]	1	
Motherboard	PowerEdge T340 MLK Motherboard	GE3ZI42	[329-BEQZ]	1536	
Trusted Platform Module (TPM)	No Trusted Platform Module	GMHJL5Y	[461-AADZ]	1574	
Chassis Configuration	3.5" Chassis up to 8 Hot Plug Hard Drives	GFP3TQ8	[321-BDVX]	1530	
SHIPPING	PowerEdge T340 Shipping	G5T8WJZ	[340-CHHS]	1500	
Shipping Material	PowerEdge T340 Shipping Material	G60PT3B	[340-COOZ]	1690	
Regulatory	PowerEdge T340 CCC and BIS Marking, No CE Marking	G3ORYQG	[389-DSUN]	1507	
Processor	Intel® Xeon® E-2234 3.6GHz, 8M cache, 4C/8T, turbo (71W)	G817ZE3	[338-BUIU]	1550	
Processor Thermal Configuration	Standard Heatsink for PE T340	G56DIUN	[412-AAHC]	1697	
Memory DIMM Type and Speed	2666MT/s UDIMMs	G538WOB	[370-AEKM]	1561	
Memory Configuration Type	Performance Optimized	GH9QBEI	[370-AAIP]	1562	
Memory Capacity	(2) 16GB 2666MT/s DDR4 ECC UDIMM	GYWO126	[370-AEKL]	1560	
RAID Configuration	C4, RAID 5 for 3 or more HDDs or SSDs (Matching Type/Speed/Capacity)				GQEH61Y
	[780-BCDP]	1540			
RAID/Internal Storage Controllers	PERC H330 RAID Controller, Adapter, Full Height				GZINUJ2
	[405-AANS]	1541			
Hard Drives	(3) 1TB 7.2K RPM SATA 6Gbps 512n 3.5in Hot-plug Hard Drive			5107834	[400-ASMG]
	1570				
Operating System	Windows Server 2019 Standard Academic with 6 Device CALs				GF8GD3Y
	[619-ABVR]	1650			
OS Media Kits	No Media Required	GKH7AZI	[605-BBFN]	1652	
Embedded Systems Management	Dell EMC OpenManage Integration for ServiceNow for iDRAC9				
	GA94ET0	[528-BFSL]	1520		
Group Manager	iDRAC Group Manager, Disabled	GTVA94K	[379-BCQY]	1692	
Password	iDRAC,Factory Generated Password	G61PYE9	[379-BCRG]	1693	
Additional Network Cards	On-Board Broadcom 5720 Dual Port 1Gb LOM	GZ7VTNS			[542-BBBP]
	1514				
Internal Optical Drive	DVD ROM, SATA, Internal	GCHEV9O	[429-ABCK]	1600	
Power Supply	Dual, Hot-plug, Redundant Power Supply 1+1, 495W	GZ8351O	[450-AHVO]	1620	
Power Cords	(2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America	GPHWFU8	[450-AALV]	1621	
Bezel	Tower Security Bezel	G87WRUY	[325-BCOO]	1532	
BIOS and Advanced System Configuration Settings	Performance BIOS Setting				GJO594B [384-BBBL]
	1533				
Advanced System Configurations	UEFI BIOS Boot Mode with GPT Partition				GSFTG4Y [800-BBDM]
	1534				
Rack Rails	Castors	GUF57G4	[770-BCJL]	1610	
System Documentation	No Systems Documentation, No OpenManage DVD Kit				GVRYSM7
	[631-AACK]	1590			
Shipping Information	US No Canada Ship Charge	USNONE	[332-1286]	111	
Keyboard Layout	English - US Keyboard Layout	ENGUS	[467-1488]	711	
System Software Language	English US Software Language	ENGLISH	[467-5601]	719	
Select Power Cord Type	US Power Cord	PCUS	[467-5713]	720	
Dell Services: Hardware Support	Basic Next Business Day 12 Months, 12 Month(s)				GBOTH2I [709-BBFB]
	29				
Dell Services: Extended Service	Basic Next Business Day, 36 Month(s)				G0SA8U7 [865-BBLH] 30
Deployment Services	No Installation	G2TP4WH	[900-9997]	714	



GST-WV Division
2000 Green River Dr. Suite 100
Fairmont, WV 26554

Date: 7/9/21

Quote: 6856

Customer: Upshur County Curry Library

ITEM	DESCRIPTION	#	PRICE EACH	TOTALS
PC	Dell Optiplex 3080 SFF See Additional Details on Next Page	2	\$1,167.72	\$2,335.44

Subtotal	\$2,335.44
Shipping	\$0.00
Total	\$2,335.44

If there are any questions or comments please feel free to contact me. Please fax back (or scan to email) the first page only **with signature** if you would like to purchase. For quotes under \$1000.00, you may also call or e-mail approval to purchase.

DO NOT PAY FROM THIS QUOTATION - YOU WILL BE INVOICED UPON RECEIPT AND INSTALLATION OF EQUIPMENT AND/OR SERVICES.

Quotes are valid for 30 days. This quote expires on August 08, 2021. If quote is expired, please call or e-mail prior to signing.

Thanks,

Matt Freier
 Office Phone: (304) 368-6253
 Fax: (304) 534-3296
 E-mail: matt@gst.com

Customer Purchase Approval Signature: _____ Date: _____

OptiPlex 3080 Small Form Factor	OptiPlex 3080 SFF BTX	G50H4S6	[210-AVPJ]	1
Processor	10th Generation Intel® Core™ i5-10505 (6 Cores, 12MB Cache, 3.2GHz to 4.6GHz, 65W)			
G5BPIHM	[338-BZOV]	146		
Operating System	Windows 10 Pro English, French, Spanish	GF48XA1	[619-AHKN]	11
Microsoft Office	Microsoft Office 2019 License Included	GC7OFJV	[658-BCSB]	1002
Memory	8GB ,1x8GB, DDR4 non ECC memory	GA61EWF	[370-AGFP]	3
Hard Drive	M.2 256GB PCIe NVMe Class 35 Solid State Drive	G1GTVU5	[400-BEUW]	
[412-AAQT]	[773-BBBC]	8		
Additional Hard Drive	No Additional Hard Drive	G780XKR	[401-AANH]	637
Video Card	Intel® Integrated Graphics	GZQDA24	[490-BBFG]	6
Chassis Options	OptiPlex 3080 Small Form Factor with D10 200W up to 85% efficient Power Supply (80Plus Bronze)			
GT984GX	[321-BGQW]	116		
Power Cord	System Power Cord (US)	GA5894N	[450-AAOJ]	20
Optical Drive	8x DVD+/-RW 9.5mm Optical Disk Drive	GB8715D	[325-BDSG]	[429-ABFH] 16
Optical Software	Cyberlink Media Suite Essentials for Windows 10 and DVD drive (without Media)			
GWNM30Y	[658-BBTV]	597		
Additional Storage Devices - Media Reader	No Media Card Reader Selected	GW2K1D6	[379-BBHM]	10
Speakers	Speaker for Tower and SFF	GR068XC	[520-AARD]	18
Wireless	No Wireless LAN Card (no WiFi enablement)	GE7Y41P	[555-BBFO]	19
Wireless Driver	No Wireless Driver (No WiFi enablement)	GQMKF4C	[340-AFMQ]	7
Chassis Intrusion Switch	Chassis Intrusion Switch - SFF	GA6RJ41	[461-AAEE]	289
Stands and Mounts	No Stand Option	GJO5ZSE	[575-BBBI]	558
Adapter	No Additional Cable	GIX0L8M	[379-BBCY]	592
Serial Port Adapter	No Parallel or Serial Port	GVEYOQ7	[492-BBFF]	698
Add-in Cards	No Additional Add In Cards	GNV4J7Q	[382-BBHX]	583
Additional Video Ports	Optional VGA Video Port	GPWXGA0	[382-BBFW]	495
Keyboard	Dell KB216 Wired Keyboard English	GZDPBC1	[580-ADJC]	4
Mouse	Dell Optical Mouse - MS116 (Black)	GWDQT3O	[570-ABIE]	12
Back Cover	No Cable Cover	GDT2C7Z	[325-BCZQ]	376
External Speakers	No External Speaker	GTNM7E2	[817-BBBC]	200095
Software Stack	Dell Applications Windows 10	G7NOUVD	[525-BBCL]	[640-BBLW] [658-BBMR]
[658-BBRB]	[658-BEOK]	1003		
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	[620-AALW]	200013
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	[387-BBLW]	122
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)			G7RB0GY
[340-AGIK]	21			
System Monitoring Options	Dell Watchdog Timer	G0M2LT3	[379-BDWG]	39
Placemat	Quick Setup Guide 3080 SFF	GB9FZQO	[340-CPVF]	60
Order Information	US No Canada Ship Charge	G3IA0L8	[332-1286]	111
EAN/UPC Labels	Print on Demand Label	GMRSQ6	[389-BDQH]	292
Bios for TPM	Trusted Platform Module (Discrete TPM Enabled)	GJMDKT6	[329-BBJL]	297
Shipping Material	Shipping Material for SFF	GDKRO4V	[340-CQYR]	[389-BBUU] 465
Label	Regulatory Label for OptiPlex 3080 SFF, FSJ	GTMB1PK	[389-DVCL]	676
CompuTrace Offerings	No Computrace	GO1F2XY	[461-AABF]	697
Hard Drive Cables and Brackets	M.2 Caddy	GGPQ1ML	[575-BBKX]	705
Processor Label	Intel® Core™ i5 Processor Label	GES6Q9A	[340-CNBZ]	749
Transportation from ODM to region	DT BTS/BTP Shipment	GL09IMP	[800-BBIP]	200080
Protect Your New PC	No Anti-Virus Software	GD4K19S	[650-AAAM]	1014
FGA Module	3080SFF_2H22_217D/US/BTS	FG0049	[998-ETEP]	572
Systems Management	No Out-of-Band Systems Management	GZ8JR03	[631-ACMW]	49

Windows AutoPilot	No Windows AutoPilot	GYEO2AP	[340-CKSZ]	291
External Optical Device	No External ODD	GVTOW4N	[429-ABGY]	317
Optane	No Optane	GGALRD0	[400-BFPO]	200304
EPEAT 2018	EPEAT 2018 Registered (Silver)	GTZOE2H	[379-BDTO]	200331
Hardware Support Services	3 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis			
NBD3	[803-8583]	[803-8590]	29	

Brian Shreves
28 Franklin Street
Buckhannon WV 26201
8/19/2021

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

Dear Carrie.

I am resigning from the Safe Sites and structures Board of Upshur County effective immediately due to resigning from Upshur County.

Sincerely,

Brian Shreves
Director,
Upshur County Dept. of Homelands Security and Emergency Management



MEMO

Date: August 23, 2021

To: Upshur County Commission

From: Jennifer Bostian, UCDA Executive Director

RE: Board Positions

Commissioner Tenney,

Thank you, and the other Commissioners, for meeting with me to discuss the Board openings on the Farmland Protection Board and the Corridor H Authority Board last week. I would be pleased to serve on these important Boards and will always look at the issues through an economic development lens.

Thank you for the opportunity and please let me know if you need any other information from me.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer M. Bostian". The signature is written in a cursive, flowing style.

Jennifer M. Bostian

jen@upshurda.com

304.472.1757

From: "JC Raffety" <hooverite48@suddenlink.net>
To: "Wallace Carrie" <clwallace@upshurcounty.org>
Cc: "Nolte Sam" <sizza@aol.com>, "John Sencindiver" <jsencindiver48@gmail.com>
Subject: Farmland Preservation Board Appointment.
Date: 8/23/2021 8:33:20 AM

Carrie,

By letter dated July 30, 2021, the Upshur County Commission approved my appointment to the above captioned board.

Regrettably, following my appointment, and due to recently determined personal considerations, I must resign from this appointment.

Please know that I appreciate the confidence the Upshur County Commission expressed in making this appointment.

Sincerely,

JC Raffety

Sent from my iPhone



MEMO

Date: August 23, 2021

To: Upshur County Commission

From: Jennifer Bostian, UCDA Executive Director

RE: Board Positions

Commissioner Tenney,

Thank you, and the other Commissioners, for meeting with me to discuss the Board openings on the Farmland Protection Board and the Corridor H Authority Board last week. I would be pleased to serve on these important Boards and will always look at the issues through an economic development lens.

Thank you for the opportunity and please let me know if you need any other information from me.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer M. Bostian". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jennifer M. Bostian

jen@upshurda.com

304.472.1757

Upshur County Sheriff's Office

25

Virgil D. Miller, Sheriff

Heather D. Sparks
Chief Deputy
Tax Division

38 West Main Street, Room 103
Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

J. Michael Coffman
Chief Deputy
Law Enforcement

August 26, 2021

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

Dear Commissioners:

Please approve the advertisement for a full-time Tax Deputy. This advertisement will be run in the Record Delta on Saturday, August 28, 2021; Tuesday, August 31, 2021; and Thursday, September 2, 2021 with applications being due no later than Friday September 3, 2021.

Thank you for your support and consideration.

Respectfully,



Virgil D. Miller
Sheriff of Upshur County, WV

**Tax Deputy
Sheriff of Upshur County**

The Sheriff of Upshur County is accepting applications for the full-time benefited position of Tax Deputy. Some evening and weekend work may be required.

Applicants should possess the ability to work well with the public and function as a team member, have a good knowledge of standard bookkeeping practices, office procedures and equipment; must have excellent attention to detail.

Applicants must have a high school diploma or equivalent. A combination of higher education and/or work experience would be beneficial to allow for the successful completion of the job functions. Individuals may obtain an application and full job description at the following address:

**Upshur County Sheriff's Office
TAX DIVISION
38 West Main Street - Room 101
Buckhannon, West Virginia 26201
Monday – Friday 8:00 am – 4:00 pm**

**Applications must be RECEIVED in our office no later than close of business (4:00pm) on
Friday, September 3, 2021.**

Please do not make phone inquiries about this position. Employment with the Sheriff of Upshur County is available to all qualified applicants without regard to race, creed, color, national origin, sex, age or disability. Upshur County has established a drug free and tobacco free work environment

Upshur County Civil Service Commission for Deputy Sheriffs
Notice of Testing
Competitive Examination and Certified List of Eligibility
Deputy Sheriff Positions

The Upshur County Civil Service Commission for Deputy Sheriffs is announcing an open period for the purpose of accepting applications for admission to competitive examinations. Such examinations shall be part of the criteria used to establish an eligibility list for appointment to entry level positions of Deputy Sheriff.

In order to be placed on the list of eligible applicants, an interested applicant must:

- On the date of testing, successfully meet the requirements on a physical agility screening test as set forth by the West Virginia State Police Academy.
- Achieve a passing score on a competitive written exam.

In order to be further considered for the position, an applicant must:

- Must be at least 18 years of age and no older than 45 years of age
- Possess a high school diploma or GED equivalent
- Be a United States citizen
- Pass a background check and complete physical, written, and psychological examinations
- Uncertified deputies must attend a 16-week academy, located at the West Virginia State Police Academy
- PT standards – 1.5 mile run in 14:36, 18 push-ups in 1 minute, 28 sit-ups in 1 minute

Why choose the Upshur County Sheriff's Office:

- Competitive salary, starting between \$41,000-\$42,500
- Health, dental, and vision insurance
- West Virginia Deputy Sheriff retirement
- Paid holidays, vacation, and sick leave
- All uniforms/equipment provided
- Take home vehicle

The Upshur County Sheriff's Office is currently offering an up to \$8,000.00 sign-on bonus incentive to law enforcement officers currently certified in the state of West Virginia.

Individuals may obtain an application at the following address:

Upshur County Sheriff's Office
LAW ENFORCEMENT DIVISION
38 W. Main Street, Room 103
Buckhannon, WV 26201

Monday – Friday 8:00 am -4:00pm

Applications will be accepted until position is filled

Please do not make phone inquiries about this position. Employment with the Upshur County Sheriff's Office is available to all qualified applicants without regard to race, creed, color, national origin, sex, age, or disability. Upshur County has established a drug free and tobacco free work environment.

Job Description

Job Title: Upshur County Recreational Park Facilities Director

Department: Upshur County Commission

Supervisor: Assistant County Administrator and/or Administrator

FLSA Status: Full-Time

Prepared By: Tabatha R. Perry, Asst. Co. Administrator

Prepared Date: August 23, 2021

Approved By:

Approved Date:

Summary

Oversees the daily operation of all Commission owned Parks and Recreation locations, including the Buckhannon-Upshur Recreational Park and Pool. Strives to provide a safe, clean and enjoyable environment for the community to utilize by performing the following duties personally or through subordinate supervisors. Will be required to work weekends, holidays and nights as required and possess the ability to respond to calls with little notice at any time.

Essential Duties and Responsibilities include the below. Other duties may be assigned and are subject to change as operational needs justify.

Provides general management of all Parks and Recreation staff. Oversees the hiring process for all seasonal park staff, including on-boarding and completion of HR paperwork. Prepares and manages shift schedule for the Parks and Recreation facility and schedules lifeguard coverage for the Upshur County Youth Camp.

Oversees the general safety of Parks and Recreation facilities. Coordinates regular in-service training with lifeguards, schedules lifeguard training recertification and first aid classes. Monitors and regulates pool chemicals. Prepares and remits weekly reports to Upshur Buckhannon Health Department. Enforces Park rules through informational postings and communication. Monitors activities to ensure adherence to rules and safety procedures, or arranges for the removal of unruly patrons. Reviews and updates policies and procedures as necessary.

Directs Park and Recreation publicity. Informs public of the amenities offered including swim lessons, facility rentals, exercise classes and tournaments. Advertises the same on the Parks and Recreation social media outlets and post updates regularly. Responds promptly to social media and media inquiries. Develops promotional material and appears before the public in a variety of settings to promote Park and Recreation operations and events.

Creates partnerships with local organizations and entities in an effort to provide additional activities to Upshur County residents. Facilitates use of the facilities with

these organizations and entities. Serves as the liaison between the Upshur County Commission and Upshur County Board of Education regarding Park and Recreation utilization.

Manages the County's RecDesk application. Including scheduling the use of recreation facilities, preparing and distributing contracts, recording and maintaining reservations, initiating contact with renters during inclement weather, rescheduling rentals in the event of a cancellation.

Prepares pool for opening and closing each season, including performing necessary repairs/maintenance, ensuring equipment is operational, developing concession menu and prices, coordinating food delivery, executing contracts, requesting start up cash, etc. Prepares the Park and Recreation Hours of Operation and Fee Schedule and Rental Contracts for Commission approval. Schedules swim lessons and facilitate swim team usage of the pool.

Ensures proper maintenance and upkeep of Parks and Recreation facilities. Inspects equipment, facilities and grounds to detect wear and damage; repairs as necessary and requests additional support from the Upshur County Maintenance Department as needed. Evaluates equipment condition and determines replacement schedule.

Oversees Park and Recreation enhancements by regularly touring facilities and grounds to assess enhancement/development possibilities, calculates estimates, researches funding alternatives, including applying for and administering grants. Reports enhancement opportunities and potential funding sources reports to the Commission.

Oversee daily maintenance and cleaning of the facilities including the pool, bath house/restrooms, concession stand, pavilions, fields, grounds, parking areas and boat launches.

Maintains inventory of chemicals, cleaning supplies, paper products, office supplies and concession items. Places orders and arranges pick-up and/or delivery as necessary.

Provides regular reports regarding facility use/attendance, safety, staff, and maintenance to the Upshur County Commission during Upshur County Commission meetings. Prepares and remits reports to the Upshur County Commission, including but not limited to: (1) weekly attendance / revenue (2) labor percentages (3) concession sales.

Financial Responsibilities

Maintains all reporting and daily financial operations for the Parks and Recreation facility. Including details of attendance, sales, receipts, reservations and repair activities. Ensures daily deposits to the Tax Office and completion of deposit slips.

Prepares and presents annual budget to the Upshur County Commission. Evaluates budget and recommends initiatives to ensure financial stability. Exhibits cost

consciousness. Works within approved budget throughout the fiscal year; develop and implement cost saving measures; contribute to profits and revenue; conserve organizational resources.

Oversees Park and Recreation contracts and purchases. Contracts with vendors for goods and services while complying with purchasing procedures adopted by the Upshur County Commission. Authorize purchases in accordance with the Internal Purchasing Policy adopted by the Upshur County Commission.

Manages the reimbursement of life guard certifications or any patron refunds with the Deputy County Clerk/Bookkeeper.

Advisory Board Responsibilities

Attends monthly BU Recreational Park Advisory Board meetings and provide regular reports to the Advisory Board.

Prepares / distributes financial spreadsheets for both the fundraiser donation and trail donation lines within the Park and Recreation budget before each meeting.

Research topics/needs of Park and Recreation at the direction of the Commission, Commission designee and/or the Advisory Board.

Supervisory Responsibilities

Manages subordinate supervisors who oversee a total of 20-25 employees in the Pool Area, Admissions and Concessions. Is responsible for the overall direction, coordination, and evaluation of these supervisors. Also directly supervises the lifeguards, concession and admission staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work; conducting regular evaluations, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience

High School diploma required. Previous managerial experience, knowledge of pool operations and sports tournaments are required.

Certificates, Licenses, Registrations

Certified Pool Operator's License, valid WV Food Handler's Card and current driver's license are required. Training in first aid/CPR is preferable.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively. Knowledge in office administration, accounting, grant writing, personnel management, pool operation, recreational management, marketing, entertainment, building and maintenance procedures is necessary.

Sales Skills - Maintains customer satisfaction; properly records and promptly submits information. Analyzes historical data to determine future offerings.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Communications - Exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods. Ability to deal harmoniously with all levels of personnel, the business community and the general public.

Delegation - Delegates work assignments; matches the responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Recruitment & Staffing - Presents positive, realistic view of the organization; analyzes and forecasts staffing needs.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees and customers.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, surface area and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Internet Explorer, Google Chrome; Microsoft Excel Spreadsheet software and Microsoft Word.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or

hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions that can vary from cold temperatures to extreme heat. The employee is frequently exposed to toxic or caustic chemicals. The employee is regularly exposed to wet and/or humid conditions; and moving mechanical parts. The noise level in the work environment is usually loud.

DRAFT

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
Emergency: 911

August 25, 2021

Hodgesville Community Building
Norman & Joyce Rohr
2599 Pringle Tree Park Rd.
Buckhannon, WV 26201

RE: Upshur County American Rescue Plan Fund Allocation

To whom it may concern:

I am contacting you on behalf of the Upshur County Commission regarding your request for American Rescue Plan (ARP) Funds. At this time, the US Treasury has not released their final version of guidelines outlining the allowable usage for the ARP Funds. Please be advised that the Commission will not consider requests for funding until such guidance is received, unless an emergency arises. I will be serving as the Commission's point of contact for the ARP Funds and will contact you to schedule an ARP budget hearing once the final guidelines are in hand and have been reviewed.

Should an additional project or revision to an existing request arise, please contact me and I will update our records. You can reach me via telephone at (304)472-0535 x.3 or email at clwallace@upshurcounty.org.

Thank you,



Carrie L. Wallace
County Administrator

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August 25, 2021

Tennerton Public Service District
Terry Gould
188 Fayette St.
Buckhannon, WV 26201

RE: Upshur County American Rescue Plan Fund Allocation

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County Administrator

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August 25, 2021

Adrian Public Service District
Norma Woody
PO Box 87
French Creek, WV 26218

RE: Upshur County American Rescue Plan Fund Allocation

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TDD Numbers
Business: 472-9550
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August 25, 2021

Elkins Road Public Service District
Carey Wagner
4536 Old Elkins Rd.
Buckhannon, WV 26201

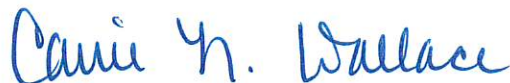
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August 25, 2021

Hodgesville Public Service District
Terry Gould
188 Fayette St.
Buckhannon, WV 26201

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August 25, 2021

Mt Hope Water Association
Laurie Adams
1925 Tallmansville Rd.
Buckhannon, WV 26201

RE: Upshur County American Rescue Plan Fund Allocation

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August 25, 2021

West Virginia Strawberry Festival
Shane Jenkins
Via Email Only
sjenkins71@gmail.com

RE: Upshur County American Rescue Plan Fund Allocation

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August 25, 2021

Mountaineer Food Bank
Laurie Hedrick
484 Enterprise Dr.
Gassaway, WV 26624

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Business: 472-9550
Emergency: 911

August 25, 2021

James W. Curry Advisory Board
Judith Williams
Via Email Only
jlwilliams@upshurcounty.org

RE: Upshur County American Rescue Plan Fund Allocation

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August 25, 2021

Upshur County Youth Baseball/Softball League
Jerry Cochran
Via Email Only
jerrycochran63@gmail.com

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August 25, 2021

City of Buckhannon
Randy Sanders
70 E. Main St.
Buckhannon, WV 26201

RE: Upshur County American Rescue Plan Fund Allocation

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August 25, 2021

Buckhannon Upshur Airport Authority
Phil Loftis
PO Box 1042
Buckhannon, WV 26201

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August 25, 2021

Upshur County Youth Camp
Thanna Wentz
566 Country Club Rd.
Buckhannon, WV 26201

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Thank you,



Carrie L. Wallace
County Administrator



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: July 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	126904	127399	495	22
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		495	22



U P S H U R

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: July 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HAREIS	2020 F-250	IFT7XZB83LEE	4,738	5,472	734	0 21.06
Chris Alkire		84I72				0 21.43
Eric Poling						0 17.96
Loretta Koon						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
			GRAND TOTALS		734	0 60.45 0

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: July 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	9106	9445	339	21.2
CHRIS AIKINE		902			0	
ERIC POLING					0	
LOUISSA KOONE					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					339	21.2

County, West Virginia

MONTHLY MILEAGE LOG

MONTH / YEAR: July 2021

[illegible]

Jul-21

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

51

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Virgil Miller-150	2020 Ford Expedition	1FMJUGT6LEA78011	N/A	N/A	N/A	N/A
Mike Coffman-151	2020 Ford Explorer	1FM5K8AB6LGA55736	17540	19550	2010	84.5
MARSHALL POWERS - 152	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	56000	57180	1180	109
THERON CAYNOR - 153	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	76703	78072	1369	114.11
DEWAINE LINGER - 154	2019 Ford Explorer	1FM5K8AR5KGA29379	36500	38045	1545	111
Rodney Rolenson - 155	2021 Ford Expedition	1FMJU1GT8MEA26896	701	1700	999	78
DAN BARCUS - 156	2020 Ford Explorer	1FM5K8AB0LGA20111	26340	28213	1873	135
COLE BENDER- 157	2016 Ford Explorer	1FM5K8AR0GGB43426	95000	98012	3012	158.7
Dakota Linger-158	2014 Ford Explorer	1FM5K8AR9EGA71008	65330	66523	1,193	105.5
Seth Cutright-159	2019 Ford Taurus	1FAHP2M104KG102939	20634	21863	1229	79
Spare	2016 Ford Explorer	1FM5K8AR4GGB44630				
Tyler Chidester-162	2016 Ford Explorer	1FM5K8AR8GGB44629	95000	95918	918	37.61
BOBBY HAWKINS-163	2010 FORD CROWN VICTORIA	2FABP7BV2AX100651	129432	131273	1841	118
Jason Kniceley - 166	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	32780	34661	1881	45
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
		GRAND TOTAL			19050	1175.42
Additional Vehicles						
	2015 Kawasaki TREX - 4	JKBRTCD19FB509175				
	M-RAP	4VZKR2M967C064645				
	2010 Ford Expedition	1FMJU1G50AEB66213	Gave to 911			
	2006 Speed Trailer	SF15S091761003152				

AUG/16/2021/MON 01:54 PM Upshur Co Sheriff MW

FAX No. 304 472 4547

P. 002

MONTHLY MILEAGE LOG

MONTHLY M
Comm Collection

MONTH / YEAR:

July
~~Aug~~ - 2021

[illegible]

DEPARTMENT:

MONTHLY M
Comm. Corrections

MONTH/YEAR: July 202

[illegible]



UPSHUR COUNTY COMMISSION
MONTHLY MILEAGE LOG

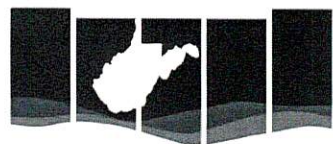
Department: Dog Pound

Month/Year: July 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,437	103,438		1
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
			Total Miles			1

From: "Katie Kuba" <katie@mybuckhannon.com>
 To: "Katie Kuba" <katie@mybuckhannon.com>
 Subject: FW: NEWS RELEASE: Restrictions Lifted on Public Art Grants
 Date: 8/20/2021 9:35:53 AM

From: Nelson, Andrea E <andrea.e.nelson@wv.gov>
 Sent: Friday, August 20, 2021 9:27 AM
 To: Nelson, Andrea E <andrea.e.nelson@wv.gov>
 Subject: NEWS RELEASE: Restrictions Lifted on Public Art Grants



West Virginia Department of ARTS, CULTURE & HISTORY

The Culture Center
 1900 Kanawha Blvd., E.
 Charleston, WV 25305-0300

NEWS RELEASE

Contact: Andrea Nelson
 Public Information Specialist
 E-mail: Andrea.E.Nelson@wv.gov

Phone 304.558.0220 • www.wvculture.org
 Fax 304.558.2779 • TDD 304.558.3562

EEO/AA Employer

For Immediate Release:

Aug. 20, 2021

Restrictions Lifted on Public Art Grants

CHARLESTON, W.Va. – The Rural Youth Engagement through Public Art Grant from the West Virginia Department of Arts, Culture and History (WVDACH) and the West Virginia Commission on the Arts (WVCA) is now open for application to all communities in West Virginia. Deadline for application is Oct. 1, 2021.

Originally available only to communities with less than 25,000 residents, Curator Randall Reid-Smith announced during the Governor's Arts Caravan that this grant program will now extend eligibility to all communities in West Virginia. "We introduced this program in our FY2021 grant cycle and it has been a huge success. Public art adds immense value to the cultural and economic life of a community while simultaneously fostering a sense of belonging, identity, and pride with residents and visitors. To lift restrictions and open application to all communities in West Virginia only made sense," said Reid-Smith.

Eligible projects are visual two- and three-dimensional public art projects taking place in West Virginia communities and will engage local youth. Examples of eligible projects may include both permanent and temporary murals, sculptures, and installations. Schools, not for profit youth groups, not for profit arts organizations, and local governments are eligible to apply. Organizations do not need to be located within the community where the project takes place. Funded projects must take place between Jan. 1 – June 30, 2022.

A complete grant application package, including eligible project expenses and evaluation criteria, is available by contacting Jenna Green, Cultural Facilities and Capital Resources coordinator, at (304) 558-0240 ext. 725 or at Jenna.R.Green@wv.gov. The application package is also available on the department's website at <https://bit.ly/WVStateArtsGrants>.



HEALTH NEWS

**For Immediate Release
August 17, 2021**

ST. JOSEPH'S HOSPITAL AND THE ROTARY CLUB OF BUCKHANNON-UPSHUR TO HOLD BLOOD SCREENINGS BY APPOINTMENT ONLY BEGINNING IN AUGUST

BUCKHANNON, WV- St. Joseph's Hospital and the Rotary Club of Buckhannon-Upshur will hold blood screenings by appointment only on Saturdays at St. Joseph's Hospital. Dates for the screenings are: August 28, September 11, September 25, October 9, October 23 and November 13. Basic blood profile tests will be offered at \$35, with additional testing for thyroid for \$5, hemoglobin A1C for \$15, colon cancer screening for \$5 and prostate testing for \$20. An additional test for the Hepatitis C antibody will be offered for \$20.

Registration online is recommended. To register for an appointment, go online to <https://RotaryBloodScreening.as.me/>. If you are unable to register online, call 304-997-9839. In order to ensure everyone's safety, please stay in your car until your appointment time. Also, please park in the rear of the hospital's main parking lot to avoid traffic congestion with the hospital's drive-through COVID testing. In order to ensure everyone's safety, no walk-ins will be allowed and everyone must wear a mask.

—WVU MEDICINE—

**Media Inquiries: Lisa Wharton, Vice President, Public Relations/Marketing/Foundation
304-473-2138 Lisa.Wharton1@wvumedicine.org**

Upshur Next Lunch Meeting
August 26, 2021
CJ Maggie's Opera House
12:00 - 1:30 pm

Agenda

Comprehensive Buckhannon Upshur Comprehensive CTE High School
Relocated/Updated Buckhannon Upshur Middle School

I. Why a new B-UHS?

High School - 1974

Middle School – 1925

Tennerton -1958

Rock Cave -1971

Union -1988

Hodgesville -1966; addition 2019

Buckhannon Academy -1930; addition 1983/2008

Washington District -1981

CEFP Priorities:

Priority List	Projects listed by priority	Project Evaluation Criteria	Measurement of Success	Year built
1	Buckhannon-Upshur HS – New Comprehensive Career & Technical HS	NEW Comprehensive Career & Technical HS	To comply with SBA Rules & Policy as well as WVDE Policy 6200	1974
1	Buckhannon Upshur MS – Renovate HS for new MS	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1925
2	Tennerton – Addition/Renovations	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1958
3	Rock Cave - Addition/Renovations	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1971
4	Union - Addition/Renovations	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1988

5	Hodgesville - Addition/Renovations	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1966; 2019
6	Buckhannon Academy - Addition/Renovations	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1930; 1983/2008
7	French Creek - Addition/Renovations	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1983
8	Washington District - Addition/Renovations	These are health and safety improvements as well as protecting the building envelope	To comply with SBA Quality& Performance Standards as well as WVDE Policy 6200	1981

II. What is a CTE High School - Concept/Overview.

- a. Based on the overview/discussion, what positive impact do you think this comprehensive CTE high school would have on our community?
- b. What ideas do you have to enhance the offerings, both in college bound and CTE programming, which would help to better prepare our graduates to be "workplace ready?"

III. Plan for BUMS

- a. As we plan the move of our current middle school to the current B-UHS location, what ideas do you have for college bound and CTE programming to add there?

Upshur County Parks & Recreation

Meeting Date: June 28, 2021

Meeting was called to order at 5:30 p.m.

Members present: Josh Hinchman, Dennis Cortes, Julia Kastner, J.J. Ford, Rachel Weber, Mike Donato, and Samuel Walker (telephone)

Non-Members present: Kristi Tenney, Ty Landis, Sheridan Phillips, and Hank Phillips

1) Mike Donato was introduced as a new member of Upshur County Parks & Recreation.

2) New Officers: President: Josh Hinchman

Vice President: Julia Kastner

Secretary: Rachel Weber

3) Trail Updates:

Public trail work days have resumed, with the first one on June 13, 2021. Two upcoming public trail work days have been scheduled on July 24, 2021 and August 21, 2021 from 9:00 a.m. to 12:00 p.m. Refreshments will be provided for volunteers.

The Upshur County Trails group has applied for another Try This West Virginia Mini-Grant and is waiting to hear if it was awarded.

Upshur County Trail volunteers with 10 hours or more of volunteer work in 2021 will receive a pint glass as a thank you. In addition, anyone donating over \$100 will also receive a pint glass.

4) Kiosk Painting:

J.J. Ford and Josh Hinchman volunteered to stain 3 kiosks each.

5) The purchase of 24 pint glasses, at the cost of \$144.00, for Upshur County Trails awards was approved. Trail and Parks and Recreation Financials were reviewed.

6) Members of the Youth Environmental Club, Ty Landis, Sheridan Phillips, and Hank Phillips presented their idea to refurbish the amphitheater area into a multipurpose area for various social, art, and sports activities. The group discussed potential plans for cleaning up/renovating the area and fundraising. The group was shown where the Upshur County Trail system passes through the area as to avoid interference with the trail system.

7) Public Comment:

Kristi Tenney reported that the road leading to Buckhannon Upshur High School is at state road, not a county road. Therefore, we are not able to put up a sign along that road.

Samuel Walker reported that he has moved to Clarksburg and will no longer be able to be a part of Upshur County Parks & Recreation.

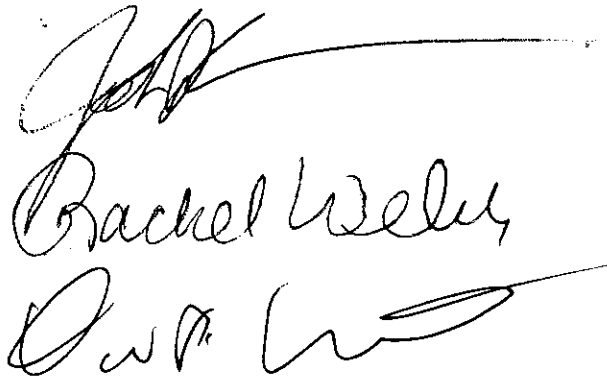
Julia Kastner reported that Brandon Williams is interested in joining Upshur County Parks & Recreation.

Josh Hinchman stated that the pool needs a new vac head/new vacuum and a test kit. Julia Kastner suggested adding a bathing suit spin bucket to the pool area.

Kristi Tenney stated that disc golf equipment would be installed on Saturday, July 10, 2021.

Kristi Tenney also stated that the men's basketball league has started and that the health department stated we could sell pre-packaged food items. The Upshur County Parks & Recreation group decided to not sell food at this time.

Julia Kastner reported that had a presentation to the Rotary Club about the Upshur County Trails.



Three handwritten signatures are present. The top signature is a stylized, cursive name. The middle signature is 'Rachel Welch' written in a clear, cursive script. The bottom signature is another stylized, cursive name.

Upshur County Parks and Recreation

Meeting Date: Monday, July 12, 2021

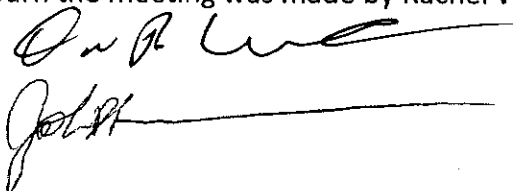
Meeting was called to order at 5:30 p.m.

Members present: Josh Hinchman, Dennis Cortes, and Rachel Weber

Non-members present: Brandon Williams, Logan Carpenter, and Scott Creek

- 1) Minutes from the June 28, 2021 meeting were reviewed and approved by members present.
- 2) Financial report was reviewed. The Upshur County Trails has \$2,613.00 and Upshur County Parks and Recreation has \$715.15. Financial report approval was motioned by Josh Hinchman and seconded by Rachel Weber.
- 3) Trail Update: Rachel Weber reported that the Upshur County Trails has received its second Try This West Virginia grant for \$3,000.00. The next public trail work day will take place on Saturday, July 24, 2021. Scott Creek reported that there are plans to build a wall ride feature on the Pumps, Bumps, and Rollers section of the trail.
- 4) Disc Golf Update: Josh Hinchman and Logan Carpenter reported that on Saturday, July 10, 2021 work was done to start placing disc golf baskets and tees. Logan reported that he is working to submit a new course for the Udisc app and Disc Golf Association. Once a new course is approved, the course can be mapped out. Yellow and black were selected as possible colors for disc golf signage.
- 5) Sponsor interest for disc golf: Rachel Weber reported that a community member had reached out about sponsorship for disc golf.
- 6) Disc Golf Tournament: Logan Carpenter discussed possibility of a disc golf tournament once course construction and layout was complete. Van Man could potentially be a tournament sponsor. Further discussion about a disc golf tournament will take place at the next Upshur County Parks and Recreation Meeting.
- 7) Public Comments: Josh Hinchman reported that he had not had additional response from the Youth Environmental Club regarding the amphitheater project. He stated that he was planning to reach out to them. Rachel Weber read an email from a concerned trail user about the interference of the disc golf course with the trail use. Josh Hinchman reported that he had stained three kiosks.

A motion to adjourn the meeting was made by Rachel Weber at 6:12 p.m. and seconded by Dennis Cortes.

The block contains two handwritten signatures. The first signature, in dark ink, appears to be "Dennis Cortes" and is written over the text "seconded by Dennis Cortes." The second signature, also in dark ink, appears to be "Josh Hinchman" and is written below the first signature.

UPSHUR COUNTY YOUTH CAMP BOARD

July 22, 2021

The Upshur County Youth Camp Board met in regular session on Thursday, July 22, 2021 at the camp. Vice President, Craig Presar called the meeting to order at 6:30 pm. Board members present were Gini Croaff, Debbie Hull, Craig Presar and Thanna Wentz. President, Glen Hawkins did not attend. Also in attendance were Greg Woody, camp manager, County Commissioner, Sam Nolte and County Administrator, Carrie Wallace.

The secretary's report and financial statement were both approved through motions made by Debbie and seconded by Gini. Thanna was asked to question the power company regarding the increase in their bill for the last month.

New Business:

1. Carrie said that the Commissioners had approved our hiring Chris Cartwright to proceed with the sale of timber. The Commissioners will sign the contract.
2. Gini will make arrangement for Wesleyan College to print our brochures. Craig will check with CVB to see if there is grant money still available to help with the cost of printing.
3. Craig reported that the visitation from the WVU representative who checked all safety aspects of all the facilities that 4-Her's would be using during their camping experience at the camp. (1) He recommended that a railing be placed on the ramp entering Gould Hall because the height was more than six (6) inches off the ground. Greg asked if filling the side of the ramp with stone or dirt would be permissible and was told "yes". That has already been done. He also recommended that even though the fire extinguishers are inspected annually by J.T. Martin Fire and Safety, Greg should check them monthly.

Old Business:

1. Gerry Henderson did not appear.
2. It was not necessary for Chris Cartwright to attend this meeting.
3. Greg asked if, after the last large church camp leaves, he should keep the pool open the remainder of the season for the Davis Reunion, the Christian Fellowship Church weekend and a possible D & E Soccer camp weekend. It

was decided that it was not worth the cost of chlorine to keep it open any longer.

4. Heavy equipment had broken the old terracotta sewer pipe during the winter, but went unnoticed until the commodes started flushing during the first camp. The break has been repaired with no incidents to report.
5. A motion to go into executive session was made by Gini and seconded by Debbie.
6. A motion to return from executive session was made by Gini and seconded by Debbie.
7. A motion made by Gini, seconded by Debbie and unanimously carried: effective Thursday (July 23, 2021) Rosalyn Freeman will no longer be employed by the Upshur County Youth Camp. Rosalyn was an "at will" employee so no reason needs to be given to her. She does, however, have the option to resign as opposed to being terminated. Craig was asked to meet with Greg at 8:00 Friday morning July 24, to meet with Rosalyn. Any keys she may have belonging to the camp will be returned at that time.

Gregs' comments:

- 1 Presented bills to be paid
- 2 He has not heard from the D & E soccer coach, so does not know if the team will come for camp
- 3 The Commission has given the vehicle that was driven by Terry Jo Bennett, the Mapping & Addressing officer, to the camp. It will need tires, but will be a much better vehicle than the van we have now.

There being no further business, the meeting was adjourned at 8:45 pm.

The next meeting will be August 19, 2021. Place to be announced.

Respectfully submitted,

Shanna Wentz

UPSHUR COUNTY YOUTH CAMP BOARD**AGENDA****July 22, 2021**

Call to order

Secretary Report

Financial Report - Question electric bill

Old Business :

- 1 A request to Commissioners that would allow the Board to hire Chris Cartwright to proceed with sale of timber has been submitted
2. Printing options for the camp brochure
3. Evaluation by WVU Extension representative/ June 4 at the camp
4. Other old business

New business:

1. Gerry Henderson
2. Chris Cartwright
3. Pool Problems
4. Sewage problems
5. Executive Session (personnel matter)
6. Exit Executive session
7. Other new business

Greg's comments:

Adjournment

Next meeting: August 19, 2021 . Location to be decided