

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.

Date of Meeting: January 12, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 5, 2023

9:15 a.m. Tasha Carrico, representing Upshur County Special Olympics, presenting the 2023 Annual Polar Plunge to be held Saturday, February 11, 2023 at the Buckhannon Riverwalk boat ramp. Registration begins at 12:30 p.m. and the event begins at 2 p.m.

9:45 a.m. Chief Tax Deputy, Heather Sparks - Final Disposition of 2021 Taxes. \*

11:00 a.m. Consideration of request to remove Susie Lee as the Administratrix for the Estate of Christina Marie Rowan. \*

(Recess)

12:45 p.m. Reconvene to conduct interviews with the below referenced firms for the design and planning services of an indoor / outdoor recreation complex at the newly acquired property within Upshur County consisting of 70.87 acres.

1:00 p.m. The Thrasher Group, Inc.  
*Item may lead to Executive Session per WV Code §6-9A-4*

2:00 p.m. Civil & Environmental Consultants, Inc.  
*Item may lead to Executive Session per WV Code §6-9A-4*

### Items for Discussion / Action / Approval:

1. Approval of an electronic application submission to the West Virginia Department of Agriculture's Spay Neuter Assistance Program on behalf of the Lewis Upshur Animal Control Facility. \* Page 4
2. Approval and signature of the Homeland Security Grant Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances. The grant award is in the sum of \$66,571.00 to be used for the purchase of SWAT equipment during the grant period of September 1, 2022 through August 31, 2025. \* Pages 5-13
3. Approval and signature of Community Development Block Grant Final Performance Report, Budget Amendment #6, Grant Amendment #6, and Request for Payment in the amount of \$19,259.29, for the Elkins Road PSD Phase III Water System Improvements project. This is for Request for Funds #32. \* Pages 14-42

4. Agreement to purchase and install a new AS400 system from Software Systems Incorporated in the amount of \$52,472.00, including a 3-year hardware warranty and software maintenance agreement. \*  
[Pages 43-44](#)
5. Approval and Signature of Web Service Sales Agreement – Revize Superior Web Design and Content Management. \*  
[Pages 45-47](#)
6. Approval and adoption of the 2023 Standard Mileage Rates- Effective January 1, 2023. \*  
[Pages 48-52](#)
7. Approval of Application for Donated Leave. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*  
[Under Separate Cover](#)
8. Consider Retirement of Employee \*  
*Item may lead to Executive Session per WV Code §6-9A-4*  
[Under Separate Cover](#)
9. Consider part-time employment of Debra A. Hull as Deputy County Clerk effective January 1, 2023. \*  
*Item may lead to Executive Session per WV Code §6-9A-4*  
[Under Separate Cover](#)
10. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

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

1. Correspondence from Kanawha County Commission regarding the increase of the Regional Jail Per Diem and the effects on county budgets. The current per diem rate of \$48.25 will increase to \$54.48 on July 1, 2023.  
[Page 53](#)
2. Lewis-Upshur Animal Control Facility Annual Report on Animal Euthanasia – January 1, 2022 through December 31, 2022.  
[Page 54](#)
3. Upshur County Building & Floodplain Permits for the month of December, 2022  
[Page 55](#)
4. Upshur County Sheriff's Financial Statement for period ending November 2022  
[Pages 56-57](#)
5. Lewis-Upshur Animal Control Facility Reports for the month of December, 2022  
[Pages 58-62](#)
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
6. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - James W. Curry Library Calendar of Events for January 2023  
[Page 63](#)

b) Agendas and/or Notice of Meetings:

- |  |                  |         |
|--|------------------|---------|
| • Buckhannon-Upshur Airport Authority          | January 9, 2023  | Page 64 |
| • Upshur County Convention and Visitors Bureau | January 11, 2023 | Page 65 |

Meeting Minutes:

- |                                       |                  |             |
|---------------------------------------|------------------|-------------|
| • Adrian Public Service District      | December 1, 2022 | Page 66     |
| • Elkins Road Public Service District | December 6, 2022 | Pages 67-70 |
| • Hodgesville Public Service District | December 6, 2022 | Pages 71-74 |

c) Meetings: **\*Calendar of Board Meetings is now located at:**

<http://cms4.revize.com/revize/upshurwv/calendar.php>

or go to [www.upshurcounty.org](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.

7. Appointments Needed or Upcoming:

- None

*\*\*\*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 [chughes@upshurcounty.org](mailto:chughes@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. \*\*\**

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
January 19, 2023 --- 9:00 a.m.  
Upshur County Courthouse Annex



WV Spay Neuter Assistance Program

Application - FY23

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



Thank you for your interest in the West Virginia Spay Neuter Assistance Program. This application is for 501(c)(3) and governmental entities. Individual pet owners are not eligible for direct funding from WVDA.

Please read the legislative rule before applying. Note that under the rule, veterinarians performing spay neuter services must be licensed and doing business in the state of West Virginia.

Applications that are complete, including all required attachments, may receive priority for early funding consideration.

**INSTRUCTIONS**

1. Complete all tabs of this Spay Neuter Application.
2. Attach the following documents:
  - a. Applicant's latest financial statement, annual budget, or current balance sheet  
**(PLEASE DO NOT SEND BANK STATEMENTS);**
  - b. If applicant is a 501(c)(3) entity, a signed, true copy of your most recent IRS Form 990, 990-EZ, or 990-N, as submitted to the IRS;
  - c. Applicant's animal welfare policies and procedures;
  - d. Sample individual application (if using); and
  - e. Sample voucher (if using).
3. Return completed application and all attachments by e-mailing to [spayneuter@wvda.us](mailto:spayneuter@wvda.us). Only digital applications in .xls or .xlsx format will be accepted. No paper applications will be considered. PDF versions of this application will not be considered.

Attachments may be submitted in the following formats: .pdf, .xls, .xlsx, .doc, .docx, .rtf, .txt, .jpg, .png, and .tif.

Please do not submit attachments in .wpd format. Please contact WVDA for questions regarding the acceptability of other file formats. WVDA will not click on links to files, such as files stored on Google Drive.

**Note that this file may not be compatible with Google Sheets. For best results, use Microsoft Excel.** If you are unable to enter data in a cell with data protection, please provide the data in an e-mail.

Please see the FAQ at <https://agriculture.wv.gov/wvsnp-faq/>.

For assistance, e-mail [spayneuter@wvda.us](mailto:spayneuter@wvda.us) or telephone Andrew Yost at (304) 389-9750 or Connie Shoemaker at (304) 538-2397.



**State of West Virginia  
Emergency Management Division**

**FY 2022 Homeland Security Grant Program Award**

<b><u>CFDA Number</u></b> 97.067	<b><u>Federal Grant Award</u></b> EMW-2022-SS-00027	<b><u>OASIS-GG Document ID</u></b>
<b><u>Subgrant Period</u></b> From: 9/1/2022 To: 8/31/2025	<b><u>Subgrant #</u></b> 22-LE-23	<b>Major Program:</b> HSGDLE <b>Program:</b> LEHDVE <b>Program Period:</b> HS2022

<b><u>Subgrantee Name and Address</u></b>  Upshur Co Commission 91 W Main ST STE 101 Buckhannon WV 26201	<b><u>FEIN</u></b> 556000406
	<b><u>UEI</u></b> L1BDAD3EH4A7
	<b><u>OASIS ID</u></b> 212313

<b>TOTAL GRANT AWARD</b>	<b>\$ 66,571.00</b>
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By signing and accepting this award, the subgrantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the application.

**Subgrantee Authorized Official:** \_\_\_\_\_

**Title:** Commission President      **Date:** January 12, 2023

**Homeland Security Program Certification**

The attached application has been reviewed and the proposed activities and expenditures fall within all state and federal guidelines which govern the Homeland Security Grant Program, and sufficient funds exist to make this award. I have reviewed this application and the project activities are consistent with the WV Homeland Security Strategy Goals and Objectives. I recommend the HSSAA issue this award.

**HSGP Grant Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

I hereby authorize the awarding of funds to support the project as described in the attached application.

**HSSAA Director** \_\_\_\_\_ **Date** \_\_\_\_\_

## Conditions and Assurances

This program is conditioned upon and subject to compliance with the following Conditions and Assurances. By attaching a signature to page one (1) of this grant application, the applicant certifies and assures that it will comply with the following Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the Homeland Security State Administrative Agency (HS SAA), as further clarified in the Policies and Procedures Manual for this program; U.S. Department of Homeland Security guidance; and all other relevant Federal/State regulations, policies, and guidelines. These Conditions and Assurances apply to all Homeland Security Grant Program federal and agency funds expended for purposes associated with this project. All correspondence to the HS SAA, which is required and/or occurs as a result or action of any of the following Conditions and Assurances, or as a result of the administration of any HS SAA grant program, should be addressed to:

**WV Emergency Management Division  
Homeland Security State Administrative Agency  
1124 Smith St, Suite 3100, Charleston, WV 25301**

### **1 Laws of West Virginia:**

This 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 the HS SAA.

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

### **4 Operational Within 90 Days:**

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

### **5 Civil Rights Compliance:**

Sub-grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

### **6 Written Approval of Changes:**

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

### **7 Press Release:**

Release of information pertaining to this sub-grant must include the following information:

1. Grant amount;
2. State Involvement (WV Division of Homeland Security and Emergency Management); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

### **8 Compliance with Federal Rules and Regulations:**

Sub-grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (*Super Circular*). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.

<b>9</b>	<b>Program Accountability – Federal Audit Requirement – Super Circular:</b>
<p>If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to HS SAA as well as to the Federal clearinghouse.</p> <p>The Federal clearinghouse address is as follows:</p> <p style="text-align: center;">Federal Audit Clearinghouse Bureau of the Census 1201 E. 10th Street Jeffersonville, IN 47132</p>	
<b>10</b>	<b>Program Accountability – State Audit Requirements:</b>
<p>Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by HS SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The HS SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.</p> <p><u>As of 9/13/05, the requirements set forth by §12-4-14 are as follows:</u> Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub-grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the HS SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or sub-grant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or sub-grant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or sub-grant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with HS SAA a sworn statement of expenditures made under the grant or sub-grant.</p> <p><u>The Sub-grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.</u></p>	
<b>11</b>	<b>Access to Records, Equipment, Training, &amp; Exercises:</b>
<p>The HS SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training, and/or exercises related to the sub-grant and to relevant books and records of contractors.</p>	
<b>12</b>	<b>Conflict of Interest:</b>
<p>No public official or employee of the sub-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 be expected to result in any private/public benefit to that individual or that individual's immediate family.</p>	
<b>13</b>	<b>National and State Evaluation Efforts:</b>
<p>The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.</p>	
<b>14</b>	<b>Political Activity:</b>
<p>The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.</p>	

<b>15</b>	<b>Obligation of Project Funds:</b>
	Funds may not, without prior written approval from the HS SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period. <u>All invoices must be dated within the approved sub-grant period.</u>
<b>16</b>	<b>Elements of a Viable Continuity Capability:</b>
	The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. <u>If utilizing sub-grant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.</u>
<b>17</b>	<b>Use of Funds:</b>
	Funds awarded through the HS SAA may be expended <b>ONLY</b> for the purposes and activities specifically covered by the sub-grantee's approved project description and budget. Any change in the project or the budget must receive PRIOR approval from DHSEM-SAA.
<b>18</b>	<b>Release of Information:</b>
	<p>All records, papers and other documents kept by recipients of grant funds are required to be made available to the HS SAA. These records and other documents submitted to the HS SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.</p> <p>The HS SAA 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 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 <u>under federal control</u> is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.</p> <p>Sub-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 the HS SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.</p>
<b>19</b>	<b>Allowable and Unallowable Costs:</b>
	Allowable costs incurred under this grant shall be determined in accordance with the Super Circular.
<b>20</b>	<b>Non-supplanting:</b>
	Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal 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 Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds.
<b>21</b>	<b>Matching Contribution:</b>
	If matching funds are allocated, the applicant assures that those funds 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. Cash matching contributions are subject to the same expenditure guidelines established by the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

<b>22</b>	<b>Project Income:</b>
	All income earned by the sub-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 the HS SAA and the U.S. Department of Homeland Security for this grant program. All sub-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.
<b>23</b>	<b>Consultant Fees:</b>
	Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the HS SAA.
<b>24</b>	<b>Purchasing:</b>
	When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.
<b>25</b>	<b>Reports:</b>
	Each sub-grantee shall submit reports as deemed reasonably necessary by the HS SAA for monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.
<b>26</b>	<b>Environmental &amp; Historical Preservation (EHP):</b>
	Sub-grantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.
<b>27</b>	<b>Suspension of Funding:</b>
	<p>HS SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:</p> <ul style="list-style-type: none"> <li>• Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;</li> <li>• Failure to submit reports;</li> <li>• Filing a false certification in this application or in another report or document; or,</li> <li>• Other just cause.</li> </ul>
<b>28</b>	<b>Sanctions for Noncompliance:</b>
	<p>In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the HS SAA may impose such contract sanctions, as it may deem appropriate, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Withholding of payments to the sub-grantee until the sub-grantee complies;</li> <li>• Cancellation, termination or suspension of the contract, in whole or in part; or,</li> <li>• Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.</li> </ul>
<b>29</b>	<b>Immigration and Naturalization Verification:</b>
	The sub-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 Federal funds to verify that employees are eligible to work in the United States.
<b>30</b>	<b>Use of Grant Funds to Enact Laws:</b>
	Sub-grantee understands and agrees that shall not use any sub-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.



<b>31</b>	<b>Property Accountability:</b>
	The sub-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 sub-grant by the HS SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the HS SAA. Sub-grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the HS SAA. The HS SAA reserves the right to inspect and review any equipment purchased with this sub-grant
<b>32</b>	<b>Communications Equipment:</b>
	With respect to communications initiatives and equipment, the sub-grantee agrees to the following: Communications equipment shall be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per WV Code §15-14-4, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator. <a href="http://www.slrn.wv.gov">www.slrn.wv.gov</a>
<b>33</b>	<b>Equipment:</b>
	Sub-grantees purchasing equipment with grant funds shall adhere to the established bidding procedures for their respective units of government and/or agencies. All equipment shall have a primary function of being used for homeland security purposes, and be available statewide (if practical) for use during emergencies and training/exercise events.
<b>34</b>	<b>Marking of Equipment and Publications:</b>
	Sub-grantee shall ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV DHSEM."
<b>35</b>	<b>Patents and/or Copyrights and Rights in Data:</b>
	Sub-grantee acknowledges that the HS SAA, and subsequently the U.S. Department of Homeland Security; 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. Sub-grantee shall consult with the HS SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.
<b>36</b>	<b>Time Extensions:</b>
	Time extensions are allowable; however, the HS SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the sub-grantee is not a justified reason for an extension.
<b>37</b>	<b>Equal Employment Opportunity Plan:</b>
	Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.
<b>38</b>	<b>Veterans Preference:</b>
	This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. HS SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.
<b>39</b>	<b>Submission/Release of Proposed Publications:</b>
	The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the HS SAA 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 United States Department of Homeland Security and the WV Division of Homeland Security and Emergency Management. 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 U.S. Department of Homeland Security, nor the State of West Virginia."

<b>40</b>	<b>Purchase of American-made Equipment/Products:</b>
	It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, as well as the desire of HS SAA that <u>to the greatest extent practicable</u> , all equipment and products purchased with Federal funds made available under this grant should be American-made.
<b>41</b>	<b>Personnel Training:</b>
	The HS SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant-funded equipment shall be provided, upon request within 10 business days.
<b>42</b>	<b>Accounting Requirements:</b>
	Sub-grantee shall record all project funds and costs following <u>generally accepted accounting procedures</u> . A unique account number or cost recording shall separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income shall be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, shall be retained and be available for audit purposes.
<b>43</b>	<b>Financial Guide:</b>
	Sub-grantee shall comply with all requirements as set forth in the Financial Guide which governs this program.
<b>44</b>	<b>Davis-Bacon and Related Acts:</b>
	Subgrantee agrees to comply with the Davis-Bacon and Related Acts, which applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act prevailing wage provisions applies to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts. For more information, check the following US Department of Labor website link. <a href="https://www.dol.gov/whd/govcontracts/dbra.htm">https://www.dol.gov/whd/govcontracts/dbra.htm</a>
<b>45</b>	<b>Contractor Planning Requirements:</b>
	All subgrants utilizing a contractor will submit copies of agendas, notes/minutes, and sign-in sheets for meetings between subgrantee and contractor(s). Subgrantees MUST include a list of planned and completed meeting dates. These documents MUST be submitted with monthly progress reports. Copies of all final work products (i.e. plans, SOPs/SOGs, exercise documentation) must be submitted prior to the final request for reimbursement.

**U. S. DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

O.M.B. No. 1660-0025

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

☐ Standard Form-LLL "Disclosure of Lobbying Activities" attached  
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 57, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distributions  
(b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the term of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring on the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, with 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.



(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check ☐ If there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official: \_\_\_\_\_

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

<b>COMMUNITY DEVELOPMENT BLOCK GRANT FINAL PERFORMANCE REPORT COVER SHEET</b>		
<b>1. Name of Grantee:</b>  <div style="text-align: center; color: #0070C0;">Upshur County Commission</div>	<b>2. Project Number:</b>  <div style="text-align: center; color: #0070C0;">16SCBG0008</div>	
<b>3. Address of Grantee</b>  <div style="text-align: center; color: #0070C0;">91 West Main Street, Suite 101 Buckhannon, WV 26201</div>	<b>4. Name of Chief Elected Official:</b>  <div style="text-align: center; color: #0070C0;">Kristie G. Tenney, President</div>	
	<b>6. County:</b>  <div style="text-align: center; color: #0070C0;">Upshur</div>	<b>7. Region:</b>  <div style="text-align: center; color: #0070C0;">Seven</div>
<b>8. Name of Project:</b>  <div style="text-align: center; color: #0070C0;">Elkins Road PSD, Ph III Water System Improvements</div>	<b>9. Date of Award:</b>  <div style="text-align: center; color: #0070C0;">12/13/2016</div>	<b>10. Amount of Award:</b>  <div style="text-align: center; color: #0070C0;">\$1,405,244.39</div>
<b>11. Approved Project Period:</b>  From: <u>12/13/2016</u> To: <u>6/30/2018</u>	<b>12. Amended Project Period:</b>  From: <u>12/13/2016</u> To: <u>6/30/2023</u>	
<b>13. CITIZEN'S WRITTEN COMMENTS:</b> <span style="color: #0070C0; font-size: 1.2em; margin-left: 10px;">X</span> <b>NO comments received (Check if applicable)</b>		
<b>13a. CITIZEN'S WRITTEN COMMENTS: Submitted to West Virginia Development Office with this report are:</b> <ul style="list-style-type: none"> <li>a. A copy of each written citizen comment on the grantee's community development performance under this grant which was received during the period since the grant was approved;</li> <li>b. The grantee's assessment of the comment, and;</li> <li>c. A description of any action taken or to be taken in response to the comment, as required by the Housing and Community Development Act of 1974, as amended.</li> </ul>		
<b>14. THE GRANTEE'S AUTHORIZED OFFICIAL REPRESENTATIVE CERTIFIES THAT:</b> <ul style="list-style-type: none"> <li>a. To the best of its knowledge and belief that the data in this report was true and correct as of the date of the report in Item 18;</li> <li>b. The records described in the State's Grants Management handbook are being maintained and will be made available upon request;</li> <li>c. Federal assistance made available under the SCBG program is not being utilized to substantially reduce the amount of local financial support for community development activities below the level of such support prior to the start of the SCBG being reported here.</li> </ul>		
<b>15. Name, Address &amp; Telephone No. of Person Who Completed This Form</b>  <div style="color: #0070C0;">Cary A. Smith, Project Manager Region VII Planning &amp; Development Council PO Box 849   Buckhannon, WV 26201 304.472.6564</div>	<b>16. Typed Name/Title of Chief Elected Official:</b> <div style="color: #0070C0;">Kristie G. Tenney, Upshur County Commission Pres.</div>	
	<b>17. Signature of Chief Elected Official:</b>  	
	<b>18. Date:</b>  <div style="text-align: center; color: #0070C0;">1/12/2023</div>	

CDBG GRANT FINAL PERFORMANCE REPORT <b>FINANCIAL</b>	1. Name of Grantee:  Upshur County Commission	
	2. Project Number: 16SCBG0008	Date: 1/12/2023

4. Project Expenditures By Activity:	Approved CDBG Budget	CDBG Expenditures	Program Income Expenditures	Other Funds* Expenditures	Total Program Expenditures
a. Administration	\$ 107,462.84	\$ 107,462.84		\$ 22,537.16	\$ 130,000.00
b. Architectural/Engineering Services	\$ 300,524.75	\$ 300,524.75		\$ 817,308.97	\$ 1,117,833.72
c. Legal Fees				\$ 72,500.00	\$ 72,500.00
d. Land/ROWs				\$ 46,812.50	\$ 46,812.50
e. Accounting				\$ 37,755.89	\$ 37,755.89
f. Construction Improvements	\$ 971,869.00	\$ 971,869.00		\$ 3,956,987.47	\$ 4,928,856.47
g. Permits	\$ 25,387.80	\$ 25,387.80		\$ 46,098.01	\$ 71,485.81
h.					
i.					
j. (Other) Audit					
<b>TOTAL</b>	<b>\$ 1,405,244.39</b>	<b>\$ 1,405,244.39</b>		<b>\$ 5,000,000.00</b>	<b>\$ 6,405,244.39</b>

5. Computation of Grant Balance: \*Other fund expenditures must provide source of funding by Expenditure Activity.  
(Provide separate sheet, if necessary)

a. Amount of CDBG Grant Award	a. \$ 1,405,244.39		<b>Remarks</b>
b. Program Income Earned During Project Period		b.	
c. Total Expenditures from amount shown on lines a and b	c. (1)	c. (2)	WVIJDC Loan \$5,000,000.00
(1) SCBG Expenditures	\$ 1,405,244.39		
(2) PI Expenditures			
d. Balance of funds--d(1) (CDBG line a minus line c(1))	d. (1)	d. (2)	Program Income was not earned during the course of this project.
d(2) (PI line b minus line c(2))	\$ -		
e. Balance of approved grant not drawn down	e. \$ -		
f. Cash on hand	f. \$ -		

- 1--Upon submission of this report, this balance will be canceled with no further drawdowns, with the possible exception of final audit costs.  
2--A check for this amount made payable to the State of West Virginia should be submitted with this report.  
3--The interim closeout letter will provide instruction regarding use of program income.

**NOTE: THIS SHEET MAY HAVE TO BE RE-SUBMITTED AS A RESULT OF A FINAL AUDIT.**

CDBG GRANT  
FINAL PERFORMANCE REPORT  
**STATUS OF AUDIT**

1. Name of Grantee:  <p style="text-align: center; color: blue;">Upshur County Commission</p>	
2. Project Number: <span style="float: right; color: blue;">16SCBG0008</span>	3. Date: <span style="float: right; color: blue;">1/12/2023</span>

**4. AUDIT SUMMARY:**

List costs audited to date which have been included in the State Auditor audit reports or contracted audits.  
If all costs claimed have not been audited, please indicate the anticipated date the final audit will be available.

AUDIT PERIOD	DATE OF AUDIT REPORT (MANAGEMENT LETTER)	AMOUNT OF SCBG EXPENDITURES AUDITED	FINDINGS		FINDINGS RESOLVED*	
			YES	NO	YES	NO
FY2018	5/7/2020	\$53,733.00		X		
FY2019	6/23/2020	\$84,496.90		X		
FY2020	9/30/2021	\$0.00		X		
FY2021	9/22/2022	\$1,094,448.94		X		
FY2022		\$117,299.12				
FY2023		\$55,266.43				
TOTAL AMOUNT AUDITED		\$1,232,678.84				

**5. AUDIT STATUS**

a. Total Expenditures	\$1,405,244.39
b. Total Expenditures Audited	\$1,232,678.84
c. Total Expenditures Not Audited	\$172,565.55
d. Period Covered by Next Audit <u>7/1/2021</u> to <u>6/30/2022</u>	
e. Expenditures Covered by Next Audit	\$117,299.12

REMARKS:

\*If there are any findings that have not been resolved, please explain.

NOTE: This sheet may have to be resubmitted after the final audit.



CDBG GRANT  
FINAL PERFORMANCE REPORT  
**GRANT ACCOMPLISHMENTS & IMPACT**

1. Name of Grantee:  <div style="text-align: center;">Upshur County Commission</div>	
2. Project Number: <div style="text-align: center;">16SCBG0008</div>	3. Date: <div style="text-align: center;">1/12/2023</div>

ACTIVITY NUMBER	CENSUS TRACT	ACTIVITY	\$ AMOUNT BY NATIONAL OBJECTIVE			PROPOSED ACCOMPLISHMENTS	ACTUAL ACCOMPLISH- MENTS	IMPACT OF ACTIVITY
			LOW/MOD	SLUMS BLIGHT	URGENT NEED			
4	5	6	7	8	9	10	11	12
03J	9671	Elkins Road PSD, Phase III Water System Improvements	\$1,405,244.39			Design a project to extend quality water to 82 new customers from the existing Elkins Road PSD water distribution system, upgrade water tanks, install booster stations, construct a new office building, and install 42,926 LF of 6", 22,713 LF of 4" and 18,039 LF of 2" water line, 56 fire hydrants and all the necessary valves, controls and appurtanences.	40,962 LF of 6" waterline, 24,108 LF of 4" waterline and 11,328 LF of 2" waterline along with 22 fire hydrants and 115 meters, as well as a new office building, booster stations, generators and upgrades to water tanks.	Provided 115 households with potable water and fire protection in a previously unserved area of Upshur County.
			TOTAL	TOTAL	TOTAL			
			\$1,405,244.39					

CDBG GRANT  
FINAL PERFORMANCE REPORT  
**PROGRAM BENEFIT**

(1) Name of Grantee:	Upshur County Commission
(2) Project Number:	16SCBG0008

ACTIVITY NUMBER	TOTAL AMOUNT BENEFITING LOW-AND-MODERATE INCOME PERSONS	NUMBER OF LOW AND MODERATE INCOME BENEFICIARIES	AMENDED PROJECTS	DESCRIPTION OF AMENDMENT
(3)	(4)	(5)	(6)	(7)
03J	\$1,405,244.39	50	Amendment #1  Amendment #2  Amendment #3  Amendment #4  Amendment #5  Amendment #6	This amendment reflects the approval of additional CDBG funds awarded to the project.  This amendment reflects changes to amounts due to engineering amendment and changes to other funding.  This amendment adjusts the budget to reflect construction expenses relative to the CDBG areas of the project.  This amendment adjusts the budget to pay remaining permit fees related to the project.  This amendment adjusts the budget reflecting the project has taken longer than originally anticipated.  This amendment reflects the modification of the project funding in order to recapture the excess funds that was not able to be utilized beyond the CDBG portion of the project.

**(8) METHOD OF DETERMINING BENEFIT:**  
The project qualified by completing an income survey which determined that 65.8% were low to moderate income.

CDBG GRANT  
FINAL PERFORMANCE REPORT  
DISPLACEMENT OF

Upshur County Commission

16SCBG0008

### 3. ATTACH NARRATIVE DESCRIPTION OF ACTIONS TAKEN TO MITIGATE ADVERSE EFFECTS

**Not Applicable to this project.**  
No one was displaced as a result of this project.

CDBG GRANT  
FINAL PERFORMANCE REPORT  
**DIRECT BENEFIT ACTIVITIES**

APPLICANTS FOR AND RECIPIENTS OF SERVICES

1. Name of Grantee:

**Upshur County Commission**

2. Project Number:

**16SCBG0008**

ACTIVITY NUMBER	NAME OF DIRECT BENEFIT ACTIVITY	TOTAL # OF DIRECT BENEFICIARIES	LOW AND MODERATE INCOME	LOW- INCOME	WHITE NOT HISPANIC ORIGIN	BLACK NOT HISPANIC ORIGIN	AMERICAN INDIAN OR ALASKAN NATIVE	HISPANIC	ASIAN OR PACIFIC ISLANDER	FEMALE- HEADED HOUSEHOLD
(3)	(4)	(5)	(a)	(b)	( c )	(d)	(e)	(f)	(g)	(h)

**REPORT ON THE LOWER PORTION OF THIS FORM, ALL RECIPIENTS OF BENEFITS UNDER THIS PROGRAM**

<div style="border: 2px solid blue; padding: 10px; text-align: center;"> <p><b>Not Applicable to this project.</b></p> <p>There were no Direct Beneficiaries as defined by HUD as a result of this project.</p> </div>										
--	--	--	--	--	--	--	--	--	--	--



CDBG GRANT  
FINAL PERFORMANCE REPORT  
**AREA WIDE BENEFIT OF  
ACTUAL ACCOMPLISHMENTS**

1. Name of Grantee:

Upshur County Commission

2. Project Number:

16SCBG0008

3. Primary Activities	4. Census Area	5. Total Number of Beneficiaries	6. Number of Beneficiaries Per Reporting Category				
			White Not Hispanic	Black Not Hispanic	Hispanic	Asian or Pacific Islander	American Indian or Alaskan Native
<b>03J - Infrastructure (Waterline Extension)</b>	<b>Tract 9671</b>	<b>4361</b>	<b>4315</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>

7. Explanation if #6 does not equal #5.

The census tract has individuals that are listed as having more than one race. The Census Tract is also much larger than the project area and thus this sheet shows many more beneficiaries based on the Census Tract than those that actually benefited from the project.

CDBG GRANT  
FINAL PERFORMANCE REPORT

**HOUSING ASSISTANCE PERFORMANCE**

**REHABILITATION**

PROGRAM INCOME ACCRUED:

\$ \_\_\_\_\_

1. GRANTEE: <b>Upshur County Commission</b>	2. PROJECT #: <b>16SCBG0008</b>	3. REHAB GOAL:  OWNER OCCUPIED #: _____  RENTAL UNITS #: _____	4. TYPE OF HOUSING REHABILITATION  (CHECK APPLICABLE TYPE)  GRANT _____ LOAN _____ OTHER _____
--	------------------------------------	--	--

OWNER OCCUPANT OR RENTAL PROPERTY	NAME (S) OF PROPERTY OWNER	ADDRESS OF PROPERTY REHABBED STREET/RURAL RTE/CITY	CENSUS AREA	TYPE OF FINANCIAL ASSISTANCE LOAN/GRANT/OTHER	CONTRACT AMOUNT	FUNDING SOURCE/AMT.		DATE CONST. STARTED	DATE CONST. COMPLETE
						SCBG	OTHER		
		<b>Not Applicable to this project.</b>							

CDBG GRANT  
FINAL PERFORMANCE REPORT  
**HOUSING ASSISTANCE PERFORMANCE**  
NEW-CONSTRUCTION

1. NAME OF GRANTEE:

Upshur County Commission

2. PROJECT NUMBER:

16SCBG0008

## 3. SMALL CITIES ASSISTED RE-CONSTRUCTION AND SUBSTANTIAL REHABILITATION

PROJECT NUMBER	PROJECT NAME	CENSUS AREA	NUMBER OF UNITS	CONSTRUCTION STARTED	CONSTRUCTION COMPLETE
(A)	(B)	(C)	(D)	(E)	(F)
	<div>Not Applicable to this project.</div>				

CDBG GRANT  
FINAL PERFORMANCE REPORT  
**HOUSING OPPORTUNITIES**

1. NAME OF GRANTEE:

Upshur County Commission

2. PROJECT NUMBER:

16SCBG0008

3. ACTIONS TAKEN TO AFFIRMATIVELY FURTHER FAIR HOUSING (RESPONSE REQUIRED FROM ALL GRANTEES).

**ACTION TAKEN:**

Passed fair housing resolution.  
Posted information about fair housing at the county courthouse.  
Advertised EEO efforts in local papers.

**RESULTS:**

No comments or complaints received. Increased  
Fair Housing awareness and increased education  
of Fair Housing laws to the community.

4. ACTIONS TAKEN TO INCREASE HOUSING OPPORTUNITIES FOR LOWER-INCOME HOUSEHOLDS.

(RESPONSE REQUIRED FOR ALL GRANTEES WITH HOUSING ACTIVITIES AS A PART OF THEIR PROJECT.)



CDBG GRANT  
FINAL PERFORMANCE REPORT  
**RELOCATION AND REAL PROPERTY ACQUISITION**

1. NAME OF GRANTEE:	Upshur County Commission
2. PROJECT NUMBER:	16SCBG0008

PART A. PERSONS DISPLACED BY ACTIVITIES SUBJECT TO THE UNIFORM ACT	(a) TOTAL	(b) NO. OF OWNERS	(c) NO. OF TENANTS
3. HOUSEHOLDS (FAMILIES AND INDIVIDUALS):			
4. BUSINESSES AND NONPROFIT ORGANIZATIONS:			
5. FARMS:			

PART B. RELOACTION PAYMENTS AND EXPENSES UNDER THE UNIFORM ACT		(a) NO. OF CLAIMS	(b) AMOUNT PAID
6. PAYMENTS FOR MOVING	ACTUAL EXPENSES---SECTION 202(a))		
7. EXPENSES FOR HOUSEHOLDS	FIXED PAYMENT INCLUDING DISLOCATION ALLOWANCE--(SECTION 202(a))		
8. PAYMENTS FOR MOVING EXPENSES FOR	ACTUAL EXPENSES---SECTION 202(a))		
9. BUSINESS AND NON-PROFIT ORGANIZATIONS	PAYMENT IN LIEU OF ACTUAL EXPENSES--(SECTION 202(a))		
10. PAYMENTS FOR MOVING EXPENSES	ACTUAL EXPENSES---SECTION 202(a))		
11. FOR FARMS	PAYMENT IN LIEU OF ACTUAL EXPENSES--(SECTION 202(c))		
12. REPLACEMENT HOUSING PAYMENTS FOR HOMEOWNERS--(SECTION 203 (a))			
13. RENTAL ASSISTANCE PAYMENT (TENANTS AND CERTAIN OTHERS)--(SECTION 204 (1))			
14. DOWNPAYMENT ASSISTANCE (TENANTS AND CERTAIN OTHERS)--(SECTION 204 (1))			
15. HOUSING ASSISTANCE AS LAST RESORT--(SECTION 206 (a))			
16. RELOCATION ADVISORY ASSISTANCE AND SERVICES COST--(SECTION 205)			
17. TOTAL (SUM OF LINES 6 THROUGH 16)			

There were no property acquisition associated with the CDBG project.

PART C. DISPLACEMENT NOT SUBJECT TO THE UNIFORM ACT	(a) NO. OF CLAIMS	(b) AMOUNT PAID
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18. MOVING AND RELATED EXPENSES		
19. REPLACEMENT HOUSING PAYMENTS (HOMEOWNER AND RENTAL)		

PART D. REAL PROPERTY ACQUISITION SUBJECT TO UNIFORM ACT	(a) NO. OF PARCELS	(b) COMPENSATION
--	--------------------	------------------

20. TOTAL PARCELS ACQUIRED	0	\$0.00
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PART E. ADMINISTRATIVE RELOCATION APPEALS FILED UNDER UNIFORM ACT	TOTAL NO.
---	-----------

21. TOTAL NUMBER OF ADMINISTRATIVE RELOCATION APPEALS FILED IN CONNECTION WITH PROJECT	
NAME OF PERSON PREPARING THIS FORM AND DATE: <div style="display: flex; justify-content: space-between;"><span>Cary A. Smith</span><span>1/12/2023</span></div>	SIGNATURE OF APPROVING OFFICIAL AND DATE: <div style="display: flex; justify-content: space-between;"><span></span><span>1/12/2023</span></div>
TITLE AND PHONE NUMBER: Project Manager 304.472.6564	TITLE: President

GRANTEE NAME	Upshur County Commission
PROJECT NAME	ERPSD, Ph III Water System Improvements
PROJECT NUMBER	16SCBG0008

LIST EACH PARCEL ACQUIRED WITH CDBG FUNDS AND SUBJECT TO THE URA AS REPORTED ON PREVIOUS PAGE. DO NOT INCLUDE PERMANENT EASEMENTS.	VACANT LAND	STRUCTURE	

There were no property acquisition associated with the CDBG project.

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**ELKINS ROAD PUBLIC SERVICE DISTRICT  
2016W-1632  
16SCBG0008  
Request #28**

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

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

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

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

<b>VENDOR</b>	<b>CDBG</b>	<b>IJDC Loan</b>	<b>TOTAL</b>
Chapman Technical Group	\$ -	\$ 11,173.66	\$ 11,173.66
Region VII Planning & Development Council	\$ 19,259.29	\$ -	\$ 19,259.29
Elkins Road PSD (Reimbursement)	\$ -	\$ 6,811.78	\$ 6,811.78
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>TOTAL</b>	\$ 19,259.29	\$ 17,985.44	\$ 37,244.73

**ADOPTED BY the Elkins Road Public Service District**, at a meeting held on the 3rd day of January, 2023.

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

Its: Chairman



LJDC Loan	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
<b>Construction</b>							
Contract 1 - Ofc Bldg (Pro)(w/ CO#1-#7)	460,350.00	8,530.63	468,880.63	468,880.63	0.00	468,880.63	0.00
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	262,397.67	0.00	262,397.67	0.00
Contract 3 Line ext (AJ Burk)	1,117,740.00	176,467.00	1,294,207.00	1,294,207.00	0.00	1,294,207.00	0.00
Contract 4 Line Ext (Chojnacki)	1,384,581.65	(211,216.11)	1,173,365.54	1,173,365.54	0.00	1,173,365.54	0.00
Contingency	219,549.00	(100,438.25)	119,110.75	0.00	0.00	0.00	119,110.75
Kesling Ridge Booster Station	100,000.00	(100,000.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #4	0.00	80,750.00	80,750.00	80,750.00	0.00	80,750.00	0.00
Touch Read & Radio Read Meters	274,994.00	(274,994.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #2	0.00	37,000.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Contract 3, Change Order #3	0.00	136,000.00	136,000.00	136,000.00	0.00	136,000.00	0.00
Contract 3, Change Order #6	0.00	101,880.00	101,880.00	101,880.00	0.00	101,880.00	0.00
Contract 3, Change Order #7 & #8	0.00	134,315.00	134,315.00	134,315.00	0.00	134,315.00	0.00
Radio Read Meters (Remainder of Meters in System)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO #8 - Backflow Prevention Valve & Vault	0.00	47,000.00	47,000.00	47,000.00	0.00	47,000.00	0.00
Contract #1, CO#9 - Asphalt Driveway Paving	0.00	65,451.85	65,451.85	65,451.85	0.00	65,451.85	0.00
ERPSD Equipment	0.00	9,625.00	9,625.00	9,625.00	0.00	9,625.00	0.00
ERPSD GIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Technical Services (Chapman)</b>							
Study & Report	53,000.00	0.00	53,000.00	53,000.00	0.00	53,000.00	0.00
Design	252,000.00	0.00	252,000.00	252,000.00	0.00	252,000.00	0.00
Bidding	32,990.00	0.00	32,990.00	32,990.00	0.00	32,990.00	0.00
Engineering During Construction	89,810.00	95,311.78	185,121.78	168,310.00	16,811.78	185,121.78	0.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	439,811.00	(155,677.78)	284,133.22	260,379.49	773.66	261,153.15	22,980.07
<b>Special Services</b>							
Surveying Services	10,500.00	0.00	10,500.00	10,106.04	0.00	10,106.04	393.96
Financing Services	3,622.50	0.00	3,622.50	3,622.50	0.00	3,622.50	0.00
Record Drawings	10,500.00	0.00	10,500.00	6,470.00	400.00	6,870.00	3,630.00
PSC Services	1,627.50	0.00	1,627.50	1,627.50	0.00	1,627.50	0.00
Geotech Engineering Services	6,118.00	0.00	6,118.00	6,118.00	0.00	6,118.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
<b>Legal</b>							
a. Legal - Project	25,000.00	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	(2,244.11)	37,755.89	37,755.89	0.00	37,755.89	0.00
Administrative (Region VII)	80,566.35	(58,029.19)	22,537.16	22,537.16	0.00	22,537.16	0.00
Sites and Other Lands	50,000.00	(3,187.50)	46,812.50	46,812.50	0.00	46,812.50	0.00
Permits / Miscellaneous	70,040.00	(23,941.99)	46,098.01	46,098.01	0.00	46,098.01	0.00
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>5,000,000.00</b>	<b>(0.00)</b>	<b>5,000,000.00</b>	<b>4,835,899.78</b>	<b>17,985.44</b>	<b>4,853,885.22</b>	<b>146,114.78</b>

CDBG	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 2 Tank (M&A)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3 Line ext (AJ Burk)	520,517.00	(216,516.00)	304,001.00	304,001.00	0.00	304,001.00	0.00
Contract 4 Line Ext (Chojnacki)	682,788.35	(14,920.35)	667,868.00	667,868.00	0.00	667,868.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kesling Ridge Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Touch Read & Radio Read Meters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #6	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Radio Read Meters (Remainder of Meters in System)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO #8 - Backflow Prevention Valve & Vault	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO#9 - Asphalt Driveway Paving	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ERPSD Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ERPSD GIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	0.00
Design	108,000.00	0.00	108,000.00	108,000.00	0.00	108,000.00	0.00
Bidding	7,710.00	0.00	7,710.00	7,710.00	0.00	7,710.00	0.00
Engineering During Construction	38,490.00	0.00	38,490.00	38,490.00	0.00	38,490.00	0.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	97,189.00	23,263.75	120,452.75	120,452.75	0.00	120,452.75	0.00
Special Services							
Surveying Services	4,500.00	0.00	4,500.00	4,500.00	0.00	4,500.00	0.00
Financing Services	1,552.50	0.00	1,552.50	1,552.50	0.00	1,552.50	0.00
Record Drawings	4,500.00	0.00	4,500.00	4,500.00	0.00	4,500.00	0.00
PSC Services	697.50	0.00	697.50	697.50	0.00	697.50	0.00
Geotech Engineering Services	2,622.00	0.00	2,622.00	2,622.00	0.00	2,622.00	0.00
Tank Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal							
a. Legal - Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Legal - PSC (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting (Griffith)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative (Region VII)	19,433.65	88,029.19	107,462.84	88,203.55	19,259.29	107,462.84	0.00
Sites and Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits / Miscellaneous	0.00	25,387.80	25,387.80	25,387.80	0.00	25,387.80	0.00
Bond Counsel (S&J)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1,500,000.00	(94,755.61)	1,405,244.39	1,385,985.10	19,259.29	1,405,244.39	0.00

Total Project	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	8,530.63	468,880.63	468,880.63	0.00	468,880.63	0.00
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	262,397.67	0.00	262,397.67	0.00
Contract 3 Line ext (AJ Burk)	1,638,257.00	(40,049.00)	1,598,208.00	1,598,208.00	0.00	1,598,208.00	0.00
Contract 4 Line Ext (Chojnacki)	2,067,370.00	(226,136.46)	1,841,233.54	1,841,233.54	0.00	1,841,233.54	0.00
Contingency	219,549.00	(100,438.25)	119,110.75	0.00	0.00	0.00	119,110.75
Kesling Ridge Booster Station	100,000.00	(100,000.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #4	0.00	80,750.00	80,750.00	80,750.00	0.00	80,750.00	0.00
Touch Read & Radio Read Meters	274,994.00	(274,994.00)	0.00	0.00	0.00	0.00	0.00
Contract 3, Change Order #2	0.00	37,000.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Contract 3, Change Order #3	0.00	136,000.00	136,000.00	136,000.00	0.00	136,000.00	0.00
Contract 3, Change Order #6	0.00	101,880.00	101,880.00	101,880.00	0.00	101,880.00	0.00
Contract 3, Change Order #7	0.00	134,315.00	134,315.00	134,315.00	0.00	134,315.00	0.00
Radio Read Meters (Remainder of Meters in System)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract #1, CO #8 - Backflow Prevention Valve & Vault	0.00	47,000.00	47,000.00	47,000.00	0.00	47,000.00	0.00
Contract #1, CO#9 - Asphalt Driveway Paving	0.00	65,451.85	65,451.85	65,451.85	0.00	65,451.85	0.00
ERPSD Equipment	0.00	9,625.00	9,625.00	9,625.00	0.00	9,625.00	0.00
ERPSD GIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	65,000.00	0.00	65,000.00	65,000.00	0.00	65,000.00	0.00
Design	360,000.00	0.00	360,000.00	360,000.00	0.00	360,000.00	0.00
Bidding	40,700.00	0.00	40,700.00	40,700.00	0.00	40,700.00	0.00
Engineering During Construction	128,300.00	95,311.78	223,611.78	206,800.00	16,811.78	223,611.78	0.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	537,000.00	(132,414.03)	404,585.97	380,832.24	773.66	381,605.90	22,980.07
Special Services							
Surveying Services	15,000.00	0.00	15,000.00	14,606.04	0.00	14,606.04	393.96
Financing Services	5,175.00	0.00	5,175.00	5,175.00	0.00	5,175.00	0.00
Record Drawings	15,000.00	0.00	15,000.00	10,970.00	400.00	11,370.00	3,630.00
PSC Services	2,325.00	0.00	2,325.00	2,325.00	0.00	2,325.00	0.00
Geotech Engineering Services	8,740.00	0.00	8,740.00	8,740.00	0.00	8,740.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
b. Legal - PSC (S&I)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	(2,244.11)	37,755.89	37,755.89	0.00	37,755.89	0.00
Administrative (Region VII)	100,000.00	30,000.00	130,000.00	110,740.71	19,259.29	130,000.00	0.00
Sites and Other Lands	50,000.00	(3,187.50)	46,812.50	46,812.50	0.00	46,812.50	0.00
Permits / Miscellaneous	70,040.00	1,445.81	71,485.81	71,485.81	0.00	71,485.81	0.00
Bond Counsel (S&I)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6,500,000.00	(94,755.61)	6,405,244.39	6,221,884.88	37,244.73	6,259,129.61	146,114.78

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

**TO:** West Virginia Development Office  
Building 3, Room 700  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304.558.2234

**FROM:** Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201  
ph. 304.472.0535

<b>Project Name</b>	<b>Elkins Road PSD Phase III Water System Improvements</b>			<b>Project #</b>	<b>16SCBG0008</b>	
<b>Invoice #</b>	<b>173858-32</b>			<b>% of CDBG Funds Expensed</b>	<b>100%</b>	
<b>Time Period Covered by this Request:</b>				<b>04/01/2022</b>	<b>To:</b>	<b>01/12/2023</b>
<b>Amount of CDBG Funds on hand at the time of this Request</b>					<b>\$</b>	<b>-</b>
<b>COST CATEGORIES</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>AMOUNT REQUESTED TO DATE</b>	<b>AMOUNT REQUESTED THIS DRAW</b>	<b>TOTAL AMOUNT REQUESTED</b>	<b>AMOUNT DISBURSED TO DATE</b>	<b>BALANCE</b>
Administration	\$ 107,462.84	\$ 88,203.55	\$ 19,259.29	\$ 107,462.84	\$ 88,203.55	\$ -
<b>Admin Direct Costs</b>		\$ 57,716.31	\$ 12,559.97	\$ 70,276.28	\$ 57,716.31	
<b>Admin Indirect Costs</b>		\$ 30,487.24	\$ 6,699.32	\$ 37,186.56	\$ 30,487.24	
Accounting	\$ -	\$ -	\$ -		\$ -	
Arch/Engineering	\$ 300,524.75	\$ 300,524.75	\$ -	\$ 300,524.75	\$ 300,524.75	\$ -
Land Acquisition	\$ -	\$ -	\$ -		\$ -	
Construction	\$ 971,869.00	\$ 971,869.00	\$ -	\$ 971,869.00	\$ 971,869.00	\$ -
Permits/Fees	\$ 25,387.80	\$ 25,387.80	\$ -	\$ 25,387.80	\$ 25,387.80	\$ -
Legal	\$ -	\$ -	\$ -		\$ -	
Planning		\$ -	\$ -		\$ -	
<b>SUB-TOTAL:</b>	\$ 1,405,244.39	\$ 1,385,985.10	\$ 19,259.29	\$ 1,405,244.39	\$ 1,385,985.10	\$ -
Less Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL:</b>	\$ 1,405,244.39	\$ 1,385,985.10	\$ 19,259.29	\$ 1,405,244.39	\$ 1,385,985.10	\$ -

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

\_\_\_\_\_  
Chief Elected Official Signature

Kristie G. Tenney, Upshur County Commission  
\_\_\_\_\_  
Printed Name of Chief Elected Official

January 12, 2023

\_\_\_\_\_  
Date

*Copies of Invoices Required*  
*Invoice Summary Forms Required*

v1.12.2021

## CDBG Invoice Summary-Administration

Period Covered by Request

04/01/22-01/12/23

	Vendor	Invoice #	Description	Inv Date	\$
1.	Region VII Planning & Development Council	394-6	Administration Services	6/30/2022	\$ 6,237.13
2.	Region VII Planning & Development Council	394-7	Administration Services	9/30/2022	\$ 5,875.87
3.	Region VII Planning & Development Council	394-8	Administration Services	12/31/2022	\$ 7,046.29
4.					\$ -
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
ADMINISTRATION TOTAL					\$ 19,259.29



1:19 PM

09/20/22

**Region VII Planning and Development Council**  
**Time by Job Detail**  
 April through June 2022

Date	Name	Billing Status	Duration
<b>394 ElkinsRoad PSD Ph III Water</b>			
<b>Project Administration</b>			
04/01/2022	Smith, Cary A	Unbilled	1:00
04/04/2022	Smith, Cary A	Unbilled	6:00
04/05/2022	Smith, Cary A	Unbilled	4:30
04/06/2022	Smith, Cary A	Unbilled	1:30
04/07/2022	Smith, Cary A	Unbilled	1:30
04/11/2022	Allen, Dionne T	Unbilled	1:00
04/11/2022	Smith, Cary A	Unbilled	2:00
04/12/2022	Smith, Cary A	Unbilled	1:00
04/13/2022	Smith, Cary A	Unbilled	4:00
04/14/2022	Smith, Cary A	Unbilled	1:00
04/14/2022	Ball, Peggy L	Unbilled	1:00
04/18/2022	Smith, Cary A	Unbilled	0:30
04/20/2022	Smith, Cary A	Unbilled	4:00
04/21/2022	Smith, Cary A	Unbilled	1:00
04/22/2022	Smith, Cary A	Unbilled	1:00
04/25/2022	Smith, Cary A	Unbilled	1:30
04/26/2022	Smith, Cary A	Unbilled	0:30
04/27/2022	Smith, Cary A	Unbilled	0:30
04/28/2022	Smith, Cary A	Unbilled	2:00
04/29/2022	Smith, Cary A	Unbilled	1:00
05/02/2022	Smith, Cary A	Unbilled	2:00
05/03/2022	Smith, Cary A	Unbilled	1:00
05/04/2022	Smith, Cary A	Unbilled	1:00
05/06/2022	Smith, Cary A	Unbilled	1:00
05/09/2022	Allen, Dionne T	Unbilled	1:00
05/09/2022	Smith, Cary A	Unbilled	2:00
05/11/2022	Smith, Cary A	Unbilled	0:30
05/13/2022	Smith, Cary A	Unbilled	1:00
05/13/2022	Ball, Peggy L	Unbilled	1:00
05/16/2022	Allen, Dionne T	Unbilled	1:00
05/16/2022	Smith, Cary A	Unbilled	0:30
05/17/2022	Smith, Cary A	Unbilled	1:00
05/18/2022	Smith, Cary A	Unbilled	1:00
05/23/2022	Smith, Cary A	Unbilled	2:00
05/24/2022	Ball, Peggy L	Unbilled	1:00
05/27/2022	Smith, Cary A	Unbilled	1:00
05/30/2022	Smith, Cary A	Unbilled	0:00
05/31/2022	Smith, Cary A	Unbilled	1:00
06/01/2022	Smith, Cary A	Unbilled	2:00
06/02/2022	Smith, Cary A	Unbilled	4:00
06/06/2022	Smith, Cary A	Unbilled	0:00
06/07/2022	Allen, Dionne T	Unbilled	1:00
06/09/2022	Allen, Dionne T	Unbilled	1:00
06/13/2022	Smith, Cary A	Unbilled	2:00
06/14/2022	Smith, Cary A	Unbilled	2:00
06/15/2022	Smith, Cary A	Unbilled	2:00
06/20/2022	Smith, Cary A	Unbilled	0:00
06/21/2022	Smith, Cary A	Unbilled	2:30
06/22/2022	Smith, Cary A	Unbilled	2:00
06/23/2022	Smith, Cary A	Unbilled	1:00
06/24/2022	Smith, Cary A	Unbilled	0:30
06/27/2022	Smith, Cary A	Unbilled	1:00
06/28/2022	Smith, Cary A	Unbilled	1:00
Total Project Administration			77:30
Total 394 ElkinsRoad PSD Ph III Water			77:30
<b>TOTAL</b>			<b>77:30</b>

Buckhannon, WV 26201

Date	Invoice #
9/30/2022	394-7

Bill To
394 ElkinsRoad PSD Ph III Water Elkins Road PSD 133 Fallen Road Buckhannon, WV 26201

Cary A. Smith 01/03/2023

---

NAME DATE

[illegible]



11:29 AM

10/25/22

## Region VII Planning and Development Council

## Time by Job Detail

June 16 through September 15, 2022

Date	Name	Billing Status	Duration
<b>394 ElkinsRoad PSD Ph III Water</b>			
<b>Project Administration</b>			
06/20/2022	Smith, Cary A	Unbilled	0:00
06/21/2022	Smith, Cary A	Unbilled	2:30
06/22/2022	Smith, Cary A	Unbilled	2:00
06/23/2022	Smith, Cary A	Unbilled	1:00
06/24/2022	Smith, Cary A	Unbilled	0:30
06/27/2022	Smith, Cary A	Unbilled	1:00
06/28/2022	Smith, Cary A	Unbilled	1:00
07/01/2022	Smith, Cary A	Unbilled	0:30
07/04/2022	Smith, Cary A	Unbilled	0:00
07/08/2022	Smith, Cary A	Unbilled	1:30
07/11/2022	Smith, Cary A	Unbilled	0:00
07/11/2022	Allen, Dionne T	Unbilled	1:00
07/14/2022	Allen, Dionne T	Unbilled	1:00
07/18/2022	Wallace, Carrie L	Unbilled	1:00
07/18/2022	Smith, Cary A	Unbilled	0:00
07/20/2022	Smith, Cary A	Unbilled	1:00
07/21/2022	Smith, Cary A	Unbilled	1:00
07/25/2022	Smith, Cary A	Unbilled	0:00
07/26/2022	Smith, Cary A	Unbilled	0:30
07/27/2022	Smith, Cary A	Unbilled	1:00
07/29/2022	Smith, Cary A	Unbilled	5:00
08/01/2022	Smith, Cary A	Unbilled	2:30
08/02/2022	Smith, Cary A	Unbilled	5:30
08/04/2022	Smith, Cary A	Unbilled	1:00
08/08/2022	Allen, Dionne T	Unbilled	1:00
08/08/2022	Smith, Cary A	Unbilled	0:00
08/09/2022	Smith, Cary A	Unbilled	0:30
08/11/2022	Smith, Cary A	Unbilled	2:30
08/12/2022	Smith, Cary A	Unbilled	0:30
08/15/2022	Smith, Cary A	Unbilled	2:30
08/16/2022	Smith, Cary A	Unbilled	4:30
08/17/2022	Smith, Cary A	Unbilled	5:00
08/18/2022	Smith, Cary A	Unbilled	2:00
08/19/2022	Smith, Cary A	Unbilled	4:30
08/22/2022	Smith, Cary A	Unbilled	0:00
08/23/2022	Smith, Cary A	Unbilled	3:00
08/24/2022	Smith, Cary A	Unbilled	1:00
08/25/2022	Smith, Cary A	Unbilled	1:00
08/29/2022	Smith, Cary A	Unbilled	1:00
08/30/2022	Smith, Cary A	Unbilled	2:00
08/31/2022	Smith, Cary A	Unbilled	2:30
09/01/2022	Smith, Cary A	Unbilled	4:00
09/02/2022	Smith, Cary A	Unbilled	3:00
09/05/2022	Smith, Cary A	Unbilled	0:00
09/08/2022	Allen, Dionne T	Unbilled	1:00
09/09/2022	Smith, Cary A	Unbilled	2:00
09/12/2022	Smith, Cary A	Unbilled	0:30
09/15/2022	Allen, Dionne T	Unbilled	1:00
09/15/2022	Smith, Cary A	Unbilled	0:30
Total Project Administration			76:00
Total 394 ElkinsRoad PSD Ph III Water			76:00
<b>TOTAL</b>			<b>76:00</b>

Buckhannon, WV 26201

Date	Invoice #
12/31/2022	394-8

Cary A. Smith 01/03/2023

NAME DATE

[illegible]

10:19 AM

12/21/22

**Region VII Planning and Development Council**  
**Time by Job Detail**  
**October through December 2022**

Date	Name	Billing Status	Duration
<b>394 ElkinsRoad PSD Ph III Water</b>			
<b>Project Administration</b>			
10/03/2022	Smith, Cary A	Unbilled	2:00
10/04/2022	Whitehair, Nicolas S	Unbilled	2:00
10/05/2022	Smith, Cary A	Unbilled	1:00
10/06/2022	Ball, Peggy L	Unbilled	0:30
10/07/2022	Smith, Cary A	Unbilled	0:30
10/10/2022	Smith, Cary A	Unbilled	0:00
10/11/2022	Allen, Dionne T	Unbilled	1:00
10/11/2022	Whitehair, Nicolas S	Unbilled	2:00
10/12/2022	Whitehair, Nicolas S	Unbilled	2:00
10/12/2022	Smith, Cary A	Unbilled	0:30
10/13/2022	Whitehair, Nicolas S	Unbilled	1:00
10/13/2022	Smith, Cary A	Unbilled	0:30
10/14/2022	Whitehair, Nicolas S	Unbilled	2:00
10/17/2022	Wallace, Carrie L	Unbilled	2:00
10/17/2022	Ball, Peggy L	Unbilled	1:00
10/17/2022	Smith, Cary A	Unbilled	2:30
10/19/2022	Wallace, Carrie L	Unbilled	1:15
10/19/2022	Whitehair, Nicolas S	Unbilled	2:00
10/19/2022	Smith, Cary A	Unbilled	0:30
10/20/2022	Whitehair, Nicolas S	Unbilled	2:00
10/20/2022	Allen, Dionne T	Unbilled	1:00
10/20/2022	Wallace, Carrie L	Unbilled	0:30
10/21/2022	Whitehair, Nicolas S	Unbilled	2:00
10/21/2022	Smith, Cary A	Unbilled	1:00
10/24/2022	Whitehair, Nicolas S	Unbilled	1:00
10/24/2022	Smith, Cary A	Unbilled	0:30
10/25/2022	Whitehair, Nicolas S	Unbilled	1:00
10/25/2022	Smith, Cary A	Unbilled	1:00
10/26/2022	Whitehair, Nicolas S	Unbilled	2:00
10/26/2022	Smith, Cary A	Unbilled	1:00
10/27/2022	Whitehair, Nicolas S	Unbilled	2:00
10/27/2022	Smith, Cary A	Unbilled	2:00
10/28/2022	Smith, Cary A	Unbilled	2:00
10/31/2022	Smith, Cary A	Unbilled	0:30
11/09/2022	Allen, Dionne T	Unbilled	1:00
11/15/2022	Allen, Dionne T	Unbilled	1:00
12/09/2022	Allen, Dionne T	Unbilled	1:00
12/16/2022	Allen, Dionne T	Unbilled	1:00
Total Project Administration			47:45
Total 394 ElkinsRoad PSD Ph III Water			47:45
<b>TOTAL</b>			<b>47:45</b>



**Form Number: 6**

**West Virginia Department of Economic Development**  
Community Development Block Grant (CDBG)  
Budget Amendment Form- Water/Sewer/Storm Sewer/Parks and Rec/Broadband

<b>Subrecipient:</b>	Upshur County Commission
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<b>Project Name:</b>	Elkins Road PSD, Phase III Water System Improvement Project
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<b>Project Number:</b>	16SCBG0008	<b>Amendment Number:</b>	6
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Activity Category*	Current CDBG Budget	Increase	Decrease	Amended CDBG Budget
Administration	\$ 107,462.84	\$ -	\$ -	\$ 107,462.84
Accounting		\$ -	\$ -	\$ -
Arch/Engineering	\$ 341,172.00	\$ -	\$ 40,647.25	\$ 300,524.75
Land Acquisition		\$ -	\$ -	\$ -
Construction	\$ 1,025,977.36	\$ -	\$ 54,108.36	\$ 971,869.00
Permits/Fees	\$ 25,387.80	\$ -	\$ -	\$ 25,387.80
Legal		\$ -	\$ -	\$ -
Planning				
Demolition				
<b>TOTAL</b>	\$ 1,500,000.00	\$ -	\$ 94,755.61	\$ 1,405,244.39

\*Activity Categories cannot change from original budget.

<b>Reason for Amendment:</b>	The amendment reflects the modification of the project funding in order to recapture the excess funds that was not able to be utilized beyond the CDBG portion of the project.
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Subrecipient Signature:	
Printed Name and Title:	Upshur County Commission, President
Date:	1/12/2023

WVDED Project Manager:	Lena Osborne		
Signature:		Date:	
WVDED Program Manager:	Sherry Risk		
Signature:		Date:	



Community Development Block Grant  
(CDBG)  
**Grant Amendment No. 6**

West Virginia Development Office  
1900 Kanawha Blvd. East  
Building 6, Room 553  
Charleston, WV 25305

Subrecipient Information		State Accounting Information	
Name:	Upshur County Commission Courthouse	Major Program:	CDBG
Address:	Annex, 91 West Main St., Suite 101, Buckhannon, WV 26201	Program:	CDBGGRANTS
FEIN:	55-6000406	Oasis Vendor Number:	17*3858
DUNS:	028608099	Oasis Grant Award Number:	212313

**Grant Amendment No. 5 Description**

This amendment will modify the project funding structure to recapture PY16 funds.

Federal Award Information		Pass-through Award Information	
Federal Awarding Agency:	Department of Housing and Urban Development (HUD)	Pass-through Awarding Agency:	Commerce – WV Development Office
CFDA Number and Name:	14.228 – Community Development Block Grant	Subaward Project Number:	16SCBG0008
R&D Award	No	Period of Performance:	12/13/2016 -- 6/30/2018
		Amended Period of Performance:	12/13/2016 – 6/30/2023
<b><u>PY2018 Funds</u></b>		<b><u>PY2017 Funds – PPC-B17</u></b>	
FAIN.....	B18DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	09/12/2018	Total Funds Obligated.....	\$497,619.82
Total Federal Funds Available.....	\$13,591,796		
<b><u>PY2017 Funds</u></b>		<b><u>PY2016 Funds – PPC-B16</u></b>	
FAIN.....	B17DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	10/19/2017	Funds Deobligated by This Action.....	(\$94,460.57)
Total Federal Funds Available.....	\$12,228,766.00	Total Funds Obligated.....	\$188,973.43
<b><u>PY2016 Funds</u></b>		<b><u>PY2015 Funds – PPC-B15</u></b>	
FAIN.....	B16DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	09/19/2016	Funds Deobligated by This Action.....	(\$295.04)
Total Federal Funds Available.....	\$12,520,351.00	Total Funds Obligated.....	\$68,626.31
<b><u>PY2015 Funds</u></b>		<b><u>PY2014 Funds – PPC-B14</u></b>	
FAIN.....	B15DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	8/02/2015	Total Funds Obligated.....	\$248,418.00
Total Federal Funds Available.....	\$12,528,038.00		
<b><u>PY2014 Funds</u></b>		<b><u>PY2010-PY2013 Funds – PPC-B98</u></b>	
FAIN.....	B14DC540001	Funds Obligated by This Action.....	\$0.00
Federal Award Date.....	8/02/2015	Total Funds Obligated.....	\$401,606.83
Total Federal Funds Available.....	\$12,528,038.00		
<b><u>PY2013 Funds</u></b>		Total Federal Funds Committed to Project....	\$1,405,244.39
FAIN.....	B13DC540001		
Total Federal Funds Available.....	\$13,429,610.00		
<b><u>PY2012 Funds</u></b>			
FAIN.....	B12DC540001		
Total Federal Funds Available.....	\$13,177,973.00		
<b><u>PY2011 Funds</u></b>			
FAIN.....	B11DC540001		
Total Federal Funds Available.....	\$15,383,805.00		
<b><u>PY2010 Funds</u></b>			
FAIN.....	B10DC540001		
Total Federal Funds Available.....	\$18,358,507.00		



**Notice of Grant Award**

This funding is provided under Title I of the Housing and Community Development Act of 1974 under regulations of the Department of Housing and Urban Development, including but not limited to 24 CFR (Code of Federal Regulations), Part 570, Sub-Part I, as amended or revised, and subject the State of West Virginia's CDBG Policies and Procedures Manual and all program guidelines.

**Terms of Acceptance**

By accepting funds under this Agreement, the subrecipient agrees to comply with all terms and conditions in this Agreement; all assurances and certifications made in the Agreement; and all applicable federal statutes, regulations, and guidelines. The subrecipient agrees to administer the funded program in accordance with the Agreement and budget(s), supporting documents, and other representations made in support of the Agreement.

**For the Pass-Through Entity:****For the Subrecipient:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jennifer Ferrell, Director

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
304-558-2234

\_\_\_\_\_  
Phone

\_\_\_\_\_  
[Jennifer.L.Ferrell@wv.gov](mailto:Jennifer.L.Ferrell@wv.gov)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email



23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 – 2568 FAX: (304) 292 - 9836

November 14, 2022

Upshur County Commission  
 Tabitha Perry  
 91 W Main Street, suite 101  
 Buckhannon, WV 26201

Dear Ms. Perry,

This proposal is for a new system in your county. Upshur County's current system was installed in May 2015 and runs Software Systems' Tax Collection, Internet Tax Inquiry, Sheriff's Accounting, Online Tax Payment, Assessor's Supplemental, Budgetary Accounting, Payroll and Circuit Clerk software. The new system is an IBM 9105-41B that comes with a 4-Core 3.9 GHz Power10 Processor card (one processor activated) 32 GB memory; RDX SSD backup solution; and two 800GB SSD PCIe4 drives. The Operating System is version 7.3 with a license transfer for the users. Included is a UPS that will function with the new system with an additional battery for longer downtimes. **This system comes with a three year IBM Hardware and Software Maintenance.** The RDX solid state drive backup solution will ensure your data is protected and will greatly reduce your operating costs over previous technologies.

Included in our proposal are installation and migration services to install the IBM System i, install Client Access on end-user systems, update end-user system and printer settings in the office, and migrate Software Systems applications and data.

**The total price of products and services for this offering to Upshur County: \$52,472.00**

#### Products

Description	Qty	Price	Ext Price
IBM Hardware (9009-41A) + UPS Includes 3-year hardware warranty	1		\$26,009.00
Tape media	11	\$50.00	\$550.00
IBM Software (i5/OS v7.3) Includes 3-year software maintenance	1		<u>\$20,895.00</u>
<b>Product Total</b>			<b>\$47,454.00</b>



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23 South University Avenue, Morgantown, WV 26508

Phone: (304) 292 - 2568 FAX: (304) 292 - 9836

**Services**

Installation Services	30 hrs.	\$145.00	\$4,350.00
Travel and Expenses			<u>\$ 668.00</u>
	<b>Services Total</b>		<b>\$5,018.00</b>

This is a services estimate. Actual time and expenses will be billed on a monthly maintenance invoice. Please let me know what questions you may have and how you would like to proceed. This price on this proposal is only good for 90 days, as hardware and software becomes updated the price may change after the 90-day period.

Sincerely,

Michael C Manley



## Revize Web Services Sales Agreement

This Sales Agreement is between Upshur County, West Virginia ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179

Date: 12-20-2022

CLIENT INFORMATION:		REVIZE LLC:
Client Name:	Upshur County, West Virginia	Revize Software Systems
Client Address:	40 West Main St	150 Kirts Blvd., Suite B
Client Address 2:		Troy, MI 48084
Client City/State/Zip:	Buckhannon WV, 26201	248-269-9263
Contact Name:	Tabatha Perry trperry@upshurcounty.org (304)-472-0535	
Billing Dept. Contact:	Tabatha Perry trperry@upshurcounty.org	
Client Website Address:	<a href="https://www.upshurcounty.org/">https://www.upshurcounty.org/</a>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

Quantity	Description	Price
1	Revize Design Refresh – This will be using the current site map for migration.	FREE!
1	Build Cost for New Applications – None	Build Cost \$0 Yearly Cost \$0
1	Revize Annual Fee, pre-paid: Includes unlimited tech support, CMS software updates (up to 2 users), security software updates, and 24-hour website health monitoring. Website hosting on 4 redundant server farms included free of charge with SSL security certificate (10 GB storage space, 100 GB monthly bandwidth limit) with pre-paid annual fee: This is also including the Online Interactive Web Forms Application and the Revize Web Application.	\$3,300
	Grand Total	Build Cost \$0 Yearly cost \$0 \$0

Five-year agreement with free website design refresh during year five. Revize requires a check for \$0 to start this Initiative. Remaining balance due upon website delivered for content editor training or the first-year anniversary of the kickoff meeting, whichever comes first. Annual services and website hosting start the day of the Kickoff project meeting. CLIENT understands that the project completion date is highly dependent on their timely communication with REVIZE.

CLIENT also agrees and understands that:

- a. The primary communication tool for this project and future tech support is the REVIZE customer portal found at <https://support.revize.com>.
- b. During the project, CLIENT will respond to REVIZE inquiries within 48 hours of the request to avoid any delay in the project timeline.
- c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.

**Terms:**

1. *Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.*
2. *Additional content migration, if requested, is available for \$3 per web page or document.*
3. *This Sales Agreement is the only legal document governing this sale.*
4. *Both parties must agree in writing to any changes or additions to this Sales Agreement.*
5. *Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Michigan.*
6. *Pricing expires in 30 days.*
7. *Revize requires a 3-month written termination notice in advance before the next contract renewal date*

<b>AGREED TO BY:</b>	<b>CLIENT</b>	<b>REVIZE</b>
Signature of Authorized Person:	_____	_____
Name of Authorized Person:	<u>Kristie G Tenney</u>	<u>Daniel Laatsch</u>
Title of Authorized Person	<u>Commission President</u>	<u>Account Manager</u>
Date:	<u>January 12, 2023</u>	_____

Please sign and return to: Daniel Laatsch Fax 1-866-346-8880

## The Following Applications & Features will be integrated into Your Website Project

Revize provides applications and features specifically designed for government websites. The applications and features are categorized into:

- **Citizen's Communication Center Apps**
- **Citizen's Engagement Center Apps**
- **Staff Productivity Apps**
- **Site Administration and Security Features**
- **Mobile Device and Accessibility Features**

### **CITIZEN'S COMMUNICATION CENTER APPS:**

- ✓ Home Page Alert
- ✓ Document Center with search bar
- ✓ News Center
- ✓ Photo Gallery/YouTube Video Upload
- ✓ Quick Link Buttons
- ✓ Revize Web Calendar – Unlimited Calendars

### **CITIZEN'S ENGAGEMENT CENTER APPS:**

- ✓ Social Media Sharing App
- ✓ Online Bill Pay

### **STAFF PRODUCTIVITY APPS:**

- ✓ Image Manager
- ✓ Link Checker
- ✓ Menu Manager
- ✓ Vendor Registration/RFP Management System via Vendor Registry
- ✓ Website Content Archiving





#### **Site Administration and Security Features**

- Audit Trail
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SEO Tool Kit
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics

#### **Mobile Device and Accessibility Features**

- WCAG 2.1 AA ADA Compliant
- ADA Accessibility Widget
- Responsive Website Design (RWD) for great mobile phone viewing

## 2023 Standard Mileage Rates

Notice 2023-03

### SECTION 1. PURPOSE

This notice provides the optional 2023 standard mileage rates for taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes. This notice also provides the amount taxpayers must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that may be used in computing the allowance under a fixed and variable rate (FAVR) plan. Additionally, this notice provides the maximum fair market value (FMV) of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).<sup>1</sup>

### SECTION 2. BACKGROUND

Rev. Proc. 2019-46, 2019-49 I.R.B. 1301, provides rules for computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes, and for substantiating, under § 274(d) and § 1.274-5, the amount of

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<sup>1</sup> Unless otherwise specified, all “section” or “§” references are to sections of the Internal Revenue Code (Code) or the Income Tax Regulations (26 CFR part 1).

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ordinary and necessary business expenses of local transportation or travel away from home. Taxpayers using the standard mileage rates must comply with Rev. Proc. 2019-46. However, a taxpayer is not required to use the substantiation methods described in Rev. Proc. 2019-46, but instead may substantiate using actual allowable expense amounts if the taxpayer maintains adequate records or other sufficient evidence.

An independent contractor conducts an annual study for the Internal Revenue Service of the fixed and variable costs of operating an automobile to determine the standard mileage rates for business, medical, and moving use reflected in this notice. The standard mileage rate for charitable use is set by § 170(i).

Longstanding regulations under § 61 provide special valuation rules for employer-provided automobiles. The amount that must be included in the employee's income and wages for the personal use of an employer-provided automobile generally is determined by reference to the automobile's FMV. If an employer chooses to use a special valuation rule, the special value is treated as the FMV of the benefit for income tax and employment tax purposes. Section 1.61-21(b)(4). Two such special valuation rules, the fleet-average valuation rule and the vehicle cents-per-mile valuation rule, are set forth in § 1.61-21(d)(5)(v) and § 1.61-21(e), respectively. These two special valuation rules are subject to limitations, including that they may be used only in connection with automobiles having values that do not exceed a maximum amount set forth in the regulations.

### SECTION 3. STANDARD MILEAGE RATES

The standard mileage rate for transportation or travel expenses is 65.5 cents per mile for all miles of business use (business standard mileage rate). See section 4 of

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Rev. Proc. 2019-46. However, § 11045 of Public Law 115-97, 131. Stat. 2054 (December 22, 2017), commonly known as the Tax Cuts and Jobs Act (TCJA) suspends all miscellaneous itemized deductions that are subject to the two-percent of adjusted gross income floor under § 67, including unreimbursed employee travel expenses, for taxable years beginning after December 31, 2017, and before January 1, 2026. Thus, the business standard mileage rate provided in this notice cannot be used to claim an itemized deduction for unreimbursed employee travel expenses during the suspension. Notwithstanding the foregoing suspension of miscellaneous itemized deductions, deductions for expenses that are deductible in determining adjusted gross income are not suspended. For example, members of a reserve component of the Armed Forces of the United States (Armed Forces), state or local government officials paid on a fee basis, and certain performing artists are entitled to deduct unreimbursed employee travel expenses as an adjustment to total income on line 12 of Schedule 1 of Form 1040 (2022), *U.S. Individual Income Tax Return*, not as an itemized deduction on Schedule A of Form 1040 (2022), and therefore may continue to use the business standard mileage rate.

The standard mileage rate is 14 cents per mile for use of an automobile in rendering gratuitous services to a charitable organization under § 170. See section 5 of Rev. Proc. 2019-46.

The standard mileage rate is 22 cents per mile for use of an automobile: (1) for medical care described in § 213; or (2) as part of a move for which the expenses are deductible under § 217(g). See section 5 of Rev. Proc. 2019-46. Section 11049 of the TCJA suspends the deduction for moving expenses for taxable years beginning after

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December 31, 2017, and before January 1, 2026. However, the suspension does not apply to members of the Armed Forces on active duty who move pursuant to a military order and incident to a permanent change of station. Thus, except for taxpayers to whom § 217(g) applies, the standard mileage rate provided in this notice is not applicable for the use of an automobile as part of a move occurring during the suspension.

#### SECTION 4. BASIS REDUCTION AMOUNT

For automobiles a taxpayer uses for business purposes, the portion of the business standard mileage rate treated as depreciation is 26 cents per mile for 2019, 27 cents per mile for 2020, 26 cents per mile for 2021, 26 cents per mile for 2022, and 28 cents per mile for 2023. See section 4.04 of Rev. Proc. 2019-46.

#### SECTION 5. MAXIMUM STANDARD AUTOMOBILE COST

For purposes of computing the allowance under a FAVR plan, the standard automobile cost may not exceed \$60,800 for automobiles (including trucks and vans). See section 6.02(6) of Rev. Proc. 2019-46.

#### SECTION 6. MAXIMUM VALUE OF EMPLOYER-PROVIDED AUTOMOBILES

For purposes of the fleet-average valuation rule in § 1.61-21(d)(5)(v) and the vehicle cents-per-mile valuation rule in § 1.61-21(e), the maximum FMV of automobiles (including trucks and vans) first made available to employees in calendar year 2023 is \$60,800.

#### SECTION 7. EFFECTIVE DATE

This notice is effective for: (1) deductible transportation expenses paid or incurred on or after January 1, 2023; (2) mileage allowances or reimbursements paid to



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a charitable volunteer or a member of the Armed Forces to whom § 217(g) applies: (a) on or after January 1, 2023, and (b) for transportation expenses the charitable volunteer or such member of the Armed Forces pays or incurs on or after January 1, 2023; and (3) for purposes of the maximum FMV of employer-provided automobiles for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile rule in § 1.61-21(e), automobiles first made available to employees for personal use on or after January 1, 2023.

#### SECTION 8. EFFECT ON OTHER DOCUMENTS

Notice 2022-03 is superseded.

#### DRAFTING INFORMATION

The principal author of this notice is Christian Lagorio of the Office of Associate Chief Counsel (Income Tax and Accounting). For further information on this notice regarding the use of an employee-provided automobile, contact Mr. Lagorio at (202) 317-7005 (not a toll-free number). For further information on this notice regarding the use of an employer-provided automobile, contact Stephanie Caden of the Office of Associate Chief Counsel (Employee Benefits, Exempt Organizations, and Employment Taxes), at (202) 317-4774 (not a toll-free number).

# KANAWHA COUNTY COMMISSION

Post Office Box 3627  
Charleston, West Virginia 25336



Telephone (304) 357-0101  
Fax (304) 357-0788  
[www.kanawha.us](http://www.kanawha.us)

Ben Salango  
Commissioner

W. Kent Carper  
Commissioner

Lance Wheeler  
Commissioner

January 6th, 2023

Upshur County Commission  
38 W Main Street  
Buckhannon, WV 26201

Dear Commissioners Tenney, Nolte & Bush:

As you know, the Regional Jail Per Diem will increase on July 1st, 2023. Currently, the per diem is \$48.25, which will increase to \$54.48. We are very concerned about the effect this will have on County budgets, especially as we know some counties, due to no fault of their own, have not been able to pay their jail bills. Our Commission staff calculated the estimated cost of this increase to each county's jail bill based on the new per diem. Based on our information, your jail bill will increase by \$107,385.20 for the fiscal year 2023/2024 due to the increased per diem.

There will be a presentation on the jail bill at the Joint Judiciary meeting in the Senate Chambers on Monday, January 9<sup>th</sup> at 10:00am. We will be working with the Legislature and the Governor's Office to find ways to help alleviate this continued increase in our jail bills and to receive a moratorium. We must get total relief from the budget-killing jail bill.

We look forward to discussing this with any of you, and if you have any ideas that may help resolve this issue, please feel free to reach out to Commissioner Carper, as he is taking the lead on this issue at 304.357.0656.

Sincerely,

A handwritten signature in black ink, appearing to read "Kent Carper".

W. Kent Carper  
President

A handwritten signature in black ink, appearing to read "BS" or "Salango".

Ben Salango  
Commissioner

A handwritten signature in blue ink, appearing to read "Lance Wheeler".

Lance Wheeler  
Commissioner





WEST VIRGINIA BOARD OF VETERINARY MEDICINE  
 5509 Big Tyler Road, Suite 3, Cross Lanes, WV 25313  
 Phone: 304-776-8032 Fax: 304-776-8256

Annual Report on Animal Euthanasia  
 January 1, 20 22 through December 31, 20 22

This annual report must be received by the WV Board of Veterinary Medicine no later than January 15.  
*Individual monthly reports are no longer required.*

Facility Name <u>Lewis Upshur Animal Control Facility</u>			
Address <u>318 Mud Lick Rd</u>		City <u>Buckhannon</u>	State <u>WV</u>
County <u>Upshur</u>	Phone <u>304-472-3865</u>	Email <u>jcochran@upshurcounty.org</u>	
Zip <u>26201</u>			

CAET's Employed at this Facility During the Report Period

1	<u>Janella L. Cochran #19-2002</u>
2	
3	
4	
5	
6	
7	

Total Number of Animals Received	
Feline	<u>939</u>
Canine	<u>659</u>
Other	<u>24</u>
Total	<u>Ø</u>

Total Number of Animals Euthanized		Total Sedated Prior to Euthanasia	
		Yes	No
Feline	<u>142</u>	<u>50</u>	<u>92</u>
Canine	<u>39</u>	<u>8</u>	<u>31</u>
Other	<u>Ø</u>	<u>/</u>	<u>/</u>
Total	<u>181</u>	<u>58</u>	<u>123</u>

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS  
DECEMBER 1, 2022 - DECEMBER 15, 2022**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
12/1/2022	9051	80281	WAYTS, LOWELL	6956 ALTON RD, FRENCH CREEK, WV 26218	\$3,000.00	\$15.00		CASH	8' ADDITION TO EXISTING BUILDING; MOVED STORAGE BUILDING AND ADDED THREE GARAGE DOORS; ADDING ROOF BETWEEN THE TWO STORAGE BUILDINGS	SELF	
12/6/2022	9052	NEW	SHEPLER, STEPHEN	215 SYLVESTER DR, ELKINS, WV 26241	\$450.00	\$15.00		CHECK	CAMP; COVER FOR BACK PORCH; WOOD SHED	SELF	
12/6/2022	9053	82268	BOWMAN, RANDY	1596 GRASSY RUN RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		CASH	8'X 12' ADDITION TO CAMPER; NEW CAMPERS X2	SELF	
12/13/2022	9054	28	RUCKER, WILBUR	181 BUCKHANNON MTN RD, BUCKHANNON, WV 26201	\$800.00	\$15.00		CASH	10' X 30' METAL ROOF	SELF	
12/15/2022	9055	2294	PHILLIPS, MICHAEL DALE	1708 SWAMP RUN RD, BUCKHANNON, WV 26201	\$20,000.00	\$15.00		CHECK	24' X 32' BUILDING	SELF	
					<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>				
					<b>\$26,250.00</b>	<b>\$75.00</b>	<b>\$0.00</b>				

**UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS  
DECEMBER 16, 2022 - DECEMBER 31, 2022**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
12/16/2022	9056	12853	CRITES, KATRINA	77 ROHR AVE, BUCKHANNON, WV 26201	\$11,740.20	\$15.00		OL	CRAWLSPACE DRAINAGE - WATERPROOFING	JES CONSTR LLC, 1807 W PIKE ST SUITE C, CLARKSBURG, WV 26301	
12/19/2022	9057	8036	MT HERMAN CHURCH	29 IRONWOOD DR, BUCKHANNON, WV 26201	\$3,500.00	\$15.00		OL	INSTALL STAIRLIFT ON EXTERIOR STEPS OF CHURCH	ACORN STAIRLIFTS INC, 7001 LAKE ELLENOR DR, ORLANDO, FL 32809	
12/19/2022	9058	238	CAROLL, MARK	PO BOX 2228, BUCKHANNON, WV 26201	\$20,000.00	\$15.00		CASH	21' X 46' AND 42' X 25' ADDITIONS TO EXISTING STORAGE BUILDING	SELF	
VOID	9059										
12/28/2022	9060	82280	HALL, RON	1004 OLD ELKINS RD, BUCKHANNON, WV 26201	\$500.00	\$15.00		OL	39' TRAILER	SELF	
12/29/2022	9061	7338	KISER, ROBERT	761 TALLMANSVILLE RD, BUCKHANNON, WV 26201	\$12,998.00	\$15.00		CHECK	REPLACE EXISTING TUB WITH ACRYLIC SHOWER BASE AND SURROUND WALL	OHIO BATH SOLUTIONS LLC, DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
					<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>				
					<b>\$48,738.20</b>	<b>\$75.00</b>	<b>\$0.00</b>				
					<b>GRAND PROJECT TOTAL</b>	<b>GRAND BP TOTAL</b>	<b>GRAND FP TOTAL</b>				
					<b>\$74,988.20</b>	<b>\$150.00</b>	<b>\$0.00</b>				





# Upshur County Sheriff's Financial Statement

For Period Ending : November 2022

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,759,104.43	\$ 1,135,013.34	\$ (850,084.91)	\$ 2,044,032.86
FUND - 002 COAL SEVERANCE TAX FUND	\$ 72,934.25	\$ 9.90	\$ -	\$ 72,944.15
FUND - 003 DOG AND KENNEL FUND	\$ 53,993.92	\$ 55,608.18	\$ (38,701.51)	\$ 70,900.59
FUND - 004 GENERAL SCHOOL FUND	\$ 44,715.95	\$ 4,213.67	\$ -	\$ 48,929.62
FUND - 005 MAGISTRATE COURT FUND	\$ 5,504.30	\$ 1,197.12	\$ -	\$ 6,701.42
FUND - 006 WORTHLESS CHECK FUND	\$ 120,999.16	\$ 24.92	\$ -	\$ 121,024.08
FUND - 007 E-911 FUND	\$ 1,291,180.22	\$ 246,325.51	\$ (226,098.42)	\$ 1,311,407.31
FUND - 008 HOME CONFINEMENT FUND	\$ 31,197.62	\$ 7,897.81	\$ (17,168.01)	\$ 21,927.42
FUND - 013 CURRY PARK FUND	\$ 127,007.88	\$ 14,947.82	\$ (15,143.96)	\$ 126,811.74
FUND - 015 CURRY LIBRARY FUND	\$ 9,257.97	\$ 44,796.56	\$ (42,941.86)	\$ 11,112.67
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 53,719.75	\$ 7,339.10	\$ (30,380.02)	\$ 30,678.83
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 36,754.22	\$ 16,972.41	\$ (17,047.06)	\$ 36,679.57
FUND - 039 COAL REALLOCATION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 1,114,068.52	\$ 52,018.22	\$ (3,950.00)	\$ 1,162,136.74
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 364,691.58	\$ 4,299.67	\$ (50,831.69)	\$ 318,159.56
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,629,267.06	\$ 1,071.30	\$ -	\$ 1,630,338.36
FUND - 059 CONCEALED WEAPONS FUND	\$ 15,959.22	\$ 12,202.43	\$ (870.00)	\$ 27,291.65
FUND - 063 VOTER'S REGISTRATION FUND	\$ 1,258.33	\$ 0.16	\$ -	\$ 1,258.49
FUND - 071 JURY FUND	\$ 15,080.36	\$ -	\$ -	\$ 15,080.36
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,488.29	\$ 0.31	\$ -	\$ 2,488.60
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 55,189.10	\$ 1,000.00	\$ (3,608.49)	\$ 52,580.61
FUND - 079 SPAYING & NEUTERING FUND	\$ 30,770.03	\$ 1,150.00	\$ (1,901.55)	\$ 30,018.48
FUND - 080 COMM. CORR. FUND	\$ 1,623,789.72	\$ 196,446.48	\$ (281,554.27)	\$ 1,538,681.93
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ 12,009.75	\$ (12,009.75)	\$ -
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	\$ -	\$ -	\$ -	\$ -
FUND - 311 DMV LICENSE FUND	\$ -	\$ 27,712.50	\$ (27,712.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ 45.00	\$ 1,594.55	\$ (1,594.55)	\$ 45.00
FUND - 313 COURT REPORTER FUND	\$ -	\$ 117.36	\$ (117.36)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 900.00	\$ (900.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 20.00	\$ 550.00	\$ (565.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 1,885.06	\$ (1,885.06)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 160,411.33	\$ -	\$ -	\$ 160,411.33
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH FUND	\$ 245,972.23	\$ 12,311.32	\$ (54,135.17)	\$ 204,148.38
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 712.50	\$ 590.00	\$ (712.50)	\$ 590.00
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 146,820.60	\$ (146,820.60)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 74,177.68	\$ (74,177.68)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 15,071.58	\$ (15,071.58)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 1,808.84	\$ (1,808.84)	\$ -
FUND - 206 COVID 19 FUND	\$ -	\$ -	\$ -	\$ -
FUND - 207 AMERICAN RECOVERY FUND	\$ 4,035,301.76	\$ 487.01	\$ (283,711.57)	\$ 3,752,077.20
<b>FINAL TOTALS</b>	<b>\$ 12,906,254.70</b>	<b>\$ 2,098,571.16</b>	<b>\$ (2,201,503.91)</b>	<b>\$ 12,803,321.95</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 13,059,019.68	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (478,579.17)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 221,131.44			
NET BANK BALANCE	\$ 12,801,571.95			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 12,803,321.95			

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* 1/5/2023  
 Virgil D. Miller  
 Sheriff & Treasurer, Upshur County





# Upshur County Sheriff's Financial Statement

For Period Ending: **November 2022**

## Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
<b>CITIZENS BANK OF WEST VIRGINIA</b>					
	GENERAL COUNTY FUND - IBCK	\$ 1,701,569.02	\$ -	\$ 123,129.96	\$ 1,824,698.98
	COAL SEVERANCE - IBCK	\$ 72,944.15	\$ -	\$ -	\$ 72,944.15
	E-911 - IBCK	\$ 1,311,407.31	\$ -	\$ -	\$ 1,311,407.31
	CURRY PARK - IBCK	\$ 126,811.74	\$ -	\$ -	\$ 126,811.74
	CURRY LIBRARY - IBCK	\$ 11,112.67	\$ -	\$ -	\$ 11,112.67
	ASSESSOR'S VALUATION - IBCK	\$ 314,459.72	\$ -	\$ 3,699.84	\$ 318,159.56
	UP. CO. FIN. STAB. FUND - IBCK	\$ 1,630,338.36	\$ -	\$ -	\$ 1,630,338.36
	CONCEALED WEAPONS - IBCK	\$ 27,106.65	\$ (75.00)	\$ 260.00	\$ 27,291.65
	GENERAL TAX - IBCK	\$ 274,503.25	\$ (349,116.59)	\$ 74,613.34	\$ -
	BOARD OF HEALTH FUND - IBCK	\$ 194,216.62	\$ (68.23)	\$ -	\$ 194,148.39
	OASIS CLEARING - CKNG	\$ 740.79	\$ (740.79)	\$ -	\$ -
	UPSHUR CO. FIRE FEE - IBCK	\$ 30,211.55	\$ (1,071.22)	\$ 1,538.50	\$ 30,678.83
	UP CO COAL REALLOCATION - IBCK	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS - IBCK	\$ 1,162,136.74	\$ -	\$ -	\$ 1,162,136.74
	SP LAW ENF INVESTIGATION - IBCK	\$ 2,488.60	\$ -	\$ -	\$ 2,488.60
	COMMUNITY CORRECTIONS - IBCK	\$ 1,539,534.22	\$ (852.29)	\$ -	\$ 1,538,681.93
	PARKS/REC CLEARING - CKNG	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 120.00	\$ (120.00)	\$ -	\$ -
	TAX CLEARING - CKNG	\$ 35,655.72	\$ (43,788.73)	\$ 8,133.01	\$ -
	BOARD OF HEALTH PAYROLL - CKNG	\$ 7,700.74	\$ (2,700.75)	\$ -	\$ 4,999.99
	GENERAL COUNTY OPERATING - CKNG	\$ 262,557.27	\$ (44,973.39)	\$ -	\$ 217,583.88
	DOG & KENNEL - CKNG	\$ 71,475.59	\$ (575.00)	\$ -	\$ 70,900.59
	GENERAL COUNTY MISC -CKNG	\$ 50,283.87	\$ (21.62)	\$ 5,368.79	\$ 55,631.04
	WORTHLESS CHECK - IBCK	\$ 121,024.08	\$ -	\$ -	\$ 121,024.08
	HOME CONFINEMENT - IBCK	\$ 21,927.42	\$ -	\$ -	\$ 21,927.42
	EE HEALTH CARE REIMB - IBCK	\$ 38,483.65	\$ (1,804.08)	\$ -	\$ 36,679.57
	VOTER'S REGISTRATION - IBCK	\$ 1,258.49	\$ -	\$ -	\$ 1,258.49
	JURY - CKNG	\$ 15,080.36	\$ -	\$ -	\$ 15,080.36
	CHILD EXCHG & VISITATION - CKNG	\$ 52,580.61	\$ -	\$ -	\$ 52,580.61
	SPAY & NEUTER - CKNG	\$ 29,322.48	\$ (100.00)	\$ 796.00	\$ 30,018.48
	ELKINS ROAD PSD - CKNG	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND - IBCK	\$ 3,752,077.20	\$ -	\$ -	\$ 3,752,077.20
	WELLNESS COMPLEX - CKNG	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE - CKNG	\$ 24,293.50	\$ (27,712.50)	\$ 3,419.00	\$ -
	STATE CLEARING - CKNG	\$ 1,513.00	\$ (1,468.00)	\$ -	\$ 45.00
	STATE POLICE - CKNG	\$ 540.00	\$ (565.00)	\$ 30.00	\$ 5.00
	TAX LEIN - CKNG	\$ 160,411.33	\$ -	\$ -	\$ 160,411.33
	DELO & NON-ENTERED LAND - CKNG	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH OPERATING - CKNG	\$ 7,825.98	\$ (2,825.98)	\$ -	\$ 5,000.00
	WVDSRF - CKNG	\$ 447.00	\$ -	\$ 143.00	\$ 590.00
	<b>BANK TOTAL</b>	<b>\$ 13,059,019.68</b>	<b>\$ (478,579.17)</b>	<b>\$ 221,131.44</b>	<b>\$ 12,801,571.95</b>
<b>SUMMARY:</b>					
	TOTAL ALL BANKS	\$ 13,059,019.68	\$ (478,579.17)	\$ 221,131.44	\$ 12,801,571.95
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	<b>GRAND TOTAL</b>				<b>\$ 12,803,321.95</b>


<b>LEWIS-UPSHUR ANIMAL CONTROL FACILITY</b>		
<b>MONTH OF __ December 2022__</b>		
	<b>UPSHUR</b>	<b>LEWIS</b>
<b>ADOPTIONS</b>		
CASH	\$270	\$170
CHECK	\$40	\$0
E STORE CREDIT CARD	\$145	\$130
<b>SUBTOTAL</b>	<b>\$455</b>	<b>\$300</b>
<b>SPAY/NEUTER DEPOSIT</b>		
CASH	\$300	\$250
CHECK	\$100	\$0
E STORE CREDIT CARD	\$400	\$400
<b>SUBTOTAL</b>	<b>\$800</b>	<b>\$650</b>
<b>BOARD RESCUE</b>		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>
<b>MICRO-CHIPPING</b>		
CASH	\$45	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$45</b>	<b>\$0</b>
<b>DONATIONS</b>		
CASH	\$50	\$0
CHECK	\$739	\$0
E STORE CREDIT CARD	\$0	\$0
<b>SUBTOTAL</b>	<b>\$789</b>	<b>\$0</b>

<b>OTHER-Surgical Unit</b>	<b>\$150</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$2,239</b>	<b>\$950</b>

surgical unit ticket sales collected so far plus surgical unit donations.

**LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT**  
**ACCOUNT OF CATS**  
**JANELLA COCHRAN, SUPERVISOR OF ANIMALS SERVICES**  
**(December 2022)**

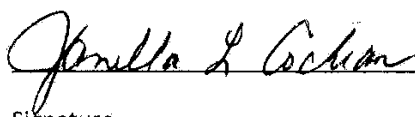
TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	0	0	0
Cats brought in by Animal Control Officer	0	0	0
Cats brought in by County Residents	32	8	40
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	1	1
Adoptions:			
With Charge	27	7	34
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	0	0	0
Euthanasia:			
Owner Request	4	0	4
Other	0	0	0

  
 Signature

1-4-2023  
 Date

**LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**ANIMAL REPORT ( January 3, 2023)**  
**ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY**  
**FOR THE MONTH OF ( December 2022)**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	15	9	24
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	4	4	8
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box (Gate)	0	0	0
Dogs Quarantined	0	0	0
Dogs Returned to Owner	0	2	2
Dogs Escaped	0	1	1
Adoptions:			
With Charge	10	8	18
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	4	2	6
Euthanasia:			
Owner Request	8	0	8
Other	0	0	0
Total	41	26	67



Signature

1-4-23

Date

*John Slaughter, Animal Control/Humane Officer*

**Monthly Animal Report**

Dec. 2 2022

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	15		
Other			
Animals returned to Owner by ACO:			
Dogs	0		
Other			
Animals delivered to LUACF:			
Dogs	15		
Other			
Animals Quarantined by ACO:	0		
Dogs			
Other			
Animals Terminated:			
Dogs			
Other			
Total Number of Hours Involved			

*John Slaughter*  
Signature

1-3-23  
Date



# JANUARY 2023

AT THE

## JAMES W. CURRY LIBRARY

1721 BROOKS HILL ROAD, FRENCH CREEK, WV

304-924-6724

@jwcpl

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>I</b> 	<b>2</b>	<b>3</b> 11AM-7 PM  CALLANETICS EXERCISE CLASS 1 PM 	<b>4</b>	<b>5</b> 11AM-6 PM  CALLANETICS EXERCISE CLASS 1 PM	<b>6</b> 11AM-6 PM	<b>7</b> CLOSED
<b>8</b>	<b>9</b>	<b>10</b> 11AM-7 PM  CALLANETICS EXERCISE CLASS 1 PM 	<b>11</b>	<b>12</b> 11AM-6 PM  CALLANETICS EXERCISE CLASS 1 PM	<b>13</b> 11AM-6 PM	<b>14</b> 11AM-6 PM  CALLANETICS EXERCISE CLASS 1 PM
<b>15</b>	<b>16</b> 	<b>17</b> 11AM-7 PM  CALLANETICS EXERCISE CLASS 1 PM 	<b>18</b>	<b>19</b> 11AM-6 PM  CALLANETICS EXERCISE CLASS 1 PM	<b>20</b> 11AM-6 PM	<b>21</b> CLOSED
<b>22</b> 	<b>23</b>	<b>24</b> 11AM-7 PM  CALLANETICS EXERCISE CLASS 1 PM 	<b>25</b>	<b>26</b> 11AM-6 PM  CALLANETICS EXERCISE CLASS 1 PM	<b>27</b> 11AM-6 PM	<b>28</b> 11AM-6 PM  CALLANETICS EXERCISE CLASS 1 PM
<b>29</b>	<b>30</b>	<b>31</b> 11AM-7 PM  CALLANETICS EXERCISE CLASS 1 PM 				
				<b>HOURS OF OPERATION</b> TUESDAY - 11AM-7PM WEDNESDAY - CLOSED THURSDAY - 11AM - 6PM FRIDAY - 11AM - 6PM SATURDAY - 11AM - 6PM SUNDAY - CLOSED MONDAY - CLOSED		

## ***Buckhannon-Upshur Airport Authority Agenda***

***W22- Upshur Regional Airport Terminal Building, 644 Airport Road, Buckhannon, WV 26201 as well as Virtually via Telephony or ZOOM <sup>1</sup>***

***Monday, January 9, 2022 at 4:00 pm***

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- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President's Report – Tom O'Neill
  - Treasurer's Report – Phil Loftis, Treasurer
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Chapman Technical
  - Airport Manager's Report-Jennifer Powers
  - Operations – Jamie Wilt
- D. Consent Agenda:
  - Approval of Minutes
  - Approval of Treasurer's Report
  - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
  - Hangar space requests/applications/updates
- G. New Business:
  - Consider changes to bylaws
  - Election of officers for the 2023 calendar year
  - Establish meeting procedures and set times for upcoming year
- H. Board Member Comments and Announcements
- I. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority ([treasurer@flyw22.com](mailto:treasurer@flyw22.com)) or 304-613-9321 at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public.

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

**Upshur County Convention & Visitors Bureau**  
**January 11<sup>th</sup> 2023 Agenda**

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
  - Staff Updates
  - CVB Accreditation
  - WAMSB Updates
- Event Center Director Report
  - Past / Upcoming Events
  - Progress Updates
  - Staffing
- Old Business:
- New Business:
  - Board Member review
    - UCDA representative
    - Secretary / Treasurer position
    - New Wesleyan representative
- Motion to Adjourn Meeting

**NEXT MEETING: February 8, 2023**

**Adrian Public Service District**  
December 1, 2022  
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Eric Brunn, Alicia Wright and Norma Woody.

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman, Paul Spencer.

Minutes of the November 3<sup>th</sup> meeting were read. Paul made the motion to approve the minutes and Kelly second. .

Invoices were presented. A motion was made to pay by Paul, second by Carolyn.

**Old Business**

- None

**New Business**

- None

**Items for Discussion/Action/Approval**

- Norma Woody requested the board perform and approve the annual employee compensation review. Paul made a motion to approve the compensation review, and Kelly second.

**Maintenance Report**

- Repaired mainline break Fisher Trucking and Cow Run Rd.
- Installed new services.

**Office Report**

- None

**Adjournment**

The meeting adjourned at 4:00 pm. Next regular meeting will be January 5, 2023 at 3:00 pm.

Board of Directors

*Paul A. Spencer*

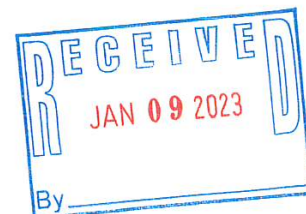
Paul Spencer, Chairman

*Carolyn Douglas*

Carolyn Douglas, Vice Chairman

*Kelly Arnold*

Kelly Arnold, Sec., Treas.





Elkins Road Public Service District  
Board of Directors' Regular Meeting  
December 6, 2022

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, December 6, 2022.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose

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

Phone in participants: Greg Belcher, CTG; Cary Smith Region VII

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

Recognize that four (4) customers were present.

**APPROVAL OF MINUTES**

Minutes of November 1, 2022 Regular Monthly Meeting were presented for approval. Carey Wagner made a motion to approve the minutes. David Burr seconded. Motion carried

**APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

Carey Wagner presented the Financial Report. Carey Wagner made a motion to approve the financial report and pay the bills to date. Seconded by David Burr. Motion carried

**LEAD SERVICE LINE SURVEY UPDATE & PREPARING FOR SUBMISSION UPDATE**

Linzy Wilson told the Board that we had received about 750 back of all the surveys that were mailed out. She is working on getting these input into the excel file and then we will work on the ones we have not received yet by calling people and reminding them we need them as soon as possible.

**PHRASE III EXTENSION PROJECT**

There were no invoice or requests presented for payment as Cary Smith was sick and did not attend.

Greg Belcher said that all that was left to do was get final invoices prepared and that he was working with Cary Smith on those and should have them completed by the next meeting, January 3, 2023.



Elkins Road Public Service District  
Board of Directors' Regular Meeting  
December 6, 2022

**OTHER GUESTS**

Jerry Wamsley attended the meeting and when asked if he had anything he wanted to ask the Board he said he was wondering with the extension if Ellamore now pulls water from Union Tank. When Carey Wagner and Dave Wamsley said yes he pointed out that if that is the case then he shouldn't be affected when they pull water for a fire. It will be checked out to see if a valve was left open by mistake and let him know.

**MAINTENANCE**

Dave Wamsley gave the November Maintenance Report. We are still maintaining the water usage per day around 210, it increased slightly for the holiday week. Winterizing has been done.

**PERSONNEL**

Carey Wagner made a motion to move into Executive Session at 5:26 p.m. under WV Code 6-9A-4. Carey Wagner made a motion to move out of Executive Session at 5:31 p.m. Seconded by Wendell Grose. Motion carried. No decisions were made during executive session. The Board approved an employee appreciation gift for Christmas for the three employees and one contract maintenance individual.

There being no further business, the meeting adjourned on motion made by Carey Wagner and seconded by Wendell Grose. Meeting adjourned at 5:40 p.m.


The next meeting will be held on Tuesday, January 3, 2023 at 5:00 p.m.

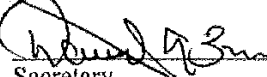
Respectfully submitted:

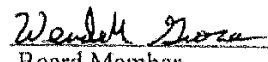
ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda  
Sign In Sheet

Approved By:

  
Board Chair/Treasurer  
Carey Wagner

  
Secretary  
David A. Burr

  
Board Member  
Wendell R. Grose

# ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting *Regular Monthly Meeting* Start Time *5:00 PM*  
 Date *Tuesday, December 6, 2022* Place *P.S.D. Office*  
*133 Fallen Road, Buckhannon*

Meeting Called to Order by Chairperson 5:00 PM  
 Pledge of Allegiance  
 Roll Call Introduce Board of Directors  
 Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose  
 Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;  
 System Operator-David Wamsley  
 Recognize Current Customers  
 Approval of Minutes - November 1, 2022 Regular Monthly Meeting Vote  
 Treasurer Report/Payment of Bills for December/bal of November Invoices Vote

## ITEMS FOR DISCUSSION

Lead Service Line Survey Update & Preparing for Submission Update

Phase III Extension Project Update Vote

Project Underruns & Proposed Use  
 Change Orders  
 GIS of System  
 Progress Reports & Discussion  
 Invoice payment approval  
 Master Meter BackFlow - Completed

## Maintenance Report

Lead & Copper Sample Site Plan Update & Submission (12/31/22)  
 Winterizing  
 Looking Ahead at Needs or Planning for 2023

Personnel Vote

Christmas & Review of Holiday Hours

## Looking Ahead for 2023

Procurement for Engineering Services for ARPA  
 GIS of System  
 Employee Handbook Review & Update

Date & Time of January 2023 Meeting - Tuesday, January 3, 2023 @ 5:00 pm

Adjournment Vote

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

*Rough Draft Prepared by Office Manager November 16, 2022  
 Prepared by Board Chair and Office Manager December 2, 2022  
 Posted and Available to the Public on December 2, 2022*

[illegible][illegible][illegible]

**HODGESVILLE PUBLIC SERVICE DISTRICT**

**MONTHLY MEETING MINUTES**

**DECEMBER 6, 2022**

The Hodgesville Public Service District monthly meeting was held at the district office located at 188 Fayette St., Buckhannon, WV, on the above date and time.

In attendance:

Robert Wright-Chairman

Roger Ward-Secretary

Howard Cutright-Member

Terry Gould-Manager

Barbara Curry-UBS, Inc.

Guests: Carrie Wallace, Region VII, Eric Sherrard, Thrasher Engineering, David Walker, Customer of HPSD

The minutes of the previous meeting held in November of 2022 were read and approved.

Terry Gould gave the financial report for the month. A motion was made by Robert Wright and seconded by Roger Ward to approve and pay the bills.

A motion to approve the credit memos was made by Howard Cutright and seconded by Roger Ward.

The Board reviewed the customer shut off list and amount collected for the previous month.

Maintenance completed by Ringers, Inc. included the following:

- \*Removed test pit and installed new setter for Alliance Petroleum Corp
- \*Danny Miller – replaced line from tap to meter and new meter
- \*483 Teter Rd Valve changed valve

- \*557 Teter Rd Hodgesville School Hydrant
- \*5338 Clarksburg Rd fixed leak in line and customer regained pressure
- \*Replaced broken fire hydrant at Harrison County line
- \*295 Post Rd water leak repaired gaskets
- \*1661 Hall Rd – customer no water, water had been turned off at meter
- \*7496 Clarksburg Rd waterline broke in driveway dug up and replaced

A special meeting was held at 2pm just before the regular monthly meeting in order to interview Engineers for the Improvement Project. Those companies interviewed included Alpha Engineering, S&S Engineering and Thrasher Engineering. Thrasher Engineering was the engineering firm chosen for the HPSD Improvement project.

David Walker, HPSD customer attended the meeting to ask that he be able to read his own meter. He was given Board approval to read his own meter and to call in each month or drop off. He is also certified as a backflow preventer technician should HPSD ever need one.

Rockie Nottingham will be estimating meter reading for the Dec 15<sup>th</sup> billing due to health reasons.

Received Long Line Extension Agreement back from the PSC for more corrections. *Michael Rhodes Dev. PW HC*

Robert Wright made a motion and Howard Cutright seconded to approve the renewal of the contract HPSD has with Quality Water Services.

Eric Sherrard of Thrasher gave an update on the Improvement project which is attached to these minutes.

Grants.gov to submit for Earmark money and Carrie Wallace thinks the Governor Grant will come quickly after that. For the Earmark money the HPSD had to adopt a Communications Agreement for persons with limited English. This was made by a motion from Robert Wright and seconded by Roger Ward.

There being no further business to discuss the meeting adjourned at 4:50pm.



Roger Ward, Secretary  
Roger Ward, Secretary



ARCHITECTURE  
ENGINEERING  
FIELD SERVICES

**HODGESVILLE PSD  
PROJECT STATUS & UPDATES  
(010-1094)**

**December 6, 2022**

**Project Status:**

- Contract 1 - "Upper Pecks Run Extension and other Miscellaneous Improvements"
  - Project Scope
    - Upper Peck's Run Extension
    - Generator at Hall Road Booster Station
    - Shumaker Tank and Site Improvements
    - Valve and Hydrant Replacements
    - Gum Mountain PRV Replacement
  - Preliminary Design Completed
    - Field Design
    - Design Survey
    - Hydraulic Modeling
  - Need to finalize plans and specifications for Permit Applications
- Contract 2 - "Proposed Bridge Run and Lorentz 100,000 Gallon Water Storage Tanks"
  - Preliminary Design Completed
  - Working on Design for Route 33 Booster Pump Station
  - Once Plans are Finalized and reviewed, they will be submitted for Permitting
- Contract 3 - "Water System Improvements" - Replacement of Water Service Lines
  - Preliminary Design is In Progress
    - Field Sheets and Mapping Completed
    - Field Sheets for Customer Service Lines and Water Meter locations is in progress
    - Hydrants and Valves are being identified needing replacement
    - Evaluating additional tank needs
    - Evaluating small water line extension along Pringle Tree Road
- Funding
  - Conference Calls for Earmark Funding are Ongoing
  - Waiting on Status of Alternative Funding for County ARPA

**Proposed Project Funding**

\$4,037,000.00	Earmark Money
\$843,000.00	Upshur County Commission ARPA Funds (or Alternate Grant Funding)
\$500,000.00	IJDC Grant
\$1,300,000.00	DWTRF Loan (1.25% for 30 years) *Based on 2020 End of Year Numbers*
\$820,000.00	DWTRF Grant
\$7,500,000	<b>Total Project Cost</b>