

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at 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: March 28, 2024
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• March 14, 2024
- 9:15 a.m. John Waltz, Vice President for Enrollment and Marketing – Providing an update from West Virginia Wesleyan College
- 9:30 a.m. Carrie Wallace, representing Region VII Planning & Development Council, requesting a grant modification for the FY22 Community Oriented Policing Services (COPS) Grant. *
- 9:45 a.m. Chief J.B Kimble, Buckhannon Fire Department – presentation of the annual Gap report.

Items for Discussion / Action / Approval:

1. Approval and signature of the Upshur County Commission 2024 – 2025 fiscal year budget. *
2. Approval and signature of the Upshur County Emergency Medical Services Salary Enhancement Fund Agreement by and between the Upshur County Commission and the Upshur County Emergency Medical Service, Inc. *
3. Approval of a Request for Proposals for Removing Slate Stair Treads and Rehabilitating Rear Stairwell Project in the Courthouse funded by the Courthouse Facilities Improvement Authority. A mandatory pre-bid conference will be held on Tuesday, April 16, 2024, at 1:00 pm. Sealed bids must be received no later than 4:00 pm on Wednesday, April 24, 2024, at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed, and read aloud by the Commission at 9:15 am on Thursday, April 25, 2024. *
4. Approval of a Planned Maintenance Agreement, effective immediately through December 31, 2024, with All State Clock & Bell to provide a one-time service to the bell ringing equipment and tower clock located at the Courthouse. The total cost is \$650. *
5. Approval of Recommendation to Release Fiduciary Commission for the Estate of Dusty E. Caputo, deceased. *
6. Consider property acquisition for the expansion of the 26th Judicial Circuit Community Corrections Program as approved by the Lewis-Upshur Community Corrections Board during their meeting on March 11, 2024. *

Item may lead to Executive Session per WV Code §6-9A-4 (A)

[Under separate cover](#)

7. Consider reappointment of Sidney Huffman to the Upshur County Fire Board. Upon approval, this will be his second term and will be effective July 1, 2024 through June 30, 2027. *

[Under separate cover](#)

8. Approval of Department of Homeland Security & Emergency Management volunteer, Elizabeth Shahan. *

[Under separate cover](#)

9. Approval of Lewis Upshur Animal Control Facility volunteer, April Huskey. *

[Under separate cover](#)

10. Correspondence from Sheriff J. Michael Coffman, requesting approval to hire Robert M. Francis, as full-time Animal Control Officer, effective April 8, 2024. *

Item may lead to Executive Session per WV Code §6-9A-4 (A)

[Under separate cover](#)

11. 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 Ora L. Ash, Deputy State Auditor for Local Government Services, notifying the Commission of Upshur County's classification change from Class 3 to Class 2 effective July 1, 2024 based upon assessed property values certified by the county assessor and county clerk. This change in Class will result in a salary increase for all elected county officials.
2. Submission of the Management Representation Letter to the WV State Auditor's Office for the Compliance Examination of the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) for the year ended June 30, 2023.
3. Report on Compliance for the U.S. Department of Treasury Coronavirus State and Local Fiscal Recovery Funds Program requirements for an Alternative Compliance Examination Engagement for the fiscal year ended June 30, 2023.
4. Correspondence from Susan M. Pierce, Deputy State Historic Preservation Officer, WV Department of Arts, Culture and History, offering an opinion regarding the planned replacement of slate stair treads and rehabilitation of the rear stairwell project in the Courthouse.
5. Correspondence from Deanna Sheets, Director of the Property Tax Division for the West Virginia State Tax Department, providing a budget estimate for FY 2024-2025 for the Statewide Computer Network in the amount of \$41,085.
6. Correspondence from the Upshur County Safe Structures and Sites Enforcement Board notifying the filing of a Petition for Order on March 18, 2024 for Case Number 020824-02 (Warren Tax District – Tax Map 5B – Parcel Number 11) located on Claypool Hollow Road.
7. Correspondence from the Region VI Workforce Development Board, announcing the reappointment of Brandon Tenney, Assistant Director of Upshur County Development Authority, as a Full Board Member.

8. Freedom of Information Act (FOIA) request and fulfillment from TC Energy requesting information pertaining to any recent or future development plans near the Cleveland/Frametown Pipeline in 2023 or projected for 2024/2025.
9. An Announcement of Planned Action from James Praino, Plant Manager for Novelis ALR Rolled Products, Inc. giving notice that there will be a total closure of the Buckhannon plant on June 13, 2024.
10. Public Notice of Comment from the Upshur-Buckhannon Health Department regarding a proposed rule which establishes fees for environmental permits and services. Comments must be received no later than the close of business, 4:30 p.m. on April 26, 2024.
11. Notification from the U.S. Small Business Administration announcing the availability of disaster loans for businesses and non-profits.
12. Notice of Cancellation of the Public Hearing for a Zoning Variance regarding 66 West Main Street Buckhannon, WV.
13. Upshur County Sheriff's Financial Statement for period ending February 29, 2024.
14. Upshur County E911 Communication Reports – February, 2024. [Under separate cover](#)
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
15. Upshur County Mileage Reports – February, 2024.
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Parks & Recreation
 - Sheriff
 - Upshur 911
16. Lewis-Upshur Animal Control Facility reports for the month of February, 2024.
 - Revenue Report
 - Account of Animals Report
 - Animal Control/Humane Officer Animal Report
17. Public Notices:
 - a) Newsletters and/or Event Notifications:

• Business at Breakfast	March 27, 2024
• Inclusion Play Groups	April 2 and 23, 2024
• Upshur County Financial Literacy Event	April 8, 2024
• State of the Corridor	April 10, 2024
• City, County & BOE Candidate Forum	April 17, 2024
 - b) Agendas and/or Notice of Meetings:

• Upshur County Youth Camp Board	February 29, 2024
• Upshur County Convention & Visitors Bureau	March 13, 2024
• City Council of Buckhannon	March 21, 2024
• James W. Curry Library/Park Advisory Board	March 22, 2024

c) Meeting Minutes:

- Upshur County Family Resource Network December 11, 2023
- Tennerton Public Service District January 10, 2024
- Upshur County Safe Structures and Sites Enforcement Board February 8, 2024
- Upshur County Family Resource Network February 12, 2024
- Upshur County Convention & Visitor's Bureau February 14, 2024
- Tennerton Public Service District February 14, 2024
- Upshur County Fire Board February 20, 2024
- Upshur County Public Library Board February 21, 2024
- Enhanced Emergency Telephone Advisory Board February 27, 2024
- Upshur County Youth Camp Board February 29, 2024

***Dates and times of monthly board meetings are viewable at:**

www.upshurcounty.org -- Upcoming events are listed on the main page.

18. 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. 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

Tabled Items

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

None

Next Regular Meeting of the Upshur County Commission
April 4, 2024 --- 9:00 a.m.
Upshur County Courthouse Annex

Upshur County Commission Levy Estimate (Budget)
2024 - 2025 Fiscal Year

STATE OF WEST VIRGINIA
County of: Upshur, West Virginia

In accordance with WV Code §11-8-10, as amended, the Upshur County Commission proceeded to make an estimate of the amounts necessary to be raised by a levy of taxes for the current year, and doth determine and estimate the several amounts to be as follows:

General Fund	Estimated Revenues
Fund Balance	\$ 1,200,000
Property Taxes Current year	5,281,920
Prior Year Taxes	270,000
Tax Penalties, Interest & Publication Fees	110,000
Property Transfer Tax	200,000
Gas and Oil Severance Tax	100,000
Wine & Liquor Tax	300
Hotel Occupancy Tax	30,000
Payment in Lieu of Taxes	5,700
Building Permits	7,000
Miscellaneous Permits	75
Federal Grants / Federal Payment in Lieu of Taxes	668,975
State Grants	99,280
Sheriff's Service of Process	18,000
Sheriff's Earnings	3,500
County Clerk's Earnings	85,000
Circuit Clerk's Earnings	15,000
Prosecuting Attorney's Earnings	1,000
Motor Vehicle License Fee	4,500
Clerk Deed Fees	11,639
Parks & Recreation Fees	71,000
Rents & Concessions	14,000
Franchise Agreement	95,000
IRP Fees (Interstate Registration Plan)	35,000
Fines, Fees & Court Costs	43,000
Regional Jail Operations Partial Reimbursement	40,000
Interest Earned	1,200
Miscellaneous Revenue	10,000
Sheriff's Commission	15,000
Commissions	1,120
Gaming Income	40,000
Video Lottery	65,000
Charges to Other Entities	5,000
Refunds/Reimbursements (External Sources)	40,000
Transfers From Other Funds	1,000,000
Emergency 911 Reimbursement	932,794
Dog & Kennel Reimbursement	50,000
Home Confinement Reimbursements	98,957
General School Reimbursements	40,000
Magistrate Court Reimbursements	12,000
Worthless Check Reimbursements	6,500
Payroll Reimbursements	1,232,815

Upshur County Commission Levy Estimate (Budget)
2024 - 2025 Fiscal Year

Transfers Assessor's Valuation Fund	214,825
Total Estimated General Fund Revenues	\$ 12,175,100
Coal Severance Tax	Estimated Revenues
Assigned Fund Balance	\$ 150,000
Coal Severance Tax	60,000
Interest Earned on Investment	100
Total Coal Severance	\$ 210,100

	General Fund	Coal Severance Tax Fund
ESTIMATED EXPENDITURES		
GENERAL GOVERNMENT		
County Commission	\$ 633,077	\$ -
County Clerk	558,422	-
Circuit Clerk	317,156	-
Sheriff - Treasurer	389,610	-
Prosecuting Attorney	660,398	-
Assessor	261,357	-
Assessor's Valuation Fund	214,825	-
Statewide Computer Network	43,000	-
Agricultural Agent	115,756	-
Elections - County Clerk	122,144	-
County Administrator	106,702	-
Courthouse	2,340,936	190,100
Other Buildings	96,798	-
Data Processing	160,000	-
Regional Development Authority	27,388	-
Federal Grants	242,839	-
County Clerk Operations	11,639	-
Contingencies - Not to Exceed 10% of Budget	41,042	-
TOTAL GENERAL GOVERNMENT	6,343,089	190,100
PUBLIC SAFETY	-	-
Sheriff - Law Enforcement	933,323	-
Sheriff - Service of Process	66,822	-
Regional Jail	1,200,000	-
Home Confinement	98,957	-
Civil Defense	13,500	-
Emergency Services	102,301	-
Communication Center	932,794	-
Fire Department	18,655	-
Dog Warden/Humane Society	201,127	-
Flood Control	4,000	-
Public Safety Grants	256,077	-
Courthouse Security	124,379	-

Upshur County Commission Levy Estimate (Budget)
2024 - 2025 Fiscal Year

Community Based Corrections Program	845,958	-
TOTAL PUBLIC SAFETY	4,797,893	-
HEALTH AND SANITATION	-	-
Mental Health	3,000	-
Solid Waste Authority	14,362	-
TOTAL HEALTH & SANITATION	17,362	-
CULTURE AND RECREATION	-	-
Parks & Recreation	266,918	-
Youth Camp	140,848	-
Civic Promotion	111,700	20,000
Visitor's Bureau	15,000	-
Library	104,051	-
TOTAL CULTURE & RECREATION	638,517	20,000
SOCIAL SERVICES	-	-
Social Services	55,607	-
TOTAL SOCIAL SERVICES	55,607	-
CAPITAL PROJECTS	-	-
Sheriff-Law Enforcement	46,832	-
County Commission	275,800	-
TOTAL CAPITAL OUTLAY	322,632	-
Total Expenditures	\$ 12,175,100	\$ 210,100

Upshur County Commission Levy Estimate (Budget)
2024 - 2025 Fiscal Year

UPSHUR COUNTY, WEST VIRGINIA
REGULAR CURRENT EXPENSE LEVY
FISCAL YEAR JULY 1, 2024 - JUNE 30, 2025

	Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Class I			
Personal Property	\$ 0	14.30	\$ 0
Public Utility	0		0
Total Class I	<u>\$ 0</u>		<u>\$ 0</u>
Class II			
Real Estate	\$ 555,623,590	28.60	\$ 1,589,083
Personal Property	8,400,474		24,025
Total Class II	<u>\$ 564,024,064</u>		<u>\$ 1,613,109</u>
Class III			
Real Estate	\$ 180,191,960	57.20	\$ 1,030,698
Personal Property	261,058,750		1,493,256
Public Utility	130,787,085		748,102
Total Class III	<u>\$ 572,037,795</u>		<u>\$ 3,272,056</u>
Class IV			
Real Estate	\$ 87,842,860	57.20	\$ 502,461
Personal Property	55,576,952		317,900
Public Utility	14,622,581		83,641
Total Class IV	<u>\$ 158,042,393</u>		<u>\$ 904,002</u>
Total Value & Projected Revenue	<u>\$ 1,294,104,252</u>		<u>\$ 5,789,167</u>
Less Delinquencies, Exonerations & Uncollectable Taxes		5.00%	289,458
Less Tax Discounts		2.00%	109,994
Less Allowance for Tax Increment Financing (if Applicable)			0
Total Projected Property Tax Collection			<u>5,389,715</u>
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	0
Net Amount to be Raised by Levy of Property Taxes			<u>\$ 5,389,715</u>

**Upshur County Commission Levy Estimate (Budget)
2024 - 2025 Fiscal Year**

STATE OF WEST VIRGINIA
COUNTY OF UPSHUR

I, Carol J. Smith, CLERK OF THE COUNTY COMMISSION OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COMMISSION ON THE 28th DAY OF MARCH 2024.

(Signature)

UPSHUR COUNTY WEST VIRGINIA EMERGENCY MEDICAL SERVICES SALARY ENHANCEMENT FUND AGREEMENT

WHEREAS, during the 2023 Regular Session, Senate Bill 737 created the Emergency Medical Services Salary Enhancement Fund (W. Va. Code §16-4C-25; effective June 9, 2023) and mandated the promulgation of an accompanying emergency legislative rule, 64CSR116.

WHEREAS, on August 28, 2023, the Upshur County Commission (hereinafter “County Commission”) remitted the “APPENDIX A 64CSR116. County Questionnaire,” pertaining to Upshur County and related ambulance response information.

WHEREAS, on October 19, 2023, the County Commission submitted an Invoice to the West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Emergency Medical Services, accepting the Salary Enhancement and Crisis Response Grant 2023 as a pass-through entity. A subsequent revision to the invoice was remitted on December 14, 2023.

WHEREAS, on November 16, 2023, the County Commission adopted a Resolution creating the Emergency Medical Services Salary Enhancement Fund in the County Uniform Chart of Accounts.

WHEREAS, on or about February 7, 2024, the County Commission deposited the funding from the State of West Virginia Office of Emergency Medical Services into Fund #42, designated as the EMS Salary Enhancement Fund, to be used as described in W. Va. Code §16-4C-25.

WHEREAS, 64CSR116, Title 64 Legislative Rule, Department of Health, Bureau for Public Health, Series 116, provides guidance on the distribution of funds from the Emergency Medical Services Salary Enhancement Fund.

WHEREAS, the total funds to be made available to Subrecipient, Upshur County Emergency Medical Service, Inc., under this Agreement is: THREE HUNDRED THOUSAND DOLLARS (\$300,000.00).

NOW, THEREFORE, in consideration of the foregoing promises, the parties hereto agree that the use of EMS Salary Enhancement funds conveyed to the Subrecipient by the County Commission, is subject to the following award information, conditions, and limitations:

1. Nothing contained in this Agreement is intended to or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an “independent contractor” with respect to the services to be performed under this Agreement. The County Commission shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance as the Subrecipient is an independent entity.
2. The Subrecipient shall hold harmless and indemnify the County Commission from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the

Subrecipient performance or nonperformance of the services or subject matter called for in this Agreement.

3. The County Commission and the Subrecipient may amend this Agreement at any time, provided that such amendments make specific reference to this Agreement, are executed in writing, and signed by a duly authorized representative of both the County Commission and the Subrecipient. Such amendments shall not invalidate this Agreement, nor relieve or release County Commission or Subrecipient from its obligations under this Agreement.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination.

County Commission may also suspend or terminate this Agreement, in whole or in part, if the Subrecipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations, or provisions referred to herein; and the County Commission may declare the Subrecipient ineligible for any further participation in County Commission's award agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Subrecipient is in noncompliance with any applicable rules or regulations, County Commission may withhold funding.

5. All funds must be used for costs incurred during the period that begins on or after January 1, 2024 and ends December 31, 2024.
6. The Subrecipient is responsible for ensuring reimbursement is only requested for "active emergency medical services personnel" as defined in 64CSR116. A completed Affidavit, attached as "Appendix A," must accompany each request for reimbursement.
7. Redacted copies of the payroll register for the preceding period must be provided to the Upshur County Commission Office at 91 West Main Street, Suite 101, Buckhannon, WV 26201, via hard copy or e-mailed to tperry@upshurcounty.org, prior to reimbursement being made. Reimbursement will be made in the amount of fifty percent of the total payroll which includes wages, overtime, associated expenses, and fringe benefits.
8. Upon receipt of the payroll register for the preceding month, a check will be written directly to Upshur County Emergency Medical Services, Inc. The agency will be responsible for issuing payroll to their employees.
9. A signature on this Agreement indicates that the Subrecipient is capable of and agrees to meet the requirements outlined within W. Va. Code, and that all information contained in this Agreement is true and correct:

10. Nothing contained in this Agreement shall be construed to be a waiver by either party of any protections under sovereign immunity of the State of West Virginia or any political subdivision thereof, or any officer or employee thereof, or any other similar provision of law. Nothing contained herein must be construed to be a consent by either party to be sued by third parties in any matter arising out of this Agreement or any other contract.
11. If a court deems any provision of this Agreement void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.
12. This Agreement, and all exhibits annexed hereto or which are incorporated herein by reference, collectively represent the entire agreement of the parties and the same supersedes any and all previous agreements of any kind. Any alterations, variations, changes, modifications, or waivers of provisions of this Agreement shall be valid only if reduced to writing, duly signed by all of the parties hereto, and attached to the original of this Agreement.
13. WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and intend to be legally bound thereby, this _____ day of _____, 2024.

Signed by:

Signature of Authorized Official
on behalf of Upshur County EMS , Subrecipient

Title of Authorized Official
on behalf of Upshur County EMS , Subrecipient

Approved by:

Samuel R. Nolte, Commission President

*Appendix A***AFFIDAVIT FOR EMERGENCY MEDICAL SERVICES SALARY ENHANCEMENT
FUNDS**

I, _____, do hereby swear and affirm, that all employees included in this payroll reimbursement commencing _____ (1st day of pay period) and ending _____ (last day of pay period) meet the criteria delineated within the definition of "active emergency medical services personnel" as defined in 64CSR116 and have been paid by the Upshur County EMS, Inc.

Printed Name, Title

Signature

Date

REQUEST FOR PROPOSALS

**Upshur County Courthouse:
Removing Slate Stair Treads and Rehabilitating Rear
Stairwell Project
Grant Number: 21cycUpshu2024
March 28, 2024**



Upshur County Commission

91 West Main Street, Suite 101
Buckhannon, WV 26201
304-472-0535

www.upshurcounty.org

Request for Bids ----->	
Selection Schedule----->	
Description of Project ----->	
Scope of Work ----->	
Bid Guarantee----->	
Security for Faithful Performance----->	
Non-Discrimination in Contracts----->	
Mandatory Pre-Bid Site Visit----->	
Proposal Format----->	
Submission----->	
Evaluation Criteria----->	
Additional Information----->	
Bid Pricing Sheet ----->	
Contractor's Representations----->	
Certificate of Eligibility ----->	
Affidavit of Non-Collusion ----->	
Drug Free Workplace Conformance Affidavit----->	
Sample Agreement ----->	

Invitation for Bids

Upshur County Courthouse: Rear Stairwell Rehabilitation Project

Publish: April 3 and April 10, 2024

Project Location: Upshur County Courthouse located at 40 West Main Street Buckhannon, WV 26201.

The Upshur County Commission is seeking bids for the furnishing of labor, materials and performance of all work set forth in the Request for Proposals. Bid proposals shall include materials, labor, equipment, insurance, taxes, bonds, fees, testing and similar construction related expenses. Work shall adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

A **mandatory pre-bid site visit** at the Courthouse will be held on April 16, 2024 at 1:00 p.m. Only those individuals/contractors whom visit the site for an initial inspection of the area will be permitted to submit a bid.

The format for submittals and information regarding the scope of work is available from the Upshur County Administrative Office, 91 West Main Street, Suite 101, Buckhannon, WV 26201, or online at <http://www.upshurcounty.org>.

Proposals must be submitted to the Upshur County Administrative Office, 91 West Main Street, Suite 101, Buckhannon, WV 26201 **no later than 4:00 PM on Wednesday, April 24, 2024.** Failure to provide the required information as requested in the RFP for Upshur County's review may result in disqualification.

Proposals received by this deadline will be opened, reviewed and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, April 25, 2024.

All bidders are required to have a valid West Virginia Contractor's License per Section §21-11-11 of the W.Va. Code. Successful bidder will be required to furnish all documentation listed before work may commence.

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process. This project is being made possible by generous support of the West Virginia Courthouse Facilities Improvement Authority.

Selection Schedule

March 29, 2024	RFP document available from Owner
April 16, 2024	1:00 p.m. Mandatory Pre-Bid Meeting
April 24, 2024	Proposals received by Owner no later than 4 p.m.
April 25, 2024	Opening of the sealed bids and anticipated award of contract

Description of Project

The Upshur County Courthouse is located in the center of downtown Buckhannon, West Virginia, at the intersection of Main Street and Locust Street. The Upshur County Courthouse was constructed between 1899-1901. The Courthouse has been listed on the National Register of Historic Places since December 31, 2009 as part of the Downtown Buckhannon Historic District. Preserving the interior and exterior architecture of this historic structure is important to continue to add historical significance to our quaint community.

The project includes replacing worn slate stair treads/landings and refreshing the rear staircase of the Upshur County Courthouse. The stair treads currently present are significantly worn due to 125 years of wear and tear. The original tread thickness appears to have been 1.25" thick slate approximately 4 feet wide and 12 inches deep. The fronts of some of the treads have worn literally to a point, creating a very dangerous tripping or fall hazard. All of the stairs have depressions on the landing from over a century's worth of use. The severity of the hazard is further compounded by the fact that the stair is a required means of egress for the first and second floors. Upshur County Employees and Judicial Staff primarily utilize the stairs to access the first and second floors of the building, which houses the 26th Judicial Circuit Court and Probation. The base of the stairwell is met by two doors, one entering the postage machine area and the other exits outside. Along with replacing the stair treads and landings, the refresh will entail painting the stair stringers, risers, and existing railings. To become compliant with Life Safety Code and ADA requirements, new, painted pipe railings will be installed continuously along the wall per flight of stair runs that do not already have a wall mounted railing.

Scope of Work

The Upshur County Commission is soliciting proposals from qualified and experienced contractors to furnish labor, materials and performance of all recommendations set forth in the below scope of work. The project cannot begin before June 1, 2024 and must be completed by October 31, 2024 and shall adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The Commission has received the below recommendations for the rear stairwell project:

- (1) Complete removal and disposal of the existing 33 slate stair treads and 3 landings located in the rear of the main Courthouse facility.
- (2) Once the stair treads and landings are removed, apply at least one coat of paint to the stair stringers, risers and railings using the same color pallet as is currently present.
- (3) Install 33 new slate stair treads equivalent in size to the present. Also install 3 landings; 1 square landing approximately 4' x 4', and 2 triangular shaped landings in the specified locations.
- (4) The stair treads and landings will be made of slate and will surpass all ASTM Grade S1 requirements.

- (5) Touch up paint after installation, as needed.
- (6) Install new painted pipe railing continuously along the wall per flight of stair runs that do not currently have a handrail.
- (7) Removal and disposal of debris, trash, and remnants from the project.

Due to the nature of the work potentially being excessively loud or disruptive to the daily operations and functions of the Courthouse, the removal and/or installation process may need to be completed after 4pm on weekdays at the discretion of the Upshur County Commission or its designee. Potential bidders must be able to accommodate an after 4pm weekday work schedule should it be deemed necessary.

This project is not subject to Prevailing Wage Rates.

This Request for Proposal (RFP) provides site background information and describes required information to enable qualified contractors to prepare and submit responsive proposals consistent with the required proposal format. The purpose of this specification is to solicit complete and comprehensive proposals from qualified and experienced contractors for the provision of the requested scope of services. Responsive proposals in the required format will enable the Upshur County Commission the ability to select a contractor to provide the requested services. To be considered responsive, sealed proposals must be submitted to the Upshur County Commission at the place and time specified herein and must provide all of the required information relative to content and format specified herein.

Bid Guarantee

Each bidder shall deposit with the bid, a guarantee for not less than ten percent (10%) of the aggregate amount of the base bid. In lieu of the Bid Bond, the vendor may provide certified checks, cashier's checks or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. Personal or business checks are not acceptable.

Security for Faithful Performance

Simultaneously with the delivery of the executed contract, the Contractor will be required to furnish a performance bond or bonds as security for faithful performance of the contract and for the payment of all persons performing labor on the project. The surety on such bond or bonds shall be from a duly authorized surety company satisfactory to the Owner.

Mandatory Pre-Site Visit

A mandatory pre-bid site visit at the Courthouse will be held on Tuesday, April 16, 2024 at 1:00 p.m. Only those individuals/contractors whom visit the site for an initial inspection of the area

will be permitted to submit a bid.

Proposal Format

Proposals must be prepared and submitted in the following format:

- A two-envelope system will be used.
Envelope No. 1 must have the following information presented on the front:

Name and address of Bidder
Upshur County Courthouse: Rear Stairwell Project

Envelope No. 2 labeled “Bid Proposal” shall also be placed inside of Envelope #1.

Envelope No. 1 will be opened first and the Bid Opening Requirement items checked for compliance. If such documents are found to be in order, Envelope No. 2 “Bid Proposal”, will then be opened and will be publicly read aloud. If the documents required to be contained in Envelope No.1 are not in order, Envelope No. 2 “Bid Proposal” will not be opened and the Bid will be considered non-responsive and will be returned to the Bidder.

The following shall be placed within Envelope No. 1:

- Identification
Name of company, including phone number, fax number, and mailing and electronic addresses and lead contractor that would be assigned to the project.
- Qualifications and Experience of the Firm
 - a. A brief summary of the contractor’s qualifications and capabilities.
 - b. Past project experience including summaries of at least three (3) relevant projects and scopes of work, as well as client contact information.
 - c. Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications.
 - d. Description of the approach that will be used to complete the tasks described in this scope of work.
- Preliminary Project Schedule
 - a. Provide a proposed timeline for the commencement, duration and completion of this project while adhering to the mandatory timeframe outlined as after June 1, 2024 and completion before October 31, 2024.
- Contractor shall furnish any and all requested and/or required documentation, including

but not limited to the following:

- Business License
- Contractor's License
- Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission named as an additional insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Bid bond in the amount of ten percent (10%) of the proposal. The bond shall be issued by an insurance company licensed to do business in West Virginia or in the form of a certified check, cashier's check or irrevocable letter of credit. Upon award of the contract, the bid bond will be returned and a performance bond must be obtained and filed with the Upshur County Commission.
- Affidavit of non-collusion
- Any Additional Documentation as Required by the Owner

Envelope No. 2 shall contain the following:

- Fee Schedule
 - a. Basis of Bid Pricing Sheet, attached.
 - b. Include standard billing rates and any unlisted project requirement components. Must include a written listing of all assumptions used to prepare price quotations. **Identify suggested products to be used: include manufacturer's product name, make or model number and physical properties, appearance, and other characteristics of the specified product.**

The selected contractor will be required to enter into an agreement with the Upshur County Commission which will include the requirements of this RFP as well as other requirements. By submitting a proposal, the bidder agrees to all of the terms in this RFP.

The selected contractor will ensure that all work is conducted in accordance with federal, state and local laws and regulations.

Submission

Interested firms shall submit one (1) original and three (3) copies of the completed proposals marked **"Upshur County Stairwell Rehabilitation Project"** to:

Upshur County Commission
c/o Cindy Hughes
Upshur County Courthouse:
Rear Stairwell Project
91 W Main Street, Suite 101
Buckhannon, WV 26201

Proposals must be received no later than 4:00 p.m. on Wednesday, April 24, 2024.

Submittals that are not received at the designated address on or before the specified deadline will not be accepted. Neither facsimile nor electronic transmissions will be accepted.

Evaluation Criteria

All proposals which are deemed fully responsive to this RFP will be evaluated. To be deemed fully responsive, attendance at the pre-bid meeting as specified above, proposals must be submitted to the Upshur County Commission in the format specified and prior to the deadline at the address specified above. After receipt, proposals will be reviewed for responsiveness on Thursday, April 25, 2024 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at 38 West Main Street, Room 301, Buckhannon, WV 26201.

The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Bid Pricing Sheet contains alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.

The Upshur County Commission reserves the right to reject any and all proposals.

Additional Information

This solicitation for proposals is not a contract nor commitment of any kind.

The Upshur County Commission is not liable for costs nor expenses incurred in the preparation of the bidder's proposal. Notwithstanding any other provision herein, the Upshur County Commission reserves the right in its sole discretion to waive minor technical deficiencies in the proposals.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on Upshur County Commission.

The Upshur County Commission may request clarification and additional information from any proposer.

The Commission may require up to 30 days after opening the proposals to award the contract.

Questions regarding this RFP may be directed to Cindy Hughes, Assistant County Administrator at chughes@upshurcounty.org or (304) 472-0535 ext. 3 or Greg Harris, Facilities Director, at (304) 472-6717.

The Upshur County Commission prohibits the discrimination of any person based upon actual or perceived race, color, national origin, sex, religion or age. This project is subject to all non-discrimination requirements under federal and state law.

Bid Pricing Sheet

Bidder will complete work in accordance with the bidding documents for the following bid price:

Item	Price (\$)
Lump sum price for all material and labor outlined within the scope of work.	
Allowances/Contingencies: _____	
Other: _____	
B&O Taxes (if applicable)	
Subtotal	
Total	

Assumptions, if any, on which the guaranteed maximum price is based:

SELECTION OF ALTERNATES:

Pursuant to W. Va. Code § 5-22-1(f), any solicitation of bids shall include no more than five alternates. Alternates, if accepted, shall be accepted in the order in which they are listed on the bid form. Any unaccepted alternate contained within a bid shall expire 90 days after the date of the opening of bids for review. Determination of the lowest qualified responsible bidder shall be based on the sum of the base bid and any alternates accepted. Alternate selection will be identified in the Contract.

Contractor's Representations

The undersigned bidder certifies that they have:

1. Familiarized themselves with this RFP, acknowledges that guidance should be obtained from *Secretary of the Interior's Standards for the Treatment of Historic Properties*, and agree to provide the required services in accordance with this proposal and all attachments.
2. Visited the site, is familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the work.
3. Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
4. Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Date: _____

By: _____

Signature of Person Authorized to Sign

Name of Person Authorized to Sign

Company Name

Company Address and Telephone Number

Contractor's Certification of Eligibility

The contractor certifies, by acceptance of this contract and signature on the agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department / agency or any state department / agency.

In addition, the contractor certifies, by acceptance of this contract and signature on the agreement, that no debt in an amount greater than one thousand dollars (\$1,000) is owed to the state or any political subdivision thereof (WV Code §5A-3-10a) and is eligible for the award of this contract.

My signature below indicates and certifies that this information is true and complete to the best of my knowledge and I fully understand the Owner may take appropriate action for making a false statement.

Please Print Name of Firm; and Name and Title of Individual Signing Certification

Signature

Date

Affidavit of Non-Collusion

Upshur County, WV

Upshur County Courthouse: Rear Stairwell Rehabilitation Project

State of _____

County of _____

I, _____ (name and title) representative for
 _____ (vendor) being duly sworn does depose, say and
 certify:

Said vendor has not, either directly or indirectly, entered into any agreement, participated in
 any collusion or otherwise taken any action in restraint of free competitive bidding in connection
 with the Upshur County Courthouse: Rear Stairwell Rehabilitation Project in Upshur County, WV.

 Vendor

 Name and Title of authorized representative

State of _____

County of _____

The foregoing affidavit was acknowledged before me this ____ day of _____, 2024
 by _____ representative for _____.

 Notary

 Commission expiration date

(seal)

Drug Free Affidavit

****DRAFT**Agreement Between Owner and Contractor**
On the Basis of a Stipulated Price

Date _____

THIS AGREEMENT is by and between the County Commission of Upshur County, West Virginia ("OWNER") and _____ ("CONTRACTOR") for the Upshur County Courthouse: Rear Stairwell Rehabilitation Project. Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Section 1 – Work

Contractor shall complete all work outlined within the scope of work, which will include at least the following items:

- (1) Complete removal and disposal of the existing 33 slate stair treads and 3 landings located in the rear of the main Courthouse facility.
- (2) Once the stair treads and landings are removed, apply at least one coat of paint to the stair stringers, risers and railings using the same color pallet as is currently present.
- (3) Install 33 new slate stair treads equivalent in size to the present. Also install 3 landings; 1 square landing approximately 4' x 4', and 2 triangular shaped landings in the specified locations.
- (4) The stair treads and landings will be made of slate and will surpass all ASTM Grade S1 requirements.
- (5) Touch up paint after installation, as needed.
- (6) Install new painted pipe railing continuously along the wall per flight of stair runs that do not currently have a handrail.
- (7) Removal and disposal of debris, trash, and remnants from the project.

Due to the nature of the work potentially being excessively loud or disruptive to the daily operations and functions of the Courthouse, the removal and/or installation process may need to be completed after 4pm on weekdays at the discretion of the Upshur County Commission or its designee. Potential bidders must be able to accommodate an after 4pm weekday work schedule should it be deemed necessary.

Contractor shall verify and be responsible for all field dimensions and conditions and shall notify Owner of any discrepancies before proceeding with the project.

Contractor shall be responsible for paying all state and local B&O taxes.

Permits must be obtained by Contractor prior to construction.

Section 2 – Time Period for Project Completion

Contractor shall coordinate work schedule with the Owner so as not to interfere or disturb ongoing building use and function. The project cannot begin before June 1, 2024 and must be completed by October 31, 2024. Liquidated damages in the sum of one hundred fifty dollars (\$150) will be charged for each consecutive calendar day thereafter unless a written extension approval is provided. Written request for additional time required due to unforeseen delays will be considered only if submitted in writing within ten (10) calendar days of the event causing the delay.

Section 3 – Required Documentation from Contractor

Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:

- Business License
- Contractor's License
- Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission named as an additional insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Bid bond in the amount of ten percent (10%) of the proposal. The bond shall be issued by an insurance company licensed to do business in West Virginia or in the form of a certified check, cashier's check or irrevocable letter of credit. Upon award of the contract, the bid bond will be returned and a performance bond as security for faithful performance under this contract must be obtained and filed with the Upshur County Commission. The surety on such bond or bonds shall be from a duly authorized surety company satisfactory to the Owner.
- Affidavit of Non-Collusion
- Proof that all municipal business and occupation taxes levied or accrued against the contractor have been paid and a certificate of good standing from the Tax Commissioner are required before the final payment will be made, pursuant to WV Code §11-10-11(d).
- Any Additional Documentation as Required by the Owner

Section 4 – Sub-Contractor Restriction

Contractor shall not employ any sub-contractor to complete any work for any portion of this project without expressed written approval from the Owner. The use of a subcontracted WV licensed asbestos contractor is exempt from this provision and does not require prior approval.

Section 5 – Bid Price for Project

Bidder will complete work in accordance with the bidding documents for the following bid price:
\$ _____.

Section 6 -- Change Orders

A Change Order is a written instrument signed by the parties stating their agreement upon a change in the work, the amount of the adjustment or the method for computing the amount of the adjustment of the Contract Sum, if any, and the extent of the adjustment in the project time schedule, if any. Any work that is beyond the scope of the work specified for the project or that modifies the work specified for the project must be approved through a written Change Order signed by the parties evidencing their agreement. If the parties are unable to agree on the terms of a Change Order, the Contractor will proceed to perform the work without delay, and the Commission may issue a construction change directive or field work order to document the change and the basis on which work will proceed until the issue is resolved and an appropriate Change Order prepared and signed by the parties.

Section 7 – Payment Procedures

The Vendor will be paid in the form of periodic progress payments for work completed. Payment requests along with documentation supporting the request will be submitted to and reviewed by the Owner. The Owner reserves the right to withhold liquidated damages from progress payments. Progress payments will be made no more than monthly. Approval and payment of progress payments will be based on Contractor's submission of a payment allocation schedule which allocates the entire contract sum to payment milestones. Owner will review the payment allocation and may mandate changes that they believe are necessary. Owner shall have thirty (30) days from the date the invoice is received to issue payment, less any disputed charges. Preferred method of payment is MASTERCARD credit card.

Section 8 – Contractor's Representations

By signature on this agreement the undersigned representative of the Contractor makes the following representations:

- 1) Contractor has examined and studied any documentation related to the scope of work for this project. Such documentation is sufficient to indicate and convey understanding for performance and furnishing of the work.
- 2) Work shall adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- 3) Contractor has visited the sites and/or is familiar with and is satisfied as to the general or local site conditions that may affect cost, process and performance of the work.
- 4) Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.

- 5) Contractor shall be responsible for providing, erecting, bracing, shoring or in every way protecting their work in compliance with State and Local Codes, and all U.S. Occupational Safety and Health Administration (OSHA) Regulations. Contractor shall be responsible for the adequacy in performance of all temporary work, use utmost care to protect work in progress and upon removal protect all surrounding existing work.
- 6) Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Section 9 – Miscellaneous

Successors and Assigns:

Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained herein.

Severability:

Any provision or part of this agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon Owner and Contractor.

Debris and waste removal:

Contractor will (1) remove debris, junk and trash from site (2) leave site in clean condition, ready for subsequent work.

This Agreement will be effective on the ____ day of _____, 2024.

OWNER:

County Commission of Upshur County

CONTRACTOR:

By: _____

Name: _____

Title: _____

Attest: _____

By: _____

Name: _____

Title: _____

Attest: _____

Address for Giving Notices:

Address for Giving Notices:

Office of the Upshur County Commission

91 W. Main St, Suite 101

Buckhannon, WV 26201

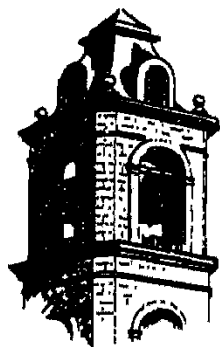
Telephone: 304 / 472.0535

Facsimile: 304 / 473.2802

Greg Harris, Facilities Director (304) 472-6717.

Telephone: _____

Facsimile: _____



All State Clock & Bell

Allstateclockandbell@gmail.com - Office: (724) 382-1005

All State Clock and Bell is a preferred maintenance company specializing in service, knowledge and reliability.

PLANNED MAINTENANCE AGREEMENT QUOTATION FOR:

Effective Dates: 1/1/2024 thru 12/31/2024

Customer: Upshur County Courthouse

CID # WVBU003

Address: 40 West Main Street
Buckhannon, WV 26201

Contact: Greg Harris/Tabatha Perry

Telephone: 304-472-0535

Email: trperry@upshurcounty.org

Equipment to be serviced under this agreement:

4 Way Tower Clock Central Drive, Single Stationary Bell, MCC3 Controller

☐ CAST BRONZE BELLS

☒ BELL RINGING EQUIPMENT

☐ ELECTRONIC CARILLON

☒ TOWER CLOCK

☐ STREET CLOCK

Number of Visits Included: 1 Visit

Total Cost: \$ 650.00

PLANNED MAINTENANCE AGREEMENT:

Customer agrees to:

- Safe access to equipment, including tower area, must be provided by customer.

Services provided by All State Clock & Bell:

- Clean, lubricate, adjust and test each unit covered.
- Service will cover normal maintenance, but will not include complete overhaul or replacement parts.
- If it is found that any major repairs and/or replacements or parts are required, the service representative will confer with the owner and submit costs for the owner's approval before performing said major repairs or replacements.
- Each maintenance call includes up to 2 hours of labor, with additional hours billed at \$90 per hour.
- This maintenance agreement does not cover the repairs or damages caused by accident, fire, water, forces of nature or unwarranted abuse.
- All maintenance agreements will be handled only by trained personnel, qualified to handle the inspection, lubrication, adjustment and repairs necessary to ensure good operating efficiency.
- Additional service calls beyond those provided for in the agreement, will be charged at our preferred rate of \$400 for the first hour, and \$90 for each hour thereafter.
- Invoicing for parts, major alterations or extra calls will be made at the time work is completed.

Agreements are payable in advance. The renewal invoice for this annual agreement will be sent in the month preceeding the agreement's expiration.

Accepted by: _____

Date: _____

****If you are a tax exempt organization, please return a copy of your tax exempt certificate with this agreement, or we will be obligated to charge you sales tax.****

Servicing your Bells, Clocks & Carillons since 2015

PO Box 1030, Grove City, PA 16127

In Re: The Estate of Dusty E. Caputo, deceased

RECOMMENDATION TO RELEASE FIDUCIARY COMMISSIONER


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

1. On March 6, 2012, the Estate of Dusty E Caputo was referred to Thomas J O'Neill as Fiduciary Commissioner.
2. On August 21, 2014, Thomas J O'Neill requested to be removed as Fiduciary Commissioner for Upshur County, West Virginia.
3. On August 25, 2014, the Estate of Dusty E Caputo was referred to Daya Masada Wright as Fiduciary Commissioner.
4. Due to a clerical error in the Office of the Clerk of the Upshur County Commission, Daya Masada Wright did not learn of this Appointment until March of 2024.
5. As there are no outstanding claims and a Final Settlement with Receipts and Disbursements has already been tendered to the Clerk of the Upshur County Commission, there are no actions to be taken by the Fiduciary Commissioner and she poses an unnecessary expense.

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

1. Daya Masada Wright be released as Fiduciary Commissioner.

ENTERED: 3/8/2024



Daya Masada Wright
Fiduciary Commission
Upshur County, West Virginia



State of West Virginia
John B. McCuskey
State Auditor

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

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

March 13, 2024

Honorable Members of the
Upshur County Commission
91 W. Main Street, Suite 101
Buckhannon, WV 26201

Dear Commissioners:

In accordance with W. Va. Code § 7-7-3, the State Auditor is charged with reviewing the values certified by the county assessor and county clerk. This review indicates the County's classification will change July 1, 2024, from Class 3 to Class 2. If you disagree with this determination, please let us know immediately.

The assessed valuation of property to be used as the base to determine the classification of a county is the total assessed value of all classes of property, which includes valuation related to homestead exempt, and all other property. This value is reflected as the total amount in Column C of the Certificate of Valuation.

As you prepare the Levy Estimate (Budget) for the upcoming fiscal year, appropriations should be made for salary **increases** for all elected county officials.

If you have any questions, please do not hesitate to contact my office at (304) 627-2415. To speak with Tiffany Hess use extension 0305; to speak with Shellie Humphrey use extension 0304.

Respectfully,

A handwritten signature in cursive script, appearing to read "Ora L. Ash".

Ora L. Ash, Deputy State Auditor
Local Government Services

Cc: Clerk of the County Commission

UPSHUR COUNTY COMMISSION

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

Telephone: (804) 472-0535
Telecopier: (804) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

Management Representation Letter

March 22, 2024

West Virginia State Auditor's Office
Chief Inspector Division
Building 1, Room W-100
1900 Kanawha Boulevard East
Charleston, WV 25305

This representation letter is provided in connection with your compliance examination of the Upshur County Commission, which was conducted for the purpose of expressing an opinion on our compliance with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving SLFRF Awards" of the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) section of the 2023 OMB *Compliance Supplement* during the year ended June 30, 2023.

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve a noncompliance that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the noncompliance. A noncompliance that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, other than any exceptions that we may have become aware of as a result of findings that the auditor has provided to us, as of March 22, 2024, the following representations made to you during your compliance examination.

- 1) The Upshur County Commission complied with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving SLFRF Awards" of the Coronavirus State and Local Fiscal Recovery Funds section of the 2023 OMB *Compliance Supplement* during the year ended June 30, 2023.
- 2) All relevant matters are reflected in the evaluation of compliance with the specified requirements.

An Equal Opportunity Employer

- 3) We have no knowledge of matters contradicting compliance with the specified requirements.
- 4) We have disclosed to you any communications from regulatory agencies or others affecting compliance with the specified requirements, including communications received between the end of the year ended June 30, 2023 and the date of this letter.
- 5) We acknowledge our responsibility for compliance with the specified requirements and our assertion on compliance with the specified requirements.
- 6) We are responsible for establishing, designing, implementing, and maintaining, and have established, designed, implemented, and maintained effective internal control over compliance for the CSLFRF that provides reasonable assurance that we are managing these federal funds in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on the federal program. We believe the internal control system is adequate and is functioning as intended.
- 7) We have performed an evaluation of our compliance with the specified requirements and reported the results of that evaluation to you.
- 8) The compliance requirements applied are not open to varying interpretations.
- 9) We acknowledge our responsibility for selecting the criteria, determining that such criteria are suitable, will be available to the intended users, and appropriate for the purpose of the engagement.
- 10) We are not aware of any deficiencies in internal control relevant to the engagement.
- 11) We have no knowledge of any actual, suspected, or alleged fraud or noncompliance with laws or regulations affecting our compliance with the specified requirements.
- 12) We have identified to you any previous audits, attestation engagements, and other studies related to compliance with the specified requirements and whether related recommendations have been implemented.
- 13) We have identified to you any investigations or legal proceedings that have been initiated with respect to the period under examination.
- 14) We have disclosed to you any known events subsequent to the period of the engagement that would have a material effect on compliance with the specified requirements or our assertion on compliance with the specified requirements.
- 15) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- 16) There are no known instances of noncompliance with the specified requirements that occurred subsequent to the period covered by the report.
- 17) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding

significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the report.

- 18) We have provided you with the following, as agreed upon in the terms of the engagement:
- a. All documentation related to compliance with the specified requirements.
 - b. Access to all information, of which we are aware, that is relevant to compliance with the specified requirements, such as records, other matters, and relevant monitoring reports, if any.
 - c. Additional information that you have requested from us for the purpose of the examination.
 - d. Unrestricted access to persons within the entity from whom you determined it necessary to obtain examination evidence.
- 19) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- 20) We are responsible for and have accurately prepared the auditee section of the Data Collection Form.

Signed: Chelina R. Peery Title: Lipscomb County Administrator

**REPORT ON COMPLIANCE FOR THE U.S. DEPARTMENT OF TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
PROGRAM (CSLFRF) REQUIREMENTS FOR AN ALTERNATIVE CSLFRF
COMPLIANCE EXAMINATION ENGAGEMENT OF
UPSHUR COUNTY, WEST VIRGINIA
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**



Office of the State Auditor
 Chief Inspector Division
 State Capitol, Building 1, Suite W-100
 1900 Kanawha Boulevard, East
 Charleston, West Virginia 25305

State of West Virginia
John B. McCuskey
 State Auditor and
 Chief Inspector

Toll Free: (877) 982-9148
 Telephone: (304) 558-2251
 Fax: (304) 558-6414
www.wvsao.gov

INDEPENDENT ACCOUNTANT'S REPORT

Honorable Members of the
 Upshur County Commission
 Buckhannon, West Virginia 26201

We have examined Upshur County's compliance with the compliance requirements "activities allowed or unallowed" and "allowable cost/cost principles" (the specified requirements) as described in Part IV "Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds" of the CSLFRF section of the 2023 OMB *Compliance Supplement* (referred to herein as "Requirements for an Alternative CSLFRF Compliance Examination Engagement") during the year ended June 30, 2023. Management of Upshur County is responsible for Upshur County's compliance with the specified requirements. Our responsibility is to express an opinion on Upshur County's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in the "Requirements for an Alternative CSLFRF Compliance Examination Engagement." Those standards and requirements require that we plan and perform the examination to obtain reasonable assurance about whether Upshur County complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether Upshur County complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent and meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Honorable Members of the
Upshur County Commission
Page 2

Our examination does not provide a legal determination on Upshur County's compliance with specified requirements.

In our opinion, Upshur County complied, in all material respects, with the specified requirements referenced above during the year ended June 30, 2023.

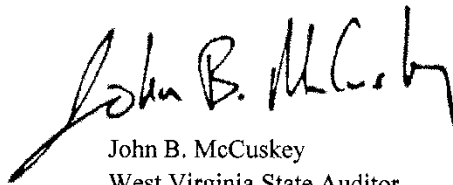
Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud, and noncompliance with provisions of laws, regulations, contracts, or grant agreements that have a material effect on Upshur County's compliance with the specified requirements and any other instances that warrant the attention of those charged with governance. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. We performed our examination to express an opinion on Upshur County's compliance with the specified requirements and not for the purpose of expressing an opinion on the internal control over the specified requirements or on compliance and other matters; accordingly, we express no such opinions. The results of our test disclosed no matters that are required to be reported under *Government Auditing Standards*.

Intended Purpose

The purpose of this examination report is solely to express an opinion on whether Upshur County complied, in all material respects with the specified requirements referenced above during the year ended June 30, 2023. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John B. McCuskey", is written over a horizontal line.

John B. McCuskey
West Virginia State Auditor
Charleston, West Virginia

March 22, 2024



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

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

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

March 13, 2024

Ms. Cindy Hughes
Assistant County Administrator
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201
Via email: chughes@upshurcounty.org

RE: Removing Slate Stair Treads and Rehabilitating Rear Stairwell Project
FR#: 24-0383-UP

Dear Ms. Hughes:

We have reviewed the above referenced project to determine potential effects on cultural resources. As required by Section 106 of the National Historic Preservation Act, as amended, and its implementing regulations, 36 CFR 800: "Protection of Historic Properties, we submit our comments.

According to the submitted information, the Upshur County Commission was awarded funding through the West Virginia Courthouse Facilities Improvement Authority's 21st Grant Cycle Program. Work for this project includes rehabilitating the rear staircase of the Upshur County Courthouse located at 40 West Main Street in Buckhannon. The rehabilitation will consist of replacing the worn stair treads, painting the stair stringers, risers, and railings, and adding a wall handrail to the staircase. It is our understanding that no ground disturbing activities are planned as a result of this proposed project.

Architectural Resources:

We have reviewed the submitted information and determined that the Upshur County Courthouse (UP-0073) is a contributing resource to the Downtown Buckhannon Historic District (NR# 09001196) that was listed in the National Register of Historic Places in 2009. The existing treads on the rear staircase are heavily worn black slate that appear to be original to the courthouse. The proposed project will replace them with new slate treads in-kind to the existing treads. Although a new addition to the rear staircase, the proposed wall handrail is required to be compliant with Life Safety Code and ADA requirements. It is our opinion the proposed project will not adversely affect the courthouse or surrounding historic district because the proposed project will replace the slate stair treads in-kind while appropriately addressing safety and accessibility issues for the courthouse. No further consultation is necessary regarding architectural resources; however, we ask that you contact our office if your project changes.

We appreciate the opportunity to be of service. *If you have questions regarding our comments or the Section 106 process, please contact Benjamin M. Riggle, Structural Historian, at (304) 558-0240.*

Sincerely,

Susan M. Pierce
Deputy State Historic Preservation Officer

SMP/BMR

CC: Shelly Murry, Executive Director WVCFA, Email: shelly.murray@wvcfia.com
Tabatha Perry, Upshur County Administrator, Email: tperry@upshurcounty.org



Larry Pack
Acting Secretary of Revenue

Matthew Irby
State Tax Commissioner

STATE TAX DEPARTMENT

March 12, 2024

Honorable Members of the
Upshur County Commission
Upshur County Courthouse
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201

Dear Commissioners:

The following budget amount estimate is provided to assist you in your task of preparing a FY 2024-2025 budget for the Statewide Computer Network, Account #408.

Upshur County	\$41,085
---------------	----------

You should consult with your county assessor to determine if he or she plans a higher level than usual of data processing activity for the coming year. If a higher level of activity is anticipated, you should revise the above figure upward to account for that activity. Our staff can help you to determine an appropriate dollar amount for such a revision.

As always, you can be assured that the staff of our Property Tax Division will continue to do all in its power to ensure that costs concerning the administration of the network are held to a minimum. Our efforts during the upcoming fiscal year will be focused on ensuring that actual costs come under budget amounts as much as possible.

Should you have questions regarding this information, please feel free to contact Christina Turley at 304-558-1221.

Sincerely,

Deanna Sheets
Director
Property Tax Division

DS/ct

cc: Assessor of Upshur County

Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex
91 West Main Street Buckhannon West Virginia 26201
Phone: (304) 472-0535 Fax: (304) 472-2399

March 18, 2024

Gary Dwayne Bailey
1132 Claypool Hollow Road
Buckhannon, WV 26201

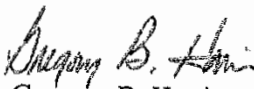
Subj: Petition for Order --- Case Number: 020824-02

The purpose of the Upshur County Safe Structures and Sites Ordinance is to promote the public safety and welfare of the residents of Upshur County. Based upon the numerous visits and investigation of the above referenced property (Warren Tax District -Tax Map 5B - Parcel Number 11), please be advised that the Enforcement Board would request, pursuant to Article 4 of said Ordinance, an order of the Upshur County Commission requiring clean-up of the property. Specific findings and recommendations would include the following:

- Correction of any health and safety hazards, including but not limited to the removal and proper disposal of any debris, trash, junk vehicles and/or removal and proper disposal of any environmental hazards.

Please be advised that unless the property owner or owners would file a written request for a hearing with the Clerk of the County Commission of Upshur County, 40 West Main Street, Room 101, Buckhannon, West Virginia, 26201, within twenty (20) days of receipt of this petition, an order will be issued by the County Commission implementing the above recommendations.

It is the desire of the members of the Enforcement Board that this matter be completed in a manner that is convenient and efficient for all involved parties. Thank you for your assistance and cooperation.


Gregory B. Harris
Compliance Officer



Region VI Workforce Development Board

17 Middletown Road
White Hall, WV 26554
p 304.368.9530
f 304.368.9532
WV Relay 7-1-1
www.regionviwv.org

March 19, 2024

Commissioner Douglas Bush
91 W Main St., Suite 101
Buckhannon, WV 26201

Dear Commissioner Bush,

At our LEO Board meeting held March 15th, 2024, approval was given by vote to reappoint Brandon Tenney, Assistant Director of Upshur County Development Authority as a Full Board member. Since the Upshur County Development Authority is located in Upshur County, your signature is required. This is in compliance with the WIOA of 2014. Please sign and date where indicated and return the Nomination Form in the envelope provided.

Please return it at your earliest convenience. Thank you for your attention to this matter.

Sincerely,



Kathi Waters
Program/Administrative Assistant
Enclosures (2)

FOIA ENTRY DETAILS

Agency: Upshur County Commission

Organization: TC Energy

First Name: Abby

Middle Name:

Last Name: Heagy

Request Date: 03/20/2024

**Completion
Date:** 03/21/2024

Entry Date: 03/22/2024

Fee: \$0

Request Items**Subject**

Request for development plans near the Cleveland, Frametown Pipeline

Details

the request is to gather information from local public officials regarding any recent or future development plans near the Cleveland + Frametown Pipeline. Specifically to identify any new residential, commercial, or industrial developments or road projects that may have been permitted or constructed within 2023 or are planned for future development in 2024 or 2025 within a half mile of the pipeline.

Resolution

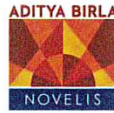
Granted

Response

[Back to Dashboard](#)

[Edit](#)

[+ Create New](#)



March 15, 2024

Via Facsimile and [Certified Return Receipt Mail/Email with Read Receipt/[OVERNIGHT DELIVERY PROVIDER CAPABLE OF TRACKING DELIVERY]]

Maureen Persons, Director
 Dislocated Worker Services Unit
 1900 Kanawha Blvd E
 Bldg. 3, Room 312
 Charleston, WV 25305

Re: Announcement of Planned Action

Dear Dislocated Worker Unit Director:

I am writing on behalf of Novelis ALR Rolled Products, Inc. to give you notice that there will be a total closure of the Buckhannon plant located at 1 Moore Ave, Buckhannon, WV 26201 on June 13, 2024. This closure is expected to be permanent and will affect all employees.

The following is a list of the job positions and number of individuals who will be affected by the plant closure:

Job Title	Number of Affected Individuals
Plant Manager	1
Human Resources Coordinator	1
EHS Manager	1
EHS Coordinator	1
Engineering/Maintenance Leader	1
Production Planner	2
Logistics Coordinator	1
Assistant Mill Operator	4
Core Cutter	1
Electrical Engineer	1
Electrician	2

Furnace Technician	3
Janitor	1
Knife Grinder	1
Lab Technician	1
Packer	6
Machinist	1
Maintenance Technician	3
Material Handler	9
Mechanical Engineer	1
Occupational Health Nurse	1
Mill Operator	4
Plant Controller	1
Slitter Assistant	10
Slitter Operator	15
Quality Engineer	1
Operations Leader	4
Utility Operator	2

If you have any questions or want additional information concerning this matter, please contact Mary Baker, Human Resources, at (304) 266-4468.

Sincerely,

James Praino

Plant Manager – Novelis Buckhannon

cc: The Honorable Robbie Skinner III (via [Facsimile,]Email[,] and Certified Mail)

Public Notice for Comment from the Upshur-Buckhannon Health Department

At a meeting held on March 20, 2024, the Upshur-Buckhannon Board of Health voted to adopt a proposed rule, entitled "Upshur-Buckhannon Health Department Fees for Permits and Services". The proposed Rule establishes fees for environmental permits and services. The Upshur-Buckhannon Health Department is seeking approval of this newly proposed Rule by the Appointing Authorities of the Board of Health. Citizens wishing to obtain a copy of the proposed Rule can do so by contacting the Upshur-Buckhannon Health Department at 15 North Locust Street, Buckhannon, WV, or at 304-472-2810. The proposed Rule is available for review at the Upshur-Buckhannon Health Department from 8:30 a.m. to 4:30 p.m. Monday through Friday, except for legal holidays. Comments must be received no later than the close of business, 4:30 p.m. on April 26, 2024. All comments must be in writing to be considered by the Upshur-Buckhannon Board of Health.

Disaster Loans for Businesses and Non-Profits



Benefits of a disaster loan

- ☐ Low fixed interest rate with terms up to 30 years
- ☐ Automatic **no payments** and **no interest** for 12 months from the date of the first disbursement
- ☐ Apply before insurance is settled
- ☐ Unsecured up to \$25,000
- ☐ Up to \$2 million to cover physical damage and financial losses
- ☐ Funds available for mitigation measures to build back better, more resilient

What small businesses and non-profits need to apply for a disaster loan



- ☐ Cell phone and contact information for all applicants
- ☐ Social Security numbers and Employer Identification Numbers (EIN) for all applicants / owners
- ☐ Financial information (e.g., income, account balances, monthly expenses etc.)
- ☐ Complete copy of the most recent Federal income tax return
- ☐ Insurance information, if available



Three ways to apply

- ☐ Scan the QR Code
- ☐ Visit sba.gov/disaster
- ☐ Call (800) 659-2955 to locate a Recovery Center

Questions? Call (800) 659-2955 (dial 7-1-1 to access telecommunications relay services)



Date: 01/30/2024



U.S. Small Business
Administration

U.S. SMALL BUSINESS ADMINISTRATION FACT SHEET - DISASTER LOANS

WEST VIRGINIA Declaration 20179 & 20180 (Disaster: WV-20001)

Incident: SEVERE STORMS, FLOODING, LANDSLIDES AND MUDSLIDES

occurring: **August 28 – 30, 2023**

in the **West Virginia** counties of: **Boone, Calhoun, Clay, Harrison, Kanawha**; and for economic injury only in the contiguous **West Virginia** counties of: **Barbour, Braxton, Doddridge, Fayette, Gilmer, Jackson, Lewis, Lincoln, Logan, Marion, Nicholas, Putnam, Raleigh, Ritchie, Roane, Taylor, Upshur, Wetzel, Wirt, and Wyoming**

Application Filing Deadlines:

Physical Damage: April 1, 2024

Economic Injury: October 30, 2024

If you are located in a declared disaster area, you may be eligible for financial assistance from the U. S. Small Business Administration (SBA).

What Types of Disaster Loans are Available?

- **Business Physical Disaster Loans** – Loans to businesses to repair or replace disaster-damaged property owned by the business, including real estate, inventories, supplies, machinery and equipment. Businesses of any size are eligible. Private, non-profit organizations such as charities, churches, private universities, etc., are also eligible.
- **Economic Injury Disaster Loans (EIDL)** – Working capital loans to help small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period.
- **Home Disaster Loans** – Loans to homeowners or renters to repair or replace disaster-damaged real estate and personal property, including automobiles.

What are the Credit Requirements?

- **Credit History** – Applicants must have a credit history acceptable to SBA.
- **Repayment** – Applicants must show the ability to repay all loans.

What are the Interest Rates?

By law, the interest rates depend on whether each applicant has Credit Available Elsewhere. An applicant does not have Credit Available Elsewhere when SBA determines the applicant does not have sufficient funds or other resources, or the ability to borrow from non-government sources, to provide for its own disaster recovery. An applicant, which SBA determines to have the ability to provide for his or her own recovery is deemed to have Credit Available Elsewhere. Interest rates are fixed for the term of the loan. The interest rates applicable for this disaster are:

Physical Damage Loan Types	No Credit Available Elsewhere	Credit Available Elsewhere
Home Loans	2.500%	5.000%
Business Loans	4.000%	8.000%
Non-Profit Organizations	2.375%	2.375%

Economic Injury Loan Types	No Credit Available Elsewhere	Credit Available Elsewhere
Businesses & Small Agricultural Cooperatives	4.000%	N/A
Non-Profit Organizations	2.375%	N/A

What are Loan Terms?

The law authorizes loan terms up to a maximum of 30 years. However, the law restricts businesses with credit available elsewhere to a maximum 7-year term. SBA sets the installment payment amount and corresponding maturity based upon each borrower's ability to repay. Borrowers may be required to provide collateral.

Date: 01/30/2024

What are the Loan Amount Limits?

- **Business Loans** – The law limits business loans to \$2,000,000 for the repair or replacement of real estate, inventories, machinery, equipment and all other physical losses. Subject to this maximum, loan amounts cannot exceed the verified uninsured disaster loss.
- **Economic Injury Disaster Loans (EIDL)** – The law limits EIDLs to \$2,000,000 for alleviating economic injury caused by the disaster. The actual amount of each loan is limited to the economic injury determined by SBA, less business interruption insurance and other recoveries up to the administrative lending limit. EIDL assistance is available only to entities and their owners who cannot provide for their own recovery from non-government sources, as determined by the U.S. Small Business Administration.
- **Business Loan Ceiling** – The \$2,000,000 statutory limit for business loans applies to the combination of physical, economic injury, mitigation and refinancing, and applies to all disaster loans to a business and its affiliates for each disaster. If a business is a major source of employment, SBA has the authority to waive the \$2,000,000 statutory limit.
- **Home Loans** – SBA regulations limit home loans to \$500,000 for the repair or replacement of real estate and \$100,000 to repair or replace personal property. Subject to these maximums, loan amounts cannot exceed the verified uninsured disaster loss.

What Restrictions are there on Loan Eligibility?

- **Uninsured Losses** – Only uninsured or otherwise uncompensated disaster losses are eligible. Any insurance proceeds which are required to be applied against outstanding mortgages are not available to fund disaster repairs and do not reduce loan eligibility. However, any insurance proceeds voluntarily applied to any outstanding mortgages do reduce loan eligibility.
- **Ineligible Property** – Secondary homes, personal pleasure boats, airplanes, recreational vehicles and similar property are not eligible, unless used for business purposes. Property such as antiques and collections are eligible only to the extent of their functional value. Amounts for landscaping, swimming pools, etc., are limited.
- **Noncompliance** – Applicants who have not complied with the terms of previous SBA loans may not be eligible. This includes borrowers who did not maintain flood and/or hazard insurance on previous SBA loans.

Note: Loan applicants should check with agencies / organizations administering any grant or other assistance program under this declaration to determine how an approval of SBA disaster loan might affect their eligibility.

Is There Help with Funding Mitigation Improvements?

If your loan application is approved, you may be eligible for additional funds to cover the cost of improvements that will protect your property against future damage. Examples of improvements include retaining walls, seawalls, sump pumps, etc. Mitigation loan money would be in addition to the amount of the approved loan but may not exceed 20 percent of total amount of physical damage to real property, including leasehold improvements, and personal property as verified by SBA to a maximum of \$500,000 for home loans. It is not necessary for the description of Improvements and cost estimates to be submitted with the application. SBA approval of the mitigating measures will be required before any loan increase.

Is There Help Available for Refinancing?

- SBA can refinance all or part of prior mortgages that are evidenced by a recorded lien, when the applicant (1) does not have credit available elsewhere, (2) has suffered substantial uncompensated disaster damage (40 percent or more of the value of the property or 50% or more of the value of the structure), and (3) intends to repair the damage.
- Businesses – Business owners may be eligible for the refinancing of existing mortgages or liens on real estate, machinery and equipment, up to the amount of the loan for the repair or replacement of real estate, machinery, and equipment.
- Homes – Homeowners may be eligible for the refinancing of existing liens or mortgages on homes, up to the amount of the loan for real estate repair or replacement.

What if I Decide to Relocate?

You may use your SBA disaster loan to relocate. The amount of the relocation loan depends on whether you relocate voluntarily or involuntarily. If you are interested in relocation, an SBA representative can provide you with more details on your specific situation.

Are There Insurance Requirements for Loans?

To protect each borrower and the Agency, SBA may require you to obtain and maintain appropriate insurance. By law, borrowers whose damaged or collateral property is located in a special flood hazard area must purchase and maintain flood insurance. SBA requires that flood insurance coverage be the lesser of 1) the total of the disaster loan, 2) the insurable value of the property, or 3) the maximum insurance available.

Applications for disaster loans may be submitted online using the MySBA Loan Portal at <https://lending.sba.gov> or other locally announced locations. Please contact the SBA's Customer Service Center by email at disastercustomerservice@sba.gov or by phone at 1-800-659-2955 for further assistance. For people who are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.



CITY OF BUCKHANNON, WEST VIRGINIA, 26201

70 East Main Street, Buckhannon, WV 26201 • 304.472.1651

March 18, 2024

Upshur County Commission
38 West Main Street
Buckhannon WV 26201

NOTICE OF CANCELLATION OF THE PUBLIC HEARING FOR A ZONING VARIANCE

To Whom It May Concern:

This letter is to serve as the cancellation notice of the public hearing for a zoning variance regarding 66 West Main Street, Buckhannon, WV 26201. Upon the revised application, Citizens Bank of West Virginia has met all the zoning requirements for sign installation.

If you have any questions, please contact City Hall at 304-472-1651.

Vincent Smith
Building Code Enforcement Officer



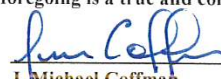


Upshur County Sheriff's Financial Statement

For Period Ending : February 29, 2024

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,275,519.86	\$ 872,348.27	\$ (751,410.64)	\$ 1,396,457.49
FUND - 002 COAL SEVERANCE TAX	\$ 174,077.46	\$ 14.79	\$ -	\$ 174,092.25
FUND - 003 DOG AND KENNEL	\$ 86,056.12	\$ 20,963.63	\$ (40,664.64)	\$ 66,355.11
FUND - 004 GENERAL SCHOOL	\$ 3,723.39	\$ 4,705.20	\$ -	\$ 8,428.59
FUND - 005 MAGISTRATE COURT	\$ 8,811.52	\$ 1,336.20	\$ -	\$ 10,147.72
FUND - 006 WORTHLESS CHECK	\$ 115,657.05	\$ 113.79	\$ -	\$ 115,770.84
FUND - 007 E-911 FUND	\$ 1,373,550.60	\$ 235,953.83	\$ (23,530.81)	\$ 1,585,973.62
FUND - 008 HOME CONFINEMENT	\$ 72,580.62	\$ 22,353.54	\$ (43,336.68)	\$ 51,597.48
FUND - 013 CURRY PARK FUND	\$ 113,434.63	\$ 4.84	\$ (2,361.06)	\$ 111,078.41
FUND - 015 CURRY LIBRARY FUND	\$ 12,976.66	\$ 353.76	\$ (972.46)	\$ 12,357.96
FUND - 019 UPSHUR CO. FIRE FEE	\$ 4,550.76	\$ 5,515.84	\$ (4,450.76)	\$ 5,615.84
FUND - 021 EE HEALTH CARE REIMB	\$ 35,717.90	\$ 18,008.73	\$ (9,681.43)	\$ 44,045.20
FUND - 039 UP.CO.COAL REALLOCAT	\$ -	\$ -	\$ -	\$ -
FUND - 040 OPIOID SETTLEMENT FUND	\$ 347,638.63	\$ 41.43	\$ -	\$ 347,680.06
FUND - 041 COUNTY FIRE PROTECTION FUND	\$ 86,624.65	\$ 10.32	\$ -	\$ 86,634.97
FUND - 042 EMS SALARY ENHANCEMENT FUND	\$ -	\$ 318,211.88	\$ -	\$ 318,211.88
FUND - 052 EMPLOYEE BENEFITS FD	\$ 1,381,206.98	\$ 45.37	\$ (1,975.00)	\$ 1,379,277.35
FUND - 056 ASSESSOR'S VALUATION	\$ 233,384.11	\$ 41,885.51	\$ (1,146.53)	\$ 274,123.09
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,639,619.42	\$ 406.55	\$ -	\$ 1,640,025.97
FUND - 059 CONCEALED WEAPONS	\$ 28,707.55	\$ 1,063.41	\$ (599.90)	\$ 29,171.06
FUND - 061 CO CLK ELECTION FUND	\$ 2,794.07	\$ 487.46	\$ -	\$ 3,281.53
FUND - 062 CO CLK REAL PRO FUND	\$ 2,794.07	\$ 487.46	\$ -	\$ 3,281.53
FUND - 063 VOTER'S REGISTRATION	\$ 1,322.14	\$ 107.87	\$ -	\$ 1,430.01
FUND - 071 JURY FUND	\$ 15,080.36	\$ -	\$ -	\$ 15,080.36
FUND - 073 SP.LAW ENF.INVESTIG.	\$ 2,493.01	\$ 0.30	\$ -	\$ 2,493.31
FUND - 078 CHILD EXCHG & VISIT.	\$ 59,722.19	\$ -	\$ -	\$ 59,722.19
FUND - 079 SPAYING & NEUTERING	\$ 44,807.92	\$ 950.00	\$ (1,573.50)	\$ 44,184.42
FUND - 080 COMM. CORR. FUND	\$ 3,414,371.84	\$ 333,530.18	\$ (157,073.54)	\$ 3,590,828.48
FUND - 104 ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
FUND - 207 AMERICAN RESCUE FUND	\$ 2,319,266.05	\$ 276.41	\$ -	\$ 2,319,542.46
FUND - 245 WELLNESS CMPLX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 39,142.00	\$ (39,142.00)	\$ -
FUND - 312 CRIMINAL CHARGES	\$ 60.00	\$ 101.70	\$ (101.70)	\$ 60.00
FUND - 313 COURT REPORTER	\$ -	\$ 25.00	\$ (25.00)	\$ -
FUND - 314 STATE FINES	\$ -	\$ 2,500.00	\$ (2,500.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 990.00	\$ (990.00)	\$ 5.00
FUND - 316 STATE CURRENT	\$ -	\$ 12,397.04	\$ (12,397.04)	\$ -
FUND - 317 CRTHSE FAC. IMP FUND	\$ -	\$ -	\$ -	\$ -
FUND - 361 CERTIFIED TO STATE	\$ 340,881.12	\$ -	\$ (2,740.00)	\$ 338,141.12
FUND - 364 TAX LIEN FUND	\$ 76,113.49	\$ -	\$ -	\$ 76,113.49
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH	\$ 323,562.34	\$ 5,238.93	\$ (37,848.87)	\$ 290,952.40
FUND - 369 WV DEP.SHF.RETIRE.	\$ 342.00	\$ 433.00	\$ (342.00)	\$ 433.00
FUND - 373 SCHOOL CURRENT	\$ -	\$ 965,484.42	\$ (965,484.42)	\$ -
FUND - 374 SCHOOL EXCESS LEVY	\$ -	\$ 489,161.19	\$ (489,161.19)	\$ -
FUND - 375 SCHOOL BOND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT	\$ -	\$ 153,974.91	\$ (153,974.91)	\$ -
FUND - 379 CITY VOTED LIBRARY	\$ -	\$ 18,476.94	\$ (18,476.94)	\$ -
FINAL TOTALS	\$ 13,602,313.51	\$ 3,567,101.70	\$ (2,761,961.02)	\$ 14,407,454.19
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 15,961,883.92	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (3,145,682.34)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 1,589,502.61			
NET BANK BALANCE	\$ 14,405,704.19			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 14,407,454.19			

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


J. Michael Coffman

Sheriff & Treasurer, Upshur County

3/19/2024



Upshur County Sheriff's Financial Statement

For Period Ending: February 29, 2024

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CITIZENS BANK OF WEST VIRGINIA					
	GENERAL COUNTY FUND	\$ 501,453.38	\$ -	\$ 683,425.53	\$ 1,184,878.91
	COAL SEVERANCE	\$ 124,092.25	\$ -	\$ -	\$ 124,092.25
	E-911	\$ 1,086,363.95	\$ (390.33)	\$ -	\$ 1,085,973.62
	CURRY PARK	\$ 40,196.20	\$ (1,800.00)	\$ -	\$ 38,396.20
	CURRY LIBRARY	\$ 12,852.96	\$ (495.00)	\$ -	\$ 12,357.96
	OPIOID SETTLEMENT FUND	\$ 347,680.06	\$ -	\$ -	\$ 347,680.06
	COUNTY FIRE PROTECTION FUND	\$ 86,634.97	\$ -	\$ -	\$ 86,634.97
	EMS SALARY ENHANCEMENT FUND	\$ 318,211.88	\$ -	\$ -	\$ 318,211.88
	ASSESSOR'S VALUATION	\$ 233,541.40	\$ (835.15)	\$ 41,416.84	\$ 274,123.09
	UP CO FIN STBL FUND	\$ 640,025.97	\$ -	\$ -	\$ 640,025.97
	CONCEALED WEAPON	\$ 29,101.06	\$ (100.00)	\$ 170.00	\$ 29,171.06
	GENERAL TAX	\$ 2,027,897.53	\$ (2,353,838.75)	\$ 325,941.22	\$ -
	BOARD OF HEALTH FUND	\$ 275,763.63	\$ -	\$ 5,221.77	\$ 280,985.40
	COMMUNITY CORRECTIONS CD 7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	E911 CD1	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN. STAB. CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD 8	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	E911 CD2	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD 6	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
	OASIS CLEARING	\$ -	\$ -	\$ -	\$ -
	UPSHUR COUNTY FIRE FEE	\$ 9,916.60	\$ (4,485.76)	\$ 185.00	\$ 5,615.84
	EMPLOYEE BENEFITS	\$ 379,277.35	\$ -	\$ -	\$ 379,277.35
	UP CO FIN STAB CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	SP LAW ENF INVESTIGATION	\$ 2,493.31	\$ -	\$ -	\$ 2,493.31
	COMMUNITY CORRECTIONS	\$ 1,347,318.84	\$ (6,490.36)	\$ -	\$ 1,340,828.48
	EMPLOYEE BENEFIT CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD4	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD1	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00
	PARKS/REC CLEARING	\$ 1,371.57	\$ (1,371.57)	\$ -	\$ -
	CURRY PARK CD 1	\$ 72,682.21	\$ -	\$ -	\$ 72,682.21
	EMPLOYEE BENEFIT CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD2	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	ADDRESSING/MAPPING CLEARI	\$ 30.00	\$ (30.00)	\$ -	\$ -
	COAL SEVERANCE CD1	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
	EMPLOYEE BENEFIT CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COMMUNITY CORRECTIONS CD3	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	UP CO FIN STAB CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COMMUNITY CORRECTIONS CD4	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00
	TAX CLEARING	\$ 138,053.65	\$ (650,320.58)	\$ 512,266.93	\$ -
	BOARD OF HEALTH PAYROLL	\$ 8,122.85	\$ (3,122.85)	\$ -	\$ 5,000.00
	GENERAL COUNTY OPERATING	\$ 278,099.18	\$ (68,270.60)	\$ -	\$ 209,828.58
	DOG & KENNEL	\$ 51,870.96	\$ (3,298.68)	\$ 17,782.83	\$ 66,355.11
	GENERAL COUNTY MISC	\$ 18,597.93	\$ (21.62)	\$ -	\$ 18,576.31
	WORTHLESS CHECK	\$ 115,770.84	\$ -	\$ -	\$ 115,770.84
	HOME CONFINEMENT	\$ 54,108.01	\$ (2,510.53)	\$ -	\$ 51,597.48
	EE HEALTH CARE REIMB	\$ 44,344.59	\$ (299.39)	\$ -	\$ 44,045.20
	EMPLOYEE BENEFIT CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COUNTY CLERK ELECTION ADM	\$ 3,281.53	\$ -	\$ -	\$ 3,281.53
	COUNTY CLERK REAL PROP	\$ 3,281.53	\$ -	\$ -	\$ 3,281.53
	VOTER'S REGISTRATION	\$ 1,430.01	\$ -	\$ -	\$ 1,430.01
	JURY	\$ 15,973.39	\$ (893.03)	\$ -	\$ 15,080.36
	CHILD EXCHG & VISITATION	\$ 59,722.19	\$ -	\$ -	\$ 59,722.19
	SPAY & NEUTER	\$ 44,238.42	\$ (300.00)	\$ 246.00	\$ 44,184.42
	COMMUNITY CORRECTIONS CD 5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND	\$ 2,319,542.46	\$ -	\$ -	\$ 2,319,542.46
	WELLNESS COMPLEX	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE	\$ 36,460.51	\$ (39,142.00)	\$ 2,681.49	\$ -
	STATE CLEARING	\$ 60.00	\$ -	\$ -	\$ 60.00
	STATE POLICE	\$ 950.00	\$ (1,035.00)	\$ 90.00	\$ 5.00
	CERTIFIED TO THE STATE	\$ 338,141.12	\$ -	\$ -	\$ 338,141.12
	TAX LEIN	\$ 76,551.34	\$ (437.85)	\$ -	\$ 76,113.49
	DELQ & NON-ENTERED LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH OPERATING	\$ 11,160.29	\$ (6,193.29)	\$ -	\$ 4,967.00
	WVDSRF FUND	\$ 358.00	\$ -	\$ 75.00	\$ 433.00
	BANK TOTAL	\$ 15,961,883.92	\$ (3,145,682.34)	\$ 1,589,502.61	\$ 14,407,704.19
SUMMARY:					
	TOTAL ALL BANKS	\$ 15,961,883.92	\$ (3,145,682.34)	\$ 1,589,502.61	\$ 14,407,704.19
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 14,407,454.19

MONTHLY MILEAGE LOG

MONTH / YEAR: Feb 2024

[illegible]



UPSHUR COUNTY COMMISSION
MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: February 2024

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,532	103,534	2	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			Total Miles		2	



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Feb-24

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Steve Wykoff	2019 Chevy 2500	2GC2KREG1121064	15000	15290	290	23.31
GRAND TOTALS					290	23.31



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: MAINTENANCE

MONTH / YEAR: Feb 2024

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2023 F-150	1FTEX1EP6PKEZ	1,129	2,005	576	14.04
ERIC Poling		6688				14.43
Chuck Suder						19.59
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					576	43.06 0

DEPARTMENT: Maintenance

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Feb. 2024

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 F-250	1FDBF2B69KEC8	17917	18076	159	0 18.47
ERIC POLING		1902				0
CHUCK SUDER						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					159	0 18.47 0



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Parks and Rec

MONTH / YEAR: February 2024

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jeremiah McCourt						
1-Feb	2016 F-150	1FTEW1EF0HFA12892	104,864			
29-Feb				105,050		
GRAND TOTALS					186	0

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: February 2024

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	16857	17214	357	19
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		357	19

318 Mud Lick Road
Buckhannon, WV
26201

LEWIS UPSHUR
Animal Control Facility

Phone: 304-472-3865
Fax: 304-472-9430

REVENUE REPORT
FOR MONTH ENDING: February 2024

		UPSHUR	LEWIS
ADOPTIONS			
CASH		\$445.00	\$280.00
CHECK		\$15.00	\$0.00
E STORE CREDIT CARD		\$235.00	\$130.00
SUBTOTAL		\$695.00	\$410.00
SPAY/NEUTER DEPOSIT			
CASH		\$650.00	\$200.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$250.00	\$100.00
SUBTOTAL		\$900.00	\$300.00
BOARD RESCUE			
CASH		\$0.00	\$60.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$60.00	\$0.00
SUBTOTAL		\$60.00	\$60.00
MICRO-CHIPPING			
CASH		\$0.00	\$0.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$15.00	\$0.00
SUBTOTAL		\$15.00	\$0.00
DONATIONS			
CASH		\$40.00	\$0.00
CHECK		\$400.00	\$0.00
E STORE CREDIT CARD		\$2,155.00	\$0.00
SUBTOTAL		\$2,595.00	\$0.00
SURGICAL UNIT			
CASH		\$0.00	\$0.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$0.00	\$0.00
SUBTOTAL		\$0.00	\$0.00
SUMMARY			
	GRAND TOTALS	UPSHUR	LEWIS
CASH	\$1,675.00	\$1,135.00	\$540.00
CHECK	\$415.00	\$415.00	\$0.00
E STORE CREDIT CARD	\$2,945.00	\$2,715.00	\$230.00
TOTAL	\$5,035.00	\$4,265.00	\$770.00

318 Mud Lick Road
Buckhannon, WV 26201

LEWIS UPSHUR

Animal Control Facility

Phone: 304-472-3865
Fax: 304-472-9430

ACCOUNT OF ANIMALS REPORT

ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF: February-24

ANIMALS RECEIVED									
ACTIVITY	CANINES			FELINES			OTHER ANIMALS		
TYPE OF ADMISSION	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
Brought in by Animal Control Officer	9	21	30	1	1	2	0	2	2
Brought in by City Trapper	0	0	0	0	0	0	0	0	0
Brought in by County Residents	16	6	22	10	5	15	0	0	0
Brought in by Law Enforcement	0	0	0	0	0	0	0	0	0
Drop Box	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
TOTAL ADMISSION ACTIVITY	25	27	52	11	6	17	0	2	2
ANIMALS DISCHARGED									
TYPE OF DISCHARGE	CANINES			FELINES			OTHER ANIMALS		
ADOPTIONS	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
With Charge	24	15	39	10	5	15	0	0	0
Without Charge	0	0	0	0	0	0	0	0	0
TOTAL ADOPTIONS	24	15	39	10	5	15	0	0	0
EUTHANASIA									
Owner Request	2	2	4	1	1	2	0	0	0
Other	0	0	0	0	0	0	0	0	0
TOTAL EUTHANIZED	2	2	4	1	1	2	0	0	0
RESCUES									
With Charge	3	3	6	0	0	0	0	0	0
Without Charge	0	1	1	0	0	0	0	0	0
TOTAL TO RESCUE	3	4	7	0	0	0	0	0	0
MISCELLANEOUS									
Escaped	0	0	0	0	0	0	0	0	0
Returned to Owner	3	1	4	0	0	0	0	2	2
Passed - Natural Causes	0	0	0	0	0	0	0	0	0
TOTAL MISCELLANEOUS ACTIVITY	3	1	4	0	0	0	0	2	2
TOTAL DISCHARGE ACTIVITY	32	22	54	11	6	17	0	2	2
INACTIVE STATUS									
Quarantined	1	0	1	0	0	0	0	0	0
TOTAL ANIMAL ACTIVITY FOR PERIOD	58	49	107	22	12	34	0	4	4

CENSUS			
	CANINES	FELINES	OTHER ANIMALS
CENSUS AT BEGINNING OF PERIOD:	24	10	0
CENSUS AT END OF PERIOD:	22	10	0

Jonelle L. Cochran 3/6/2024
Signature Date

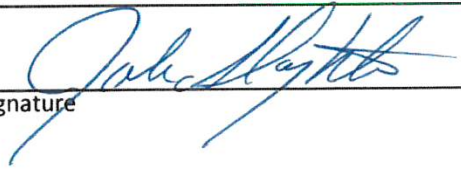
John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

February 2024

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	9		
Other			
Animals returned to Owner by ACO:			
Dogs			
Other			
Animals delivered to LUACF:			
Dogs			
Other			
Animals Quarantined by ACO:			
Dogs			
Other			
Animals Terminated:			
Dogs			
Other			
Total Number of Hours Involved			

Signature



3/18/2024

Date

2024 BUSINESS AT BREAKFAST



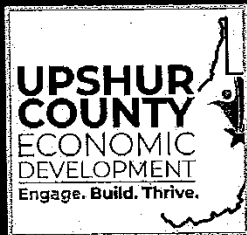
Mike Ruffing
Marketing Expert

Come to our business workshop
and learn the importance of
branding and website presence.

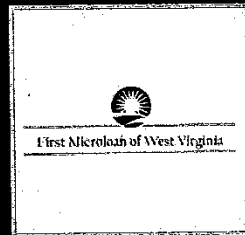
SPONSORED BY:



SBDC



UCDA



First Microloan
of WV



Problem
Solver's

Key Discussions & Insights

- ✓ Strategy & Execution
- ✓ Online Listings

- ✓ Branding and Design
- ✓ Website Content

SCAN HERE
TO
REGISTER
NOW:



March 27th, 2024 at 7:30 A.M.
at The Outpost & Event Center



More information
304-472-1757



Or email:
brandon@upshurda.com



Inclusive Play Groups

**April 2nd
9:45-10:30AM
and**

**April 23rd
4:00-4:45 PM
30 East Main Street**

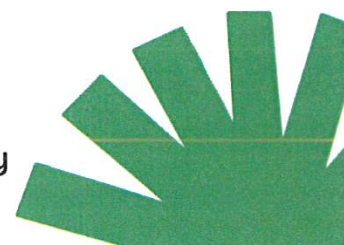
Come for the whole group or come at any time during the event, but please join us for a safe place for children of all abilities to socialize and play!

**Free
for
all!**

Opportunity for a free occupational therapy screening can be arranged.

To register call: (304) 878-1115

Presented by Mountain Cap Family Support Center and Play to Grow Occupational Therapy



Upshur County Financial Literacy Event

Monday, April 8, 2024
9am to 2pm

FREE SERVICES

- TAX ASSISTANCE BY APPOINTMENT
- BANKING
- CREDIT REPORTS
- HOUSING COUNSELING
- UNCLAIMED PROPERTIES
- FINANCIAL LITERACY AND MORE...

LOCATION
MOUNTAIN CAP FAMILY
SUPPORT CENTER
30 EAST MAIN STREET
BUCKHANNON, WV 26201



Robert N. Skinner III
Mayor, City of Buckhannon
Executive Director, UCDA



Samuel R. Nolte
President, Upshur
County Commission



Cris Siler
President, Randolph
County Commission



Jerry Marco
Mayor, City of Elkins



Robbie Morris
Executive Director,
RCDA



Agnes Queen
Lewis County
Commission



Ray Smith
Executive Director,
Lewis County EDA



Nate Stansberry
City Manager
City of Weston

STATE OF *The Corridor*

APRIL 10TH

11AM-2PM

**Event Center at Brushy Fork
Buckhannon, WV**

REGISTER NOW:

info@buchamber.com

304.472.1722

SPONSORED BY



CITIZENS
BANK of WEST VIRGINIA



Join us for

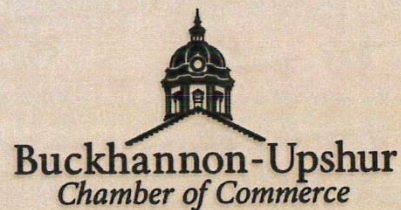
City, County & BOE

CANDIDATE FORUM

★ April 17, 2024 | 6:00 P.M. ★

at the WVWC Performing Arts Center

Sponsored By:



STUDENT SENATE

My **BUCKHANNON**

Tabatha

✓

UPSHUR COUNTY YOUTH CAMP BOARD
AGENDA
February 29, 2024

Call to order

Secretary's report for November 16, 2023

Financial Statements for November and December, 2023

Financial Statement for January, 2024

New Business:

1. Possibility of timber sale revisited. Chris Cartwright is unable to attend this evening, but is willing to answer any questions we might discuss with him at a later time
2. Problems with the heat in the dining hall
3. Other new business

Old Business:

1. Weyhauser grant has been submitted (ask Tabatha if she has heard anything about it)
2. Dining Hall heat
3. Maple Lodge heat

Greg's Comments:

Adjournment:

Next meeting will be held Thursday, March 21, 2024 at 6:30 pm. (weather permitting) Location to be discussed



Upshur County CVB Board Meeting

March 13, 2024 Agenda

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
 - Hospitality University recap
 - BUMS Career Day Event
 - Wildlife Center Letter of Support
 - New Rack Cards
 - Event Center Alcohol
- Old Business:
 - Grant Program revamp
 -
- New Business:
 - April Meeting – time and/or date change due to Chamber Event on 4/10
 -
- Motion to Adjourn Meeting

NEXT MEETING: April __, 2024



City Council of Buckhannon – 7:00 P.M. in Council Chambers Meeting Agenda for Thursday, March 21, 2024

Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/> Send public comments via email to buckhannon@buckhannonwv.org or drop them in the mail, or drop box behind City Hall.

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/804282709>

You can also dial in using your phone United States: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 804-282-709

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

B. Recognized Guests

- B.1 West Virginia Wesleyan College Student Senate Meredith Cottrell-Greetings & Campus

C. Department & Board Reports

- C.1 Public Works Director- Jerry Arnold
- C.2 City Horticulturist Dixie Green
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief- Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Charles Gibson Library Director's Report -March 2024
- D.2 Novelis ALR Rolled Products, Inc. Announcement of Planned Action of Total Closure of the Buckhannon Plant
- D.3 Notice EPA Begins Assessment & Cleanup Jawbone Run Oil Spill

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 03/05/24, Special Budget Work Sessions 02/14/24; 03/12/24, Joint Meeting Council & Planning Commission 01/11/24
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Resolution No. 2024-03 General Fund Budget Revision #4 FY 2023/2024
- F.2 Approval Budget FY 2024/2025
- F.3 Approval Justice Assistance Grant (JAG) through the Mountain Region Task Force-Buckhannon Police Department
- F.4 Discussion/Possible Vote to Consolidate Management of CAC & Brushy Fork Event Center
- F.5 Approval Ordinance No. 466 Expediting Enforcement of Property Nuisance Ordinances 2nd/Final Reading
- F.6 Discussion/Possible Vote to Direct City Attorney to Draft Ordinance to Increase the Fire Protection Service Fees
- F.7 Discussion/Possible Vote to Direct City Attorney to Draft Ordinance to Increase the Police Protection Service Fees
- F.8 Discussion/Possible Vote To Advertise Director of Public Works Position
- F.9 WVSF Amended Request- Street Closure for the Junior Royalty Parade Lineup on Thursday, May 16, 2024 & For the Grand Feature Parade Lineup on Saturday, May 18, 2024
- F.10 Request to Cancel the City Council Meeting Date of May 16, 2024 due to conflict with the West Virginia Strawberry Festival Events

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 David McCauley
- G.3 Jack Reger
- G.4 David Thomas
- G.5 CJ Rylands
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Executive Session –Personnel Matters Per WV Code § 6-9A-4

J. Adjournment

Posted 03/18/2024

✓

**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

March 22, 2024 at 10:00 am

At James W. Curry Public Library

Call to Order:

Roll Call

Public Comment Period

Approval of October 27, 2023 minutes

Staff Report

Park – maintenance updates, tree removal update, upcoming reservations

Library –review hours of operation, upcoming summer program, fundraising ideas

Timber

Review/Report

Old Business:

Truck has been assigned by the Commission to Curry Park for use
Capital Improvement Project Update

New Business:

Election of Officers
Review donation request from Rock Cave PTO

Fund Raising:

Misc. items for sale at the Library
Upcoming events

**Upshur County Family Resource Network
General Membership Meeting
December 11, 2023 at 12:00 noon, at Presbyterian Church
Meeting Minutes**

Board Members present: Ginny Dixon, Amanda Hayes, Addie Helmick, Jodi McQuillan, Cathy Norko, and Dr. Joseph Reed.

Board Members not present: Debora Brockleman, Heather Grogg, Matt Kerner, Tonya Kittle, Beth Rogers, and Kristie Tenney.

Staff: Lori Ulderich Harvey, Executive Director.

Elisha Taylor, our service scholar from WVWC, was also present today.

Community Members present: Jennifer Banks (Mountain CAP), Jennifer Higham (Literacy Volunteers of Upshur County), Brandy Miller (Mountain CAP, Family Support Center program manager), and Wendy Niceler (The Health Plan).

Opening prayer: Dr. Reed took a group picture and offered our invocation.

Director's Updates: Lori reported the **Family Connections** holiday party, held at Hodgesville Elementary School on December 4th went well. A couple grandfamilies were there. Those present had a "snowball" fight and made ornaments. Upcoming: Lori is scheduled for surgery on January 2nd. She will provide **Lean On Me** training to board members first and would like to provide it at a general membership meeting also. Lean On Me promotes offering support to families before reporting suspected abuse or neglect (a helpful approach as opposed to punitive). Possibly in February, the **MCO's** (Taylor Daugherty/Aetna, Wendy Niceler/The Health Plan, and Emma Rexroad/UniCare) will provide an informative program at the Upshur County Public Library; more information to follow as it becomes available. In the spring, **RCHA** (Randolph County Housing Authority) will provide an outreach series on life skills.

Dr. Reed, board member, informed us that on December 19th at 6:00 PM, the **Upshur County Board of Education** will meet at BUHS. The focus of this meeting will be on finances. Dr. Reed suggested everyone with children in the school system should attend this meeting.

Introductions and affiliations: Those present introduced themselves and noted their affiliation. Some items of note: Addie Helmick noted that the sexual assault advocate with Centers Against Violence, who works in Upshur and Barbour Counties, holds healthy relationship classes. Jodi McQuillan noted that WIC funding, as well as HAPI/RFTS, is in jeopardy. Jennifer Higham, Director of LVUC, noted that that agency is looking for students. Also, recently they have been approached by a group of 8 or 9 individuals who are Spanish-speaking only.

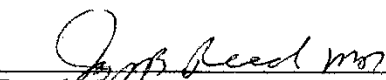
All present enjoyed a delicious potluck meal and lots of socialization.

Next meeting: Monday, January 8th at 12:00 noon (via Zoom)? This may depend on Lori's status at that time.

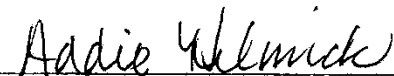
Respectfully submitted,



Ginny Dixon, Acting Secretary



Board Member



Board Member

Tennerton Public Service District
Monthly Meeting
January 10, 2024

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday January 10, 2024

In attendance were Bob Heater, Scott Casto, and Vickie Dean. Terry Gould and John Barnes were absent.

The meeting was called to order promptly at 2:00 pm by Chairman Bob Heater. The minutes of the previous meeting held on December 13, 2023 were read, there being no corrections or additions, motion to approve was made by Robert Heater, seconded by Scott Casto.

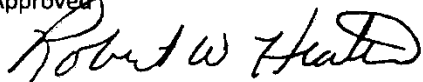
Vickie Dean presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Bob Heater and seconded by Scott Casto.

The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Due to not enough members present election of officers will be held in February.

There being no other business to discuss, motion was made by to adjourn and seconded by Bob Heater.

Approved



Chairman, Tennerton Public Service District

Upshur County Safe Structures and Sites Enforcement Board
February 8, 2024

Members present: Greg Harris, Jerry Wamsley, Chris Cook, Chris Garrett

Members absent: J. B. Kimble

Others present: Cindy Hughes, Assistant County Administrator

The meeting was called to order at 3:00 p.m. by Greg Harris.

The January 11, 2024 meeting minutes were reviewed. On motion by Chris Cook, seconded by Jerry Wamsley, the meeting minutes were approved.

The Enforcement Board reviewed the following cases:

121322-01 (Carl Tenney): *This property is located at 10845 Old Elkins Road Ellamore, WV (Route 151). The Board discussed the status of the property since Mr. Tenney's passing. There remains an old garage on the property that is unsafe and falling down. The Estate has been settled and two new owners were identified. Updated photos will be taken on April 10th, 2024 and reviewed at the meeting on April 11th, 2024.*

060823-01 (Sipe): This property is located at 88 Jack Lane in Buckhannon. The property owner was previously located by the Upshur County Sheriff's Department and resided in New Martinsville, WV. A Process of Service was sent to the property owner notifying her of the 1st extension to March 13th to clean up the property. The Process of Service was unsuccessful, as the property owner has moved. The Wetzel County Sheriff's Department provided a forwarding address. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to mail notification of the 1st extension to the property owner at the new address.

101223-01 (Rowland) This property is located at 871 Country Club Road. The Board voted at their November Meeting to give until April 10, 2024 for the property to be brought into compliance. Photos will be taken and reviewed at the April 11, 2024 meeting.

101223-03 (Ervin) This property is located at 570 Old Elkins Road. The Board voted at their November meeting to give an extension until January 10, 2024 to bring the property into compliance. Photos were taken and reviewed at the January 11, 2024 meeting with no change or improvement noted. On motion by Jerry Wamsley, seconded by Chris Cook, the Board voted to grant its 1st extension to March 13th, 2024 to bring the property into compliance. The property owner has called and the compliance officer provided guidance regarding what needs to be done to bring the property into compliance.

101223-04 (Robinson) This property is located on the corner of Natural Bridge/Harvey Golden Rd in French Creek. The Board voted at their November meeting to give until April 10, 2024 to bring the property into compliance. Photos will be taken and reviewed at the April 11, 2024 meeting.

101223-05 (Hasaflook): This property is located on the Harvey Golden Road. The Board voted at their November meeting to give until January 10, 2024 to bring the property into compliance; however, the mail notification was returned unopened. Therefore, the Board voted to notify the property owners of the extension through Process of Service at their December meeting. The Process of Service was delivered and accepted by a daughter living on the property. Randolph and Grace Hosaflook are both deceased. The Administrator of the Estate is a Carolyn Villaverde, whose last known address was updated in 2013. The Board is aware that the property was sold at a tax sale, recorded in May 2023 from a company located in Marlinton, WV. The property is scheduled to be under new ownership on or near March 22, 2024, if taxes are not redeemed. A letter of investigation mailed to Ms. Villaverde was returned unclaimed. On motion by Jerry Wamsley, seconded by Chris Cook, the Board voted to discuss this property again at the April 2024 meeting when a potential new owner may be in place.

110923-01 (Kenny): This property is located on Slab Camp Road. The Board reviewed photos of the property at their December meeting and found that it is in violation of the Ordinance. On motion by Chris Cook, seconded by J.B. Kimble, the Board voted to send a Letter of Required Action to the property owner giving until April 10, 2024 to bring the property into compliance. Photos will be taken April 10, 2024 and reviewed at the April 11, 2024 meeting.

121423-01 (Grose): This property is located near Middlefork River Campground. A Letter of Investigation was sent to the property owner after the December meeting. Wendel and Ana Grose attended today's meeting and requested a copy of the complaint. They asked if they could gather items together and place a tarpaulin over them for the winter months. He reported that one vehicle was removed today. They appear cooperative in bringing the property into compliance. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to give a required action date of July 10th, 2024 to comply with bringing the property into compliance.

011124-02 (Bevins): This property is located at 462 Little Sand Run Road, previously listed as Roessing. Photos were taken of the property on January 31, 2024 and reviewed by the Board. The building on the property is unsafe. On motion by Chris Garrett, seconded by Chris Cook, the Board voted to send a Letter of Required Action to the property owner, giving them until May 8th, 2024 to bring the property into compliance. The Board will review this case again on May 9th, 2024.

011124-01 (Ringer): This property is located at 895 Shawnee Drive. Photos were taken of the property and reviewed by the Board. After discussion, the Board concluded that the current condition of the structure and property does not meet the criteria for further investigation according to the Safe Structures and Sites Ordinance. On motion by Jerry Wamsley, seconded by Chris Cook, the Board voted to close the case.

The Enforcement Board reviewed the following new cases:

020824-01 (B. Tenney): This property is located at 97 Tahoe Street. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to send the Property Owner a Letter of Investigation.

020824-02 (Bailey): This property is located at Claypool Hollow Road. This property was previously addressed by the Board in 2022. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to send the Property Owner a Letter of Investigation.

020824-03 (Cutright): This property is located on Marjorie Ann Drive. On motion by Chris Cook, seconded by Jerry Wamsley, the Board voted to send the Property Owner a Letter of Investigation.

Public Comment:

None

Other Business:

The next meeting will be held on Thursday, March 14, 2024 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV. On motion by Greg Harris, Chris Garrett, seconded by Jerry Wamsley, the meeting adjourned at 3:44 p.m.

Approved by:


Greg Harris, Compliance Officer


Date

Chris Garrett, Board Member

Date



James B. Kimble, Board Member

3-19-24
Date



Chris Cook, Board Member

3-14-2024
Date

Jerry Wamsley, Board Member

Date



**Upshur County Family Resource Network
General Membership Meeting
February 12, 2024 at 12:00 noon (virtual)
Meeting Minutes**

Board Members present: Ginny Dixon, Addie Helmick, Tonya Kittle, Jodi McQuillan, and Dr. Joseph Reed.

Board Members not present: Debora Brockleman, Heather Grogg, Amanda Hayes, Addie Helmick, Matt Kerner, Cathy Norko, Beth Rogers, and Kristie Tenney.

Staff: Lori Ulderich Harvey, Executive Director.

Community Members present: Cheryl Childs (Center for Excellence in Disabilities), Courtney Dillon (Jodi McQuillan's social work student), Sara Fisher (WVU Medicine: Healthy Minds), Victoria Guire (ACHC), Tammy Ketcham (Legal Aid), Rita McCrobie (WV AG's office), Kathy McMurray (Mountain CAP), Wendy Niceler (The Health Plan), and Emma Rexroad (UniCare).

Introductions: Some of these were made in the chat box.

Opening prayer: Dr. Reed offered our opening prayer.

Director's Updates: Lori reported good turnouts at both the Family Connections and Family Social parties in December. Scheduled for 2/27/24, the MCO event at UCPL will be held from 1-6 PM, with door prizes and light refreshments being offered; this event will focus on questions people have about Medicaid insurance. Healthy Grandfamilies Café will next meet at 2/28/24 at SYCC. The February Family Social will be rescheduled from its original date of February 9th and will be a virtual meeting in an evening. On Saturday, March 16th, there will be a Book Swap at the UCPL; time is TBD. If anyone has books to donate, please bring them to our March meeting. The month of April is CAP month, with the baby shower scheduled for Thursday, April 18th; location TBD. Lori also noted that the LEAN On Me training was provided to the board members as a testing group today, prior to the general meeting. Lori recapped some highlights of the training.

Information Sharing:

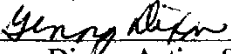
Jodi McQuillan (WV Healthy Start/HAPI) shared that Baby and Me Day will be held at the Meadowbrook Mall on March 2nd from 10-1. This event is geared to children under the age of 2 and is like a health fair. It will include door prizes for parents also (e.g., last year, a Shark vacuum cleaner was offered). Vendors participating are asked to bring a door prize. Jodi will send a flyer to the UCFRN list serve. In response to a question, Jodi indicated that federal funding for Healthy Start (and other programs facing cuts) is to come up on the US Congress' agenda on March 8th. Letters of support for these programs can be sent to Representatives Alex Mooney and Cara Miller.

Tammy Ketcham shared that the program with which she works at Legal Aid finds resources,

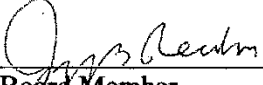
makes connections, etc. for people 18 and older with mental health and substance abuse issues, with the goal of keeping them out of the hospital. Tammy works with both the Clarksburg and Elkins offices. In reference to a question, she noted that she is not a mandated reporter (of abuse or neglect). She offered to send her email address to the UCFRN.

Next meeting: Monday, March 11, 2024 at 12:00 noon, in-person at the Presbyterian Church. Lunch will be provided.

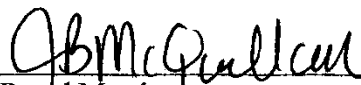
Respectfully submitted,



Ginny Dixon, Acting Secretary



Board Member



Board Member



Upshur County Convention & Visitors Bureau

February 14, 2024 Meeting Minutes

- **Call Meeting to Order:** 3:00 PM
- **Approval of Minutes:** Approved, unanimously.
- **Treasurer's Report:** There have been some issues rendering reports from QuickBooks. County monies for January haven't been received yet due to some property conflicts. No other comments
- **Director's Report**
 - Travel Guide concepts: Two concepts were reviewed but more of the group preferred the concepts with the blocked QR codes at the bottom. Some other edits were shared.
 - Tourism Day at the Capitol: Lacy attended tourism day and was able to connect with other organizations and legislators. There was some discussion regarding the effectiveness of this event. HB 5295 was also discussed (legislative update).
 - Upcoming Hospitality University Conference: 25th-27th Feb at the Greenbrier. Lacy will attend in Lewisburg.
 - WVSF Rack Cards: Being developed for Strawberry Festival waiting on schedule to be finalized.
- **Old Business:**
 - Formation of Advertising Grant Committee—discussed and formed a rough framework for the committee. We are collecting information from other CVBs and organizations. Some have different parameters. We discussed 100% assistance in year one, and shared percentage in future years. Re-application would be possible after three years. A revised draft policy will be sent to the group.
 - Art Walk w/ WVWC, Colonial, Artistry on Main, Infamous Art Gallery: John will contact entities on this project this week.

- New Business:
 - Grant program for remainder of fiscal year & looking ahead for 2024-2025.
 - Chamber Panel Discussion – Change meeting time? We recommended moving the meeting to a different date April meeting.

Wildlife Center---investigate status, keep board apprised, show support for the tourism aspect of the Center which will greatly affect summer tourism.

Kevin Campbell added notes about strategic planning for Fiddler's Mill. We might recommend meeting in southern Upshur County for a summer meeting. Kevin also noted some possibility for funding relative to waterways connected to Buckhannon River Travelers.

Randy Sanders mentioned EPA issue relative to the bank site. Should we be working with these types of entities to stay in Upshur County properties.

- Motion to Adjourn Meeting: 4:15 PM.

NEXT MEETING: March 13, 2024

Upshur County Convention & Visitors Bureau

Profit and Loss

February 2024

	TOTAL
Income	
INCOME	
H-M Tax (County)	4,341.05
H/M Tax (City of Buckhannon)	7,251.67
Sub-Lease	1,243.00
Total INCOME	12,835.72
Total Income	\$12,835.72
GROSS PROFIT	\$12,835.72
Expenses	
101 Salaries	
66000 Payroll Expenses	2,436.83
FUTA	586.90
SUTA	95.00
Total 66000 Payroll Expenses	3,118.73
Total 101 Salaries	3,118.73
103 Utilities	363.76
104 Phone, Fax & Internet	119.95
105 Postage and Shipping	60.97
106 Office Expenses	56.80
107 Travel / Mileage / Trainings	291.54
109 Memberships & Subscriptions	710.97
110 Rent	900.00
Bank Service Fees	25.00
MARKETING EXPENSES	
213 Direct Advertising	4,549.84
Total MARKETING EXPENSES	4,549.84
Misc Expenses	82.65
Travel Expenses	48.83
Total Expenses	\$10,329.04
NET OPERATING INCOME	\$2,506.68
NET INCOME	\$2,506.68

Tennerton Public Service District
Monthly Meeting
February 14, 2024

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday December 13, 2023

In attendance were Bob Heater, Scott Casto, John Barnes, and Vickie Dean. Terry Gould was absent.

The meeting was called to order promptly at 2:00 pm by Chairman Bob Heater. The minutes of the previous meeting held on November 8, 2023 were read, there being no corrections or additions, motion to approve was made by Robert Heater, seconded by John Barnes.

Election of officers was held. John Barnes made a motion for Robert Heater for Chairman. Scott Casto seconded the motion. Scott Casto made a motion for John Barnes for secretary. Bob Heater seconded the motion. Bob Heater made a motion to retain UBS Inc. as operation manager. John Barnes seconded the motion.

Vickie Dean presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Bob Heater and seconded by Scott Casto.

The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Vickie Dean reported on the following:

- *DOH permit has been renewed
- *Ringers has cleaned all the pump stations and made sure they are ready for the season.
- *Ringers have put up the signs on the pump stations.
- *Terry Gould has filled out the forms to have insurance renewed.
- *All banking information has been taken care of and has now been completed.

Scott Casto asked when the Orr Street Pump is going to be replaced.

Robert Heater asked about the Hickory Flat Project.



**Upshur County Fire Board Meeting
February 20, 2024**

Members Present: Joseph Gower, Sidney Huffman, Kristie Tenney, Donna Matthews, and Jesse Davidson

Members Absent: Steven Linger and Rick Harlow

Others Present: Kevin Huffman, Delmas Woody, Tyvonne Gibson, Edward Ware, Bruce Tomblyn, Roger Crites, Donna Woody, Trenton Gibson, Les Schoonover, Jeff Wamsley, Bobby Shaffer, Brandon Daft, Travis McCutcheon, Donna VanGrimbergen, Emma Pumphrey, Brian Black; Guests; and Toni Newman-Fire Fee Clerk

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

The meeting minutes from January 23, 2024, were approved on motion by Sidney Huffman and second by Donna Matthews.

The Fire Fee Clerk reported the 2023 fees are at 85 percent collected.

The checking account balance as of 1/31/2024 was \$90,165.56. The disbursement from the Chief Tax Deputy was \$4,450.76 for the month of December.

The following invoices were reviewed and approved upon motion by Donna Matthews and second by Jesse Davidson: Software Systems---monthly maintenance---Invoice # 38263---\$237.00; Upshur County Commission---reimbursement---payroll---\$5,420.07.

Tyvonne advised the Fire Association had provided a list of suggested ideas for the expenditures of awarded state funds to the County Administrator. The Board would like input from each fire department as to their specific needs. The monies will be allocated on an invoice basis by the county, until each department has depleted their share of the funds.


After discussion, the Board requested that the Fire Fee Clerk contact the CPA for Ellamore to ascertain if all accounts are now separate.

After discussion and on motion by Sidney Huffman and second by Donna Matthews, the tabled item, "procedure for reviewing Financial Statements from the VFDs," was decided to remain as following the same guidelines as the WV state procedures.

There were 2 corrective tickets this month, approved on motion by Donna Matthew and second by Sidney Huffman. The Board approved 9 Exoneration Requests.

Tyvonne announced there will be training on Rapid Response at the Adrian VFD, on February 28, 2024 at 7:00 p.m.

There being no further business, the meeting adjourned. The next meeting will be March 19, 2024, at the Warren District VFD.


Joseph Gower, Chairman, Upshur County Fire Board


Donna A. Matthews
Board Member

**Upshur County Public Library Board of Trustees Meeting
February 21, 2024**

A meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, February 21st, 2024, at 4:00 p.m. at the library. Board members in attendance were Kyle Nuttall, John Haymond, Katie Loudin, and Matthew Stott. Absent was Sherry Dean. Also in attendance were Paul Norko, Library Director; Connie Cutright, Business Manager; and Sandra Craig, Friends of the Library President.

The meeting was called to order by President Kyle Nuttall.

The minutes of the January 17th meeting were approved on a motion made by John and seconded by Katie.

Connie gave a review of the financial reports. The board accepted the financial reports for January, including itemized lists of electronic debits/credits on a motion made by Katie and seconded by John.

Director's Report – See the written report

Additions:

Advertising – Katie suggested a budget of \$1000.00 for advertising the assistant director's position.

Unfinished Business

Bylaws – To change the bylaws, the agenda with the proposed change must be sent at least ten days prior to the meeting. Katie made a motion, seconded by Matt, to formally add changing the bylaws to reflect a change in the time of the meeting to 5:00 p.m. to March's agenda. Connie will send it out at least ten days before the meeting.

New Business

Signatories on bank accounts – With Keyth's resignation, a new motion is needed regarding who will be signatories on the banking accounts. Katie made a motion for the following names to be signatories on the checking accounts at First Community Bank and the two CDs at Freedom Bank: Kyle Nuttall, John Haymond, Katie Loudin, Matthew Stott, Sherry Dean, and Paul Norko. Carol Smith is to be removed from accounts at both banks and Kenna Leonard is to be removed from accounts at First Community Bank. In addition, two signatures will still be required to withdraw from any account. John seconded the motion and the motion carried.

Director's Evaluation – Paul will send the Director's evaluation form to the board members. They will then meet in an executive session in April with and without Paul to discuss and complete the evaluation.

Friends of the Library

Friends of the Library President Sandra Craig reported that the Friends will be participating in the Seed Library Event on Saturday, they are looking for ways to support the school levy, and are planning basket raffles and a 50/50 drawing as fundraisers at the ramp dinner, as well as making centerpieces with books that will also be for sale.

The next meeting will be Wednesday, March 20th at 4:00 p.m. at the library. The meeting adjourned at 5:10 p.m.

Respectfully submitted,


Connie Cutright,
Business Manager

Approved,


Kyle Nuttall,
Board President

EETAB Upshur County

Meeting Minutes – February 27, 2024

The meeting was held at the 911 Communication Center

The meeting was called to order by Kimbra Wachob at 1:00 pm

In attendance were Kristie Tenney, Tabatha Perry, Kimbra Wachob, Steve Wykoff, Pat Shea, and Ed Ware

Director's Report:

Radio Updates- The Ellamore install has been completed. Will be rolled out to all departments once all functionality kinks have been resolved. Doyle and the team are still fine-tuning and staff will be trained during the later part of March.

Budget: Requesting (1) washer/dryer combo to meet housekeeping needs, (2) pay rate increase – wage study has been compiled (3) NGA – makes information cloud-based instead of relying upon Frontier and has text to 911 capabilities, would eliminate Frontier maintenance fee and StarLink is the back-up. (4) RapidSOS/IAmResponding – Already use SOS and IAR in the dispatch unit. Will be integrated. Upshur County has a beta site to try new features. The information fire departments see may look different.

Intellicom roll-out on March 1st – computer screens instead of guide cards.

E911 Staffing- Personnel: 1 vacancy and 1 in training.

Retirement Bill is making movement.

Public Comment-

Fire Assoc discussion – Responding units wait until on-scene before acknowledging. Discussed IAmResponding – does not differentiate of station ** is responding to a structure fire or another call down the road. Discussed benefits of having “ground channels”.

Tallmansville Tower – Discussed ownership, and maintenance needs such as light wire and bad antennas. Pat Shea will order temperature monitoring equipment. Since 911 Center is staffed 24/7 a notification of adverse temperatures of the building could be sent to dispatchers in an effort to save damage to equipment. We just need to let Pat know if we want this.

Next meeting 3/26/2024

The meeting is adjourned 2:00 p.m.

February 29, 2024

The February, 2024 board meeting was held in the WVU Extension office on Thursday, February 29. President Craig Presar called the meeting to order at 6:30 pm. Members present were: Gini Croaff, Bebe Burnside, Debbie Hull, and Thanna Wentz. Greg Woody, camp manager also attended.

The November secretary's report, financial statements for November/December, 2023 and January, 2024 were approved by motions made by Debbie and seconded by Bebe.

Old Business:

1. Greg has received bids to replace the heat/air unit in Maple from Sines (\$8,025) and Dave Davis ((5,000). Also for replacing the heating unit in the dining hall from Sines (\$14,000) and Davis (\$7,000)
2. The board decided to move forward with replacing the unit in Maple at this time. We will request financial aid from the County Commission for this purchase.
3. We haven't received any news regarding our current grant request from Weyhauser. Tabatha told Greg she hasn't heard anything from them either.
4. Bebe submitted a final draft of her letter introducing the camp to perspective campers. The letter was approved.

New Business:

1. Greg requested that he be able to start Bert Huffman and Melisa Lewis as summer help May 1. The request was granted.
2. He is waiting for the ground to dry out so the concrete truck can get close enough to the new storage building to pour the floor. The fire department is anxious to gain ownership of our existing storage building.
3. "Leadership Upshur", a volunteer group, has asked for permission to spend some time cleaning/clearing the trail through the woods. Dr. Greenbrier Almond originally built this trail. This was approved.
4. Members of the sheriff's department will be spending part of their "off duty" time at the camp this summer for security and safety purposes.
5. We have learned that to be eligible for grant money, a blue print of the structure must be submitted along with the request. The cost of this

requirement is more than we can afford at this time. Gini has submitted a request on Facebook asking anyone who could help us in this endeavor to please contact us.

6. The completion of the new bridge construction into the camp is tentatively scheduled for 2025. Greg said their alternate route into the camp during construction will require moving main water lines feeding that area of the community.

Greg's comments:

1. He purchased a generator for the camp during the extended power outage this winter.
2. The DEP has inspected the kitchen facility and strongly suggested that we install a grease pit in the kitchen to properly/safely dispose of grease and food waste.
3. The black truck will be included in the next county auction.
4. The Ford Explorer and Toyota Tundra are the vehicles Greg is using at this time. Neither of which have current inspection stickers, and both of them need tires.
5. Clifton Shaw expressed interest in buying the '78 15 HP Kabota. The Board agreed to sell it to him for \$2,000 FIRM. Otherwise, we will add it to the next auction list.
6. A wind storm has torn the back stop down once again. Craig said it has not been used so no need to replace it.
7. The floors are all refinished for another season.
8. _____ Carpenter has asked for permission to hold a "Farm Auction" on the camp grounds sometime this summer. This request was granted. Craig stated that the 4-Hers would love to have a concession stand.
9. BeBe offered to volunteer at World Vision. This keeps our membership in good standing.

There being no further business, the meeting was adjourned at 8:00 pm. The next regular meeting will be March 21, 2024 at 6:30 pm in the WVU Extension Office.

Kenna West