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: September 14, 2023

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

Approval of Minutes:August 31, 2023

9:30 a.m. Discuss status of property located in Meade Tax District owned by Randall Hughes Ministry,

previously owned by the Estate of John Harmon George. *

10:30 a.m. Property inspections

Items for Discussion / Action / Approval:

- Consider signing an electronic grant award contract to accept funds in the amount of \$1,838.00 for FY 24 from the Wes-Mon-Ty Resource Conservation & Development Grant Program for the placement of pollinator gardens at the Pringle Tree and Upshur County Recreational Parks. *

 Pages 4-6
- Approval and signature of the FY 24 Court Security Grant Contract Agreement, Resolution, Standard Conditions &
 Assurances, Certification Forms, and Schedule of Payments for the awarded amount of \$42,412.00 for upgrades
 to improve the security of the court facilities in the County granted by the Division of Administrative Services,
 Justice and Community Services Section. *
- 3. Approval of SMIC renewal quote in the amount of \$235.50 for volunteer accident medical insurance for term period October 20, 2023 to October 20, 2024. * Page 25
- 4. Approval of Financial Statement Fiscal year ended June 30, 2023. * Under separate cover
- 5. Establish date and time for Trick or Treat outside of corporate limits. *
- 6. Correspondence from Circuit Clerk, Brian Gaudet, requesting approval to hire Amy B. Tenney as full-time Deputy Circuit Clerk, effective September 25, 2023, pending background check. *

Item may lead to Executive Session per WV Code §6-9A-4 A Under separate cover

- 7. Approval of Upshur County Department of Homeland Security and Emergency Management volunteers:
 - a) Jack Monks *
 - b) Jody Light *
 - c) Tammie Strong *

Under separate cover

8. Consider resignation of employee. *

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

Under separate cover

- Approval of advertisement for a full-time Tax Deputy. Applications must be received by Friday, September 29, 2023. *
- 10. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

- Weyerhaeuser Giving Fund Grant Application in the amount of ten thousand dollars (10,000) on behalf of the James W. Curry Library and Park. If awarded, the funds will be utilized to purchase gravel for campsites, tree removal, programming materials/books and miscellaneous supplies.

 Pages 28-38
- Correspondence from Matthew Sisk, Director of Safety & Emergency Preparedness for the Upshur County Board
 of Education, expressing intent to continue the ongoing partnership between the Upshur County Commission, the
 Upshur County Sheriff's Department and the Upshur County Board of Education to apply for the FY2024 Justice
 Administration Grant Program.
- 3. Correspondence from the Department of Homeland Security Division of Corrections & Rehabilitation providing the WV Regional Jail and Correctional Facility monthly invoice for Upshur County for August 2023. The invoice reflects 1,469 inmate days X \$43.58 per diem rate totaling \$64,019.02 The July 2023 invoice was \$58,658.68

Page 40

4. Upshur County Building & Floodplain Permits for the month of August, 2023.

Pages 41-42

5. Lewis-Upshur Animal Control Facility Reports for the month of August, 2023.

Revenue Report
 Account of Animals Report
 Animal Control/Humane Officer Animal Report
 Page 44
 Page 46

- 6. Public Notices:
 - a) Newsletters and/or Event Notifications:

	Residential Paper Shred Event	September 23, 2023	Page 47
b)	Agendas and/or Notice of Meetings:		
	 Upshur County Public Library 	August 30, 2023	Page 48
	 Elkins Road Public Service District 	September 5, 2023	Page 49
	 City Council of Buckhannon 	September 7, 2023	Page 50
	 Buckhannon-Upshur Chamber of Commerce 	September 13, 2023	Page 51
	 Upshur County Convention & Visitor's Bureau 	September 13, 2023	Page 52
	 Upshur County Safe Structures and Sites 	September 14, 2023	Page 53
	 Upshur County Fire Board 	September 19, 2023	Page 54

Meeting Minutes:

•	Upshur County Public Library – Annual Meeting	July 20, 2022	Page 55
•	Upshur County Public Library	June 21, 2023	Pages 56-58
•	Elkins Road Public Service District	August 8, 2023	Pages 59-61
•	Adrian Public Service District	August 11, 2023	Page 62
•	Adrian Public Service District Project Meeting	August 17, 2023	Page 63

c) Meetings: *Dates and times of monthly board meetings are viewable at: http://cms4.revize.com/revize/upshurwv/calendar.php

or go to www.upshurcounty.org and click on the board meetings calendar box on the main page.

- 7. Appointments Needed or Upcoming:
 - None

***If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or chughes@upshurcounty.org. 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)

<u>Tabled until October 5, 2023</u> - Public Hearing to consider evidence related to the possible closure of an unused travel way identified on the Ballah View Addition plat as Buckhannon Avenue, located north of Ballah Street and running in a north-easternly direction to a private driveway known as Private Lane on the 911 Addressing and Mapping project, in the Buckhannon District of Upshur County. This application has been submitted by Cornerstone Community Church per WV Code §7-1-3h.

Next Regular Meeting of the Upshur County Commission
September 21, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex
The meeting scheduled for September 28th, 2023 has been cancelled.

Cindy Hughes

From: CM Poling <poling.cm@gmail.com>
Sent: Wednesday, August 30, 2023 8:00 AM

To: chughes@upshurcounty.org

Subject: Wes-Mon-Ty RC&D 2024 Grant Award Contract

Congratulations! Your grant application has been approved!

Please use the link below to sign the contract for your grant award to receive the first half of your award funding.

https://forms.gle/h6NGsEyNai4wqxgK8

Mateal Poling, MS Coordinator, Wes-Mon-Ty RC&D



Virus-free.www.avg.com

Project Agreement

Wes-Mon-Ty Resource Conservation & Development - Fiscal Year 2024

Award

Your project <u>Creation of Pollinator Gardens for Upshur County Parks</u> has been selected to receive funding of \$ 1,838.00 for FY-24. Projects may begin the day you accept the terms outlined in this document. After endorsing and submitting this agreement, 50% of the requested funds or \$ 919.00 will be released to you.

Final Report

The Final Report is due on or before <u>Friday</u>, 24 May 2024 and must document specific work completed (include dates, times and locations), an accounting of funding received and used (including quantities, associated costs, other funding sources, etc), and at least one photograph which documents the implementation of your project (for example: before and after photographs, displays, field days, or other educational materials).

Upon approval of your Final Report, the remaining 50% of the requested funds or \$919.00 will be released to you.

Compliance

You must ensure your activities conform to the application eligibility and your specifically approved project. All projects must take place in the Wes-Mon-Ty RC&D area (Doddridge, Gilmer, Harrison, Marion, Monongalia, Preston, Barbour, Randolph, Taylor, Tucker, and Upshur Counties), and all projects must address soil and/or water conservation.

Deadline

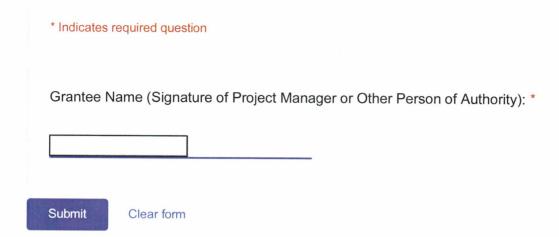
If there has been no progress on the project by the Final Report deadline, you must either (1) request and receive an extension or (2) reimburse Wes-Mon-Ty RC&D for any funding received. If an extension is rejected and funds are not returned to Wes-Mon-Ty RC&D, you will not be eligible for future grants.

Extensions

If grant implementation is behind schedule, an extension of a maximum of 1-year may be granted, if circumstances appear reasonable and the request is received before the project completion deadline. The written request must include: progress that has been made, reason for not being able to complete the project on schedule, and a suggested timeline for completing the project.

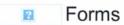
Assurance

I have read and agree to abide by the above conditions of the Agreement between myself/my organization and Wes-Mon-Ty RC&D. If acting on behalf of an organization, I attest that I have authority to execute this Agreement.



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GRANT CONTRACT AGREEMENT

BETWEEN

DIVISION OF ADMINISTRATIVE SERVICES JUSTICE AND COMMUNITY SERVICES SECTION

AND

Upshur County Commission

24-CS-19

This **AGREEMENT**, entered into this **11**th **Day of September 2023**, by the Assistant Director of the Division of Administrative Services, Justice and Community Services Section, hereinafter referred to as "JCS", and the Upshur County Commission, hereinafter referred to as "Grantee."

WHEREAS JCS is the recipient of Community Corrections Funds from the State of West Virginia., and

WHEREAS the Grantee is an eligible applicant who is desirous of receiving funds for: These funds will be used to enhance Upshur County's court security.

NOW, THEREFORE, the parties hereto mutually agree as follows:

- 1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
- 2. JCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application, which is attached hereto and made part hereof.
- 3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by JCS all duties, tasks, and functions necessary to implement the application which is hereto attached.
- 4. The Grantee will commence its duties under the Agreement on <u>July 1,2023</u> and shall continue those services/activities until <u>June 30th, 2024</u>. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
- 5. In consideration of the services rendered by the Grantee, the sum of up to \$42,412.00 shall be obligated by JCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
- 6. It is the understanding of all parties to this Agreement that JCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.

- 7. JCS has determined that the program **will/will not** receive an upfront scheduled allocation of funds.
- 8. If the Grantee is not receiving an upfront scheduled allocation of funds: To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Reimbursement of Funds once per month to JCS. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the application unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
- 9. If the Grantee <u>is</u> receiving an upfront scheduled allocation of funds, the Grantee hereby agrees to adopt a schedule of payments dictated by JCS: To be eligible for any and all scheduled allocation of funds of the total grant amount, the Grantee shall submit a Request for Funds to JCS which adheres to the schedule of payments. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of the application unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
- 10. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a state agency, the completed application signed by the agency head is sufficient.
- 11. Grantee agrees to abide by the grant conditions, terms, assurances, and certifications which are attached and such other special terms and conditions that JCS has set forth is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
- 12. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the JCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the JCS reasons for taking said action.
- 13. JCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
- 14. If for any reason funds received by JCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

- 15. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to JCS a final report on forms provided by JCS. Said reports shall reflect actual costs incurred or expended during the terms of this Agreement.
- 16. The parties hereto agree that notice shall be given electronically to the appropriate agency email addresses.
- 17. The Grantee shall hold and save JCS and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

Kristie Tenney President Upshur County Commission

Marty A. Hatfield, Assistant Director Justice and Community Services Section

RESOLUTION

County Clerk
Signed:
Program.
to receive and administer grant funds pursuant to provisions of the Court Security Grant
agreement with the Division of Administrative Services, Justice and Community Services
of the Upshur County Commission , to act on its behalf to enter into a contractual
Be it resolved that the Commission hereby authorizes Kristie Tenney , President
quorum present and passed the following resolution.
The <u>Commission</u> of <u>Upshur County</u> met on <u>(date)</u> with a



WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES JUSTICE & COMMUNITY SERVICES SECTION STANDARD CONDITIONS & ASSURANCES

Effective: July 23, 2019 Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section 1124 Smith Street, Suite 3100 Charleston, West Virginia 25301-1323

- 1. <u>LAWS OF WEST VIRGINIA:</u> This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement bases" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
- 2. <u>LEGAL AUTHORITY:</u> The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
- 3. <u>RELATIONSHIP:</u> The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
- 4. <u>COMMENCEMENT WITHIN 60 DAYS:</u> This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by

letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

- 5. <u>OPERATIONAL WITHIN 90 DAYS:</u> If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.
- 6. <u>SUSPENSION OF FUNDING:</u> The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:
 - Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
 - 60 or more days late in submitting reports;
 - Failure to submit reports;
 - · High Risk Grantee as determined by the JCS High Risk Assessment; or
 - · Any other cause shown.
- 7. <u>SANCTIONS FOR NONCOMPLIANCE:</u> In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:
 - Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
 - · Cancellation, termination or suspension of the contract, in whole or in part;
 - Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
 - If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
 - If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
 - If a grantee is indebted to JCS for any amount of funds at the close of an
 applicable quarter, semi-annual or end of a grant period, and the debt is
 not resolved within 30 days following the close of those periods, the grantee
 acknowledges and agrees that it is automatically ineligible to receive or
 apply for funds from JCS for any grant program; and
 - Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

- 8. ACCOUNTING REQUIREMENTS: Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.
- REPORTS: Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
- WRITTEN APPROVAL OF CHANGES: The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
- 11. <u>OBLIGATION OF PROJECT FUNDS:</u> Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
- 12. <u>USE OF FUNDS:</u> Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
- 13. <u>ALLOWABLE AND UNALLOWABLE COSTS:</u> Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
- **14. PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148CSR1 of the West Virginia State Code.
- 15. PROJECT INCOME: All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
- 16. MATCHING CONTRIBUTION: The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

- 17. <u>TIME EXTENSIONS:</u> In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
- 18. NON-SUPPLANTING: Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
- 19. <u>TRANSFER OF FUNDS PROHIBITION:</u> The grantee is expressly prohibited from transferring funds between <u>any</u> JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
- 20. <u>TRAINING:</u> For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
- 21. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS: To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
- 22. <u>MARKING OF EQUIPMENT:</u> Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
- 23. PROPERTY ACCOUNTABILITY: The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
- 24. <u>COMPUTER EQUIPMENT:</u> Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
- 25. <u>LEASE AGREEMENTS:</u> Grantee agrees to provide JCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.
- 26. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA: Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and

irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

- 27. <u>ACCESS TO RECORDS:</u> JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
- 28. CIVIL RIGHTS COMPLIANCE: Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. §20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
- 29. <u>RELIGIOUS ACTIVITIES:</u> Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
- 30. <u>LOBBYING:</u> Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
- 31. <u>CONFLICT OF INTEREST:</u> No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
- 32. FREEDOM OF INFORMATION ACT: All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other

documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information <u>under state control</u> is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, **all** determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

- **33. NATIONAL AND STATE EVALUATION EFFORTS:** The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 34. <u>SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:</u> The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
- 35. <u>JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:</u> Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.
 - Deinstitutionalization of status offenders (DSO).
 - Separation of juveniles from adults in institutions (separation).
 - Removal of juveniles from adult jails and lockups (jail removal).
 - Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

- 36. <u>COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:</u> Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.
- 37. <u>USE OF DATA/EXCHANGE OF INFORMATION:</u> With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
 - **a.** That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
- 38. <u>NATIONAL AND STATE EVALUATION EFFORTS:</u> The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 39. EQUAL EMPLOYMENT OPPORTUNITY PLAN: The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at https://ojp.gov/about/ocr/eeop.htm.
- 40. <u>VETERANS PREFERENCE:</u> This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency

have in place a mechanism ensuring that veterans are given consideration in the hiring process.

- 41. MMIGRATION AND NATURALIZATION VERIFICATION: The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.
- 42. POLITICAL ACTIVITY: The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government, and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.). Please reference West Virginia Code § 29-6-20 for state restricted activities.
- 43. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING: Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.oip.gov/gjxdm.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official [please print	1: Kristie G. lenney
Authorized Official Signature:	
Date:	Sestimber 14 2003

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

ompletes Section A or C and sub-grants a single awara over \$500,000, in adaition, please complete Section B.
Recipient's Name: Washer county commission
Address: GI W Mainst, Skill Backbancon, WY 2620
Is agency a; ☑ Direct or □ Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? □ Yes ✓ No
DUNS Number: 0281005000 Vendor Number (only if direct recipient)
Name and Title of Contact Person: Civily Hacely S
Telephone Number: 304412-6535 x 3 E-Mail Address: Chaghes Cupshur county org
Section A—Declaration Claiming Complete Exemption from the EEOP Requirement
Please check all the following boxes that apply.
□ Less than fifty employees. □ Indian Tribe □ Medical Institution. □ Recipients a picele expert(s) less than \$25,000
□ Nonprofit Organization □ Educational Institution □ Receiving a single award(s) less than \$25,000.
I, [responsible
official certify that
[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services
If recipient sub-grants a single award over \$500,000, in addition, please complete Section D
Discontinuo Nama and Title Signature Date
Print or Type Name and Title
Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying
That an EEOP Is on File for Review
to a recipient groups has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then
the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):
official, certify that Upshur county Commission. [responsible]
[recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less
than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:
[organization],
91 W Main St Sklol Bokkhannen, WY 2620
[address].
2
Kriste G. Tenney commission Hesident
Print or Type Name and Title Signature Date
Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil
Rights for Review
If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency
If a recipient agency has fifty or more employees and is receiving a single award, or submard, of \$500,000 or more employees and is receiving a single award, or submard, of \$500,000 or more, and the Fernanda Market Special Research Resea
responsible
1,
official], certify that
[recipient], which has fifty or more employees and is receiving a single award of \$550,000 or more, has total and sent it for review on
EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on
If recipient sub-grants a single award over \$500,000, in addition, please complete Section D
if recipient sub-grants a single award over \$500,000, in dadition, produce competition
Print or Type Name and Title Signature Date

INSTRUCTIONS

Completing the Certification Form Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). See 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete either Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; and (2) have fifty or more employees; and (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, and (2) have fifty or more employees, and (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, submit to the OCR for review, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over \$500,000; and (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification*. If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

OMB Approval No. 1121-0340 Expiration Date: 12/31/15

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.



U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonpro-curement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

- A. The applicant certifies that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency:
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and $\,$
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and		
the specific grant: Place of Performance (Street address, city, county, state, zip	Check if there are workplaces on file that are not indentified here. Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7. Check if the State has elected to complete OJP Form 4061/7. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620— A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.	
site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)	of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW.,	
As the duly authorized representative of the applicant, I hereby certif 1. Grantee Name and Address:	fy that the applicant will comply with the above certifications.	
Lyshur County Commission 91 2. Application Number and/or Project Name	W Main St. Stall Bullance W 20 3. Grantee IRS/Vendor Number	
24 - CS - \Q 4. Typed Name and Title of Authorized Representative		
Kristie G. Tenney, commission 5. Signature	President. 6. Date	
	9/14/2023	



Division of Administrative Services Justice and Community Services (JCS) SCHEDULE OF PAYMENTS

The following Schedule of Payments is hereby recognized and adopted by the Upshur County Commission.

Project Number: 24-CS-19

Total Award: \$42,412.00

Payment No.	<u>Date</u>	<u>Amount</u>
1	July 1, 2023	\$10,603.00
2	October 1, 2023	\$10,603.00
3	January 1, 2024	\$10,603.00
4	April 1, 2024	\$10,603.00

Kristie Tenney, President Upshur County Commission



August 24, 2023

Special Markets Insurance Consultants, Inc.

1055 Main Street Suite 101 Stevens Point. WI 54481

T 800.727.7642 **F** 715.344.6126

Renewal Report

Policyholder: Upshur County Commission

Address: 91 West Main Street, Suite 101

Proposal ID: 39240G

Agency: Special Markets Insurance Consultants, Inc.

Dates of Coverage: 10/20/2023 - 10/20/2024

Activity: Standard Volunteer Activities

Accident Medical Benefits - Full Excess

Insurance Company:

Gerber Life Insurance Company

Accident Maximum: \$ 25,000

Deductible: \$ 100

Dental Expense Maximum:

100% of Reasonable Expenses

Orthopedic Appliance Maximum:

100% of Reasonable Expenses per Injury

Buckhannon, WV 26201

Policy Number: 076316

Agent Code: 0005

Physical Therapy Maximum:
Accidental Death:

100% of Reasonable Expenses per Injury

Single Dismemberment:

\$ 10,000 \$ 5,000

Double Dismemberment:

\$ 10,000

Premium Basis	Rate	Rate Type	Participants	Total
Volunteering 1-2 Days Only	\$0.50	per participant	125	\$62.50
Volunteering 3-5 Days a Year	\$1.50	per participant	40	\$60.00
Volunteering 6 or More Days a Year	\$3.00	per participant	26	\$78.00

Fees

Policy Administration Fee (non-commissionable): \$35.00

Renewing Total: \$235.50

Minimum Premium of \$200.00 and Policy Fee, if applicable, are fully earned.

Upshur County Sheriff's Office

J. Michael Coffman, Sheriff

38 West Main Street, Room 103 Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

September 14, 2023

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

Dear Commissioners:

Please approve the advertisement for a full-time Tax Deputy. This advertisement will be run in the Record Delta on Saturday, September 16, 2023; Wednesday, September 20, 2023; and Saturday, September 23, 2023; and Wednesday, September 27, 2023 with applications being due no later than Friday, September 29, 2023.

Thank you for your support and consideration.

Respectfully,

J. Michael Coffman

Sheriff of Upshur County, WV

TAX DEPUTY Sheriff of Upshur County

The Sheriff of Upshur County is accepting applications for the full-time benefited position of Tax Deputy.

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

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

Upshur County Sheriff's Department TAX DIVISION

38 W. Main Street, Room 101 Buckhannon, WV 26201

Monday -Friday 8am - 4:00 pm

Applications must be RECEIVED in our office no later than close of business (4:00pm) on Friday, September 29, 2023.

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

Actions ~



A Weyerhaeuser

Success! Thank you for your submission.

This application was completed on 2023-09-12 14:22:31 UTC and is now read-only.

Page 1



Weyerhaeuser Giving Fund

Through the Weyerhaeuser Giving Fund, we support U.S. and Canadian communities where we have a significant presence or business interest. These communities range from rural to metropolitan, each with unique priorities and needs. Our employees serve on local advisory committees for our Giving Fund and help develop funding priorities within seven focus areas to support their communities: affordable housing; education and youth development; environmental stewardship; human services; civic and cultural growth; workforce development; and diversity, equity and inclusion. These focal areas provide a strong companywide framework for giving while allowing flexibility to meet specific needs in our different communities.

To submit an application for funding, follow the steps over the next few pages. We'll evaluate your application and get back to you.

Tips for completing this application.

Page 2

Eligibility Check

Let's make sure you're in the right place. Start by answering these basic eligibility questions.

Have you reviewed the guidelines and eligibility sections on our website and does this request meet all of the requirements listed? View eligibility guidelines (https://www.weyerhaeuser.com/company/values/citizenship/giving-fund/).

Yes No

Is this project or program funding a political cause, candidate, or organization or campaign?

Yes

No

Our giving is limited to areas where we have a significant presence, including communities where we have operations and/or where we own or manage forestlands in the United States and Canada. If you have a question about whether your location qualifies as a Weyerhaeuser operating area, please contact givingfund@weyerhaeuser.com (mailto:givingfund@weyerhaeuser.com).

Please select the Weyerhaeuser community your organization or initiative serves below.

Country

United States

State

West Virginia

Location

Buckhannon, WV - Engineered Wood Products Mill

If Timberlands is selected, you will be prompted to select the eligible county next.

Page 3

Contact Information

Please confirm the contact details for the **primary contact** below. They will receive all emails regarding the status of this grant request.

First name
Cndy
Last name
Hughes
Title
Assistant County Administrator
Email
chughes@upshurcounty.org
Phone number
304-472-0535
No elease provide details for the secondary contact below.
First name
Tabatha
Last name
Perry
Title
County Administrator
Email
tperry@upshurcounty.org
Phone number
304-472-0535

Page 4

Organization Details

Thanks! Now tell us about your organization and your request.

Manual Entry Instructions

Please fill in all the required fields below. Please note that if your application is approved, the payment will be directed to the organization detailed below.

Note: Since your organization is not yet registered within Benevity's Causes Portal, we will also require a copy of the 501(c)3 determination letter from the IRS, verifying the organization's tax-exempt status on the Additional Information page.

Click here to search for your Organization

Enter the organization's registration number.

1000001575

Please include letters, numbers, and dashes only. Ex: 123-456789

How is the organization classified?

A municipality or public institution

What is the name of the beneficiary organization?

Upshur County Commission

Organization Details 🚱
Address
91 W. Main St., Suite 101
Address Line 2 (optional)
City
Buckhannon
Province/State (optional)
Upshur
Postal/ZIP code (optional)
26201
Country
United States
Please list the organization website.
www.upshurcounty.org
Organizational mission
The mission of the Upshur County Commission is to provide superior public service and support which enables all county residents the opportunity to improve their quality of life, and enjoy the benefits of a safe, sustainable and progressive community in North Central West Virginia.
The mission of the James W. Curry Library & Park is to provide quality materials and services that fulfill the education, information, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful and businesslike.
Please provide a brief summary of your organization's mission and vision.
Year organization was founded
1980
Number of paid staff
2

Number of volunteers	
7	
Annual operating budget (USD)	
\$140,518.39	
Do any Weyerhaeuser employees currentlorganization?	ly volunteer with your
Yes	
No	
Do any Weyerhaeuser employees currentl	ly serve on your board?
Yes	
No	
Has this organization ever received a grar Giving Fund?	nt from the Weyerhaeuser
Yes	
No	
Is your organization a National Organizati	on?
Yes	
No	
Please provide details regarding prior contribution Weyerhaeuser Giving Fund in the past 3 years.	s you have received from the
Project name	Contribution Year
James W. Curry Library and Park - Tractor	\$5,000
Chief Executive (or equivalent)	

Kristie G. Tenney, Upshur County Commission President

Name of Organization Chief Executive or equivalent

Page 5

Request Details

What is the name of the program or initiative?

James W. Curry Library and Park

Please provide a brief description of the program or initiative. (200 word limit)

The James W. Curry Library and Park play a vital role in the rural Selbyville and Brooks Hill communities. The facility hosts children and adult programming throughout the year, including Family Storytime, Summer Reading and Monopoly Fest to name a few. The library experienced its largest participation number to date during the Summer 2023 Reading Program! The programming within the library is upmost in quality and satisfaction to its patrons and visitors. Funding for programming materials and new books would be a welcome addition, as new books have sparingly been purchased over the past several years. The library also serves visitors to the 18 RV camping sites, 2 pavilions and 2 playgrounds located on the property. The maintenance of both the Library and Park are necessary for continued operations, to keep the Park and Library appealing to its visitors, and to continue to encourage campers to choose to come to the area. Gravel, for instance, is a reoccurring necessary expense to maintain each campsite. Two trees have also been identified as needing to be removed before causing damage to the pavilion and playground area.

Project Begin

Project End

10-01-2023 🖮 09-30-2024

Choose the Weyerhaeuser focus area your request aligns most strongly with. To learn more about our giving focus areas, view our community grantmaking framework (https://www.weyerhaeuser.com/application/files/3216/1194/7842/WY-Giving-Fund-Community-Grantmaking-Framework.pdf).

Affordable Housing

Education and Youth Development

Environmental Stewardship

Human Services

Civic and Cultural Growth

Workforce Development

Diversity, Equity and Inclusion

How would our grant be used in relation to the focus area selected above? (200 word limit)

The Curry Park is in need of additional gravel for campsites. The campground features 18 RV camping sites, 3 primitive sites, 2 pavilions and playgrounds. Well-maintained campsites are important to continue to attract campers as this is the main form of revenue for the

area. Expansion of the campground is being pursued that will implement a dump station and future bathhouse funded by the Curry trust for capital improvement projects.

Programming at the Library is thriving; therefore, we are requesting funds to continue the programming services available to patrons. Allocating funds towards the purchase of new books, magazine subscriptions, and interactive teaching models would be a great addition to the library.

The Commission is requesting miscellaneous funds for anticipated expenses such as tree removal, mower parts/tires, maintenance / cleaning supplies, etc.

Unfortunately, the trust disbursements do not fulfill the demand of the library and park. This year's projected budget will result in a deficit of \$20,363.12, which will require a request for additional appropriation from the Curry Trust in order to balance, which is not always approved. In FY 2023 the Commission supplemented the budget with \$56,637.97 to cover payroll expenses.

How does your project or program advance the equity and inclusion of underrepresented populations you serve? (optional)

The James W. Curry Library is open and inviting to all persons. It provides a safe space for all populations to visit, learn, seek knowledge, explore and enjoy the amenities that are offered. Due to the rural location of the library, the community depends upon the library for internet connectivity and as an outlet for business tasks such as making copies and sending faxes.

In addition, if your organization has a policy or statement around DE&I related to your board, organization and/or employees, we would love to know.

Project/program budget (USD)

\$10,000

Amount Requested (USD)

\$10,000

Please use the below form to share an itemized budget of how the proposed Weyerhaeuser funds will be used.

Expense Description Amount

See attached budget. \$10,000

Expense Total

\$10,000

Do you have other funding source(s) related to this request?

No
Is there timing sensitives to funding this request? (200 word limit)
No, there are no time sensitivities to this request.
Is there an event associated with this request?
Yes
No

Page 7

Attachments

	IRS F	Form W-9
	No oth	ner form of documentation will be accepted.
	The m	ost current W9 form version is required.
	Comp	lete the current form version by entering organization name, address,
	entity	type, tax id number, signature and current year date.
	Please	e note, the IRS Form W-9 is only required for US-Based charities.
PΙε	ease	attach a copy of your organizations's current W9.
		W-9.pdf (https://forms.benevity.org/api/upload/kPvEzXRrEMH7URxwDPuE85ZK 237.62 kB
		current form version: https://www.irs.gov/forms-pubs/about-form- ps://www.irs.gov/forms-pubs/about-form-w-9)
	ease otion	attach any other relevant documents for this request. al)
	0	Approved FY24 Curry Park Budgtt.pdf (https://forms.benevity.org/api/upload/XN 844.44 kB
		Invoice for Rock 6.28.2023.pdf (https://forms.benevity.org/api/upload/cTtsMiTXf 29.10 kB
		Budget Proposal.docx (https://forms.benevity.org/api/upload/zQ8yF5nbaMAWd 12.94 kB

E.g: Brochures or pictures relating to the request.

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Almost Done!

Here's some information about our grant review process.

What's Next?

Once you have successfully submitted your application, you will receive an email confirmation. We generally communicate our funding decision after we receive a recommendation to fund your request from your local Advisory Committee (not when you submit your grant application). Many of our committees wait until after the deadline to prioritize and finalize their grant recommendations after the September deadline. Should we require additional information, we will be in touch.

Agreement

By submitting this application I confirm that I have the authority to submit this request and agree to the conditions described below.

- (A) All information contained herein is true and accurate to the best of my knowledge;
- (B) I consent to receiving email notifications regarding this request and any subsequent emails from Weyerhaeuser or its suppliers that relate to this request or any future grants or sponsorships associated with this initiative.
 - I have read the Agreement above and agree to all the terms therein.

Administration Mrs. Christy Miller Mr. Russ Collett



Board of Education
Dr. Tammy Samples, President
Mrs. Jan Craig, Vice-President
Mrs. Sherry Dean
Mr. Roy Wager
Mrs. Dana Wright

Letter of Intent

To Whom It May Concern:

Please accept this letter as the intent of the Upshur County Commission on behalf of the Upshur County Sheriff's Department and the Upshur County Board of Education to continue the ongoing partnership to ensure a safer community to apply for the FY2024 Justice Administration Grant Program.

As a continuing partnership Upshur County and the Upshur County Board of Education would like to apply for funding for the expansion of the currently in place Prevention Resource Officer Program.

The primary point of contact is Mr. Matthew Sisk, Director of Safety for the Upshur Board of Education. Contact information: <u>matthew.sisk@k12.wv.us</u>, office phone 304-472-5480 x 1019.

Thank you.

Matthew Sisk

Director of Safety & Emergency Preparedness

Upshur County Board of Education

STATE OF WEST VIRGINIA DEPARTMENT OF HOMELAND SECURITY DIVISION OF CORRECTIONS & REHABILITATION



WILLIAM K MARSHALL III COMMISSIONER

JEFF SANDY, CFE, CAMS CABINET SECRETARY

Office of the Commissioner 1409 Greenbrier Street Charleston, WV 25311 304-558-2036 -- Telephone 304-558-5367 -- Fax

DISCOUNTED RATE UPSHUR COUNTY 38 WEST MAIN STREET, ROOM 302 BUCKHANNON, WV 26201

Invoice Number: 8123682D

Invoice Date: 9/5/2023 10:29:42 AM

Month of Service: August, 2023

Pursuant to the provisions of W.Va. Code §15A-3-16, the Division of Corrections and Rehabilitation hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for Discounted Rate Upshur County for the month of August, 2023. The costs per day for inmate maintenance and operation is in accordance with the provisions of W.Va. Code §15A-3-16.

Detailed information, including names of inmates and the number of days of inmate maintenance, to support the invoice is attached.

Month: August

Number of Inmate Days: 1,469

Per Diem Rate: \$43.58

Amount Due: August, 2023 \$64,019.02

This invoice amount is due and payable upon receipt.

Please Remit Payment to: WV Regional Jail and Correctional Facility Authority PO Box 40258 Charleston, WV 25364

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS AUGUST 1, 2023 - AUGUST 15, 2023

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
		88		70 GLENWOOD WAY,						LEISURE WORLD LLC, 76 CIRCLE	
8/1/2023	9246	80266	FORD, JEFFREY C	BUCKHANNON, WV 26201	\$90,000.00	\$15.00		OL	FENCE	DR, WESTON, WV 26452	
8/2/2023	9247	421	WILSON, LINDSEY / MICHELLE THOMPSON (LANDOWNER)	132 DRUMMOND LN, BUCKHANNON, WV 26201	\$5,137.60	\$15.00		OL	FOUNDATION REPAIR AND CRAWLSPACE WATERPROOFING	ALFRED FOUNDATION & CRAWLSPACE, 6316 MACCORKLE AVE SW, ST ALBANS, WV 25177	
				177 COUNTRY CLUB RD,							
8/3/2023	9248	7003	MARINO, JOSEPH	BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CHECK	24' X 22' POLE BUILDING	SELF	
8/4/2023	9249	4991	PAYNE, MASON	2222 PEEL TREE RD, VOLGA, WV 26238	\$500.00	\$15.00		CC	12' X 26' STORAGE BUILDING	SELF	
8/7/2023	9250	82343	ALBORANO, MICHAEL & ANN	218 GLADE RD LOT 7, JACKSON, GA 30233	\$80,000.00	\$15.00		СС		GRIFFY'S CONST, 160 TORREY DR, BUCKHANNON, WV 26201	
8/7/2023	9251	11060	BROWN GEORGE A	290 ORCHARD DR, BUCKHANNON, WV 26201	\$8,000.00	\$15.00		CASH	20' X 20' SECOND STORY ON EXISTING BUILDING	SELF	
8/8/2023	9252	5080	LOUK, ANTHONY W	39 DEER CREEK LN, BUCKHANNON, WV 26201	\$18,000.00	\$15.00		OL	24' X 30' BUILDING	SELF	
8/8/2023	9253	N/A	DERICO, LARRY V	52 PHILLIPS DAIRY RD, BUCKHANNON, WV 26201	\$6,000.00	\$15.00		CASH	FENCE ON EMPTY LOT	HIGHLAND LANDSCAPING LLC, PO BOX 176, BUCKHANNON, WV 26201	
8/10/2023	9254	7351	FRYE, KETURAH R	22 WHITAKER DR, BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CC	NEW WINDOWS AND DOORS; FRENCH DRAIN REPAIR	SELF	
8/10/2023	9255	6676	WENDLING, CHRISTOPHER A / A.F. WENDLING INC	PO BOX 661, BUCKHANNON, WV 26201	\$191,520.00	\$15.00		CC	PARTIAL ROOF REPLACEMENT	FIVE STAR ROOFING, 1119 S STATE RD 3, HARTFORD CITY, IN 47348	
8/10/2023	9256	82345	WRIGHT, ROBERT JR	279 WRIGHT WAY, BUCKHANNON, WV 26201	\$500,000,00	\$15.00		CHECK	7,000 SQ FT HOUSE AND GARAGE	WV LANDWORKS LLC, 7 MEDINA DR, MT CLARE, WV 26408	
8/10/2023	9257	12830	VASGUEZ, YAMILETH / PATRICK MARTIN RENTALS LLC (LANDOWNER)		\$16,033.93	\$15.00		OL	INSTALL BASEMENT WATER MANAGEMENT	BASEMENT AUTHORITY OF WV, 7940 GAINSFORD CT, BRISTOW, VA 20136	
8/14/2023	9258	6262	HOWELL, JOANN	2710 BUSH RUN RD, FRENCH CREEK, WV 26218	\$11,028.00	\$15.00		СНЕСК	REPLACE EXISTING TUB WITH ACRYLIC SHOWER BASE AND SURROUND WALL	BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
8/14/2023	9259	255	FRIEND, FRANK	1317 MUD LICK RD, BUCKHANNON, WV 26201	\$1,500.00	\$15.00		CASH	32' X 12' OUT BUILDING	SELF	
8/14/2023	9260	80127	CALVARY CHAPEL MOUNTAIN HIGHLANDS INC	PO BOX 2193, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CHECK	33' X 33' CLOSING IN CARPORT	SELF	
8/15/2023	9261	NEW	MARTIN, PATRICK S / LEESON PROPERTIES LLC	PO BOX 721. BUCKHANNON, WV 26201	\$600,000.00	\$15.00		OL	(2) 4,800 SQ FT APARTMENT BUILDINGS WITH FOUR 1,200 SQ FT APARTMENTS IN EACH; (1) 3,600 SQ FT APARTMENT BUILDING WITH THREE 1,200 SQ FT APARTMENTS;	SELF	
8/15/2023	9262	9391	RUSSELL, MATTHEW L	489 FOUR FORKS RD, FRENCH CREEK, WV 26218	\$15,000.00	\$15.00		CASH	28' X 36' GARAGE	SELF	
8/15/2023	9263	NEW	PAUGH, CINDY	43 MEADE ST, BUCKHANNON, WV 26201	\$500.00	\$15.00		CASH	34' 5TH WHEEL 2019 FOREST RIVER CAMPER	SELF	
8/15/2023	9264	10811	LEE, WESLEY	2617 PLEASANT RIDGE RD, FRENCH CREEK, WV 26218	\$2,500.00	\$15.00		CASH	REMODEL	SELF	

TOTAL TOTAL TOTAL \$1,585,719.53 \$285.00 \$0.00

UPSHUR COUNTY BUILDING & FLOODPLAIN PERMITS AUGUST 16, 2023 - AUGUST 31, 2023

					ESTIMATED	BUILDING		CHECK, CASH, COUNTY			
	PERMIT	UID			PROJECT	PERMIT	FLOODPLAIN	CLERK OR		CONTRACTOR OR PROPERTY	FLOODPLAIN
DATE ISSUED	NUMBER	NUMBER	APPLICANT NAME	APPLICANT ADDRESS	COST	PAID	PERMIT PAID	ONLINE	DESCRIPTION OF PROJECT	OWNER	FLOODPLAIN
				364 BIG BEND RD, FRENCH							
8/16/2023	9265	8613	PHARIS, JONATHAN	CREEK, WV 26218	\$1,000.00	\$15.00		OL		SELF	
				13 GOODWIN RD,					35' FIFTH WHEEL CAMPER WITH ROOF OVER IT AND A		
8/16/2023	9266	82352	ORSBURN, SARAH	TALLMANSVILLE, WV 26237	\$20,000.00	\$15.00		CC		SELF	
0.10.2025	7200	02302	ORDBORN, D. HE H	2105 CHILDERS RUN RD,						JD BUILDERS, 1739 LICK RUN RD,	
8/17/2023	9267	80315	WOODY, JUSTINE	BUCKHANNON, WV 26201	\$32,850.00	\$15.00		CASH	REPLACE ROOF	BUCKHANNON, WV 26201	
										CAMERON ARTHUR, SOLAR	
				2256 MT UNION RD,					The state of the s	HOLLER LLC, 2835 PARK AVE,	
8/17/2023	9268	80289	CLAYPOOLE, JASON	BUCKHANNON, WV 26201	\$69,785.20	\$15.00		OL	MOUNTED SOLAR ARRAY	HUNTINGTON, WV 25704	
8/17/2023	9269	82085	TENNEY, NICHOLAS H	228 UTOPIA LN, BUCKHANNON, WV 26201	\$2,500.00	\$15.00		OL	20' X 18' OUT BUILDING	SELF	
8/1//2023	9209	82083	TENNET, NICHOLAS H	BUCKHANNON, WV 20201	32,300.00	313.00		OL	20 X 16 OCT BUILDING	CHESTER RUNYON CONTR, 3	
				300 LIGHT CHAPEL RD,					REPLACE ROOF OF	BEAVER CAMP RD, FRENCH	
8/22/2023	9270	5317	HOOVER, HOLLY AND WANDA	BUCKHANNON, WV 26201	\$11,740.00	\$15.00		CHECK	DWELLING	CREEK, WV 26218	
				238 MICK HILL RD,						J.B. RYAN CONST LLC, 82 LEAF	
8/22/2023	9271	60032	STEPHENS, CHRISTINA	BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CASH	DECK REBUILD	VIEW LN, ELLAMORE, WV 26267	
				1277 SELBYVILLE RD,						and n	
8/22/2023	9272	10936	GOLDEN, MARVIN	ROCK CAVE, WV 26234	\$7,500.00	\$15.00		CASH	2 CAR METAL GARAGE	SELF	1
8/24/2022	9273	(75)	LACK DAVID II AND MARIANN	282 JACK LN,	\$33,380,00	\$15.00		OL	CONCRETE REPAIR	SMOKEY JOE ENT LLC, 246 SANDERS LN, BEVERLY, WV 26253	
8/24/2023	92/3	6756	JACK, DAVID H AND MARIANN	BUCKHANNON, WV 26201	\$33,380.00	\$15.00		OL	CONCRETE REPAIR	B.Y. CONSTR LLC, 1359	
				52 PHILLIPS DAIRY RD,						PORTERFIELD RD, PHILIPPI, WV	
8/24/2023	9274	80235	DERICO, LARRY V	BUCKHANNON, WV 26201	\$24,600.00	\$15.00		CC	METAL ROOF OVER SHINGLES	26416	
									CONVERT SCREENED PORCH	CHESTER RUNYON CONTR, 3	
				16 WIMER AVE,					TO SUNPORCH (WINDOWS)	BEAVER CAMP RD, FRENCH	
8/28/2023	9275	7787	BAILEY, JAMES T AND ALISA D	BUCKHANNON, WV 26201	\$11,000.00	\$15.00		CASH	AND DECK	CREEK, WV 26218	
				LES ENEVOUENT ND					NEW ROOF AND NEW SIDING ON HOUSE; PUT OLD SIDING		
8/28/2023	9276	6222	MCKISIC, PAUL M OR SUSAN H	1776 FRENCHTON RD, FRENCH CREEK, WV 26218	\$18,000.00	\$15.00		OL	ON STORAGE BUILDING	SELF	
0/20/2023	7270	0222	Medicie, Free Mon Session II	TRESCH CREEK, WY 20210	310,000.00	\$15.00				OHIO BATH SOLUTIONS DBA BATH	
				36 IVANHOE RD,					ACRYLIC SHOWER BASE AND		
8/28/2023	9277	11592	SCHROCK, DEBORAH	BUCKHANNON, WV 26201	\$10,630.00	\$15.00		CHECK	SURROUND WALL	LEWISBERRY, PA 17339	
										LIGHTS MASONRY, 164 KESLING	
8/28/2023	9278	5251	DEED TOGERA	1341 BRUSHY FORK RD,	\$15,000,00	\$15.00		CHECK	FIREPLACE	MILL RD, BUCKHANNON, WV 26201	
0/20/2023	74/8	3231	REED, JOSEPH	BUCKHANNON, WV 26201 45 VARNER LN,	313,000.00	313.00		CHECK	THE LAND		
8/28/2023	9279	7297	LOWTHER, LAURA J	BUCKHANNON, WV 26201	\$10,000.00	\$15.00		OL	REPLACING ROOF	SELF	
				2619 PLEASANT RIDGE RD,					NEW WINDOWS; ROOF WORK;		
8/28/2023	9280	6857	HUMPHREY, JESSICA	FRENCH CREEK, WV 26218	\$2,500.00	\$15.00		CASH	REMODEL	SELF	
8/20/2022	9281	11432	VANGILDER, BERNARD E	14818 ALEXANDER RD, FRENCH CREEK, WV 26218	\$5,900.00	\$15.00		CASH	12' X 16' SHED	SELF	
8/29/2023	9401	11432	VANGILDER, DERNARD E	3370 BRUSHY FORK RD.	33,900.00	313.00		CASII	TE A TO STILL	C.C.	
8/29/2023	9282	5628	PERRY, LYNNE	BUCKHANNON, WV 26201	\$3,200.00	\$15.00		CHECK	METAL ROOF	SELF	
				3 BEAVER CAMP RD.							
8/31/2023	9283	NEW	RUNYON, CHESTER	FRENCH CREEK, WV 26218	\$7,700.00	\$15.00		CHECK	16' X 80' MOBILE HOME	SELF	
											-

TOTAL TOTAL TOTAL \$297,285.20 \$285.00 \$0.00

GRAND GRAND BP GRAND FP \$1,883,004.73 \$570.00 \$0.00 318 Mud Lick Road Buckhannon, WV 26201



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

REVENUE REPORT

FOR MONTH ENDING: AUGUST 2023

		UPSHUR	LEWIS
	ADOP	TIONS	
CASH	May record princes to the subject of company of the speed grown from a subject, any diversity of the section of	\$470.00	\$315.00
CHECK		\$10.00	\$50.00
E STORE CREDIT CARD		\$340.00	\$300.00
SUBTOTAL		\$820.00	\$665.00
	SPAY/NEUT	ER DEPOSIT	
CASH		\$350.00	\$150.00
CHECK		\$50.00	\$150.00
E STORE CREDIT CARD		\$500.00	\$300.00
SUBTOTAL		\$900.00	\$600.00
	BOARD	RESCUE	
CASH		\$80.00	\$80.00
CHECK		\$30.00	\$0.00
E STORE CREDIT CARD		\$70.00	\$80.00
SUBTOTAL	,	\$180.00	\$160.00
	MICRO-0	CHIPPING	
CASH		\$15.00	\$0.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$0.00	\$0.00
SUBTOTAL		\$15.00	\$0.00
	DONA	TIONS	4
CASH		\$297.00	\$0.00
CHECK		\$448.18	\$0.00
E STORE CREDIT CARD		\$300.00	\$0.00
SUBTOTAL		\$1,045.18	\$0.00
	SURGIC	AL UNIT	
CASH		\$0.00	\$0.00
CHECK		\$0.00	\$0.00
E STORE CREDIT CARD		\$0.00	\$0.00
SUBTOTAL		\$0.00	\$0.00
		MARY	
	GRAND TOTALS	UPSHUR	LEWIS
CASH	\$1,757.00	\$1,212.00	\$545.00
CHECK	\$738.18	\$538.18	\$200.00
E STORE CREDIT CARD	\$1,890.00	\$1,210.00	\$680.00
TOTAL	\$4,385.18	\$2,960.18	\$1,425.00

318 Mud Lick Road Buckhannon, WV 26201



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

ACCOUNT OF ANIMALS REPORT

ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FCILITY FOR THE MONTH OF: August-23

		ANIMA	LS RECI	EIVED					
ACTIVITY		CANINES		I	ELINES		OTHER ANIMALS		
TYPE OF ADMISSION	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
Brought in by Animal Control Officer	17	34	51	1	9	10	31	0	31
Brought in by City Trapper	0	0	0	2	0	2	0	0	0
Brought in by County Residents	15	18	33	18	18	36	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	32	52	84	21	27	48	31	0	31
		ANIMAL	S DISHA	ARGED					
Type of Discharge		CANINES		I	ELINES		Отн	ER ANIN	IALS
ADOPTIONS	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL	UPSHUR	LEWIS	TOTAL
With Charge	22	16	38	0	20	20	0	0	0
Without Charge	0	0	0	0	0	0	0	0	0
TOTAL ADOPTIONS	22	16	38	0	20	20	0	0	0
EUTHANASIA									
Owner Request	1	1	2	7	3	10	0	0	0
Other	1	1	2	5	3	8	0	0	0
TOTAL EUTHANIZED	2	2	4	12	6	18	0	0	0
RESCUES									
With Charge	6	8	14	0	0	0	0	0	0
Without Charge	4	5	9	2	1	3	0	0	0
TOTAL TO RESCUE	10	13	23	2	1	3	0	0	0
MISCELLANEOUS									
Escaped	0	0	0	0	0	0	0	0	0
Returned to Owner	2	3	5	0	0	0	0	0	0
Passed - Natural Causes	2	0	2	0	0	0	0	0	0
TOTAL MISCELLANEOUS ACTIVITY	4	3	7	0	0	0	0	0	0
TOTAL DISCHARGE ACTIVITY	38	34	72	14	27	41	0	0	0
INACTIVE STATUS									
Quarantined	2	0	2	0	0	0	0	0	0
TOTAL ANIMAL ACTIVITY FOR PERIOD	72	86	158	35	54	89	31	0	31

	CENSUS		
	CANINES	FELINES	OTHER ANIMALS
CENSUS AT BEGINNING OF PERIOD:	25	35	0
CENSUS AT END OF PERIOD:	37	42	31

Janella & Cichian
Signature

9-6-23

John Slaughter, Animal Control/Humane Officer Monthly Animal Report

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	17		
Other			
Animals returned to Owner by ACO:			
Dogs			
Other			
Animals delivered to LUACF:			
Dogs			
Other			
Animals Quarantined by ACO:		712 2 F 10 T	
Dogs			
Other			
Animals Terminated:			3
Dogs			
Other			
Total Number of Hours Involved			

1 gr	9/11/23
Signature	Date



The Upshur County Solid Waste Authority will be offering a

FREE RESIDENTIAL PAPER SHRED EVENT

on

Saturday, September 23, 2023

from

9:00 a.m. to 12:00 noon

at

395 Mudlick Rd.

(across from the Transfer Station)

For more information, call Director Belinda Lewis at (814) 327-5218

UPSHUR COUNTY PUBLIC LIBRARY Annual Meeting Agenda Wednesday, August 30th, 2023, 4:00 p.m.

- I. Call to Order
- II. Reading/Approval of last year's annual meeting minutes
- III. Election of Officers
- IV. Adjournment

Upshur County Public Library Board of Directors Special Meeting Wednesday, August 30th, 2023, 4:00 p.m.

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report see attachment
 - A. Staffing updates
 - B. Facilities issues
 - C. Library projects
 - D. Circulation & Summer Reading
 - E. Grants
 - F. Affiliates
- V. Unfinished Business
- VI. New Business
 - A. Board of Education MOU / funding
 - B. Audit RFP Committee
 - C. Account Signatory changes
- VII. Friends of the Library update Debbie Taylor
- VIII. Public Comments/Correspondence
 - IX. Setting date of next Board meeting
 - X. Adjournment

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

Meeting Regular Monthly Meeting Start Time 5:00 PM

Date Tuesday, September 5, 2023 Place P.S.D. Office

133 Fallen Road, Buckhannon

Meeting Called to Order by Chairperson

5:00 PM

Pledge of Allegiance

Roll Call Introduce Board of Directors

Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;

System Operator-David Wamsley Recognize Current Customers

Approval of Minutes -August 8, 2023 Regular Monthly Meeting

Vote
Treasurer Report/Payment of Bills for September/bal of August Invoices

Vote

ITEMS FOR DISCUSSION

WV CoRP Annual Meeting and Elections-Bridgeport Best Western

Vote

When: Friday, September 22, 2023 @ 10:30 am until Noon then a Luncheon

Who to Attend: Carolyn and Linzy

Phase III Extension Project Update

Vote

GIS Planning Meeting -September 13th @ 3:00 - 5:00 p.m. Project Underruns & Proprosed Use Change Orders
GIS of System -Agreement Signed 4/4/23

Progress Reports & Discussion

Maintenance Report

Water Loss Progress
Fall/Winter Items to Plan

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

Adjournment Vote

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

City Council of Buckhannon – 7:00 pm in Council Chambers Meeting Agenda for Thursday, September 7, 2023

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.

You may join the meeting from your computer, tablet or smartphone: https://global.gotomeeting.com/join/443910693
Or by dialing in using your phone: United States: https://global.gotomeeting.com/join/443910693

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 Elizabeth Zane Chapter Daughters of the American Revolution- Proclamations: National American Indian Heritage Month and Constitution Week
- B.2 American Legion Post 7 & UC Senior Center-Proclamation Patriot Day -A Day to Remember
- B.3 West Virginia Strawberry Festival Association President Shane Jenkins-Updates & Planning
- B.4 West Virginia Wesleyan College Student Senate-Greetings & Campus News
- B.5 Create Buckhannon Susan Aloi & Keyth Sokol: Adopt-A-Spot Program

C. Department & Board Reports

- C.1 Public Works Director-Jerry Arnold
- C.2 Finance Director- Amberle Jenkins
- C.3 Fire Chief- JB Kimble
- C.4 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Notice of Public Meeting of COB on 09/13/23 at 6:00PM at the Stockert Youth & Community Center Public Meeting for comments to review the City of Buckhannon's plan to file an application for Federal Assistance for construction of an approximately 12,800 sq ft, multi-purpose community building that will also expand the operations of the Stockert Youth & Community Center programs with the USDA Rural Development Community Facilities Loan or Grant program
- D.2 Booookhannon Community Halloween Events for the month of October
- D.3 Report of Cat & Dog Activity -Upshur County Commission-July 2023
- D.4 Make It Shine Free Days 09/09/23 & 09/23/23 7:30am-3:30pm COB Transfer Station

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 05/16/23, 06/15/23, 08/03/23, 08/17/23
- 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 Create Buckhannon: Proposal Adopt-A-Spot Program-Request for Collaboration and Support
- F.2 Recommendation from CPWB to Set Date/Time for Trick-or-Treat in City Limits 10/31/23 6pm-7:30pm
- F.3 Approval Resolution of Acceptance 2023-09 Deed of Dedication from Bagley -Cleveland Avenue Parcel 3-1-117
- F.4 Approval to Advertise Full Time Brushy Fork Event Center Director
- F.5 Upshur County Health Department Request Temporary One-Way on Senior Drive from N. Locust to N. Kanawha St for drive thru FLU Clinic 09/13/23 9am-1pm & 10/03/23 1pm-5pm
- F.6 Appointment of City Council Member to the Upshur County Citizens Opportunity Board FY 23/24

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. Adjournment

POSTED 09/01/2023

Buckhannon-Upshur Chamber of Commerce Meeting Agenda September 13, 2023

Welcome Minutes Financial Report

Old Business

• We are working on updates to the Directory Board Maps. There will be 2 (maybe 3) boards that the business maps will displayed in. Locations- WVWC Campus, Jawbone Park and maybe a 3rd location on Main Street. If you would like to add your business to the map let us know. Cost- \$50 for members and \$75 for non-members. Maps will be updated each year.

New Business

Reports from Collaborative Organizations and Standing Committees:

West Virginia Strawberry Festival

Upshur County Development Authority

Southern Upshur Business Association (SUBA)

Upshur County Convention and Visitor's Bureau (CVB)

Create Buckhannon

City of Buckhannon

County Commission

Mountain CAP of WV

WVWC

St. Joseph's Hospital

Rotary

Community Care

Region VII

BBQ Bash

Leadership Upshur

Guest Speaker- Mike Ruffing, Problem Solvers Consultants Looking for tips to better communicate with your audiences?

Announcements

Adjourn



<u>Upshur County Convention & Visitors Bureau</u> Date September 13, 2023 Agenda

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
 - o Jennifer Ammons
 - Upcoming ads Food & Travel, WV Executive
 - o Governor's Conference
 - o Travel Guide update
- Old Business:
 - o EIDL loan status
- New Business:
 - WVSF board appointment change
 - Signature card update

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Motion to Adjourn Meeting

NEXT MEETING: October 11, 2023

UPSHUR COUNTY SAFE STRUCTURES AND SITES ENFORCEMENT BOARD

Meeting Agenda

Upshur County Administrative Annex Thursday, September 14, 2023 3:00 p.m.

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
 - August 10, 2023
- V. Review of Property Ordinance Complaint Form
- VI. Report and/or action on Pending Cases
 - 121322-01 (Tenney)
 - 060823-01 (Sipe)
 - 062223-01 (Lee Previously noted as Kesling)
 - 081023-01 (Bever)
- VII. Consider requests to establish new cases that were received on or before 09/11/2023.
- VIII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, October 12, 2023 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

Notice of Meeting

for

Upshur County Fire Board, Incorporated

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location:

Upshur County Administrative Annex, Suite 101, 91 W. Main Street

Date:

Tuesday, September 19, 2023

Time:

6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---August 15, 2023

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures

Cumulative report

Financial Matters/Items

- ➤ Bank Statement---Checking Account Balance as of 8/31/2023---\$59,488.70
- Disbursement from Chief Tax Deputy for August---TBD Prior to the meeting

Payment of Bills/Invoices

- *Software Systems---monthly maintenance—Invoice #37751---\$237.00
- *Software Systems---2023 Statements print, stuff, mail—Invoice #52587---\$6026.50

Update on Fire Association/Chiefs Meeting by Tyvonne Gibson

Tabled Item: Procedure for reviewing Financial Statements from the VFDs

Review Financial Statements that have been received

Review/approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---Tuesday, September 19, 2023 at the Selbyville VFD---Adjournment

Annual Meeting Upshur County Public Library Board of Trustees July 20, 2022

The Upshur County Public Library Board of Trustees met for their annual meeting on Wednesday, July 20, 2022, at the Upshur County Public Library. Board members in attendance were Kenna Leonard, Carol Smith, John Haymond, and Kyle Nuttall via Zoom. Also in attendance were Paul Norko, Director and Connie Cutright, Business Manager. Absent from the meeting was board member Sherry Dean.

The meeting was called to order at 4:04 p.m.

The minutes of the last annual meeting, July 21, 2021, were approved as read on a motion made by John and seconded by Carol.

The annual election of officers was held. On a motion made by John and seconded by Carol, the following slate of officers were approved: President – Kenna Leonard, Vice President – Kyle Nuttall, and Secretary/Treasurer – Carol Smith. The motion carried.

The meeting was adjourned at 4:13 p.m.

Respectfully submitted,

Connie Cutright, Business Manager Kyle Nuttall,

President

Upshur County Public Library Board of Trustees Meeting June 21, 2023

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, June 21, 4:00 p.m. at the library. Board members in attendance were Carol Smith, John Haymond, and Kyle Nuttall. Absent were Sherry Dean and Katie Loudin. Also in attendance were Paul Norko, Library Director; and Connie Cutright, Business Manager.

The meeting was called to order by President Kyle Nuttall at 4:00 p.m.

The board approved the minutes of the May 24, 2023 meeting on a motion made by John and seconded by Carol.

The board accepted the financial reports for May, including itemized lists of electronic debits/credits on a motion made by Carol and seconded by John.

Director's Report - See the written report

Additions:

Assistant Director -Paul reported that Keyth Sokal has accepted the Assistant Director's position and will begin in late July or early August.

Hotspots – Paul stated that the lending period for the hotspots has not yet been changed because the person in charge of changing the lending periods in the database has not yet been able to do so.

Unfinished Business

Paul and Connie reported that they are still purchasing a few of the items discussed to meet our maintenance of effort spending according to state regulations.

New Business

Friends of the Library – A representative was not available. Paul stated the Friends will be having a raffle throughout the summer.

The next meeting will be at the library on Wednesday, July 19, at 4:00 p.m., and will include both the regular meeting and the annual meeting. The meeting was then adjourned.

Respectfully submitted,

Connie Cutright,

Business Manager

Approved,

Kyle Nuttall,

Board President

Upshur County Public Library July 2022 through June 2023

TOTAL

	Apr 23	May 23	Jun 23	Jul '22 - Jun 23		\$ Over Budget	% of Budge
Income					Douget	4 Over Budget	% or budge
4020 · County Commission	0.00	11,625.00	0.00	46,500.00	46,500.00	0.00	100.0%
4030 · Board of Education	0.00	23,425.00	0.00	93,700.00		0.00	100.0%
4040 · Grant-in-Aid	24,511.00	0.00	0.00	98,042.00	98,042.00	0.00	100.0%
4060 · WVLC Svcs. to Lib. (admin fees)	16,265.00	0.00	0.00	65,058.00	65,056.00	2.00	100.0%
4160 · Other Grants	0.00	0.00	0.00	7,403.97	•		
4230 · Unrestricted Gifts	495.79	276.39	586.49	5,948.89	3,500.00	2,448.89	169.97%
4240 · Restricted - Memorial/Gift Matl	325.00	1,000.00	100.00	2,615.00	2,500.00	115.00	104.6%
4310 Interest	149.94	138.08	151.36	906.98	200.00	706.98	453.49%
4420 · Copies/Faxes	604.92	506.35	481.00	6,062.93	5,100.00	962.93	118.88%
4450 · Fines	132.75	108.00	191.21	1,772.23	1,600.00	172.23	110.76%
4490 · Other fees-cards, JD, earbuds	18.00	36.50	22.00	465.50	500.00	-34.50	93.1%
4730 · Fundraisers	10.50	169.70	4.00	912.20	2,300.00	-1,387.80	39.66%
4735 · Fundraiser - Ramp Dinner	8,749.18	0.00	0.00		10,000.00	2,914.18	129.14%
otal Income		37,285.02	1,536.06	342,301.88		13,303.88	104.04%
xpense		,	.,	0.12,007.00	020,000.00	15,500.50	104.04 /
6020 · Wages	15,035.20	17,364.20	16,780.59	182,521.32	208.828.00	-26,306.68	87.4%
6030 · FICA		1,076.58	1,040.41		12,948.00	-1,631.67	87.4%
6040 · Medicare	218.01	251.78	243.31	2,646.55	3,028.00	-381.45	87.4%
6050 · WV Public Employees Retirement		1,487.02	1,409.29		18,400.00	-2,425.41	86.82%
6060 · Insurance (Employer Paid)		1,679.42	1,679.42		26,039.00	-5,173.76	80.13%
6061 · RHBT (Employer Paid)	210.00	210.00	210.00	2,590.00	3,360.00	-770.00	77.08%
6080 · WV Unemployment	79.83	58.38	55.69	913.65	1,011.00	-97.35	90.37%
6090 · Workers Comp.	0.00	0.00	423.87	423.87	522.00	-98.13	81.2%
6110 · Books	553.22	643.18	4,652.51	10,994.48	9,800.00	1,194.48	112.19%
6112 · Memorial/Gift Materials	258.63	102.01	493.75	2,583.69	2,500.00	83.69	103.35%
6140 · Periodicals/Newspapers	0.00	36.00	0.00	1,322,11	1,700.00	-377.89	77.77%
6143 · Electronic Books	0.00	8.00	1,040.64	2,893.40	2,500.00	393.40	115.74%
6151 · Audios	77.77	7.95	446.48	1,666.11	1,500.00	166.11	111.07%
6152 · DVD's	89.38	36.95	173.67	830.73	900.00	-69.27	92.3%
6230 · Other Grant Expenditures	182.13	760.41	-216.07	4,500.00	000.00	-03.27	32.37
6310 · Office/Library Supplies	172.47	142.99	2,510.13	5,059.00	3,400.00	1,659.00	148.79%
6350 · Postage	104.82	648.77	111.81	1,583.97	1,800.00	-216.03	88.0%
6521 · Equipment/Furniture	3,179.19	968.31	1,298.99	7,195.03	1,500.00	5,695.03	479.67%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6552 - Software/Elec. Sub./Maint. fees	1,507.04	469.65	1,721.68	7,113.20	6,500.00	613.20	109.43%
6570 · Vehicle Maintenance	0.00	0.00	0.00	55.99	500.00	-444.01	11.2%
6720 · Bldg. Maint. (inc. janitorial)	0.00	32.36	6,106.50	6,513.90	1,000.00	5,513.90	651.39%
6742 · Utilities - Electric	1,934.08	1,885.17	1,393.35	20,538.64		538.64	102.69%
6743 · Utilities - Water/Waste	99.96	220.54	102.34	1,273.64	1,200.00	73.64	106.14%
6750 · Telephone	207.49	545.38	237.60	2,825.96	2,600.00	225.96	108.69%
6760 · Insurance - Building & Bonds	0.00	0.00	0.00	728.00	730.00	-2.00	99.73%
6910 · Public Info./Programming	479.78	103.00	658.07	1,693.53	800.00	893.53	211.69%
6920 · Memberships	0.00	240.00	. 0.00	280.00	250.00	30.00	112.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	110.69	50.00	34.60	1,727.46	2,200.00	-472.54	78.52%
6950 · Fundraising Expenses	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6955 · Fundraiser Ramp Dinner	3,913.75	37.71	75.00	4,026.46	4,300.00	-273.54	93.64%
6970 · Professional & Misc. Fees	0.00	0.00	112.98	178.16	.,550.00	270.04	30.047
6980 - Audit	0.00	0.00	0.00	3,072.00	1,728.00	1,344.00	177.78%
Total Expense	-	29,065.76		325,907.01		-16,336.99	95.23%
ncome	18,939.87		-41,260.55		-13,246.00	29,640.87	-123.77%

JULY 2022-JUNE 2023 CIRC STATS

														% of total
Type	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Totals	circ
Adult Fiction	413	389	377	285	385	260	406	437	350	272	355	468	4397	13.65%
Adult Non-Fictio	126	156	137	120	77	118	140	133	178	117	142	106	1550	4.81%
Books on CD	81	100	108	66	123	48	67	113	83	60	71	83	1003	3.11%
DVDs	652	738	581	568	547	435	501	325	431	299	363	395	5835	18.11%
Easy Books	459	447	497	410	359	252	343	393	400	424	339	767	5090	15.80%
Hotspots	33	37	41	27	27	17	30	33	39	29	38	31	382	1.19%
Juv. Fiction	229	274	338	376	250	221	212	278	298	325	192	336	3329	10.33%
Juv. Non-Fiction	138	178	252	235	175	129	146	220	231	176	95	227	2202	6.84%
Kits	4	5	4	2	2	0	0	1	3	3	2	3	29	0.09%
Large Print	51	82	104	70	73	29	66	66	73	48	82	86	830	2.58%
New Books	262	314	244	208	226	186	194	218	242	212	244	256	2806	8.71%
Paperback	127	168	151	108	127	151	153	140	139	90	186	146	1686	5.23%
Periodicals	36	39	34	18	19	17	21	19	23	19	24	18	287	0.89%
Special Collectio	13	24	126	165	222	248	97	100	91	53	23	40	1202	3.73%
WV Material	58	50	51	50	26	7	21	22	25	4	15	9	338	1.05%
WV Non Circ.	0	1	0	0	0	0	1	0	0	0	0	1	3	0.01%
Young Adults	90	67	53	128	109	84	92	150	136	105	115	78	1207	3.75%
Young Adults NF	7	6	2	2	4	0	1	1	2	2	6	5	38	0.12%
Total Print	2779	3075	3100	2838	2751	2202	2491	2649	2744	2238	2292	3055	32214	
Total Renewals	513	551	612	539	593	613	466	530	585	453	535	454	6444	
Ebook Circ.	1582	1641	1540	1595	1464	1535	1807	1580	1702	1590	1723	1832	19591	
Total Circulation	4874	5267	5252	4972	4808	4350	4764	4759	5031	4281	4550	5341	58249	

Elkins Road Public Service District Board of Directors' Regular Meeting August 8, 2023

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, August 8, 2023.

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

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

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

Phone in participants:

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

Recognize that three (3) customers were present.

APPROVAL OF MINUTES

Minutes of July 11, 2023 Regular Monthly Meeting were presented for approval. Carey Wagner made a motion to approve the minutes. David Burr seconded. Motion carried

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

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

STATE AUDITOR BIDS/SELECT AUDIT COMMITTEE

Carey Wagner made a motion to elect Carolyn Douglas, Wendell Grose and herself to be on the audit committee and to approve for her to sign the 3 year contract for audits. Seconded by David Burr, Motion carried

PHASE III EXTENSION PROJECT

No one attended or phoned in for the Phase III Project as it is almost completed.

The Board set up a tentative date to meet with Region VII to begin setting up the system GIS.

Elkins Road Public Service District Board of Directors' Regular Meeting August 8, 2023

MAINTENANCE

Dave Wamsley gave the July Maintenance Report. We installed several taps and repaired a couple of big leaks which has dropped our water loss substantially. We still have leaks out there that need to be found because our daily usage is too high but at least is coming down.

We had a discussion on purchasing a 24 x 30 metal building for the PSD.

There being no further business, the meeting adjourned on motion made by Dave Burr and seconded by Wendell Grose. Meeting adjourned at 5:30 p.m.

The next meeting will be held on Tuesday, August 1, 2023 at 5:00 p.m.

Respectfully submitted:

ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda

Sign In Sheet

Approved By:

Board Chair/Treasurer

Carey Wagner

Secretary

David A. Burr

Board Member

Wendell R. Grose

ELKINS ROAD PSD REGULAR MONTHLY MEETING TUESDAY, AUGUST 1, 2023

Sign In Sheet

Name	Address	Phone
CHIDIN DOUGHS	ERPSA	412 3008
DAVE WHASLEY	1	<i>Y</i>
Limmelila -	//	~
Wendell Gore	l C	4
Carey Wagner	FC.	/ (
0 0		
		7.11 6-01
Tall Ilu Zoom	DAVE BURK	613-9093

Adrian Public Service District

August 11, 2023 Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Chairman; Kelly Arnold, Sec/Treasurer; Carolyn Douglas, Vice Chairman; Norma Woody, Manager; Eric Brunn, Chief Water Operator and Alicia Wright, Assistant Manager.

All motions were unanimous unless otherwise noted.

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

Minutes of the July 6, 2023 meeting were read. Paul made a motion to approve the minutes and Kelly seconded. Motion carried. Minutes of the July 19, 2023 project meeting were read. Paul made a motion to approve the minutes and Kelly seconded. Motion carried.

Invoices/credit card statement were presented. A motion was made to pay by Paul, seconded by Carolyn. Motion carried.

Old Business

Phase VIII/Pickens

New Business

None

Items for Discussion/Action/Approval

- The board voted unanimously to approve Bennett & Dobbins renewal contract for audits.
- Norma advised the board of Bennett & Dobbins yearly audit to begin August or September.
- A motion was made by Carolyn for Lisa and Eric to attend the West Virginia Rural Water Conference at Oglebay. Kelly seconded that motion. Motion Carried.
- Jared Bentley completed probationary period. Norma and Eric made a recommendation to the board to employee Jared Bentley
 full-time as a Water Distribution Operator OIT for Adrian Public Service District. The board agreed with full-time employment
 beginning August 14, 2023 with full benefit package.
- Norma recommended employee compensation review be revisited. The board voted to give all employees a 50 cent raise.
 Norma and Eric each requested their raises be given to Alicia Wright and Jared Bentley for exceptional work performance to date. The board approved their request.
- The 2023 Sanitary Survey was completed by Craig Cobb, Engineer, WV Office of Environmental Health Services. No significant deficiencies were reported. Paul Spencer provided a copy of report.

Maintenance Report

- Sixteen leaks/main breaks were repaired during the month of July-August.
- Installed three taps.
- Provided information on Watersaleman for Pickens Volunteer Fire Department.

Office Report

None

Adjournment

The meeting adjourned at 4:00 pm.

Next regular Board Meeting September 7, 2023 at 3:00 p.m.
Next Phase VIII Project Meeting August 17, 2023 at 3:00p.m.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Kelly Arnold, Sec., Treas.

Adrian Public Service District

August 17, 2023 Phase VIII Project Meeting

Present from Adrian PSD: Kelly Arnold, Sec/Treas.; Carolyn Douglas, Vice Chairman; Paul Spencer, Chairman; Eric Brunn, Chief Water Operator and Norma Woody, Manager.

Visitors: Trey Hornor, P.E. President Hornor Brothers Engineering Carry Wallace, Program Coordinator, Region VII Doug Heater, Superintendent, Pro Contracting

All motions were unanimous unless otherwise noted.

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

Items for Discussion/Action/Approval

- Trey Hornor, Hornor Brothers Engineering reviewed progress and status of construction (63.5% complete as of July 31, 2023). Indian Camp complete, Get Out Rd complete, Frenchton Rd complete, Little Trace Run Rd complete, Holly Grove Rd complete, Alexander Rd complete, portion of Eden complete; working on Route 20, Eden Rd/Gaines and Metzner Hollow Rd, Helvetia to Pickens.
- Norma requested approval of **Resolution No. 9 of the Phase VIII water extension project**. Paul made a motion to approve, and Carolyn seconded the motion. Motion carried.
- Norma requested approval of Adverse Weather Day calculation sheets for Phase VIII water extension project. Contract 1 (0 days), Contract 2 (0 days), Contract 3 (4 days). Carolyn made the motion to approve, and Paul seconded the motion. Motion carried.
- Contract #3 Change Order #4 Mid-Atlantic Storage Systems. Repair slip at Chandler tank site. Paul made a motion to approve, and Carolyn seconded the motion. Motion carried.
- Pickens Volunteer Fire Department request for Watersalesman to be installed at Pickens Fire Department for public use
 was approved previous project meeting. Trey will discuss with RUS for approval. Estimate obtained and installation will
 be provided Adrian Public Service District once ordered/received to be reimbursed by project.
- Schedule for Contracts are as follows: Contract 1-Pro Contracting (2 crew working), Contract 2-Pro Contracting (2 crews working), Contract 3-Mid Atlantic Storage Systems (site contractor working).

Adjournment

The meeting adjourned at 4:00 pm.

Next regular board meeting will be **September 7, 2023** at 3:00 pm. Next project meeting will be **September 20, 2023** at 3:00 pm.

Board of Directors

Paul Spencer, Chairman

Carolyn Douglas, Vice Chairman

Paul Spenner Carry Darger

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