

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: December 1, 2022

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

- November 14, 2022 – 2022 General Election Canvassing Minutes
- November 17, 2022

9:15 a.m. Certification of the November 8, 2022 General Election Results *

9:30 a.m. Virgil D. Miller, Sheriff of Upshur County -Recognition and presentation of Appreciation Plaques to Tuscany Oil & Gas LLC, Mountain V Oil & Gas, Mike Shaver, Elks Lodge #1736 for their generous donation to the Upshur County K-9 program.

11:00 a.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Discuss applying for Land and Water Conservation Grant Funds (LWCF) to be used to rehabilitate the tennis courts located at the Upshur County Recreational Park. Upon approval, adopt Resolution authorizing the acceptance of grant funds under the LWCF ; adopting all understandings and assurances contained in the grant documents, committing matching funds, and further appointing the President of the Upshur County Commission to administer said program. * Pages 5-18
2. Consider authorizing Tabatha R. Perry, County Administrator, to serve as the Authorized Official on the WV Medical Cannabis Grant Program Application. This is a collaborative effort between the Commission, Sheriff's Department and the Board of Education to continue the employment of the Prevention Resource Officer at the Buckhannon-Upshur High School. * Pages 19-40
3. Review the Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed June 13, 2022 – Case Number 021121-01 (Union Tax District – Tax Map 7H – Parcel Number 76.1) owned by Bryce Chapman and consider Order Adopting Enforcement Agency Findings. On September 8, 2022, the Commission moved to review this case after 90 days. *
4. Consider Application for Community Use of Buildings, Equipment and Grounds filed by Jason Campbell on behalf of BMC Productions, JC Films. This organization is requesting use of the Courthouse plaza on Friday, December 9, 2022 for filming outside. A Certificate of Liability Insurance has been included with the request. * Under separate cover
5. Consider appointment to the Upshur County Building Commission. The term is effective immediately through November 10, 2027. The following individual(s) have submitted a letter of interest for this vacant position. * Pages 41-42

- a) William Parker
- b) Edward M. Poach, Jr.

6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Correspondence from Melissa Garretson Smith, Executive Director, Courthouse Facilities Improvement Authority announcing the award of grant funds, in the amount of \$27,728, to be utilized for the replacement of the main exterior doors on the Courthouse and Annex. This award is 80% reimbursement / 20% county match. Page 43
2. Correspondence from Cathy Johnston representative of Weyerhaeuser Giving Fund announcing the award of a \$10,000 grant to the Upshur County Commission for the Upshur County Youth Camp. Pages 44-45
3. Correspondence from Cathy Johnston representative of Weyerhaeuser Giving Fund announcing the award of a \$1,000 grant to the Upshur County Commission for the Upshur County Recreational Park. Pages 46-47
4. Correspondence to Jade Jones Chickerell regarding improper utilization of Commission owned FEMA property located on Camp Road. Page 48
5. WV Department of Revenue State Tax Department Assessor Substantial Completion Notification: Certification that Dustin W. Zickefoose, Assessor of Upshur County, has complied with the "assessor's additional duties" and will receive additional compensation as provided in WV Code §7-7-6b Page 49
6. Correspondence from Ferrari & Associates, PLLC enclosing a copy of the Upshur County Fire Board, Incorporated Financial Statements and Independent Auditor's Report for the fiscal year ending June 30, 2022. Under separate cover
7. Correspondence from Carolyn Douglas, Office Manager, Elkins Road Public Service District, enclosing a copy of the Annual Independent Audit for Fiscal Year 07/01/2021 through 06/30/2022 prepared by Tetrick & Bartlett, PLLC. Under separate cover
8. Upshur County Sheriff's Financial Statement for period ending October 2022 Pages 50-51
9. Upshur County E911 Communication Reports – September and October, 2022
 - Monthly Department Summary Report Under Separate Cover
 - Monthly Wrecker Report
 - YTD Wrecker Report
10. Upshur County Mileage Reports – October, 2022 Pages 52-62
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound

- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

11. Public Notices:

a) Newsletters and/or Event Notifications:

- Upshur Cooperative Parish House Year-In-Review Newsletter [Pages 63-65](#)

b) Agendas and/or Notice of Meetings:

- Buckhannon-Upshur Airport Authority Board November 21, 2022 [Page 66](#)
- City Council of Buckhannon November 28, 2022 [Page 67](#)
- City Council of Buckhannon December 1, 2022 [Page 68](#)
- Upshur County Farmland Protection Board December 15, 2022 [Page 69](#)

Meeting Minutes:

- Upshur County Safe Sites and Structures Enforcement Board August 11, 2022 [Pages 70-71](#)
- Upshur County Public Library Board of Trustees September 21, 2022 [Page 72](#)
- Upshur County Solid Waste Authority October 10, 2022 [Pages 73-74](#)
- Upshur County Fire Board Meeting October 18, 2022 [Page 75](#)

c) Meetings: ***CHANGES ARE NOTED IN BOLD TYPE**

Adrian PSD	Thu	12/1/2022	3:00 PM
Banks District Volunteer Fire Department	Thu	12/1/2022	7:00 PM
City Council of Buckhannon	Thu	12/1/2022	7:00 PM
Selbyville VFD	Thu	12/1/2022	7:00 PM
Elkins Road PSD	Tue	12/6/2022	5:00 PM
Upshur County Safe Sites & Structures Enforcement Board	Thu	12/8/2022	3:00 PM
Upshur-Buckhannon Board of Health ** Cancelled	Thu	12/8/2022	6:00 PM
Buckhannon VFD	Thu	12/8/2022	7:30 PM
Region VI Local Elected Officials-Muriales-Marion County-Fairmont	Fri	12/9/2022	11:00 AM
Washington District VFD	Sun	12/11/2022	6:00 PM
Upshur County Family Resource Network	Mon	12/12/2022	12:00 PM
Buckhannon-Upshur Airport Authority	Mon	12/12/2022	4:00 PM
Upshur County Solid Waste Authority	Mon	12/12/2022	4:30 PM
Buckhannon-Upshur Recreational Park Advisory Board	Mon	12/12/2022	5:30 PM
Lewis-Upshur Community Corrections Board ** Cancelled	Mon	12/12/2022	6:00 PM
Upshur County Senior Center Board	Tue	12/13/2022	12:00 PM
Hodgesville PSD	Tue	12/13/2022	4:00 PM
Warren District VFD	Tue	12/13/2022	7:00 PM
Adrian VFD	Tue	12/13/2022	7:30 PM
Buckhannon-Upshur Chamber of Commerce	Wed	12/14/2022	12:00 PM
Upshur County Convention and Visitors Bureau	Wed	12/14/2022	3:00 PM
Tennerton PSD	Wed	12/14/2022	3:00 PM
Buckhannon River Watershed Association	Wed	12/14/2022	6:00 PM
Upshur County Fire Board, Inc. @ Ellamore VFD	Wed	12/14/2022	6:30 PM
Ellamore VFD	Wed	12/14/2022	7:00 PM

Upshur County Farmland Protection Board 3rd Thursday	Thu	12/15/2022	6:00 PM
Upshur County Youth Camp Board	Thu	12/15/2022	6:30 PM
Wes-Mon-Ty Resource Conservation & Development Council	Fri	12/16/2022	10:00 AM
Lewis Upshur LEPC-Upshur Co. **Cancelled	Wed	12/21/2022	12:00 PM
Upshur County Public Library Board	Wed	12/21/2022	4:00 PM
UC Enhanced Emergency Telephone Advisory Board	Tue	12/27/2022	3:00 PM
Upshur County Fire Fighters Association	Wed	12/28/2022	7:00 PM
Upshur-Buckhannon Board of Health	Thu	1/5/2023	6:00 PM
Lewis-Upshur Community Corrections Board-Lewis County Location	Mon	1/23/2023	6:00 PM

12. Appointments Needed or Upcoming:

- Upshur County Building Commission Expiration (Richard Ralston, II 11/10/2022)

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

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)

1. Review and approval of revised Overtime / Compensatory Time Policy within the Upshur County Employee Handbook of Personnel Guidelines dated February 10, 2022. (Tabled 11/3/2022)

Next Regular Meeting of the Upshur County Commission
December 15, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

*****The Commission Meeting scheduled for Thursday; December 8, 2022 is CANCELLED*****

**RESOLUTION AUTHORIZING THE ACCEPTANCE
OF GRANT FUNDS UNDER THE LAND AND WATER CONSERVATION FUND TO
THE STATE OF WEST VIRGINIA FOR THE RESURFACING OF THE TENNIS
COURTS AT THE PARKS AND RECREATION COMPLEX, ADOPTING ALL
UNDERSTANDINGS AND ASSURANCES CONTAINED
IN THE GRANT DOCUMENTS; COMMITTING MATCHING FUNDS; APPOINTING
THE PRESIDENT OF THE UPSHUR COUNTY COMMISSION TO
ADMINISTER SAID PROGRAM**

WHEREAS, the Upshur County Commission recognizes the need for universally accessible play environments to meet the widest range of needs and abilities, and wishes to participate in the Land and Water Conservation Fund program to enhance and refurbish the current tennis courts located at the Parks and Recreation Complex in Upshur County; and,

WHEREAS, the Upshur County Commission, through the Parks and Recreations, wishes to enhance the useability of the current tennis courts to build community involvement by adding alternative lining options to play a variety of sports. The Upshur County Commission, along with the Upshur County Board of Education, also desires to create a competitive sports arena available for current and future Upshur County students; and,

WHEREAS, by the terms and provisions of said program, it is necessary for the Upshur County Commission to adopt an official resolution authorizing the acceptance of funds to the State of West Virginia for the Land and Water Conservation Fund, commit to 50 percent matching share from General County Funds; and,

WHEREAS, the Upshur County Commission is also required to adopt by official resolution all understandings and assurances contained in, and made a part of, and agrees to abide by all rules and regulations pertaining to the Land and Water Conservation Fund Program, and to operate and maintain the proposed facility for public use under the requirements of the Land and Water Conservation Fund, should this project receive Federal assistance; and,

WHEREAS, it is required that the Upshur County Commission appoint an official representative of the Upshur County Commission to administer said program and to provide all additional information required by the state government; and,

NOW, THEREFORE, BE IT RESOLVED, by the Upshur County Commission that:

1. The Upshur County Commission authorizes the acceptance of funds to the State of West Virginia for the Land and Water Conservation Fund Program in the amount of \$171,500.00, and commits 50 percent matching share for the total project in the amount of \$171,500.00 which is earmarked within the Financial Stabilization Fund,
2. The Upshur County Commission hereby appoints the President of the Upshur County Commission to serve as the official representative of the Upshur County Commission in administering said Land and Water Conservation Fund Program, including providing necessary additional information to the State government.

PASSED by the Upshur County Commission on this the 1st day of December, 2022 .

Kristie G. Tenney
President County Commission

ATTEST:

Carol Smith
County Clerk

OMB Number: 4040-0004
Expiration Date: 12/31/2022**Application for Federal Assistance SF-424**

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Upshur County Commission

* b. Employer/Taxpayer Identification Number (EIN/TIN):

556000406

* c. UEI:

L1BDAD3EH4A7

d. Address:

* Street1: 91 West Main Street

Street2: Suite 101

* City: Buckhannon

County/Parish:

* State: WV: West Virginia

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 26201-2259

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Cindy

Middle Name:

* Last Name:

Hughes

Suffix:

Title: Assistant County Administrator

Organizational Affiliation:

* Telephone Number: 304.472.0535

Fax Number: 304.473.2802

* Email: cmhughes@upshurcounty.org

Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of the Interior, National Park Service

11. Catalog of Federal Domestic Assistance Number:

15.916

CFDA Title:

Land and Water Conservation Fund

*** 12. Funding Opportunity Number:**

P20AS0014

* Title:

FY 2020 Land and Water Conservation Fund State Formula Grants, Application Cycle 1

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Upshur County Recreation Park Tennis Court Renovation Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input style="width: 100px;" type="text" value="2"/>	* b. Program/Project <input style="width: 100px;" type="text" value="2"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input style="width: 300px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input style="width: 100px;" type="text" value="12/31/2023"/>	* b. End Date: <input style="width: 100px;" type="text" value="12/31/2025"/>
18. Estimated Funding (\$):	
* a. Federal	171,500.00
* b. Applicant	171,500.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	343,000.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 100px;" type="text" value="11/30/2022"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input style="width: 300px;" type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input style="width: 100px;" type="text"/>	* First Name: <input style="width: 200px;" type="text" value="Kristie"/>
Middle Name: <input style="width: 300px;" type="text"/>	
* Last Name: <input style="width: 500px;" type="text" value="Tenney"/>	
Suffix: <input style="width: 100px;" type="text"/>	
* Title: <input style="width: 350px;" type="text" value="President"/>	
* Telephone Number: <input style="width: 200px;" type="text" value="304.472.0535"/>	Fax Number: <input style="width: 200px;" type="text" value="304.473.2802"/>
* Email: <input style="width: 500px;" type="text" value="kgtenney@upshurcounty.org"/>	
* Signature of Authorized Representative:	* Date Signed:
<div style="background-color: yellow; width: 350px; height: 40px; margin-top: 10px;"></div>	<div style="background-color: yellow; width: 100px; height: 20px; margin-top: 10px;"></div>

CERTIFICATION OF TITLE

Project Title: Upshur County Recreation Park Tennis Court Renovation Project

Location: 308 B-U Drive, Buckhannon, WV 26201-2259

I hereby certify that I have examined the title to the property(ies) on which the construction of recreation facilities is to be made, in accordance with the application for assistance under The Federal Land and Water Conservation Fund, and that the title to the property is in the name of Upshur County Commission
local governing body

and that the title is good and marketable.

I further certify that there are no easements or restrictions against this property except as herein listed:

Date

Attorney/Solicitor

(attach/enclose copy of deed(s) to park project area along with 6(f) map of project area)

CERTIFICATION OF FLOOD INSURANCE

The Flood Disaster Protection Act of 1973 (P.L. 93-234) will effect some Land and Water Conservation Fund projects which are located in special flood hazard areas as identified by HUD. The following checklist is designed to determine if this project is effected, and if so, what your community responsibilities are.

Please sign the following statements that apply to this project proposal. Provide supporting flood hazard area maps as may be required.

Public Law 93-234 does not restrict Federal assistance to any community, regardless of eligibility for National Flood Insurance, for projects not located in Federal financial assistance to any community, regardless of eligibility, for projects in special flood hazard areas which do not contain any developments required to be covered by flood insurance.

 Sign
 Kristie Tenney, Commission President

This project is not located in a flood hazard area as identified by HUD.

 Sign

This project is located in a special flood hazard area as identified by HUD; but the project does not contain any developments that would be required to be covered by flood insurance.

NOTE: If either of the above statements are signed, disregard the remaining portion of this form.

If insurable improvements in a flood area are involved, complete the appropriate section for either eligible communities or non-eligible communities.

ELIGIBLE COMMUNITIES

Any community which is eligible for National Flood Insurance must, as a condition of project approval, obtain insurance on any insurable improvements on projects located in the identified flood hazard area.

 Sign

This community is eligible for National Flood Insurance.

This project is located in an identified flood hazard area and contains the following insurable improvements:

Certification of Flood Insurance (cont'd)

Sign

I hereby certify that the _____

(Name of Community)
will obtain insurance on the above insurable improvements and fully understand that evidence of coverage must be on file with the National park Service prior to the submission of any request for reimbursement.

NON-ELIGIBLE COMMUNITIES

Any community which is not eligible for National Flood Insurance must, as a condition of project approval, obtain private insurance on any insurable improvements on projects located in the identified flood hazard area.

Sign

This community is not currently eligible for National Flood Insurance.

This project is located in an identified area and contains the following insurable improvements:

Sign

I hereby certify that the _____

(Name of Community)
will obtain insurance on the above insurable improvements and fully understand that (1) evidence of coverage must be on file with the National Park Service prior to the submission of any request for reimbursement and that (2) if the Community does not become eligible, fund assistance may not be provided for any buildings in the flood hazard area.

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2026

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.



PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President, Upshur County Commission
APPLICANT ORGANIZATION Upshur County Commission	DATE SUBMITTED 

U.S. Department of the Interior

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions

CHECK ☒ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal 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/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace RequirementsCHECK ☒ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.**Alternate I. (Grantees Other Than Individuals)****A. The grantee certifies that it will or 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 ongoing 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
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on files that are not identified here.**PART D: Certification Regarding Drug-Free Workplace Requirements**CHECK ☐ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.**Alternate II. (Grantees Who Are Individuals)**

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

*CHECK X IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND
 THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT;
 SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.*

*CHECK IF CERTIFICATION FOR THE AWARD OF A FEDERAL
 LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR
 SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) 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 an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Kristie Tenney, President, Upshur County Commission

TYPED NAME AND TITLE

DATE

**DOCUMENTATION OF LOCAL SHARE
AND
PROVISION OF OPERATIONS AND MAINTENANCE CONTINUANCE**

Provide one copy of your current budget, which shows that funds are on hand and reserved for the 50% match for this project, and that operations and maintenance funds are budgeted sufficiently to keep the facility open to the public.

Without this information, your application will not be complete.

This is to certify that the attached budget documents accurately reflect our 50% local matching share, and our intent to maintain and keep the proposed facility open to the public.

Signature, Authorized Local Official

Date

**Upshur County Commission
LWCF Application
Source of Match Documentation
for
Upshur County Recreation Park Tennis Court Renovation Project**

The source of matching funds for this project will be utilized from the Upshur County Commission's General County Funds and earmarked within the Financial Stabilization Fund at the amount of \$171,500.

These funds have been set aside and are dedicated only to the Upshur County Recreation Park for the proposed project. The operations and maintenance funds are budgeted sufficiently to keep the facility open to the public.

Signature, Authorized Local Official

Date

Appendix A

Medical Cannabis Grant Program (MCGP) FY 2023 Application Checklist



West Virginia MCGP Application Checklist

Applicant: Upshur County

Amount Requested: \$28,000

☒ General Administrative Information – Page 1

- ☒ Applicant Information Complete and **Matches OASIS**
- ☒ Type of Agency is Marked
- ☒ Project Director Information Complete
- ☒ Fiscal Officer Information Complete
- ☒ Amount Requested is Complete
- ☒ Local Funds Committed
- ☒ Number of Years Previously Funded is Provided
- ☒ Estimated Number of Participants to be Served is Provided
- ☒ Geographic Area to be Served is Provided
- ☒ Total Population for Geographic Area Provided
- ☒ DUNS Number Provided
- ☒ FEIN Number Provided
- ☒ OASIS Vendor Number Provided
- ☒ Project Title Provided
- ☒ Project Description Provided
- ☒ Authorized Official Information is Complete – with ORIGINAL signature

☒ Budget Information – Pages 2 through 4

- ☒ Budget Summary (Complete with Applicant Name and FEIN Number)
- ☒ Funding Strategy Complete
- ☒ Budget Detail Provided
- ☒ Budget Justification Provided

☒ Project Abstract

☒ Project Narrative – Page 5

- ☒ Statement of the Problem
- ☒ Program Description and/or Solution to the Problem
- ☒ Capabilities and Competencies
- ☒ Plan for Collecting the Data Required for Quarterly Performance Reports
- ☒ Plan of Sustainability

☒ Goals and Objectives – Page 6

- ☒ At least **three goals and two objectives for each goal are required** for each discipline requesting funding. An activity, an outcome measure, and an implementation schedule are required for each objective.

- ☒ Collaboration Participants – Page 7
- ☒ Hiring Procedures and Job Descriptions – Page 8
- ☒ Attachment A - Program Operational Budget and 3-year Plan
- ☒ Additional Attachments
 - ☒ Letters of Support (not required, but strengthen application)
 - ☒ Current Task Force Memorandum of Understanding
 - ☒ Entry Level Salary Certifications (PRO and Task Force applications only)
 - ☒ PRO/Board of Education Agreement
 - ☒ Memo of IBR Compliance from West Virginia State Police
 - ☒ 501c3 Documents and Articles of Incorporation
 - ☒ Active CCR (SAM) Documentation
 - ☒ Federal Conditions & Assurances
 - ☒ Standard Conditions & Assurances
 - ☒ U.S. Department of Justice Certifications
 - ☒ EEOP Certification Form

Appendix B

Medical Cannabis Grant Program (MCGP) FY 2023 Project Abstract



**West Virginia MCGP
Grant Program Application****Project Abstract**

Instructions: Include a project abstract that summarizes the proposed program in 400 words or fewer. Project abstracts are written for a general public audience.

The Prevention Resource Officer program will provide for safer schools in Upshur County by providing excellence in school security. The excellence in school security goes beyond the physical presence of the officers and extends into the educational pursuit of the children of Upshur Schools by teaching life skills provided by the PRO. The PRO program will work to achieve a safer school environment by early intervention methods for all students. The PRO program will achieve safer schools by reducing the likelihood of introduction into the formal criminal justice system by informal actions taken by a law enforcement professional. The program will provide a mutually beneficial relationship between Upshur County School system and Upshur County as the students become full citizens.

FY 2023 West Virginia Medical Cannabis Grant Program Application Forms



West Virginia Medical Cannabis Grant Program Application	General Administrative Information Page 1
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<u>Applicant Agency:</u> Upshur County Commission Address: 91 West Main St. Suite 101 Buckhannon, WV 26201 Phone: 304-472-0535 Fax Number: N/A	<u>Type of Agency:</u> <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Non-Profit
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<u>Project Director:</u> Matthew Sisk PD Title: Director of Safety & Emergency Preparedness Address: 102 Smithfield St Buckhannon, WV 26416 Phone: 304-472-5480 x1019 Fax: N/A Email: Matthew.sisk@k12.wv.us	<u>Fiscal Officer:</u> Cindy Hughes FO Title: Assistant County Administrator Address: 91 West Main St. Suite 101 Buckhannon, WV 26201 Phone: 304-472-0535 Fax: N/A Email: cmhughes@upshurcounty.org
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Funds Requested: \$28,000 **Amount Awarded:** _____
Match Proposed: \$9,333
Project Period: October 1, 2022 – September 30, 2023



Number of years previously funded: N/A **Estimated Number to be Served:** 1,100
Geographic Area(s) Served: Upshur County
Total Population: 23,791
DUNS Number: 028608099
FEIN Number: 55-6000406
Project Title: Prevention Resource Officer - BUHS

Project Description: A collaborative effort between the Upshur County Board of Education, the Upshur County Sheriff's Department and the Upshur County Commission to continue the employment of PRO at Buckhannon-Upshur High School.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances if funding is provided.

<u>Authorized Official:</u> Tabatha Perry Address: 91 West Main Street, Suite 101 Buckhannon, WV 26201	<u>AO Title:</u> County Administrator Phone: 304-472-0535 Fax: 304-473-2802 E-Mail: trperry@upshurcounty.org
Signature: _____	Date: _____

West Virginia Medical Cannabis Grant Program Application	Budget Summary Page 2
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Applicant:	Upshur County Commission	FEIN Number:	55-6000-406
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Budget Category	WV MCGP Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	28,000.00	9,333.00	37,333.00
Travel/Training			
Equipment			
Other			
Totals	28,000.00	9,333.00	37,333.00

**All funds must be rounded to the nearest whole dollar amount*

Funding Strategy

Funding Source(s)	Amount	Status
Medical Cannabis Grant	\$28,000	P
Upshur Board of Education	\$9,333	C
Total		

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan, or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

West Virginia Medical Cannabis Grant Program Application	Budget Detail Page 3
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Detailed Project Cost by Budget Category	Requested MCGP Funds	Local Funds Utilized	Grant Funds Approved
<u>Personnel / Contractual:</u> Salary PRO – B-U High School ...FICA 7.65% ...Workers Comp 2.97% ...Retirement 12% <u>Travel / Training:</u> <u>Equipment (\$1,000/unit):</u> <u>Other:</u>	\$28,000	\$9,333.00	(JCS Use Only)
Total Requested MCGP Funds	\$28,000		
Total Local Matching Funds		\$9,333.00	
Total Funds APPROVED for Project			(For JCS Only)

Provide specific information that explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

The total match requirement is based on the following calculation:

$$28,000.00/0.75 = 37,333.33$$

$$37,333.33 - 28,000 = 9,333.33$$

Prevention Resource Officer PRO Salary and Benefits

Salary: 41,329.60
 Retirement (12%): 4,959.55
 FICA (7.65%): 3,161.71
 Workers Compensation (2.97%): 1,442.40
 Health/Life/Vision/Dental: \$16,470
 Unemployment: 619.95
 Other (OPEB): 4,150.00

Total Salary and benefits: 72,133.21

Match

The Upshur Bounty Board of Education (BOE) will pay the balance of the salary and benefits for the PRO (i.e. \$44,133.21). The BOE will also provide for the relevant PRO training (tuition and travel) in the estimated amount of \$1,500. (NOTE: There was only limited training in 2021-2022 due to the COVID-19 pandemic. The BOE anticipates that this will change in the 2022-2023 school year.)

The patrol car costs, including gas, insurance, maintenance, and other miscellaneous expenses will be paid by the Upshur County Commission, in the estimated amount of \$5,900.00.

The required match for this grant is \$9,333.00, but as can be seen, the local funds contributed to the project far exceed this requirement.

Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

Statement of Problem

The Buckhannon-Upshur Middle School (BUMS) administration notes that all three (3) grades of the middle school continue to have disciplinary issues. These disciplinary issues include vaping, physical aggression, fighting, and disrespect to school personnel. The Buckhannon-Upshur High School administration notes that all four (4) grades of the high school continue to have disciplinary issues. These disciplinary issues include vaping, physical aggression, fighting, and disrespect to school personnel. It is believed that the behavior issues have been exacerbated by the results of the pandemic and the lost educational and social learning time. It is important to note as well that the high school continues to face similar issues. Therefore, it could be possible with the additional assistance of the prevention resource officer at the middle school to curb not only behavior at the middle school but improve the behavior pattern of the students and improve the behavior of the students as they continue to Buckhannon-Upshur High School. Currently it is important to note that the PRO is an integral part of addressing the severe discipline at the middle school.

Program Description and Solution to Problem

Having the PRO at BUMS has led directly of early intervention resulting in reduced rates of formal criminal justice intervention processes. The PRO maintains excellent mentoring and leadership that directly influences the school climate and culture. All Upshur County schools will be participating in the school climate surveys in 2022-2023 school year. During the 2020-2021 and 2021-2022 school years a climate survey was not completed due to the pandemic and abnormal school environments. However, previous year's survey results indicated areas of concern regarding bullying and harassment, disruptive student behavior, and in general lack of student respect toward staff. The disciplinary analysis demonstrates that this continues to be a concern. While overall the feeling among staff and students is that BUMS is a great place for education there are areas for improvement. The PRO has been and will continue to be an influential role in diversion for students from the criminal justice system. The positive interactions and meaningful relationships built by the PRO have resulted in students and staff utilizing the PRO to have fruitful conversations that have enabled students to improve their behavior. The PRO also provides a strong role in advising school administration on conducting an investigation into school disciplinary issues. This expert advice enables school officials to better handle situations that otherwise could have become larger issues. The vaping epidemic continues to be a major concern for student health. Students have been found to vape in bathrooms, classrooms, busses, and hallways. This is true for both Buckhannon-Upshur High School and Buckhannon-Upshur Middle School. While the current attempts to curb

the vaping issues have not had the desired results it is argued that without the PRO assistance it would be worse. The PRO provides the legal knowledge to educate these underage students about the potential legal concerns that could result from being caught vaping. The PRO also has had discussion with local businesses, which sell vaping devices, to underline the importance of not selling vapes to underage individuals. The PROs have provided excellent documentation and direction to the installation for vaping detection devices. The PRO presence also creates an environment that acts as a deterrence for vapes to be bought and sold on school property. Past investigations have determined that students are getting vapes off of school campus. The PRO program uses research-based curriculum provided through the PRO trainings; resources from the WVDICS website are used as well. The PRO is working with the schools' guidance department and taking part in the further expansion of the schools' advisory program. The PRO works closely with the school's PBIS committee and school administrators to foster a positive school climate and develop important connections with the most at-risk students. They are also a member of the trauma-informed schools committee. School attendance continues to be a problem, in particular coming out of the pandemic when attendance to school was not stringently enforced. When students are truant there is a high probability they will receive further disciplinary charges and are known to have a higher chance of dropping out of school. As the 2022-2023 school year starts it is imperative that the PROs demonstrate the need of in person learning. School administrators will be working on communicating early with the PROs regarding potential truancy concerns. Often, it is noted that the frequent absences from school stems from a high-risk home environment. The PRO is a great resource to help an entire family connect with other local resources in conjunction with the Student Services Director.

Capabilities and Competencies

Upshur County has received a total of four(4) School Violence Prevention Grants that have provided key infrastructure in the school to provide for increased security. The grants include security surveillance systems, exterior door security, emergency communication systems and bus security surveillance systems. The PROs have access to these invaluable resources. It is imperative to underline that the PRO works directly with the central office Director of Safety and Emergency Preparedness to combat these issues on a program level. However, the PRO daily works with the school administration, school counselors, teachers, to create alternative methods to reduce negative student behavior. This grant application seeks to continue to the full-time employment of the PRO at BUMS. It is the hope of the school district that the return to normal school, with the closure of the COVID-19 pandemic, will enable the program goals of the PRO program to become fruitful. It is important to note that while many of the goals of the PRO program are similar to previous years that the pandemic provided insurmountable obstacles to these efforts.

Finally the PROs provide invaluable feedback during the frequently hosted drills at the schools. The PROs perspective have been a key element in allowing the schools to have insight into law enforcement response and capabilities in Upshur County.

Data Collection

The PROs are provided data regarding school discipline director by the lead administrator at both schools to allow for full reports to be completed for the program. The Director of Safety is a second resource to the PROs. During the monthly PRO meetings discipline is discuss at all levels of schools within Upshur County. This information sharing is a force multiplier in allowing the PROs to better address crime trends and connect familial issues across schools.

Plan of Sustainability

Upshur County Schools are committed to the continued presence and work of the PROs. Upshur County Schools continues to have a close relationship with the PROs and local law enforcement. The success of the PRO program is a critical part of the school's strategic plan every year in addressing student discipline. The school system has recently been removed as financially concerned county and has a financially balanced budget with a large financial reserve. This demonstrates that Upshur County Schools is financially stable enough to continue the PRO program beyond this year.

**West Virginia Medical Cannabis
Grant Program Application**
**Grant Goals and Objectives
Page 6**

- Goal -** Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed.
- Objective -** A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T.** (Specific, Measurable, Attainable, results oriented and Time bound).
- Outcome Measure -** The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and results shared.
- Activities -** What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
- Timeline -** When will the activity begin and end? **You must have a timeline for each activity.**

Goal Number:	1	To reduce truancy to provide a safe learning environment using prevention and intervention program methods
Objective Number:	1.1	To reduce by 8% the instances of documented truancy from the 2018-2019 baselinedata.
Outcome Measure:		<p>In 2018-2019 there were a total of 276 truancy offenses. The measured goal will be 254 truancy offenses during the 2022-2023 school year.</p> <p>*The data from 2019-2020, 2020-2021, and 2021-2022 are all inconsistent and unusable data due to the pandemic. In 2019-2020 students were dismissed from school in March of 2020. In 2020-2021 students were not required to attend school on a regular basis and instead had a limited number of days to attend school. In 2021-2022 for 2/3 of the school year students were removed from school fi they were exposed to COVID-19 for a period of 14 calendar days.</p>
Activities to meet objective:		Timeline for each activity:
1. Education of all students regarding the expectations of attending school.		1. December 2022
2. Targeted home visits of students who miss school on regular basis, as determined by school administration.		2. Ongoing through the 2022-2023 school year
3. Education of parents regarding the expectations of students' attendance at		3. January 2022

**West Virginia Medical Cannabis
Grant Program Application**
**Grant Goals and Objectives
Page 6**

school.

4.

4.

Objective
Number:

1.2

To reduce the number of skipping class offense by 5%

Outcome
Measure:

Activities to meet objective:

Timeline for each activity:

1. Familiarization with school system of hall passes.
2. Work with school administration to report teachers not utilizing system.
3. School wide patrols to identify students skipping class.
4. Utilization of school camera system to identify students wondering through building.

1. September 2022
2. Ongoing through 2022 – 2023 school year.
3. Ongoing through 2022 – 2023 school year.
4. Ongoing through 2022 – 2023 school year.

**West Virginia Medical Cannabis
Grant Program Application**
**Grant Goals and Objectives
Page 6a**

Goal Number:	<u>2</u>	To reduce infraction of alcohol, tobacco, and drug use and/or possession by 10% from the 2021-2022 school year data.
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Objective Number:	<u>2.1</u>	To reduce disciplinary infractions of alcohol, tobacco, and drug use and/or possession by 10% from the 2021-2022 school year data.
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Outcome Measure:

Activities to meet objective:

Timeline for each activity:

- | | |
|---|--------------------|
| 1. Educate students on the dangers of drug use. | 1. October 2022 |
| 2. Educate students on the dangers of alcohol use. | 2. November 2022 |
| 3. Gain additional training in youth drug use and trends. | 3. by January 2023 |
| 4. Educate teachers on youth drug trends and county drug trends | 4. by April 2023 |

Objective Number:	<u>2.2</u>	To reduce by 7% the instances of physical aggression and/or physical fighting from the 2021-2022 school year data.
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Outcome Measure:

Activities to meet objective:

Timeline for each activity:

- | | |
|---|-----------------------------|
| 1. Identify key areas of typical areas of fighting on campus. | 1. September 2022 |
| 2. Analyze identified areas of fighting for potential environmental causes. | 2. October 2022 |
| 3. Increase physical presence to deter aggressive conduct at key areas. | 3. October 2022 – June 2023 |

Goal Number:	<u>3</u>	Increase awareness of at-risk youth concerning problems and consequences
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Objective Number:	<u>3.1</u>	Build relationships with youth who are identified as being at-risk youth.
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**West Virginia Medical Cannabis
Grant Program Application**
**Grant Goals and Objectives
Page 6a**

Outcome
Measure:

PRO Officer Survey - Questionnaire about approachability,
relatability, and use of PRO by students and staff.

Activities to meet objective:

1. Develop survey to implement
2. Implement survey 1
3. Analyze results of survey and adjust
4. Implement survey 2

Timeline for each activity:

1. September 2022
2. November 2022
3. January 2023
4. May 2023

**West Virginia Medical Cannabis
Grant Program Application**
**Grant Goals and Objectives
Page 6b**

Objective Number: 3.2 Provide resources for risk assessment of at-risk youth.

Outcome Measure: Total number of risk assessment completed that involved the PRO.

Activities to meet objective: Timeline for each activity:

1. Complete training on risk assessments using the Virginia Model	1. August 2022
2. Conduct mock risk assessments with school administration.	2. December 2022
3. Aid in identification of at-risk youth with counselors.	3. December 2022
4. Review risk assessment process	4. May 2023

Goal Number: _____

Objective Number: _____

Outcome Measure:

Activities to meet objective: Timeline for each activity:

1.	1.
2.	2.
3.	3.
4.	4.

Objective Number: _____

Outcome Measure:

Activities to meet objective: Timeline for each activity:

1.	1.
2.	2.
3.	3.
4.	4.

**West Virginia Medical Cannabis
Grant Program Application**
**Collaboration Participants
Page 7**

Provide a membership list of all parties collaborating on this project, including name, title, agency affiliation, mailing address, telephone number, fax number, and email address for each member. Letters of commitment or MOUs from each board member, reflecting their understanding of the requirements of the Collaboration will not be required but is encouraged for this grant application.

Mike Coffman, Chief Deputy – Upshur County Sheriff's Department
38 West Main St. Buckhannon, WV 26201
304-472-1180
jmcoffman@upshurcounty.org

Samantha Leput, Principal Buckhannon-Upshur Middle School
553 Route 20 South Rd, Buckhannon, WV 26201
304-472-1520
sleput@k12.wv.us

Matthew Sisk, Director of Safety & Emergency Preparedness (Program Director)
Upshur County Schools
102 Smithfield St., Buckhannon, WV 26201
304-997-9858
Matthew.sisk@k12.wv.us

Jodie Akers, Director of Transportation & Student Services
Upshur County Schools
102 Smithfield St. Buckhannon, WV 26201
304-472-5480 ext. 1020
jakers@k12.wv.us

Miriah Mills, Prosecuting Attorney
38 West Main St. Buckhannon, WV 26201
304-472-9699
mmills@upshurcounty.org

Randy West, Principal Buckhannon-Upshur High School
200 B-U Drive, Buckhannon, WV 26201
304-472-5480
rwest@k12.wv.us

**West Virginia Medical Cannabis
Grant Program Application****Hiring Procedures, Job Descriptions
and Resumes
Page 8**

Provide a brief statement outlining the program agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under the grant. If position(s) are currently filled, please include a resume for each position filled.

Position is currently filled by Sgt. Dewyan Linger of the Upshur County Sheriff's Department.

Sgt. Linger has been in law enforcement 2003. Starting in 11/21/04 all with the Upshur County Sheriff's office. I worked one year as a correctional officer starting in 2003 to that at the Salem Industrial Home for Youth.

**West Virginia Medical Cannabis
Grant Program Application**

**Operational Budget
Attachment A**

Attach the operational budget for this program along with a brief 3-year strategic financial and programmatic plan of operation. Only one 3-year plan is required as long as all entities included in the application are sufficiently covered in the plan.

A copy of the following information must be submitted (as applicable) with this attachment in order for the application to be complete.

1. Letters of support
2. Current Task Force Memorandum of Understanding
3. Entry Level Salary Certifications (PRO and Task Force applications only)
4. PRO/Board of Education Agreement
5. Memo of IBR Compliance from West Virginia State Police
6. 501c3 Documents and Articles of Incorporation
7. Active CCR (SAM) Documentation
8. Federal Conditions & Assurances
9. Standard Conditions & Assurances
10. U.S. Department of Justice Certifications Regarding Lobbying
11. EEOP Certification

Fwd: Boards & Committees

William A. "Willie" Parker <waparker.wvu@gmail.com>

Tue 9/21/2021 4:28 PM

To: trperry@upshurcounty.org <trperry@upshurcounty.org>;

📎 1 attachments (5 MB)

WAP - Qualifications - Document_2021-09-06_135741.pdf;

Good Afternoon

Just a short correspondence to let you know I would be interested in serving on vacancies of the various boards and committees. Currently, I would seem to be eligible to be the community representative to the Safe Structures & Sites Board. I would be interested in other opportunities for service as they would become available. I reside in the 2nd magisterial district. I have attached a brief outline of the past experience and education. If you have any questions or need additional information, please let me know at your convenience.

William A. "Willie" Parker

Hello Kristie,

Thank you so much for contacting me regarding the possibility of becoming a member of the Upshur County Building Commission.

I have been a resident of Upshur County for forty years and with my wife successfully ran four businesses here in Upshur County and six others not located here.

I have been an owner of my own buildings as well as having the delightful experience of being a tenant in the buildings I did not own.

I would be happy to serve on the Upshur County Building Commission if accepted by the county authorities.

Please feel free to contact me if you have any questions or need further information.

Thank You,

Edward M. Poach, Jr



WEST VIRGINIA
COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY
2003 QUARRIER STREET
CHARLESTON, WV 25311



L. D. EGNOR
CHAIRMAN EMERITUS

JOSEPH M. ALONGI
CHAIRMAN

November 7, 2022

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

Dear Commissioner Tenney,

The WV Courthouse Facilities Improvement Authority is pleased to announce that the Upshur County financial assistance request for courthouse improvements has been approved. The 20th cycle project involves the replacement of doors on the main courthouse and annex. This project will be identified as: 20cycUpshu2023 with the maximum amount of the award to be \$27,728.00.

**** Please make sure to complete a Section 106 Review with the State Historic Preservation Office (SHPO) prior to moving forward with this project. ****

This award is an 80% reimbursement / 20% county match program with a maximum of three (3) reimbursement draw downs based on the submission of relevant documentation during the life of the grant. We operate by a reimbursement process which requires the county to provide proof that they have expended the grant funds, then we reimburse the county at the 80% level with each reimbursement request, up to the maximum grant award. No more than 5% of the grant award can be applied toward architect/engineering fees.

This letter of notification will be followed by the distribution of the following documentation in late November:

- Funding Assistance Award Notice
- Funding Assistance Contract Agreement and Check-off List

****The funding assistance project is not valid until the Contract Agreement has been signed by both parties. No contract will be effective prior to January 1, 2023. No invoices and/or county checks dated prior to that date will be accepted for reimbursement. Please know that this project must follow all Purchasing Laws as required by the State of WV.****

Upon receipt of the contract, please sign it in blue ink to accept the award and return both originals. We are pleased to be working with your county on this much needed courthouse improvement. We will be in contact with you in late November to explain and finalize all necessary documents. Congratulations!

Respectfully yours,

A handwritten signature in blue ink that reads "Melissa Smith".

Melissa Garretson Smith, Executive Director

✉ Reply all | ▼ 🗑 Delete Junk | ▼ ...

✕

From: noreply.grants@benevity.com <noreply.grants@benevity.com>

Sent: Wednesday, November 23, 2022 4:56 PM

To: Tabatha Perry

Cc: Cathy.Johnston@weyerhaeuser.com

Subject: We've approved your request! (Ref#2022090152)

This email is for notification purposes only. Please do not respond to this email. If you have questions, please contact givingfund@weyerhaeuser.com

Dear Tabatha Perry,

Congratulations, we are pleased to announce that your grant application to the Weyerhaeuser Giving Fund on behalf of **Upshur County Commission** has been approved in the amount of **\$10,000.00**.

This grant award is for program support as outlined in your grant application. Please keep your application ID#2022090152 for your records. You should expect payment in approximately 7-10 business days, please alert your accounting department.

We do request a progress report 12 months from the receipt of this grant award and will initiate that request to you at that time.

We applaud the work you are doing for our community and the services you provide. It is a pleasure to be among your supporters, and we look forward to hearing about your accomplishments during the year.

We appreciate your review of our grant use terms and conditions below.

Sincerely,

Weyerhaeuser Giving Fund

GRANT TERMS: We are delighted to give your organization this one-time charitable gift from the Weyerhaeuser Giving Fund.

Generating publicity about your grant is a perfect way to let the public know more about your organization and the good things you are doing to make your community a better place to live and work. Identifying Weyerhaeuser as one of your supporters can enhance your efforts. To assist you in sharing the news of your grant, we have developed an online toolkit that contains easy-to-use templates

 Reply all |  Delete |  Junk | 



We consider the deposit of our grant as your acceptance of our support and its terms and conditions, which are as follows:

1. Use Weyerhaeuser Giving Fund contributions specifically for the purpose(s) stated in our grant letter to you. Any changes you wish to make in the use of these funds must be approved by us in advance.
2. Unless your grant is earmarked as "unrestricted support," the funds cannot be used for general administrative costs, the provision of facilities or other types of expenses normally classified as "overhead" or "indirect costs."
3. Our funds should not be used to influence legislation. If the project we are supporting includes a budget for lobbying purposes, please contact us before depositing our check.
4. This contribution is strictly charitable, and as such no goods or services are to be provided to Weyerhaeuser or its employees as a result of this grant (i.e., tickets, tables, preferential seating at events).
5. Organizations receiving grants from the Weyerhaeuser Giving Fund must represent that they do not discriminate in employment practices or services they provide on the basis of race, religion, color, sex, sexual orientation, gender identification, national origin, age, marital status, covered veteran status, disability, pregnancy or any other basis prohibited by applicable law.
6. Although not required, we would appreciate receiving copies of any press releases or news clips regarding this grant.
7. We would very much welcome hearing — by letter or email — what our funds helped accomplish when the project is completed. We also encourage recipients to include program successes in future applications so that we can see the long-term effectiveness of your program when you submit future grant applications.

Thank you for observing these terms and conditions. We wish you success and look forward to learning how your work is progressing. You can contact us directly at givingfund@weyerhaeuser.com

 Reply all |   Delete Junk |  ...



Subject: We've approved your request! (Ref#2022090411)

This email is for notification purposes only. Please do not respond to this email. If you have questions, please contact givingfund@weyerhaeuser.com

Dear Cindy Hughes,

Congratulations, we are pleased to announce that your grant application to the Weyerhaeuser Giving Fund on behalf of **Upshur County Commission** has been approved in the amount of **\$1,000.00**.

This grant award is for program support as outlined in your grant application. Please keep your application ID#2022090411 for your records. You should expect payment in approximately 7-10 business days, please alert your accounting department.

We do request a progress report 12 months from the receipt of this grant award and will initiate that request to you at that time.

We applaud the work you are doing for our community and the services you provide. It is a pleasure to be among your supporters, and we look forward to hearing about your accomplishments during the year.

We appreciate your review of our grant use terms and conditions below.

Sincerely,

Weyerhaeuser Giving Fund

GRANT TERMS: We are delighted to give your organization this one-time charitable gift from the Weyerhaeuser Giving Fund.

Generating publicity about your grant is a perfect way to let the public know more about your organization and the good things you are doing to make your community a better place to live and work. Identifying Weyerhaeuser as one of your supporters can enhance your efforts. To assist you in sharing the news of your grant, we have developed an online toolkit that contains easy-to-use templates

<https://www.weyerhaeuser.com/company/values/citizenship/giving-fund/grant-recipient-toolkit-amplifying-impact/>.

We consider the deposit of our grant as your acceptance of our support and its terms and conditions, which are as follows:

✉ Reply all | ▼

🗑 Delete Junk | ▼ ...

✕

wish to make in the use of these funds must be approved by us in advance.

2. Unless your grant is earmarked as "unrestricted support," the funds cannot be used for general administrative costs, the provision of facilities or other types of expenses normally classified as "overhead" or "indirect costs."
3. Our funds should not be used to influence legislation. If the project we are supporting includes a budget for lobbying purposes, please contact us before depositing our check.
4. This contribution is strictly charitable, and as such no goods or services are to be provided to Weyerhaeuser or its employees as a result of this grant (i.e., tickets, tables, preferential seating at events).
5. Organizations receiving grants from the Weyerhaeuser Giving Fund must represent that they do not discriminate in employment practices or services they provide on the basis of race, religion, color, sex, sexual orientation, gender identification, national origin, age, marital status, covered veteran status, disability, pregnancy or any other basis prohibited by applicable law.
6. Although not required, we would appreciate receiving copies of any press releases or news clips regarding this grant.
7. We would very much welcome hearing — by letter or email — what our funds helped accomplish when the project is completed. We also encourage recipients to include program successes in future applications so that we can see the long-term effectiveness of your program when you submit future grant applications.

Thank you for observing these terms and conditions. We wish you success and look forward to learning how your work is progressing. You can contact us directly at givingfund@weyerhaeuser.com

UPSHUR COUNTY COMMISSION

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

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

November 21, 2022

Jade Jones Chickerell
102 Camp Road
Buckhannon, WV 26201

via personal service

Re: FEMA Property (Parcel Number 6-7E-64)

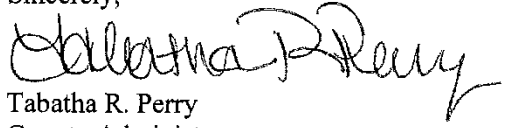
Ms. Chickerell:

As evidenced in the attached photos, we have been advised that your miscellaneous vehicle(s) have once again been placed on property that is owned by the Upshur County Commission. Despite your compliance with previous requests to remove the personal property, this seems to be a recurring issue. During a recent site inspection, we also noticed there is a swing set located on the property that is neither permitted on the property nor properly anchored. This letter shall serve as an official request for the removal of all personal property from the parcel owned by the Upshur County Commission. The Commission respectfully requests that you comply with this request within seven (7) calendar days of receiving this letter or December 15, 2022. Failure to remove these items will result in the Commission removing and disposing of the items. You will then be invoiced for these services. Future notice to remove items will not be given.

This property was acquired by the Upshur County Commission through a cooperative grant agreement with the WV Office of Emergency Services and are held to strict conditions and restrictions. The land is meant to be used for open space and recreation which may be leased to a private individual; however, there is no Land Use Agreement on file for this property; therefore, use by a private individual is not permitted. For future reference, properties with executed Land Use Agreements, the Lessee is bound per the guidelines set forth within the Agreement. No livestock or farm animals are permitted on the property; no buildings or structures are permitted to be constructed on the property, and vehicle or non-motorized equipment are not permitted to be stored on the property.

If you have any further questions or concerns, feel free to contact the Office of the Upshur County Commission.

Sincerely,


Tabatha R. Perry
County Administrator

Enclosure: Photographs

Cc: Terri Jo Bennett, Upshur Co. Floodplain Coordinator

An Equal Opportunity Employer



Dave Hardy
Secretary of Revenue

STATE TAX DEPARTMENT

Matthew Irby
State Tax Commissioner

November 29, 2022

President, Upshur County Commission
Upshur County Courthouse
38 West Main Street, Room 102
Buckhannon, West Virginia 26201

Dear Commission President:

This letter is to certify that Dustin Zickefoose, Assessor of Upshur County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Zickefoose to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b. An incorrect letter dated November 16, 2022 contained an error in the amount entitled to the assessor. The amount in this letter is the corrected amount and represents the full payment due to the assessor for additional compensation.

Sincerely,

A handwritten signature in black ink, appearing to be "M. Irby", written over a horizontal line.

Matthew Irby
State Tax Commissioner

MI/ct

cc: Assessor of Upshur County
Clerk of Upshur County



Upshur County Sheriff's Financial Statement

For Period Ending : October 2022

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,390,473.29	\$ 562,408.73	\$ (1,193,777.59)	\$ 1,759,104.43
FUND - 002 COAL SEVERANCE TAX FUND	\$ 47,120.33	\$ 25,813.92	\$ -	\$ 72,934.25
FUND - 003 DOG AND KENNEL FUND	\$ 53,005.24	\$ 4,711.72	\$ (3,723.04)	\$ 53,993.92
FUND - 004 GENERAL SCHOOL FUND	\$ 39,679.50	\$ 5,036.45	\$ -	\$ 44,715.95
FUND - 005 MAGISTRATE COURT FUND	\$ 4,152.80	\$ 1,351.50	\$ -	\$ 5,504.30
FUND - 006 WORTHLESS CHECK FUND	\$ 120,908.75	\$ 90.41	\$ -	\$ 120,999.16
FUND - 007 E-911 FUND	\$ 1,292,716.61	\$ 19,692.24	\$ (21,228.63)	\$ 1,291,180.22
FUND - 008 HOME CONFINEMENT FUND	\$ 27,397.85	\$ 6,039.15	\$ (2,239.38)	\$ 31,197.62
FUND - 013 CURRY PARK FUND	\$ 28,393.10	\$ 99,080.24	\$ (465.46)	\$ 127,007.88
FUND - 015 CURRY LIBRARY FUND	\$ 8,126.62	\$ 2,280.88	\$ (1,149.53)	\$ 9,257.97
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 30,480.02	\$ 23,279.73	\$ (40.00)	\$ 53,719.75
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 24,364.03	\$ 29,362.60	\$ (16,972.41)	\$ 36,754.22
FUND - 039 COAL REALLOCATION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 1,113,926.67	\$ 141.85	\$ -	\$ 1,114,068.52
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 359,766.65	\$ 8,020.14	\$ (3,095.21)	\$ 364,691.58
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,328,226.51	\$ 301,040.55	\$ -	\$ 1,629,267.06
FUND - 059 CONCEALED WEAPONS FUND	\$ 27,911.60	\$ 633.72	\$ (12,586.10)	\$ 15,959.22
FUND - 063 VOTER'S REGISTRATION FUND	\$ 1,116.39	\$ 141.94	\$ -	\$ 1,258.33
FUND - 071 JURY FUND	\$ 13,455.98	\$ 1,624.38	\$ -	\$ 15,080.36
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,487.97	\$ 0.32	\$ -	\$ 2,488.29
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 55,189.10	\$ -	\$ -	\$ 55,189.10
FUND - 079 SPAYING & NEUTERING FUND	\$ 31,874.03	\$ 1,050.00	\$ (2,154.00)	\$ 30,770.03
FUND - 080 COMM. CORR. FUND	\$ 1,388,192.54	\$ 347,363.62	\$ (111,766.44)	\$ 1,623,789.72
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ -	\$ -	\$ -	\$ -
FUND - 311 DMV LICENSE FUND	\$ -	\$ 46,792.50	\$ (46,792.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ 45.00	\$ 210.98	\$ (210.98)	\$ 45.00
FUND - 313 COURT REPORTER FUND	\$ -	\$ 175.00	\$ (175.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 50.00	\$ (50.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 615.00	\$ (600.00)	\$ 20.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 3,008.96	\$ (3,008.96)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 165,493.46	\$ -	\$ (5,082.13)	\$ 160,411.33
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH FUND	\$ 213,816.00	\$ 70,796.55	\$ (38,640.32)	\$ 245,972.23
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 559.00	\$ 712.50	\$ (559.00)	\$ 712.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 239,078.40	\$ (239,078.40)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 121,115.73	\$ (121,115.73)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 39,546.90	\$ (39,546.90)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 4,745.60	\$ (4,745.60)	\$ -
FUND - 206 COVID 19 FUND	\$ -	\$ -	\$ -	\$ -
FUND - 207 AMERICAN RECOVERY FUND	\$ 4,034,787.74	\$ 514.02	\$ -	\$ 4,035,301.76
FINAL TOTALS	\$ 12,808,531.78	\$ 1,966,526.23	\$ (1,868,803.31)	\$ 12,906,254.70
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 13,480,321.09	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (971,480.80)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 395,664.41			
NET BANK BALANCE	\$ 12,904,504.70			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 12,906,254.70			

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

Virgil D. Miller 11/17/2022
 Virgil D. Miller
 Sheriff & Treasurer, Upshur County



Upshur County Sheriff's Financial Statement

For Period Ending: **October 2022**

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
CITIZENS BANK OF WEST VIRGINIA					
	GENERAL COUNTY FUND - IBCK	\$ 1,414,210.49	\$ -	\$ 193,836.94	\$ 1,608,047.43
	COAL SEVERANCE - IBCK	\$ 72,934.25	\$ -	\$ -	\$ 72,934.25
	E-911 - IBCK	\$ 1,291,480.22	\$ (300.00)	\$ -	\$ 1,291,180.22
	CURRY PARK - IBCK	\$ 126,867.88	\$ -	\$ 140.00	\$ 127,007.88
	CURRY LIBRARY - IBCK	\$ 9,557.97	\$ (300.00)	\$ -	\$ 9,257.97
	ASSESSOR'S VALUATION - IBCK	\$ 358,331.25	\$ (950.00)	\$ 7,310.33	\$ 364,691.58
	UP. CO. FIN. STAB. FUND - IBCK	\$ 1,629,267.06	\$ -	\$ -	\$ 1,629,267.06
	CONCEALED WEAPONS - IBCK	\$ 29,317.97	\$ (13,593.75)	\$ 235.00	\$ 15,959.22
	GENERAL TAX - IBCK	\$ 455,831.81	\$ (605,110.71)	\$ 149,278.90	\$ -
	BOARD OF HEALTH FUND - IBCK	\$ 236,040.47	\$ (68.23)	\$ -	\$ 235,972.24
	OASIS CLEARING - CKNG	\$ -	\$ -	\$ -	\$ -
	UPSHUR CO. FIRE FEE - IBCK	\$ 52,612.47	\$ (1,081.22)	\$ 2,188.50	\$ 53,719.75
	UP CO COAL REALLOCATION - IBCK	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS - IBCK	\$ 1,114,068.52	\$ -	\$ -	\$ 1,114,068.52
	SP LAW ENF INVESTIGATION - IBCK	\$ 2,488.29	\$ -	\$ -	\$ 2,488.29
	COMMUNITY CORRECTIONS - IBCK	\$ 1,624,967.02	\$ (1,177.30)	\$ -	\$ 1,623,789.72
	PARKS/REC CLEARING - CKNG	\$ 50.00	\$ (50.00)	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 150.00	\$ (150.00)	\$ -	\$ -
	TAX CLEARING - CKNG	\$ 77,555.95	\$ (111,975.19)	\$ 34,419.24	\$ -
	BOARD OF HEALTH PAYROLL - CKNG	\$ 7,699.11	\$ (2,699.12)	\$ -	\$ 4,999.99
	GENERAL COUNTY OPERATING - CKNG	\$ 320,387.65	\$ (171,080.65)	\$ -	\$ 149,307.00
	DOG & KENNEL - CKNG	\$ 52,374.92	\$ -	\$ 1,619.00	\$ 53,993.92
	GENERAL COUNTY MISC -CKNG	\$ 50,241.87	\$ (21.62)	\$ -	\$ 50,220.25
	WORTHLESS CHECK - IBCK	\$ 120,999.16	\$ -	\$ -	\$ 120,999.16
	HOME CONFINEMENT - IBCK	\$ 33,437.00	\$ (2,239.38)	\$ -	\$ 31,197.62
	EE HEALTH CARE REIMB - IBCK	\$ 37,574.13	\$ (819.91)	\$ -	\$ 36,754.22
	VOTER'S REGISTRATION - IBCK	\$ 1,258.33	\$ -	\$ -	\$ 1,258.33
	JURY - CKNG	\$ 15,080.36	\$ -	\$ -	\$ 15,080.36
	CHILD EXCHG & VISITATION - CKNG	\$ 55,189.10	\$ -	\$ -	\$ 55,189.10
	SPAY & NEUTER - CKNG	\$ 29,524.03	\$ (50.00)	\$ 1,296.00	\$ 30,770.03
	ELKINS ROAD PSD - CKNG	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND - IBCK	\$ 4,035,301.76	\$ -	\$ -	\$ 4,035,301.76
	WELLNESS COMPLEX - CKNG	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE - CKNG	\$ 41,740.00	\$ (46,792.50)	\$ 5,052.50	\$ -
	STATE CLEARING - CKNG	\$ 1,513.00	\$ (1,468.00)	\$ -	\$ 45.00
	STATE POLICE - CKNG	\$ 565.00	\$ (600.00)	\$ 55.00	\$ 20.00
	TAX LEIN - CKNG	\$ 164,953.46	\$ (4,542.13)	\$ -	\$ 160,411.33
	DELQ & NON-ENTERED LAND - CKNG	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH OPERATING - CKNG	\$ 11,411.09	\$ (6,411.09)	\$ -	\$ 5,000.00
	WVDSRF - CKNG	\$ 479.50	\$ -	\$ 233.00	\$ 712.50
	BANK TOTAL	\$ 13,480,321.09	\$ (971,480.80)	\$ 395,664.41	\$ 12,904,504.70
SUMMARY:					
	TOTAL ALL BANKS	\$ 13,480,321.09	\$ (971,480.80)	\$ 395,664.41	\$ 12,904,504.70
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	GRAND TOTAL				\$ 12,906,254.70

DEPARTMENT: Addressing and Mapping

Oct 2022

[illegible]

DEPARTMENT: Comm. Corrections

MONTH / YEAR: Oct - 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal)
	Gray Jeep		10284	10419	135	0
			10419	10465	46	0
			10465	10470	5	24
			10470	10695	224	0
			10695	10762	67	0
			10762	10820	58	0
			10820	10859	39	0
			10859	11120	261	0
			11120	11170	50	0
			11170	11243	73	0
			11243	11303	60	0
			11303	11352	49	23
			11352	11367	15	0
			11367	11440	73	0
			11440	11505	65	0
			11505	11549	44	0
						0
			GRAND TOTALS		1078	0

DEPARTMENT: Comm. Corrections

MONTH / YEAR: Oct 2022

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: October 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,491	103,492	1	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			Total Miles		1	



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Oct-22

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Steve Wykoff	2019 Chevy 2500	2GC2KREG1121064	10682	11180	498	52.29
			GRAND TOTALS		498	52.29



UPSHUR

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Oct. 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2020 F-250	IFT7XZB83LEE	15,205	15,919	714	0 21.98
Chris Alkins		84I72				0 23.67
Eric Poling						0 23.20
Lorretta Koon						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					714	0 68.25 0



UPSHUR

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Oct. 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	14285	14545	260	0 22.8
Chris Alkire		902				0 20.6
Eric Poling						0
Louella Koone						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					260	0 43.9 0



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Oct. 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2008 Toyota Tundra	5TBBV541B8551	95674	95922	248	0 17.8
Chris Pike		4917				0 14.55
Eric Rofing						0
Loretta Koone						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					248	0 32.35 0



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Parks and Rec

MONTH / YEAR: October 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jeremiah McCourt		Fuel for mower			0	10.43
14-Oct	2010 Expedition		128337		128337	4.27
19-Oct			128408		128408	5.71
31-Oct				128408	128408	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		71	20.41

Oct-22

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

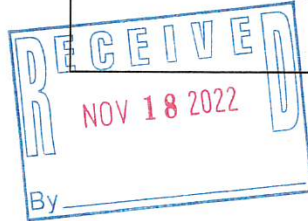
MONTH / YEAR: October 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	6194	6763	569	14
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		569	14



**Upshur Cooperative Parish House
and Crosslines, Inc.**
68 College Ave., Buckhannon, WV 26201
304-472-0743

Powered by Prayer and Volunteers



November 2022

What a year it has been! A year full of excitement and celebration, and a year of continued great need within our community.

30 Years! In 1992, when the Upshur Parish House & Crosslines started, who would have thought it would grow and serve our neighbors-in-need in so many diverse ways as it does today? Our commitment to providing assistance in as many situations as possible remains. We are currently in the midst of **strategic planning** to insure we are meeting the needs of our low-income neighbors. We know we want local families and individuals to not only have basic necessities, but to truly thrive as they live hopeful and meaningful lives.

It was wonderful to see so many of our friends and neighbors at our celebration in June!



A New Truck! In April, we received a new truck to better serve our neighbors. It has already proven to be a great asset for our food pantry program and beyond. We are deeply grateful to **Lions Club International Foundation**, our local **Lions Clubs**, and the **Rotary Club of Buckhannon Upshur** for granting us the funds needed to purchase this truck. Partnerships like this strengthen our ability to serve our community, and we appreciate all of them - from civic organizations and businesses to churches and individuals, we are blessed to have such tremendous trust and support.

Herbs and Spices, too! One of our WV Wesleyan Service Scholars, Caroline Fulks, applied for and received a grant from the **United Methodist Foundation of West Virginia**, to pilot a new program of providing low-sodium and low-sugar healthy recipes for our neighbors. The initiative provided all ingredients needed for three different recipes, including various herbs and spices which decreased the amount of salt and sugar needed. Neighbors responded positively and have asked for more recipes and more herbs and spices. This is just one new way we are promoting holistic health and well-being.





Volunteer Spotlight: The Upshur Parish House & Crosslines is wholly dependent upon volunteer servants. We are unique because of the countless hours our volunteers spend assisting neighbors-in-need each week, and we are thankful for each and every one of them. One of those dedicated volunteers is Wendy Miller (*at left*), who spends three or more days each week serving in our food pantry. Wendy has a heart for others and cares deeply for each neighbor who comes to the Parish House. You'll also find her at holiday food box distributions and other special events, and she's an active member of the Crosslines Board (*Crosslines is our financial assistance program for rent, utilities, etc.*).

We can always use **more volunteers!** If you are available to serve by cooking meals, sorting clothing donations, packing food pantry groceries, meeting with neighbors at our Helpdesk, assisting with small home repair projects, organizing baby layettes, flipping pancakes, counting backpacks, writing thank you notes, shoveling snow, or any other talent, skill, or interest you have, please let us know - we would love to have you join our volunteer team!

Prayers Needed: Beyond volunteer servants, we also yearn for your continued prayers for our mission and ministry, and especially for our neighbors-in-need. In August, we distributed 924 backpacks filled with school supplies and hygiene items to students in Pre-K through 12th grade. This is by far the largest number of backpacks ever needed. In April, we packed and gave away nearly 500 food boxes for Easter. We are currently preparing both Thanksgiving and Christmas food boxes for 700 households. Every Wednesday and Friday local churches and other groups cook and serve lunch to as many as 40 local residents, and our Helpdesk consistently provides services to 75-100 families each week. Our neighbors seeking assistance are often apologetic that they have to ask for help, and simultaneously filled with the deepest gratitude possible. We see them when the weight of the world is on their shoulders and we are grateful to have the opportunity to serve them in their time of need. Please continue to remember in your prayers those facing food insecurity, living in poverty, and struggling to provide basic necessities - such as water, heat, and shelter - for their families and themselves.

Hunger Walk: In October, we hosted the first Mark Petrosky Memorial Hunger Walk as an additional resource for fighting food insecurity (*coordinated by our WV Wesleyan Service Scholar Hali Westcott*). On a rainy Saturday morning, more than 80 individuals participated in the walk, donated 1,000 nonperishable food items, and gave over \$4,000 to help end hunger in our region. The Hunger Walk also celebrated the life of our food pantry volunteer Mark - a loyal and dedicated servant throughout his illness - who we lost one year ago this month. *See our current Service Scholars participating in the Hunger Walk at right.*



How can you help? In addition to serving as a volunteer and offering your prayers (*see above*), there are many ways to help us help others. Support and host local fundraisers. Sponsor a food drive. Donate clean, gently used clothing and household items to the Clothes Closet. Make a financial contribution monthly, quarterly, or annually. Link your Amazon shopping to our Amazon Smile account providing a percentage of your purchases to us for our programs and

operations. Share your healthy recipes that we can pass on to neighbors facing diabetes or hypertension. Prepare hygiene or cleaning kits. Find clearance sales of backpacks, notebooks, crayons, and glue sticks. Bake cookies for the annual Community Christmas Day Dinner. Drop off plastic grocery bags so we can re-use them in our food pantry. Share our Facebook posts to help us publicize our services, programs, and specific needs.

The list is endless, and I'm available to discuss any of these options or others. Stop by to learn more - it would be our pleasure to give you a tour. Or, call or email us. We are always searching for ways to not only serve in more ways, but to also serve better, more creatively and more effectively. And, you are always welcome to enjoy a cup of coffee while visiting with our neighbors, too! Our doors are open to everyone.

In Appreciation: To simply say **THANK YOU!** seems insufficient for the many ways you support us, our mission and ministry, and especially our neighbors-in-need. We are grateful beyond words for the hours you give, the donations you bring and send, the prayers you offer, and the good wishes you share. The highlights above include only a small piece of the whole picture of what the Upshur Parish House really means and does in our community. We truly could not do it without you.

We wish you abundant blessings throughout the coming holiday season!

*May the Lord bless you and keep you,
make his face shine upon you and be gracious to you,
turn his face toward you, and give you peace.*

With gratitude,



Kristi Wilkerson
Executive Director



Left to right: Upshur Parish Coordinator Marvin Carr, former director Sarah Carr, former director Carol Duffield, former director Alicia Randolph Rapking, and current director Kristi Wilkerson

Buckhannon-Upshur Airport Authority Agenda

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

Monday, November 21, 2022 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
 - President's Report – Tom O'Neill
 - Treasurer's Report – Phil Loftis, Treasurer
 - Annual Chamber of Commerce Membership; \$165.00
 - Alarm Pro Invoice 185939; \$6,524.75
 - AirNav Renewal \$115.00 annually
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Chapman Technical
 - Airport Manager's Report-Jennifer Powers
 - Discussion/possible action ACIP fence/slide project pending discussion with the FAA
 - Discussion/possible action on HealthNet Crew Quarters estimate
 - Discussion/possible action on employee paid time off policy
 - Discussion/possible action election of officers
 - Approval to upgrade Sage user agreement to allow three users
 - Approval to begin transitioning to user specific emails
 - Discussion/possible action regarding handling past due accounts
 - Audit scheduled for 11/15/2022 & 11/16/2022
 - Report on AAAE trainings attended
 - Operations – Jamie Wilt
 - Update on based aircraft
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - Hangar space requests/applications/updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

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

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

To Participate in the meeting virtually,

Please join my meeting from your computer, tablet or smartphone: <https://meet.goto.com/424673933>

You can also dial in using your phone: United States: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 424-673-933

***Special Session of City Council of Buckhannon
6:00 P.M. in Council Chambers
Meeting Agenda for Monday, November 28, 2022***

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
- B. Executive Session Per WV Code § 6-9A-4 Property Matters-16 Factory Street**
- C. Adjournment**

Posted 11/18/2022

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, December 1, 2022***

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

Please join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/443910693>

You can also dial in using your phone: United States: +1 (571) 317-3112 Access Code: 443-910-693

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 Sadie Nichols- West Virginia Wesleyan College Student Senate Representative

C. Department & Board Reports

- C.1 Public Works Director- Jerry Arnold
- C.2 Finance Director- Amberle Jenkins
 - Municipal Home Rule Program 2022 Progress Report
- C.3 Fire Chief- JB Kimble
- C.4 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 FOIA Request from Rebecca McCoy –Zoning Board of Appeals & Documents re: 7 College Avenue
- D.2 FOIA Request from Partner Engineering & Science Inc. re: 3 Northridge Ridge Road
- D.3 Notice Request for Bids-Professional Surveying Services for Elevation Certificates FEMA Generator Grant 0035
- D.4 Congratulations, Robbie Skinner, on being named a West Virginia Executive Class of 2023 Young Gun
- D.5 Charles Gibson Library Director's Report August -November 2022

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 11/03/2022, 11/17/2022, Special 11/28/2022
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval Outside Entity Funding Request- BURMA
- F.2 Approval to Accept Bid Opening Results -Fire Department Life Pak 15 Heart Monitor
- F.3 Approval Execution of Professional Services Task Order of Engineering and Design Services Agreement between COB & Potesta & Associates, Inc. for the Stockert Youth & Community Center Multi-Use Facility
- F.4 Approval Appointment of the Municipal Building Commission FY 22/23
- F.5 Approval Appointment of the Audit Committee FY 22/23
- F.6 Property Matters: 16 Factory Street
- F.7 Discussion Draft Ordinance -Enforcement of Parking Ordinances

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 11/28/2022

Shelia Adams

From: kgtenney@upshurcounty.org
Sent: Wednesday, November 16, 2022 5:45 PM
To: Shelia Adams
Subject: FW: UCFPB-Meeting Date and Time

FYI below...

I know this is being sent out really early, but if you have any agenda changes or additions please let me know so I can forward it to the Commission Office for posting.

The next meeting will be December 15, 2022 at 6 pm at the Upshur County Development Authority Conference Room. If this date is a conflict for you please let me know as soon as possible.

Thanks Mimi

Mimi Riffle
Administrative Assistant
Upshur County Farmland Protection Board
304-473-4208 (Daytime)
304-940-5550 (Evenings)
upshurfarmland@gmail.com

UPSHUR COUNTY SAFE STRUCTURES AND SITES
ENFORCEMENT BOARD

August 11, 2022

Members Present: Greg Harris, Chris Alkire, Chris Cook, Chris Garrett

Members Absent: J.B. Kimble

Others Present: Jerry Wamsley

Rhett Dusenbury, Congressman Alex Mooney's Office

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

Greg Harris introduced citizen Jerry Wamsley to the Committee. Mr. Wamsley attended the meeting to get some basic information about the Board's process for handling complaints received. Mr. Harris explained the process of Board field review, notices to bring the property into compliance, and turning non-compliant properties over to the County Commission for further action. This can include a daily fine assessed by the Commission until the property is brought into compliance. There was also discussion of the role of the WVDEP in addressing environmental hazards.

Mr. Dusenbury stated that he was attending the meeting as an interested observer.

The July 14, 2022 meeting minutes were reviewed. On motion by Chris Alkire, seconded by Chris Garrett, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

051321-01 (Hyre/Valusia Ventures LLC) Greg Harris stated that the owner had taken no action to bring the property into compliance following the Board's second notice. On motion by Chris Alkire, seconded by Chris Garrett, the Board moved to turn the property over to the County Commission for further action.

051222-01 (Ireland) Upon review the Board found that the property no longer posed a safety hazard. On motion by Chris Alkire, seconded by Chris Cook, the Board moved to close the case.

060922-01 (Bank of NY Mellon) Upon review the Board found that the property no longer posed a safety hazard. On motion by Chris Alkire, seconded by Chris Cook, the Board moved to close the case.

071422-01 (Kennedy) The Board reviewed photos of the property. On motion by Chris Alkire, seconded by Chris Cook, the Board moved to give the property owner until October 12, 2022 to bring the property into compliance.

No new cases were brought before the Board.

Other Business:

The next meeting will be held on Wednesday, September 8, 2022 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV. On motion by Greg Harris, seconded by Chris Cook, the meeting adjourned at 3:40 p.m.

Approved by:

Dug Harris
Greg Harris, Enforcement Officer

11-10-22
Date

Chris Garrett
Chris Garrett, Board Member

11/10/2022
Date

James B. Kimble
James B. Kimble, Board Member

Date

Chris Alkire
Chris Alkire, Board Member

Date

Chris Cook
Chris Cook, Board Member

11-10-22
Date

**Upshur County Public Library Board of Trustees Meeting
September 21, 2022**

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, September 22, 2022, at 4:00 p.m. at the library. Board members in attendance were Kenna Leonard, Carol Smith, Kyle Nuttall, and Sherry Dean. Also in attendance were Paul Norko, Library Director and Connie Cutright, Business Manager. Absent from the meeting was board member John Haymond.

The meeting was called to order by President Kenna Leonard at 4:05 p.m.

The minutes of the July 20, 2022 meeting were approved on a motion made by Carol and seconded by Kyle. The motion carried.

The financial reports for July and August, including itemized lists of electronic debits/credits, were accepted on a motion made by Carol, seconded by Sherry, and the motion carried.

Director's Report – See written report

Addition: Paul discussed advertising for the assistant director's position. Because of the cost involved to advertise in professional magazines, Carol asked Paul to bring actual costs to the next board meeting. Addition: Paul will check with Stephanie Bennett, Director of Transportation, about the library being a bus stop afterschool to allow students access to the library.

Unfinished Business

Bylaws – On a motion made by Kyle and seconded by Sherry, by law revisions were tabled until the next meeting.

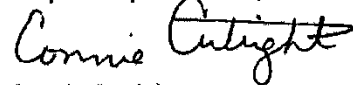
New Business

Budget Revisions - Connie stated that when the budget was prepared in April, we used an estimated amount for the administrative fee because we did not have the new administrative fee figures from WV Library Commission. The actual figure is a \$282.00 reduction from the budgeted figure. We also received a grant payment in July FY2023 that had been spent in FY2022. She stated the total expenditures budgeted amount has not changed. On a motion made by Carol and seconded by Kyle, the budget revisions were approved.

A Friends of the Library representative was not available for a report on their activities.

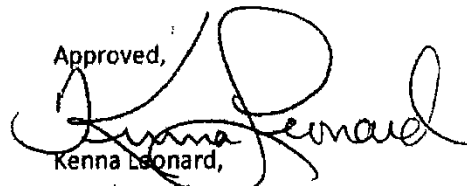
It was decided to cancel October's regular meeting; therefore, the next meeting will be Wednesday, November 16th, 2022 at 4:00 p.m. at the library.

Respectfully submitted,



Connie Cutright,
Business Manager

Approved,



Kenna Leonard,
Board President

**UPSHUR COUNTY SOLID WASTE AUTHORITY
BOARD OF DIRECTORS MEETING -MINUTES**
Monday, October 10, 2022

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 p.m. on October 10, 2022.

Present at the meeting were: Chair Joyce Harris-Thacker, Vice-Chair Jackie McDaniels, Paula Stone, Mary Gower and Director Belinda Lewis. Scott Randall was absent. A quorum was present. There was one guest (Jessica Williams from the BUHS).

The minutes of the September 12, 2022 meeting had been previously sent to the members. Jackie made a motion to approve the minutes. Seconded by Mary. Motion carried.

The Financial Reports for September were presented by the Director in the absence of the Treasurer. Register reports for the four bank accounts with First Community Bank covering September 2022 were presented. The ending balances for the accounts are as follows:

	<u>August</u>	<u>September</u>
• REAP Account	\$1,984.90	\$3,074.50
• SWMB Account	\$ 100.00	\$ 100.00
• Money Market Account	\$19,572.46	\$19,573.44
• Operating Account	\$26,542.07	\$29,059.07

A motion to accept was made by Mary and seconded by Jackie. Motion carried.

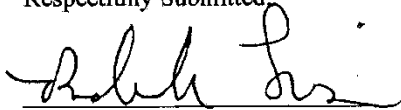
The guest (Jessica Williams from BUHS) was recognized. A discussion was held on her work to reinstate recycling in her school and other schools in Upshur County.

Belinda reported on Paper Shred Event and preparing for the October 13th field trip of 125 students.

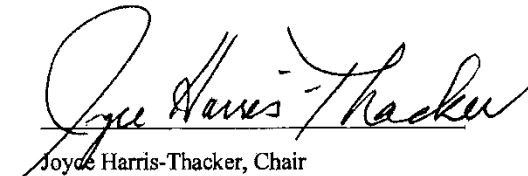
There was no action taken with the WV DEP Youth Environmental Program Donation because the letter was not received in time to take any action.

With no further business, the meeting was adjourned at 5:15 p.m.

Respectfully Submitted:



Belinda Lewis, Director



Joyce Harris-Thacker, Chair

(Signature copy to be maintained in the UCSWA Office.)

Upshur County Solid Waste Authority

DIRECTOR'S REPORT--- Belinda Lewis

Period from September 13 through October 10, 2022

Activities included:

- Prepared and distributed by email the minutes of the 9/12/2022 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office every day.
- Recorded three deposits in the Operating Account and as per the auditor's suggestion, recorded them in the receipt book. The amounts were \$390.71, 855.98 and \$2892.67
- After the September meeting, made copies of checks and mailed them and scanned the approved minutes for the county.
- Received monthly bank statements on the four accounts and reconciled balances for September. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current grants.
- Prepared checks for payment of bills for the October meeting.
- Prepared agenda and packets for October 10th Board Meeting and emailed a copy of the agenda to members, Ms. Phillips, My Buckhannon and the Record Delta.
- Cleaned office.
- Fielded many calls on my cellphone about recycling.
- Typed the minutes of the September 12th meeting and sent copies to the Board Members.
- Sent weekly email updates to the Board Members.
- Prepared for September Paper Shred Event, coordinated the event on Saturday 24th and was in contact with Sunrise Shred about the invoice and April 2023's event.
- Worked on preparing for the October 13th field trip for those students who did not get to participate in the fourth grade trip to the Transfer Station.
- Collected yard signs from the Paper Shred Event. (Looks like I might have lost two more).
- Researched promotional items for the October 13th field trip.

Thanks—Belinda

Upshur County Fire Board Meeting October 18, 2022

Members Present: Joe Gower, Rick Harlow, Donna Matthews, Sidney Huffman, Steven Linger, and Larry Alkire

Members Absent: Kristie Tenney

Others Present: Adrian Volunteer Fire Department (VFD) members: Mackenzie Michael, John Bosely, Charles Rutherford, David Perrine, Tyvonne Gibson, and John Malcolm; and Toni Newman-Fire Fee Clerk

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

The meeting minutes from September 20, 2022, were approved on motion by Steven Linger and second by Sidney Huffman.

The Fire Fee Clerk reported the 2022 Fire Fees are at 78 percent collected. An overview of online payments was presented. The Fire Fee Clerk attended the audit training provided by the state auditor's office and invited Board members to attend a future session. The Fire Fee Clerk advised the audit selection committee approved "Ferrari and Associates" to perform the next two audits. The current audit is scheduled for November 1, 2022.

The checking account balance as of 09/30/2022 was \$232,934.31. The disbursement from the Chief Tax Deputy was \$30,380.02 for the month of September.

The following invoices were reviewed and approved upon motion by Sidney Huffman and second by Steven Linger:

*Software Systems---monthly maintenance---Invoice #36327---\$327.00

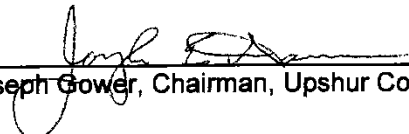
*Upshur County Commission---Reimbursement---Postage---\$4,448.87

After discussion, and on a motion by Sidney Huffman and second by Donna Matthews, the Board approved a disbursement amount of \$25,000.00 for each VFD to be presented at the next meeting.

The Board approved 6 exoneration tickets; and on motion by Donna Matthews and second by Steven Linger, approved one corrective ticket.

Tyvonne Gibson invited all to the next meeting of the Fire Association on Wednesday, October 26, 2022, at the Buckhannon VFD. He would like the support of drafting an ordinance allowing billing of insurance companies.

There being no further business, the meeting adjourned. A tour of the Fire Station and overview of the equipment was provided by the Adrian VFD members. The next meeting of the Board will be Tuesday, November 15, 2022, at the Washington District VFD.


Joseph Gower, Chairman, Upshur County Fire Board


Board Member