

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: July 28, 2022
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• July 21, 2022
- 9:15 a.m. Bid opening and potential award for Exterior Vertical Platform Lift Project
- 9:30 a.m. Sheriff Virgil Miller: Request to hire Nigel Goldsborough as full-time Deputy, effective August 14, 2022. * *Item may lead to Executive Session per WV Code §6-9A-4 (A)*
[Under separate cover](#)

Items for Discussion / Action / Approval:

1. Approval of Application for Donated Leave and the granting of leave under the Family and Medical Leave Act. *
Item may lead to Executive Session per WV Code §6-9A-4 [Under Separate Cover](#)
2. Consider Application for Community Use of Buildings, Equipment and Grounds filed by Aaron Harris on behalf of Upshur County Youth Livestock. This organization is requesting use of the Youth Livestock Facility beginning Tuesday, August 2, 2022 through Sunday, August 7, 2022 from 7:30 a.m. until 10:30 p.m. to conduct a youth livestock show and sale. A Certificate of Liability Insurance has been included with the request. *
[Pages 4-5](#)
3. Approval of Lewis-Upshur Animal Control Facility Volunteers Shawn Smith and Audrey Mason. *
[Under Separate Cover](#)
4. Correspondence from Jeremiah McCourt, Parks and Recreation Facilities Director, requesting the extension of seasonal employment for employees working at the Buckhannon Upshur Recreational Facility. The extension would include Fridays, Saturdays and Sundays from Friday, August 5, 2022 through Monday, September 5, 2022. *
Item may lead to Executive Session per WV Code §6-9A-4 [Under Separate Cover](#)
5. 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. Proclamation issued on July 26, 2022, by Governor Jim Justice declaring a state of preparedness for all 55 counties. Pages 6-7
2. Upshur County Mileage Reports – June 2022 Pages 8-16
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
 - Emergency Management
 - Maintenance
 - Sheriff
 - Upshur 911
3. Lewis-Upshur Animal Control Facility Reports – June 2022 Pages 17-21
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
4. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Youth Camp Board July 21, 2022 Page 22
 - Upshur County Farmland Protection Board
-Special meeting July 28, 2022 Page 23
 - Meeting Minutes:
 - Upshur County Public Library Board Annual Meeting July 21, 2021 Pages 24-25
 - Upshur County Youth Camp Board April 21, 2022 Page 26
 - Upshur County Youth Camp Board June 7, 2022 Page 27
 - Upshur County Public Library Board June 15, 2022 Pages 28-29
 - Upshur County Fire Board June 21, 2022 Page 30
 - c) Meetings: ***CHANGES ARE NOTED IN BOLD TYPE**
 - City Council of Buckhannon Tue 8/2/2022 7:00 PM
 - Adrian PSD Thu 8/4/2022 3:00 PM
 - Banks District Volunteer Fire Department Thu 8/4/2022 7:00 PM
 - Selbyville VFD Thu 8/4/2022 7:00 PM
 - Upshur County Family Resource Network Mon 8/8/2022 12:00 PM
 - Buckhannon-Upshur Airport Authority Mon 8/8/2022 4:00 PM
 - Upshur County Solid Waste Authority Mon 8/8/2022 4:30 PM
 - Buckhannon-Upshur Recreational Park Advisory Board Mon 8/8/2022 5:30 PM
 - Lewis-Upshur Community Corrections Board *Upshur Co.Location Mon 8/15/2022 6:00 PM
 - Upshur County Senior Center Board Tue 8/09/2022 12:00 PM

Hodgesville PSD	Tue 8/09/2022 4:00 PM
Elkins Road PSD	Tue 8/09/2022 5:00 PM
Warren District VFD	Tue 8/09/2022 7:00 PM
Adrian VFD	Tue 8/09/2022 7:30 PM
Buckhannon-Upshur Chamber of Commerce	Wed 8/10/2022 12:00 PM
Upshur County Convention and Visitors Bureau	Wed 8/10/2022 3:00 PM
Tennerton PSD	Wed 8/10/2022 3:00 PM
Buckhannon River Watershed Association	Wed 8/10/2022 6:00 PM
Ellamore VFD	Wed 8/10/2022 7:00 PM
Upshur County Safe Sites & Structures Enforcement Board	Thu 8/11/2022 3:00 PM
Buckhannon VFD	Thu 8/11/2022 7:30 PM
Washington District VFD	Sun 8/14/2022 6:00 PM
Wes-Mon-Ty Resource Conservation & Development Council	Fri 8/19/2022 10:00 AM
Upshur County Fire Board, Inc.	Tue 8/16/2022 6:30 PM
Lewis Upshur LEPC-Upshur Co.	Wed 8/17/2022 12:00 PM
Upshur County Public Library Board	Wed 8/17/2022 4:00 PM
Upshur County Youth Camp Board	Thu 8/18/2022 6:30 PM
Upshur County Farmland Protection Board	Thu 8/18/2022 6:00 PM
UC Enhanced Emergency Telephone Advisory Board	Tue 8/23/2022 3:00 PM
Upshur County Fire Fighters Association	Wed 8/24/2022 7:00 PM
Upshur County Development Authority *Annual Meeting	Fri 8/26/2022 7:00 AM
Upshur-Buckhannon Board of Health	Thu 9/1/2022 6:00pm

5. Appointments Needed or Upcoming:

- James Curry Library and Park Advisory Board – 12/31/21 – (Sara L. Collins)

****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 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. (tabled 7/21/22)

Next Regular Meeting of the Upshur County Commission
August 11, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

****The Commission Meeting scheduled for August 4, 2022 has been CANCELLED****


 UPSHUR COUNTY ~ APPLICATION FOR COMMUNITY USE OF BUILDINGS, EQUIPMENT AND GROUNDS

INSTRUCTIONS:

1. All information must be furnished before application can be processed.
2. Application must be filed with the County not less than ten (10) working days before intended use.

Organization Upshur Co. Youth Livestock Location Requested Youth Livestock Facility
 Address 91 W. Main St., Suite 102 Date Application Filed 7-25-2022
 Contact Person Aaron Harris Office Phone 304-473-4208
 (Present Duration of Rental)
 Address 20 Raella Ln. Buckhannon Home Phone 304-677-9170
 Date(s)/Time(s) of Activity 8/2/2022 - 8/7/2022 7:30am-10:30pm
 Type of Activity Youth Livestock Show and Sale
 Special Equipment Desired: _____
 Names of Performing Groups (if not your group) Upshur County 4-H and FFA

The undersigned and the above-named organization, jointly and severally, agree to be responsible for the terms of this agreement, including the payment of all expenses associated with the event, damages to premises and further agree to indemnify and hold Upshur County, its agents, servants, and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the County property. The undersigned certifies that he/she has read and understands the rules and regulations of the Upshur County for Community Use of County Property and that such rules and regulations will be enforced. The Upshur County must be named as an additional insured on the Organization's general liability policy with a minimum \$1,000,000 limit of general liability coverage. A Certificate of Insurance naming the Upshur County Commission as an "additional insured" must be provided with this application.

Upshur Co. Youth Livestock		President	7/25/20
Name of Group/Organization	Signature of Contact Person	Position	Date

Certificate of Insurance Attached Yes / No

County Named Add'l Insured Yes / No

Expiration Date _____

Following the activity, a facility/grounds inspection will occur. The renter is responsible for any damage or vandalism that did occur during the duration of the activity.

Approved _____ Disapproved _____

Approved By:



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 05/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER West Virginia Board of Risk & Insurance Management 1124 Smith Street Suite 4300 Charleston, WV 25301	CONTACT NAME: PHONE (A/C, No, Ext): 304-766-2646 FAX (A/C, No): 304-558-6004 E-MAIL: brim.underwriting@wv.gov ADDRESS:
INSURED WEST VIRGINIA UNIVERSITY P O BOX 6024 MORGANTOWN WV 26506 6024	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: National Union Fire Co of Pittsburgh PA 19445 INSURER B: WV Board of Risk and Insurance Management INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> WRONGFUL ACT <input checked="" type="checkbox"/> PROFESSIONAL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			L 176	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ INCLUDED GENERAL AGGREGATE \$ NONE PRODUCTS - COMP/OP AGG \$ NONE
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			L 176	07/01/2022	07/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	L 176 STOP GAP	07/01/2022	07/01/2023	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SUBJECT TO THE PROVISIONS, CONDITIONS AND EXCLUSIONS OF THE POLICIES LISTED ABOVE, IT IS AGREED THAT THE CERTIFICATE HOLDER IS AN "ADDITIONAL INSURED" WITH RESPECTS TO: WVU EXTENSION SERVICES INVOLVEMENT IN SEVERAL EVENTS TAKING PLACE WITH UPSHUR COUNTY DURING FY 2022.

CERTIFICATE HOLDER

CANCELLATION

UPSHUR COUNTY COMMISSION 91 WEST MAIN STREET SUITE 101 BUCKHANNON WV 26201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 10px;"> </div>
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STATE OF WEST VIRGINIA
EXECUTIVE DEPARTMENT

At Charleston

A PROCLAMATION

By the Governor

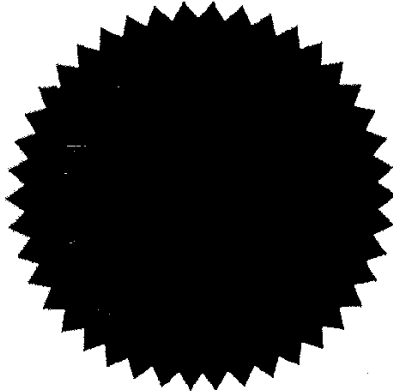
WHEREAS, beginning on July 26, 2022, developing weather patterns show significant rainfall increasing risk of flash flooding throughout West Virginia; and

WHEREAS, the National Weather Service predicts potentially heavy precipitation continuing throughout the week, causing a threat to the health, safety, welfare, and property of the citizens of West Virginia; and

WHEREAS, it has been deemed necessary and beneficial to declare a State of Preparedness, pursuant to West Virginia Code §15-5-6, for all 55 counties of the State of West Virginia to prepare for such adverse conditions.

NOW, THEREFORE, I, JIM JUSTICE, by virtue of the authority vested in me as the Governor of the State of West Virginia, and in view of the foregoing, do hereby **FIND AND DECLARE** that a State of Preparedness exists and continues throughout all 55 counties of West Virginia, said State of Preparedness to remain in effect for thirty days unless terminated by subsequent Proclamation. In response to this State of Preparedness, I have **INVOKED** the emergency powers set forth in West Virginia Code §15-5-6; **UTILIZED** the Emergency Operations Plan, as necessary; **ORDERED** appropriate personnel and resources to be prepared to mobilize and respond to any emergency that may develop and for which such personnel and resources are required; and **DELEGATED** certain administrative powers to the Director of the West Virginia Emergency Management Division, as necessary, to facilitate the provision of essential emergency services.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of
the State of West Virginia to be affixed.



By the State

DONE at the Capitol in the City of
Charleston, State of West Virginia, this
Twenty-Sixth Day of July, in the Year of our
Lord, Two Thousand Twenty-Two, in the
One Hundred Sixtieth Year of the State.


GOVERNOR


SECRETARY OF STATE

MONTH / YEAR: June 20

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Terri Jo Bennett	2021 Ford Explorer	1FMSK8BH7MGC39445	2130	3876	1146	12.03
						8.03
						14.84
						11.63
						\$46.53
			GRAND TOTALS		0	0

DEPARTMENT: Comm Corrections

MONTH/YEAR: June - 2022

[illegible]

114

EST. 1792

UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: June 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,749	105,749	2	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			Total Miles		2	



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year MAY 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Steve Wykoff	2019 Chevy 2500	2GC2KREG1121064	10245	10500	255	0
GRAND TOTALS					255	0

DEPARTMENT: Maintenance


[illegible]

U P S H U R

UPSHUR COUNTY COMMISSION MONTHLY MILEAGE LOG

DEPARTMENT: MaintenanceMONTH / YEAR: June 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2019 Ford F-250	1FDBF2B69KEC81	12980	13371	391	0 22.4
Chris Alkire		902			Tractor —	0 5.01 (Diesel)
Eric Poling						0 20.5
Louella Koone						0 17.4
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
			GRAND TOTALS		391	0 60.3 0



U P S H U R

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: June 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)	
GREG HARRIS	2008 Toyota Tundra	5TBBV54188551	94155	94542	387	0	32.03 cans
Chris Pike		4917				0	12.00
ERIC ROPING						0	4.27 diesel
LORETTA KOONE						0	12.72
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
GRAND TOTALS					387	0	56.75 0

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: June 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	4185	5163	978	43.5
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		978	43.5


LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>June</u> 2022		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$320	\$215
CHECK	\$40	\$30
E STORE CREDIT CARD	\$475	\$110
SUBTOTAL	\$835	\$355
SPAY/NEUTER DEPOSIT		
CASH	\$300	\$200
CHECK	\$150	\$0
E STORE CREDIT CARD	\$1,150	\$350
SUBTOTAL	\$1,600	\$550
BOARD RESCUE		
CASH	\$105	\$20
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$45
SUBTOTAL	\$105	\$65
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$13	\$0
SUBTOTAL	\$13	\$0
DONATIONS		
CASH	\$40	\$0
CHECK	\$225	\$0
E STORE CREDIT CARD	\$0	\$30
SUBTOTAL	\$265	\$30

OTHER		
TOTAL	\$2,818	\$1,000

EXPLANATION:

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

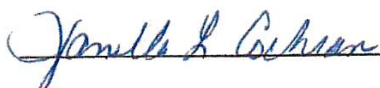
TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	4	0	4
Cats brought in by Animal Control Officer	0	23	23
Cats brought in by County Residents	41	16	57
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	1	0	1
Cats Escaped	0	0	0
Adoptions:			
With Charge	26	17	43
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	13	0	13
Euthanasia:			
Owner Request	0	0	0
Other	1	9	10


 Signature

7-18-22
 Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (July 2022)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (June 2022)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	16	9	25
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	15	5	20
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	0	0	0
Dogs Returned to Owner	4	2	6
Dogs Escaped	0	0	0
Adoptions:			
With Charge	17	6	23
Without Charge	0	0	0
Rescues:			
With Charge	1	1	2
Without Charge	2	1	3
Euthanasia:			
Owner Request	3	0	3
Other	1	0	1
Total	59	24	83



Signature

7-18-22

Date

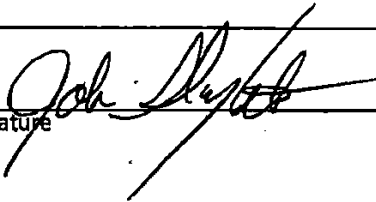
John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

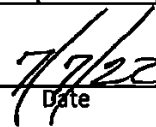
June 2021 ~~21~~

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	16		
Other			
Animals returned to Owner by ACO:			
Dogs	0		
Other			
Animals delivered to LUACF:			
Dogs	16		
Other			
Animals Quarantined by ACO:			
Dogs	2		
Other			
Animals Terminated:			
Dogs			
Other			
Total Number of Hours Involved			
160			

Signature



Date



Deborah

UPSHUR COUNTY YOUTH CAMP BOARD

Agenda

~~June 21, 2022~~

July

Call to order

Secretary's report for April and June (there was no May meeting)

Financial Statement

Old Business:

1. Chris Cartwright (Timber sale)
2. We have received \$20,000.00 from the American Rescue Plan Act Fund Allocation
3. Selling building to Fire Department
4. Payment for brochures
5. Other old business

New Business:

Greg's Comments:

Next meeting: August 18, 2022. 6:30 pm

Place to be decided



**Notice of Special Meeting
Upshur County Farmland Protection Board**

Location: Upshur County Development Authority
21 E Main St, Conference Room First Floor
Buckhannon, WV 26201
Date: July 28, 2022
Time: 7:30 am

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: June 1, 2022 and June 29, 2022

BUSINESS ITEMS – Discussion/Update/Action

- Queen easement – Status update:
- Current Application Update/Review
- Computer Software
- Farmland Protection Meeting- Canaan Sept 28th to Sept 30th

FINANCIAL MATTERS – Discussion/Update/Action

- Financial Report- Financial Spreadsheet
 - o Payment of Bills /Invoices -Turtley For You Consulting, Saddleback Services, etc

OTHER BUSINESS –

DATE OF NEXT MEETING –

ADJOURNMENT

**UPSHUR COUNTY PUBLIC LIBRARY
Annual Meeting Agenda
Wednesday, July 20th, 2022, 4:00 p.m.**

Agenda

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

**Upshur County Public Library
Board of Directors Meeting
Wednesday, July 20th, 2022, 4:00 p.m.**

Agenda

- V. Call to Order
- VI. Reading/Approval of Minutes
- VII. Review/Approval of Monthly Financial Report
- VIII. Librarian's Report – see attachment
 - A. Assistant Director Search
 - B. Summer Reading Stats
 - C. Affiliates
- IX. Unfinished Business
 - A. By-laws review
- X. New Business
 - A. Account signatory changes
- XI. Friends of the Library update – Sandra Craig
- XII. Public Comment/Correspondence
- XIII. Setting date of next Board meeting
- XIV. Adjournment

Annual Meeting
Upshur County Public Library Board of Trustees
July 21, 2021

The Upshur County Public Library Board of Trustees met for their annual meeting on Wednesday, July 21, 2021, at the Upshur County Public Library. Board members in attendance were Kenna Leonard, Katie Loudin, and Linda Riegel. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; and Nancy Burgess, Friends of the Library representative.

The meeting was called to order at 4:08 p.m.

The minutes of the last annual meeting, July 15, 2020, were approved as read on a motion made by Linda and seconded by Katie.

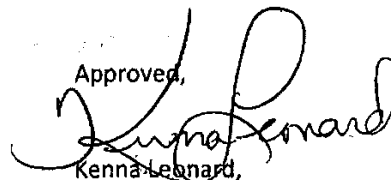
The annual election of officers was held. On a motion made by Linda and seconded by Katie, the following slate of officers were approved: President – Kenna Leonard, Vice President – Katie Loudin, and Secretary/Treasurer – Carol Smith. The motion carried.

The meeting was adjourned at 4:12 p.m.

Respectfully submitted,


Connie Cutright,
Business Manager

Approved,


Kenna Leonard,
President

UPSHUR COUNTY YOUTH CAMP BOARD

April 21, 2022

The Upshur CoUnty Youth Camp Board met in regular session on Thurs, April 21, 2022 at the home of Glen Hawkins. The meeting was called to order by President, Glen Hawkins at 6:30 pm. Board members present were Glen Hawkins, Craig Presar, Gini Croaff, and Debbie Hull. Thanna Wentz was not present. Greg Woody, camp manager was also in attendance.

The February secretary's report was approved through motion made by Debbie and seconded by Craig. The March financial statement was approved thru motion made by Craig and seconded by Debbie.

Old Business:

1. Gini presented the brochures at the meeting. Craig will mail brochures to schools with a cover letter.
2. There were no bids on the timber. Gini is going to ask Chris to get ahold of us when we need to re-advertise.

New Business:

1. Thanna sent a request to the commission for \$109,500.00 loss of revenue for payment from the ARPA fund and \$35,000.00 to fix the bridge.
2. Craig said there is \$800.00 available from the CPG funds.

Greg's Comments:

1. Greg has finished the new flooring and porch railing for the house. Just needs to finish the steps
2. The material has been ordered for the cabin roofs.
3. Greg turned over the information to contact the commission for the car show.
4. Council Circle should be done Monday or Tuesday.
5. Pool is not started, holding off filling until needed.
6. Craig is bringing his first year campers up for day camps on the 6th and 7th.
7. Bert is starting on May 2nd (cleaning).
8. The 2007 Explorer is still at Jenkins, they can't get the parts.
9. The power steering blew on the truck.
10. Camp Consume and Genesis is not coming back.
11. Greg has hired two full time and six part time employees.

There being no further business, the meeting was adjourned at 8:00 pm. The next meeting will be at the camp on June 7, 2022 (Tuesday).

Respectfully submitted,

UPSHUR COUNTY YOUTH CAMP BOARD

JUNE 7, 2022

Following a delicious pork barbecue dinner prepared by Aaron Harris and his staff and served by the camp's kitchen staff, the youth camp board held its June meeting.

Board members present were: Glen Hawkins, President, Gini Croaff, Craig Presar and Thanna Wentz. Member Debbie Hull did not attend. Greg Woody, camp manager also attended as well as distinguished guests State Senator Bill Hamilton and Upshur County Commissioners Kristie Tenney, Terry Cutright and Sam Nolte.

President Hawkins called the business meeting to order. There was no secretary's report, however the financial statements for April and May were approved through motion made by Craig and seconded by Gini. Thanna stated that the State auditors are working in the county at this time and the camp books will be audited. She also reported that she had received a check from the American Red Cross for a donation of \$1,000.00 to the camp.

Clifton Shaw and Sir Huffman, representing the Sallyville Fire Department appeared before the board to once again ask to buy the property which adjoins their department. Again, they were told that the building was used for storage and unless we can afford to build another storage building (15X30), we can't sell. Greg was asked what was stored in the building; he stated lumber, new replacement hot water tanks and a Kubota mower. Thanna was asked to go back to previous minutes to find how much money was originally asked for to sell the building. This matter was tabled through a motion made by Craig and seconded by Thanna until she finds the original price discussed.

Thanna commended Gini on the completion of the camp brochure project. It is very tastefully designed and can be proudly distributed throughout the area.

Greg's comments:

1. The truck brakes of out.
2. Jenkins has told him that the Explorer is too old to be able to find replacement parts for it. At this time, he is using his private vehicle.
3. Food prices are sky rocketing, but with the raise in meal prices we made last fall, so far we are okay. However, we may have to look at another raise before another camping season.
4. He is still looking for a small air conditioner unit for the cook's shack behind the dining hall.
5. Glenville State girls soccer team will be using the camp for four (4) days this summer.

There being no further business, the meeting was adjourned. The next meeting will be held on Thursday, July 21, 2022 at 6:30 pm in the WVU Extension Office.

Respectfully submitted,

Thanna Wentz

**Upshur County Public Library Board of Trustees Meeting
June 15, 2022**

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, June 15, 2022, at 4:00 p.m. at the library. Board members in attendance were Carol Smith, John Haymond, and Katie Loudin. Also in attendance were Paul Norko, Library Director; Beth Rogers, Assistant Director; and Connie Cutright, Business Manager. Absent from the meeting were board members Kenna Leonard and Linda Riegel.

The meeting was called to order by Vice President Katie Loudin at 5:05 p.m.

The minutes of the May 25, 2022 meeting were approved on a motion made by John, seconded by Carol, and unanimously approved.

The financial reports for May, including an itemized list of electronic debits/credits, were approved on a motion made by Carol, seconded by John, and the motion carried. Connie reported that we were on budget in most line items at this time.

Director's Report – See written report

Additions: Paul reported that Beth is resigning to accept the position of Director of Library Services at WVWC.

Unfinished Business –

Bylaws – Additional revisions were made to the by-laws and will be presented at the next meeting.

New Business

Delayed Opening – On a motion made by John and seconded by Carol, a delayed opening was approved for June 30th because staff will be needed at the WV Wildlife Center for the Summer Reading Program Wrap Party. The library will open at 2:00 p.m. that day.

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

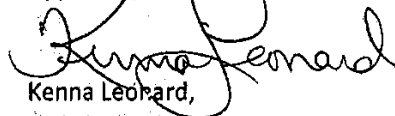
The next meeting will be July 20, 2022, 4:00 p.m. at the Library. The meeting adjourned at 5:00 p.m.

Respectfully submitted,



Connie Cutright,
Business Manager

Approved,



Kenna Leonard,
Board President

Upshur County Public Library
July 2021 through June 2022

TOTAL

	Apr 22	May 22	Jun 22	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Income							
4020 · County Commission	0.00	11,625.00	0.00	46,500.00	46,500.00	0.00	100.0%
4030 · Board of Education	0.00	23,425.00	0.00	93,700.00	93,700.00	0.00	100.0%
4040 · Grant-In-Aid	23,707.00	0.00	0.00	94,829.00	94,828.00	1.00	100.0%
4060 · WVLC Svcs. to Lib. (admin fees)	17,236.00	0.00	0.00	68,947.00	68,947.00	0.00	100.0%
4150 · WVLC Other Grants	0.00	0.00	0.00	9,938.00			
4160 · Other Grants	2,849.95	0.00	0.00	18,849.95	16,000.00	2,849.95	117.81%
4230 · Unrestricted Gifts	582.29	524.90	222.12	4,332.25	3,500.00	832.25	123.78%
4240 · Restricted - Memorial/Gift Matl	150.00	20.00	0.00	2,430.18	2,500.00	-69.82	97.21%
4310 · Interest	6.45	6.20	42.45	216.18	100.00	116.18	216.18%
4420 · Copies/Fax	458.65	494.05	592.45	5,622.19	5,000.00	622.19	112.44%
4450 · Fines	203.30	139.65	182.50	1,800.32	2,000.00	-199.68	90.02%
4490 · Other fees-cards, JD, earbuds	126.50	64.00	72.00	797.00	700.00	97.00	113.86%
4730 · Fundraisers	77.00	0.00	0.00	1,799.08	2,500.00	-700.92	71.96%
4735 · Fundraiser - Ramp Dinner	8,140.00	40.00	20.00	13,825.00	10,000.00	3,825.00	138.25%
Total Income	53,537.14	36,338.80	1,131.52	363,586.15	346,275.00	17,311.15	105.0%
Expense							
6020 · Wages	16,289.81	16,600.66	16,965.90	200,817.92	204,166.00	-3,348.08	98.36%
6030 · FICA	1,009.97	1,029.25	1,051.89	12,450.72	12,658.00	-207.28	98.36%
6040 · Medicare	236.22	240.70	246.01	2,911.87	2,960.00	-48.13	98.37%
6050 · WV Public Employees Retirement	1,603.30	1,630.83	1,676.44	18,761.22	17,142.00	1,619.22	109.45%
6060 · Insurance (Employer Paid)	2,139.30	2,139.30	2,139.30	23,967.60	22,635.00	1,432.60	106.36%
6061 · RHBT (Employer Paid)	192.00	192.00	192.00	4,208.00	5,568.00	-1,360.00	75.58%
6080 · WV Unemployment	99.45	38.62	35.45	1,103.77	1,391.00	-287.23	79.35%
6090 · Workers Comp.	0.00	0.00	489.10	570.10	510.00	60.10	111.78%
6110 · Books	747.92	448.45	1,591.27	8,718.35	9,800.00	-1,081.65	88.96%
6112 · Memorial/Gift Materials	277.86	255.48	508.57	2,418.35	2,500.00	-81.65	96.73%
6140 · Periodicals/Newspapers	0.00	156.00	-209.17	1,700.64	1,700.00	0.64	100.04%
6143 · Electronic Books	3.00	6.00	1,119.28	3,045.83	2,500.00	545.83	121.83%
6151 · Audios	228.73	0.00	160.86	1,524.37	1,500.00	24.37	101.63%
6152 · DVD's	50.95	93.80	121.75	939.21	900.00	39.21	104.36%
6230 · Other Grant Expenditures	14,585.49	2,589.74	12,046.42	37,464.64	18,660.00	18,804.64	200.78%
6310 · Office/Library Supplies	261.86	181.78	784.81	3,940.48	3,200.00	740.48	123.14%
6350 · Postage	95.44	89.56	370.20	1,618.72	1,800.00	-181.28	89.93%
6521 · Equipment/Furniture	42.35	0.00	1,131.58	1,451.81	1,500.00	-48.19	96.79%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6552 · Software/Elec. Sub./Maint. fees	301.55	275.20	717.40	4,400.63	3,000.00	1,400.63	146.69%
6570 · Vehicle Maintenance	0.00	0.00	0.00	302.00	300.00	2.00	100.67%
6720 · Bldg. Maint. (Inc. Janitorial)	16.51	33.20	211.32	674.30	1,000.00	-325.70	67.43%
6742 · Utilities - Electric	1,710.88	3,115.61	1,473.52	19,629.98	21,500.00	-1,870.02	91.3%
6743 · Utilities - Water/Waste	100.90	236.55	209.90	1,309.74	1,100.00	209.74	119.07%
6750 · Telephone	260.57	234.81	549.24	2,902.53	2,400.00	502.53	120.94%
6755 · Internet Service	105.00	105.00	210.00	126.00	125.00	1.00	100.8%
6760 · Insurance - Building & Bonds	0.00	0.00	0.00	728.00	730.00	-2.00	99.73%
6910 · Public Info./Programming	63.41	57.80	6.95	328.92	800.00	-471.08	41.12%
6920 · Memberships	50.00	0.00	0.00	125.00	250.00	-125.00	50.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	638.64	8.36	581.71	1,730.76	2,000.00	-269.24	86.54%
6950 · Fundraising Expenses	63.61	0.00	0.00	299.25	500.00	-200.75	59.85%
6955 · Fundraiser Ramp Dinner	0.00	4,835.71	282.00	5,117.71	4,300.00	817.71	119.02%
6970 · Professional & Misc. Fees	0.00	0.00	2,550.00	2,609.20			
6980 · Audit	0.00	0.00	0.00	2,720.00	1,728.00	992.00	157.41%
Total Expense	41,174.72	34,594.41	47,213.50	370,617.62	350,923.00	19,694.62	105.61%
Net Income	12,362.42	1,744.39	-46,081.98	-7,031.47	-4,648.00	-2,383.47	151.28%

**Upshur County Fire Board Meeting
June 21, 2022**

Members Present: Joe Gower, Sidney Huffman, Donna Matthews, Kristie Tenney, Steven Linger, and Larry Alkire

Members Absent: Rick Harlow

Others Present: Missy Loudin, Guest Speaker, Bill Green, guest, 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 May 31, 2022, were approved on motion by Sidney Huffman and second by Donna Matthews.

The Fire Fee Clerk reported the 2021 Fees are at 91 percent collected. The 2020 fees are at 92 percent collected. The County Commission approved the resignation of Brian Elmore and the appointment of Steven Linger as his replacement. The legal opinion regarding the Fire Fee following the person is that the fees cannot follow the property. The Fire Fee clerk attached the requests for financial statements to the Check disbursements for the VFDs.

The checking account balance as of 05/31/2022 was \$74,156.12. The disbursement from the Chief Tax Deputy was \$9,731.27 for May.

The following invoices were reviewed and approved upon motion by Sidney Huffman and second by Donna Matthews:

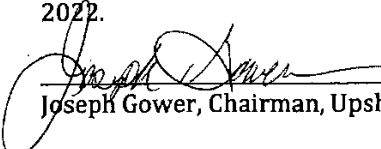
*Software Systems---monthly maintenance---Invoice #36228---\$211.00

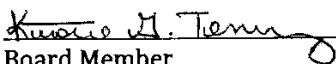
*WVCoRP---annual fee---insurance---\$1,458.00

The Board approved 4 exoneration tickets; and on motion by Sidney Huffman and second by Donna Matthews, approved one corrective ticket.

The Board distributed the final disbursement of 2021 Fire Fee funds in the amount of \$4,500.00 to Adrian, Banks District, Selbyville and Warren District VFDs. Buckhannon, Ellamore, and Washington District were not present.

There being no further business, the meeting adjourned at 7:30 pm. The next meeting of the Board will be July 19, 2022.


Joseph Gower, Chairman, Upshur County Fire Board


Kristie H. Tenney
Board Member