

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: August 25, 2022
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• August 18, 2022
- 9:30 a.m. Sheriff Virgil Miller and Chief Deputy Mike Coffman: (1) Approval of advertisement for the purpose of accepting applications for admission to competitive examinations to be utilized as part of the criteria to establish an eligibility list for appointment to entry level position of Deputy Sheriff. Applications are due no later than Friday, September 16th. (2) Discuss k9 and tactical gear needs within the Sheriff's Department.* [Pages 5-6](#)

Items for Discussion / Action / Approval:

1. Request from Pastor J. Edward McDaniels to use the Courthouse steps/plaza for a county wide worship service and walk on September 11, 2022 at 3:30 p.m. A certificate of Liability Insurance will be provided.* [Page 7](#)
2. Approval and signature of Notification of Withdrawal of Request for Public Assistance (RPA) programs due to the expenses incurred related to COVID-19 being met by other funding sources. * [Page 8](#)
3. Approval of "Request for Proposals" for the Upshur County Community Corrections & Day Report Center Roof Replacement Project. Sealed bids must be received by 4:00 p.m. on Wednesday, September 21, 2022. Sealed bids received by this deadline will be opened, reviewed and read aloud by the Commission during the regularly scheduled Commission Meeting at 9:15 a.m. on Thursday, September 22, 2022. * [Pages 9-26](#)
4. Correspondence from Terry Gould, Hodgesville PSD Manager, requesting the reappointment of Howard Cutright to the Hodgesville PSD Board of Directors. Upon approval, Mr. Cutright's term will expire on August 5, 2028. The Board previously voted to recommend Mr. Cutright's reappointment. * [Page 27](#)
5. Review the Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed July 18, 2022 – Case Number 031022-01 (Meade Tax District – Tax Map 1 – Parcel Numbers 50,52,53,54,55,56,57) owned by the Estate of John Harmon George and consider Order Adopting Enforcement Agency Findings. * [Page 28](#)
6. Approval to electronically submit a Petco Foundation Animal Welfare Organization funding request, on behalf of the Lewis-Upshur Animal Control Facility. If awarded, these funds will be utilized to provide a surgical suite within the facility to allow for animal prompt care. * [Under separate cover](#)
7. Review and signature of the Upshur County Fire Board, Inc. incentive for the four Tax Deputies who process Fire Fees collected in the Sheriff's Office. The total cost to the Fire Board for one year is \$2,467.92.

This supplement will begin with the first pay period in October and will be contingent upon an annual review in September of each year. *

[Under separate cover](#)

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

8. Correspondence from Sheriff Virgil D. Miller requesting the transfer of Norma Wayts from part-time Court Security Officer to fill-in Court Security Officer effective August 28, 2022. *

[Under separate cover](#)

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

9. Correspondence from Sheriff Virgil D. Miller requesting the transfer of Robert G. Ware from fill-in Court Security Officer to part-time Court Security Officer effective August 28, 2022. *

[Under separate cover](#)

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

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

For Your Information:

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

1. Correspondence from Tabatha R. Perry, County Administrator, providing notice of non-renewal of the WENS Service Agreement for Upshur County Commission / DHSEM. Contract expires at midnight on October 14, 2022. Page 29
2. Correspondence from Ora L. Ash, Deputy State Auditor regarding WV Code §7-7-7a regarding spending or obligating more than 50% of a budget before the end of the calendar year. Page 30
3. Correspondence from FirstEnergy Corp. announcing the closure of West Virginia Ash Landfill following successful beneficial reuse initiative at the Berkeley County property to be repurposed for the new West Virginia solar program. Pages 31-33
4. Statewide Transportation Improvement Program Virtual Public Workshop # 2 to be held on September 1, 2022 from 4:00pm-6:00pm for the public to review the draft STIP FFY 2023-2028. The 45-day public comment period will conclude on October 15, 2022. Visit the STIP at any time during the workshop to access the virtual meeting:
<https://transportation.wv.gov/highways/Programming/STIP/Pages/default.aspx> Page 34
5. Upshur County Solid Waste Authority Financial Report Fiscal Year 2022 (July 1, 2021 to June 30, 2022) Pages 35-45
6. Upshur County Safe Structures and Sites Enforcement Board Petition for Order --- Valusia Ventures, LLC Case Number 041422-01 (Meade Tax District – Tax Map 1 – Parcel Number 130) Page 46
7. Lewis-Upshur Animal Control Facility Reports for the month of July, 2022 Pages 47-51
 - Adoption Financial Transactions
 - Cat Report

- Animal Report
- Animal Control/Humane Officer Animal Report

8. Public Notices:

a) Newsletters and/or Event Notifications:

- Live Wire Electrical Safety Demonstration September 6, 2022 [Page 52](#)

b) Agendas and/or Notice of Meetings:

- Community Corrections Board August 15, 2022 [Page 53](#)
- James W. Curry Library/Park Advisory Board August 19, 2022 [Pages 54-55](#)
- Upshur County Farmland Protection Board August 25, 2022 [Page 56](#)

Meeting Minutes:

- Upshur County Farmland Protection Board June 1, 2022 [Page 57](#)
- Upshur County Youth Camp Board June 21, 2022 [Page 58](#)
- Upshur County Farmland Protection Board June 29, 2022 [Page 59](#)
- Buckhannon-Upshur Airport Authority July 11, 2022 [Pages 60-62](#)
- Upshur County Fire Board, Inc. July 19, 2022 [Page 63](#)
- Upshur County Youth Camp Board July 21, 2022 [Page 64-65](#)

c) Meetings: *CHANGES ARE NOTED IN BOLD TYPE

Upshur County Farmland Protection Board	Thu	8/25/2022	8:00 AM
Upshur County Development Authority *Annual Meeting	Fri	8/26/2022	7:30AM
Mountain CAP of WV, Inc., a CDC	Mon	8/29/2022	10:00AM
Banks District Volunteer Fire Department	Thu	9/1/2022	7:00 PM
City Council of Buckhannon	Thu	9/1/2022	7:00 PM
Selbyville VFD	Thu	9/1/2022	7:00 PM
Adrian PSD	Thu	9/1/2022	3:00 PM
Upshur-Buckhannon Board of Health	Thu	9/1/2022	6:00PM
Elkins Road PSD	Tue	9/6/2022	5:00 PM
Upshur County Safe Sites & Structures Enforcement Board	Thu	9/8/2022	3:00 PM
Buckhannon VFD	Thu	9/8/2022	7:30 PM
UCDA-Executive Board Meeting	Thu	9/8/2022	7:00 AM
Region VI Local Elected Officials-Stonewall Jackson Resort	Fri	9/9/2022	11:00 AM
Washington District VFD	Sun	9/11/2022	6:00 PM
Upshur County Family Resource Network	Mon	9/12/2022	12:00 PM
Upshur County Solid Waste Authority	Mon	9/12/2022	4:30 PM
Buckhannon-Upshur Recreational Park Advisory Board	Mon	9/12/2022	5:30 PM
Buckhannon-Upshur Airport Authority	Mon	9/12/2022	4:00 PM
Hodgesville PSD	Tue	9/13/2022	4:00 PM
Adrian VFD	Tue	9/13/2022	7:30 PM
Upshur County Senior Center Board	Tue	9/13/2022	12:00 PM
Warren District VFD	Tue	9/13/2022	7:00 PM
Upshur County Convention and Visitors Bureau	Wed	9/14/2022	3:00 PM
Tennerton PSD	Wed	9/14/2022	3:00 PM
Buckhannon-Upshur Chamber of Commerce	Wed	9/14/2022	12:00 PM
Ellamore VFD	Wed	9/14/2022	7:00 PM

Buckhannon River Watershed Association	Wed	9/14/2022	6:00 PM
Upshur County Farmland Protection Board 3rd Thursday	Thu	9/15/2022	6:00 PM
Upshur County Youth Camp Board	Thu	9/15/2022	6:30 PM
Wes-Mon-Ty Resource Conservation & Development Council	Fri	9/16/2022	10:00 AM
Upshur County Fire Board, Inc. @ Banks District VFD	Tue	9/20/2022	6:30 PM
Upshur County Public Library Board	Wed	9/21/2022	4:00 PM
Lewis Upshur LEPC-Upshur Co. Location	Wed	9/21/2022	12:00 PM
UC Enhanced Emergency Telephone Advisory Board	Tue	9/27/2022	3:00 PM
Upshur County Fire Fighters Association	Wed	9/28/2022	7:00 PM
Lewis-Upshur Community Corrections Board *@Lewis County Day Report Center	Mon	10/17/2022	6:00 PM

9. Appointments Needed or Upcoming:

****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

September 8, 2022 --- 9:00 a.m.

Upshur County Courthouse Annex

*****The Upshur County Commission Meeting scheduled for September 1, 2022 has been CANCELLED*****

Upshur County Sheriff's Office

Virgil D. Miller, Sheriff

Heather D. Sparks
Chief Deputy
Tax Division

38 West Main Street, Room 103
Buckhannon, WV 26201
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

J. Michael Coffman
Chief Deputy
Law Enforcement

August 25, 2022

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

Dear Commissioners:

Please approve the advertisement for a full-time Deputy Sheriff. This advertisement will be run in the Record Delta on Tuesday, August 30, 2022; Thursday, September 1, 2022; Tuesday, September 6, 2022; and Thursday, September 8, 2022 with applications being due no later than Friday, September 30, 2022.

Thank you for your support and consideration.

Respectfully,



Virgil D. Miller
Sheriff of Upshur County, WV

**Upshur County Civil Service Commission for Deputy Sheriffs
Notice of Testing
Competitive Examination and Certified List of Eligibility
Deputy Sheriff Positions**

The Upshur County Civil Service Commission for Deputy Sheriffs is announcing an open period for the purpose of accepting applications for admission to competitive examinations. Such examinations shall be part of the criteria used to establish an eligibility list for appointment to entry level positions of Deputy Sheriff.

In order to be placed on the list of eligible applicants, an interested applicant must:

- On the date of testing, successfully meet the requirements on a physical agility screening test as set forth by the West Virginia State Police Academy.
- Achieve a passing score on a competitive written exam.

In order to be further considered for the position, an applicant must:

- Must be at least 18 years of age and no older than 45 years of age
- Possess a high school diploma or GED equivalent
- Be a United States citizen
- Pass a background check and complete physical, written, and psychological examinations
- Uncertified deputies must attend a 16-week academy, located at the West Virginia State Police Academy
- PT standards – 1.5 mile run in 14:36, 18 push-ups in 1 minute, 28 sit-ups in 1 minute

Why choose the Upshur County Sheriff's Office:

- Competitive salary, starting between \$40,000-\$43,000
- Health, dental, and vision insurance
- West Virginia Deputy Sheriff retirement
- Paid holidays, vacation, and sick leave
- All uniforms/equipment provided
- Take home vehicle

The Upshur County Sheriff's Office is currently offering an up to \$8,000.00 sign-on bonus incentive to law enforcement officers currently certified in the state of West Virginia.

Individuals may obtain an application at the following address:

**Upshur County Sheriff's Office
LAW ENFORCEMENT DIVISION
38 W. Main Street, Room 103
Buckhannon, WV 26201**

Monday – Friday 8:00 am -4:00pm

Applications will be accepted until Friday, September 16, 2022

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

Christian Fellowship Church

56 Fellowship Way

Buckhannon WV. 26201 ed.mcdaniels@gmail.com

Phone: 304-677-6077

Several churches in our area are organizing a prayer walk for our county on Sunday, September 11, 2022 from 3:00pm to 5:00pm. This will be our 10th annual walk which began in 2012. . This walk would begin at the City Park at 3:00 pm and continue down Kanawha Street, cross at the intersection onto Main Street and end at the Upshur County Court House at 3:30 pm.

A brief service is planned at Court House Plaza giving all those involved an opportunity to gather to pray for our county and country. There will be praise and worship music at the Court House as well.

“God Belongs In Our City” is a national movement. However we want to take our faith walk further and make it “**God**

Belongs In Our County.”

By extending it to our county, our vision is to see all county churches and believers come under one banner and pray for our county and for those with leadership roles.

Please mark this date on your calendar and plan to attend. God truly Belong in our hearts, in our lives and in our county and country.

Pastor J. Edward McDaniels

NOTIFICATION OF WITHDRAWAL OF
REQUEST FOR PUBLIC ASSISTANCE (RPA)

FEMA-DR-4517-WV – COVID -19

APPLICANT NAME: Upshur County

PA-ID (FIPS) NUMBER: 097-010DF-00

Request Withdrawal from the DR-4517-WV- COVID for the following reason:
(Please check one).

☐ NO ELIGIBLE DAMAGE

☐ DAMAGE IS BELOW FEMA'S REQUIRED MINIMUM AMOUNT OF \$3,300

☒ NEEDS MET BY OTHER FUNDING SOURCES.

☐ OTHER (please explain):

I understand that this action will have no impact on obtaining federal assistance for future disaster events.

Authorized Applicant Representative Signature

Kristie G. Tenney, Commission President

Applicant Name (Print)

08/25/2022

Date (month, day, year)

Authorized State Representative Signature

Date (month, day, year)

State Representative Name (Print)

Authorized FEMA Representative Signature

Date (month, day, year)

FEMA Representative Name (Print)

REQUEST FOR PROPOSALS

**26th Judicial Circuit Community Corrections & Day
Report Center
Roof Replacement
August 22, 2022**

Upshur County Commission

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

www.upshurcounty.org

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

Invitation for Bids
Roof Replacement

Publish: Tuesday, August 30th and Tuesday, September 6th, 2022.

Project Location: Community Corrections & Day Report Center located at 85 West Main Street, Buckhannon, WV 26201.

The Upshur County Commission is seeking bids for the furnishing of labor, materials and performance of all work set forth in the Request for Proposals. Bid proposals shall include materials, labor, equipment, insurance, taxes, bonds, fees, testing and similar construction related expenses for a complete roof replacement. A scope of work will be provided online at <http://www.upshurcounty.org>. Questions can be directed to Cheyenne Troxell or Rodney Rolenson at (304) 472-9548.

The complete proposal must be submitted in a sealed package marked “26th Judicial Circuit Community Corrections Facility – Roof Replacement” and received at the Upshur County Administrative Annex by 4:00 p.m. on Wednesday, September 21, 2022. In order to be considered, prospective firms must submit one (1) original proposal and one (1) additional copy in the required format to: Upshur County Commission, c/o Cindy Hughes, 91 W Main St, Suite 101, Buckhannon, WV 26201. Proposals received by this deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, September 22, 2022.

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

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

Selection Schedule

August 26, 2022	RFP document available from Owner
September 21, 2022	Proposals received by Owner no later than 4 p.m.
September 22, 2022	Opening of the sealed bids and anticipated selection of contractor

Description of Project

The 26th Judicial Circuit Community Correction Facility has been at the current location in Upshur County for approximately one year. The building is showing obvious roof deterioration with water leaking into the interior of the building in a couple areas. Shingles are also missing from an exterior point of view making the likelihood of further damage an immediate concern. The roof replacement is high priority to prevent extensive interior damage before winter and the onset of snow and ice.

Scope of Work

The Upshur County Commission is soliciting proposals from qualified and experienced contractors to furnish labor, materials and performance of all recommendations set forth in the below scope of work. The project must be completed by December 1, 2022. The Commission has received the below recommendations for the roof replacement:

1. The removal and disposal of all transition and flashing metal, existing shingles, drip edges, gutters and downspouts.
2. The removal, disposal and replacement of any water damaged sheathing on the roof.
3. Remove and dispose of any old vent boots on the roof.
4. Install underlayment on entire roof that is made of polypropylene material with limited lifetime warranty.
5. Install laminated architectural roof shingles with 130 mph wind resistance with limited lifetime warranty; color chosen by owner. Using a 6-nail application process, install starter shingles in eaves and rakes, also containing algae resistance and limited lifetime warranty.
6. Install new drip edge on entire roof; color chosen by owner.
7. Install new seamless gutters and downspouts on entire proximity of roof; color chosen by owner.
8. Install new vent boots on the roof.

This project is not subject to Prevailing Wage Rates.

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

Bid Guarantee

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

Security for Faithful Performance

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

Non-Discrimination in Contracts

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

Proposal Format

Proposals must be prepared and submitted in the following format:

- Identification

Name of company, including phone number, fax number, and mailing and electronic addresses and lead contractor that would be assigned to the project.

- Qualifications and Experience of the Firm
 - a. A brief summary of the contractor's qualifications and capabilities.
 - b. Past project experience including summaries of at least three (3) relevant projects and scopes of work, as well as client contact information.
 - c. Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications.
 - d. Description of the approach that will be used to complete the tasks described in this scope of work.
- Preliminary Project Schedule
 - a. Provide a proposed timeline for the commencement, duration and completion of this project while adhering to the mandatory completion date of December 1, 2022.
- Fee Schedule
 - a. Basis of Bid Pricing Sheet, attached.
 - b. Include standard billing rates and any unlisted project requirement components. Must include a written listing of all assumptions used to prepare price quotations. **If possible, identify suggested products to be used: include manufacturer's product name, make or model number and physical properties, appearance, and other characteristics of the specified product.**
- Contractor shall furnish any and all requested and/or required documentation, including but not limited to the following:
 - Business License
 - Contractor's License
 - Certificate of Insurance - at least \$1,000,000 liability limit with Upshur County Commission named as an additional insured
 - Certificate of Coverage of Workers' Compensation or Approved Waiver
 - Bid bond in the amount of ten percent (10%) of the proposal. The bond shall be issued by an insurance company licensed to do business in West Virginia or in the form of a certified check, cashier's check or irrevocable letter of credit. Upon award of the contract, the bid bond will be returned and a performance bond must be obtained and filed with the Upshur County Commission.

- Affidavit of Non-Collusion
- Proof that all municipal business and occupation taxes levied or accrued against the contractor have been paid and a certificate of good standing from the Tax Commissioner are required before the final payment will be made, pursuant to WV Code §11-10-11(d).
- Any additional documentation as required by the Owner

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

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

Submission

Interested firms shall submit one original and one copy of their proposal in a sealed envelope to:

Upshur County Commission
c/o Cindy Hughes
26th Judicial Circuit Community Corrections Facility – Roof Replacement
91 W Main Street, Suite 101
Buckhannon, WV 26201

Proposals must be received no later than 4:00 p.m. on Wednesday, September 21, 2022.

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

Evaluation Criteria

All proposals which are deemed fully responsive to this RFP will be evaluated. To be deemed fully responsive, attendance at the pre-bid meeting as specified above, proposals must be submitted to the Upshur County Commission in the format specified and prior to the deadline at the address specified above. After receipt, proposals will be reviewed for responsiveness on Thursday, September 22, 2022 during the regularly scheduled Commission Meeting held in the Commission Meeting Room located at 38 West Main Street, Room 301, Buckhannon, WV 26201.

Per the WV Fairness in Competitive Bidding Act, the Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Bid Pricing Sheet contains

alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.

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

Additional Information

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

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

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

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

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

Questions regarding this RFP may be directed to Cindy Hughes, Assistant County Administrator at cmhughes@upshurcounty.org or (304) 472-0535 ext. 3 or Cheyenne Troxell / Rodney Rolenson, at (304) 472-9548.

Bid Pricing Sheet

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

Item	Price (\$)
Base Bid: roof replacement (includes removal and disposal of existing roofing material and replacement of all items contained within the scope of work with all new material selected by owner.	
Asbestos removal and disposal – if applicable	

Allowances:	
Dumpster Fee	
Other:	
B&O Taxes (if applicable)	
Other	
Subtotal	
Total	

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

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

The bidder agrees to perform all of the work outlined above for the Upshur County Community Corrections and Day Report Center Roof Replacement Project for the single lump sum price of: _____ (\$ _____).

Contractor's Representations

The undersigned bidder certifies that they have:

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

Date: _____

By: _____

Signature of Person Authorized to Sign

Name of Person Authorized to Sign

Company Name

Company Address and Telephone Number

Contractor's Certification of Eligibility

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

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

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

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

Signature

Da

Affidavit of Non-Collusion

26th Judicial Circuit Community Corrections Facility – Roof Replacement
Upshur County, WV

State of _____
County of _____

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

Said vendor has not, either directly or indirectly, entered into any agreement, participated in
any collusion or otherwise taken any action in restraint of free competitive bidding in connection
with the Lewis-Upshur Community Corrections / Day Report Center in Upshur County, WV.

Vendor

Name and Title of authorized representative

State of _____
County of _____

The foregoing affidavit was acknowledged before me this ____ day of _____, 2022
by _____ representative for _____.

Notary

Commission expiration date

(seal)

WV-73
Approved / April 30, 2020



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

I, _____, after being first duly sworn, depose and state as follows:

1. I am an employee of _____; and,
(Company Name)

2. I do hereby attest that _____
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

Printed Name: _____

Signature: _____

Title: _____

Company Name: _____

Date: _____

STATE OF WEST VIRGINIA,

COUNTY OF _____, TO-WIT:

Taken, subscribed and sworn to before me this _____ day of _____, _____.

By Commission expires _____

(Seal)

(Notary Public)

GSR-01**West Virginia**West Virginia
State Tax
Department

Rev. 11/15

Request for Statement of Good Standing

Taxpayer Identification Number _____

Complete Business Name-----

Business Location-----

Mailing Address _____
Street City State Zip**TYPE OF BUSINESS (CHECK ONE):**☐ Partnership ☐ Sole Ownership ☐ Corporation/LLC ☐ Other

I understand that in the event that this business is not in good standing with the Tax Department I will be notified in writing as to what tax returns or tax payments are considered not filed or paid and who to contact with any questions regarding that situation.

By signing this Request for Statement of Good Standing, I certify under penalty of perjury that I am the taxpayer or the taxpayer's authorized representative and am entitled to receive the result of this request.

If you are a CPA or Attorney completing this Request for Statement of Good Standing for a business of which you are not a principle, a principle of the business must ALSO sign this request as the taxpayer.

If you are authorizing release of information for someone who is not a CPA or Attorney, this form must be notarized.

Taxpayer Signature	Title	Date
Print Name	Phone	E-mail
CPNAttorney Signature	Title	Date
Print Name	Phone	E-mail
Signature of person other than taxpayer, CPA, or attorney (Form must be notarized).	Title	Date
Print Name	Phone	E-mail

State of West Virginia

County of -- Select --, to-wit,

This day appeared before me, the undersigned notary public _____, who acknowledge under oath the signature above.

Notary public

My commission expires: _____

Date**If** you would like the response faxed to you, enter the fax number including area code

Name of person fax is to be addressed to: _____

Send this request to:**Phone Numbers:**West Virginia State Tax Department
ATTN: TPS -Administrative Support
PO Box 885
Charleston, WV 25323-0885
Fax # (304) 558-8643(304) 558-0678
(304) 558-8695
(304) 558-1114
(304) 558-0659

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

Date _____

THIS AGREEMENT is by and between the County Commission of Upshur County, West Virginia ("OWNER") and _____ ("CONTRACTOR") for the 26th Judicial Circuit Community Corrections Facility – Roof Replacement. Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Section 1 – Work

Contractor shall complete all work as specified or indicated in written or oral form, which will include at least the following items:

1. The removal and disposal of all transition and flashing metal, existing shingles, drip edges, gutters and downspouts.
2. The removal, disposal and replacement of any water damaged sheathing on the roof.
3. Remove and dispose of any old vent boots on the roof.
4. Install underlayment on entire roof that is made of polypropylene material with limited lifetime warranty.
5. Install laminated architectural roof shingles with 130 mph wind resistance with limited lifetime warranty; color chosen by owner. Using a 6-nail application process, install starter shingles in eaves and rakes, also containing algae resistance and limited lifetime warranty.
6. Install new drip edge on entire roof; color chosen by owner.
7. Install new seamless gutters and downspouts on entire proximity of roof; color chosen by owner.
8. Install new vent boots on the roof.

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

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

Permits must be obtained by Contractor prior to construction.

Section 2 – Time Period for Project Completion

Contractor shall coordinate work schedule with the Owner so as not to interfere or disturb ongoing building use and function. The project must be completed by December 1, 2022. Liquidated damages in the sum of one hundred fifty dollars (\$150) will be charged for each consecutive calendar day thereafter unless a written extension approval is provided. Written request for

additional time required due to unforeseen delays will be considered only if submitted in writing within ten (10) calendar days of the event causing the delay.

Section 3 – Required Documentation from Contractor

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

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

Section 4 – Sub-Contractor Restriction

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

Section 5 – Bid Price for Project

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

Section 6 -- Change Orders

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

Section 7 – Payment Procedures

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

Section 8 – Contractor's Representations

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

- 1) Contractor has examined and studied any documentation related to the scope of work for this project. Such documentation is sufficient to indicate and convey understanding for performance and furnishing of the work.
- 2) Contractor has visited the site and/or is familiar with and is satisfied as to the general or local site conditions that may affect cost, process and performance of the work.
- 3) Contractor agrees that compliance with any federal, state, and/or local law and/or regulation is their sole responsibility and not the responsibility of the Owner.
- 4) Contractor shall be responsible for providing, erecting, bracing, shoring or in every way protecting their work in compliance with State and Local Codes, and all U.S. Occupational Safety and Health Administration (OSHA) Regulations. Contractor shall be responsible for the adequacy in performance of all temporary work, use utmost care to protect work in progress and upon removal protect all surrounding existing work.
- 5) Contractor does not consider that any further examinations, investigations, tests, studies, or data are necessary for the performance of this work at the stated contract price, within the contract time period, and in accordance with any other terms and conditions so stated.

Section 9 – Miscellaneous

Successors and Assigns:

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

Severability:

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

Debris and waste removal:

Contractor will (1) remove debris, junk and trash from site (2) leave site in clean condition, ready for subsequent work and (3) clean up spillage and wind-blown debris from public and private lands.

This Agreement will be effective on the ____ day of _____, 2022.

OWNER:

County Commission of Upshur County

CONTRACTOR:

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

Attest: _____

Attest: _____

Address for Giving Notices:

Address for Giving Notices:

Office of the Upshur County Commission

91 W. Main St, Suite 101

Buckhannon, WV 26201

Telephone: 304 / 472.0535

Facsimile: 304 / 473.2802

Telephone:

Facsimile:

Cheyenne Troxell / Rodney Rolenson (304) 472-9548

Hodgesville Public Service District

188 Fayette Street, Suite 2

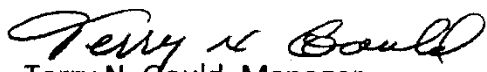
Buckhannon WV 26201

304-472-1904

August 5, 2022

The Hodgesville Public Service District is requesting that the board member term for Howard Cutright be renewed for another six years. His current term expired on 8/5/22 and the Board approved a motion to renew his term with an expiration date of 8/5/28.

Thank you for your consideration in this matter.


Terry N. Gould, Manager

Hodgesville Public Service District

Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex

91 West Main Street Buckhannon West Virginia 26201

Phone: (304) 472-0535 Fax: (304) 472-2399

July 18, 2022

Harmon George
2378 Phillips Dairy Rd
Buckhannon, WV 26201

2022 JUL 18 P 1:53
UPSHUR COUNTY CLERK
BUCKHANNON, WEST VIRGINIA

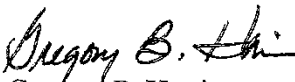
Subj: Petition for Order --- Case Number: 031022-01

The purpose of the Upshur County Safe Structures and Sites Ordinance is to promote the public safety and welfare of the residents of Upshur County. Based upon the numerous visits and investigation of the above referenced property (Meade Tax District -Tax Map 1 - Parcel Number 50,52,53,54,55,56,57), please be advised that the Enforcement Board would request, pursuant to Article 4 of said Ordinance, an order of the Upshur County Commission requiring clean-up of the property. Specific findings and recommendations would include the following:

- Correction of any health and safety hazards, including but not limited to the removal and proper disposal of any debris, trash, junk vehicles and/or removal and proper disposal of any environmental hazards.
- Household garbage, tires, etc. needs disposed of
- Stucture needs torn down and cleaned up

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

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


Gregory B. Harris
Compliance Officer

UPSHUR COUNTY COMMISSION
Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201
Equal Opportunity Employer (EOE)

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

TDD Numbers
Business: 472-9550
Emergency: 911

August 22, 2022

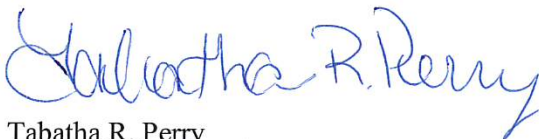
Inspiron Logistics LLC
4000 Embassy Parkway, Suite 100
Akron, Ohio 44333

**Re: WENS Service Agreement for Upshur County Commission / DHSEM
181 Pallottine Drive, Buckhannon, WV 26201**

To whom it may concern,

Regretfully, I must inform you that on behalf of the Upshur County Department of Homeland Security & Emergency Management, I hereby submit, through written notice, the decision to not renew the contract for the above referenced WENS Services Agreement. This non-renewal notice will be effective midnight, October 14, 2022, as we do not wish to terminate the service early or before the final day of the contract. Thank you for the service you have provided throughout the years. If you should have any questions, please do not hesitate to contact the Office of the Upshur County Commission at the address or telephone number listed above.

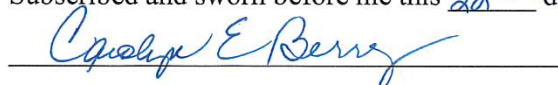
Sincerely,



Tabatha R. Perry
Upshur County Administrator

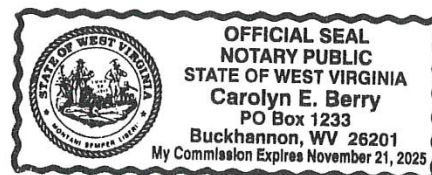
Cc: Upshur County Commission
Debra Hull, Accounts Payable
Steve Wykoff, Director of Homeland Security & Emergency Management

Subscribed and sworn before me this 22nd day of August, 2022.



Notary Public Signature

My Commission expires on 11/21/2025

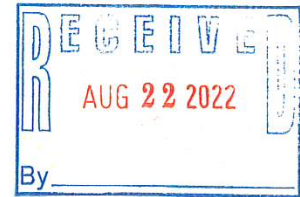




State of West Virginia
John B. McCuskey
State Auditor

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

August 17, 2022



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

Dear: West Virginia County Commissions
West Virginia County Clerks
West Virginia Circuit Clerks

I realize that some of you may be leaving office on December 31, 2022. I want to thank you for your service and commitment to your constituents and remind you of this code section.

§7-7-7a. Limit of budget expenditures.

(a) No county clerk, circuit clerk, joint clerk of the county commission and circuit court, if any, sheriff, county assessor or prosecuting attorney may, without the approval of the county commission, spend or obligate, before the end of the calendar year, more than fifty percent of the funds allocated for his or her office in the fiscal year budget, in any fiscal year where the person holding the office is leaving office due to either resignation or the results of an election.

(b) As used in subsection (a) of this section, "spend or obligate" includes, but is not limited to, increasing employee salaries to a level that would create a deficit in the budget if paid during the remainder of the fiscal year in addition to other anticipated expenditures.

As always, if you should have any questions or we can assist you in anyway, please let us know.

Sincerely,

A handwritten signature in cursive script, reading "Ora L. Ash".

Ora L. Ash, Deputy State Auditor
Local Government Services

FirstEnergy Corp.
5001 Nasa Boulevard
Fairmont, WV 26554
www.firstenergycorp.com

For Release: August 15, 2022

News Media Contact:
Will Boye
(301) 790-6420

Investor Relations Contact:
Irene Prezelj
(330) 384-3859

**FirstEnergy Completes Closure of West Virginia Ash Landfill
Following Successful Beneficial Reuse Initiative**
Berkeley County property to be repurposed for new West Virginia solar program

FAIRMONT, W. Va. – FirstEnergy Corp. (NYSE: FE) has completed the closure of an ash landfill for the former R. Paul Smith Power Station in Berkeley County, West Virginia, successfully paving the way to repurpose the 26-acre property for a planned utility-scale solar facility.

Allegheny Energy Supply Company, a subsidiary of FirstEnergy, recently received approval from the West Virginia Department of Environmental Protection to end environmental monitoring at the landfill after permanently closing the facility by removing all regulated materials. The landfill's closure was the conclusion of a successful 20-year effort to beneficially reuse the plant's ash byproduct in cement manufacturing. FirstEnergy harvested 3.1 million tons of ash that was sold to two major cement manufacturers to fuel their cement kilns.

Located across the Potomac River from the R. Paul Smith property in Maryland, the Berkeley County site is one of five locations where Mon Power, one of FirstEnergy's two electric companies in West Virginia, plans to build a solar facility as part of a new West Virginia solar program.

"The reclamation and closure of this former landfill has generated a positive economic impact for our company, and as the future home for one of our solar projects in West Virginia,

it symbolizes our efforts to build a brighter and more sustainable future for the communities we serve,” said Mark Vindivich, a manager in FirstEnergy’s environmental department who oversaw the project.

The company began working with the state on a plan to close the landfill in 2015, three years after closure of the R. Paul Smith Power Station. Activities included removing infrastructure such as piping and engineered liner while decommissioning two dams on the property. In June 2022, FirstEnergy’s request to end environmental monitoring under the solid waste permit was approved by the West Virginia Department of Environmental Protection, marking the first time a company has earned this type of approval in West Virginia.

Mon Power intends to build a six-megawatt solar facility at the 26-acre site as part of a plan to construct five utility-scale solar facilities, totaling 50 megawatts of renewable generation, to help make West Virginia more attractive for business development. Mon Power and Potomac Edison are currently [accepting West Virginia customer subscriptions](#) to purchase power from these facilities through solar renewable energy credits (SRECs). To learn more or subscribe to the solar program, visit www.firstenergycorp.com/WVSolar, or call 1-800-505-7283 to enroll by phone.

Mon Power serves about 395,000 customers in 34 West Virginia counties. Follow Mon Power at www.mon-power.com, on Twitter [@MonPowerWV](https://twitter.com/MonPowerWV), and on Facebook at www.facebook.com/MonPowerWV.

Potomac Edison serves about 275,000 customers in seven counties in Maryland and 151,000 customers in the Eastern Panhandle of West Virginia. Follow Potomac Edison at www.potomacedison.com, on Twitter [@PotomacEdison](https://twitter.com/PotomacEdison), and on Facebook at www.facebook.com/PotomacEdison.

FirstEnergy is dedicated to integrity, safety, reliability and operational excellence. Its 10 electric distribution companies form one of the nation's largest investor-owned electric systems, serving customers in Ohio, Pennsylvania, New Jersey, West Virginia, Maryland and New York. The company's transmission subsidiaries operate approximately 24,000 miles of transmission lines that connect the Midwest and Mid-Atlantic regions. Follow FirstEnergy online at www.firstenergycorp.com and on Twitter [@FirstEnergyCorp](https://twitter.com/FirstEnergyCorp).

(081522)

2023-2028 STIP Public Workshop 2

STIP, DOT <dotstip@wv.gov>

Thu 8/18/2022 9:03 AM

The West Virginia Department of Transportation (WVDOT) is seeking input to help guide the future of transportation in West Virginia. Based upon information obtained from prior public workshop held on June 30, 2022, WVDOT staff has developed a Draft 6-year Statewide Transportation Improvement Program (STIP) covering federal fiscal years (FFY's) 2023-2028. The Draft 2023-2028 STIP identifies planned programs and project investments over the 6-year period to fund the operation, preservation, rehabilitation, and expansion of West Virginia's highway and transit assets statewide with the revenue that is estimated to be available.

WVDOT is hosting a virtual public workshop on **September 1, 2022, from 4:00pm to 6:00pm**, for the public to review information on future federal transportation funding and projects for the 6-year period and provide comments on the Draft STIP document. The workshop will provide a venue for the public to ask questions and discuss the programs established in the Draft STIP with the project team. Please visit the STIP website at any time during the workshop to access the virtual meeting.

<https://transportation.wv.gov/highways/Programming/STIP/Pages/default.aspx>

Each time the STIP is updated, the public is given the opportunity to participate in the transportation planning process. This public workshop will initiate the official 45-day public comment period for the adoption of the Draft 2023-2028 STIP. The public is encouraged to provide comments on the published STIP material located at the link above. The 45-day public comment period will conclude on **October 15, 2022**. Comments and questions can be submitted electronically via DOTSTIP@wv.gov or by mail to:

Mr. Chris Kinsey
Programming Division,
West Virginia Division of Highways,
[1900 Kanawha Boulevard, Building 5, Room 650,](#)
[Charleston, West Virginia 25305](#)

The West Virginia Department of Transportation will, upon request, provide reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in our services, programs, and activities. The WVDOT will consider, upon request, every request for reasonable accommodations to provide language interpretation for people with Limited English Proficiency and translations of written materials necessary to access project information.

Anyone requesting special services should contact the WV Civil Rights Compliance Division at (304) 558-3931 as early as possible so that arrangements can be made. Persons with hearing or speech impairments can reach all state agencies by calling (800) 982-8772 (voice to TDD) or (800) 982-8771 (TDD to voice). Aquellas personas que no hablan inglés o tienen limitaciones para leer, hablar o entender inglés, podrían recibir servicios de interpretación si los solicitan llamando al (304) 558-3931.

UPSHUR COUNTY SOLID WASTE AUTHORITY

PO BOX 2244

BUCKHANNON, WV 26201

Phone: (304) 472-7916 Email: upcountyswa@yahoo.com

FINANCIAL REPORT – FY 2022

July 1, 2021 to June 30, 2022

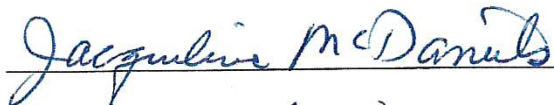
This Financial Report for FY 2022 of the Upshur County Solid Waste Authority consists of the following:


- This cover page/signature page.
- Account Balances for the beginning and ending of the fiscal year for each of the four bank accounts with First Community Bank of Buckhannon, WV – one page
- Cash Flow for FY 2022 showing Inflows and Outflows by Category
- Register Reports for FY 2022 for each of the four bank accounts showing all Inflows and all Outflows with total Inflows and Outflows for each account—
 1. Operating Account – 3 pages
 2. Money Market Account – 1 page
 3. REAP Account – 1 page
 4. SWMB Account – 1 page

Statements:

- All income and expenses for FY 2022 were received and dispersed by checks.
- All income and expenses for FY 2022 are accounted for in the Register Reports for the four bank accounts.
- All disbursements for FY 2022 were by check with two Board Member signatures and authorized by the Board Chair or representatives.
- All disbursements were part of the approved budget, approved grants or as authorized at a Board Meeting and documented in the minutes.

This report was prepared by Belinda L. Lewis, Director of the UCSWA and then reviewed by the Upshur County Solid Waste Authority. It was presented at the August 8, 2022 UCSWA Board Meeting and accepted by the Board and is recorded with those minutes.





Account Balances - As of 7/1/2022

8/7/2022

Page 1

Account	7/1/2022 Balance
Bank Accounts	
1st Comm. SWMB	100.00
1st Community Money Mkt	19,571.96
1st Community Operating	21,044.21
1st Community REAP	2,115.35
TOTAL Bank Accounts	42,831.52
OVERALL TOTAL	42,831.52

Cash Flow FY 2021
7/1/2021 through 6/30/2022

Page 1

8/7/2022

Category	7/1/2021- 6/30/2022
INFLOWS	
Uncategorized	0.00
141-swmb Grant	10,500.00
421-REAP Grant	0.00
440-Interest Income	5.87
450-Assessment-SWA	28,639.04
480-Magistrate Court	200.00
481-Other Income	518.22
482-transfer Funds	12,946.50
TOTAL INFLOWS	52,809.63
OUTFLOWS	
130-Grant 1	130.50
483- Transfer Of Funds	10,500.00
500-Conference Registration	-555.00
510 Conservation Camp	710.00
520-Advertising Expense	28.22
536-Telephone	1,477.17
560 Insurance	1,792.00
565-Personnel	17,521.34
566-Office Supplies	1,714.70
570-Bounty Program	1,050.00
572-Conference	0.00
573-Post Office Box Rent	70.00
575A-Curbside Blns	1,417.45
578-Fall Conference	555.00
580-Promotion	150.00
581-EDDM Mailing	4,821.65
581-Field Trips	648.29
588-Outreach	3,830.00
Close Out Grant	47.95
Paper Shred Event	2,323.25
TOTAL OUTFLOWS	48,232.52
OVERALL TOTAL	4,577.11

Register Report--Operating Account

7/1/2021 through 6/30/2022

8/7/2022

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Tax ...	Clr	Amount
BALANCE 6/30/2021									16,899.27
7/5/2021	1st Comm...	1732	BU (Creat... Fee for settin...	588-Outreach				R	-30.00
7/5/2021	1st Comm...	1733	Belinda Le... Cellphone R...	536-Telephone				R	-150.00
7/12/2021	1st Comm...	1734	Upshur C... Payroll reimb...	565-Personnel				R	-3,168.86
7/12/2021	1st Comm...	1735	Frontier Tele phone b...	536-Telephone				R	-61.78
7/12/2021	1st Comm...	DEP	SWMB Gr...	482-transfer Funds				R	172.00
7/21/2021	1st Comm...	1736	SWMB Gr... Transfer fun...	482-transfer Funds				R	-172.00
7/31/2021	1st Comm...	DEP	State Of ...	7/22/2021 450-Assessment...				R	1,913.92
8/6/2021	1st Comm...	1737	Frontier Tele phone b...	536-Telephone				R	-61.29
8/16/2021	1st Comm...	1738	WV DEP Youth Env c...	510 Conservation...				R	-360.00
8/16/2021	1st Comm...	1739	Belinda Le... Reimburse...	566-Office Supplies				R	-30.69
8/20/2021	1st Comm...	DEP	State Of ...	Received 8/20 450-Assessment...				R	2,161.63
8/23/2021	1st Comm...	DEP	SWMB 20...	Received 8/23 141-swmb Grant				R	10,500.00
8/24/2021	1st Comm...	1740	SWMB Gr...	Received 8/23 483- Transfer Of ...				R	-10,500.00
8/24/2021	1st Comm...	1741	The Sign ...	Signage 2021 580-Promotion				R	-150.00
9/13/2021	1st Comm...	1742	Frontier Tele phone b...	536-Telephone				R	-61.29
9/13/2021	1st Comm...	1743	Belinda Le... Cellphone R...	536-Telephone				R	-150.00
9/20/2021	1st Comm...	DEP	State Of ...	Received 9/2... 450-Assessment...				R	2,049.29
9/27/2021	1st Comm...	DEP	State Of ...	Received 9/2... 481-Other Income				R	355.80
9/28/2021	1st Comm...	DEP	State Of ...	Received 9/2... 481-Other Income				R	162.42
10/12/2021	1st Comm...	1744	Frontier Tele phone b...	536-Telephone				R	-61.29
10/21/2021	1st Comm...	DEP	State Of ...	Received 10/... 450-Assessment...				R	2,154.08
10/21/2021	1st Comm...	DEP	State Of ...	Received 10/... 450-Assessment...				R	373.66
10/21/2021	1st Comm...	DEP	State Of ...	Received 10/... 450-Assessment...				R	170.57
11/8/2021	1st Comm...	1745	City Of Bu... Curbside Su...	588-Outreach				R	-900.00
11/8/2021	1st Comm...	1746	Upshur C... Payroll reimb...	565-Personnel				R	-3,312.32
11/8/2021	1st Comm...	1747	Record D...	Legal Ad for ... 520-Advertising E...				R	-28.22
11/8/2021	1st Comm...	1748	Frontier Tele phone b...	536-Telephone				R	-60.29
11/18/2021	1st Comm...	DEP	State Of ...	Received 11/... 450-Assessment...				R	1,822.59
11/22/2021	1st Comm...	DEP	State Of ...	Received 11/... 450-Assessment...				R	316.26
11/22/2021	1st Comm...	DEP	State Of ...	Received 11/... 450-Assessment...				R	144.37
12/13/2021	1st Comm...	1749	Belinda Le... Cellphone R...	536-Telephone				R	-150.00
12/13/2021	1st Comm...	1750	Frontier Tele phone b...	536-Telephone				R	-60.29
12/17/2021	1st Comm...	DEP	State Of ...	Received 12/17450-Assessment...				R	2,388.51
12/17/2021	1st Comm...	DEP	State Of ...	Received 12/... 450-Assessment...				R	403.67
12/17/2021	1st Comm...	DEP	State Of ...	Received 12/... 450-Assessment...				R	184.27
1/10/2022	1st Comm...	1751	Frontier Tele phone b...	536-Telephone				R	-60.29

Register Report--Operating Account

7/1/2021 through 6/30/2022

8/7/2022

Page

Date	Account	Num	Description	Memo	Category	Tag	Tax ...	Cir	Amount
1/10/2022	1st Comm... 1752		Recycle A...	Curbside Bir...	575A-Curbside Blns			R	-17.45
1/18/2022	1st Comm... DEP		REAP Grant	1st draw	421-REAP Grant			R	1,158.00
1/19/2022	1st Comm... DEP		State Of ...	Received 1/1 ...	450-Assessment...			R	1,940.76
1/20/2022	1st Comm... DEP		State Of ...	Received 1/2 ...	450-Assessment...			R	336.22
1/24/2022	1st Comm... DEP		State Of ...	Received 1/24	450-Assessment...			R	153.48
2/14/2022	1st Comm... 1753		Upshur C...	Payroll reimb...	565-Personnel			R	-3,863.92
2/14/2022	1st Comm... 1754		City Of Bu...	Curbside Su...	588-Outreach			R	-900.00
2/14/2022	1st Comm... 1755		REAP Grant	Transfer to R...	421-REAP Grant			R	-1,158.00
2/16/2022	1st Comm... DEP		State Of ...	Received 2/1 ...	450-Assessment...			R	1,948.55
2/17/2022	1st Comm... DEP		State Of ...	Received 2/1 ...	450-Assessment...			R	337.13
2/18/2022	1st Comm... DEP		State Of ...	Received 2/1 ...	450-Assessment...			R	153.89
3/5/2022	1st Comm... DEP		Upshur C...	Received Ma...	480-Magistrate C...			R	200.00
3/14/2022	1st Comm... 1756		Belinda Le...	Cellphone R...	536-Telephone			R	-150.00
3/18/2022	1st Comm... DEP		State Of ...	Received 3/18	450-Assessment...			R	1,606.81
3/18/2022	1st Comm... DEP		State Of ...	Received 3/18	450-Assessment...			R	127.77
3/18/2022	1st Comm... DEP		State Of ...	Received 3/18	450-Assessment...			R	279.91
4/11/2022	1st Comm... 1757		City Of Bu...	Curbside Su...	588-Outreach			R	-900.00
4/12/2022	1st Comm... 1758		WVDE/Jr...		510 Conservation...			R	-350.00
4/20/2022	1st Comm... DEP		State Of ...	Received 4/20	450-Assessment...			R	1,820.13
4/21/2022	1st Comm... DEP		State Of ...	Received 4/21	450-Assessment...			R	143.60
4/21/2022	1st Comm... DEP		State Of ...	Received 4/21	450-Assessment...			R	314.59
4/23/2022	1st Comm... 1760		US POST...	French Creek	581-EDDM Mailing			R	-227.00
4/23/2022	1st Comm... 1761		US POST...	Rock Cave	581-EDDM Mailing			R	-121.40
4/23/2022	1st Comm... 1762		US POST...	Helevia PO	581-EDDM Mailing			R	-20.20
4/23/2022	1st Comm... 1763		US POST...	Talmansville	581-EDDM Mailing			R	-3.40
4/23/2022	1st Comm... 1764		US POST...	Volga PO	581-EDDM Mailing			R	-7.00
4/23/2022	1st Comm... 1765		US POST...	Adrian PO	581-EDDM Mailing			R	-18.60
5/4/2022	1st Comm... DEP		REAP Grant	2nd Draw	421-REAP Grant			R	1,158.00
5/9/2022	1st Comm... 1759		Upshur C...	Payroll reimb...	565-Personnel			R	-3,312.32
5/9/2022	1st Comm... 1766		WV CoRP	Correction fr...	560 Insurance			R	-170.00
5/18/2022	1st Comm... DEP		State Of ...	Received 5/18	450-Assessment...			R	2,240.65
5/19/2022	1st Comm... DEP		State Of ...	Received 5/19	450-Assessment...			R	177.49
5/19/2022	1st Comm... DEP		State Of ...	Received 5/18	450-Assessment...			R	388.84
6/9/2022	1st Comm... 1767		VOIDED					R	0.00
6/13/2022	1st Comm... 1768		REAP Grant	Transfer to R...	421-REAP Grant			R	-1,158.00
6/24/2022	1st Comm... DEP		State Of ...	Received 6/24	450-Assessment...			R	2,065.24
6/24/2022	1st Comm... DEP		State Of ...	Received 6/24	450-Assessment...			R	357.82
6/24/2022	1st Comm... DEP		State Of ...	Received 6/24	450-Assessment...			R	163.34

Register Report--Operating Account

7/1/2021 through 6/30/2022

8/7/2022

Page 3

Date	Account	Num	Description	Memo	Category	Tag	Tax ...	Clr	Amount
6/30/2022	1st Comm...	1769	SWMB 20...	Transfer to S...	130-Grant 1			R	-130.50
6/30/2022	1st Comm...	1770	Upshur C...	Payroll reimb...	565-Personnel			R	-3,863.92
6/30/2022	1st Comm...	1771	Belinda Le...	Cellphone R...	536-Telephone			R	-150.00
6/30/2022	1st Comm...	1772	City Of Bu...	Curbside Su...	588-Outreach			R	-900.00
6/30/2022	1st Comm...	1773	Union Ele...	1st Place	570-Bounty Progr...				-250.00
6/30/2022	1st Comm...	1774	French Cr...	2nd Place	570-Bounty Progr...			R	-200.00
6/30/2022	1st Comm...	1775	Washingt...	3rd Place	570-Bounty Progr...				-150.00
6/30/2022	1st Comm...	1776	BUCKHA...	high vol.	570-Bounty Progr...			R	-150.00
6/30/2022	1st Comm...	1777	Buckhann...	Highest Volu...	570-Bounty Progr...				-150.00
6/30/2022	1st Comm...	1778	Academy ...	participant	570-Bounty Progr...				-50.00
6/30/2022	1st Comm...	1779	Hodgesvill...	participant	570-Bounty Progr...				-50.00
6/30/2022	1st Comm...	1780	Tennerton...	Participant	570-Bounty Progr...				-50.00
6/30/2022	1st Comm...	1781	RECYCLI...	Contribution ...	588-Outreach			R	-200.00
7/1/2021 - 6/30/2022									4,144.94

BALANCE 6/30/2022

21,044.21

TOTAL INFLOWS 42,345.26

TOTAL OUTFLOWS -38,200.32

NET TOTAL 4,144.94

8/7/2022

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Register Report Money Market Acct
7/1/2021 through 6/30/2022

Date	Account	Nurn	DescriptionMe...Ca...	Tag	Tax Item	Clr	Amount
BALANCE 6/30/2021							19,566.09
7/1/2021 - 7/10/2021							0.00
BALANCE 7/10/2021							19,566.09
7/11/2021 - 7/24/2021							0.00
BALANCE 7/24/2021							19,566.09
7/31/2021	1st Comm...	DEP	Jul...44...			R	0.50
7/25/2021 - 8/7/2021							0.50
BALANCE 8/7/2021							19,566.59
8/8/2021 - 8/21/2021							0.00
BALANCE 8/21/2021							19,566.59
8/31/2021	1st Comm...	DEP	Au...44...			R	0.50
8/22/2021 - 9/4/2021							0.50
BALANCE 9/4/2021							19,567.09
9/5/2021 - 9/18/2021							0.00
BALANCE 9/18/2021							19,567.09
9/30/2021	1st Comm...	DEP	Se...44...			R	0.48
9/19/2021 - 10/2/2021							0.48
BALANCE 10/2/2021							19,567.57
10/3/2021 - 10/16/2021							0.00
BALANCE 10/16/2021							19,567.57
10/30/2021	1st Comm...	DEP	Oc...44...			R	0.50
10/17/2021 - 10/30/2021							0.50
BALANCE 10/30/2021							19,568.07
10/31/2021 - 11/13/2021							0.00
BALANCE 11/13/2021							19,568.07
11/14/2021 - 11/27/2021							0.00

Register Report Money Market Acct
7/1/2021 through 6/30/2022

8/7/2022

Date	Account	Num	Description	Me...Ca...	Tag	Tax Item	Clr	Amount
BALANCE 11/27/2021								19,568.07
11/30/2021	1st Comm...	DEP	DEP	No...44...			R	0.48
11/28/2021 - 12/11/2021								0.48
BALANCE 12/11/2021								19,568.55
12/12/2021 - 12/26/2021								0.00
BALANCE 12/25/2021								19,568.55
12/31/2021	1st Comm...	DEP	DEP	De...44...			R	0.50
12/26/2021 - 1/8/2022								0.50
BALANCE 1/8/2022								19,569.05
1/9/2022 - 1/22/2022								0.00
BALANCE 1/22/2022								19,569.05
1/31/2022	1st Comm...	DEP	DEP	Ja...44...			R	0.50
1/23/2022 - 2/5/2022								0.50
BALANCE 2/5/2022								19,569.55
2/6/2022 - 2/19/2022								0.00
BALANCE 2/19/2022								19,569.55
2/28/2022	1st Comm...	DEP	DEP	Ma...44...			R	0.45
2/20/2022 - 3/5/2022								0.45
BALANCE 3/5/2022								19,570.00
3/6/2022 - 3/19/2022								0.00
BALANCE 3/19/2022								19,570.00
3/31/2022	1st Comm...	DEP	DEP	Ma...44...			R	0.50
3/20/2022 - 4/2/2022								0.50
BALANCE 4/2/2022								19,570.50
4/3/2022 - 4/16/2022								0.00
BALANCE 4/16/2022								19,570.50
4/29/2022	1st Comm...	DEP	DEP	Ap...44...			R	0.48
4/17/2022 - 4/30/2022								0.48

Register Report Money Market Acct
7/1/2021 through 6/30/2022

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8/7/2022

Date	Account	Num	Description	Me...Ca...	Tag	Tax Item	Clr	Amount
BALANCE 4/30/2022								19,570.98
5/1/2022 - 5/14/2022								0.00
BALANCE 5/14/2022								19,570.98
5/15/2022 - 5/28/2022								0.00
BALANCE 5/28/2022								19,570.98
5/31/2022			1st Comm...	DEP	Ma...44...		R	0.50
5/29/2022 - 6/11/2022								0.50
BALANCE 6/11/2022								19,571.48
6/12/2022 - 6/25/2022								0.00
BALANCE 6/25/2022								19,571.48
6/30/2022			1st Comm...	DEP	Ju... 44...		R	0.48
6/26/2022 - 6/30/2022								0.48
BALANCE 6/30/2022								19,571.96
OVERALL TOTAL								5.87
TOTAL INFLOWS								5.87
TOTAL OUTFLOWS								0.00
NET TOTAL								5.87

Date	Account	NumDescriptionM...	Category	Clr	Amount
BALANCE 6/30/2021					
2/14/2022	1st Community RE...	1125Frontier	T... 536-Telep...	R	100.00
3/14/2022	1st Community RE...	1126Frontier	T... 536-Telep...	R	-58.85
4/11/2022	1st Community RE...	1127Frontier	T... 536-Telep...	R	-58.85
5/9/2022	1st Community RE...	1128Frontier	T... 536-Telep...	R	-58.85
6/13/2022	1st Community RE...	1129Frontier	T... 536-Telep...	R	-62.05
2/14/2022	1st Community RE...	DEP UCSWA ...	F... 482-transf...	R	1,158.00
6/23/2022	1st Community RE...	DEP UCSWA ...	T... 482-transf...	R	1,158.00
7/1/2021 - 6/30/2022					2,015.35
BALANCE 6/30/2022					
TOTAL INFLOWS					2,115.35
TOTAL OUTFLOWS					-300.65
NET TOTAL					2,015.35

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 6/30/2021						
7/2/2021	1179	UCSWA Operating A...	Reimburse Operatin...	482-transfer Funds	R	1,689.05
7/12/2021	1180	Staples	Printer cartridges, c...	566-Office Supplies	R	-172.00
7/19/2021	1181	Belinda Lewis	Reimbursement for ...	566-Office Supplies	R	-1,328.00
7/21/2021	DEP	UCSWA	Transfer of funds	482-transfer Funds	R	-23.10
7/21/2021	1182	Ralston Press, Inc	Letterhead and Env...	566-Office Supplies	R	172.00
7/21/2021	1183	Belinda Lewis	Reimbursement for ...	566-Office Supplies	R	-170.00
8/9/2021	1184	WvDEP // SWMB	Reimbursement for ...	Close Out Grant	R	-20.00
8/24/2021	DEP	UCSWA Operating A...	Transfer SWMB Gra...	482-transfer Funds	R	-47.95
8/25/2021	1185	AWWSWA-Education ...	Jay Hollen, Paula St...	578-Fall Conference	R	10,500.00
10/1/2021	1186	VOIDED	Hotel rooms for Jay...	572-Conference	R	-555.00
10/22/2021	DEP	AWWSWA	Conf Cancelled - Re...	500-Conference Re...	R	0.00
11/8/2021	1187	US POSTMASTER	1 year PO Box Rental	573-Post Office Box ...	R	555.00
11/10/2022	1188	Recycle Away	Recycling Bins for A...	575A-Curbside Bins	R	-70.00
2/14/2022	1189	Belinda Lewis	Reimbursement for ...	566-Office Supplies	R	-1,400.00
4/23/2022	1190	Ralston Press, Inc	12,500 brochures	581-EDDM Mailing	R	-43.07
4/23/2022	1191	US POSTMASTER	Buckhannon	581-EDDM Mailing	R	-2,390.85
4/23/2022	1192	US POSTMASTER	Buckhannon	581-EDDM Mailing	R	-994.20
4/23/2022	1193	US POSTMASTER	Buckhannon	581-EDDM Mailing	R	-918.40
4/23/2022	1194	Belinda Lewis	\$158.77 4th grade fi...	581-Field Trips	R	-120.60
5/9/2022	1195	Belinda Lewis	Postage for mailings	566-Office Supplies	R	-182.05
5/15/2022	1196	Sunrise Sanitation	Paper Shred Event ...	Paper Shred Event	R	-40.94
5/24/2022	1199	1st Community Bank	Order checks	566-Office Supplies	R	-1,100.00
6/13/2022	1197	UPSHUR CO. BOAR...	4th grade field trips/f...	581-Field Trips	R	-58.90
6/13/2022	1198	Shred-it - Stericycle	Shred Event	Paper Shred Event	R	-466.24
6/30/2022	1200	WV CoRP	7/1/2022- 6/30/2023	560 Insurance	R	-1,223.25
6/30/2022	DEP	UCSWA Operating A...	Reimburse Operatin...	482-transfer Funds	R	-1,622.00
7/1/2021 - 6/30/2022						130.50
						-1,589.05
BALANCE 6/30/2022						
						100.00
TOTAL INFLOWS						11,357.50
TOTAL OUTFLOWS						-12,946.55
NET TOTAL						-1,589.05

Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex

91 West Main Street Buckhannon West Virginia 26201

2022 AUG 16 P 1:21
Phone: (304) 472-0535 Fax: (304) 472-2399

UPSHUR COUNTY CLERK
BUCKHANNON, WEST VIRGINIA

August 15, 2022

Valusia Ventures, LLC
P O Box 100
Princeton, WV 24740

Subj: Petition for Order --- Case Number: 041422-01

The purpose of the Upshur County Safe Structures and Sites Ordinance is to promote the public safety and welfare of the residents of Upshur County. Based upon the numerous visits and investigation of the above referenced property (Meade Tax District -Tax Map 1 - Parcel Number 130), please be advised that the Enforcement Board would request, pursuant to Article 4 of said Ordinance, an order of the Upshur County Commission requiring clean-up of the property. Specific findings and recommendations would include the following:

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

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

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



Gregory B. Harris
Compliance Officer


LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>July</u> 2022		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$465	\$280
CHECK	\$10	\$0
E STORE CREDIT CARD	\$565	\$175
SUBTOTAL	\$1,040	\$455
SPAY/NEUTER DEPOSIT		
CASH	\$500	\$350
CHECK	\$50	\$0
E STORE CREDIT CARD	\$1,350	\$400
SUBTOTAL	\$1,900	\$750
BOARD RESCUE		
CASH	\$50	\$10
CHECK	\$0	\$0
E STORE CREDIT CARD	\$140	\$30
SUBTOTAL	\$190	\$40
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$30	\$0
CHECK	\$800	\$0
E STORE CREDIT CARD	\$260	\$0
SUBTOTAL	\$1,090	\$0

OTHER		
TOTAL	\$4,220	\$1,245

Explanation: \$680 of check donation is to sponsor spays of shelter dogs.

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


TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	14	7	21
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	21	5	26
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	1	0	1
Dogs Returned to Owner	5	0	5
Dogs Escaped	0	0	0
Adoptions:			
With Charge	26	8	34
Without Charge	0	0	0
Rescues:			
With Charge	7	3	10
Without Charge	1	4	5
Euthanasia:			
Owner Request	0	0	0
Other	0	0	0
Total	75	27	102


 Signature

8-1-22
 Date

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

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	0	0	0
Cats brought in by Animal Control Officer	1	5	6
Cats brought in by County Residents	55	26	81
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	1	1
Cats Escaped	0	0	0
Adoptions:			
With Charge	33	20	53
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	11	7	18
Euthanasia:			
Owner Request	1	0	1
Other	11	1	12


 Signature

8-1-22
 Date

John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

July 2022

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	14		
Other	1 Cat		
Animals returned to Owner by ACO:			
Dogs			
Other			
Animals delivered to LUACF:			
Dogs	14		
Other	1		
Animals Quarantined by ACO:			
Dogs	1		
Other			
Animals Terminated:			
Dogs			
Other			
Total Number of Hours Involved	160		

Signature

Date



FirstEnergy

LIVE WIRE ELECTRICAL SAFETY DEMONSTRATION

Each year, people are injured or lose their lives due to accidental contact with power lines or electrical equipment. Join us to learn best practices for staying safe during a first-hand look at electrical dangers using our new Live Wire Electrical Safety Trailer.

WHEN: September 6, 2022 6:00 P.M.

WHERE: Upshur County Regional Airport

WHAT: With a primary focus on first responder and municipal worker education, FirstEnergy representatives will use an electrical safety demonstration trailer with a live 7,200-kV single phase distribution system to show the power of electricity, how an electrical system operates, how to recognize unsafe and dangerous conditions and, most importantly, how to stay safe around power lines and electrical equipment.

Several real-life hazardous conditions will be demonstrated, including ladder contact, animal or tree on a wire, pad mounted transformer, downed wire on a vehicle, human contact with down lines or conductive objects and more.

FirstEnergy

COMM09635-08-21-JG

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program regular board meeting will be held August 15, 2022 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS

Board Meeting Agenda

August 15, 2022

Upshur County Day Report Center 6:00 P.M.

I. Handouts

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

II. New Business

- 1) Batterer's Intervention Prevention Class Update
- 2) Home Confinement Update- Lewis-8 Upshur-21
- 3) Community Corrections Update
 - Referrals received since July 1, 2022, Upshur-22 Lewis-20 Total-42
 - Grant Update
 - Request to purchase check-in system
 - Request to replace roof on 85 W. Main St office
 - Discussion about BIPPS facilitation
 - Update on services/trainings

III. Next Meeting

- **October 17, 2022 at the Lewis County Day Report Center at 6:00 P.M.**

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

August 19, 2022 at 10:00 am

At James W. Curry Public Library

Call to Order:

Roll Call

Public Comment Period

Approval of May 27th, 2022 minutes

Staff Report

Park

Library

Timber

Review/Report

Introduction: New Advisory Board Member: Lisa Lamb

Old Business:

Budget

Tractor Repair

Hours of Operation Update

Rescheduling of August and October Advisory Board Meetings

Upshur County American Rescue Plan Act Fund Approval

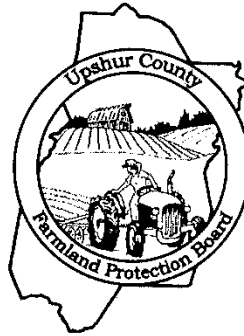
New Business:

Letter of resignation Erv Lake

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

Fundraising Committee at 11:00 am

- Glow stick party
- Festival of Lights
- New Quilt ideas



**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: August 25, 2022
Time: 8 am

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: July 28, 2022

BUSINESS ITEMS – Discussion/Update/Action

- o Queen easement – Status update: Appraisal Received
- o Current Application Update
- o August 2022 Applications Received
- o Farmland Protection Meeting- Canaan Sept 28th to Sept 30th

FINANCIAL MATTERS – Discussion/Update/Action

- o Financial Report- Financial Spreadsheet
 - o Payment of the invoice for \$2,500 to Steven Holmes for the appraisal
 - o Payment of Bills /Invoices -Turtley For You Consulting, Saddleback Services, etc

OTHER BUSINESS –

DATE OF NEXT MEETING –

ADJOURNMENT



**Upshur County Farmland Protection Board
Regular Monthly Meeting
June 1, 2022 at 6 pm**

**Upshur County Development Authority Conference Room
21 E Main St, Buckhannon, WV**

MEMBERS PRESENT: Lowell Peterson-Chairman, Jennifer Bostian, Arley Robinson-secretary, and Laura Rusmisell

MEMBERS ABSENT: John Sencindiver- Treasurer, Todd Payne-Vice Chairman, Kristie Tenney- County Commissioner

OTHERS PRESENT: Mimi Riffle

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 6:40 p.m. by Lowell Peterson, Chairman.

APPROVAL OF MINUTES: Motion by Jennifer Bostian, seconded by Arley Robinson, the Board moved to approve the minutes from April 2022 as presented. **Motion passed.**

BUSINESS ITEMS - UPDATE/ACTION ITEMS:

Queen easement – Status update– Appraisal was to have taken place on May 3rd. Mimi provided the last update as of May 31, 2022 that it could be two more weeks for the appraisal to be completed as per the appraiser.

FY22 Applications for Funding Consideration– The McClain applicant has been sent an Option and Agreement and Steps Letter packet. Once that come back the board can proceed to move forward. Mimi discussed with the Board that the Derico Applicants would like to proceed with the original Application that was submitted. Laura Rusmisell made the motion that the Board was to proceed with the Derico Application as presented. Jennifer Bostian seconded the motion, **Motion passed.** Mimi will prepare the Option and Contract and Steps Letter packet and get that mailed out by the end of the week.

FINANCIAL MATTERS - UPDATE/ACTION ITEMS:

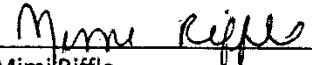
Financial overview was prepared by John Sencindiver and passed out at the meeting for viewing. Jennifer Bostian made the motion to approve the report as presented, Arley Robinson seconded the motion. **Motion passed.**

OTHER BUSINESS: No other business was discussed.

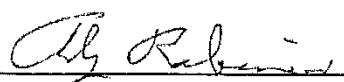
DATE AND LOCATION OF NEXT MEETING June 29, 2022 at 6 pm at the Upshur County Development Authority Conference Room


ADJOURN: 7:17 pm

Upshur County Farmland Protection Board Minutes Submitted By:


Mimi Riffle

Approved:





UPSHUR COUNTY YOUTH CAMP BOARD

Agenda

June 21, 2022

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



**Upshur County Farmland Protection Board
Regular Monthly Meeting
June 29, 2022 at 6 pm**

**Upshur County Development Authority Conference Room
21 E Main St, Buckhannon, WV**

MEMBERS PRESENT: Lowell Peterson-Chairman, Todd Payne, Laura Rusmisell and Jennifer Bostian
(only present for short time)

MEMBERS ABSENT: John Sencindiver- Treasurer, Arley Robinson- Secretary, Kristie Tenney- County
Commissioner

OTHERS PRESENT: Mimi Riffle

CALL TO ORDER: The Upshur County Farmland Protection Board meeting was called to order at 6:40 p.m.
by Lowell Peterson, Chairman.

APPROVAL OF MINUTES: Minutes will be approved at the July 28th meeting due to a member becoming
ill.

BUSINESS ITEMS - UPDATE/ACTION ITEMS:

Queen easement – Status update– Appraisal was to have taken place on May 3rd. Mimi provided the last
update as of June 28, 2022 that it could be as early as next for the appraisal to be completed as per the
appraiser.

FY22 Applications for Funding Consideration- Still waiting on McClain to sign Option Contract and
Agreement. Derico Estate application will proceed, next step is Hazardous Material Inspection.

Computer Quote: Mimi presented the board with the computer quote from Strategy IT. Todd Payne made
the motion to purchase the laptop and all software necessary through Strategy IT. Budget not to exceed
\$2,000. Jennifer Bostian seconded the motion. **Motion passed.**

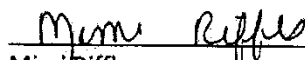
FINANCIAL MATTERS - UPDATE/ACTION ITEMS: Report will presented at July meeting

OTHER BUSINESS: No other business was discussed.

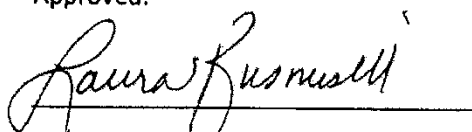
DATE AND LOCATION OF NEXT MEETING July 28, 2022 at 7:30 am at the Upshur County Development
Authority Conference Room

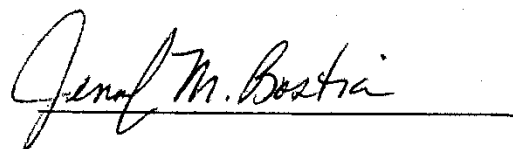
ADJOURN: 6:50 pm

Upshur County Farmland Protection Board Minutes Submitted By:


Mimi Riffle

Approved:





STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, TO WIT:

A regularly scheduled meeting of the Buckhannon-Upshur Airport Authority was held by means of Online Zoom, teleconferencing and on site at the Airport Terminal Building located at W22 just off the Brushy Fork Road on Airport Drive, Buckhannon, West Virginia, 26201 on Monday, July 11, 2022 at 4:00 pm. The following were in attendance:

President	Tom O'Neill	Absent
Vice-President	Virgil LaRosa	Present
Treasurer	Phillip Loftis	Present
Secretary	Brian Huffman	Present
Board Member	Sam Nolte	Present
Board Member	Jay Hollen	Present
Board Member	Mike Ruffing	Present
BUAA Office Manager	Jennifer Powers	Present
Airport Operations Manager	Jamie Wilt	Present
BUAA Consultant	Jeff Bubar	Present
Chapman Technical Group	Austin Carpenter	Absent
Chapman Technical Group	Alexis Schmidt	Absent
Guest(s)		
K.J. Woody		

Call to Order:

With President O'Neill absent, and Vice - President Virgil LaRosa deferring to Treasurer Loftis, Phil conducted the meeting. Treasurer Loftis noted a quorum, called the meeting to order at 4:03 pm, and welcomed members and guests to the meeting. Phil welcomed Jay Hollen as a new member to the authority.

Guest and Public Comment Period:

Mr. Woody noted that he was interested in sitting in on the meeting with nothing to present.

Officer/Committee/Consultant Report**President's Report :**

Phil noted that with President O'Neill not in attendance no report was presented.

Treasurer's Financial Report:

Treasurer Phil Loftis provided the Treasurer's Report for the period June 13, 2022 to July 11, 2022 which is attached and considered a part of these minutes. The report included three (3) action items for authority approval.

Phil noted that the June meeting the authority typically approved the annual fuel adjustment. Phil noted that the adjustment is necessary due to the difference in the running total of fuel purchased and the actual fuel currently in the tanks according to the actual current amount of fuel measured in the tanks. Phil noted that the difference is due to evaporation, the inaccuracy of the method of measuring quantity in the tanks as well as other misc. other factors.

Phil discussed the hardware upgrade for the gate quote obtained from Alarmpro for a 4-Door Access Control with Enc – PS IP Browser Program in the amount of \$3,376.14. No new key FOBs are needed with the upgrade.

Phil noted that the Ace Property & Casualty Insurance Co. invoice for the airports liability policy renewal was \$5,783.64.

Motion: [Ruffing/Nolte] Move to approve the above listed action items. Motion Carried.

Phil noted that the authority has not received the \$12,500.00 WVAC General Revenue funds requested by Reimbursement Request No. 1.

Phil noted that the authority is anticipating receipt of the first half of the Upshur County and City of Buckhannon's annual contributions by the end of July.

Treasurer Loftis reported that the Citizens Bank Loan (30024596) is to be extended to July 14, 2023 and that the authority members signature needs renewed.

Motion: [Nolte/Ruffing] Move to approve the Citizens Bank Loan (30024596) extension to July 14, 2023 and to approve the authority members as signers of same. Motion Carried.

Fuel prices were evaluated with no action being taken by the authority.

Phil noted that hangar B-1 is available and that I'm Out had given their notice and would not be extending their lease. The authority asked Phil to check with Rich Clemens to post the updates regarding the hangar availability on our website and for Jenny to check with our current tenants as to their interest in the available hangar space and provide the lease rates to Mr. Woody.

Secretary's Report:

- Secretary Huffman inquired about/noted the following items:
 - The WV Aviation Conference is scheduled to start on July 31st and run through August 2nd at Stonewall Jackson Lake and encouraged members to attend some of the activities.
 - Brian noted that Chapman Technical Group was working on the airports DBE Plan and that the FAA FY 2023 -2028 ACIP should be due soon.
 - Brian noted again that the WVAC is now a part of the Division of Multimodal Transportation Facilities (DMTF) and all communication should be directed to the new DMTF Director.
 - Brian asked as to the statue of the siren sensor on the gate and if the contractor had completed the clearing of the exterior of the perimeter fence and if the final payment had been mailed. Jamie noted that the sensor unit was on order & that the clearing was complete & final payment was made.

Engineering Report:

Brian again noted that Chapman Technical Group was working on the airports DBE Plan.

Operation Report:

- Jamie reported that the siren sensor on the electrical entrance was on order.
- Jamie reported that the side-by-side was delivered.
- Jamie presented the quote that he obtained from Richard Myers to complete the repairs in hangar B-2 that were discussed with the Health Net representatives. The total estimate was \$4,385.82 to install LED overhead lighting in the supply room, repair the drywall near the wash basin, repair the pedestrian door, install a new freeze proof water hydrant and replace the exhaust fan in the restroom.

Motion: [Ruffing/Nolte] Move to approve the estimate and to the B-2 hangar repairs as noted. Motion Carried.

- Jenny reported on the audit findings and noted that she had provided the members a copy of the auditor's report letter. Nothing major issues were noted in their letter.

- Jenny presented the courtesy car use policy prepared in conjunction with Phil. After some discussion,

Motion: [Huffman/Ruffing] Move to approve the courtesy car policy as presented pending President O'Neill's review/concurrence and the attachment of the "what to do in case of an accident" form. Motion Carried.

- Jenny asked noted that the Schedule of Expenditures for Federal & State Awards was filed.

Consent Agenda:

- Approval of minutes.
- Approval of Treasurer's Report
- Authorization for payment of the bills

Motion: [Nolte/LaRosa] Move to approve consent agenda. Motion Carried.

Old Business:

- The authority discussed the status of Health Net's new lease. After some discussion, the authority proposed that Brian contact Mr. Bubar and have him schedule a telephone meeting with Mr. Burley to discuss any current concerns of the latest proposed lease agreement and the execution of same, discuss the authority's progress on getting a quote to make the repairs to the existing crews quarters, the status of the authority purchasing a new crews quarters facility, making the repairs to the B-2 hangar and providing Health Net with a memorandum of understanding relative to the authorities intent as to the crew quarters evaluation and preparing a new lease agreement (if necessary) relative to the final decision of same.

New Business:

- Nothing to report.

Board Member Comments and Announcements:

- Sam noted that the courtesy car was in & the Commission is waiting on the title.

Motion: [Nolte/Ruffing] Move to go into executive session to discuss personnel matters. Motion Carried.

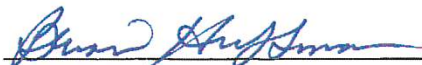
Motion: [Nolte/Ruffing] At 5:42 PM, Move to reconvene regular session. Motion Carried.

Motion: [Nolte/Ruffing] Move to allow the General Management Committee to refine the budget and job duties relative to the annual cost to support a full - time airport manager and present a proposal to Jenny Powers relative to accepting the airport manager's position with an annual salary not to exceed \$45,500.00. Motion Carried.

Motion: [Nolte/Ruffing] Move to adjourn. Motion Carried.

With no additional business to conduct the authority adjourned at 5:45 PM.

Brian Huffman, Secretary



**Upshur County Fire Board Meeting
July 19, 2022**

Members Present: Joe Gower, Donna Matthews, Kristie Tenney, Steven Linger, Rick Harlow, and Larry Alkire

Members Absent: Sidney Huffman

Others Present: 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 June 21, 2022, were approved on motion by Donna Matthews and second by Larry Alkire.

The Fire Fee Clerk reported the 2021 Fees are at 92 percent collected. The 2020 fees are at 93 percent collected. The Fire Fee Clerk advised the group per a customer's request, regarding the response to an emergency assist at her home.

The checking account balance as of 06/30/2022 was \$57,795.42. The disbursement from the Chief Tax Deputy was \$8,061.11 for June.

The following invoices were reviewed and approved upon motion by Larry Alkire and second by Donna Matthews:

- *Software Systems—monthly maintenance—Invoice #3602—\$211.00
- *Upshur County Commission—Reimbursement P-Card—supplies (ink, tape, sort quick) ---\$243.21
- *Ralston Press—2022 Fire Fee Statements—\$2,791.64
- *Upshur County Commission— Reimbursement Payroll—April to June 2022—\$6,405.97
- *Upshur County Commission—Reimbursement—postage (mass mailing returns) ---\$83.01

The annual election of officers was held. On a motion by Kristie Tenney and second by Donna Matthews, Joe Gower was elected as chairman for the current fiscal year. On motion by Rick Harlow and second by Donna Matthews, Steven Linger was elected as treasurer for the current fiscal year.

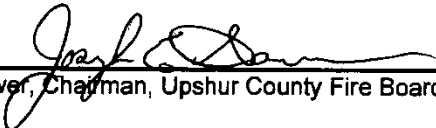
The Board also approved a new calendar for meetings for the year. In an effort to gain more support from the community; some meetings will be held at the Volunteer Fire Department (VFD) buildings:

August: Selbyville VFD on Tuesday, August 16, 2022 at 6:30pm
September: Banks District VFD on Tuesday, September 20, 2022 at 6:30pm
October: Adrian VFD on Tuesday, October 18, 2022 at 6:30pm
November: Washington District VFD on Tuesday November 15, 2022 at 6:30pm
December: Ellamore VFD on Wednesday, December 14, 2022 at 6:30pm
January: Buckhannon VFD on Thursday, January 12, 2023 at 6:30pm
February: Warren District VFD, Wednesday, February 8, 2023 at 6:30pm
March-June will be held on the third Tuesday of each month at the Administrative Annex at 6:30 pm.

The Board signed thank you cards for the volunteers who stuffed envelopes for the mass mailing of statements.

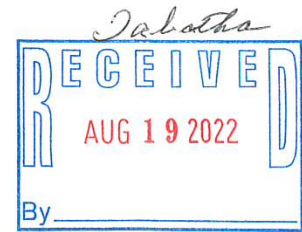
The Board approved 9 exoneration tickets; and on motion by Larry Alkire and second by Donna Matthews, approved two corrective tickets.

There being no further business, the meeting adjourned at 7:30 pm. The next meeting of the Board will be August 16, 2022 at the Selbyville VFD.


Joseph Gower, Chairman, Upshur County Fire Board


Larry Alkire
Board Member

UPSHUR COUNTY YOUTH CAMP BOARD
July 21, 2022



The Upshur County Youth Camp Board met in regular session on Thursday, July 21, 2022 in the WVU Extension Office. In the absence of President Glen Hawkins, the meeting was called to order by Vice President Craig Presar at 6:30 pm. Board members present were Gini Croaff, Debbie Hull and Thanna Wentz.

The secretary's reports for April and June were read and approved as presented. The corrected financial statement for May and the June financial statement were both approved through motions made by Debbie and seconded by Gini.

Old Business:

1. Chris Cartwright presented a new approach to harvesting the timber across the river. Bring the timber down to the river, ford the river and bring it up through the camp below the shooting range. Greg said hauling timber over our current driveway would completely destroy it. So maybe we could bring it out over the railroad grade. Chris stated that the Division of Forestry is willing to work with us. Debbie made a motion that Chris proceed with this idea. Gini seconded the motion. Motion carried.
2. The Board was notified that we received \$20,000.00 from the American Rescue Plan Act Fund. It was decided that we pay our food bill to Wendling's with that money through a motion made by Thanna and seconded by Gini.
3. The decision to sell or not sell the building adjoining the Selbyville Fire Department was tabled through a motion made by Debbie and seconded by Gini until we see if/ what the Commissioners are going to contribute. Greg did report that a 20/24 foot replacement storage building with stone flooring would cost about \$9,000.00.
4. Thanna asked who needed a brochure for the brochure printing and was told the bill was paid anonymously. Thank you, Gini for the beautiful brochures and also to the donor.

New Business:

1. Debbie said that she had seen where Brooks Hill Library had received grant money from Weyerhaeuser and asked Tabatha if she had written a grant for the camp this year. Tabatha said "no one asked me to". Thanna will make a formal request while Weyerhaeuser is still accepting requests.
2. Craig asked for permission to speak to Nike Bentley Colthart who is a grant writer in the private sector to ask for her professional advice on writing grants for the camp. Permission granted.

Greg's Comments:

1. An air conditioner from World Vision did not work so he had to buy a new one for the cook's cabin
2. Brian Huffman, who had delivered bread to the camp for several years has resigned, causing Greg to now have to drive to Rock Cave IGA to pick up bread for the camp.

3. Terrace Hall AC not working. There is a wiring problem in the small AC in Heavner Hall. A fan has been ordered for Heavner Hall.
4. The cost of food has sky rocketed. We may have to re-think prices for next year. Meal costs per camper averages \$2.50 where other camps charge \$6.50 per meal
5. World Vision still supplies bedding supplies and many other helpful items for the camp.

There being no further business, the meeting was adjourned at 8:00pm. The next meeting will be held at the camp on August 18, 2022 at 6:30 pm

Respectfully submitted,

Shanna Webb