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:

February 3, 2022

9:00 a.m.

Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:January 27, 2022*

2022 Special School Bond Election Canvassing Minutes*

9:15 a.m. Kevin Mullins & Charles Thompson, Secure Net - Overview of Services

Pages 5-7

9:30 a.m.

Upshur County Sheriff, Virgil Miller, and Chief Tax Deputy, Heather Sparks - Final Disposition of

2019 and 2020 Taxes

9:45 a.m.

Matthew Sisk, Director of Safety & Emergency Preparedness, Upshur County Schools – Requesting approval and signature of the 21-JAG-39 Grant Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances. The grant award is in the sum of \$15,000 to be used to support the position of the Prevention Resource Officer assigned to Buckhannon-Upshur Middle School *

Pages 8-19

10:30 a.m.

Discuss potential property acquisition

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

Items for Discussion / Action / Approval:

- Approval and signature of correspondence to Governor Jim Justice requesting an allocation of remaining State CARES Act Funds towards emergency medical services funding. This letter is being sent in support of the Kanawha County Commission's efforts regarding the same. * Page 20
- Consideration of funding request from Animal Outreach Project, Inc. for the spay and neuter assistance program. *

 Page 21
- Correspondence from John Roby, President of the Upshur County Firefighters Association, recommending the appointment of Brian Elmore as Fire Association representative on the Upshur County Fire Board, effective immediately. Upon approval, Mr. Elmore's term will expire on June 30, 2023. *
- 4. Consider Resignation of Employee *

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

Under Separate Cover

- 5. Consideration and approval of advertisement for a full-time Deputy County Clerk. Applications are due no later than close of business Friday, February 18, 2022. * Page 23
- 6. Approval of Application for Donated Leave. *

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

Under Separate Cover

7. Review and approval of the revised Upshur County Application for Employment. *

Pages 24-28

- Consider the Employee Handbook of Personnel Guidelines policies approved by the Policy Board during their meeting on January 27, 2022. *

 Pages 29-32
 - Dress Code Policy new
 - Upshur County Purchasing Policy -Cost Consciousness / Purchasing Procedures revision
 - Workers' Compensation Policy revision
 - Upshur County Courthouse Operations Closure State of Emergency Policy revision
- 9. Adopt Policy Extending Emergency Absentee Voting *

Pages 33

- 10. Order to approve the Number of Election Officials and Election Commissioners for the May 10, 2022

 Primary Election *

 Page 34
- 11. Order to approve the Number of Sets of Emergency Absentee Voting Commissioners for the May 10, 2022 Primary Election * Page 35
- 12. 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, Remote Work Request(s).

For Your Information:

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

1. Appointment of Ballot Commissioners for a two (2) year term to begin serving February 1, 2022.

Page 36

- 3. Lewis-Upshur Animal Control Facility Reports for the month of December, 2021

Pages 38-42

- Adoption Financial Transactions
- Cat Report
- Animal Report
- Animal Control/Humane Officer Animal Report
- 4. Upshur County Sheriff's Financial Statement for period ending December, 2021

Pages 43-44

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

b)	Agendas and/or Notice of Meetings:						
•		uncil of Buckhan	February 3, 2022	Page 45			
		Upshur Commu	February 7, 2022	Page 46			
		7	non & Planning Commission	, ,			
		ial Joint Working		February 16, 2022	Page 47		
	• City Co	uncil of Buckhan	non & Planning Commission		J		
	Spec	ial Joint Working	g Session	February 23, 2022	Page 48		
	 Buckha 	nnon Historic La	ndmarks Commission	April 5, 2022	Page 49		
	Meeting N						
			ergency Telephone Advisory Board	October 26, 2021	Page 50		
		hur County Fire	10 7 0	December 21, 2021	Page 51		
اه		hur County Fire	Board Meeting	January 18, 2022	Page 52		
c)	Meetings:)2 E-00 n m	Elkins Road PSD				
	02/08/202/08/2	22 5:00 p.m. 22 4:00 p.m.					
	02/08/202/03/2		Hodgesville PSD Banks District VFD				
	02/03/202/03/2		City Council of Buckhannon				
		22 7:00 p.m.	Selbyville VFD				
	02/03/202/14/2		Upshur County Family Resource N	otwork			
	02/14/202/14/2	10.7	Upshur County Solid Waste Author				
	02/14/202/14/2		Buckhannon-Upshur Recreational				
	02/07/2		Lewis-Upshur Community Correcti	150			
	02/08/2		Adrian VFD	ons board opsnut co			
		22 6:00 p.m.	Buckhannon-Upshur Board of Hea	lth			
	• 02/08/2		Upshur County Development Auth				
	• 02/08/2		Upshur County Senior Center Boar				
	• 02/09/2	22 3:00 p.m.	Upshur County Conventions & Visi				
	• 02/08/2	22 7:00 p.m.	Warren District VFD				
	• 02/03/2	22 3:00 p.m.	Adrian PSD				
	• 02/09/2	22 3:00 p.m.	Tennerton PSD				
	• 02/10/2	22 3:00 p.m.	Upshur County Safe Sites & Structo	ures Enforcement Board	d		
	• 02/10/2	?2 7:30 p.m.	Buckhannon VFD				
		2 4:00 p.m.	Buckhannon Upshur Airport Autho	rity			
		22 6:30 p.m.	Upshur County Youth Camp Board				
		2 6:00 p.m.	Washington District VFD				
		2 12:00 p.m.	Buckhannon-Upshur Chamber of Commerce				
		2 4:00 p.m.	Upshur County Public Library Board				
	• 02/18/2		Wes-Mon-Ty Resource Conservation & Development Council				
		2 6:30 p.m.	Upshur County Fire Board, Inc.				
		2 3:00 p.m.	UC Enhanced Emergency Telephor	e Advisory Board			
		2 7:00 p.m.	Ellamore VFD				
		2 12:00 p.m.	Lewis Upshur LEPC – Lewis Co.	- DI			
		2 6:00 p.m.	Upshur County Farmland Protectio				
	02/23/202/09/2	2 7:00 p.m. 2 6:00 p.m.	Upshur County Fire Fighters Associ				
			Buckhannon River Watershed Asso	ciation - Farm Bureau			
	• 02/28/22 10:00 a.m. Mountain Cap of WV, Inc.						

- 1. Appointments Needed or Upcoming:
 - Upshur County Fire Board (unexpired term 6/30/23) Fire Association Representative

***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. ***

2. Board of Review & Equalization Meeting Schedule

*Meetings will be held at the Upshur County Administrative Annex located at 91 W. Main Street, Suite 101 Buckhannon, WV

• 02/01/2022 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books

• 02/07/2022 1:00 p.m. – 3:00 p.m.

• 02/10/2022 10:00 a.m. − 12:00 p.m.

• 02/15/2022 10:00 a.m. – 12:00 p.m. Coal, Oil & Gas and Industrial Appointments Adjournment

Tabled Items

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

1. Discuss the Procedure to Dispatch Wrecker Services amended on August 26, 2021 and potential changes.* (tabled 1.13.2022 meeting)

Next Regular Meeting of the Upshur County Commission February 10, 2022 --- 9:00 a.m. Upshur County Courthouse Annex



(304) 744-4064 www.wvinternet.com High-Speed Internet

Upshur County Commission The Honorable Carrie Wallace, County Administrator 91 West Main St., Suite 101 Buckhannon, WV 26201

Re: Community-Wide Broadband Network

Dear County Administrator Wallace:

I wanted to take an opportunity to introduce you to SecureNet, a West Virginia owned and operated company that specializes in designing and managing community-wide broadband networks. We are the first and currently only internet provider in West Virginia that has successfully formed a public-private partnership on a community-wide fiber network.

Our partnership with the City of South Charleston that started last year will make South Charleston the first 10-Gigabit City in West Virginia once the project is complete. Unlike others, our comprehensive design process includes running fiber directly to end users, providing Fiber-to-the-Home (FTTH) to the entire community at affordable prices.

As the enclosed brochure reflects, investing in a comprehensive broadband network with SecureNet will enhance public services, improve internet service for your residents and encourage economic growth and development in your community. Federal and state funding is available that would provide you the resources to establish a reliable high-speed network that will grow and benefit your community with no costs to you.

I would welcome an opportunity to speak with you and further discuss how we can help your community. Thank you for your time, and I look forward to hearing from you.

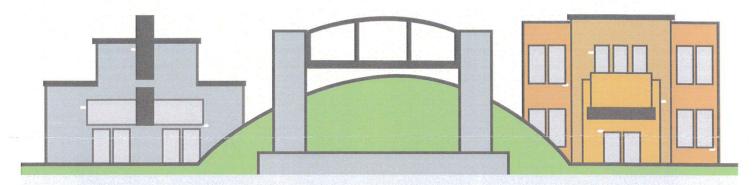
Best Regards

Kevin Mullins

Chief Executive Officer

Encl

Become a gig city at no upfront cost.



Make your community a GIG CITY by utilizing our fiber network design experience to give your citizens direct Fiber-to-the-Home (FTTH) service and FREE internet available to qualifying households under the Emergency Broadband Program. Our Residential Internet service starts at just \$40 per month and our TV and Phone services start at just \$20 per month. Our pricing isn't competitive, just fair and honest.

SecureNet is the first and currently only provider in West Virginia that has successfully formed a public-private partnership on a community-wide fiber network. In 2020, we partnered with the City of South Charleston to design, build and manage their municipal fiber network.



What does it mean to be a gig city?

Local Government	Local Residents	Local Economy
Establishes a community-wide network that closes the digital divide.	Increases the number of internet service providers, resulting in decreased prices.	Attracts new businesses due to increased access to the open market.
Provides a recurring revenue stream with no restricted uses.	Establishes a reliable, fast connection at affordable rates.	Promotes global business growth and expansion because of worldwide connectivity.
Enhances and expands local government services.	Provides capabilities for multiple device streaming and symmetrical up/down speeds.	Establishes superfast connections required for most businesses.
Enables Smart City/IoT applications and services.	Expands employment opportunities through remote work and entrepreneurship.	Increases efficiency and effectiveness in business services.
Establishes one open network for all internet service providers.	Provides a strong, reliable distance learning connection for students.	Establishes higher bandwidth for speeds for VOIP services.

With our partnership, the City of South Charleston is now on its way to becoming West Virginia's first 10-Gigabit City. Federal and State funding is available for your project. Contact us at 304.744.4064 for more information and to find out how we can help your community.



We're a local, West Virginia company committed to serving our customers with our unbelievable customer service and unbeatable prices. We have partnered with local Professional Engineering firm Potesta & Associates and Fiber Management Services, a local network design and management specialist with extensive experience in municipal networks.

alled 1.18,22 @ 4:20 pm

GRANT CONTRACT AGREEMENT BETWEEN

DIVISION OF ADMINISTRATIVE SERVICES JUSTICE AND COMMUNITY SERVICES SECTION

AND THE Upshur County Commission

21-JAG-39

This AGREEMENT, entered into this 22nd of November 2021 by the Assistant Director of the Division of Administrative Services, Justice and Community Services Section, hereinafter referred to as "JCS", and the Upshur County Commission, hereinafter referred to as "Grantee."

WHEREAS JCS is the recipient of Justice Assistance Grant (JAG) Program grant funds from the U.S. Department of Justice; and

WHEREAS the Grantee is an eligible applicant who is desirous of receiving funds for: These funds will be utilized to support the position of a Prevention Resource Officer assigned to Buckhannon-Upshur Middle School.

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

- 1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
- JCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application, which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
- 3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by JCS all duties, tasks, and functions necessary to implement the application which is hereto attached as Attachment A.
- 4. The Grantee will commence its duties under the Agreement on <u>December 1, 2021</u> and shall continue those services/activities until <u>September 30, 2023</u>. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
- 5. In consideration of the services rendered by the Grantee, the sum of up to \$15,000.00 shall be obligated by JCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
- 6. It is the understanding of all parties to this Agreement that JCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
- 7. It is the understanding of all parties to this Agreement that JCS has determined that the

- 16. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
 - Justice and Community Services Section
 1124 Smith Street, Suite 3100
 Charleston, West Virginia 25301-1323
 - b. **Grantee Mailing Address:**

Upshur County Commission 91 West Main Street, Suite 101 Buckhannon, West Virginia 26201

17. The Grantee shall hold and save JCS and its officers, agents, and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent, or representative of the Grantee.

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

Kristie G. Tenney, President Upshur County Commission

Jeffrey D. Estep, Assistant Director
Justice and Community Services Section



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

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

All correspondence to the Division of Administrative Services, Justice and Community Services Section (JCS), which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

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

- CONSULTANT RATES: Consultant rates in excess of \$650 per day, or \$81.25 per hour, require prior approval by JCS and DOJ is applicable prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.
- 2. FRAUD, WASTE & ABUSE: Reporting potential fraud, waste, and abuse, and similar misconduct. The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the Department of Justice (DOJ) Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at https://www.usdoj.gov/oig.
- USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.: Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.
- 4. <u>LIMITED ENGLISH PROFICIENCY:</u> Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve

1201 E. 10th Street Jeffersonville, IN 47132

- 7. CONFIDENTIALITY OF RESEARCH INFORMATION: Research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
- 8. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE: Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the DOJ/OJP Financial Guide.
- 9. CENTRAL CONTRACTOR REGISTRATION: Grantee agrees to register with the System for Grants Management (SAM) at www.sam.govand provide documentation to JCS with application for funding.
- 10. DATA UNIVERSAL NUMBERING SYSTEM: Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to JCS with application for funding.
- 11. BIDDING PROCEDURES: Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.
- 12. COMPLIANCE WITH FEDERAL PROCEDURES: Grantee assures compliance with the following where applicable:
 - Part 11, Applicability of Office of Management and Budget Circulars.

 - Part 18, Administrative Review Procedures. Part 20, Criminal Justice Information Systems.
 - Part 22, Confidentiality of Identifiable Research and Statistical Information.
 - Part 23, Criminal Intelligence Systems Operating Policies.
 - Part 30, Intergovernmental Review of Department of Justice Programs and Activities
 - Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures
- ADDITIONAL REGULATIONS AND PROCEDURES: In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs M 7100.1D manual, OMB Circulars No. A-21, A-110, A-



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

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

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

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

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

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

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

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

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

- As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.
- 36. <u>COLLABORATION W/OTHER FEDERAL AND STATE GRANTS:</u> Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.
- 37. <u>USE OF DATA/EXCHANGE OF INFORMATION:</u> With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:
 - a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
 - d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.
- 38. <u>NATIONAL AND STATE EVALUATION EFFORTS:</u> The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.
- 39. EQUAL EMPLOYMENT OPPORTUNITY PLAN: The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at https://ojp.gov/about/ocr/eeop.htm.
- 40. <u>VETERANS PREFERENCE:</u> This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency



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

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

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

1. LOBBYING

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

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

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

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

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

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

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

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

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

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

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

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

Recipient's Name: Upshur county commission
Address: 9) W. Maro St. Stc. 10) Brown W. 2020
Is agency a; □ Direct or Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? □ Yes No
DUNS Number: 028608099 Vendor Number (only if direct recipient)
Name and Title of Contact Person: Matthew SISK, Director of Safety SEmergency Preparector
Telephone Number: 364-472-5486 XIDI E-Mail Address: Matthew. SISK @KIZ, WYUS
Section A—Declaration Claiming Complete Exemption from the EEOP Requirement
Please check all the following boxes that apply.
□ Less than fifty employees. □ Indian Tribe □ Medical Institution. □ Educational Institution □ Receiving a single award(s) less than \$25,000.
I, Kristic G. Tenney official, certify that Upshur Counts Commission [responsible]
[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.
I further certify that upshur (bunty amplished). [recipient]
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of
services.
If recipient sub-grants a single award over \$500,000, in addition, please complete Section D
Print or Type Name and Title Signature Date
Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying
That an EEOP Is on File for Review
If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):
I, [responsible
official], certify that
[organization],
[address].
Print or Type Name and Title Signature Date
Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil
Rights for Review
If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.
I,[responsible
official], certify that
[recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on
[date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.
If recipient sub-grants a single award over \$500,000, in addition, please complete Section D
Print or Type Name and Title Signature Date

Public Reporting Burden Statement

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

RESOLUTION

The <u>Commission</u> of <u>Upshur County</u> met on <u>Corvary 3,30 (date)</u> with a quorum present and passed the following resolution.

Be it resolved that the Commission hereby authorizes Kristie G. Tenney,

President of the Upshur County Commission, to act on its behalf to enter into a

contractual agreement with the Division of Administrative Services, Justice and

Community Services to receive and administer grant funds pursuant to provisions of the

Justice Assistance Grant.

Signed:	
	County Clerk

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

February 3, 2022

The Honorable Jim Justice Governor of the State of West Virginia 1900 Kanawha Boulevard, East Charleston, WV 25301

Governor Justice:

We contact you in support of Kanawha County Commission's recent correspondence requesting an allocation of the State's remaining CARES Act Funds towards emergency medical services (EMS) providers.

Small rural counties like ours are facing the same struggles as larger more urban counties like Kanawha; however, our trained workforce available to meet the needs of the pandemic is even more limited. During recent conversations with Upshur County EMS Director, Gloria Burr, she explained that UCEMS' paramedics and EMTs per shift have been cut in half compared to pre-COVID levels. In addition, the number of calls has doubled in the same timeframe. In short, UCEMS is responding to twice as many calls with half as many staff members. As you can imagine, these individuals are exhausted and reconsidering their chosen career paths. Assistance must be provided before this crisis becomes even more dire.

It is clear from the examples provided by Kanawha County, and our own knowledge of our situation here in Upshur County, that a similar dedicated source of funding directed towards EMS training and education programs and/or an incentive to remain in the first responder field would be beneficial for all West Virginians. Without properly trained personnel and adequate staffing levels for the State's EMS providers, our overall healthcare delivery to our citizens will be greatly impacted.

Governor we appreciate the outstanding leadership you have shown during this pandemic and applaud your efforts to provide our citizens with the best medical care possible.

Sincerely,

Kristie G. Tenney President Samuel R. Nolte Commissioner

Terry B. Cutright Commissioner



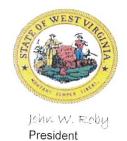
Animal Outreach Project, Inc.
137 Blondie McMurry Rd.
Buckhannon, WV 26201
animaloutreachproject@gmail.com
EIN # 47-2767228
www.aopwv.org

Dear Commissioners

We at Animal Outreach Project are writing this letter in regard to receiving funds for our spay and neuter assistance program. Though Covid has hit many hard times, we have still been assisting with spay and neuter throughout our community. We are hoping to be back full force this year and help more community animals than ever! We are asking for a \$3000 donation to jump start our spay and neuter efforts this year. We feel our group has been a great asset to the community and that has previously worked very well with commission! By receiving funds from our county, we can continue to reduce the number of unwanted animals in our community and throughout our county!

Thank you for your time and consideration today

AOP Volunteers.



UPSHUR COUNTY FIREFIGHTERS ASSOCIATION BUSINESS MEETING MINUETS



January 26, 202

Upshur County Commission,

The Upshur County Firefighters Association has chosen Brain Elmore as our representative for the Upshur County fire board. Brain is an active captain at the Buckhannon Fire Department. We feel Brain will be a great representative for the firefighters of Upshur County.

Thank You,

John Roby President

DEPUTY COUNTY CLERK Upshur County Clerk

The Upshur County Clerk is accepting applications for a Deputy County Clerk. This is a full-time benefited position. The salary will be based upon qualifications. Responsibilities include, but are not limited to the following: general Deputy County Clerk duties, taking and transcribing meeting minutes, indexing minutes, letter writing, data entry, assisting with election preparation, assisting in accounts payable and payroll. Knowledge of spreadsheets and mail merge are beneficial. Individuals may obtain an application from the County Clerk's Office located on the first floor of the Upshur County Courthouse, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Applications will be accepted until the close of business on February 18, 2022. Please send completed application, resume and letter of interest to:

Office of the County Clerk Carol J. Smith, County Clerk 40 West Main Street, Room 101 Buckhannon, WV 26201

Applicant must be well organized, able to work with minimal supervision, work well with the public, be able to lift 50 pounds, and be proficient in Microsoft Office.

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

County Commission of Upshur County, West Virginia Application For Employment

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE Please mail completed application to:
Office of the Upshur County Commission
91 West Main Street, Suite 101, Buckhannon, West Virginia

OFFICE USE ONLY:	
Date received:	_
Reviewed by:	

PLEASE COMPLETE A	LL PAGES		DATE					
Name		irst	Middle	Other Nor	mes / Aliases Used			
		151	Middle	Other Nar	nes / Aliases Osed			
Present Address	Number	Street	City	State		Zip		
How Long At Current Ad	dress? □ less than 1 ye	ear 🗆	1 to 5 years	□ more that	n 5 years			
Contact Telephone Num	ber: ()	В	est Time To Contact `	You:	10			
Email Address:								
Are you under age 18?	If "YES	", can you provide pro	oof of your eligibility to	o work?YI	ESN0			
Are you currently authori	zed to work in the United	d States?YES _	NO. (Proof of e	ligibility will be r	equired if hired.	.)		
Position Applied For:								
How Many Hours Can You Work Weekly? Employment Desired: □FULL-TIME ONLY □PART-TIME ONLY □FULL- OR PART-TIME When Are You Available To Start Work?								
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address	NUMBER OF COMPLE		MAJOR & DEGREE			
High School								
College			<u></u>					
Graduate / Other								
Have you ever been convare applying?	es No (A conviction (s), nature of conviction (s).	on record will not nece offense(s) leading to o	essarily disqualify you	ı from employm	ent.)			

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

PAGE TWO

APPLICATION FOR EMPLOYMENT

Do you hav	e a driver's lic	cense?	☐ Yes	□ No						
What is you	ur means of tr	ansportat	ion to wor	k?						
Driver's Lic Expiration I	ense #: Date:				of Issue _	<u> </u>	☐ Operator	□ Comi	mercial (CDL)	□Chauffeur
	ad any accide ad any movin					rs?			any? any?	
					Comp	uter Skills				
							_			
Typing	☐ Yes		WPM		10 kov	☐ Yes	Word	oina	☐ Yes	W/DM
Typing	□ No				10-key		Proces	:≅: 	35	WPM
Personal Computer	□ Yes □ No	PC Mac								
Please list	two reference	s other th	an relative	es.						
Name						Name				
s.c.						2				
Telephone	()					Telephon	e ()			
Please use	this space to	elaborate	on any b	ackgrour	ıd, experi	ence or qual	ification that v	ou believ	e should be co	nsidered in
evaluating y	our application	n for emp	oloyment.	You may	include h	obbies, volu	inteer experier	nce and a	ny other activiti ethnic origin, a	es you believe
religious or	political affilia	tions.	ation that i	would dis	ologo you	ir race, gene	ior, ago, mant	ai status,	etillic origin, a	ny disability,
Pool Applic	ants ONLY: 🗖	Lifeguare	d Certifica	tion-Exp.	Date	<u> </u>	☐ Food Hand	ller's Card	d-Exp. Date _	

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

PAGE THREE

APPLICATION FOR EMPLOYMENT

	MILI	TARY					
Have you ever been in the armed forces?	□ Yes		□ No				
Are you now a member of the National Guard?	□ Yes		□ No				
Specialty				Discharge Date	۵		
	_ Dato Li			Bloomarge Back			
Please list your work experience for Employment History Please list your work experience for If you were self-employed, give firm	the past : name. A f	seven ye ttach add	ars beginnin	g with your most rece ets if necessary.	ent job held.		
Name of Employer		400000000000000000000000000000000000000	e of Last pervisor	Employment Dates	Pay or Salary		
Address City, State, Zip Code				From	Start		
Phone Number				То	Final		
	Your La	ast Job Title					
Reason for Leaving (be specific)							
Name of Employer		2000 200000	e of Last pervisor	Employment Dates	Pay or Salary		
Address City, State, Zip Code				From	Start		
Phone Number				То	Final		
		Your La	st Job Title				
Reason for Leaving (be specific)							
List the jobs you held, duties performed, skills used or	learned,	advancei	ments or pro	motions while you wo	rked at this location.		

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

	3E		

APPLICATION FOR EMPLOYMENT

History If you were self-employed, give firm name. A			ent job neid.					
Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary					
Address		From	Start					
City, State, Zip Code Phone Number		То	Final					
	Your Last Job Title							
Reason for Leaving (be specific)								
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this location.								
Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary					
Address City, State, Zip Code		From	Start					
Phone Number		То	Final					
	Your last job title							
Reason for Leaving (be specific)								
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this location.								
May we contact your present employer?	☐ Yes ☐ No							
IF YOU ARE APPLYING FOR TEMPORARY EMPLOYMENT OR PERMANENT PART-TIME (LESS THAN 1040 HRS/YR) EMPLOYMENT:								
Have you previously participated in the West Virginia Consolidation	ated Public Retiremen	t System (PERS)?						
☐ Yes ☐ No								
DO NOT ANSWER THESE QUESTIONS UNLESS YOU HAVE INFORMS YOU ABOUT THE REQUIREMENTS OF THE JOB	E RECEIVED A JOB FOR WHICH YOU A	DESCRIPTION OF T RE APPLYING.	HE POSTION THAT					
Are you capable of performing in a reasonable manner, with or the job for which you have applied? \square Yes \square No	without a reasonable	accommodation, the	essential functions of					
A review of the essential functions has been provided to me. ☐ Yes ☐ No								

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each section, please provide your signature in the spaces provided below.

I agree that:

Signature:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other County practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the County, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument approved by the Upshur County Commission with authorization for the President of the Upshur County Commission to affix their signature. The undersigned and County may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the County may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

Date:

or omission of facts called for is cause for dismissal a	n my application. I understand that the misrepresentation at any time without any previous notice. I hereby give the apployers (unless otherwise indicated), references and ability as a result of such contact.
Signature:	Date:
obtain information from a third-party consumer reporti of a "consumer report" and/or an "investigative consumer report". These reports may contain information regords ("driving records"), credit histodrug screening or other background checks. This information checks, including, as appropriate: government ager reports may also include information about my chara of living, etc., which can involve personal interviews reference, former employer, etc. A more comprehens to state or federal law, contract agreement or for confinancial responsibilities). (*Please note that credit h substantially related to the duties and responsibilities request from me, the County will provide me with adany such report requested by it, as required by the	cessing of my employment application, the County may ing agency. This information may be obtained in the form onsumer report" (commonly known as a "background garding my criminal history, social security verification, bry*, verification of my education or employment history, pry*, verification of my education or employment history, or mation may be obtained from private and public record incies and courthouses and educational institutions. The factor, general reputation, personal characteristics, mode is with individuals or companies that I have listed as a sive background investigation may be required pursuant entain sensitive positions (such as those with significant distory will only be requested where such information is of the position for which you are applying.) Upon written additional information concerning the nature and scope of the Fair Credit Reporting Act. With regards to criminal by, will not necessarily disqualify my employment with the
Signature:	Date:

The County Commission of Upshur County, West Virginia, is an equal employment opportunity employer and adheres to a policy of making employment decisions without regard to actual or perceived race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. Opportunity for employment with Upshur County depends solely on your qualifications. Upshur County has established a drug free and tobacco free work environment.

Dress Code Policy

Citizens observe employees of the County often in the course of their work. As County representatives, employees are expected to meet high standards both in the quality of their work and in presenting a professional image to the public. Employees are required to maintain good physical grooming, have a neat, clean and professional appearance and display a pleasant disposition to citizens and colleagues. Uniforms may be required for certain positions which shall also be kept in a clean and presentable state.

County employees shall dress according to their elected officials/supervisors' requirements. Work attire shall complement an employee's work environment while reflecting a professionally operated organization. This policy is intended to define appropriate "business attire" during normal business operations.

Monday – Thursday: Business casual attire is required at a minimum for offices that do not have a uniform provided.

Friday, <u>Partial Days and Weekends</u>: With the authorization of their elected officials/supervisor, County employees may dress casually on <u>Fridaysthese days</u>. This includes <u>jeansdenim pants</u>, without distressed marks or tears, and a collared shirt or blouse. <u>Elected Officials may use their own discretion to allow staff to adhere to Friday's standards based on their scheduled work for the day, i.e. moving offices, etc.</u>

Exceptions may be made for individuals working in the field, Telecommunicators and LUACF staff. Attire in accordance to Friday's standards, noted above, is acceptable for these positions when field work is scheduled and for Telecommunicators and LUACF staff each day of the week.

Examples of business casual attire can be found below: Dress slacks, khaki pants, appropriate length skirts and dresses, polo shirts, collared shirts, blouses, sweaters, vests, sports jackets, etc.

Elected Officials and Supervisors are responsible for enforcement of this policy. Violations of this policy will result in disciplinary action, up to and including termination.

COST CONSCIOUSNESS / PURCHASING PROCEDURES (R21)

As all employees know, the County operates on tax dollars. Using equipment improperly, excessive ordering, and wasting supplies are all examples of inefficiency. Employees should be cost conscious to promote the most efficient operation of the County government.

Please refer to the Purchasing Card Procedures Handbook dated July 2010. In order to obtain a purchasing card, the Department Supervisor / Elected Official must request one from the County Bookkeeper on the employee's behalf. Upon the Upshur County Commission's approval of an employee's resignation or termination of employment, purchasing cards will be deactivated and must be returned to the Department Supervisor / Elected Official promptly. It is the Department Supervisor / Elected Official's responsibility to make arrangements with the County Bookkeeper for at least one employee in each Department to participate in purchasing card training. (R21)

Bidding procedures outlined in WV State Code §7-1-11 must be utilized when making a purchase of commodities and printing in excess of \$15,000_T except in case of emergency, unless the purchase is on the State Bid, approved via a WV Purchasing Division Direct Award Posting or the County Commission makes the following exception. The County Commission may waive the requirement to advertise when a vendor is considered to be the sole source for the item being purchased, when it is determined to be in the best interest of the County, or when professional, technical, or specialized services are being acquired under an agreement. All waivers must be well documented and approved by the county commission.

The Upshur County Commission also requires the execution of an Affidavit of Non-Collusion (found in the Appendix), for all bidding contracts. (R21)

All contracts and lease agreements must be reviewed and approved by the Upshur County Commission. (R22) $\,$

During an emergency declared by the Upshur County Commission, emergency purchases may be made without following the guidelines above per WV Code §7-1-11. (R21)

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WORKERS' COMPENSATION

All Upshur County employees are covered by Workers' Compensation in the event of accidents or death occurring in the course of employment. There is no cost to the employee for this coverage. An employee must notify his/her supervisor as soon as possible in the event of a work-related accident. In no case should the employee delay notification longer than twenty-four (24) hours. All Workers' Compensation forms found in the appendix shall be submitted to the County Administrator by the Elected Official/department head within 24 hours of being notified. (R21) Upon returning to work, the employee must provide a release from the treating medical professional to his or her supervisor to be maintained in their personnel file. (R21) For administrative purposes all files will be maintained by the Upshur County Clerk's Office.

Per WV Worker's Compensation Laws, Worker's Compensation only provides roughly 60% of an employee's wages, based on the best quarter wages in the year prior to the date of the injury. If an employee receives payment of part of his/her wages from Workers' Compensation, an equal amount will be deducted from the next payment(s) of wages. In order to maintain full payment of wages, Aan employee may utilize their sick and/or vacation time, in an amount not to exceed the difference of their regular wages and worker's compensation wages while on Worker's Compensation leave.

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is not entitled to regular wages plus wage payments from Workers' Compensation. When an employee is off work due to Workers' Compensation, he/she will not accrue annual or sick leave time.

COURTHOUSE OPERATIONS – CLOSURE – STATE OF EMERGENCY

During a state of emergency or a related condition (whether declared by the State or County) and the courthouse is closed by the County Commission, (R17) personnel will not receive any additional, premium or compensatory time for hours worked during such condition, unless hours worked are in excess of forty (40) for that week. Essential personnel are expected to report to their assigned work location as directed by their supervisor. (R17) Essential personnel are defined as operations that work seven (7) days per week, twenty-four (24) hours a day or subject to twenty-four (24) hour call. Essential personnel would be located in the E911 Communications Center, Law Enforcement Department, Maintenance Department and/or the Lewis-Upshur Animal Control Facility. (R17) (R22) Other personnel may receive credit for up to eight (8) hours per day for a state of emergency or related condition in which the courthouse is closed. (R4) (R17) Employees credited this time will not receive in excess of forty (40) hours for the week. (R17) If an employee has previously scheduled vacation, sick and/or any other leave and a state of emergency or state of preparedness is declared, the employee will still be charged that type of leave. If a state of emergency or state of preparedness has been declared or continues and the courthouse is open, all employees are expected to report to their work location. Any employee unable to report to their work location will be charged vacation or personal leave. On an annual basis, an employee may convert up to two (2) days sick leave into two (2) days personal leave. Personal leave may only be used for payment of wages of up to forty (40) hours during a state of emergency, state of preparedness, or other extreme weather event, as determined by the Upshur County inCommission, in which the courthouse is open and the employee is unable to report to their work location. If an employee has insufficient vacation time or does not convert sick leave to personal leave to cover the absence, the absence will be unpaid. (R17) If any elected official and/or employee have a question on the status of courthouse operations or the use of personal leave under this policy, he/she is directed to contact a member of the County Commission, the County Administrator or Assistant County Administrator. (R17)

February 3, 2022

In compliance with WV Code § 3-3-5c(b), the Upshur County Commission approved to appoint one team of Emergency Absentee Ballot Commissioners for the Primary Election to be held on May 10, 2022.

These commissioners shall comprise of one Republican and one Democrat. This team will deliver emergency absentee ballots, and must be available to do so from May 3, 2022 through May 10, 2022 at noon.

President	
Commissioner	
Commissioner	

February 3, 2022

In compliance with WV Code § 3-1-29, the Upshur County Commission approved the following election boards for the following precincts for the Primary Election to be held on May 10, 2022.

- #4 Arlington Community Building– 3 Commissioners; 2 Clerks, 2 Alternates
- #6 Rock Cave Grade School 3 Commissioners; 2 Clerks, 2 Alternates
- #7 Selbyville Fire Department 3 Commissioners; 2 Clerks, 2 Alternates
- #8 Buckhannon Academy School 3 Commissioners; 2 Clerks, 2 Alternates
- #9 City Hall 3 Commissioners; 2 Clerks, 2 Alternates
- #12 Vo Tech School 3 Commissioners; 2 Clerks, 2 Alternates
- #14 Buckhannon Academy School 3 Commissioners; 4 Clerks, 2 Alternates
- #16 Brushy Fork Community Building 3 Commissioners; 2 Clerks, 2 Alternates
- #18 Vo Tech School 3 Commissioners; 2 Clerks, 2 Alternates
- #19 BU Middle School 3 Commissioners; 2 Clerks, 2 Alternates
- #20 BU Middle School 3 Commissioners; 2 Clerks, 2 Alternates
- #25 French Creek School 3 Commissioners; 2 Clerks, 2 Alternates
- #27 French Creek School 3 Commissioners; 4 Clerks, 2 Alternates
- #35 Union District School 3 Commissioners; 4 Clerks, 2 Alternates
- #37 Union District School 3 Commissioners; 4 Clerks, 2 Alternates
- #38 Hodgesville School 3 Commissioners; 2 Clerks, 2 Alternates
- #39 Hodgesville School 3 Commissioners; 4 Clerks, 2 Alternates
- #40 BU Middle School 3 Commissioners; 2 Clerks, 2 Alternates
- #44 BU Middle School 3 Commissioners; 2 Clerks, 2 Alternates
- #47 Washington District School 3 Commissioners; 4 Clerks, 2 Alternates

President		
Commissioner		
Commissioner		

EMERGENCY ABSENTEE VOTING POLICY

WHEREAS, WV Code §3-3-5c authorizes County Commissions in West Virginia to adopt a policy extending emergency absentee voting procedures in their County; and

WHEREAS, it is the opinion of this Commission that the adoption of such a policy would benefit the citizens of Upshur County:

THE FOLLOWING POLICY IS HEREBY ADOPTED BY THIS COMMISSION

A person qualified to vote an absent voter's ballot, as defined by West Virginia Code §3-3-1, who is admitted on or after the seventh day next preceding an election, to:

- (1) A hospital or other duly licensed health care facility within a County adjacent to Upshur County or within thirty-five miles of the County Seat of Upshur County, for medical treatment; or
 - (2) A nursing home within the County;

And who remains confined and is unable to vote in person on election day, may vote an emergency voter's ballot under the procedures set forth in West Virginia Code §3-3-5c.

Dated this 3rd day of February, 2022

	Upshur County Commission
	President
	Commissioner
	Commissioner
Upshur County Clerk	

January 28, 2022

Pursuant to Chapter 3, Article 1, Section 19 of the West Virginia Code, as amended, the undersigned hereby appoints the following Ballot Commissioners to serve in Upshur County, West Virginia. To begin serving on February 1, 2022, for a term of two years.

Republican Ballot Commissioner:

Connie Brady 35 College Avenue Buckhannon, WV 26201

Democratic Ballot Commissioner:

Donna S. Matthews 19 Park Street Buckhannon, WV 26201

Said Ballot Commissioners shall perform the duties of such Commissioners at all general, special and primary elections held in Upshur County or any magisterial district thereof during their term of office.

Carol J. Smith

Upshur County Clerk

Chairman of the Board of Ballot Commissioners

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

January 27, 2022

David W. Bolyard Jr. 124 Olen Thomas Drive Clarksburg, WV 26301

Certified Mail with Return Receipt

Re: Petition for Order --- Case Number: 070821-02 (Estate of David Miller)

Mr. Bolyard,

A complaint was filed with the Upshur County Safe Structures and Sites Board in regards to David Miller's property located in Banks Tax District -Tax Map 4 - Parcel Number 2 on June 8, 2021. The County's Safe Structures and Sites Board sent correspondence in regards to the properties' condition on the following dates:

- July 13, 2021 --- Notice of Visit
- August 16, 2021 --- Notice of Required Action
- October 15, 2021 --- Extension
- November 15, 2021 --- Extension
- December 16, 2021 Petition for Order

After no progress was made in improving the condition of the property, the Safe Structures and Sites Board turned this case over to the Upshur County Commission. The Upshur County Commission reviewed photographs of the property taken on December 15, 2021 and the Petition for Order during a regularly scheduled Commission Meetings on January 13, 2022 and January 20, 2022. Per my conversation with Gloria Post, paralegal, on January 19, 2022, I informed the Commission of your intent as Administrator to sell the property. After discussion, the Commission voted to re-evaluate the status of the property after 30 calendar days. Therefore, the Petition for Order will be considered again during the Commission Meeting scheduled for February 24, 2022. If you have any questions or updates regarding the sale of the property, please contact our office at the number listed above.

Best regards,

Sallatha RReny

Tabatha R. Perry

Assistant County Administrator / UCDHSEM Deputy Director

Enclosures: WV Code, Ordinance

LEWIS-UPSHU	JR ANIMAL CONTROL	FACILITY
MONTH OF	December_2021	
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$260	\$135
CHECK	\$30	\$0
E STORE CREDIT CARD	\$155	\$120
SUBTOTAL	\$455	\$255
SPAY/NEUTER DEPOSIT		
CASH	\$400	\$300
CHECK	\$0°	\$0
E STORE CREDIT CARD	\$150	\$100
SUBTOTAL	\$550	\$400
BOARD RESCUE		
CASH	\$0	\$10
CHECK	\$10	\$0
E STORE CREDIT CARD	\$110	\$10
SUBTOTAL	\$120	\$20
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$125	\$0
CHECK	\$21,615	\$0
E STORE CREDIT CARD	\$250	\$0
SUBTOTAL	\$21,990	\$0

TOTAL	\$23,115	\$675
OTHER		

EXPLANATION:

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT ACCOUNT OF CATS JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES (December 2021)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	0	0	0
Cats brought in by Animal Control Officer	0	0	0
Cats brought in by County Residents	19	13	32
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	0	0
us a	. 0	Ö	0
Cats Escaped			
Adoptions:	10	10	20
With Charge	0	0	0
Without Charge			
Rescues:	5	2	7
With Charge	0	0	0
Without Charge			
Euthanasia:	0	1	1
Owner Request			4
Other	4		

Signature 1-5-2022
Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY ANIMAL REPORT (January 2021) ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FCILITY FOR THE MONTH OF (December 2021)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	14	6	20
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	18	4	22
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	Ø	0
Dogs Quarantined	0	1	1
Dogs Returned to Owner	4	1	5
Dogs Escaped	Q	0	0
Adoptions:			
With Charge	9	5	14
Without Charge	0	0	0
Rescues:			
With Charge	6	2	8
Without Charge	9	0	9
Euthanasia:			
Owner Request	0	2	2
Other	0	1	1
Total	60	22	82

Janella & Costran 1-5-2022
Signature Date

John Slaughter, Animal Control/Humane Officer Monthly Animal Report

<u>Dec</u> 2021

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:	14		
Dogs	14		
Other			
Animals returned to Owner by ACO:	0		
Dogs			
Other			_
Animals delivered to LUACF:	14		
Dogs			
Other			
Animals Quarantined by ACO:	0		
Dogs		ē	
Other			
Animals Terminated:	O		
Dogs			
Other			
Total Number of Hours Involved	80		
Λ			

Signature

<u>/~ (3~ユ2</u> Date



Upshur County Sheriff's Financial Statement

For Period Ending: December 2021

FUND NAME		BEGINNING BALANCE	CURRENT MONTH COLLECTIONS		ORDERS ISSUED		BALANCE PER BOOKS	
FUND - 001 GENERAL COUNTY FUND	\$	2,402,395.16	\$ 203,509.47	\$	(598,758.24)	\$	2,007,146,39	
FUND - 002 COAL SEVERANCE TAX FUND	\$	32,727.49	\$ 1.53	\$	(0.14)	\$	32,728.88	
FUND - 003 DOG AND KENNEL FUND	\$	45,059.39	\$ 2,177.62	\$	(3,607.20)	\$	43,629.81	
FUND - 004 GENERAL SCHOOL FUND	\$	34,097.25	\$ 3,255.25	\$	(37,352.50)	\$	-	
FUND - 005 MAGISTRATE COURT FUND	\$	4,874.53	\$ 1,058.45	\$	- 1	\$	5,932.98	
FUND - 006 WORTHLESS CHECK FUND	\$	125,200.89	\$ 29.12	\$	-	\$	125,230.01	
FUND - 007 E-911 FUND	\$	1,107,251.39	\$ 49,790.89	\$	(6,378.59)	\$	1,150,663.69	
FUND - 008 HOME CONFINEMENT FUND	\$	31,598.86	\$ 9,320.50	\$	(1,665.18)	\$	39,254.18	
FUND - 013 CURRY PARK FUND	\$	9,668.02	\$ 40,951.21	\$	(1,297.44)	\$	49,321.79	
FUND - 015 CURRY LIBRARY FUND	\$	2,349.84	\$ 18,262.03	\$	(1,440.66)	\$	19,171.21	
FUND - 018 AIRPORT CONSTRUCTION FUND	\$		\$ -	\$	-	\$	-	
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$	5,211.56	\$ 3,045.72	\$	(5,261.56)	\$	2,995.72	
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$	43,375.64	\$ 10,350.99	\$	(12,048.24)	\$	41,678.39	
FUND - 039 COAL REALLOCATION FUND	\$	19,130.22	\$ 0.63	\$	-	\$	19,130.85	
FUND - 052 EMPLOYEE BENEFITS FUND	\$	923,547.69	\$ 39.02	\$	(11,525.99)	\$	912,060.72	
FUND - 056 ASSESSOR'S VALUATION FUND	\$	292,281.57	\$ 5,374.41	\$	(2,335.34)	\$	295,320.64	
FUND - 058 UP.CO.FIN.STBL.FUND	\$	1,617,743.95	\$ 1,099.18	\$	-	\$	1,618,843.13	
FUND - 059 CONCEALED WEAPONS FUND	\$	24,433.48	\$ 521.03	\$	(300.00)	\$	24,654.51	
FUND - 063 VOTER'S REGISTRATION FUND	\$	840.94	\$ 135.90	\$	-	\$	976.84	
FUND - 071 JURY FUND	\$	15,036.44	\$ -	\$	-	\$	15,036.44	
FUND - 073 SPECIAL LAW ENFRCMT INVESTIGATION FUND	\$	2,486.89	\$ 0.11	\$		\$	2,487.00	
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$	42,565.95	\$ 4,264.47	\$	-	\$	46,830.42	
FUND - 079 SPAYING & NEUTERING FUND	\$	43,614.55	\$ 750.00	\$	(2,620.00)	\$	41,744.55	
FUND - 080 COMM, CORR, FUND	\$	447,387.79	\$ 108,707.21	\$	(102,201.41)	\$	453,893.59	
FUND - 102 AIRPORT IMP. PROJECT FUND	\$	-	\$ -	\$	(202)2027.127	\$.50,055.55	
FUND - 104 ELKINS ROAD PSD FUND	\$	-	\$ 14,225.45	\$	(14,225.45)	\$		
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$		\$ -	\$	- (21)22313)	\$		
Fund - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$	4,760.00	\$ -	\$		\$	4,760.00	
FUND - 248 IND. PARK SEWER FUND	\$	- 1,700.00	\$ -	\$		\$	-,700.00	
FUND - 311 DMV LICENSE FUND	\$		\$ 26,240.00	\$	(26,240.00)	\$		
FUND - 312 CRIMINAL CHARGES FUND	\$	15.00	\$ 15.40	\$	(15.40)	\$	15.00	
FUND - 313 COURT REPORTER FUND	\$		\$ 125.00	\$	(125.00)	\$	-	
FUND - 314 STATE FINES FUND	\$		\$ 27.50	\$	(27.50)	\$		
FUND - 315 STATE POLICE FUND	\$	30.00	\$ 300.00	\$	(325.00)	\$	5.00	
FUND - 316 STATE CURRENT FUND	\$	-	\$ 1,505.31	\$	(1,505.31)	\$	3.00	
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$		\$ -	\$	(1,505.51)	\$		
FUND - 364 TAX LIEN FUND	\$	259,899.19	\$ -	\$		\$	259,899.19	
FUND - 365 DELQ & NONENT LAND	\$	1,665.22	\$ -	\$		\$	1,665.22	
FUND - 366 BOARD OF HEALTH FUND	\$	299,124.86	\$ 22,187.40	\$	(67,665.75)	\$	253,646.51	
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$	420.00	\$ 453.50	\$	(420.00)	\$	453.50	
FUND - 373 SCHOOL CURRENT FUND	\$	420.00	\$ 120,293.88	\$	(120,293.88)	\$	433.30	
FUND - 374 SCHOOL EXCESS LEVY FUND	\$		\$ 60,951.70	\$	(60,951.70)	\$		
FUND - 375 SCHOOL BOND FUND	\$		\$ -	\$	(00,331.70)	\$		
FUND - 378 CITY CURRENT FUND	\$		\$ 22,752.68	\$	(22,752.68)	\$		
FUND - 379 CITY VOTED LIBRARY FUND	\$		\$ 2,731.28	\$	(2,731.28)	\$		
FUND - 206 COVID 19 FUND	\$	11,103.92	\$ 2,731.28	\$	(11,103.92)	\$		
FUND - 207 AMERICAN RECOVERY FUND	\$	2,309,626.26	\$ 97.92	\$	(4,693.00)	\$	2,305,031.18	
FINAL TOTALS	\$	10,159,523.94	\$ 734,551.76	\$	THE RESERVE THE PARTY OF THE PA	\$	9,774,207.34	
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$	10,011,734.69	\$ -	\$	(1,115,000.50)	\$	3,774,207.34	
			7	7		7		
ORDERS/DEBITS OUTSTANDING:	\$	(548,243.64)				-		
DEPOSITS/CREDITS OUTSTANDING:	\$	308,966.29						
NET BANK BALANCE	\$	9,772,457.34						
PETTY CASH / CASH DRAWERS	\$	1,750.00						
CASH SPECIAL INVESTIGATION FUND	\$	2700						
100000000000000000000000000000000000000	2							
ADJUSTMENT	\$	_						
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$	9,774,207.34						

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

D. Miller

Sheriff & Treasurer, Upshur County

1/28/2022



Upshur County Sheriff's Financial Statement

For Period Ending: December 2021

Bank Balance Listing

IRST COMM	UNITY BANK CURRY LIBRARY-MMA				OUTSTANDING CHECKS/DEBITS			BOOK BALANCE	
	CURRY URRARY-MMA								
	COMMI EIDIAM IVINA	\$	115.40	\$	-	\$	-	\$	115.40
	BOARD OF HEALTH-MMA	\$	4,076.60	\$	=	\$	-	\$	4,076.60
	BOARD OF HEALTH-CKNG	\$	100.00	\$	-	\$	-	\$	100.00
	COVID 19 -CKNG	\$	120	\$	= =	\$	-	\$	-
	BANK TOTAL	\$	4,292.00	\$		\$		\$	4,292.0
REEDOM BA		1.		-		-		N. Alle	1,232.10
TELEGOIII DA	BOARD OF HEALTH-CD 1	İŝ	101,806.33	\$		\$		\$	101 005 3
		\$		\$		\$			101,806.3
210/120122/02	BOARD OF HEALTH-CD 2	-	101,806.33	-	-	-	-	\$	101,806.3
	BANK TOTAL	\$	203,612.66	\$	-	\$		\$	203,612.6
TIZENS BAN	IK OF WEST VIRGINIA	_						-	
	GENERAL COUNTY FUND - IBCK	\$	1,671,443.43	_	-	\$	94,769.04	\$	1,766,212.4
	COAL SEVERANCE - IBCK	\$	32,728.88	\$	(2)	\$	-	\$	32,728.8
	E-911 - IBCK	\$	1,150,663.69	\$		\$	-	\$	1,150,663.6
	CURRY PARK - IBCK	\$	49,321.79	\$		\$	-	\$	49,321.7
	CURRY LIBRARY - IBCK	\$	19,055.81	\$	-	\$	-	\$	19,055.8
	ASSESSOR'S VALUATION - IBCK	\$	290,680.58	\$		\$	4,640.06	\$	295,320.6
	UP. CO. FIN. STAB. FUND - IBCK	\$	1,618,843.13	\$	-	\$		\$	1,618,843.1
	CONCEALED WEAPONS - IBCK	\$	24,469.51	Ś	(75.00)	\$	260.00	Ś	24,654.5
	GENERAL TAX - IBCK	\$	261,091.19	\$	(462,535.21)	\$	201,444.02	\$	2-7,054.5
	BOARD OF HEALTH FUND - IBCK	\$	34.131.19	\$	(402,333.22)	\$	345.08	\$	34,476.2
	BOARD OF HEALTH FOND - IBCR	+	34,131.13	7		-	343.08	7	34,470.2
	CASIS CLEADING CVNC	1		ė		<u>,</u>		-	
	OASIS CLEARING - CKNG	\$	45 450 70	\$	- (40.457.00)	\$		\$	
	UPSHUR CO. FIRE FEE - IBCK	\$	15,160.72		(12,165.00)	\$		\$	2,995.7
	UP CO COAL REALLOCATION - IBCK	\$	19,130.85	\$	-	\$	-	\$	19,130.8
	EMPLOYEE BENEFITS - IBCK	\$	912,060.72	\$	-	\$		\$	912,060.7
	SP LAW ENF INVESTIGATION - IBCK	\$	2,487.00	\$	-	\$	•	\$	2,487.0
	COMMUNITY CORRECTIONS - IBCK	\$	453,893.59	\$	-	\$		\$	453,893.5
	PARKS/REC CLEARING - CKNG	\$	20.00	\$	(20.00)	\$	-	\$	-
	ADDRESSING/MAPPING CLEARING	\$	46.50	\$	(46.50)	\$	-	\$	-
	TAX CLEARING - CKNG	\$	17,881.99	\$	(23,364.58)	\$	5,482.59	\$	-
	BOARD OF HEALTH PAYROLL - CKNG	\$	8,459.04	\$	(3,459.04)	\$	-	\$	5,000.0
	GENERAL COUNTY OPERATING - CKNG	\$	264,819.34	\$	(25,635.42)	\$	-	\$	239,183.9
	DOG & KENNEL - CKNG	\$	43,654.81	\$	(25.00)	\$	-	\$	43,629.8
	GENERAL COUNTY MISC -CKNG	\$	5,932.98	\$		\$	_	\$	5,932.9
	WORTHLESS CHECK - IBCK	\$	125,230.01	\$	-	\$	-	\$	125,230.0
	HOME CONFINEMENT - IBCK	\$	39,254.18	\$		\$		\$	39,254.1
	EE HEALTH CARE REIMB - IBCK	\$	41,699.81	\$	(21.42)	\$	-	\$	41,678.3
	VOTER'S REGISTRATION - IBCK	\$	976.84	\$	(21.42)	\$		\$	976.8
	JURY - CKNG	\$		\$	(120.50)			<u> </u>	
		-	15,176.04	-	(139.60)	\$		\$	15,036.4
	CHILD EXCHG & VISITATION - CKNG	\$	46,830.42	\$		\$		\$	46,830.4
	SPAY & NEUTER - CKNG	\$	41,748.55	\$	(250.00)	\$	246.00	\$	41,744.5
	ELKINS ROAD PSD - CKNG	\$	-	\$	-	\$	-	\$	-
	AMERICAN RECOVERY FUND - IBCK	\$	2,305,031.18	-	-	\$	-	\$	2,305,031.1
	WELLNESS COMPLEX - CKNG	\$	4,760.00		-	\$	-	\$	4,760.0
	DMV LICENSE - CKNG	\$	10,308.00	\$	(11,917.50)	\$	1,609.50	\$	•
	STATE CLEARING - CKNG	\$	1,855.75	\$	(1,840.75)	\$	-	\$	15.0
	STATE POLICE - CKNG	\$	325.00	\$	(325.00)	\$	5.00	\$	5.0
	TAX LEIN - CKNG	\$	259,899.19	\$	-	\$	-	\$	259,899.1
	DELQ & NON-ENTERED LAND - CKNG	\$	1,665.22	\$		\$	-	\$	1,665.2
	BOARD OF HEALTH OPERATING - CKNG	\$	12,804.60	\$	(6,423.62)	\$	-	\$	6,380.9
	WVDSRF - CKNG	\$	288.50	\$,-,02/	\$	165.00	\$	453.5
	BANK TOTAL	\$	9,803,830.03	\$	(548,243.64)	_	308,966.29	\$	9,564,552.6
-		1 4	3,003,030.03	Y	(340,243.04)	*	300,300.23	4	3,304,332.0
IMMARY:	TOTAL ALL DANKS	4	10 011 724 60		(EAO 242 C4)		200 000 00		0 770 45- 5
	TOTAL ALL BANKS	\$	10,011,734.69	7	(548,243.64)	2	308,966.29	\$	9,772,457.3
	PETTY CASH / CASH DRAWERS							\$	1,750.0
	GRAND TOTAL							\$	9,774,207.3

City Council of Buckhannon – 7:00 pm in Council Chambers Meeting Agenda for Thursday, February 3, 2022

Channel 3 is Live Streaming our City Council Meetings at https://www.facebook.com/ch3buckhannon/ Please send public comments to buckhannon/ Please send public comments to buckhannon/ buckhannon/ buckhannon/https://www.facebook.com/ch3buckhannon/ Please send public comments to https://www.facebook.com/ch3buckhannon/ Please send public comments to https://www.facebook.com/ch3buckhannon/ Please send public comments to https://www.facebook.com/ch3buckhannon/ buckhannon/<a href="https://www.facebook.com/ch3bu

Please join the meeting from your computer, tablet or smartphone: https://global.gotomeeting.com/join/443910693
You can also dial in using your phone: United States: https://global.gotomeeting.com/join/443910693

A. Call to Order

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

B. Recognized Guests

B.1 Fire Department Promotional Pinning of Captain Franklin "Linn" Baxa

C. Department & Board Reports

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

D. Correspondence & Information

- D.1 Report of Cat & Dog Activity -Upshur County Commission-December 2021
- D.2 Notice of Police Civil Service Commission-Accepting Applications for Eligibility List Police Officer Position
- D.3 Notice of Special Joint Working Session of City Council & Planning Commission on 02/23/22 7PM RE: Parks & Recreation Operations in the City of Buckhannon
- D.4 Notice of Special Public Meeting of the Buckhannon Historic Landmarks Commission on 04/05/22 6PM RE: Information, Grant Opportunities, Design Criteria Guidelines for Buckhannon Historic Districts

E. Consent Agenda

- E.1 Approval of Minutes -Regular Meeting 01/06/22, 01/20/22 and Special Meeting 01/27/22
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

F.1 Approval Ordinance No. 454 Parade Route Parking Plan 2nd Reading

G. Comments and Announcements

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

H. Mayor's Comments and Announcements

I. Adjournment

Posted 01/31/2022

Next Regular Scheduled City Council Meeting Thursday, February 17, 2022

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program special board meeting will be held February 7, 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 February 7, 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
 - Upshur/Lewis class in process
- 2) Home Confinement Update-Lewis-15 Upshur-23
- 3) Community Corrections Update
 - Referrals received since July 1, 2021, Upshur-66 Lewis-48 Total-114
 - Request to approve community corrections grant
 - New office update

III. Next Meeting

• April 4, 2022 at the Lewis County Day Report Center at 6:00 P.M.

To Participate in the meeting virtually, Please join the meeting from your computer, tablet or smartphone:

https://global.gotomeeting.com/join/887760181

You can also dial in using your phone: United States: +1 (646) 749-3122 Access Code: 887-760-181

Special Joint Working Session of City Council of Buckhannon & Planning Commission 7:00 pm in Council Chambers Meeting Agenda for Wednesday, February 16, 2022

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Working Session & Discussion
 - B.1 Parks and Recreation Operations in the City of Buckhannon
- C. Board Members Comments and Announcements
- D. Adjournment

POSTED 01/26/2022

To Participate in the meeting virtually, Please join the meeting from your computer, tablet or smartphone:

https://global.gotomeeting.com/join/887760181

You can also dial in using your phone: United States: +1 (646) 749-3122 Access Code: 887-760-181

Special Joint Working Session of City Council of Buckhannon & Planning Commission 7:00 pm in Council Chambers Meeting Agenda for Wednesday, February 23, 2022

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Working Session & Discussion
 - B.1 Parks and Recreation Operations in the City of Buckhannon
- C. Board Members Comments and Announcements
- D. Adjournment

POSTED 01/26/2022

Notice of Special Public Meeting of the Buckhannon Historic Landmarks Commission

From: Randy Sanders < randy.sanders@buckhannonwv.org>

Sent: Sun, Jan 30, 2022 at 4:41 pm

To: City of Buckhannon

The Buckhannon Historic Landmarks Commission will hold a special public meeting on Tuesday, April 5, 2022 at 6:00 pm in the City Council Chambers at City Hall, 70 East Main Street, Buckhannon WV 26201.

The purpose of the meeting is to discuss the following items:

- Residential Design Criteria Guidelines for the Buckhannon Historic District
- Information and Resources on Guidance to Repair Historic Properties
- Grant Opportunities for Historic Properties.

To participate in the meeting virtually, join the meeting from your computer, tablet or smartphone at https://global.gotomeeting.com/join/297588861

Members of the public can also dial in using their phone and calling (United States number): +1 (408) 650-3123 Access Code: 297-588-861.

This is an open meeting (per WV code § 6-9A-3) and all interested parties are welcome to attend.

To see this announcement on the web, go to: https://buckhannonwv.org/notice-of-special-public-meeting-of-the-buckhannon-historic-landmarks-commission/

Randy Sanders

City of Buckhannon, WV
City Recorder & Information Coordinator
Chairman of WAMSB 2023 Organizing Committee
City Hall - 304/472-1651
Cell - 304/472-4026

The October 26, 2021 meeting of the Upshur County Emergency Telephone Advisory Board was called to order at 3:00pm. Present were Rolenson, Burnside, Tenney, Wallace, Elmore, Cutright and Wachob. McKisic on sick leave.

Cutright updated on Fire dispatch procedures meeting with fire representatives and its progress.

Wachob reported on new phone system installation schedule. Discussion was held on Frontier's new technical support procedures.

Cutright and Wachob reported on new hires and training. He reported on Law Enforcement/Telecommunicator awards by VIPS.

Elmore reported on IamResponding. Discussions followed. Suggestions were made for non-critical, non-roadway vehicular accidents fire dispatches.

Cutright reported that complaints from wrecker services have reduced dramatically.

Burnside reported on efforts to get direct connect situation rectified.

Discussion was held on fire ground radio communications procedures especially as recognized during recent Main Street fire. Elmore reported on good job by Comcenter.

Motion made, seconded and passed to cancel next regularly scheduled meeting and next meeting will be December 28th, 2021.

Meeting adjourned.

Van Van

Upshur County Fire Board Meeting December 21, 2021

Members Present: Joe Gower, Sidney Huffman, Larry Alkire, and Rick Harlow, via telephone

Members Absent: Kristie Tenney and Derek Long.

Others Present: Leslie Schoonover, guest; and Toni Newman-Fire Fee Clerk

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

The meeting minutes from November 16, 2021, were approved on motion by Larry Alkire and second by Sidney Huffman.

The Fire Fee Clerk reported the 2021 Fees are at 80 percent collected. The unpaid fees list is completed through to date and was electronically provided to the Board. A Board member, Derek Long, has submitted his resignation, it has been approved by the County Commission, and will be effective on December 31, 2021.

The checking account balance as of 11/30/2021 was \$155,462.88. The disbursement from the Chief Tax Deputy was \$5,111.56 for November from the Chief Tax Deputy is \$5,111.56.

The following invoices were reviewed and approved upon motion by Sid Huffman and second by Larry Alkire: *Software Systems---monthly maintenance---Invoice # 35620---\$211.00.

The first disbursement of the 2021 Fire Fees in the amount of \$20,000.00 was distributed to Leslie Schoonover for the Ellamore VFD, there were no representatives from the Adrian VFD and Warren District VFD. Those checks will be available in the Administrative Annex.

There was one corrective ticket approved on motion by Sidney Huffman and second by Rick Harlow. There were no exoneration tickets this month.

Discussion of unpaid fees ensued. The county attorney has opined that Datamax cannot be used. After discussion on moving forward, the Board would like to invite the sheriff and chief deputy to a Board meeting to discuss the utilization of "Writ of Execution" when a civil suit is filed and ignored. The Fire Fee clerk will send an invite to a Board meeting. The Board would also like to invite Morgan Hinzman to discuss an article in conjunction with the Fire Department articles she has completed, that would detail how the fire fee money is used throughout the county and how having a VFD saves consumers money on their homeowners insurance. Kristie Tenney will coordinate with Ms. Hinzman.

Under other matters to consider, Board Chairman Joe Gower asked if the VFDs had any old hoses that were no longer used. These could be used in active shooter scenarios to secure doors. He asked if VFDs could coordinate with the PRO Officers in utilizing this resource.

There being no further business, the meeting adjourned at 7:15 pm. The next meeting of the Board will be January 18, 2022.

Joseph Gower, Chairman, Upshur County Fire Board

Farry Helbere Board Member

Upstiur County Fire Board Meeting January 18, 2022

The meeting was cancelled due to inclement weather.

The Board will hold a special meeting on January 25, 2022.

Joseph Gower, Chairman, Upshur County Fire Board

Board Member