

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: May 26, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• May 19, 2022*

9:15 a.m. Certification of 2022 Primary Election Results for all State and Federal contests*

Items for Discussion / Action / Approval:

1. Approval and signature of Letter of Support for the City of Buckhannon's Transportation Alternatives Grant Application for the Morton Avenue and North Locust Street Sidewalk and Lighting Project. *
Page 5
2. Review and Signature of correspondence from Jonathan Vickers, Assistant Director, Chief Inspector's Division of the WV State Auditor's Office, confirming services to be provided to the Upshur County Commission for the fiscal year ended June 30, 2021. The fee for the audit services will be \$37,860. *
Pages 6-12
3. Consider adopting Fiscal Management of Grants Policy. This policy has been reviewed and approved by the Policy Board during their meeting on May 19th and is needed in order to be in compliance with grant requirements. *
Pages 13-14
4. Review and signature of WV Communities Risk Pool Coversheet to Member Agreement. The total annual contribution including workers' compensation is one hundred ninety-two thousand six hundred twenty-one dollars (\$192,621). *
Pages 15-18
5. Correspondence from Brian Elmore notifying of his resignation from the Upshur County Fire Board effective 5/19/2022. *
Page 19
6. Upshur County Development Authority Resolution adopted on May 13, 2022, requesting the appointment of:
 - (1) Bobby Gompers, Bob Skinner, Aaron Harris, Greg Hadjis, and Arria Hines to the UCDA Board. Upon approval, these terms will begin on July 1, 2022 and expire on June 30, 2025; and,
 - (2) Dr. James Moore to the unexpired position of Joel Thierston, WVWC. This term expires June 30, 2024. *

7. Approval of "Requests for Bids" and Minimum Vehicle Specifications for one new Half Ton Truck for the Lewis-Upshur Community Corrections Program. Sealed proposals must be received no later than 4:00 p.m. on June 22, 2022 at the Administrative Annex located at 91 West Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, June 23, 2022. * Pages 21-22
8. Approval of employment of additional Buckhannon-Upshur Recreational Park Staff, effective May 27, 2022. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) Under separate cover
9. 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. Notice of Fleet Early Order Cut Off for all 2022 Ram 1500 trucks, effective May 9, 2022. This notice was provided by Elkins Auto after the Commission approved the purchase of a 2022 Dodge Ram for Community Corrections during the meeting conducted on May 19, 2022; therefore, the bid submitted is null and void. Pages 23-28
2. Correspondence from Upshur Property LLC enclosing the legal advertisement for Upshur Property LLC, Permit No. P-698 Increment No. 13, in compliance with the surface mining laws of WV. The site is located in Washington District, 3.5 miles southeast of Tallmansville and discharges into an Unnamed Tributary of the Right Fork of Tenmile Creek and Tenmile Creek, Unnamed Tributaries of Right Fork Middle Fork River and Laurel Run of the Buckhannon River and Middle Fork River of the Tygart Valley River. Pages 29-31
3. Correspondence from Upshur Property LLC enclosing the legal advertisement for Upshur Property LLC, Permit No. S-163-76 Increment No. 2 and Increment No. 4, in compliance with the surface mining laws of WV. Upshur is seeking a Phase 1 release on Increment 2 and Phase 1, 2 and 3 release on Increment 4. The site is located in Washington District, 5.75 miles southwest of Tallmansville and discharges into Panther Fork of the Buckhannon River of the Tygart Valley River. Pages 32-34
4. Correspondence from Maureen Lewis, WV Secretary of State Administrative Law Division, requesting the filing of a list of all Public Service Districts (PSD's) and their current board members along with the board member's term of office by July 1, 2022. Page 35
5. Upshur County E911 Communication Reports – April, 2022 Under separate cover
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
6. Lewis-Upshur Animal Control Facility Reports for the month of April, 2022 Pages 36-40
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report

7. Public Notices:

a) Newsletters and/or Event Notifications:

b) Agendas and/or Notice of Meetings:

- | | | |
|------------------------------------------------------------|--------------|-------------------------|
| • Buckhannon-Upshur Parks and Recreation Advisory Board | May 24, 2022 | Page 41 |
| • Upshur County Public Library | May 25, 2022 | Page 42 |
| • Upshur County Farmland Protection Board *Special Meeting | June 1, 2022 | Page 43 |

Meeting Minutes:

- | | | |
|--------------------------------------|----------------|-------------------------|
| • Upshur-Lewis Community Corrections | April 11, 2022 | Page 44 |
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c) Meetings:

- | | |
|-----------------------|---------------------------------------------------------|
| • 05/03/22 5:00 p.m. | Elkins Road PSD |
| • 05/05/22 7:00 p.m. | Banks District VFD |
| • 05/05/22 7:00 p.m. | City Council of Buckhannon |
| • 05/05/22 7:00 p.m. | Selbyville VFD |
| • 05/05/22 6:00 p.m. | Buckhannon-Upshur Board of Health |
| • 05/05/22 3:00 p.m. | Adrian PSD |
| • 05/09/22 6:00 p.m. | Lewis-Upshur Community Corrections Board – Upshur Co |
| • 05/10/22 4:00 p.m. | Hodgesville PSD |
| • 05/10/22 7:30 p.m. | Adrian VFD |
| • 05/13/22 7:00 a.m. | Upshur County Development Authority – Full Board |
| • 05/10/22 12:00 p.m. | Upshur County Senior Center Board |
| • 05/10/22 7:00 p.m. | Warren District VFD |
| • 05/11/22 3:00 p.m. | Upshur County Conventions & Visitors Bureau |
| • 05/11/22 3:00 p.m. | Tennerton PSD |
| • 05/11/22 12:00 p.m. | Buckhannon-Upshur Chamber of Commerce |
| • 05/11/22 7:00 p.m. | Ellamore VFD |
| • 05/11/22 6:00 p.m. | Buckhannon River Watershed Association - Farm Bureau |
| • 05/12/22 7:00 a.m. | Upshur County Development Authority *Executive Board |
| • 05/12/22 3:00 p.m. | Upshur County Safe Sites & Structures Enforcement Board |
| • 05/12/22 7:30 p.m. | Buckhannon VFD |
| • 05/08/22 6:00 p.m. | Washington District VFD |
| • 05/09/22 12:00 p.m. | Upshur County Family Resource Network |
| • 05/09/22 4:30 p.m. | Upshur County Solid Waste Authority |
| • 05/09/22 5:30 p.m. | Buckhannon-Upshur Recreational Park Advisory Board |
| • 05/09/22 4:00 p.m. | Buckhannon Upshur Airport Authority |
| • 05/17/22 6:30 p.m. | Upshur County Fire Board, Inc. |
| • 05/18/22 4:00 p.m. | Upshur County Public Library Board |
| • 05/18/22 12:00 p.m. | Lewis Upshur LEPC – Upshur Co. |
| • 05/19/22 6:30 p.m. | Upshur County Youth Camp Board |
| • 05/19/22 5:00 p.m. | Upshur County Farmland Protection Board |

- 05/24/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 05/24/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 05/25/22 7:00 p.m. Upshur County Fire Fighters Association

8. Appointments Needed or Upcoming:

**None*

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

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

1. Correspondence from the Upshur County Firefighters Association requesting a Commission appointment to the newly created committee to address multiple critical issues the local fire departments are facing and assist in determining viable solutions. The committee will consist of two (2) private citizens; two (2) business representatives; and, two (2) elected officials, one (1) being from the Upshur County Commission and one (1) being from the Buckhannon City Council. (tabled on 4/21/22)

Next Regular Meeting of the Upshur County Commission

June 2, 2022 — 9:00 a.m.

Upshur County Courthouse Annex

*****The Commission Meeting scheduled for Thursday; June 9, 2022 is CANCELLED*****

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

May 26, 2022

Mark Scoular
West Virginia Division of Highways
Planning Division
Bldg. 5, Rm. 740
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Dear Mr. Scoular:

On behalf of the of the Upshur County Commission, we are pleased to submit this letter regarding the City of Buckhannon's request for funding assistance through a Transportation Alternatives grant application. The proposed project will improve the infrastructure and recreational opportunities in the community; therefore, we respectfully request your consideration of this application for funding.

The Morton Avenue and North Locust Street Sidewalk and Lighting project provides a safe, ADA-compliant route for community members to travel to Upshur County's commercial area, including shopping centers such as Walmart, Lowe's, gas stations, and various restaurants and eateries. This project allows for a more viable downtown district by offering residents of the community a vehicular-free option of accessing businesses located in the commercial area.

Most importantly, this sidewalk and lighting project will improve the quality of life for residents by providing a safe walking and bicycling environment for non-drivers, including children, older adults, and individuals with disabilities, to access daily needs. It is also worth noting that this project contributes to existing community development plans, such as Region VII Planning & Development Council's Comprehensive Economic Development Strategy (CEDS).

Again, we encourage your consideration of this worthy project. If we can be of further assistance in this matter, please do not hesitate to contact our office.

Sincerely,

Samuel R. Nolte
Commissioner

Kristie G. Tenney
President

Terry B. Cutright
Commissioner



Office of the State Auditor
 Chief Inspector Division
 State Capitol, Building 1, Suite W-100
 1900 Kanawha Boulevard, East
 Charleston, West Virginia 25305

State of West Virginia
John B. McCuskey
 State Auditor and
 Chief Inspector

Toll Free: (877) 982-9148
 Telephone: (304) 558-2251
 Fax: (304) 558-6414
www.wvsao.gov

May 13, 2022

Ms. Kristie G. Tenney, President
 Upshur County Commission
 38 W. Main Street
 Buckhannon, WV 26201

We are pleased to confirm our understanding of the services we are to provide the Upshur County Commission for the fiscal year ended June 30, 2021. We will audit the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the Upshur County Commission's basic financial statements as of and for the fiscal year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Upshur County Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Upshur County Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis (if applicable).
2. GASB required supplementary pension information (if applicable).
3. Schedule of funding progress - OPEB (if applicable).

We have also been engaged to report on supplementary information other than RSI that accompanies Upshur County Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of expenditures of federal awards.
2. Rate covenant compliance (if applicable).
3. Combining statements and supporting schedules (if applicable).

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Auditor Responsibilities

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that: (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the Upshur County Commission. We will make reference to Ferrari and Associates, PLLC's audit of the Upshur County Development Authority and Upshur County Fire Board and BHM CPA Group, Inc's audit of the Buckhannon-Upshur County Airport Authority in our report on your financial statements. Our audit will also include performing procedures, or requesting other auditors to perform procedures, on the financial information of the Upshur County Farmland Protection Board, the Upshur County Youth Camp and the Upshur County Building Commission to enable us to express such an opinion. Our audit will also include performing procedures, or requesting other auditors to perform procedures, on the financial information of the Upshur County Building Commission to enable us to express such an opinion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the

Upshur County Commission
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areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from: (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

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Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Upshur County Commission's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Upshur County Commission's major programs. The purpose of these procedures will be to express an opinion on the Upshur County Commission's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

If necessary, we may also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Upshur County Commission in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. If performed, these nonaudit services would not constitute an audit under *Government Auditing Standards* and such services would not be conducted in accordance with *Government Auditing Standards*. We would perform the services in accordance with applicable professional standards. The other services would be limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for: (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

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Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving: (a) management, (b) employees who have significant roles in internal control and, (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on May 23, 2022.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Upshur County Commission
May 13, 2022
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You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we may provide. If nonaudit services are provided, you will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee any nonaudit services that may be provided by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Upshur County Commission. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of the West Virginia State Auditor's Office and constitutes confidential information. However, subject to applicable laws or regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Governmental Accountability Office.

Upshur County Commission
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for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of the West Virginia State Auditor's Office personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. *Government Auditing Standards* require we provide our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. A copy of our most recent external peer review report is available at our website (<http://www.wvsao.gov/ChiefInspector/AdvisoryMemos.aspx>) or can be obtained by contacting our office.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our auditors, Thomas Dodd, Ninetta James, and Monica Adkins-Castro, have been assigned to conduct your audit and expect to begin the engagement on approximately May 23, 2022. To enable the auditors to work more efficiently, we would appreciate it if you would provide them with suitable office space that is quiet and has access to a telephone and the internet. Our fee for these services will be \$37,860 for the audit. Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new contract price before we incur the additional costs.

We appreciate the opportunity to be of service to the Upshur County Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and provide it to the auditor. If the auditor is not available, please return it to us to the attention of Jackie Austin.

Very truly yours,



Jonathan Vickers, CICA
Assistant Director
Chief Inspector Division
Office of the State Auditor

RESPONSE:

This letter correctly sets forth the understanding of the Upshur County Commission.

By: _____

Title: upshur co. commission President

Date: May 26, 2022

No.101

FISCAL MANAGEMENT OF GRANTS

The Upshur County Commission follows the accounting and financial reporting standards developed and issued by the Governmental Accounting Standards Board. Interoffice procedures are described more particularly below.

Administrative Procedures:

1. The County Administrator of the Upshur County Commission will be listed as the Fiscal Officer on all grant applications and awards in which the Administrator is not listed as the Project Director / Grant Administrator or related role.
2. All grant applications must be reviewed and approved by the Upshur County Commission.
3. Per the respective grant agreement, after obtaining signature of the Executive / Authorized Official, the Project Director will remit completed requests for reimbursements before the stated deadline, and provide a full copy thereof to the Office of the County Commission.

Purchasing Procedures:

1. The Cost Consciousness / Purchasing and Travel Reimbursement Account Procedures contained within the Upshur County Employee Handbook of Personnel Guidelines will be adhered to. In addition, the Upshur County Commission has adopted an Internal Purchasing Policy for all Department Supervisors that report to the Upshur County Commission.
2. As Grant Administrator, it is understood all purchases must be made in accordance with the appropriate Grant Agreement and as the Fiscal Officer, the County Administrator is responsible for the proper recording and verification of all purchases.

Receipt of Funds

1. One person in each office will be delegated to open, sort and date-stamp all daily mail.
2. All grant related checks will be remitted to the Office of the County Commission for processing within 2 business days.
3. Upon receipt, the Office of the Upshur County Commission will verify, according to the appropriate Request for Reimbursement, the funds received are correct and note any discrepancies. The County Administrator will make a copy of the check for the appropriate grant file and note which revenue line the check is to be deposited into. As soon as reasonably practical, the funds will be delivered to the Upshur County Tax Department for deposit.

Payment Procedures

1. Each Elected Official / Department Supervisor will date-stamp standard monthly invoices upon

arrival in the mail and review for accuracy.

2. The invoice will then be sent to the County Bookkeeper for the issuance of a check. Invoices are paid bi-weekly. On bill pay week, invoices must be received in the bookkeeping office by noon on Tuesday in order to be included in that week's run. Currently, the only exception to this provision is invoices submitted for the Small Cities Block Grants as those must be paid within three days of receiving the check. If the Commission becomes awarded grant funds through an Agency with similar requirements, the payment requirements contained within the grant contract will be adhered to. The Bookkeeper will note the check number and payment note on the invoice.
3. All checks require three signatures.
4. Payable checks are issued every two weeks, unless there is not a Commission Meeting. Upon receipt of the signed check, the County Bookkeeper will then mail the check and accompanying invoice. The County Bookkeeper is also authorized to use the County credit card for the Commission's business

**WEST VIRGINIA COMMUNITIES
RISK POOL**

COVERSHEET TO MEMBER AGREEMENT

Member: Upshur County Commission

Contract #: WV-UP-049-23

Coverage Certificate Term - Effective Date: 07/01/2022

Expiration Date: 07/01/2023

I. COVERAGE	LIMIT OF LIABILITY*	ANNUAL CONTRIBUTION
A. <u>Property</u> Buildings/Contents - Replacement Cost, unless otherwise noted		\$33,426 <i>↑#814</i>
<ul style="list-style-type: none"> • Business Interruption/Extra Expense \$450,000 • Back-up of Sewers and Drains (Per Occurrence) \$1,000,000 ✓ • Debris Removal \$20,000,000 ✓ • Pollutant Clean-up and Removal \$500,000 ✓ • Newly Acquired Locations (per occurrence up to 120 days) \$10,000,000 ✓ • Property in Transit \$5,000,000 ✓ • Utility Services Time Element \$2,000,000 ✓ • Increased Cost of Construction/Ordinance/Demolition \$20,000,000 ✓ • Earthquake (Pool Aggregate) \$10,000,000 ✓ • Flood (outside 100-year flood plain; Pool Aggregate) \$10,000,000 ✓ 		
B. <u>Equipment Breakdown</u> ✓		\$3,523 <i>↑#86</i>
<ul style="list-style-type: none"> • Limit Per Breakdown 	\$50,000,000	
C. <u>Inland Marine</u> ✓ Replacement Cost if scheduled, otherwise Actual Cash Value		\$3,978 <i>↑#109</i>
D. <u>General Liability</u>		\$43,164 <i>↑#389</i>
<ul style="list-style-type: none"> • Bodily Injury & Property Damage ✓ \$1,000,000 • Personal Injury & Advertising ✓ \$1,000,000 • Products & Completed Operations ✓ \$1,000,000 • Fire Legal Liability - Real Property ✓ \$100,000 • Employee Benefits Liability ✓ \$1,000,000 • Broad Form Property Damage and Property in the Care, Custody, and Control ✓ \$100,000 		
E. <u>Automobile</u> ✓		\$36,080 <i>↑#410</i>
<ul style="list-style-type: none"> • Bodily Injury & Property Damage - Owned & Hired Autos \$1,000,000 ✓ • Medical Payments \$2,000 ✓ • Non-Owned Liability \$1,000,000 ✓ • Uninsured Motorists \$1,000,000 ✓ • Underinsured - Underinsured Motorist \$250,000 ✓ • Garage Liability \$1,000,000 ✓ • Garagekeepers \$100,000 ✓ • Automobile Physical Damage 	Actual Cash Value or Cost of Repairs Less Deductible	
F. <u>Public Officials Liability</u> ✓		\$12,150 <i>↑#164</i>
<ul style="list-style-type: none"> • Per Occurrence \$1,000,000 • Annual Aggregate \$1,000,000 		
G. <u>Law Enforcement Liability</u> ✓		Included
<ul style="list-style-type: none"> • Per Occurrence 	\$1,000,000	

H.	<u>Crime</u> ✓		\$950
	• Employee Dishonesty, Faithful Performance	\$250,000	
	• Broad Form Monies and Securities—Inside/Outside	\$250,000	
	• Money Orders, Counterfeit, Depositors Forgery	\$250,000	
I.	<u>Cyber Risk</u>		\$3,000
	• Limit of Liability	\$1,000,000	
J.	<u>Environmental Liability</u> ✓		Included
	• Each Incident and Aggregate	\$500,000	
	• Pool Aggregate	\$1,000,000	
K.	<u>Excess Liability</u>		\$6,338
	• Excess Automobile Liability - Limit	\$1,000,000 ✓	
	• Excess General Liability - Limit	\$1,000,000 ✓	
	• Excess Law Enforcement Liability - Limit	\$1,000,000 ✓	
	• Excess Public Officials Liability - Limit	\$1,000,000 ✓	
	• Excess Public Officials Liability - Annual Aggregate	\$1,000,000	
	Excess Liability does not include coverage for Non-Owned Automobile Liability or Garage Liability. Uninsured/Underinsured Motorists coverage not included unless elected, returned within 30 days of receipt and additional contribution paid.		
L.	<u>Workers' Compensation</u>		\$50,012
	• Employers' Liability (Coverage B)	\$1,000,000 ✓	
	• Coverage A	Statutory	

Program Credit, if Applicable

Included in Above

Total Annual Contribution

\$192,621 ✓

*Coverages provided are limited to those listed herein.

*Limits noted are subject to the terms, conditions, and exclusions of the contract. Sublimits may apply.

DEDUCTIBLES (Per Occurrence)

II.

A. Property

- Per Building and Contents Final Contribution Allocation Schedule (PR_74296) Attached Below
- Flood \$25,000
- Earthquake \$25,000 ✓

B. Equipment Breakdown

- Per Occurrence \$1,000 ✓

C. Inland Marine

- Per Final Contribution Allocation Schedule (IM_74296) Attached Below

D. General Liability

- General Liability \$0 ✓

E. Automobile

- Comp/Coll Deductibles Per Final Contribution Allocation Schedule (BA_74296) Attached Below
- Liability \$0
- Hired Car Physical Damage Comprehensive \$1,000 ✓
- Hired Car Physical Damage Collision \$1,000
- Garagekeepers \$1,000

F. Public Officials Liability

- Per Occurrence \$10,000

G. Law Enforcement Liability

- Per Occurrence \$10,000

H. Crime

- Per Occurrence \$250

I. Cyber Risk

- Per Claim \$0

J. Environmental Liability

- Per Occurrence \$25,000

K. Excess Liability

- Per Occurrence Underlying Limits

L. Workers' Compensation

- Per Occurrence \$0

III. EXCESS COVERAGE OF POOL

- A. **Property:** The Pool maintains reinsurance coverage up to \$100,000,000 in excess of the Pool's per occurrence retention of \$500,000.
- B. **Liability:** The Pool maintains reinsurance coverage up to the limit of liability shown on page one of this document in excess of the Pool's per occurrence retention of \$500,000.
- C. **Worker's Compensation:** The Pool maintains reinsurance coverage up to the statutory limit of liability in excess of the Pool's per occurrence retention of \$500,000.
- D. **Stop Loss:** The Pool maintains a stop loss aggregate, which attaches at 120% of the contribution collected.

IV. CONTRIBUTION ASSESSMENT

The contributions were based on pool members' experience modified in accordance with an actuarially derived formula.

Whenever the Supervisory Board and the Insurance Commission determine that the fund account is actuarially insufficient, when considering pool assets and reserves to cover known claims both reported and unreported, the board shall make an assessment of the members of the Pool. Such assessments shall be paid within 90 days.

V. SERVICE AGENT – Risk Management Programs, Inc.

Note: Local government group self-insurance pools are not protected by any West Virginia insurance guaranty association against default due to insolvency. In the event of insolvency, Members and persons filing claims against Members may be unable to collect any amount owed to them by the Pool regardless of the terms of the Member agreement. In the event the pool is in a deficit position, a Member may be liable for any and all unpaid claims against such Member.

With regards to Workers' Compensation liability, each member agrees to assume and discharge, jointly and severally, any liability under the West Virginia Workers' Compensation Laws of any and all employers party to such agreement and which provides that, in addition to the rights of the pool, in the event of failure of the pool to enforce such rights after reasonable notice to the pool, the commissioner may, at his or her sole discretion, order members to pay into the self-insured Employer Guaranty Risk Pool and Self-Insured Employer Security Risk Pool (if applicable) an amount sufficient to cover the estimated cost of all the accrued and contingent liabilities resulting from the period of self-insured status, or, in the alternative and in the commissioner's sole discretion, secure the liabilities in a manner consistent with other provisions of this rule.

ACCEPTED
BY:



To who it may concern:



As the appointed representative of the Upshur County Firefighters Association. I Brian Elmore am resigning from the Fire Board effective 5-19-2022. This decision is being made due to Career Firefighters not being allowed to be members of the Volunteer Firefighter Association.

Sincerely: Brian Elmore

A handwritten signature in black ink that reads "Brian Elmore". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

RESOLUTION

The Upshur County Development Authority Board met on Friday, May 13, 2022 and agreed that the following individuals should be submitted to the Upshur County Commissioners for appointment to the Upshur County Development Authority for the terms, effective July 1, 2022 – June 30, 2025.

- Bobby Gompers, Highland Landscaping
- Bob Skinner, Retired
- Aaron Harris, The Outpost & Event Center
- Greg Hadjis, JF Allen
- Arria Hines, Allegheny Science & Technology

Unexpired position of Joel Thierston, WVWC with interim President Dr. James Moore to expire June 30, 2024.

Call for motion from the Board for the approval of these nominations.

Motion made by: *Kathy McMurray*

Seconded by: *Rick Simon*

Motion passed: *Approved 5/13/2022*

Request for Bids

Community Corrections Vehicle – 1 New Half Ton Truck

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located at the Lewis-Upshur Community Corrections Office, 25 W. Main Street, Buckhannon, located in Upshur County, West Virginia. Minimum specifications for bid are available upon request to trperry@upshurcounty.org. Bid must specify anticipated vehicle delivery date.

The Upshur County Commission and/or Lewis Upshur Community Corrections reserves the right to award the bid for the vehicle based upon certain criteria, including but not limited to, submitted bid price, estimated delivery date, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicle.

Any and all sealed bids must be received no later than 4 p.m. on
June 22, 2022 at the following address:

Office of the Upshur County Commission
Sealed Bid – Community Corrections Vehicle
91 W Main Street, Suite 101
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, June 23, 2022 .

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

Publish 5/31/2022, 6/7/2022

New Vehicle Spec Sheet for Community Corrections

Super Crew

Short bed w/liner

4x4

Half ton

6 or 8 Cylinder motor

Automatic transmission

Cloth front seat/vinyl rear bench

Remote start and security alarm

Rubber or carpet floor

All terrain tires

Black/silver/grey/white



May 9, 2022

To: Commercial, Bid and Rental Customers

Subject: Fleet Early Order Cut Off – ALL 22MY Ram 1500 (DS) trucks

Due to unprecedented demand, Stellantis Fleet must announce the immediate order cut, effective today, May 9th, 2022, for the following model:

- **22MY Ram 1500 (DS) trucks**

Stellantis Fleet will attempt to accommodate all orders submitted on time, defined by your time zones order sweep, on Monday, May 9th 2022, however, cannot guarantee production nor offer price protection.

We thank you in advance for your continuing support and business.

Frank Dankovich & Eric Swanson

Fleet Sales Directors



May 11, 2022

Upshur County Commission
91 West Main Street
Buckhannon, WV 26201

To Whom It May Concern:

Elkins Chrysler Dodge Jeep Ram would like to thank you for the opportunity to submit our bid for the 2022 Ram 1500.

Bid Price \$36,313.00
Vehicle must be ordered

If you need further information or details, please do not hesitate to contact us at 304-636-2222.

Thanking you in advance,

A handwritten signature in black ink that reads "Robert Scott".

Robert Scott
Sales & Leasing Consultant

APPROVED

MAY 19 2022

UPSHUR COUNTY COMMISSION
A handwritten signature in blue ink that appears to be "KGT".

Elkins Chrysler Dodge Jeep Ram

1434 Beverly Pike | Elkins, WV 26241 | p. 800.296.2486 | f. 304.591.4550
www.elkinsauto.com

ELKINS CHRYSLER DODGE JEEP RAM
1434 BEVERLY PIKE
ELKINS, WV 262419477

Configuration Preview

Date Printed:	2022-05-03 11:01 AM	VIN:	Quantity:	1
Estimated Ship Date:		VON:	Status:	BA - Pending order
			FAN 1:	00YZH Upshur County
			FAN 2:	
			Client Code:	
			Bid Number:	TB2098
			PO Number:	
Sold to:	Ship to:			
ELKINS CHRYSLER DODGE JEEP RAM (45635)	ELKINS CHRYSLER DODGE JEEP RAM (45635)			
1434 BEVERLY PIKE	1434 BEVERLY PIKE			
ELKINS, WV 262419477	ELKINS, WV 262419477			

Vehicle: 2022 1500 SSV CREW CAB 4X4 (DS6T98)

	Sales Code	Description	MSRP(USD)
Model:	DS6T98	1500 SSV CREW CAB 4X4	42,760
Package:	26D	Customer Preferred Package 26D	0
	EZH	5.7L V8 HEMI MDS VVT Engine	0
	DFK	8-Spd Auto 8HP70 Trans (Buy-US)	0
Paint/Seat/Trim:	PXJ	Diamond Black Crystal P/C	100
	APA	Monotone Paint	0
	*D7	Cloth Front Bench / Vinyl Rear Seat	45
	-X8	Black/Diesel Gray	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	TTB	LT265/70R17E BSW A/T Tires	250
	AJB	Remote Start & Security Alarm Group	395
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	135	Zone 35-Washington	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB2098	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,695

Total Price: 45,245

Order Type: Fleet
Scheduling Priority:
Salesperson: Robert E Scott
Customer Name: Upshur County Commission
Customer Address: 91 Main Street
Buckhannon WV 26201 USA

PSP Month/Week:
Build Priority: 99

- 8932
36313

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

5/3/22, 10:11 AM

IMG_2663.JPG

Request for Bids**Community Corrections Vehicle - 1 New Half Ton Truck**

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located at the Lewis-Upshur Community Corrections Office, 25 W. Main Street, Buckhannon, located in Upshur County, West Virginia. Minimum specifications for bid are available upon request to trperry@upshurcounty.org. Bid must specify anticipated vehicle delivery date.

The Upshur County Commission and/or Lewis Upshur Community Corrections reserves the right to award the bid for the vehicle based upon certain criteria, including but not limited to, submitted bid price, estimated delivery date, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicle.

Any and all sealed bids must be received no later than 4 p.m. on
May 18, 2022 at the following address:

Office of the Upshur County Commission
Sealed Bid - Community Corrections Vehicle
91 W Main Street, Suite 101
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, May 19, 2022.

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

Publish 4/26/2022, 5/3/2022

APPROVED

APR 21 2022

UPSHUR COUNTY COMMISSION



COMMUNITY CORRECTIONS VEHICLE MINIMUM SPECIFICATIONS

Half Ton Truck

- Super Crew Cab ✓
- Short Bed with Liner
- 4 Wheel Drive
- 6 or 8 Cylinder Engine (Gasoline/ Non-Diesel)
- Automatic Transmission
- Power Steering
- Tow Package
- Air Conditioning
- Power Windows
- Power Door Locks
- Tilt/Telescoping Steering Column
- Cloth Front Seat with Vinyl Rear Bench ✓
- Rubber or Carpet Floor
- Rear View Camera
- Remote Keyless Entry
- Remote Start Capability ✓
- Anti-Theft System
- All Terrain Tires
- Exterior Color: Black, Silver, White or Grey

Request for Bids

Community Corrections Vehicle – 1 New Half Ton Truck

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

Publish 4/26/2022, 5/3/2022

APPROVED

APR 21 2022

UPSHUR COUNTY COMMISSION


UPSHUR PROPERTY LLC

100 TYGART DRIVE • GRAFTON, WV 26354 • (304) 265-9769



May 17, 2022

CERTIFIED MAIL No. 7021 0350 0000 4480 9410
Return Receipt Requested

Upshur County Commission
38 W. Main Street, Suite 302
Buckhannon, WV 26201




To Whom it May Concern:



In compliance with the surface mining laws of West Virginia, enclosed please find a copy of a Legal Advertisement for Upshur Property LLC, Permit No. P-698 Increment No. 13 to be placed in the local newspaper in conjunction with applying to the West Virginia Department of Environmental Protection for a Phase 1, 2 and 3 release. This site is located in Washington District of Upshur County, 3.5 miles southeast of Tallmansville and discharges into an Unnamed Tributary of Right Fork of Tenmile Creek and Tenmile Creek, Unnamed Tributaries of Right Fork Middle Fork River and Laurel Run of the Buckhannon River and Middle Fork River of the Tygart Valley River.



Current laws and regulations require that local agencies be notified of this release.

Upshur Property LLC

	Applicant: UPSHUR PROPERTY LLC	Type: Incremental Phase 3
	Reference ID: P-698 INC. 13 Phase 1.2.3	Release
	Release (04/28/2022)	Permit ID: P069800
	Status: New	Printed: May. 16, 2022 3:42 PM

MR-7-AD: Advertisement

INSTRUCTIONS	
This advertisement is for an application for a release of an Article 3 permit.	Ad will be published once a week for four successive weeks with six full days between publication. Advertisement must include a location map.
Initial Date of Publication: 5/19/2022 	Final Date of Publication: 6/9/2022 

ADVERTISEMENT	
<p>UPSHUR PROPERTY LLC, 100 TYGART DR, GRAFTON, WV 26354</p> <p>Notice is hereby given that _____ has submitted an application with the Department of Environmental Protection (DEP), 47 School Street, Suite 301, Philippi, WV, 26416-1600 for a Phase 1, 2 and 3 release on Permit Number P069800 Increment Number 13 issued for 300.3 acres.</p> <p>The permit is located in WASHINGTON District of Upshur County, 3.5 miles southeast (Direction) of TALLMANSVILLE (Nearest PO) on an Unnamed Tributary of Right Fork of Tenmile Creek and Tenmile Creek; Unnamed Tributaries of Right Fork Middle Fork River and Laurel Run</p> <p>(Primary Receiving Stream) of _____</p> <p>Buckhannon River and Middle Fork River</p> <p>(Secondary Receiving Stream) of _____</p> <p>Tygart Valley River (Major Drainage Basin).</p> <p>UPSHUR PROPERTY LLC completed final reclamation on 9/15/1988  (Date) and is requesting release of 100 percent of the reclamation performance bond currently in the amount of \$ 1,505,000.00.</p> <p>Written comments will be received at the DEP address above until 7/9/2022 , or thirty (30) days from date of final publication.</p>	

GENERAL LOCATION MAP

UPSHUR PROPERTY LLC

245 Enoxy Blvd., Tallmansville, WV 26237

PERMIT NO.: P-698 NPDES NO.: WV0050717

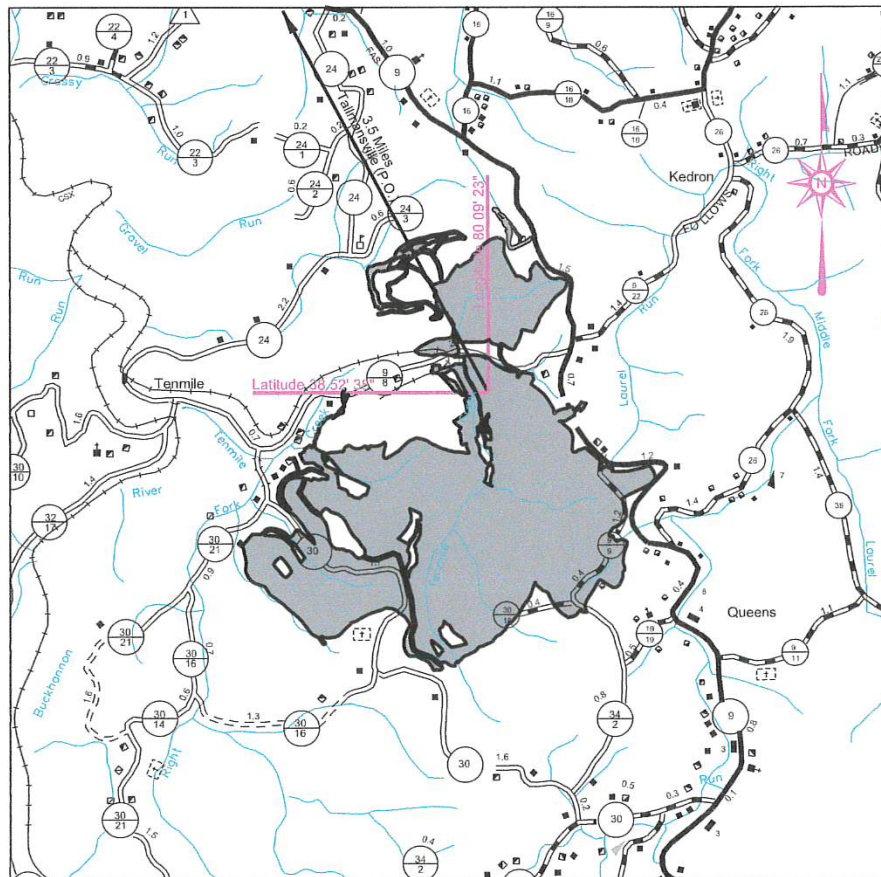
Upshur County Highway Map

See USGS - Topo Map (7.5' Series) Scale 1" = 1 Mile

Buckhannon/Alton Quadrangles, Washington District, Upshur County

Nearest Post Office - Tallmansville, WV

Receiving Streams: An Unnamed Tributary of Right Fork of Tenmile Creek and Tenmile Creek and Laurel Run of the Buckhannon River and Unnamed Tributaries of Right Fork Middle Fork River and Laurel Run of the Middle Fork River of the Tygart Valley River.



UPSHUR PROPERTY LLC

100 TYGART DRIVE • GRAFTON, WV 26354 • (304) 265-9769

May 17, 2022

CERTIFIED MAIL No. 7021 0350 0000 4480 9748
Return Receipt Requested

Upshur County Commission
38 W. Main Street, Suite 302
Buckhannon, WV 26201

To Whom it May Concern:

In compliance with the surface mining laws of West Virginia, enclosed please find a copy of a Legal Advertisement for Upshur Property LLC, Permit No. S-163-76 Increment No. 2 and Increment No. 4 to be placed in the local newspaper in conjunction with applying to the West Virginia Department of Environmental Protection for a Bond release application. Upshur is seeking a Phase 1 release on Increment 2 and Phase 1, 2 and 3 release on Increment 4. This site is located in Washington District of Upshur County, 5.75 miles southwest of Tallmansville and discharges into Panther Fork of the Buckhannon River of the Tygart Valley River.

Current laws and regulations require that local agencies be notified of this release.



Upshur Property LLC

A Subsidiary of
ARCH
RESOURCES



	Applicant: UPSHUR PROPERTY LLC	Type: Incremental Phase 1
	Reference ID: 163-76 INC. 2 Phase 1 Release	Release
	(04/29/2022)	Permit ID: S016376
	Status: New	Printed: May. 10, 2022 3:28 PM

Advertisement


INSTRUCTIONS	
This advertisement is for an application for a release of an Article 3 permit.	Ad will be published once a week for four successive weeks with six full days between publication. Advertisement must include a location map.
Initial Date of Publication: 5/19/2022 	Final Date of Publication: 6/9/2022 


ADVERTISEMENT

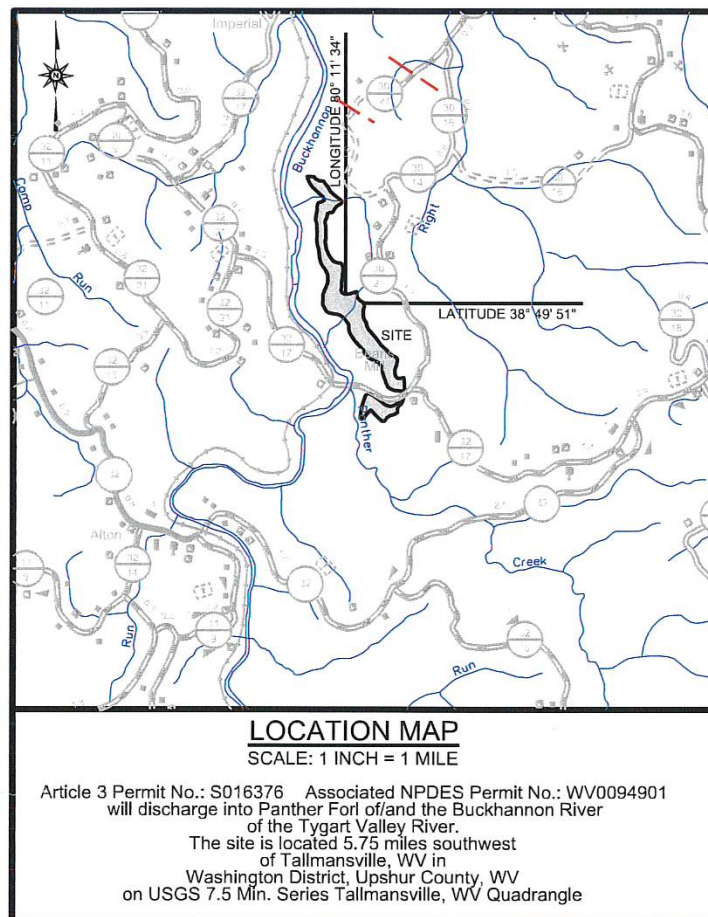
UPSHUR PROPERTY LLC, 100 TYGART DR, GRAFTON, WV 26354

Notice is hereby given that _____ has submitted an application with the Department of Environmental Protection (DEP), 47 School Street, Suite 301, Philippi, WV, 26416-1600 for a Phase 1 _____ release on Permit Number _____ S016376 Increment Number 2 _____ issued for _____ 30.93 acres.

The permit is located in Washington _____ District of Upshur _____
 County, _____ 5.75 miles southwest _____ (Direction) of TALLMANSVILLE _____ (Nearest PO) on
 Panther Fork _____
 _____ (Primary Receiving Stream) of
 Buckhannon River _____
 _____ (Secondary Receiving Stream) of
 Tygart Valley River _____ (Major Drainage Basin).

UPSHUR PROPERTY LLC _____ completed
 backfilling and regrading _____ on 7/30/1993  (Date) and is requesting release of _____ 0 percent
 of the reclamation performance bond currently in the amount of \$ _____ \$31,000.00 .

Written comments will be received at the DEP address above until 7/9/2022 , or thirty (30) days from date of **final publication**.





Mac Warner
Secretary of State
State of West Virginia

Office of the Secretary of State
State Capitol
Charleston, West Virginia 25305



Telephone: (304) 558-6000
Toll Free: 1-866-SOS-VOTE
Fax: (304) 558-0900
www.wvsos.gov

May 16, 2022

To The County Commission President:

It is the time of year to update Public Service District information. I am requesting your help to ensure that our records are current. West Virginia Code §16-13A-2(h) states that the county commission shall file a list of all districts in their county including the current board members with the Secretary of State and the Public Service Commission by July 1 of each year.

Please supply the name, address and contact information for each **Public Service District** in the county. The list must include the name and term of office **only** of each board member. Please **do not** include personal addresses or phone numbers of board members. This list must be sent to both the Secretary of State's office and the Public Service Commission's office:

Secretary of State
Attn: Maureen Lewis
1900 Kanawha Boulevard E
Building 1, Suite 157K
Charleston, WV 25305

WV Public Service Commission
Attn: Water and Wastewater Division
PO Box 812
Charleston, WV 25323

In addition, I have been asked to remind you of the requirements of West Virginia Code §16-13A-4. "The public service district shall certify the number of customers served to the Public Service Commission beginning on the first day of July, one thousand nine hundred eighty-six, and continue each fiscal year thereafter." The Public Service Commission typically mails the form to public service districts in late May or early June of each year. Please make sure that the districts in your county comply with this statute.

Should you have any questions, please contact me at 304-558-6000. Thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "Maureen Lewis".

Maureen Lewis, Director
Administrative Law Division

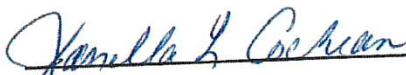
LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>April_2022</u>		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$225	\$150
CHECK	\$0	\$30
E STORE CREDIT CARD	\$265	\$160
SUBTOTAL	\$490	\$340
SPAY/NEUTER DEPOSIT		
CASH	\$100	\$150
CHECK	\$0	\$0
E STORE CREDIT CARD	\$300	\$350
SUBTOTAL	\$400	\$500
BOARD RESCUE		
CASH	\$60	\$20
CHECK	\$10	\$0
E STORE CREDIT CARD	\$80	\$10
SUBTOTAL	\$150	\$30
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$0	\$0
CHECK	\$175	\$0
E STORE CREDIT CARD	\$35	\$0
SUBTOTAL	\$210	\$0

OTHER		
TOTAL	\$1,250	\$870

EXPLANATION:

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

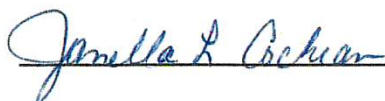
TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	6	0	6
Cats brought in by Animal Control Officer	0	12	12
Cats brought in by County Residents	48	34	82
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	12	3	15
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	33	17	50
Euthanasia:			
Owner Request	0	0	0
Other	3	22	25


 Signature

5-16-22
 Date

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

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	11	25	36
Other Animals brought in by Animal Control Officer	0	2	2
Dogs brought in by County Residents	15	8	23
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	2	0	2
Dogs Returned to Owner	4	4	8
Dogs Escaped	0	0	0
Adoptions:			
With Charge	0	0	0
Without Charge	0	0	0
Rescues:			
With Charge	5	3	8
Without Charge	5	11	16
Euthanasia:			
Owner Request	0	2	2
Other	0	0	0
Total	42	55	97



Signature

5-16-22

Date

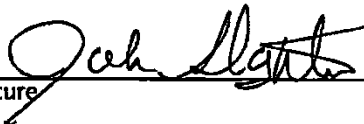
John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

APRIL 2022

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	12		
Other			
Animals returned to Owner by ACO:			
Dogs	0		
Other			
Animals delivered to LUACF:			
Dogs	12		
Other			
Animals Quarantined by ACO:			
Dogs	2		
Other			
Animals Terminated:			
Dogs			
Other			
Total Number of Hours Involved	160		

Signature



Date

5-24-22

Notice of Meeting
Buckhannon-Upshur Parks and Recreation Advisory Board

Date: May 24, 2022

Time: 5:30 PM

Location: Upshur Co. Recreational Park Pavilion

Agenda

1. Approval of minutes from April meeting
2. Financial Report
3. Trails update/approval/action or discussion on any needed expenses
4. Fairy Garden update
5. Park and Recreation Director Report
6. Disc Golf Tournament Update from Jacob Mill/ Date/funding/volunteers
7. Public Comment
8. Adjourn

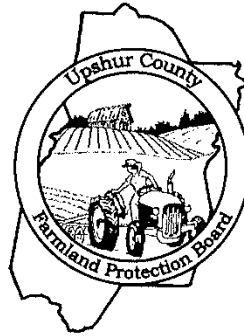
Adjournment

Next Meeting:

**Upshur County Public Library
Board of Directors Special Meeting
Wednesday, May 25th, 2022, 4:00 p.m.**

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
 - A. Grants
 - B. Hotspots Update
 - C. Programming/Outreach
 - D. Continuing Education Events
 - E. Affiliates
- V. Unfinished Business
- VI. New Business
 - A. Personal Days Revision for Part Time Employees
 - B. UCPL By-Laws Review & Revisions
- VII. Friends of the Library Update – Sandra Craig
- VIII. Setting date of next Board meeting
- IX. Adjournment



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

Location: Upshur County Development Authority
21 E Main St, Conference Room First Floor
Buckhannon, WV 26201
Date: June 1, 2022
Time: 6:00 p.m.

AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: April 21, 2022

BUSINESS ITEMS – Discussion/Update/Action

- Queen easement – Status update:
- Current Application Update/Review

FINANCIAL MATTERS – Discussion/Update/Action

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

OTHER BUSINESS –

DATE OF NEXT MEETING –

ADJOURNMENT



26th Judicial Circuit Community Corrections

Upshur County Office
43 WBLUC Road
Buckhannon, WV 26201
Phone - (304)-472-9548
Fax - (304)-472- 8735

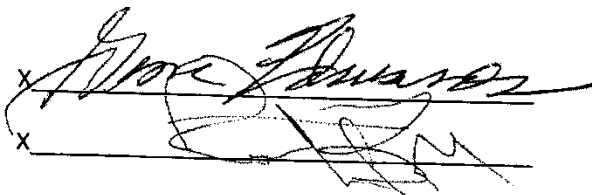
Lewis County Office
111 Court Avenue
Weeton, WV 26452
Phone - (304)-269-8674 or
(304)-269-6182
Fax - (304)-269-6693

Email - 26judicialcoco@gmail.com

Upshur/Lewis Community Corrections
Board Meeting April 11, 2022
6:00pm, Upshur County Day Report Center

The 26th Judicial Circuit Community Corrections of Lewis and Upshur Counties, West Virginia held a Board Meeting at the Upshur County Day Report Center on April 11, 2022. Project Director Rodney Rolenson called the meeting to order at 6:02pm. Those in attendance were: Gene Edwards, Sid Phillips, Sheriff Virgil Miller, Larry Williams, Kim Nicholson, Jordan Hedrick, Project Director Rodney Rolenson, Director Cheyenne Troxell, Treatment Coordinator Samantha Ribeiro Matos, Terry Cutright, Bobby Stewart (by zoom), Laura McDaniels (by zoom), Addie Helmick (by zoom)

- Call to order 6:01pm, Project Director Rodney Rolenson
- Motion to approve previous minutes by Gene Edwards, second by Virgil Miller
- Budget Report – \$1,051,277.14
- BIPPS program update – awaiting enough participants to start classes
- Home confinement update: Upshur 23, Lewis 15
- Community Corrections Referrals: Upshur 85, Lewis 58
- Update about new Lewis DRC building – operational from there as of today, will have Ribbon Cutting soon and all are invited
- Request to approve SIEPP grant at \$123,414.00 – motion to approve by Larry Williams, second by Sid Phillips
- Discussion/requests about upcoming Community Corrections Director's Meeting – discussed costs (estimate for 30 people is approximately \$2500) – motion to approve by Larry Williams, second by Virgil Miller
- Larry Williams made a request for lining the parking lot at the Upshur County Office – will work on getting it done to ensure we maximize the parking availability
- Motion to adjourn – 6:25pm -Motion by Gene Edwards, second by Virgil Miller
- Next Meeting – June 6, 2022 at the Lewis County Day Report Center at 6:00pm.

X 
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