

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 23, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 16, 2023

9:15 a.m. Laura Ward, Country Roads Transit: Provide an overview of services offered during fiscal year 2022 and the continuation of these services in the current fiscal year.

10:30 a.m. Consider approval of the Recommendation by Fiduciary Commissioner, Daya Masada Wright, for Removal of Kristina Leggett as Executrix for the Estate of Victor R. Newman, deceased.*

11:30 a.m. Work session with Civil & Environmental Consultants, Inc. to assist with the development of a scope of work and fee schedule.

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

Items for Discussion / Action / Approval:

1. Correspondence from the West Virginia Department of Agriculture announcing the award of Spay and Neuter Assistance Program grant funds in the amount of \$9,555. Matching funds in the amount of \$5,000 will be provided out of the local spay and neuter account. Approval and signature of a Grant Agreement on behalf of the Lewis-Upshur Animal Control Facility. * [Pages 4-12](#)
2. Approval and signature of the FY2020 Emergency Management Performance Grant Award in the amount of \$33,555. * [Page 13](#)
3. Correspondence from Cheyenne Troxell, 26th Judicial Circuit Community Corrections Program Director, requesting the employment of Allison Harmon and Willis Bentley as part-time case aides for the Lewis/Upshur County offices, effective February 27, 2023. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
4. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Discuss the Upshur County Safe Structures and Sites Enforcement Board complaint for property owned by Bryce Chapman.

2. Upshur County E911 Communication Reports – January, 2023

[Under separate cover](#)

- Monthly Department Summary Report
- Monthly Wrecker Report
- YTD Wrecker Report

3. Upshur County Mileage Reports – January, 2023

Pages 14-24

- Addressing and Mapping
- Community Corrections
- Dog Pound
- Emergency Management
- Maintenance
- Parks & Recreation
- Sheriff
- Upshur 911

4. Public Notices:

a) Newsletters and/or Event Notifications:

- Mountain CAP Family Support Center:
TOT Time Play Group

February 23, 2023

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February 28, 2023

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- American Red Cross-Mountain CAP Family
Support Center-Pillowcase Project

March 4, 2023

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b) Agendas and/or Notice of Meetings:

- City Council of Buckhannon * Special Working Session

February 27, 2023

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Meeting Minutes:

- Upshur County Solid Waste Authority

January 9, 2023

Pages 28-29

c) Meetings: ***Dates and times of monthly board meetings are viewable at :**

<http://cms4.revize.com/revize/upshurwv/calendar.php>

or go to www.upshurcounty.org and click on the board meetings calendar box on the main page.

5. 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 chughes@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. ****

6. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Tabatha Perry at tperry@upshurcounty.org.

- Tuesday, March 14th beginning at 1:00 p.m.
- Wednesday, March 15th beginning at 8:45 a.m.
- Thursday, March 16th beginning at 10:15 a.m.
- Friday, March 17th beginning at 9:00 a.m.
- Monday, March 21st beginning at 1:00 p.m.

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)

Next Regular Meeting of the Upshur County Commission
March 2, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex



West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



Award Number: 119-097-23-31

February 13, 2023

UPSHUR CO COMMISSION
91 W MAIN ST STE 101
BUCKHANNON, WV 26201
via e-mail to chughes@upshurcounty.org

Dear Mrs. Cindy M. Hughes:

Congratulations! Your organization's grant request for Fiscal Year 2023 has been approved in the amount of \$ 9,555.00. Your organization will provide matching funds in the amount of \$ 5,000.00. New for FY 2023, a fast-track approval has been implemented for grantees whose application was filled out correctly, with proper attachments, and submitted before the deadline. This expedites the process of approval in that you don't have to wait for the full review process. Fast track grantees are automatically approved for up to \$10,000.00 initially, and when the budget is determined for FY 2023, additional funds may be made available. The West Virginia Department of Agriculture (WVDA) appreciates the time and effort you put into applying to the West Virginia Spay Neuter Program (WVSNP).

Please read the attached grant agreement carefully. If you wish to accept the grant, please **print and sign the grant agreement, then scan all pages of the signed agreement and return via e-mail to spayneuter@wvda.us no later than March 15, 2023.** If you cannot meet this deadline, please contact us in advance for an extension. After WVDA countersigns the agreement, you will receive the fully signed copy via e-mail, and may then submit for reimbursement of eligible expenses.

Additionally, grantees must be registered vendors with the State of West Virginia. If your organization has received a prior WVSNP grant, and your organization's information has not changed, you do not need to re-register. However, if your organization is **not** currently registered you must complete the vendor registration process by going to the Vendor Self-Service portal, <https://www.wvoasis.gov/VSS/Default.aspx>, where you can create a vendor account for your organization electronically. Please see the attached registration guide. Please note that grant payments are exempt from the vendor fee requirement on a transactional basis. Therefore, please choose the "Pay Fee Later" option when setting up your account.

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

WVSNP Award Letter

Award Number 119-097-23-31

We also strongly encourage you to sign up for EFT payments for faster and more secure reimbursement. The EFT setup form is attached and must be mailed or faxed to the ePayments Division as specified on the form. Please note that WVDA cannot process the EFT form.

Although you will be responsible for complying with all terms of the grant agreement, we wanted to bring your attention to a few key points:

- WVDA will reimburse your organization only for spay/neuter procedures and rabies vaccinations. Rabies vaccinations must accompany a spay or neuter procedure to be reimbursable.
- Matching funds provided by your organization must be used in the same manner as grant funds, except that some travel expenses can be credited toward your matching funds. To qualify, you will need to track and invoice ordinary and necessary mileage incurred by your employees or volunteers in the transportation of animals to or from the veterinarian.
- **New for 2023:** if your organization rents a vehicle for animal transportation to and from the veterinarian these costs may also be credited to your matching funds. However, WVDA will not reimburse for these expenses.
- Project funds may not be used for any other costs, including but not limited to advertising, business overhead, pet food, unrelated veterinary care, and unrelated medications.
- All spay and neuter procedures must be performed by veterinarians licensed and doing business in West Virginia.
- Pet owners and caretakers benefitting from the grant must be residents of West Virginia.
- To receive reimbursement, your group must keep accurate records of work completed and submit eligible invoices to our administrative department. You will also need to submit documentation such as receipts or invoices proving the validity of the expenses you invoice.
- The performance period of your grant agreement begins on January 1, 2023, which means that spay and neuter procedures are eligible for invoicing and payment beginning **January 1, 2023**.
- **New for 2023: You must strictly adhere to a monthly invoicing schedule. Invoicing deadlines can be found in a table in your agreement.** Of course, you are encouraged not to wait for the last minute to submit invoice.
- **All invoices must be submitted electronically** by e-mailing to spayneuter@wvda.us.
- **Final invoice deadline is November 15, 2023.** Last-minute procedures are reimbursable so long as they are invoiced timely, but more likely, all work will need to be completed well in advance.
- **You will need to submit a final report no later than November 15, 2023.**

Please keep the following contacts handy for further information:

- Reimbursements:
Geraldine Boyd

WVSNP Award Letter

Award Number 119-097-23-31

spayneuter@wvda.us
304-558-2221

- For general questions regarding the WVSNP:
Andrew Yost
spayneuter@wvda.us
304-389-9750

WVDA appreciates the efforts of your group in addressing West Virginia's feral cat and dog population. We recognize the scope of the problem and acknowledge that our combined efforts are an important part of a greater movement--no step in the right direction is too small! We wish you well in your efforts to move WVSNP forward this year.

Sincerely,



Kent A. Leonhardt
Commissioner of Agriculture



West Virginia Spay Neuter Assistance Program
FY 2023

Award Number 119-097-23-31

Grant Funds: \$9,555.00

Matching Funds: \$5,000.00

Reimbursement Share: 65.6%

Performance Period: 1/1/2023 to 11/15/2023

GRANT AGREEMENT

This **Grant Agreement** ("Agreement") is between the West Virginia Department of Agriculture ("WVDA") and UPSHUR CO COMMISSION, whose address is

UPSHUR CO COMMISSION
91 W MAIN ST STE 101
BUCKHANNON, WV 26201
chughes@upshurcounty.org

("Grantee") (collectively, the "Parties").

Authority: W. Va. Code §§19-20C-1 *et seq.*

Purpose: This Agreement establishes the terms and conditions of the West Virginia Spay Neuter program ("WVSNP") grant awarded to Grantee by WVDA. WVDA and Grantee mutually agree to pursue the goal of increasing the number of dogs and cats sterilized and vaccinated against rabies in West Virginia, thereby reducing shelter populations and costs, euthanasia rates and threats to public health and safety from rabies and other problems posed by the growing population of stray, feral and abandoned dogs and cats.

By their signatures below, WVDA and Grantee hereby agree to the following terms and conditions:

1. Definitions.

- a. **"Project"** means the Grantee's spay and neuter activities undertaken in conformance with this Agreement and for which Grantee seeks reimbursement from WVDA. Grantee's Project shall be a systematic and organized manner of delivering spay and neuter services, and may include voucher methods, Trap Neuter Vaccinate Return (TNVR) methods, direct delivery of spay and neuter services, or other methods of advancing spay and neuter services.

WVSNP Grant Agreement

Award Number 119-097-23-31

- b. **“Grant Funds”** means the award amount which shall be reimbursed by WVDA. The Grant Funds shall be a maximum of: \$9,555.00.
 - c. **“Grantee Share”** means the amount of the Total Project Funds which shall be credited toward Grantee’s Matching Funds. The Grantee Share is the sum of properly invoiced eligible expenses multiplied by the Reimbursement Share.
 - d. **“Matching Funds”** means the monetary amount, if any, Grantee has agreed to contribute toward the Project. The Matching Funds shall be a maximum of: \$5,000.00.
 - e. **“Total Project Funds”** means the reimbursable amount expended by Grantee in carrying out the Project. The Total Project Funds are equal to the sum of the Grant Funds and the Matching Funds, and shall be a maximum of: \$14,555.00
 - f. **“Reimbursement Share”** means the portion of the Total Project Funds which WVDA will reimburse upon proper invoice. The Reimbursement Share is equal to the amount of Grant Funds divided by the Total Project Funds. The Reimbursement Share shall be: 65.6%.
2. **Fund Utilization.** Grantee will provide up-front funding, up to a maximum of the Total Project Funds, for eligible spay and neuter services provided under the WVSNP and thereafter invoice WVDA to request reimbursement for WVDA’s share of the cost of said services. Grantee will utilize the Total Project Funds, including Matching Funds provided by Grantee, to carry out the Project in compliance with this Agreement.
- a. **Eligible Expenses.** Total Project Funds will be used only for costs of spay and neuter services and reasonably related expenses, including but not limited to anesthesia, pain medication, increased expenses due to cryptorchidism and pregnancy, and rabies vaccinations incident to spay and neuter services. Total Project Funds will not be used for unrelated veterinary care, administrative costs, overhead, advertising, or facilities or equipment related to the provision of spay and neuter services.
 - b. **Mileage.** Matching Funds, but not Grant Funds, may be used to pay for ordinary and necessary mileage traveled by Grantee’s employees or volunteers in the transportation of animals to and from a veterinarian providing eligible and supported spay or neuter services. On each invoice, eligible mileage will be applied to the Grantee Share at the current IRS rate.
 - c. **Transportation Rental.** Matching Funds, but not Grant Funds, may be used to pay for rental of vehicles used to transport animals to veterinarians. Grantee must submit proof of eligible transportation rental expenditures with its invoices. Eligible and supported expenditures will be applied to the Grantee Share.

WVSNP Grant Agreement

Award Number 119-097-23-31

- d. **Treatment of Excess Matching Expenses.** Any mileage and transportation rental expenditures in excess of the Grantee Share on any invoice are ineligible for reimbursement and will be forfeited.
3. **Invoicing.** WVDA will reimburse the Grantee for the Reimbursement Share of properly invoiced amounts, up to the total amount of Grant Funds but not exceeding said amount. WVDA will review submitted invoices for completeness. WVDA will not provide reimbursement for any invoice if the invoice template form is not used, if the form is missing any required information, or if WVDA determines, in its sole judgment, that the Grantee's request for reimbursement is not in compliance with the West Virginia Spay Neuter Assistance Program statute (W. Va. Code §§19-20C-1 et seq.), the West Virginia Spay Neuter Assistance Program legislative rule (W. Va. C.S.R. §§61-24-1 et seq.), or this Agreement.
- a. Grantee shall submit invoices supported by documents sufficient to prove all eligible expenses. Grantee shall submit proof of payment for all eligible expenses, such as veterinarian invoices.
- b. Grantee shall submit all invoices to spayneuter@wvda.us, on the invoice template form provided by WVDA. Grantee must provide the completed invoice template in Excel format. Grantee must either digitally sign its Excel invoice or separately provide a scanned PDF signature page. Grantee will comply with all reasonable invoicing requirements of WVDA.
- c. Invoices may not be submitted for reimbursement until the Grantee has received a signed copy of this Agreement.
- d. Grantee will invoice WVDA only for procedures performed during the Term of this Agreement.
- e. **Spay and neuter services performed between the below dates must be invoiced by Grantee and received by WVDA no later than the corresponding invoice receipt deadline:**

| Spay and Neuter Service Dates | Invoice Receipt Deadline |
|--|---------------------------------|
| Between January 1, 2023, and February 28, 2023 | April 10, 2023 |
| Between March 1, 2023, and March 31, 2023 | May 10, 2023 |
| Between April 1, 2023, and April 30, 2023 | June 12, 2023 |
| Between May 1, 2023, and May 31, 2023 | July 10, 2023 |
| Between June 1, 2023, and June 30, 2023 | August 10, 2023 |
| Between July 1, 2023, and July 31, 2023 | September 11, 2023 |
| Between August 1, 2023, and August 31, 2023 | October 10, 2023 |
| Between September 1, 2023, and November 15, 2023 | November 15, 2023 |

WVSNP Grant Agreement

Award Number 119-097-23-31

4. **Reporting Requirement.** Grantee will submit a Final Report, in a form acceptable to WVDA, summarizing and commenting upon Grantee's performance under this Agreement. The Final Report may be submitted with the Grantee's final invoice but in any case, shall be submitted no later than November 15, 2023.
5. **Low-Income Restricted Program.** This section (5) is only applicable if checked: ____ . Grantee has committed to run a Low-Income Restricted Program as defined by W. Va. C.S.R. §61-24-3.11 as part of its Project. Grantee shall comply with the Low-Income Restricted Program Guidelines, which are hereby incorporated into this Agreement and attached as Exhibit A.
6. **Legislative Appropriation.** Notwithstanding any other provision of this Agreement, WVDA may only provide reimbursement if WVSNP Grant Funds have been made available by the West Virginia State Legislature.
7. **Applicable Law.** West Virginia law controls this Agreement. WVDA and Grantee shall comply with all provisions of the West Virginia Spay Neuter Assistance Program statute (W. Va. Code §§19-20C-1 *et seq.*) and the West Virginia Spay Neuter Assistance Program legislative rule (W. Va. C.S.R. §§61-24-1 *et seq.*). The Parties understand and agree that the Frequently Asked Questions (FAQs) made available on the WVDA webpage are informational only and non-controlling.
8. **Change in Status.** If Grantee is a nongovernmental entity, Grantee agrees to notify WVDA of any change in Grantee's 501(c)(3) status after the time of application that would disqualify Grantee from participation in the WVSNP or otherwise negatively affect Grantee's ability to participate.
9. **Veterinarian Conduct.** Grantee will comply with all applicable federal and state laws, rules and regulations regarding standards of practice and professional conduct by veterinarians, including but not limited to W. Va. Code §§30-10-1 *et seq.* and W. Va. C.S.R. §§26-1-1 *et seq.* Further, Grantee agrees that veterinary services invoiced shall be performed by a person, firm or corporation licensed to practice veterinary medicine under the provisions of W. Va. Code §§30-10-1 *et seq.* and doing business in the State of West Virginia.
10. **Non-discrimination.** Grantee shall not discriminate against any owner or caretaker for reasons of age, race, color, sex, disability, religion, or national origin.
11. **Vendor Registration.** Grantee must be a registered vendor with the State of West Virginia and remain registered for the duration of this Agreement.
12. **Term.** The Term of this Agreement shall begin on January 1, 2023, and shall expire on November 15, 2023, unless earlier terminated as provided by the terms of this Agreement.

WVSNP Grant Agreement

Award Number 119-097-23-31

13. **Termination.** WVDA may terminate this Agreement at any time upon written notice to Grantee. Grantee may terminate this Agreement upon 30 days' written notice to WVDA.
14. **Notices.** Notices required or permitted to be sent to the Parties under this Agreement may be sent by post or by e-mail, either of which method shall be sufficient. Invoices must be submitted in the manner prescribed by **Section 3 (Invoicing)** of this Agreement.
- a. **To WVDA.** Notices to WVDA under this Agreement, including the Final Report, shall be sent:
- i. by e-mail to spayneuter@wvda.us; or
 - ii. by post to:

West Virginia Department of Agriculture
Attn: Spay Neuter Program
217 Gus R. Douglass Lane
Bldg. 2, Room 106
Charleston, WV 25312
- b. **To Grantee.** Notices to Grantee under this Agreement shall be sent to Grantee's address or e-mail address appearing on page 1 of this Agreement.
15. **Change in Designated Contact.** Grantee shall provide WVDA notice in writing of any change to Grantee's designated contact person, contact address, or contact e-mail address.
16. **Assignment.** Neither this Agreement nor any of its terms, in whole or in part, may be assigned by Grantee without the written consent of WVDA.
17. **Waiver.** No failure by WVDA to insist upon the strict performance of any provision of this Agreement or to exercise any right or remedy consequent to a breach of any provision of this Agreement shall be deemed a waiver of any other breach of or default under the same or any other provision of this Agreement.
18. **Severability.** In the event any term or condition of this Agreement is found to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions shall remain in full force and effect.
19. **Integration.** This Agreement contains and represents the entire agreement between WVDA and Grantee and supersedes any and all prior agreements, whether oral or written, between WVDA and Grantee. This Agreement may not be amended or modified, except by written agreement signed by WVDA and Grantee.

WVSNP Grant Agreement

Award Number 119-097-23-31

West Virginia Department of Agriculture

By: _____
(signed)

Printed Name: _____

Its: _____, this _____ day of _____, 2023.
(title)

LEWIS UPSHUR ANIMAL CONTROL FACILITY (Grantee)

By: _____
(signed)

Printed Name: _____

Its: _____, this _____ day of _____, 2023.
(title)

**State of West Virginia
Emergency Management Division**

FY 2020 Emergency Management Performance Grant Award

| | | |
|---|--|--|
| <u>CFDA Number</u> 97.042 | <u>Federal Grant Award</u> EMP-2020-EP-00001 | <u>OASIS-GG Document ID</u> GRNT2300001044 |
| <u>Subgrant Period</u> From: 1/1/2020 To: 12/31/2020 | <u>Subgrant #</u> 20-EMPG-49 | Major Program: EMPGLO Program: EMPGLOC Program Period: LO2020 |

| | |
|--|-----------------------------------|
| <u>Subgrantee Name and Address</u> Upshur Co Commission 91 W Main ST STE 101 Buckhannon WV 26201 | <u>FEIN</u> 55-6000406 |
| | <u>UEI</u> L1BDAD3EH4A7 |
| | <u>OASIS ID</u> 212313 |

| | |
|--------------------------|-----------------|
| TOTAL GRANT AWARD | \$ 33555 |
|--------------------------|-----------------|

By signing and accepting this award, the subgrantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the application.

Subgrantee Authorized Official: _____

Title: _____ **Date:** _____

Emergency Management Program Certification

The attached application has been reviewed and the proposed project and expenditures fall within all state and federal guidelines which govern the Emergency Management Performance Grant program, and sufficient funds exist to make this award.

EMPG Grant Representative _____ **Date** _____

I hereby authorize the awarding of funds to support the project as described in the attached application.

HSSAA Director _____ **Date** _____



MONTH / YEAR:

Jan 2023

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|------------------|---------------------|-------------------|---------------|-------------|---------------|-------------|
| Terri Jo Bennett | 2021 Ford Explorer | 1FMSK8BH7MGC39445 | 735A | 7952 | 0 | 14.73 1/1 |
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DEPARTMENT: Comm Corrections

MONTH / YEAR: Jan-2023

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CONFIDENTIAL

MONTHLY MILEAGE LOG

DEPARTMENT: Comm Correction MONTHLY

MONTH / YEAR: Jan - 2023

[illegible]

Common. Near Virginia

Department: Dog Pound

Jan-23

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|--------------|---------------------|-------------------|---------------|-------------|---------------|-------------|
| Mike Francis | F250 Ford Truck | 1FTSX21598EB86131 | 103,495 | 103,496 | 1 | |
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UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Jan-23

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|--------------|---------------------|-----------------|---------------|-------------|---------------|-------------|
| Steve Wykoff | 2019 Chevy 2500 | 2GC2KREG1121064 | 11308 | 11367 | 59 | 21.1 |
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MONTHLY MILEAGE LOG

MONTH / YEAR: JANUARY 2023

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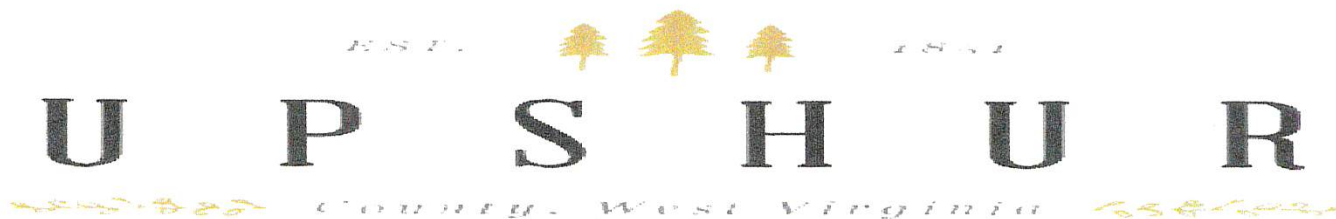
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UPSHUR COUNTY COMMISSION MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: January 2023

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|---------------|---------------------|----------------|---------------|-------------|---------------|-------------|
| GREG HARRIS | 2019 Ford F-250 | 1FDBF2B69KEC81 | 14960 | 15,068 | 108 | 25.1 |
| CHRIS ALKIRE | | 902 | | | 0 | |
| ERIC POLING | | | | | 0 | |
| LOUETTA KRONE | | | | | 0 | |
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| GRAND TOTALS | | | | | 108 | 25.1 |



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: January 2023

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|------------------|---------------------|---------------|---------------|-------------|---------------|-------------|
| Greg Hareis | 2008 Toyota Tundra | 5TBBV541B8551 | 96199 | 96,301 | 107 | 0 |
| Chris Rikine | | 4917 | | | | 0 |
| Eric Poling | | | | | | 0 |
| Loretta Koone | | | | | | 0 |
| Jeremiah McCourt | | | | | | 0 16.00 |
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| GRAND TOTALS | | | | | 107 | 0 16 0 |



MONTH / YEAR: January 2023

[illegible]

Jan-23

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

| Officer | Cruiser | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|----------------------------|--------------------------|--------------------|---------------|-------------|---------------|----------------|
| Virgil Miller-250 | 2020 Ford Expedition | 1FMJU1GT6LEA78011 | N/A | N/A | N/A | N/A |
| Mike Coffman-251 | 2020 Ford Explorer | 1FM5K8AB0LGA20111 | 50960 | 52510 | 1550 | 96.8 |
| MARSHALL POWERS - 252 | 2020 Ford Explorer | 1FM5K8AB6LGA55736 | 46550 | 48120 | 1570 | 105 |
| THERON CAYNOR - 253 | 2021 Dodge Charger | 2C3CDXKG4MH613426 | 19145 | 20100 | 955 | 70.2 |
| DEWAINE LINGER - 254 | 2019 Ford Explorer | 1FM5K8AR5KGA29379 | 54375 | 55200 | 825 | 53.5 |
| Rodney Rolenson - 255 | | | | | | |
| COLE BENDER- 256 | 2021 Dodge Charger | 2C3CDXKG0MH657360 | 17220 | 19382 | 2162 | 135.7 |
| Dakota Linger-257 | 2017 FORD EXPLORER (NEW) | 1FM5K8AR4HGC90351 | 100190 | 101565 | 1,375 | 106.5 |
| Tyler Chidester-258 | 2017 FORD F-150 (NEW) | 1FTEW1EFOHFA12892 | 85323 | 87122 | 1799 | 175.3 |
| Timmy Menendez - 259 | 2014 Ford Explorer | 1FM5K8AR9EGA71008 | 86464 | 87773 | 1,309 | 93.00 |
| Tanner Collins - 260 | 2016 Ford Explorer | 1FM5K8AR8GGB44629 | 124600 | 125708 | 1108 | 113 |
| Cameron Forte-261 | 2019 Ford Taurus | 1FAHP2MKXKG117610 | 49808 | 51925 | 2160 | 70.2 |
| Mark Cunningham - 263 | 2016 Ford Explorer | 1FM5K8AR0GGB43426 | 108054 | 109269 | 1215 | 60.08 |
| John Slaughter - 266 | 2019 Ram 4x4 CY6224 | 1C6RR7ST3KS692640 | 52387 | 53623 | 1236 | 105.3 |
| RODNEY ROLENSON (dc) | 2019 Dodge Ram | 1C6RR7ST1KS681832 | 20980 | 22030 | 1050 | 84 |
| | | | | | | |
| Spare | 2016 Ford Explorer | 1FM5K8AR4GGB44630 | | | | |
| | 2023 White Chevy Tahoe | IGNSKLED7PR159224 | | | | |
| | | GRAND TOTAL | | | 18314 | 1268.58 |
| Additional Vehicles | | | | | | |
| | 2015 Kawasaki TREX - 4 | JKBRTCD19FB509175 | | | | |
| | M-RAP | 4VZKR2M967C064645 | | | | |
| | 2006 Speed Trailer | 5F15S091761003152 | | | | |
| | 2005 CHEVROLET EQUINOX | 2CNDL73F556160712 | 34661 | | | |
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UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: January 2023

| Employee | Vehicle Description | VIN | Start Mileage | End Mileage | Total Mileage | Fuel (Gal.) |
|-------------------|---------------------|------------------|---------------------|-------------|---------------|-------------|
| Doyle Cutright II | 2021 Ford Explorer | 1FMSK8BH4MGC9760 | 8036 | 8364 | 328 | 16 |
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| | | | GRAND TOTALS | | 328 | 16 |

**Mountain CAP Family
FREE! Support Center
presents:
TOT TIME PLAY GROUP**

**TUESDAY FEBRUARY 23RD AND
THURSDAY FEBRUARY 28TH
3:00 PM
MOUNTAIN CAP FAMILY SUPPORT
CENTER AT
30 EAST MAIN STREET
FREE!**



**Let your toddler socialize and play with peers.
This group is focused on developmental play for
kids under 3 years old.**

**To register call or text Lisa Critchfield at
(304) 449-4366 or e-mail at
PlaytoGrowTherapy@yahoo.com
Play to Grow Occupational Therapy and Yoga is
on Facebook and Instagram too!**



AMERICAN RED CROSS



**The Mountain CAP Family Support Center Presents: The
Pillowcase Project Emergency Preparedness Program by the
American Red Cross**

March 4, 2023 @ 12:00 at 30 East Main Street, Buckhannon, WV



Free presentation for youth grades 3-5

***Identify ways to stay safe during an emergency**

***Learn coping skills to manage stress during emergencies and everyday
situations***

Receive a fun emergency preparedness item

Please RSVP to (304) 878-1202



To Participate in the Board meeting virtually,
Please join the meeting from your computer, tablet or smartphone: <https://meet.goto.com/424673933>
You can also dial in using your phone. United States: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 424-673-933

***Special Working Session #2 of City Council of Buckhannon
4:00 p.m. in Council Chambers
Meeting Agenda for Monday, February 27, 2023***

- 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 Financial-Budget For Fiscal Year 2023/2024

POSTED 02/16/2023 Revised 02/17/2023

Upshur County Solid Waste Authority
Board Meeting Minutes
 January 9, 2023

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA Building (located at 380 Mudlick Rd. Suite 102 Buckhannon, WV 26201) at 4:30 p.m. on January 9, 2023.

Present at the meeting were: Joyce Harris-Thacker, Jackie McDaniels, Paula Stone, Mary Gower, Scott Randall and Director Belinda Lewis. A quorum was present. There were no guests.

The minutes of the December 2022 meeting had previously been sent to the members and were part of the agenda packet. There were two correction. The November guest's first name was spelled with an "i" instead of a "y". This had been pointed out in the December meeting, but the director misunderstood. The second was that a second had been forgotten on the motion for a new computer. Paula moved to grant the director permission to purchase a computer. It was seconded by Jackie. A motion to accept the minutes, with the corrections, was made by Jackie. Seconded by Scott. Motion carried.

The Financial Report for December was presented by the Treasurer Scott. Register Reports for the four bank accounts with First Community Bank covering December 2022 were presented. The ending balances for the accounts are as follows:

| | <u>November</u> | <u>December</u> |
|----------------|-----------------|-----------------|
| • REAP | \$1,839.44 | \$1,393.45 |
| • SWMB | \$100.00 | \$11,100.00 |
| • Money Market | \$19,574.42 | \$19,574.92 |
| • Operating | \$41,872.28 | \$34,009.81 |

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

Director's Report

Director Belinda Lewis reported to the Board about her work on the REAP Budget Reallocation, the REAP 4th quarter report and her struggles Staples to get the new computer up and running.

Spring EDDM Brochure

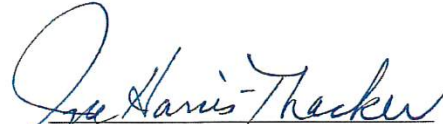
The Spring Every Door Direct Mailing Brochure was discussed. After making small changes, such as dates, etc., Jackie moved to relocate the recycling items selected, the electronic recycling information and the advertisement for the Paper Shred Event to the back of the brochure. Seconded by Scott. Motion carried.

With no further business, the meeting was adjourned at 5:08 p.m.

Respectfully Submitted,



Belinda Lewis, Director



Joyce Harris-Thacker, Chair

January 9, 2023 (Signature copy to be maintained in the UCSWA Office)

Upshur County Solid Waste Authority
DIRECTOR'S REPORT - Belinda Lewis
Period from December 13, 2022 – January 9, 2023

Activities Included:

- Prepared and distributed by email the minutes of the December 12th meeting.
- Check upcountyswa@yahoo.com email several times per week.
- Checked mail at the Post Office several times per week.
- Recorded deposits in the Operating Account, and as per the auditor's suggestion, recorded them in the receipt book.
- After the December meeting, I made copies of checks and mailed them and also scanned the minutes for the county.
- Reconciled bank statements for the four (4) accounts and reconciled.
- Prepared checks for payment of bills for January meeting
- Prepared agenda and packets for the January 9th meeting, emailed a copy to the board members and the media.
- Cleaned office
- Fielded many recycling calls on my cellphone.
- Sent weekly updates to Board Members.
- Worked on REAP grant reallocation and was approved for 150 classroom recycling totes.
- Working on 4th quarter REAP report.
- Traveled to board members houses to get checks and information signed.
- Traveled to Staples several times to purchase a new computer.