

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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: January 19, 2023

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• January 12, 2023

10:00 a.m. Conduct interview with Terradon Corporation. for the planning and design services of an indoor/outdoor recreation complex at the newly acquired property within Upshur County consisting of 70.87 acres.  
*Item may lead to Executive Session per WV Code §6-9A-4*

11:00 a.m. Supervisor Meeting

1:00 p.m. Conduct interview with The Thrasher Group, Inc. for the planning and design services of an indoor/outdoor recreation complex at the newly acquired property within Upshur County consisting of 70.87 acres.  
*Item may lead to Executive Session per WV Code §6-9A-4*

2:00 p.m. Policy Board

3:00 p.m. Court Security Advisory Board

### Items for Discussion / Action / Approval:

1. Correspondence from Becky Edwards, Senior Companion Program Director, Mid-Ohio Valley Regional Council, requesting funding in the amount of \$500.00 for the Upshur County Senior Companion Program.\*  
[Page 3](#)
2. Review and approval of Equipment Use Agreement with Steve Curtis for use of bucket truck. \* [Pages 4-5](#)
3. Approval of Lewis-Upshur Animal Control Facility Volunteer, Jade Kesling\* [Under Separate Cover](#)
4. Approval of advertisement for a seasonal part-time groundskeeper. Applications will be accepted until February 3, 2023. \* [Page 6](#)
5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:****(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

1. Discuss the Upshur County Safe Structures and Sites Enforcement Board, property owned by Bryce Chapman.
2. Upshur County Fire Board, Inc. Financial Report for October through December 2022. Pages 7-20
3. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - Community Emergency Response Team (CERT) Training Course Pages 21-23
    - Buckhannon Police Citizen Police Academy Training Course Pages 24-26
  - b) Agendas and/or Notice of Meetings:
 

• Upshur County Public Library- Board of Directors Special Meeting	January 11, 2023	Page 27
• Lewis/Upshur LEPC	January 18, 2023	Page 28
• Upshur County Farmland Protection Board	January 19, 2023	Page 29
• City Council of Buckhannon	January 19, 2023	Page 30
  - Meeting Minutes:
 

• Upshur County Farmland Protection Board	October 28, 2022	Page 31
• Lewis/Upshur LEPC	November 16, 2022	Page 32
• Upshur County Public Library	November 16, 2022	Pages 33-36
• Tennerton Public Service District	December 14, 2022	Page 37
  - 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](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.
4. 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](mailto: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. \*\*\**

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](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  
 January 26, 2023 --- 9:00 a.m.  
 Upshur County Courthouse Annex



P.O. Box 247 • 709 Market Street • Parkersburg WV 26101  
Phone: (304) 422-4993 • Fax: (304) 422-4998  
[www.movrc.org](http://www.movrc.org)

January 10, 2023



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

Dear County Commissioners,

I am writing to you about the Senior Companion Program that has been a vital part of the Upshur County community for several years. The Senior Companion Program is a volunteer program that helps keep people in their own homes that are at risk of losing their independence. Senior Companions provide 15-40 hours per week visiting older adults, most who live alone and would like to have someone share part of their day.

One of the hardest things to have to do as we face getting older is the thought of losing our independence because we can no longer take care of ourselves and our surroundings. The days can be long and lonely, especially for those who live alone. Studies show that loneliness can result in depression, anxiety and make certain conditions worse. Our children work or no longer live close and live busy lives. Our Senior Companion Volunteers can provide light housekeeping, transportation, meal preparation and most of all companionship.

The Senior Companion Volunteers are 55 years or older, meet federal income guidelines, pass a physical, be fingerprinted, and pass Federal and State background checks. These volunteers receive a stipend per hour for their volunteer service and mileage reimbursement. This stipend is tax free and does not affect any benefits that volunteers may receive.

In 2022, Upshur County had 8 senior companion volunteers that provided 8,312.5 hours of service. This volunteer service corresponds to \$25,563.24 in federal dollars that was put back into Upshur County.

While the Senior Companion Program is in part federally funded, there is a 10% non-federal match requirement. Please consider us for funding of \$500 to continue this important program to Upshur County and the elderly we serve.

Please feel free to contact me at (304) 422-4993 ext. 1070 or your local coordinator, Michelle Row Williams at (304) 621-1279.

Thank you,

A handwritten signature in blue ink that reads "Becky Edwards". The signature is fluid and cursive.

Becky Edwards  
Senior Companion Program Director

## Equipment Use Agreement

This Equipment Use Agreement (the "Agreement") is made and entered on January 19, 2023 by and between Steven L. Curtis ("Lessor") and The County Commission of Upshur County ("Lessee") (collectively referred to as the "Parties").

The Parties agree as follows:

- 1. EQUIPMENT:** Lessor hereby leases to Lessee the following equipment: 1996 Ford CB (Bucket Truck), the "Equipment".
- 2. TERM:** This agreement will be in effect January 19, 2023 and will end on January 19, 2024.
- 3. PAYMENTS:** Lessee agrees to pay to Lessor as rent for the Equipment the amount of \$100 ("Rent") each day. Lessee will give 24-hour notice in advance for request of use for the equipment.
- 4. USE OF EQUIPMENT:** Lessee shall only use the Equipment in a careful and proper manner and will comply with all laws, rules, ordinances, statutes and orders regarding the use and storage of the Equipment.
- 5. CONDITION OF EQUIPMENT AND REPAIR:** Lessee has inspected the Equipment and acknowledges that the Equipment is in good and acceptable condition prior to use.
- 6. INSURANCE:** Lessee shall name Lessor as a Certificate Holder as an additional insured to the extent permitted by the laws of the State of WV and only in respect to claims or actions arising from or in connection with negligent acts of the County, its employees, agents or officials. Upon request by Lessor, Lessee shall provide proof of such insurance.
- 7. ENCUMBRANCES, TAXES AND OTHER LAWS:** Lessee shall keep the Equipment free and clear of any liens or other encumbrances, and shall not permit any act where Lessor's title or rights may be negatively affected.
- 8. LESSORS REPRESENTATIONS:** Lessor represents and warrants that he/ she has the right to permit use of the Equipment as provided in this Agreement and that Lessee shall be entitled to quietly hold and possess the Equipment, and Lessor will not interfere with that right as long as Lessee pays the fee in a timely manner and performs all other obligations under this Agreement.
- 9. OWNERSHIP:** The Equipment is and shall remain the exclusive property of Lessor.
- 10. SEVERABILITY:** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any

provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

**11. ASSIGNMENT:** Neither this Agreement nor Lessee's rights hereunder are assignable except with Lessor's prior, written consent.

**12. NOTICE:** Any notice required or otherwise given pursuant to this Agreement shall be in writing.

**13. ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both Lessor and Lessee.

**14. CUMULATIVE RIGHTS:** Lessor's and Lessee's rights under this Agreement are cumulative and shall not be construed as exclusive of each other unless otherwise required by law.

**15. WAIVER:** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement. The acceptance of rent by Lessor does not waive Lessor's right to enforce any provisions of this Agreement.

**16. INDEMNIFICATION:** Except for damages, claims or losses due to Lessor's acts or negligence, Lessee, to the extent permitted by law, will indemnify and hold Lessor and Lessor's property, free and harmless from any liability for losses, claims, injury to or death of any person, including Lessee, or for damage to property arising from Lessee using and possessing the Equipment or from the acts or omissions of any person or persons, including Lessee, using or possessing the Equipment with Lessee's express or implied consent.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Address for Giving Notices:

Address for Giving Notices:

Office of the Upshur County Commission  
91 W. Main St, Suite 101  
Buckhannon, WV 26201  
Telephone: 304 / 472.0535  
Facsimile: 304 / 473.2802

122 Solitude Lane  
Buckhannon, WV 26201  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

### **Seasonal Part-Time Maintenance/Grounds Keeper Position**

The Upshur County Commission is accepting applications for a seasonal, part-time (29.5 hours per week) maintenance/groundskeeping position, beginning Mid-March. Individual will be primarily responsible to assist maintenance personnel in groundskeeping duties, but may also assist in the repair, upkeep and/or improvements of county facilities and buildings and other duties as assigned. A valid driver's license is required. Individuals may obtain an application from the Office of the Upshur County Commission located at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, during the normal business hours of 8:00 a.m. until 4:00 p.m. or online at [www.upshurcounty.org](http://www.upshurcounty.org). Applications must be received at the following address on or before the close of business on Friday, February 3, 2023.

Upshur County Commission  
Attn: Cindy Hughes  
Upshur County Administrative Annex  
91 W. Main Street, Suite 101  
Buckhannon, WV 26201

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

*Publish: Record Delta 1/21 and 1/25  
MyBuckhannon 1/21 through 1/26*

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UPSHUR COUNTY FIRE  
BOARD, INC.  
FINANCIAL REPORT  
JULY 1, 2022- DECEMBER 31, 2022

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**Fire Board Financial Report  
2021 - 2022**

CARRYOVER BALANCE:      \$56,701.53

<u>Item / Date</u>	<u>Amount</u>	<u>Financial Institution / Payee</u>	<u>Description / Source</u>
<b>DEPOSITS</b>			
Sheriff of Upshur County	\$82,196.63	First Community Bank	Fire Fee Collections through 7/31/2022
Sheriff of Upshur County	\$104,490.55	First Community Bank	Fire Fee Collections through 8/31/2022
Sheriff of Upshur County	\$30,380.02	First Community Bank	Fire Fee Collections through 9/30/2022
Sheriff of Upshur County	\$23,239.73	First Community Bank	Fire Fee Collections through 10/31/2022
Sheriff of Upshur County	\$7,339.10	First Community Bank	Fire Fee Collections through 11/30/2022
Sheriff of Upshur County	\$5,621.37	First Community Bank	Fire Fee Collections through 12/31/2022
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 01/31/2023
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 02/28/2023
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 03/31/2023
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 04/30/2023
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 05/31/2023
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 06/30/2023

Total Deposits: \$253,267.40

Total:                      Plus Carryover:      \$309,968.93

**EXPENDITURES**

<u>DATE</u>	<u>Amount</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>
July 19, 2022	\$211.00	1134	SOFTWARE SYSTEMS, INC.	INVOICE 36302
July 19, 2022	\$243.21	1135	UPSHUR COUNTY COMMISSION	REIMBURSEMENT P-CARD(SUPPLIES)
July 19, 2022	\$2,791.64	1136	RALSTON PRESS	2022 FIRE FEE STATEMENTS
July 19, 2022	\$6,405.97	1137	UPSHUR COUNTY COMMISSION	REIMBURSEMENT PAYROLL
July 19, 2022	\$83.01	1138	UPSHUR COUNTY COMMISSION	REIMBURSEMENT POSTAGE RETURNS
August 16, 2022	\$527.00	1139	SOFTWARE SYSTEMS, INC.	INVOICE 36439
August 16, 2022	\$538.98	1140	UPSHUR COUNTY COMMISSION	REIMBURSEMENT MASS MAILING POSTAGE
August 16, 2022	\$18.09	1141	UPSHUR COUNTY COMMISSION	REIMBURSEMENT RETURNED POSTAGE







DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
COUNTY SUMMARY

PAGE: 1

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	46615.00	.00	46615.00	225415.00	.00	.00	.00	24.40-	225390.60
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	46615.00	.00	46615.00	225415.00	.00	.00	.00	24.40-	225390.60
PERCENTAGE OF UNPAID & PAID CHARGES			017%	083%					
PRIOR YEAR REAL	191240.00	.00	.00	4390.00	.00	.00	.00	.00	15225.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT:

PAGE: 1

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	50.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT: BANKS

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	4935.00	.00	4935.00	33660.00	.00	.00	.00	.00	33660.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	4935.00	.00	4935.00	33660.00	.00	.00	.00	.00	33660.00
PERCENTAGE OF UNPAID & PAID CHARGES			012%	088%					
PRIOR YEAR REAL	25990.00	.00	.00	1065.00	.00	.00	.00	.00	3325.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT: BUCKHANNON

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-----UNPAID - CHARGES-----				-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	8960.00	.00	8960.00	58385.00	.00	.00	.00	.30	58385.30
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	8960.00	.00	8960.00	58385.00	.00	.00	.00	.30	58385.30
PERCENTAGE OF UNPAID & PAID CHARGES			013%	087%					
PRIOR YEAR REAL	41140.00	.00	.00	940.00	.00	.00	.00	.00	2810.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT:

PAGE: 4

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT: MEADE

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	8370.00	.00	8370.00	27760.00	.00	.00	.00	.00	27760.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	8370.00	.00	8370.00	27760.00	.00	.00	.00	.00	27760.00
PERCENTAGE OF UNPAID & PAID CHARGES			023%	077%					
PRIOR YEAR REAL	35375.00	.00	.00	515.00	.00	.00	.00	.00	2500.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT: UNION

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	11575.00	.00	11575.00	49120.00	.00	.00	.00	24.70-	49095.30
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	11575.00	.00	11575.00	49120.00	.00	.00	.00	24.70-	49095.30
PERCENTAGE OF UNPAID & PAID CHARGES			019%	081%					
PRIOR YEAR REAL	40960.00	.00	.00	735.00	.00	.00	.00	.00	3065.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT: WARREN

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	5825.00	.00	5825.00	21045.00	.00	.00	.00	.00	21045.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	5825.00	.00	5825.00	21045.00	.00	.00	.00	.00	21045.00
PERCENTAGE OF UNPAID & PAID CHARGES			021%	079%					
PRIOR YEAR REAL	20835.00	.00	.00	340.00	.00	.00	.00	.00	1190.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT: WASHINGTON

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	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	6950.00	.00	6950.00	35445.00	.00	.00	.00	.00	35445.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	6950.00	.00	6950.00	35445.00	.00	.00	.00	.00	35445.00
PERCENTAGE OF UNPAID & PAID CHARGES			016%	084%					
PRIOR YEAR REAL	26890.00	.00	.00	795.00	.00	.00	.00	.00	2335.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/17/23

CUMULATIVE POSITION REPORT  
7/01/2022 - 12/31/2022  
DISTRICT: UPSHUR COUNTY DIST 8

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	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
PERCENTAGE OF UNPAID & PAID CHARGES			000%	000%					
PRIOR YEAR REAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						



## Community Emergency Response Team (CERT)

*(May be taken separately from the Citizen Police Academy training)*



This course is open to the general public age 18 and older and is suggested for individuals with an interest in helping their family and neighbors through emergency preparedness and response. Students will participate in classroom and hands-on education, gaining a better understanding of how to help others until professional emergency responders arrive.

### Week 7: March 21<sup>st</sup> 2023

- Introduction and Overview
- Disaster Preparedness
- Fire Safety and Suppression
- Disaster Medical Operations

### Week 9: April 4<sup>th</sup> 2023

- Course Wrap-up
- Review
- Exam
- Scenarios and Practical Sessions

### Week 8: March 28<sup>th</sup> 2023

- Light Search and Rescue
- CERT Organization
- Disaster Psychology
- Terrorism and CERT

### Week 10: April 15<sup>th</sup> 2023

- Disaster Simulation

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**ADVANCED REGISTRATION IS REQUIRED FOR BOTH CLASSES** as class size is limited.

Classes will be held on Tuesdays beginning at 6:00pm (1800 hrs) each evening and will last approximately 2 ½ - 3 hours each. Each class will take place at the Buckhannon Police Department (24 South Florida Street) in the Community Training Room. Please use the main entrance of the police station.

### Register for classes by contacting one of following:

- |                          |                       |                                                                                          |
|--------------------------|-----------------------|------------------------------------------------------------------------------------------|
| ➤ Buckhannon Police Dept | Phone: (304) 472-5723 | E-mail: <a href="mailto:timsmith@buckhannonpolice.com">timsmith@buckhannonpolice.com</a> |
| ➤ Upshur County DHSEM    | Phone: (304) 472-4983 | E-mail: <a href="mailto:scwykoff@upshurcounty.org">scwykoff@upshurcounty.org</a>         |

*These classes are sponsored by: Buckhannon Police Department; Buckhannon Volunteers In Police Service (VIPS); Upshur County Department of Homeland Security and Emergency Management (DHSEM); Upshur County Community Emergency Response Teams (CERT).*



## Community Emergency Response Team (CERT) Training / Membership Application

Thank you for your interest in the Upshur County WV CERT program.

Please complete this application to register for CERT training and/or program membership.  
It is the policy of this organization to provide equal opportunities without regard to race, color, religion,  
national origin, gender, sexual preference, age or disability.

### PERSONAL INFORMATION *(print clearly)*

Name: _____	Date of birth: _____
Street Address: _____	Home phone: _____
City: _____	Cell phone: _____
State: _____ Zip: _____	Work phone: _____
Email Address: _____	Valid driver license: Yes    No

### EMERGENCY CONTACT INFORMATION

Name: _____	Relationship: _____
Street Address: _____	Home phone: _____
City: _____	Cell phone: _____
State: _____ Zip: _____	Work phone: _____

### CERT INTERESTS

_____ Administration	_____ Teen / Campus Program
_____ Animal Response	_____ Traffic / Crowd Management
_____ Basic CERT Volunteer	_____ Training
_____ Emergency Communications	_____ Other: _____

*(Continued on next page)*



## **QUALIFICATIONS**

**Do you have any issues which could affect your ability to perform certain jobs safely (i.e., unable to stand for long periods of time, or unable to lift heavy objects, etc.)? \*This is not disqualification from the program.**

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**Summarize any special skills and/or qualifications acquired from employment or other activities, including hobbies or sports.**

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**Summarize any previous volunteer work.**

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**Agreement and Signature:** By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if accepted as a volunteer, I must abide by the CERT Code of Conduct and that any false statements, omissions, or other misrepresentations made on this application may result in immediate dismissal.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

# The Buckhannon Police Citizens Police Academy & Community Emergency Response Team (CERT) training courses are back!

After a three-year hiatus due to COVID, the Buckhannon Police Department (BPD) and the Upshur County Department of Homeland Security and Emergency Management (DHSEM) are happy to announce the return of the Citizen Police Academy and CERT courses. Both courses are now open to the public and are accepting registrations until **February 1 2023** for the upcoming courses. See the below schedules for detailed information.



## Buckhannon Police Citizen Police Academy

*(May be taken separately from Community Emergency Response Team (CERT) training)*



**This course is open to the general public** and is suggested for individuals with an interest in learning about the inner workings of our city police department. Students will participate in classroom and hands-on education, gaining a better understanding of the daily activities performed by our BPD officers.

### Week 1: February 7<sup>th</sup> 2023

- Orientation / Course Overview
- Police Department Overview & Tour
- Commonly Used Forms
- Offence Reporting / Crime Stats
- Intro to CALEA
- Community Policing

### Week 2: February 14<sup>th</sup> 2023

- Communications
- 911 Operations
- Radio Operations
- NIMS
- Interagency Cooperation
  - Fusion Center
  - Communication between counties, state, and federal programs

### Week 3: February 21<sup>st</sup> 2023

- Police Equipment

- Use of Force / Less Lethal
- Weapons Demonstration
- Self Defense

### Week 4: February 28<sup>th</sup> 2023

- Traffic Control
- Mapping / Parade Routes
- Training Programs of BPD
- Use of Force Simulator

### Week 5: March 7<sup>th</sup> 2023

- Drug Awareness
- K-9 Operations
- Traffic Laws & Traffic Accident Investigation
- Vehicle Operations

### Week 6: March 14<sup>th</sup> 2023

- Principles of Investigation / Evidence
- Mock Crime Scene
- Graduation



## BUCKHANNON POLICE DEPARTMENT CITIZEN POLICE ACADEMY APPLICATION

24 S. Florida St – Buckhannon, WV 26201

Phone - (304)472-5723

www.buckhannonpolice.com



Applicant must be 18 years of age or older to attend. Applicants must live in Upshur County. No Prior Felony Convictions.

**Print clearly in ink or type all answers. If more space is needed, use an additional sheet of paper.**

LAST NAME

FIRST NAME

FULL MIDDLE NAME

MAIDEN NAME

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ S.S. # \_\_\_\_\_

Physical Address: \_\_\_\_\_  
STREET CITY STATE ZIP

E-Mail Address: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Occupation: \_\_\_\_\_

Explain your position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Bus. Phone #: \_\_\_\_\_ Supervisor: \_\_\_\_\_

In case of emergency please notify:

Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Please answer yes or no to the following question and provide explanations where needed:**

1. Have you ever been arrested for a crime other than traffic offenses? Yes or No.  
If yes, please explain with disposition and dates.

***NOTE: APPLICANT CONVICTED OF A FELONY IS INELIGIBLE TO ATTEND.***

2. Do you have a valid driver's license? Yes or No

Driver's License number: \_\_\_\_\_ State: \_\_\_\_\_

3. Are you 18 years of age or older? **Yes** or **No**
4. Do you have any special needs that require accommodation in order for you to participate in this program? **Yes** or **No**  
If yes, Explain: \_\_\_\_\_
5. How did you hear about the academy? \_\_\_\_\_
6. Do you know any police officers? **Yes** or **No**  
If so, Who? \_\_\_\_\_
7. Are you interested in law enforcement as a career? **Yes** or **No**  
If yes, Explain: \_\_\_\_\_
8. Please state below why you are interested in attending the Citizen Police Academy?  
**NOTE: THIS IS A VERY IMPORTANT QUESTION TO ANSWER THOROUGHLY**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Please list community involved activities, any associations, or organizations in which you participate:  
\_\_\_\_\_  
\_\_\_\_\_
10. Are you allergic to anything? **Yes** or **No**  
Please explain: \_\_\_\_\_

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**REFERENCES – Please supply 3 references**

- |    |            |             |                    |
|----|------------|-------------|--------------------|
| 1) | NAME _____ | PHONE _____ | RELATIONSHIP _____ |
| 2) | NAME _____ | PHONE _____ | RELATIONSHIP _____ |
| 3) | NAME _____ | PHONE _____ | RELATIONSHIP _____ |

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***I hereby certify that there are no willful falsifications, omissions, or misrepresentations in the foregoing statements and answers to questions. I understand that any omission or false statement on this application shall be sufficient cause for rejection for enrollment or dismissal from the Buckhannon Police Department Citizen Police Academy. I also grant permission for the Buckhannon Police Department to verify the above information contained on this application and check for prior criminal history.***

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SIGNATURE of APPLICANT

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DATE

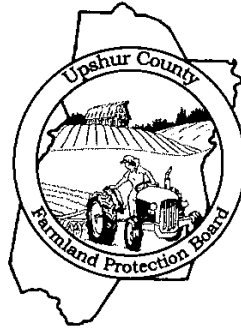
**Upshur County Public Library  
Board of Directors Special Meeting  
Wednesday, January 11th, 2023, 4:00 p.m.**

**Agenda**

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
  - A. Assistant Director Search
  - B. Grants
  - C. VITA Tax Site
  - D. New Library Card Design contest
  - E. Upcoming dates
  - F. Affiliates
- V. Unfinished Business
  - A. Account Signatory Changes
- VI. New Business
  - A. Ramp Dinner Date
- VII. Friends of the Library update – Sandra Craig
- VIII. Public Comments/Correspondence
- IX. Setting date of next Board meeting
- X. Adjournment

Lewis/Upshur LEPC  
Meeting Agenda-Lewis EMS  
January 18, 2023  
Public Safety Complex Buckhannon, WV

1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. Approval of minutes of previous meeting
4. Financial Report
5. Chairman's comments:
6. Jeff Harvey presentation on CFS project result
7. Committee reports:
  - a. Membership
  - b. By Laws
  - c. Public Education
  - d. Annual exercise planning team (HSEEP)
  - e. Hazard Assessment & Planning
8. Off Site Emergency Response Plans:
9. Unfinished Business:
10. New Business:
11. Election of Officers
12. Membership comments
13. Public comments
14. Adjournment



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

\*\*\*\*\*

Location: Upshur County Development Authority  
21 E Main St, Conference Room First Floor  
Buckhannon, WV 26201  
Date: January 19, 2023  
Time: 6 pm

**AGENDA**

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: December 15, 2022

BUSINESS ITEMS – Discussion/Update/Action

- Appointment of new Treasurer
- Current Application Update
  - Derico Appraisal
  - Hinkle Update

FINANCIAL MATTERS – Discussion/Update/Action

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

OTHER BUSINESS –

DATE OF NEXT MEETING –

ADJOURNMENT



***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, January 19, 2023***

Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/> Send public comments via email to [buckhannon@buckhannonwv.org](mailto:buckhannon@buckhannonwv.org) or drop them in the mail, or drop box behind City Hall.

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/804282709>  
You can also dial in using your phone United States: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 804-282-709

- A. Call to Order**
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
  - A.3 Mayor's State of the City Address
- B. Recognized Guests**
  - B.1
- C. Department & Board Reports**
  - C.1 Public Works Director- Jerry Arnold
  - C.2 Finance Director- Amberle Jenkins
  - C.3 Police Chief- Matthew Gregory
  - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
  - D.1 Information & Schedule-Buckhannon Police Department Citizen's Police Academy
  - D.2 Charles Gibson Library Director's Report January 2023
  - D.3 News Article- Upshur County Commission Acquires 10 Parcels of Land Along Chancery Street
  - D.4 COB Parks & Recreation Advisory Board at 6pm on January 25, 2023
  - D.5 David L Howell-Certified Public Accountant- Engagement Letter-Audit
- E. Consent Agenda**
  - E.1 Approval of Minutes -Regular Meeting 12/15/22, 01/15/23
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
  - F.1 Approval/Authorization to Attend Auction & Bid on items for the SYCC and CAC
  - F.2 Approval Letter of Request from UCBOE for Assistance in the Demolition Project at 11 E Victoria Street
  - F.3 Approval Bid Solicitation -Seating for the Colonial Arts Center
- G. Comments and Announcements**
  - G.1 Pamela Bucklew
  - G.2 David McCauley
  - G.3 Jack Reger
  - G.4 David Thomas
  - G.5 CJ Rylands
  - G.6 Randall Sanders
- H. Mayor's Comments and Announcements**
- I. Executive Session Per WV Code § 6-9A-4 Property Matters**
- J. Adjournment**

Posted 01/13/2023



**Upshur County Farmland Protection Board  
Regular Monthly Meeting  
October 28, 2022 at 8 am  
Upshur County WVU Extension Office  
91 W Main St, Ste 102, Buckhannon, WV**

**MEMBERS PRESENT:** Todd Payne-Chairman, Laura Rusmisell- Secretary, Arley Robinson- Vice Chairman, John Sencindiver and Kristie Tenney- County Commissioner

**MEMBERS ABSENT:** Lowell Peterson, Jennifer Bostian-Treasurer

**OTHERS PRESENT:** Mimi Riffle

**CALL TO ORDER:** The Upshur County Farmland Protection Board meeting was called to order at 8:08 a.m. by Todd Payne, Chairman.

**APPROVAL OF MINUTES:** Motion Made by Arley Robinson, seconded by John Sencindiver, the Board moved to approve the minutes from September 22, 2022 as presented. **Motion Passed.**

**BUSINESS ITEMS - UPDATE/ACTION ITEMS:**

**Queen easement – Status update–** Mimi provided an update that she has spoken to Queen about the appraisal. She gave him clarification on how the Restricted Use Appraisal works. She told Queen that he has until the expiration of his Option and Contract to accept or decline the offer from the UCFPB.

**FY22 Applications for Funding Consideration–** The appraisal has been requested and Mimi has been working with Mr. Holmes to get the appraisal started. Derico is currently waiting for the appraisal to come back.

**Hinkle–** Mimi gave the results of the Title Opinion. There are two things that came back. One being the need for a subordinate agreement needed from family members and the other a release needed on a loan. Hinkle provided the paperwork releasing the load. Mimi spoke with Hinkle about the subordinate release that will be needed if the easement appraisal is sufficient. Todd Payne gave a report on the hazardous materials report. Upon inspection there is an old dump site, however nothing has been added to it for years. The property has previously been stripped. The old house is unoccupied and inhabitable. The gas company does currently have a right-of-way on the property. Laura made the motion to proceed with getting the appraisal on the property. John Sencindiver seconded the motion. **Motion carried.**

**McClain–** McClain has withdrawn his application

**FINANCIAL MATTERS - UPDATE/ACTION ITEMS:** John made the motion to accept the financial report as presented, Laure seconded the motion; **Motion Passed.**

**OTHER BUSINESS:** Todd asked the board if we would consider a property that is under 20 acres. As per the bylaws the board can consider a smaller parcel on a case-by-case basis.

**DATE AND LOCATION OF NEXT MEETING:** December 15, 2022 at 6pm- location to be determined.

**ADJOURN:** 9:10 am

Upshur County Farmland Protection Board Minutes Submitted By:

Mimi Riffle  
Mimi Riffle

Approved:

Laura Rusmisell

Arley Robinson

LEPC Meeting Minutes  
November 16, 2022

Meeting was called to order at 13:06 By James Gum in Lewis County

Motion to approve meeting made by S. Nolte seconded by. Dr. Reed.

Financial report was accepted as read.

**Grand Updates:** Commodity flow study 50% has been completed and paid. With the first of the year coming it is time to apply again for the SERC grant.

**Public information:** Waiting on the flow study to suggestions for public information.

Annual exercise: in the spring they will be trying again for the table top exercise which has been postponed because of covid. It will Location will be up to S. Dunbrack.

Hazard assessment and planning. J. gum has sent in applications for himself and Jim Farry to get access to the website, he has been contacted with his user name and password and he is waiting for the states approval.

**Old Business:** Nothing to report

**New Business:**

Once we get the commodity flow study done the next step will be the hazards assessment done. J. Gum would like to have some type training or presentation meeting during the January meeting.

Raj heard that part of the buildup as that they are going to start the pipeline back to Richmond VA

David Whittaker motion to adjourn, D. Reed second. Motion unanimously passed

Next meeting January 18<sup>th</sup> at the Upshur county Safety Complex in Buckhannon, WV at 1300 hrs.

**Upshur County Public Library Board of Trustees Meeting  
November 16, 2022**

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, November 16, 2022, 4:00 p.m. at the library. Board members in attendance were Kenna Leonard, Carol Smith, and Sherry Dean. Also in attendance were Paul Norko, Library Director; Connie Cutright, Business Manager; and Sandra Craig, Friends of the Library representative. Absent from the meeting were board members John Haymond and Kyle Nuttall.

The meeting was called to order by President Kenna Leonard at 4:05 p.m.

The minutes of the September 21, 2022 meeting were approved on a motion made by Carol and seconded by Sherry. The motion carried.

The financial reports for September and October, including itemized lists of electronic debits/credits, were accepted on a motion made by Carol, seconded by Sherry, and the motion carried.

**Director's Report – See written report**

**Addition:**

- In discussing the new design for the library card, it was suggested to open it up to the public for designs and then let the public vote by making donations for the design of their choice.
- As requested at the last board meeting, Paul shared information on the costs of advertising the Assistant Director's position. On a motion made by Carol and seconded by Sherry, the board voted to allow up to \$500.00 over the next few months on advertising the position.

**Unfinished Business**

Bylaws – Bylaw revisions were tabled until all trustees could be present.

Signatory Changes – On a motion made by Carol and seconded by Sherry, the board approved removing Linda Riegal, Katie Loudin, and Elisabeth Rogers from all banking accounts and adding Kyle Nuttall and Sherry Dean to all accounts.

**New Business**

2023 Holiday List – The holiday list was submitted for 2023. It was approved on a motion made by Carol and seconded by Sherry with the removal of Juneteenth Day. As of now, it is not a state holiday.

Late Opening – On a motion made by Sherry and seconded by Carol, the board approved a delayed opening on Friday, December 9 so that the Friends of the Library could host a Christmas Brunch for the staff.

Materials Selection Policy – Paul explained that our policy needed updated to include a section on requests for reconsideration of electronic library materials (Section 9). On a motion made by Carol and seconded by Sherry, the board approved the revised Materials Selection Policy.

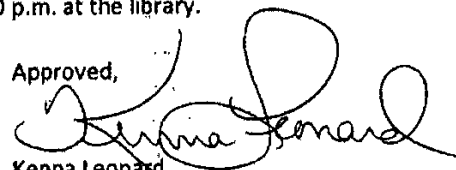
Sandra reported that the Friends of the Library would be hosting a brunch for the staff as well as giving Christmas bonuses. They are having a Picture with Santa fundraiser at the library on Saturday, December 10 and also had a craft/bake/book sale at the Fall Festival Vendor Show in October.

The next meeting will be Wednesday, January 11<sup>th</sup>, 4:00 p.m. at the library.

Respectfully submitted,

  
Connie Cutright,  
Business Manager

Approved,

  
Kenna Leonard,  
Board President

**total**

[illegible]

## Upshur County Public Library

July through November 2022

TOTAL

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>									
4020 · County Commission	0.00	11,625.00	0.00	0.00	11,625.00	23,250.00	46,500.00	-23,250.00	50.0%
4030 · Board of Education	0.00	0.00	23,425.00	0.00	23,425.00	46,850.00	93,700.00	-46,850.00	50.0%
4040 · Grant-in-Aid	0.00	24,510.00	0.00	40,774.00	0.00	65,284.00	98,042.00	-32,758.00	66.59%
4060 · WVLC Svcs. to Lib. (admin fees)	0.00	0.00	16,264.00	0.00	0.00	16,264.00	65,338.00	-49,074.00	24.89%
4160 · Other Grants	5,903.97	0.00	0.00	0.00	1,500.00	7,403.97			
4230 · Unrestricted Gifts	610.91	716.10	114.60	575.58	67.82	2,085.01	3,500.00	-1,414.99	59.57%
4240 · Restricted - Memorial/Gift Matl	1,000.00	150.00	20.00	0.00	0.00	1,170.00	2,500.00	-1,330.00	46.8%
4310 · Interest	4.70	4.11	61.24	4.65	4.92	79.62	200.00	-120.38	39.81%
4420 · Copies/Faxes	393.50	800.14	471.60	442.85	618.78	2,726.87	5,100.00	-2,373.13	53.47%
4450 · Fines	91.30	223.10	163.73	224.85	65.77	768.75	1,600.00	-831.25	48.05%
4490 · Other fees-cards, JD, earbuds	66.00	71.10	16.00	46.00	47.00	246.10	500.00	-253.90	49.22%
4730 · Fundraisers	0.00	36.00	63.00	17.65	105.25	221.90	2,300.00	-2,078.10	9.65%
4735 · Fundraiser - Ramp Dinner	0.00	35.00	5.00	0.00	0.00	40.00	10,000.00	-9,960.00	0.4%
<b>Total Income</b>	<b>8,070.38</b>	<b>38,170.55</b>	<b>40,604.17</b>	<b>42,085.58</b>	<b>37,459.54</b>	<b>166,390.22</b>	<b>329,280.00</b>	<b>-162,889.78</b>	<b>50.53%</b>
<b>Expense</b>									
6020 · Wages	17,068.29	15,641.62	14,282.07	14,339.77	14,169.86	75,501.61	208,828.00	-133,326.39	36.16%
6030 · FICA	1,058.23	969.78	885.49	889.06	878.54	4,681.10	12,948.00	-8,266.90	36.15%
6040 · Medicare	247.48	226.82	207.08	207.93	205.45	1,094.76	3,028.00	-1,933.24	36.16%
6050 · WV Public Employees Retirement	1,514.35	1,373.17	1,265.95	1,272.09	1,255.62	6,681.18	18,400.00	-11,718.82	36.31%
6060 · Insurance (Employer Paid)	2,350.42	1,677.66	1,677.66	1,677.66	1,677.66	9,061.06	26,039.00	-16,977.94	34.8%
6061 · RHBT (Employer Paid)	280.00	210.00	210.00	210.00	210.00	1,120.00	3,360.00	-2,240.00	33.33%
6080 · WV Unemployment	39.95	36.68	7.70	3.08	3.28	89.69	1,011.00	-921.31	8.87%
6090 · Workers Comp.	0.00	0.00	0.00	0.00	0.00	0.00	522.00	-522.00	0.0%
6110 · Books	609.29	574.36	580.91	467.13	308.12	2,539.81	9,800.00	-7,260.19	25.92%
6112 · Memorial/Gift Materials	96.18	120.85	185.46	216.90	201.50	820.89	2,500.00	-1,679.11	32.84%
6140 · Periodicals/Newspapers	0.00	0.00	0.00	225.00	581.59	806.59	1,700.00	-893.41	47.45%
6143 · Electronic Books	0.00	507.74	0.00	0.00	622.07	1,129.81	2,500.00	-1,370.19	45.19%
6151 · Audios	135.92	332.39	0.00	0.00	268.89	737.20	1,500.00	-762.80	49.15%
6152 · DVD's	0.00	142.59	57.96	57.87	97.80	356.22	900.00	-543.78	39.58%
6230 · Other Grant Expenditures	263.76	299.99	90.89	196.97	274.37	1,125.98			
6310 · Office/Library Supplies	11.02	407.62	186.27	366.45	0.00	971.36	3,400.00	-2,428.64	28.57%
6350 · Postage	-3.50	78.43	110.87	94.22	102.32	382.34	1,800.00	-1,417.66	21.24%
6521 · Equipment/Furniture	0.00	0.00	58.78	0.00	0.00	58.78	1,500.00	-1,441.22	3.92%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6552 · Software/Elec. Sub./Maint. fees	96.25	3,543.91	226.95	195.96	851.19	4,914.26	6,500.00	-1,585.74	75.6%
6570 · Vehicle Maintenance	0.00	0.00	0.00	0.00	41.07	41.07	500.00	-458.93	8.21%
6720 · Bldg. Maint. (inc. janitorial)	40.58	104.96	161.46	20.53	0.00	327.53	1,000.00	-672.47	32.75%
6742 · Utilities - Electric	0.00	2,833.64	1,224.76	1,312.12	0.00	5,370.42	20,000.00	-14,629.58	26.85%
6743 · Utilities - Water/Waste	0.00	258.06	99.27	0.00	99.27	456.60	1,200.00	-743.40	38.05%
6750 · Telephone	0.00	463.48	206.22	246.71	0.00	916.41	2,600.00	-1,683.59	35.25%
6760 · Insurance - Building & Bonds	0.00	0.00	0.00	0.00	728.00	728.00	730.00	-2.00	99.73%
6910 · Public Info./Programming	0.00	30.99	12.50	199.35	4.99	247.83	800.00	-552.17	30.98%
6920 · Memberships	0.00	0.00	0.00	40.00	0.00	40.00	250.00	-210.00	16.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	0.00	0.00	281.58	450.50	227.00	959.06	2,200.00	-1,240.94	43.59%
6950 · Fundraising Expenses	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6955 · Fundraiser Ramp Dinner	0.00	0.00	0.00	0.00	0.00	0.00	4,300.00	-4,300.00	0.0%
6970 · Professional & Misc. Fees	0.00	0.00	0.00	0.00	25.00	25.00			
6980 · Audit	0.00	0.00	0.00	0.00	0.00	0.00	1,728.00	-1,728.00	0.0%
<b>Total Expense</b>	<b>23,808.22</b>	<b>29,833.64</b>	<b>22,019.81</b>	<b>22,689.30</b>	<b>22,833.59</b>	<b>121,184.56</b>	<b>342,244.00</b>	<b>-221,059.44</b>	<b>35.41%</b>
<b>Net Income</b>	<b>-15,737.84</b>	<b>8,336.91</b>	<b>18,584.36</b>	<b>19,396.28</b>	<b>14,625.95</b>	<b>45,205.66</b>	<b>-12,964.00</b>	<b>58,169.66</b>	<b>-348.7%</b>

**Upshur County Public Library**  
**July through December 2022**

						<b>TOTAL</b>		
	<b>Sep 22</b>	<b>Oct 22</b>	<b>Nov 22</b>	<b>Dec 22</b>	<b>Jul - Dec 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>								
4020 · County Commission	0.00	0.00	11,625.00	0.00	23,250.00	46,500.00	-23,250.00	50.0%
4030 · Board of Education	23,425.00	0.00	23,425.00	0.00	46,850.00	93,700.00	-46,850.00	50.0%
4040 · Grant-in-Aid	0.00	40,774.00	0.00	0.00	65,284.00	98,042.00	-32,758.00	66.59%
4060 · WVLC Svcs. to Lib. (admin fees)	16,264.00	0.00	0.00	0.00	16,264.00	65,338.00	-49,074.00	24.89%
4160 · Other Grants	0.00	0.00	1,500.00	0.00	7,403.97			
4230 · Unrestricted Gifts	114.60	575.58	67.82	1,067.45	3,152.46	3,500.00	-347.54	90.07%
4240 · Restricted - Memorial/Gift Matl	20.00	0.00	0.00	0.00	1,170.00	2,500.00	-1,330.00	46.8%
4310 · Interest	61.24	4.65	4.92	61.41	141.03	200.00	-58.97	70.52%
4420 · Copies/Faxes	471.60	442.85	618.78	377.75	3,104.62	5,100.00	-1,995.38	60.88%
4450 · Fines	163.73	224.85	65.77	101.57	870.32	1,600.00	-729.68	54.4%
4490 · Other fees-cards, JD, earbuds	16.00	46.00	47.00	24.90	271.00	500.00	-229.00	54.2%
4730 · Fundraisers	63.00	17.65	105.25	148.00	369.90	2,300.00	-1,930.10	16.08%
4735 · Fundraiser - Ramp Dinner	5.00	0.00	0.00	0.00	40.00	10,000.00	-9,960.00	0.4%
<b>Total Income</b>	<b>40,604.17</b>	<b>42,085.58</b>	<b>37,459.54</b>	<b>1,781.08</b>	<b>168,171.30</b>	<b>329,280.00</b>	<b>-161,108.70</b>	<b>51.07%</b>
<b>Expense</b>								
6020 · Wages	14,282.07	14,339.77	14,169.86	13,827.02	89,328.83	208,828.00	-119,499.37	42.78%
6030 · FICA	885.49	889.06	878.54	857.28	5,538.38	12,948.00	-7,409.62	42.77%
6040 · Medicare	207.08	207.93	205.45	200.50	1,295.26	3,028.00	-1,732.74	42.78%
6050 · WV Public Employees Retirement	1,265.95	1,272.09	1,255.62	1,214.60	7,895.78	18,400.00	-10,504.22	42.91%
6060 · Insurance (Employer Paid)	1,677.66	1,677.66	1,677.66	1,677.66	10,738.72	28,039.00	-15,300.28	41.24%
6061 · RHBT (Employer Paid)	210.00	210.00	210.00	210.00	1,330.00	3,360.00	-2,030.00	39.58%
6080 · WV Unemployment	7.70	3.08	3.28	4.98	94.67	1,011.00	-916.33	9.36%
6090 · Workers Comp.	0.00	0.00	0.00	0.00	0.00	522.00	-522.00	0.0%
6110 · Books	580.91	467.13	308.12	1,011.00	3,550.81	9,800.00	-6,249.19	36.23%
6112 · Memorial/Gift Materials	185.46	216.90	201.50	203.04	1,023.93	2,500.00	-1,476.07	40.96%
6140 · Periodicals/Newspapers	0.00	225.00	581.59	479.52	1,286.11	1,700.00	-413.89	75.65%
6143 · Electronic Books	0.00	0.00	622.07	0.00	1,129.81	2,500.00	-1,370.19	45.19%
6151 · Audios	0.00	0.00	268.89	53.07	790.27	1,500.00	-709.73	52.69%
6152 · DVD's	57.96	57.87	97.80	52.91	409.13	900.00	-490.87	45.46%
6230 · Other Grant Expenditures	90.89	196.97	274.37	1,613.86	2,739.84			
6310 · Office/Library Supplies	186.27	366.45	0.00	45.94	1,017.30	3,400.00	-2,382.70	29.92%
6350 · Postage	110.87	94.22	102.32	110.27	492.81	1,800.00	-1,307.39	27.37%
6521 · Equipment/Furniture	58.78	0.00	0.00	0.00	58.78	1,500.00	-1,441.22	3.92%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6552 · Software/Elec. Sub./Maint. fees	226.95	195.96	851.19	-2,123.68	2,790.58	6,500.00	-3,709.42	42.93%
6570 · Vehicle Maintenance	0.00	0.00	41.07	14.92	55.99	500.00	-444.01	11.2%
6720 · Bldg. Maint. (inc. janitorial)	161.46	20.53	0.00	0.00	327.53	1,000.00	-672.47	32.75%
6742 · Utilities - Electric	1,224.76	1,312.12	0.00	3,266.45	8,636.87	20,000.00	-11,363.13	43.18%
6743 · Utilities - Water/Waste	99.27	0.00	99.27	196.16	652.76	1,200.00	-547.24	54.4%
6750 · Telephone	206.22	246.71	0.00	447.19	1,363.50	2,600.00	-1,236.40	52.45%
6760 · Insurance - Building & Bonds	0.00	0.00	728.00	0.00	728.00	730.00	-2.00	99.73%
6910 · Public Info./Programming	12.50	199.35	4.99	26.72	274.55	800.00	-525.45	34.32%
6920 · Memberships	0.00	40.00	0.00	0.00	40.00	250.00	-210.00	16.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	281.56	450.50	227.00	-93.03	866.03	2,200.00	-1,333.97	39.37%
6950 · Fundraising Expenses	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6955 · Fundraiser Ramp Dinner	0.00	0.00	0.00	0.00	0.00	4,300.00	-4,300.00	0.0%
6970 · Professional & Misc. Fees	0.00	0.00	25.00	0.00	25.00			
6980 · Audit	0.00	0.00	0.00	0.00	0.00	1,728.00	-1,728.00	0.0%
<b>Total Expense</b>	<b>22,019.81</b>	<b>22,689.30</b>	<b>22,833.59</b>	<b>23,296.38</b>	<b>144,480.94</b>	<b>342,244.00</b>	<b>-197,763.06</b>	<b>42.22%</b>
<b>Net Income</b>	<b>18,584.36</b>	<b>19,396.28</b>	<b>14,625.95</b>	<b>-21,515.30</b>	<b>23,690.36</b>	<b>-12,964.00</b>	<b>36,654.36</b>	<b>-182.74%</b>



Tennerton Public Service District  
Monthly Meeting  
December 14, 2022

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday December 14, 2022

In attendance were Joe Tenney, John Barnes, Bob Heater, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on November 9, 2022 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by Bob Heater.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

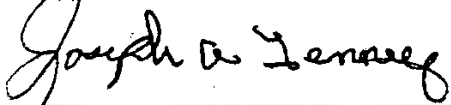
The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

- \*John Barnes brought up storm drain problem at Freedom Bank. The board discussed this and decided it was not a TPSD problem.
- \*Ringers' got a new pump for the Orr Street Pump Station and went to Charleston to pick up. Their bill for the drive down and back needs to be discussed with them.
- \*Tennerton PSD money has been released from the Upshur County Commission.
- \*The Eastside Pump Station needs a new transfer switch for when the electricity goes off.
- \*Martene Electric checks the pump stations every Friday.
- \*Thrasher has been in contact with the city. We need a new agreement for the extension. Our attorney agrees. Will try to set up a meeting for the first of the year 2023.
- \*Bob Heater took care of / secured the tap in the trailer court. Need to send a letter to Steve Curtis about leaving taps unsealed and responsibility for closing once opened.
- \*Orr Street bids are pending for projects.

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by Bob Heater.

Approved



Chairman, Tennerton Public Service District