

Upshur County Commission Meeting Agenda

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: September 23, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• September 16, 2021

Items for Discussion / Action / Approval:

1. Consider request to appoint Virgil D. Miller, Sheriff of Upshur County, as the Administrator for the estate of Waid James Armentrout. * [Page 4](#)
2. Memorandum from Tabatha R. Perry, Assistant County Administrator / DHSEM Assistant Director, requesting the appointment of Adam Brumley, Upshur County Parks and Recreation Facilities Director, to the Mountaineer Trail Network Authority, effective immediately. Upon approval, Mr. Brumley will serve as the recreation industry representative for the remainder of the two-year term set to expire on June 30, 2022. * [Page 5](#)
3. Approval and Signature of 2021 – 19th Grant Cycle WV Courthouse Facilities Improvement Authority Application for Funding Assistance in the amount of \$82,560. The maximum grant award is \$100,000 with a 20% match. The project consists of replacing the existing exterior lift located at the Courthouse with an enclosed lift. * [Page 6-22](#)
4. Correspondence from Shane Jenkins, President of the WV Strawberry Festival Association rescinding his previous request for financial assistance through ARP funds and reverting back to the previous \$5,000 donation request from the general fund. * [Page 23-24](#)
5. Correspondence from Joseph L. Carrico, President of the Upshur County Firefighters Association, recommending the appointment of Sid Huffman as Fire Association representative, effective immediately. Upon approval, Mr. Huffman's term will expire on June 30, 2024. * [Page 25-26](#)
6. Review and signature of the Upshur County Fire Board, Inc. incentive for the four Tax Deputies who process Fire Fees collected in the Sheriff's Office. The total cost to the Fire Board for one year is \$2,467.92. This supplement will begin with the first pay period in October and will be contingent upon an annual review in September of each year. * [Under separate cover](#)
7. Consider retirement of employee. *
Item may lead to Executive Session per WV Code §6-9A-4 (A) [Under separate cover](#)
8. 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. Upshur County Mileage Reports – August, 2021

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

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2. Lewis-Upshur Animal Control Facility Reports for the month of August, 2021

- Adoption Financial Transactions
- Cat Report
- Animal Report
- Animal Control/Humane Officer Animal Report -- unavailable

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3. Public Notices:

a) Newsletters and/or Event Notifications:

b) Agendas and/or Notice of Meetings:

Meeting Minutes:

- | | |
|---------------------------------------|-----------------|
| • Upshur County Solid Waste Authority | August 9, 2021 |
| • Upshur County Youth Camp Board | August 19, 2021 |

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c) Meetings:

- | | | |
|------------|------------|---|
| • 09/07/21 | 5:00 p.m. | Elkins Road PSD |
| • 09/07/21 | 4:00 p.m. | Hodgesville PSD |
| • 09/02/21 | 7:00 p.m. | Banks District VFD |
| • 09/16/21 | 7:00 p.m. | City Council of Buckhannon |
| • 09/02/21 | 7:00 p.m. | Selbyville VFD |
| • 09/13/21 | 12:00 p.m. | Upshur County Family Resource Network |
| • 09/13/21 | 4:30 p.m. | Upshur County Solid Waste Authority |
| • 09/20/21 | 5:30 p.m. | Buckhannon-Upshur Recreational Park Advisory Board |
| • 10/18/21 | 6:00 p.m. | Lewis-Upshur Community Corrections Board – Upshur Co. |
| • 09/14/21 | 7:30 p.m. | Adrian VFD |
| • 11/04/21 | 6:00 p.m. | Buckhannon-Upshur Board of Health |
| • 09/14/21 | 7:00 a.m. | Upshur County Development Authority –Executive Board |
| • 09/08/21 | 12:00 p.m. | Upshur County Senior Center Board |
| • 09/08/21 | 3:00 p.m. | Upshur County Conventions & Visitors Bureau |
| • 09/14/21 | 7:00 p.m. | Warren District VFD |
| • 09/02/21 | 3:00 p.m. | Adrian PSD |
| • 09/08/21 | 3:00 p.m. | Tennerton PSD |
| • 09/09/21 | 3:00 p.m. | Upshur County Safe Sites & Structures Enforcement Board |

- 09/09/21 7:30 p.m. Buckhannon VFD
- 09/13/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 09/16/21 6:30 p.m. Upshur County Youth Camp Board
- 09/12/21 6:00 p.m. Washington District VFD
- 09/20/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 09/15/21 4:00 p.m. Upshur County Public Library Board
- 09/17/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 09/28/21 6:30 p.m. Upshur County Fire Board, Inc.
- 09/28/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 09/08/21 7:00 p.m. Ellamore VFD
- 09/15/21 12:00 p.m. Lewis Upshur LEPC – Lewis Co.
- 09/16/21 6:00 p.m. Upshur County Farmland Protection Board
- 09/27/21 7:00 p.m. Upshur County Fire Fighters Association
- 09/08/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 10/27/21 1:00 p.m. James W. Curry Advisory Board
- 10/25/21 12:00 p.m. Region VII Planning & Development Council

4. Appointments Needed or Upcoming:

- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative
- Upshur County Farmland Protection Board (7/1/21-6/30/25) – Farm Bureau Representative
- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1st Mag. District
- Wes-Mon-Ty Resource Conservation & Development (7/1/2021 – 6/30/2023) -- County Commission
- Safe Sites & Structures Enforcement Agency (6/30/2022) – Community Representative

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

Tabled Items

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

1. Ty Landis, Youth Environmental Club – Presentation of proposed amphitheater renovation project at the Upshur County Recreational Park (tabled 7/29/21)
2. Bid award – COPS Grant #2020-SVWX-0033 Notification System Upgrade Project (tabled 8/12/21)

Next Regular Meeting of the Upshur County Commission

September 30, 2021 --- 9:00 a.m.

Upshur County Courthouse Annex

The Upshur County Commission will meet as the Board of Assessment Appeals on October 1, 2021 beginning at 9 a.m.

STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, September 23, 2021.

It appearing to the Clerk that it has been more than two months since the death of Waid James Armentrout, deceased, an unmarried man with no known issue and there being no known Last Will and Testament for Waid James Armentrout, late. Upon the motion of Kenneth Lee, a close friend, of Waid James Armentrout, deceased, does hereby request the Sheriff of Upshur County to serve as the Administrator of the Estate of Waid James Armentrout, deceased. Therefore, in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it is hereby requested that the Sheriff of Upshur County serve as Administrator of the estate of Waid James Armentrout, late a resident of Union District, Upshur County, West Virginia.

TESTE: Carrie G. Smith, CLERK

INTEROFFICE MEMORANDUM

TO: Upshur County Commission

FROM: Tabatha Perry, Assistant County Administrator

clp

SUBJECT: Mountaineer Trail Network Authority

DATE: September 21, 2021

Commissioners,

After receiving notification that Josh Hinchman is representing Lewis County on the Mountaineer Trail Authority, I respectfully request the appointment of Adam Brumley, Upshur County Parks and Recreation Facilities Director, to fulfill the remainder of the two-year term set to expire on June 30, 2022. Upon approval, Mr. Brumley will serve as the recreation industry representative, effective immediately.

Thank you for your consideration of this request.

2021 – 19th Grant Cycle



Application for Funding Assistance

Application Postmark Deadline: OCTOBER 1, 2021

Contact Information:

Melissa Garretson Smith, Executive Director
2003 Quarrier Street, Charleston, WV 25311
Telephone (304) 558-5435
Facsimile (304) 558-9174
Email: melissa.smith@wvcfia.com
www.cfia.wv.gov

Courthouse Facilities Improvement Fund

Application for Funding Assistance - Instructions

The application must be completed in its entirety in order to be considered for funding. Focus your application on only ONE category. Incomplete applications will not be considered.

Each application shall consist of 7 tabs:

- I. County Applicant Information and Category Selection
- II. Define the Project
- III. Describe the Proposed Improvements
- IV. Project Budget
- V. Historical Significance / SHPO contact
- VI. Letters of Support
- VII. Supporting Documents, including pictures

Application Review. The Authority staff shall receive all applications and date-stamp them. All grants shall stand as received on the grant deadline date. If an application is incomplete as of the deadline, it will not be considered for funding.

Draft Review: To take advantage of the Draft Review, an applicant may submit a completed application by September 10th to the CFIA. The application must be received in the CFIA office by September 10th to take advantage of this review, not postmarked by that date. Staff will review the submitted application and contact the Grant Manager to let them know if information is missing. Staff will not provide feedback on ways to improve the application, but simply on its completeness. Grants received after the Draft Review deadline must stand as received. Staff will NOT contact grant applicants to notify of missing information within two weeks of the postmark deadline.

Application Postmark Deadline: October 1, 2021

Total number of pages submitted should not exceed fifty (50) pages. Do NOT staple any part of your application. Upon completion, please forward the original application, with blue ink signatures, and two (2) copies (for a total of 3) to:

WV Courthouse Facilities Improvement Authority
2003 Quarrier Street
Charleston, WV 25311

Tab I. County Contact Information and Category Selection

1. County Applicant: Please list county name, complete mailing address, and general telephone number for county applicant.

**Upshur County Commission, Upshur County Administrative Annex
91 West Main St., Suite 101,
Buckhannon, WV 26201
(304) 472-0535**

2. Project Director: Name, mailing address, email address and telephone number of individual responsible for the daily implementation of the project. This person **cannot** also be listed as the Authorized Official or the Fiscal Director.

**Tabatha R. Perry, Assistant County Administrator / Assistant DHSEM Director
91 West Main Street, Suite 101
Buckhannon, WV 26201
(304) 472-0535 ext. 2
Email Address is Required: trperry@upshurcounty.org**

3. Grant Manager: Name, mailing address, email address and telephone number of the individual responsible for submitting quarterly progress reports should the project receive funding. This person will be the contact person regarding the project who will communicate with the CFIA Director, if funded.

**Tabatha R. Perry, Assistant County Administrator / Assistant DHSEM Director
91 West Main Street, Suite 101
Buckhannon, WV 26201
(304) 472-0535 ext. 2
Email Address is Required: trperry@upshurcounty.org**

4. Fiscal Director: Name, mailing address, email address and telephone number of the individual responsible for the financial records of the project. This person **cannot** also be listed as the Project Director or the Authorized Official.

**Carrie L. Wallace, County Administrator / DHSEM Director
91 West Main Street, Suite 101
Buckhannon, WV 26201
(304) 472-0535 ext. 3
Email Address is Required: clwallace@upshurcounty.org**

5. Authorized Official: Name, mailing address, email address and telephone number of County Commission President. This is the individual who would be authorized

to enter into a contractual agreement.

Kristie G. Tenney, Commission President

91 West Main Street, Suite 101

Buckhannon, WV 26201

(304) 472-0535

Email Address is Required: kgtenney@upshurcounty.org

6. Federal Employer's Identification Number (F. E. I. N. #): **55-6000406**
7. Are you applying for grant funds that will be applied to the main courthouse building?

☒ Yes

☐ No, please explain _____

8. Provide a brief description of your construction project in the space below: The Upshur County Commission wishes to remove the existing, deteriorating, and malfunctioning handicap access lift located on the exterior of the Courthouse and replace with a glass enclosed lift to better serve and accommodate all patrons. Glass panels are best suited for this project as it will allow for protection from the environmental elements while still allowing users to have a direct sightline to the front door of the Courthouse and prevent claustrophobia. Glass/acrylic will also compliment the aesthetics of the existing building and be less noticeable than a fully enclosed with acrylic inserts. The installation of additional signage regarding the location of the lift is also desirable and would be beneficial to visitors of the facility.
9. Applicants May Only Apply for Funding under one Category. Please place an X in the box next to the category for which you are requesting funding assistance.

Project Categories:

- ☐ Life Safety
- ☒ Accessibility
- ☐ Structural Improvements
- ☐ Roofing
- ☐ Electrical
- ☐ Communications Cabling
- ☐ Exterior Improvements
- ☐ Interior Improvements
- ☐ Mechanical (HVAC/Plumbing)
- ☐ Doors and Windows

[] New Construction / Space

Tab II and Tab III should be consistent with the category that you have indicated above.

Category 2: Accessibility

Types of Projects:

Building Access, Courtroom Access, Toilet Room Access and Layout, Accessible Parking, General ADA Compliance Projects, Repair and/or Replacement of Door Hardware, Ramps, Stairs, Railings, Elevators, Lifts, Signage, Curb-Cuts.

Tab II: Define the Project

- Is the project occurring at the main courthouse facility? If not, describe the facility.
Yes, the project will allow visitors that are unable to utilize stairs with dependable and safe access to the first floor of the Courthouse.
- Describe the scope of the proposed building accessibility concern. Document the project with photographs and attach them to the application.
The accessibility to the first floor of the Courthouse is a concern as the County Clerk's office is located in this area. Individuals utilize the County Clerk's Office to obtain birth certificates, marriage licenses, death certificates, voter registration, handle estates and record deeds. This is not an all-inclusive list of services provided to the public but the most utilized. This area also serves as an early voting location and as the counting center on election night. The access to a dependable and functioning exterior lift is detrimental for persons with disabilities or mobility limitations. Adequate signage informing visitors of the location of the lift is also a concern as most visitors overlook the current signage which is located on the wingwall. Photos included on USB.
- Have there been any complaints from building occupants regarding accessibility? If yes, document the complaints.
The existing lift was installed approximately 16 years ago and due to years of being exposed to inclement weather, the equipment has deteriorated. The lift has rusted in several areas due to being open to the elements and the electrical components have begun to fail. Recently, the Maintenance Department patched a hole in the bottom of the lift and made repairs to the electrical door system.

In addition, a chief complaint is lack of signage. The County Clerk's office frequently receives complaints from the general public of not being able to use the existing exterior lift

due to not knowing there is one available for use. Other times, visitors often complain that once they use the lift, they are unable to exit. The County Clerk's office receives these complaints the most often as they are located on the first floor of the Courthouse. The 2012 Courthouse Facility Assessment also recognizes that the exterior lift has apparent issues in inclement weather and some form of overhead protection is likely required.

- Is there accessible parking, and an accessible route into the building? Please document with photographs.
Yes, there is accessible parking in front of the Annex and Courthouse and in the alley between the main Courthouse and the Annex, under the skywalk that connects the two buildings. There is an adequate route of access to the two buildings as well. The basement of the main Courthouse can be accessed through the alleyway between the Courthouse and Annex. Access to the first floor of the Courthouse is possible with the ADA outdoor lift. To access the 1st floor of the Courthouse, entry begins in the Annex and taking the elevator to the Annex 3rd floor. The 3rd floor Annex gives access to the skywalk ramp and connects to the 2nd floor of the main Courthouse, leading directly to the Circuit Courtroom area. All floors of the Annex can be accessed by the main elevator. The 2012 Upshur County Courthouse Facility Assessment recognizes this parking and access as sufficient. **Photos included on USB.**
- Once in the building is there an accessible toilet facility available? Please document with photographs.
Yes, there are ADA toilet facilities located just outside the Circuit Courtroom (2nd Floor of main courthouse). The Annex also has ADA toilets on the 2nd floor. **Photos included on USB.**
- Are major public spaces in the building, such as a courtroom or public office, accessible for people with disabilities? If no, document the current conditions.
Yes, visitors enter through the Courthouse Annex, utilize the elevator and then travel through the breezeway to access the second floor of the Courthouse wherein the Courtroom, gathering area and toilet facility is located. The juror room is not fully wheelchair accessible and this area is on the Commission's list to apply for in a future funding period. **Photos included on USB.**
- If the facility has multiple floors, please document the current method of vertical transportation (ramps, lift, limited capacity elevators, elevators, etc.).
There is a handicap accessible outdoor elevator at the main Courthouse that allows entry to the first floor of the Courthouse (proposed project area). The basement of the main Courthouse can be accessed through the alleyway between the Courthouse and Annex. The Annex provides an indoor ADA elevator that allows access to all floors in the Annex, including a handicap accessible skywalk that connects the 3rd floor Annex to the 2nd floor of the Courthouse which leads directly to the Circuit Court area.
- Does the building meet current ADA standards? If no, describe the non-compliant areas and attach relevant photographs.
Although the means of entering the main Courthouse are undesirable, every individual is offered an accessible route to access each floor. While there is not an interior elevator

within the Courthouse, individuals with mobility restrictions may access the basement of the Courthouse from the alley, the first floor by means of the exterior lift and the second floor by travelling through the Annex and then using the handicap accessible skywalk.

The 2012 Courthouse Facility Assessment lists the following compliance issues that have not been addressed, along with issues that will be addressed with potential WVCFA funding:

1. Install new interior elevator (inside main Courthouse). – Not feasible at this time and disturbs the historical integrity of the building.
2. Install ADA compliant drinking fountain—To be completed in a later phase.
3. Install signage that meet ADA standards (beside outdoor elevator/lift).—Braille has been added to all signage, and other ADA signage will be added once all phases of improvements have been made.
4. Modify Circuit Courtroom to comply with ADA standards. The Courtroom renovation has been completed; however, the next phase within this area consists of renovating the juror room and will be completed in a future funding year.

The Assessment also recommended the following:

1. Change door locksets to comply with ADA standards.— Completed
2. Reconstruct the jury box so that the first level is located on the litigation well and ADA compliant.—Completed
3. Consider installation of a hydraulic courtroom lift integrated into the courtroom millwork.—Completed
4. Modify the pews at the gallery to provide companion seating per ADA standards.—Completed

Tab III: Describe the Proposed Improvements

- Describe the proposed improvements.
If awarded the requested funding, the Upshur County Commission would ascertain an architect to oversee the project. After an architect is selected, a detailed scope of work including the following will be published and distributed:
 1. Demolition/removal of the existing exterior lift equipment.
 2. Revision of existing concrete and railings to match the new equipment, which will include cleaning the existing pit drain, rewiring and revising the electrical connections to the lift.
 3. Installation of a new glass enclosed chair lift.
 4. Purchase ADA sign and portable sign holder.
- Provide information about the materials or systems that will be used in the project.
If possible, provide architectural drawings of the proposed improvements.
After speaking with a representative from Thyssenkrupp, the Upshur County Commission is interested in an exterior lift similar to the Savaria Vertical Platform Lift that has a powder coated baked enamel frame with clear panel inserts. This system will fit within the preexisting wingwalls. A wheelchair directional sign mounted to a portable sign holder that

can be placed at the bottom of the Courthouse stairs would also be beneficial and not disturb the historical appearance of the structure.

Tab IV. Project Budget Information

Attach an overall detailed budget for the proposed improvements. Consider the requirements listed within the “Special Conditions and Assurances” section of this application when developing your project budget. Include testing, design fees, demolition costs, construction costs, and a project contingency in the budget. Indicate whether the project is a phased project and what phase you are seeking funding for with this application.

1. Provide an estimated total cost of the proposed project: \$121,950 (\$101,950 without architect/engineering fees).
2. Provide the amount of funding assistance requested (can not exceed \$100,000): \$82,560

3. Please list or attach a detailed project budget:

The Upshur County Commission requests \$82,560 of WVCFIA funding to be used for demolition/removal of the existing exterior lift, the purchase and installation of a new exterior lift and related contractor’s fees, the purchase and installation of directional signage for lift, up to 5% of any A/E fees, and contingencies. The Commission will provide \$39,390 in matching funds to complete the proposed project. The Commission is hopeful that WVCFIA would recommend this project for funding, as no other funding opportunities match the scope and magnitude of this project.

Tab V. Historical Significance

1. Provide proof that SHPO has been contacted regarding your potential project. Provide a letter from SHPO, name of a contact person at SHPO or a general statement that explains your communication with SHPO.

Attached is correspondence with Belinda D. Gray of SHPO in Charleston, WV.

2. Attach a description of how the proposed project will impact the historic characteristics of the courthouse facility and how the project will either maintain or enhance the historic characteristics.

The Upshur County Courthouse and jail were listed on the National Register of Historic Places on December 31, 2009 as part of the Downtown Buckhannon Historic District. The Courthouse is a 23,000 square foot, red brick, Neoclassical Revival style, public building with an impressive two-story high entrance portico and clock tower.

The proposed accessibility project would not alter the historic characteristics of the building.

as the lift being replaced is located within pre-existing wingwalls. Although the enclosed lift may extend beyond the height of the walls, several options for providing access to the main floor of the Courthouse were considered. The glass enclosed lift will have slightly more visual impact; however, it is anticipated to have fewer maintenance issues and a longer service life. With this project even more people—regardless of mobility issues—will be able to access and enjoy the historic character of the building.

Tab VI. Letters of Support

Tab VII. Supporting Documents – resolution, statement of need, etc...

Signature Page

Provide the signature and printed name of the Authorized Official (County Commission President) and the names, signatures, official positions (of elected officials) whose areas of responsibility are affected by the requested improvements. For clarification purposes, the signatures could be those of the Circuit Judge, Sheriff, Circuit Clerk, Assessor, County Clerk, Magistrate, Family Court Judge, Prosecuting Attorney, or any combination depending on the improvements anticipated. The County Administrator/Manager may not sign as the Authorized Official. The Commission President must sign this page.

Signature and Position/Title – Printed Name

Signature and Position/Title – Printed Name

Signature and Position/Title – Printed Name

Signature and Position/Title – Printed Name

Signature and Position/Title – Printed Name

Signature and Position/Title – Printed Name

Signature and Position/Title – Printed Name

Special Conditions and Assurances

The applicant hereby certifies and assures that it shall comply with the following special conditions, regulations, policies, guidelines, and requirements of the Courthouse Facilities Improvement Authority. These policies, Special Conditions, and Assurances apply to all funds expended for purposes associated with this project.

1. **Commencement within 60 days:** The funded project must be initiated within 60 days of the project starting date specified in the contract agreement. If the project has not been initiated within 60 days of the specified project starting date, the Authority may accept a written explanation of the delay by the county applicant to terminate the funding agreement.
2. **Project Completion:** If the funded project is incomplete by the end date specified in the contract agreement, the county applicant must submit to the Authority a written explanation of the delay. The Authority may either accept the written explanation for the delay or it may cancel the project and redistribute the funds to other projects.
3. **Press Release:** Any release of funding information must include the funding amount and the name of the “West Virginia Courthouse Facilities Improvement Authority”. Please forward a copy of these to the CFIA office.
4. **Procurement Procedures:** County applicants are required to solicit and consider competitive proposals from a minimum of three qualified vendors, utilizing a public bidding format. The applicant shall be governed in all respects by the laws of the State of West Virginia. At a minimum, an advertisement must be placed in a public, printed newspaper. A copy of the ad must be forwarded to the CFIA office.
5. **Wage Rate:** Any wages paid by contractors must meet any governing West Virginia Department of Labor regulations.
6. **Green Buildings Minimum Energy Standards:** In accordance with §22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: Provided, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

7. **Legal Authorization:** The county applicant hereby certifies it has the legal authority to apply for funding assistance; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizing the person identified as the official county representative of the applicant to act in connection with the application and to provide such additional information as may be required.
8. **Relationship:** The relation of the county applicant to the Authority shall be that of an independent contractor, not that of a joint enterprise. The county applicant shall have no authority to bind the Authority for any obligation or expense without the express prior written approval of the Authority.
9. **Laws of West Virginia:** Any funding application/contract shall be governed by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the Courthouse Facilities Improvement Authority.
10. **Access to Records:** The Courthouse Facilities Improvement Authority, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the funds distributed, and to relevant books and records of contractors.
11. **Use of Funds:** Funds awarded through the Courthouse Facilities Improvement Fund may be expended only for the purposes and activities specifically covered by the county applicant's approved project agreement. The funds may only be used on property legally owned and occupied by the county and county officials.
12. **Sanctions for Noncompliance:** In the event of the county applicant's noncompliance with the terms, conditions, covenants, rules, or regulations of this funding assistance, the Courthouse Facilities Improvement Authority may impose such contract sanctions as it may deem appropriate, including, but not limited to the following:
 1. Withholding of payments to the applicant until the applicant complies, or
 2. Cancellation, termination, or suspension of the contract, in whole or in part, or
 3. Refrain from extending any further assistance to the applicant until satisfactory assurance of future compliance has been received.
13. **Written Approval of Changes:** The county applicant must obtain prior written approval from the Courthouse Facilities Improvement Authority for all project changes.

14. **Contracts**: No contract or agreement may be entered into by the county applicant for the execution of the project activities or provisions of service which is not incorporated in the approved agreement, and without the prior written approval of the Courthouse Facilities Improvement Authority
15. **Accounting Requirements**: County applicant agrees to record all project funds and costs following generally accepted accounting procedures. A separate account number or cost recording must separate all project costs from the county's other or general expenditures. Adequate documentation for all project costs and income must be maintained. All relevant information must be retained for audit purposes.
16. **Obligation of Project Funds**: Funds may not, without prior written approval from the Courthouse Facilities Improvement Authority, be obligated prior to the effective date or subsequent to the termination date of the project period. Obligations outstanding as of the termination date shall be liquidated within thirty days.
17. **Program Accountability**: Fund accounting, auditing, monitoring, and evaluation procedures will be conducted by the applicant to assure fiscal control, proper management and efficient distribution of funds.
18. **Reporting of Irregularities**: Applicants are responsible for reporting promptly to the Courthouse Facilities Improvement Authority the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of funding or other remedial action.
19. **Public Availability of Information**: The applicant agrees to comply with the terms and conditions of pertinent state Freedom of Information Acts, and to require its contractors comply with these requirements.
20. **Conflict of Interest**: No public official or employee of the applicant agency, who performs any duties under the project may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit or remuneration to him/her or his/her immediate family.
21. **Release of Information**: If requested, all records, papers, and other documents kept by recipients of financial assistance are required to be made available to the Courthouse Facilities Improvement Authority or its representative.
22. **Inspection and Audit**: County applicants and sub-applicants have the responsibility to provide for an audit of their activities. The county applicant agrees to submit a copy of each audit conducted to the Courthouse Facilities

Improvement Authority along with a method for timely and appropriate resolution of audit findings and recommendations.

23. **Discrimination Prohibited:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap, be excluded from participation in, be denied benefits, or be otherwise subjected to discrimination under, or denied employment in connection with assistance awarded pursuant to the Anti-Drug Abuse Act of 1986. The applicant assures that it will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safety Streets Act, as amended; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G; and, Executive Order 11246, as amended by Executive Order 11375; and their implementing regulations, as well as the West Virginia Human Rights Act, as amended (Section 5-11-1 of the Code of West Virginia), and 41 CFR Part 60.1 et.seq., as applicable to construction contracts.
24. **Equal Employment Opportunity Program:** Each county applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms with the provisions of 28 CFR Section 42.301 et.seq., Subpart E, or that in conformity with the forgoing regulations, no Equal Employment Opportunity Program is required.
25. **Confidentiality of Research Information:** Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with Courthouse Facilities Improvement Funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22). Confidential Information- The applicant should only include the program description, the funds involved, and the number of projects. The unit of local government implementing the program will be made known to the Courthouse Facilities Improvement Authority upon request or upon completion of the project.
26. **Criminal Penalties:** Whoever embezzles, willfully misapplies, steals, or obtains by fraud or endeavors to embezzle, willfully misapply, steal, or obtain by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to use his/her gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be

fined not more than \$10,000 or imprisoned not more than five years or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant or contract or other form of assistance pursuant to this Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

27. **Patents and/or copyrights and rights in data:** Where activities supported by this funding assistance produce original graphical, pictorial, written, and/or similar works for which a patent, or copyright application, is contemplated, the Courthouse Facilities Improvement Authority should be contacted for further instructions.
28. **Time Extensions:** Time extensions for this program are unallowable unless written extensions are submitted by the county applicant and approved in written form by the Courthouse Facilities Improvement Authority. Any funds remaining at the conclusion of the contract period shall be deobligated unless otherwise determined by the Courthouse Facilities Improvement Authority.
29. **Cost Overruns:** Any cost overruns incurred by the county applicant in conjunction with the completion of a project funded, wholly or in part, by the Courthouse Facilities Improvement Fund will be the responsibility of the applicant. Any changes or upgrades to a funded project that have not been approved by the Courthouse Facilities Improvement Authority are the responsibility of the county applicant.
30. **Project Reporting:** Progress reports are required. They are to be submitted to the Authority by the 20th of the month following the end of each quarter during the project period. Progress reports must also accompany each request for reimbursement. Within 30 days of completion, a Project Completion Report must be submitted to the Authority. This report will be available on the website: www.cfia.wv.gov. Information to be included is as follows: Cost comparisons, Quality of workmanship, Quality of materials used, Employee/Courthouse visitor benefits, Timeliness of contractors/materials, Problem areas and County applicants project overview/recommendations. A Project Completion Report must accompany the final request for reimbursement. Failure to submit any of the reports listed above is considered a violation of the signed contract and may result in contract termination.

19th Cycle Funding Application Requirements Checklist

- ___ Tabs I - VII
- ___ Included pages 3, 4, 30 and 31
- ___ Appropriate, single category narrative for Tab II and Tab III
- ___ Original, signed in blue ink signature page
- ___ 2 copies of the completed application, in its entirety, plus the original (total of 3)
- ___ Detailed Budget
- ___ SHPO contact information
- ___ Letters of Support
- ___ Before photos on thumb drive or email jpg photos to melissa.smith@wvcfia.com (no cds accepted)
- ___ Original, signed in blue ink, completed resolution

Remember, all completed application materials must be postmarked by October 1, 2021. All the items listed above in the checklist and identified on page 2 are required for an application to be considered complete. Please do NOT staple any portion of the application.

If you have any questions, please do not hesitate to call CFIA staff at (304) 558-5435, (304) 380-4032 or email: melissa.smith@wvcfia.com.

Important note: Please submit only pages that require a response from the application packet and any required supporting documentation. Do not return the instructional portion of the packet to us, the various category sheets or the special assurances section. This will reduce paper usage and mailing costs. These sections are for your information only and to assist you with completing the application. The special assurances section becomes part of your contract provided the project is funded.

From: "Shane Jenkins" <sjenkins71@gmail.com>
To: "C L Wallace" <clwallace@upshurcounty.org>
Date: 9/15/2021 7:01:04 AM
Subject: Re: American Rescue Plan Funds

Good morning!

I am following up in reference to the requested funding for the West Virginia Strawberry Festival.

Originally, we had requested the funding to help fund our 2021 events, which was why the request had been submitted prior to them.

I am afraid we are in the same position as most non-profit organizations at this point. Our finances have remained nearly the same since our events, while our fixed expenses also haven't changed.

This time of year, our organization typically relies on fundraising to fund our operation until our events begin again. However, the current COVID situation has forced us to cancel a collaborative event with the city, and an elimination dinner, both of which expected to generate nearly the amount we requested from the commission.

I ask if it is possible to revert back to requesting the funding from the general fund, rather than waiting an unknown amount of time for a fund that we could potentially not be eligible to receive.

Thank you,

Shane Jenkins, President
80th WVFSF

March 10, 2021

Kristy Tenney, President

Upshur County Commission

91 West Main Street, Ste 101

Buckhannon, WV 26201

Dear Madam President Tenney and Upshur County Commission,

The 2021 79th West Virginia Strawberry Festival is quickly approaching. Although we have been forced to modify this year's event, we remain focused and eager to continue our mission. At the forefront of our mission lies the promotion of our community, agriculture, business, and the people within. We look forward to our partnership with the county, and rely on your support for success. Therefore, the WVSF Board of Directors is requesting financial assistance in the amount of \$5,000.00. This funding would ensure future success of the festival and help us carry out our mission.

Please note, the 2021 WVSF BOD is working closely with health officials and monitoring state guidelines to ensure a successful festival while keeping the community healthy and safe. Therefore, the following requests are subject to change. Changes to the current submission will be communicated to department/personnel as necessary.

The 2021 West Virginia Strawberry Festival Board of Directors requests the following use of county owned property and services during the 79th annual event on May 13-16th, 2021:

1. The use of the courthouse plaza (steps, entrance area) during the event.
2. The use of the UC Sheriff's Department and associated services as necessary.
3. Assistance from UC Communications Center and UCDHS/OEM and county fire departments as necessary. (Individual requests will be made)

In addition to these above requests, we appreciate the normal customary activities the county performs during the week of festival. The Board of Directors would like to thank the county for their contributions, both monetary and otherwise given to the festival and its board each year. Your partnership with the festival ensures its future and current success.

Annual commission invites will be sent out at a later date, following event schedule finalization.

Thank You,

Shane Jenkins, President



September 16, 2021

Upshur County Commission, Fire Board
91 W Main Street, 101
Buckhannon, WV 26201

Upshur County Fire Board and Commission,

Please accept this letter on behalf of the Upshur County Firefighters Association for approval of the appointment of Sidney Huffman to the Upshur County Fire Board.

Mr. Huffman has accepted our nomination and was approved via unanimous vote at our meeting on August 25, 2021.

Thank You,

Joseph L. Carrico, President
Upshur County Firefighters Association

----- Original Message -----

From: "Sid Huffman" <emptypockets1968@aol.com>

Sent: 5/10/2021 2:18:14 PM

To: kgtenney@upshurcounty.org

Subject: Fire Board

Dear Kristie

I am showing interest in a seat on the Upshur County Fire Board. I would very much like to be considered as a member upon the completion of Clifton Shaw's term.

I am a volunteer firefighter with the Selbyville Volunteer Fire Dept serving from 1986-1994 and 2017 to the present. I also served in the capacity of Lieutenant with the Warren District Volunteer Fire Department in Hodgesville from 2001-2017.

During my tenure in the fire service I have taken on several roles and acquired extensive training. I am a certified CPR, First Aid and AED instructor, a Emergency Vehicle Driver Training Instructor and an in-house fire department training officer as well as teaching fire safety to children and adults alike. I am also a former EMT-B.

A list of training and classes I have had and have certificates for are Firefighter I, Firefighter II, Hazmat Awareness, EVOC, Fire Officer I, Fire Officer II, Nims 100, Nims 200, Nims 300, Nims 400, Nims 700 and Nims 800. I have had in-house and field training on auto extrication and health net landing zones.

I would like to be considered for this position. I attempted to contact Shane Jenkins to obtain his email address to forward a copy of this request to him but was unable to make contact at this time. If you need any other information from me, you may contact me at this email address or my phone at 304-613-0268. Thank you for your time.

Sent from my iPhone

</emptypockets1968@aol.com>



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: August 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	127399	127757	358	38
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		358	38



UPSHUR

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: August 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2020 F-250	IFT7XZB83LEE	5,472	6,361	889	23.94
Chris Alkire		84I72			0	23.61
Eric Poling					0	23.13
Loretta Koon					0	
					0	
					0	
					0	
					0	
					0	
					0	
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					0	
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					0	
					0	
					0	
					0	
GRAND TOTALS					889	70.68

U P S H U R

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: August 2021

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: August 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2008 Toyota Tundra	5TBBV541B8551	91105	91334	229	16.5
Chris Alkins		4917			0	
Eric Poling					0	
Loretta Koone					0	
					0	
					0	
					0	
					0	
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					0	
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					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					229	16.5



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year July-Aug 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves/ C Wallace	2019 Chevy 2500	2GC2KREG1121064	8205	8665	460	61.75
			GRAND TOTALS		460	61.75

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

[illegible]

U P S H U R

CONFIDENTIAL - NOT FOR PUBLICATION

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT:

A³m

MONTH / YEAR:

Ang. 20

[illegible]

8/2
8/11
8/20
8/27

629
total
rules

100.93

U S H I U F

UPSHUR COUNTY COMMISSION

DEPARTMENT:

MONTHLY M
Comm. Corrections

MONTH / YEAR:

Aug - 2021

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: August 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,438	103,448	10	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,448	103,450	2	
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,450	103,458	8	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
Total Miles					20	

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (September 1, 2021)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (August 2021)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	12	25	37
Other Animals brought in by Animal Control Officer	1	0	1
Dogs brought in by County Residents	8	4	12
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	0	0	0
Dogs Quarantined	1	0	1
Dogs Returned to Owner	4	2	6
Dogs Escaped	1	0	0
Adoptions:			
With Charge	9	8	16
Without Charge	0	0	0
Rescues:			
With Charge	1	0	1
Without Charge	2	4	6
Euthanasia:			
Owner Request	0	2	2
Other	0	0	0
Total	39	45	84

Janella L. Cochran


Signature

9-1-2021

Date

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

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	3	0	3
Cats brought in by Animal Control Officer	0	4	4
Cats brought in by County Residents	23	14	37
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	21	7	28
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	4	2	6
Euthanasia:			
Owner Request	0	0	0
Other	0	7	7


 Signature


 Date

LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>August 2021</u>		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$395	\$205
CHECK	\$65	\$0
E STORE CREDIT CARD	\$170	\$160
SUBTOTAL	\$630	\$365
SPAY/NEUTER DEPOSIT		
CASH	\$350	\$200
CHECK	\$50	\$0
E STORE CREDIT CARD	\$350	\$300
SUBTOTAL	\$750	\$500
BOARD RESCUE		
CASH	\$10	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$10	\$0
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$375	\$0
CHECK	\$270	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$645	\$0

OTHER		
TOTAL	\$2,035	\$865

EXPLANATION:

**Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
August 9, 2021**

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 (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:35 p.m. on August 9, 2021.

Present at the meeting were: Joyce Harris-Thacker, James S. "Jay" Hollen, III, Mary Gower, Jackie McDaniels, Paula Stone and Director Belinda Lewis. A quorum was present. There were no guests present.

Minutes of the July 12, 2021 meeting had previously been sent to the members and were part of the agenda packet. A motion to accept the minutes by Jay and seconded by Jackie. Motion carried.

The Financial Report for July was presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering July 2021 were presented. The ending balances for the accounts are as follows:

	<u>June</u>	<u>July</u>
• REAP Account	\$ 100.00	\$ 100.00
• SWMB Account	\$ 1,689.05	\$ 147.95
• Money Mkt Account	\$ 19,566.09	\$ 19,566.59
• Operating Account	\$ 16,889.27	\$ 15,402.55

A motion to accept by Mary and seconded by Jackie. Motion carried.

Director's Report:

Belinda Lewis presented a written copy of the Director's Report for the period from July 13 through August 9, 2021, a copy of which is attached as part of the minutes. She talked about completing the SWMB Final Report, revising the FY 2021 Financial Report, attending two Festival Friday events and her continued work on the 5-year update of the Upshur County Comprehensive Litter and Solid Waste Control Plan.

Old Business:

- **Financial Report FY 2021**
The Financial Report for FY 2021, which had been tabled last month, was now presented for approval. A motion to accept the Financial Report for FY 2021 was made by Jay and seconded by Paula. Motion carried
- **Small Government Monitoring Program**
The Board was given an update on the Small Government Monitoring Program. Belinda met the deadline of July 31st to get the information to the Auditor's Office and will be working with Jessica Kirk until the audit is complete.

New Business:

- **Free Paper Shred Event – September 18, 2021**
The September 18, 2021 Free Paper Shred Event was discussed. Signs will be ordered and all Board Members hope to be able to volunteer their time.
- **SWMB Grant – Final Report and Grant Money Reimbursement**
Belinda has completed the Final Report for the SWMB Grant for FY 2021. Due to a credit from the WVCoRP Director's Insurance (but the inability to get the invoice prior to the June 1st Budget Reallocation Deadline), the Board must return \$47.95. A motion was made by Jay to permit Belinda to submit the SWMB Grant Final Report and reimburse the SWMB \$47.95 of unused funds. Seconded by Mary. Motion carried.
- **2021-2022 Bounty Program for the Upshur County Schools**
A discussion was held about this year's Bounty Program for the Upshur County Schools. (Belinda has been in contact with the Board of Education about this year's program). A motion was made by Jackie to hold the Bounty Program, with no changes from prior years. Seconded by Paula. Motion carried.

With no further business, the meeting adjourned at 5:13 p.m.

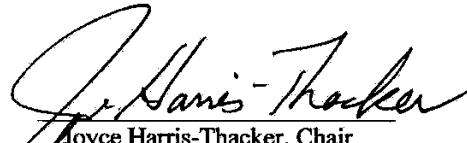
Respectfully Submitted,



Belinda Lewis, Director

August 9, 2021

(Signature Copy to be maintained in the UCSWA Office)



Joyce Harris-Thacker, Chair

UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT— Belinda Lewis

Period from July 13 through August 8, 2021

Activities include:

- Prepared and distributed by email the minutes of the 7/12/2021 meeting.
- Checked upshurwa@yahoo.com email daily.
- Checked mail at Post Office every day.
- At the present, I am still not receiving emails from OASIS about the direct deposits due to my having to change the email address of the UCSWA. I have finally talked to someone and completed the necessary change forms. However, I still haven't started receiving emails yet. By the bank statement, I recorded receipt of a direct deposit to the Operating Account in the amount of \$1913.92.
- Received monthly bank statements on the four accounts and reconciled balances for July. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current grants.
- Prepared checks for payment of bills for the August meeting.
- Prepared agenda and packets for August 9th Board Meeting and emailed a copy of the agenda to members, Ms. Phillips and the Record Delta.
- Cleaned office.
- Fielded many calls on my cellphone about recycling.
- Completed the SWMB Grant Final Report
- Made a trip to Staples to pick up office supplies.
- Working on retyping the UCSWA Comprehensive Litter and Solid Waste Control Plan 5-year update (This is a big job) and contacting necessary people to obtain updated information.
- I set up the UCSWA Tent at Festival Fridays on July 18th and July 30th. I talked to many people about recycling, gave out our EDDM Brochures and promotional items. (In the name of UCSWA, I donated 20 stress balls to the Upshur County Senior Center for its exercise program).
- Worked to get the necessary paperwork to have Paula Stone placed on the check signatures at First Community Bank.
- Picked up trash near and around the UCSWA office.
- Gathered information for the Small Government Monitoring Program
- Revised the FY 2021 Financial Report.

Thanks—Belinda

UPSHUR COUNTY SOLID WASTE AUTHORITY

DIRECTOR'S REPORT— Belinda Lewis

Period from July 13 through August 8, 2021

Activities include:

- Prepared and distributed by email the minutes of the 7/12/2021 meeting.
- Checked upshurwa@yahoo.com email daily.
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- Worked to get the necessary paperwork to have Paula Stone placed on the check signatures at First Community Bank.
- Picked up trash near and around the UCSWA office.
- Gathered information for the Small Government Monitoring Program
- Revised the FY 2021 Financial Report.

Thanks—Belinda

UPSHUR COUNTY YOUTH CAMP BOARD

August 19, 2021

The Upshur County Youth Camp Board met in regular session on Thursday, August 19 at the home of Glen Hawkins in Rock Cave. The meeting was called to order at 6:30 pm by the President Glen Hawkins. Board members present were Gini Croaf, Glen Hawkins Craig Presar, and Thanna Wentz. Member Debbie Hull did not attend.

The secretary's report and financial report were approved through motions made by Gini and seconded by Craig.

Old Business:

1. Gini has spoken with Laura Meadows regarding the availability of grant money to defray the printing cost of the brochures and was advised that there is no grant money available at this time. However she can help with distribution of the brochures once they are printed. Gini will also check with BUHS to see if they are still printing for outside agencies and the quality of the work.
2. The Judson Church camp and the Davis Reunion both went very well. Greg said the kitchen help are to be commended for their outstanding job under unforeseen circumstances.
3. There was nothing to report on the timber sale, however, Chris Cartwright will be asked to attend our next meeting.
4. Thanna stated that the question regarding the electric bill has been resolved.
5. In addition to the dismissal of Rosalyn Freeman, Joe Gregory and Randall Friend were also dismissed.

New Business:

1. The Board has received \$10,000, in grant money from Weyerhaeuser this year. Craig made a motion to finish roofing the buildings on the hill with this money. Gini seconded the motion. Motion carried.
2. The County storm insurance may reimburse us for gasoline used to operate the generator while the electricity was off at the camp. (Nearaly 3 weeks)
3. Thanna stated that an election of officers had not been held since August 2017. This matter was tabled until the September meeting.
4. It was decided to attempt to sell the van. We think the title is at the court house. Thanna will check our safety deposit box to be sure we don't have it.
5. Our financial books are currently being audited for July 1, 2019 thru June 30, 2020.

Greg's Comments:

1. Suggested that we advertise for summer help earlier in the season
2. Three cabins have been rented during the Labor Day weekend
3. The Lewis reunion was cancelled for this year
4. Pool has been drained
5. Security gates have been installed at the entrance to the camp as well as near the council circle
6. The air conditioner in the cook's cabin needs to be replaced
7. The roof on the second shower house has been replaced

There being no further business, the meeting was adjourned. The next meeting will be held at Glen's home on September 14 at 6:30 pm

Respectively submitted,

Shanna West

*Carrie***UPSHUR COUNTY YOUTH CAMP BOARD****August 19, 2021****AGENDA**

Call to order

Secretary report

Financial report

Old Business:

1. Progress on brochures. Is there grant money available?
2. Report on final three camps for the season
3. Report on sale of timber progress
4. Other Old Business

New Business:

1. Weyerhaeuser grant \$10,000.00
2. Election of officer
3. What to do with van
4. Other New Business

Greg's Comments:

Adjournment

Next meeting: September 16, 2021. Location to be decided