

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535.

Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.

Date of Meeting: March 23, 2023

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

Items for Discussion / Action / Approval:

1. Approval of Upshur County 2023 – 2024 fiscal year budget. * [Under separate cover](#)
2. Review and authorization of electronic submission of the WV Emergency Management Performance Grant (EMPG) Application for expenditures incurred during calendar year 2021 in the amount of \$53,519. The maximum award for Upshur County can be \$36,940. * Pages 4-5
3. Consider Resignation of Employee * [Under separate cover](#)
Item may lead to Executive Session per WV Code §6-9A-4
4. Approval of advertisement for a full-time maintenance department position. Applications and resumes received by 4:00 p.m. on Friday April 7, 2023 will be reviewed; however, applications may be considered until position is filled. * 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. Correspondence from Ora L. Ash, Deputy State Auditor, Local Government Services Division regarding Property Tax Levy Rates and Taxes Levied 2023-2024. Pages 7-8
2. Upshur County E911 Communication Reports – February, 2023 [Under separate cover](#)
 - Monthly Department Summary Report
 - Monthly Wrecker Report
 - YTD Wrecker Report
3. Lewis-Upshur Animal Control Facility Reports for the month of February, 2023 Pages 9-13

- Adoption Financial Transactions
- Account of Cats Report
- Animal Report
- Animal Control/Humane Officer Animal Report

4. Upshur County Mileage Reports – February, 2023

Pages 14-24

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

5. Public Notices:

a) Newsletters and/or Event Notifications:

- Grandparent's Café

Pages 25

b) Agendas and/or Notice of Meetings:

- Upshur County Parks & Trails
- City Council of Buckhannon

March 21, 2023

Pages 26

April 18, 2023

Pages 27

Meeting Minutes:

- Tennerton Public Service District

February 8, 2023

Pages 28

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

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

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

6. Appointments Needed or Upcoming:

- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2023. (Community Representative)
- Upshur County Enhanced Emergency Telephone Advisory Board - unexpired term June 30, 2024. (Fire Service)
- Tennerton Public Service District - unexpired term July 31, 2023.

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

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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
March 30, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

****The Commission Meeting scheduled for April 6, 2023 is CANCELLED*****

*****There will be a special meeting held on April 18, 2023 at 9 a.m. to lay the levy*****

Cindy Hughes

From: scwykoff@upshurcounty.org
Sent: Wednesday, January 11, 2023 5:37 PM
To: Tabatha Perry; chughes@upshurcounty.org
Subject: FW: EMPG 2021 Open for applications
Attachments: EMPG VSS Training.pptx

Thanks,

Steve Wykoff
Director
Fusion Liaison Officer
Upshur County Department of
Homeland Security & Emergency Management
181 Pallottine Drive
Buckhannon WV 26201
scwykoff@upshurcounty.org
P: 304.472.4983
C: 304.838.3443
F: 304.472.6539
K8SCW



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From: Dunbrack, Shawn D <shawn.d.dunbrack@wv.gov>
Sent: Wednesday, January 11, 2023 11:50 AM
To: Shawn D Dunbrack <shawn.d.dunbrack@wv.gov>
Subject: Fwd: EMPG 2021 Open for applications

See message below from Nick Rhodes regarding the 2021 EMPG application process. Any questions feel free to reach out to me or Nick.

Shawn

----- Forwarded message -----

From: Rhodes, Nicholas E <nicholas.e.rhodes@wv.gov>

Date: Wed, Jan 11, 2023 at 11:48 AM
Subject: EMPG 2021 Open for applications

Area Liaisons please inform your respective areas

EMPG 2021 is available for applications starting today until Friday March 31st 2023 at 3pm

Some are still working on EMPG 2020. All of the supporting documents and changes need to be completed as soon as possible



Nicholas Rhodes

Emergency Management Division

WV Department of Homeland Security

1124 Smith Street | Charleston, WV 25301

Ph: [\(304\)414-7669](tel:(304)414-7669) | Cellphone: [\(304\) 941-8989](tel:(304)941-8989)

Email: nicholas.e.rhodes@wv.gov

REQUEST FOR APPLICANTS

FULL TIME POSITION – UPSHUR COUNTY MAINTENANCE DEPARTMENT

The Upshur County Commission is seeking qualified applicants to join the Maintenance Department. The Department performs maintenance and new construction on all county owned facilities and properties. Join our team and enjoy your family on the evenings and weekends with excellent benefits and at least 12 paid holidays per year!

Qualifications: An electrical license and experience in construction is preferred. Successful applicants must represent themselves and the County in a professional manner and have good communication skills. Duties include, but are not limited to: HVAC installation and servicing, electrical installation and servicing, concrete repair, block work, plumbing, drywall and carpet installation, painting, roof replacement, heavy equipment operation, grounds keeping, snow removal, equipment repair, etc.

- * This position involves strenuous physical activity
- * A background check will be conducted
- * Must possess a valid driver's license and good driving record
- * Working hours are 7:00 am – 3:00 pm Monday through Friday (Spring-Fall) and 6:00 am – 2:00 pm as needed during inclement Winter weather with a 30-minute paid lunch
- * Starting wage based on experience
- * Excellent County benefits
- * Overtime, travel, weekends and evenings are rarely required.

Applications may be picked up at:

Upshur County Administrative Annex

91 W. Main St., Suite 101

Buckhannon, WV 26201

Application and resumes received by 4:00 pm on Friday, April 7, 2023 will be reviewed; however, applications may be considered until position is filled. 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, gender identity, sexual orientation, disability, age or handicap. Upshur County has established a drug free and tobacco free work environment.

Please see www.upshurcounty.org for a PDF application.




State of West Virginia
John B. McCuskey
State Auditor

Office of the State Auditor
Local Government Services
200 West Main Street
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 340-5090
www.wvsao.gov

TO: All West Virginia County Commissions

FROM: Ora L. Ash, 
Deputy State Auditor
Local Government Services Division

DATE: March, 2023

RE: Property Tax Levy Rates and Taxes Levied 2023-2024

This office has calculated the property tax rates to generate the maximum revenue authorized pursuant to W. Va. Code § 11-8-6e for each county commission and municipal corporation. In addition, we have applied the reduced rate to the values certified by the county assessor (Column E) and extended the taxes levied on the enclosed levy page worksheet.

Keep in mind we are not suggesting what your actual levy rate should be. We are only assisting you in determining the maximum rates authorized without a public hearing.

If you choose to use the electronic budget format on our website, these calculations will be done automatically for you.

Please understand that because of the magnitude of the task at hand errors may exist. The enclosed calculation is based upon **information** provided by your assessor and should be used to confirm the accuracy of the calculations prepared by your entity. If your assessor provides you with updated values please adjust your rates accordingly as we will not be sending updated rates. If differences exist and you cannot determine the reason for the discrepancy, please contact us at 304-627-2415 or by email at lgs@wvsao.gov.

Please be advised that this may be the final year that our office sends you this calculated maximum levy rate. You will need to rely on the values provided to you by your assessor and the budget document for this calculation in the future.

Enclosure: Rate Calculation
Levy Page

**UPSHUR COUNTY
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2023 - 2024**

	Column E		
	Certificate of Valuation	Levy	Taxes
Current Year	Assessed Value for Tax Purposes	Rate/\$100	Levied
Class I			
Personal Property	\$ 0	14.30	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
Class II			
Real Estate	\$ 536,613,270	28.60	\$ 1,534,714
Personal Property	7,659,188		21,905
Total Class II	\$ 544,272,458		\$ 1,556,619
Class III			
Real Estate	\$ 170,818,050	57.20	\$ 977,079
Personal Property	222,049,834		1,270,125
Public Utility	119,425,806		683,116
Total Class III	\$ 512,293,690		\$ 2,930,320
Class IV			
Real Estate	\$ 83,290,010	57.20	\$ 476,419
Personal Property	57,664,798		329,843
Public Utility	14,973,004		85,646
Total Class IV	\$ 155,927,812		\$ 891,908
Total Value & Projected Revenue	\$ 1,212,493,960		\$ 5,378,847
Less Delinquencies, Exonerations & Uncollectable Taxes		5.00%	268,942
Less Tax Discounts		2.00%	102,198
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			0
Total Projected Property Tax Collection			5,007,707
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	100,154
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Transfer amount to #301-01 on page 4			\$ 4,907,553

LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
Feb-23		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$455	\$205
CHECK	\$10	\$50
E STORE CREDIT CARD	\$195	\$215
SUBTOTAL	\$660	\$470
SPAY/NEUTER DEPOSIT		
CASH	\$400	\$150
CHECK	\$50	\$0
E STORE CREDIT CARD	\$400	\$300
SUBTOTAL	\$850	\$450
BOARD RESCUE		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$100	\$20
SUBTOTAL	\$100	\$20
MICRO-CHIPPING		
CASH	\$30	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$30	\$0
DONATIONS		
CASH	\$100	\$0
CHECK	\$829	\$0
E STORE CREDIT CARD	\$637	\$0
SUBTOTAL	\$1,566	\$0

OTHER-Surgical Unit	\$1,285	\$0
TOTAL	\$4,491	\$940

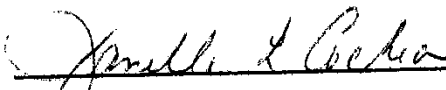
\$45 estore donations were actually cat adoption sponsorships. With only two of the cats being adopted. But when Mariah entered the adoptions she put the payment as card payment lo making it look like the payment was collected twice. So, on this report I I deducted the \$30 from donations to account for that and left \$15 in donations since that cat wasn't adopted.

\$20 Extra in Board and rescue because rescue paid their pull fee after hours on 2/28 and th he animals were removed from system till 3/1

\$20 check from Lewis County Magistrate for restitution 15-M21M-00620-MC2133597 to Lewis Dog and Kennel

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT
ACCOUNT OF CATS
JANELLA COCHRAN, SUPERVISOR OF ANIMALS SERVICES
(February 2023)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	0	0	0
Cats brought in by Animal Control Officer	0	14	14
Cats brought in by County Residents	32	19	51
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	18	15	33
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	0	0	0
Euthanasia:			
Owner Request	14	7	21
Other	9	0	9


 Signature

3-16-23
 Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (March 8, 2023)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (February 2023)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	13	5	18
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	19	9	28
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box (Gate)	0	0	0
Dogs Quarantined	0	0	0
Dogs Returned to Owner	3	0	3
Dogs Escaped	0	0	0
Adoptions:			
With Charge	16	9	25
Without Charge	0	0	0
Rescues:			
With Charge	0	2	2
Without Charge	13	1	14
Euthanasia:			
Owner Request	0	0	0
Other	0	0	0
Total	64	26	90



Signature

3-8-23

Date

John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

Feb 2023

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	10		
Other			
Animals returned to Owner by ACO:			
Dogs	0		
Other			
Animals delivered to LUACF:			
Dogs	10		
Other			
Animals Quarantined by ACO:			
Dogs	1		
Other			
Animals Terminated:			
Dogs			
Other			
Total Number of Hours Involved			

John Slaughter
Signature

3/2/23
Date



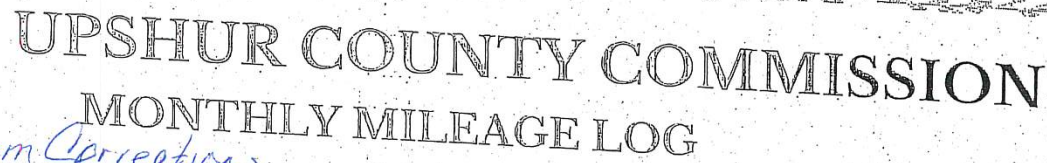
UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Addressing and Mapping

MONTH / YEAR: Feb 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Terri Jo Bennett	2021 Ford Explorer	1FMSK8BH7MGC39445	7952	8440	0	12.93 ^{2/15}
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					400	12.93



MONTH / YEAR: Feb - 2023



MONTH: Comm Corrections

MONTH / YEAR: Feb - 2023

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

Feb-23

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,496	103,497	1	
			GRAND TOTALS		1	0



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

MONTH / Year Feb-23

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Steve Wykoff	2019 Chevy 2500	2GC2KREG1121064	11367	11515	148	14
GRAND TOTALS					148	14

UPSHUR

County - West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Feb. 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2008 Toyota Tundra	5TBBV541B8551	96,301	96,630	329	14.2
Chris Fikice		4917			0	
Eric Poling					0	
Loretta Koone					0	
Premiah McCourt			96,479		0	14.3
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					329	28.5

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

MONTH / YEAR: Feb. 2023

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UPSHUR

County, West Virginia

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Feb. 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	15,008	15,150	82	22
CHRIS ALKIRE		902			0	
ERIC POLING					0	
LOUISA KOONE					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					82	22



MONTH / YEAR: February 2023

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Jan-23

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: February 2023

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	8364	9017	653	37
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		653	37

Grandparents Café

Please join in the discussion! Our café is a safe conversation space for any grandparent who is raising their grandchildren full or part-time.



**Group meets every third Monday of the month at
Stockert Youth and Community Center – 10am**



For more information, contact Upshur County Family Resource Network at
304.473.1051 or upshurfrn@yahoo.com

Find us on the UCFRN event page – at @upshurcofrn for updates

Upshur County Parks & Trails Monthly Meeting Agenda

Tuesday, 21 March 2023 5:30pm- Upshur County Administration Building

- Call to Order
- Approval of minutes from January meeting
- Financial Report
- Trails update/approval/action or discussion on any needed expenses
- Park and Recreation Director Report
 - Budget Meeting
 - Opening of pool, park beginning
 - Easter Egg Hunt April 1
 - MTNRA meeting update
 - Dates for Trail Photo Group
- New business
- Public Comment
- Next Meeting
 - 4/18/2023
- Adjourn

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

***City Council of Buckhannon – 9:00 AM in Council Chambers
Special Meeting Agenda for Tuesday, April 18, 2023***

A. Call to Order

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

B. Strategic Issues for Discussion and/or Vote

B.1 Lay the Levy

Per WV Code § 11-8-10a: The purpose of the meeting is to lay the levy of the property tax rates for the next fiscal year 2023/2024 and to hear any objections.

C. Adjournment

Posted 03/15/2023

Tennerton Public Service District
Monthly Meeting
February 8, 2023

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 February 8, 2023.

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 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

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:

*We owed over 100,000.00 to the City of Buckhannon. After 1 more payment, we will have the city paid off. Our rates will have to be reduced. We will question the commission in hopes to defer the reduction due to high cost of water treatment and repairs to our older system. We will have to apply for another rate increase.

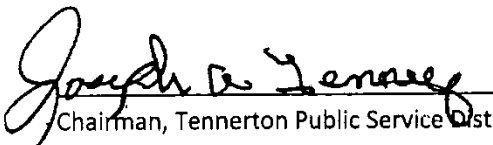
*Thrasher is ready to bid on Orr Street project. Another contractor has also looked at the project.

*TPSD has received notice that DEP will inspect system next month.

Joe Tenney announced that he will be resigning in April due to health problems.

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