

## 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: October 28, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• October 21, 2021

9:15 a.m. Justin Bowers, Appalachian Impact - request for use of Hampton Community Building *Page 4*

9:30 a.m. Senator Hamilton - Presentation of funding to the Upshur County Youth Camp Board of Directors

9:45 a.m. (1) Presentation of National First Responders Day Proclamation (2) Presentation of Certificates of Appreciation to First Responder Agencies in Upshur County *Page 5*

2:00 p.m. Supervisor Meeting

3:00 p.m. Policy Board Meeting

### Items for Discussion / Action / Approval:

1. Consider Fiduciary Commissioner Daya Masada Wright's Recommendation to Amend the Appraisement for the Estate of Mary A. Given. \* *Pages 6-9*
2. Correspondence from Dean Craft, Regional Manager for Shield Roofing & Construction LLC, requesting a change order to extend the completion deadline of the former jail facility roof replacement project from November 1, 2021 to November 30, 2021. \* *Page 10*
3. Review and signature of the State of West Virginia Emergency Management Division Performance Grant Award. The sub-grant period is January 1, 2019 – December 31, 2019 and is in the amount of \$38,000. \* *Page 11*
4. Approval and signature of WV Records Management and Preservation Board Resolution, Certification Form with priority ranking, and Grant Applications for Fiscal Year 2020-2021. The Upshur County Clerk requested \$9,795.45 with a 10% cash match by the Upshur County Commission for all grant funds expended. The total project cost is \$10,775. The grant will allow for preservation and maintenance of county records for public and county use. \* *Pages 12-21*
5. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of the following individuals as full-time telecommunicators. \*
  - Ethan Knight – effective November 1, 2021
  - Heather Wray – effective November 8, 2021

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

*Under separate cover*

6. Approval of Lewis-Upshur Animal Control Facility Volunteers Heather Ogden, Garrett Davis, Hali Westcott, Charity Warder, Victoria Sisson, Chrystal “Chrissy” Batten, and Ripley Cottrell. \* [Under separate cover](#)
7. 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. Correspondence from Samantha L. Woods, Deputy State Auditor for the WV State Auditor Chief Inspector Division, enclosing the audit report of the Upshur County Commission for the fiscal year ended June 30, 2020. Report is available for public review in the Upshur County Commission Office.

[Under separate cover](#)

2. Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed October 22, 2021 – Case Number 011421-01 (Washington Tax District – Tax Map 7K – Parcel Number 55.3) The property owner has twenty days to request a hearing before the Upshur County Commission. [Page 22](#)

3. Public Notices:

- a) Newsletters and/or Event Notifications:

- b) Agendas and/or Notice of Meetings:

- |   |                   |                                |
|---|-------------------|--------------------------------|
| • Elkins Road PSD   | October 26, 2021  | <a href="#"><u>Page 23</u></a> |
| • Upshur County Enhanced Emergency Telephone Advisory Board | October 26, 2021  | <a href="#"><u>Page 24</u></a> |
| • Upshur County Safe Structures & Sites Enforcement Board   | November 10, 2021 | <a href="#"><u>Page 25</u></a> |

Meeting Minutes:

- |   |                    |                                   |
|---|--------------------|-----------------------------------|
| Upshur County Safe Structures & Sites Enforcement Board | August 12, 2021    | <a href="#"><u>Page 26-27</u></a> |
| Upshur County Fire Board                                | August 17, 2021    | <a href="#"><u>Page 28</u></a>    |
| • Tennerton PSD   | September 9, 2021  | <a href="#"><u>Page 29</u></a>    |
| • Upshur County Fire Board                              | September 21, 2021 | <a href="#"><u>Page 30</u></a>    |
| • Upshur County Public Library Board of Trustees        | September 22, 2021 | <a href="#"><u>Page 31-32</u></a> |

- c) Meetings:

- |                       |  |
|-----------------------|--|
| • 11/02/21 5:00 p.m.  | Elkins Road PSD                                      |
| • 11/02/21 4:00 p.m.  | Hodgesville PSD                                      |
| • 11/04/21 7:00 p.m.  | Banks District VFD                                   |
| • 11/18/21 7:00 p.m.  | City Council of Buckhannon                           |
| • 11/04/21 7:00 p.m.  | Selbyville VFD                                       |
| • 11/08/21 12:00 p.m. | Upshur County Family Resource Network                |
| • 11/08/21 4:30 p.m.  | Upshur County Solid Waste Authority                  |
| • 11/08/21 5:30 p.m.  | Buckhannon-Upshur Recreational Park Advisory Board   |
| • 12/06/21 6:00 p.m.  | Lewis-Upshur Community Corrections Board – Upshur Co |
| • 11/09/21 7:30 p.m.  | Adrian VFD   |

- 11/04/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 11/09/21 7:00 a.m. Upshur County Development Authority –Executive Board
- 11/10/21 12:00 p.m. Upshur County Senior Center Board
- 11/10/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 11/09/21 7:00 p.m. Warren District VFD
- 11/04/21 3:00 p.m. Adrian PSD
- 11/10/21 3:00 p.m. Tennerton PSD
- 11/11/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board - CANCELLED
- 11/10/21 3:00 p.m. Upshur County Safe Sites & Structures Enf. Board – Special
- 11/11/21 7:30 p.m. Buckhannon VFD
- 11/08/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 11/18/21 6:30 p.m. Upshur County Youth Camp Board
- 11/14/21 6:00 p.m. Washington District VFD
- 11/15/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 11/17/21 4:00 p.m. Upshur County Public Library Board
- 11/19/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 11/16/21 6:30 p.m. Upshur County Fire Board, Inc.
- 11/23/21 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 11/10/21 7:00 p.m. Ellamore VFD
- 11/17/21 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 11/18/21 6:00 p.m. Upshur County Farmland Protection Board
- 11/22/21 7:00 p.m. Upshur County Fire Fighters Association
- 11/10/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 11/24/21 1:00 p.m. James W. Curry Advisory Board

4. Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1<sup>st</sup> Mag. District

*\*\*\*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](mailto: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)

Next Regular Meeting of the Upshur County Commission  
November 4, 2021 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission Meeting on November 11, 2021 is CANCELLED as the Courthouse is CLOSED\*\***

Fwd: Request for Conversation about Hampton building

Page 1 of 1

From: "KG" <kgtenney@upshurcounty.org>  
To: clwallace@upshurcounty.org, trperry@upshurcounty.org  
Subject: Fwd: Request for Conversation about Hampton building  
Date: 10/25/2021 7:42:20 AM

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

From: "Justin Bowers" <justin@newcommunitywv.com>  
Sent: 10/22/2021 12:50:53 PM  
To: "kgtenney@upshurcounty.org" <kgtenney@upshurcounty.org>  
Subject: Request for Conversation about Hampton building

Kristie,

Great talking with you this morning. As per our conversation, I'd love to request a meeting with the Council to discuss Appalachian Impact potentially utilizing this building for programming. I am free next Thursday in the morning if that works.

Thanks for the chance to connect.



*WHEREAS, first responders are the first line of defense for the public against all threats, both domestic and foreign; and*

*WHEREAS, both career and volunteer individuals from law enforcement, fire service, emergency medical services and telecommunications come together standing ready as first responders to aid the public in the event of an emergency; and*

*WHEREAS, first responders are highly trained professionals and volunteers equipped with specialized education and skill sets that enable them to effectively address situations of urgency, saving lives and protecting property; and*

*WHEREAS, first responders are an ever-vigilant force guarding our communities, standing ready twenty-four hours a day seven days a week to help in a wide range of emergencies, often risking their own personal safety to protect their fellow citizens; and*

*WHEREAS, during the COVID-19 pandemic, first responders have remained on the front line of the emergency, selflessly sacrificing their own health to help others; and*

*WHEREAS, the families of first responders also make significant sacrifices to support their loved ones' service; these family members live with the reality that their spouse, sibling, parent or loved one may not return home from the job, and they deserve our appreciation and respect for bearing this burden; and*

***NOW, THEREFORE BE IT DECLARED, the UPSHUR COUNTY COMMISSION, West Virginia, hereby proclaims October 28<sup>th</sup>, 2021 as First Responders Day and is proud to honor these courageous individuals and their families for their personal sacrifice and commitment to the safety and security of Upshur County residents and visitors and hereby encourages all citizens to reach out to our first responders and show appreciation of their service to our community.***

*Signed this 28<sup>th</sup> Day of October, 2021*

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Kristie G. Tenney, President  
Upshur County Commission

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Terry Cutright, Commissioner




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Sam Nolte, Commissioner

In Re: The Estate of Naomi Grace Given, deceased

**RECOMMENDATION TO AMEND APPRAISEMENT**

Now comes the undersigned Fiduciary Commissioner and recites the following **FACTS**:

1. On May 17, 2021, Mary A. Given, as the Administratrix of the Estate of Naomi Grace Given, deceased, tendered an Appraisalment of the Estate.
2. On July 15, 2021, Johnny C Given, an heir at law, filed an Objection to the Appraisalment.
3. On September 27, 2021, the undersigned Fiduciary Commissioner held a hearing regarding the Estate assets.
4. Prior to the taking of evidence, Mary A. Given agreed to include the following items as probate assets of and to list them on the Appraisalment for the Estate:
  - a. Dry hay bale wrapper
  - b. New Holland hay mower
  - c. Blue cattle head gate
  - d. Old garden plows
  - e. Silage wagon
  - f. John Deere silage corn chopper
  - g. Yellow hay elevator
  - h. Assortment of tools and farm equipment parts in shop
  - i. 20 cows (15 as of the date of death, plus 5 calves)
  - j. 6 cows at the Linger Place
  - k. Natural gas generator
  - l. High standard 9 shot 22 caliber revolver
  - m. Model 700 Remington 17 Caliber with clip
  - n. Model 700 Remington 222 caliber with clip
  - o. Winchester 22 caliber lever action
  - p. Model 700 Remington 264 caliber with clip
  - q. Jennings auto 22 caliber pistol
  - r. Remington rifle nylon 66, 22 caliber black
  - s. Remington rifle nylon 66, 22 caliber brown
  - t. Remington shotgun 12 gauge
  - u. Mossburg shotgun 20 gauge
  - v. Electric and gas boat motors
  - w. 12 foot Jon boat
  - x. Misc guns, ammunition, pocket knives

- y. Misc fishing gear
- z. Collapsed barn with contents
- aa. 8 Mickey Mouse watches
- bb. 2 water jugs of change
- cc. Miller mig welder
- dd. John Deere brush hog

5. No party presented proof that the following assets belonged to any person besides the decedent and the same should be considered probate assets of and listed on the Appraisement for the Estate:

- a. 4670 New Holland farm tractor with loader
- b. 3520 Mahindra farm tractor with loader
- c. 7 foot Kuhn hay mower
- d. Hay bale transporter
- e. Old wood cook stove
- f. Old county bridge
- g. Large cut sandstone from bridge
- h. Model 742 Remington 30.06 caliber with clip
- i. Ruger red hawk 357 caliber revolver
- j. Ruger black hawk 357 caliber revolver with 9 mm caliber cylinder
- k. Hinkle Place outbuilding contents
- l. Hinkle Place barn contents

6. Mary A Given presented credible evidence that the can of silver monies was her —  
personalty and not an asset of the Estate.

7. Mary A Given utilized personal monies to pay for the decedent's funeral expenses. She has not sought reimbursement to date.

8. With the full knowledge of the other two heirs, Mary A Given has remained in the decedent's residence rent free since the date of death. She has been maintaining the property and paying the utilities.

9. Mary A Given has been collecting rent from the tenant and depositing said funds into the estate account.

Therefore, it is hereby **RECOMMENDED** that:



1. Mary A Given shall have 14 days from entry of the Order to amend the Appraisement for

the Estate of Naomi Grace Given to include the following probate assets:

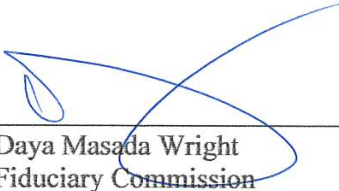
- a. Dry hay bale wrapper
- b. New Holland hay mower
- c. Blue cattle head gate
- d. Old garden plows
- e. Silage wagon
- f. John Deere silage corn chopper
- g. Yellow hay elevator
- h. Assortment of tools and farm equipment parts in shop
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- q. Jennings auto 22 caliber pistol
- r. Remington rifle nylon 66, 22 caliber black
- s. Remington rifle nylon 66, 22 caliber brown
- t. Remington shotgun 12 gauge
- u. Mossburg shotgun 20 gauge
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- w. 12 foot Jon boat
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- ii. Old wood cook stove
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- kk. Large cut sandstone from bridge
- ll. Model 742 Remington 30.06 caliber with clip
- mm. Ruger red hawk 357 caliber revolver
- nn. Ruger black hawk 357 caliber revolver with 9 mm caliber cylinder
- oo. Hinkle Place outbuilding contents
- pp. Hinkle Place barn contents



2. Johnny C. Given, as Objector, shall be responsible for the costs of this proceeding.

ENTERED: \_\_\_\_\_

10/4/2021

  
\_\_\_\_\_  
Daya Masada Wright  
Fiduciary Commission  
Upshur County, West Virginia



206 4th Street East  
South Point, Ohio 25680  
877-298-9192 | [shieldroofing.biz](http://shieldroofing.biz)

October 21st, 2021

Tabatha R. Perry

Assistant County Administrator

Upshur County Commission

RE: Upshur County Former Jail Facility Project

Dear Tabatha R. Perry,

This letter is to request a change order to extend the completion time due to abatement & weather delays, Warranty Guarantee finalized and applicable payapp time frames to be obtained.

We request an extension to 11/30/21

If you have any questions or require additional information, contact me.

Respectfully Yours,

Dean Craft

Regional Manager

A handwritten signature in blue ink, appearing to be "D. Craft".

State of West Virginia  
Emergency Management Division

**FY 2019 Emergency Management Performance Grant Award**

<b>CFDA Number</b> 97.042	<b>Federal Grant Award</b> EMP-2019-EP-00001	<b>OASIS-GRTAWD Document ID</b>
<b>Subgrant Period</b> From: 1/1/2019 To: 12/31/2019	<b>Subgrant #</b> 19-EMPG-49	<b>Major Program:</b> EMPGLO <b>Program:</b> EMPGLOC <b>Program Period:</b> LO2019

<b>Subgrantee Name and Add</b> Upshur Co Commission	<b>FEIN</b>
	<b>DUNS</b>
	<b>OASIS ID</b>

<b>TOTAL GRANT AWARD</b>	<b>\$38,000</b>
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By signing and accepting this award, the subgrantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the application.

Subgrantee Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Emergency Management Program Certification**

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

EMPG Grant Representative \_\_\_\_\_ Date \_\_\_\_\_

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

HSSAA Director \_\_\_\_\_ Date \_\_\_\_\_

**West Virginia  
Records Management and Preservation Board  
Grant Application  
2022-2023**

**Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.**

**Applicant Contact Information:**

County:	Upshur
County Office:	Upshur County Clerk
Name of Office Holder:	Carol J. Smith
Mailing Address:	40 W Main St #101
Telephone Number	(304)472-1068
E-Mail Address:	cjsmith@upshurcounty.org

County Commission President:	Kristie G. Tenney
Mailing Address:	Upshur County Commission Upshur County Administrative Annex 91 West Main Street, Suite 101 Buckhannon, WV 26201
Telephone Number:	(304) 460-2877
E-Mail Address:	kgtenney@upshurcounty.org

Grant Administrator:	Carrie L. Wallace
Telephone Number:	(304) 472-0535 x.3
E-Mail Address:	clwallace@upshurcounty.org

**Activity Description:**

Provide detailed explanation of the project. Identify internal and external staff or vendor necessary to complete work on the project. Include time frame and schedule for project completion.

We plan to use the Record Time Machine service provided by Courthouse Computer Systems to back index our real-estate records and make them available in our record management software. Currently we have scanned images available that go back much further than our online index. With this project we are going to add 5 additional years of index data to our system. When the project is complete we will have index information and images linked together in our computer system back to 1984. It will take Courthouse Computer Systems three months to complete the project.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

1984 to 1988 Grantor and Grantee Index to Deeds

**Activity Description (continued):**

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

This project will benefit our office by making information more easily retrievable. It is much easier to look up documents in the software than it is to pull the index books and page through the information. By adding this information into our software the public will have the capability to search for information remotely which can be important in times of a pandemic. An additional benefit is that once the information is loaded into the software the books themselves will be used much less frequently and therefore deteriorate more slowly.

Provide statement about past and future activities to protect records.

Our county has repeatedly made good use of RMPB Grants. In the past several years we have been digitizing records in the Circuit Clerk's office and the Assessor's office. In the future we would like to do another project to get our Deed Index from 1979 – 1983 also into the software.

**Project Budget (Attach Cost Estimates):**

<b>Eligible Project (see page 2)</b>	<b>Estimate of Total Cost</b>	<b>RMPB Request formula (total cost / 1.1)</b>
Personnel Costs (\$10,000 maximum award)		
Records Storage and Shelving (\$15,000 maximum award)		
Reformatting (\$10,000 maximum award)	\$10,775	\$9795.45
Equipment (\$10,000 maximum award)		
Conservation (\$5,000 maximum award)		

**Total RMPB Request****\$9,795.45**

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.



**Certification Form:**

I agree that funds granted under the Records Management and Preservation Board's grant program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Upshur		
Name of County Commission President:	Kristie G. Tenney		
Signature of County Commission President:			
Date:	October 28, 2021		
<b>PRIORITY 1</b>			
Name of County Office Holder:	Carol J. Smith		
Title of County Office Holder:	Upshur County Clerk		
Signature of County Office Holder:			
Date:	October 28, 2021		
<b>PRIORITY 2</b>			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
<b>PRIORITY 3</b>			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			



P.O. Box 9393  
Chapel Hill, NC 27515

## Quote

Number: **2172**

Date: **October 25, 2021**

### Quote For:

Carol J. Smith  
County Clerk, Upshur County  
40 W Main St #101  
Buckhannon, WV 26201

### Description

### Amount

With our "Record Time Machine" service we will be taking the Grantor/Grantee Land Index back in time to 1984. The service will add five years of index data and allow your users to perform a single land record search across a 38 year date range (1984 – 2021). The service uses a combination of advanced technology, machine learning, well defined processes, and experienced workers to accurately create a computerized index for older records.

Existing index books will be double transcribed and double reconciled. The resulting data will be staged in a database by Courthouse Computer Systems for the office to review. Courthouse Computer Systems will make the records available in a standard format for upload into the existing Compiled Technologies record management system used in your office.

The entire project will take less than three months to complete. This quote was created based upon an estimate of the number of index lines that will need to be transcribed.

Date Range of 1984 – 1988

\$10,775.00

Total \$10,775.00

**CAROL J. SMITH**  
**UPSHUR COUNTY CLERK**

Upshur County Courthouse  
40 West Main Street, Room 101 • Buckhannon, West Virginia 26201  
Telephone: (304) 472-1068 • Fax: (304) 472-1029

October 20, 2021

Denise Ferguson  
West Virginia Archives and History  
1900 Kanawha Blvd. E., Building 9  
Charleston, WV 25305-0300

Re: 2022-2023 Records Management and Preservation Grant Application

Dear Ms. Ferguson,

Please accept this letter in support of my application for the 2022-2023 Records Management and Preservation Board Grant. Included with this letter is the completed application and the quote provided by the vendor.

Currently, all deed images have been scanned and are available for view provided the user knows the book and page number. This alone has gone a long way in preserving the original record. This project will begin the next phase of records preservation and provide users access to an additional five years of indexed data that will be attached to the previously scanned images.

Thank you for your consideration. I am confident that this project will better serve our community and aid my office in preserving and maintaining records.

Warm Regards,



Carol J. Smith  
Upshur County Clerk



### **Key Information:**

- ❖ Applications are due no later than November 1, 2020
- ❖ Applications are to be sent by certified mail or hand delivered
- ❖ Applications are for Fiscal Year 2022 (July 1, 2021-June 30, 2022)
- ❖ Eligible projects are listed on page 2
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application (only pages 4-8)

### **Checklist of Required Supporting Materials:**

**The materials listed below must be included with the application:**

1. \_\_\_\_ Priority ranking (Page 8) as determined by the County Commission for counties submitting applications from multiple offices
2. \_\_\_\_ Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3. ☒ Letter of support with original signature of specific office holder participating in the records project
4. \_\_\_\_ Certification Form (Page 8) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. ☒ ~~\_\_\_\_~~ Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. ☒ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. \_\_\_\_ Original and thirteen copies of the application (only pages 4-8) with supporting materials
8. \_\_\_\_ Other relevant information, if applicable

## UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535  
Telecopier: (304) 473-2802

TDD Numbers  
Business: 472-9550  
Emergency: 911

### **RESOLUTION**

The County Commission of Upshur County met on October 28, 2021, with a quorum present and passed the following resolution.

Be It Resolved that the **County Commission of Upshur County, West Virginia** hereby authorizes **The Honorable Kristie G. Tenney, President** of the **County Commission of Upshur County**, to act on its behalf to submit and/or enter into a contractual agreement with the West Virginia County Records Management and Preservation Board to receive and/or administer grant funds pursuant to provisions of the Records Management and Preservation Board Grant Guidelines.

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

Signed: \_\_\_\_\_  
Kristie G. Tenney  
Upshur County Commission President

Attest:

\_\_\_\_\_  
Carol J. Smith  
Clerk, Upshur County Commission

## UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 472-0535  
Telecopier: (304) 473-2802

TDD Numbers  
Business: 472-9550  
Emergency: 911

### Letter of Agreement to Provide Funding

Please be aware that the Upshur County Commission has the necessary funds and has agreed to provide the cash match required of the Records Management and Preservation Grant. Funding of this grant will allow the Office of the County Clerk to address various needs regarding the preservation and accessibility of public records. If you have any questions or would require additional information, please contact the office of the Upshur County Commission.

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Carrie L. Wallace  
Upshur County Administrator / DHSEM Director

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Date

# Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex

91 West Main Street Buckhannon West Virginia 26201

Phone: (304) 472-0535 Fax: (304) 472-2399

October 22, 2021

Yancy and Amanda Carr  
5 Flora Lane  
Tallmansville, WV 26237

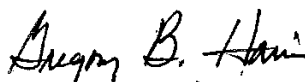
Subj: Petition for Order --- Case Number: 011421-01

The purpose of the Upshur County Safe Structures and Sites Ordinance is to promote the public safety and welfare of the residents of Upshur County. Based upon the numerous visits and investigation of the above referenced property (Washington Tax District -Tax Map 7K - Parcel Number 55.3), please be advised that the Enforcement Board would request, pursuant to Article 4 of said Ordinance, an order of the Upshur County Commission requiring clean-up of the property. Specific findings and recommendations would include the following:

- Correction of any health and safety hazards, including but not limited to the removal and proper disposal of any debris, trash, junk vehicles and/or removal and proper disposal of any environmental hazards.
- Operating a salvage yard

Please be advised that unless the property owner or owners would file a written request for a hearing with the Clerk of the County Commission of Upshur County, 40 West Main Street, Room 101, Buckhannon, West Virginia, 26201, within twenty (20) days of receipt of this petition, an order will be issued by the County Commission implementing the above recommendations.

It is the desire of the members of the Enforcement Board that this matter be completed in a manner that is convenient and efficient for all involved parties. Thank you for your assistance and cooperation.

  
Gregory B. Harris  
Compliance Officer

UPSHUR COUNTY CLERK  
BUCKHANNON, WEST VIRGINIA

2021 OCT 22 P 2:03



# ELKINS ROAD PUBLIC SERVICE DISTRICT

## Agenda

Meeting *Special Meeting*

**Start Time** 5:00 PM

**Date** *Tuesday, October 26, 2021*

**Place** *Elkins Road PSD*  
*4536 Old Elkins Rd*

**Meeting Called to Order by Chairperson**

1:00 PM

Introductions - Carey Wagner, Chair; Larry Heater, Secretary; David Burr, Board Member

Office Staff - Carolyn Douglas, Office Manager; David Wamsley, System Operator; Linzy Wilson, Billing Specialist

### Recognize Current Customers

### ITEMS FOR DISCUSSION

**Old PSD Office**

## Vote

What needs to be done to sell building

## Adjournment

## Vote

**Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺ )**

*Rough Draft Prepared by Office Manager October 25, 2021  
Prepared by Board Chair and Office Manager October 25, 2021  
Posted and Available to the Public on Friday, October 22, 2021*

**UPSHUR COUNTY ENHANCED EMERGENCY TELEPHONE ADVISORY BOARD**

**October 26, 2021**

**Handouts**

- Sign in Sheet
- Previous Meeting Minutes

**E-911 Report**

- E-911 Director Report, Doyle Cutright

**Old Business**

**Update on Fire policy procedure and changes for fire dispatch**

**New Business**

- Phone system update
- GIS mapping project
- Telecommunicator of the year

**Public Comment: None**

**Adjournment: Motion**

**Next Meeting: To be discussed**

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Wednesday, November 10, 2021

3:00 p.m.

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- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - October 14, 2021
- V. Report and/or action on Pending Cases
  - 021121-01 (Chapman) – Pending until State action has reached its conclusion – Updates?
  - 051321-01 (Hyre) – Review photographs of property
  - 070821-01 (Miller) – Review photographs of property
  - 070821-02 (Smith) – Review photographs of property
- VI. Consider requests to establish new cases that were received on or before November 5, 2021
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, December 9, 2021 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

August 12, 2021

**Members Present:** Greg Harris, Brian Shreves, Chris Cook

**Members Absent:** Rick Harlow, Chris Garrett

**Others Present:** None

The meeting was called to order at 3:00 p.m. by Greg Harris.

The first order of business was election of officers. A motion was made by Brian Shreves, seconded by Chris Cook, that the current officers be retained for the coming year. The officers are: President, Chris Garrett; Vice-President, Greg Harris; and Secretary, Chris Cook. The motion was approved by the Board.

The July 9, 2021 meeting minutes were reviewed. On motion by Brian Shreves, seconded by Chris Cook, the meeting minutes were approved as presented.

**The Enforcement Board reviewed the following cases:**

011421-01 (Carr) No action taken as the owner has until September 8, 2021, to bring the property into compliance.

021121-01 (Bryce Chapman) No action was taken as the Board is awaiting the conclusion of the WVDOT case in magistrate court against the owner for operating an illegal salvage yard.

051321-01 (Mitchell Hyre) On motion by Brian Shreves, seconded by Chris Cook, the Board gave the owner his first extension until September 8, 2021, to bring the property into compliance.

070821-01 (David Miller) The Board reviewed photos of the site. On motion by Brian Shreves, seconded by Chris Cook, the Board gave the owner his first extension until September 8, 2021, to bring the property into compliance.

070821-02 (Gregory A. Smith) The Board reviewed photos of the site. On motion by Brian Shreves, seconded by Chris Cook, the Board gave the owner his first extension until September 8, 2021, to bring the property into compliance.

Two new cases were brought before the Board:

1. Specialized Loan Service, LLC. This property is located on Teter Road. On motion by Brian Shreves, seconded by Chris Cook, the Board moved to have Greg Harris investigate the property.
2. Keenan Barnes. This property is located on Lost Avenue off of Vicksburg Road.. On motion by Brian Shreves, seconded by Chris Cook, the Board moved to have Greg Harris investigate the property.

August 12, 2021

Page 2

Other Business:

The next meeting will be held on Thursday, September 9, 2021 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board , the meeting was adjourned at 3:20 p.m.

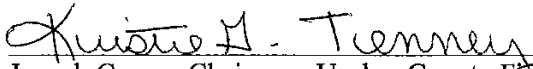
*Aug Han* 10-14-21  
*Chris Carl* 10-14-21  
*Chris Enos* 10/14/2021

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**Upshur County Fire Board Meeting**  
**August 17, 2021**

Meeting was Cancelled

There being no further business, the meeting adjourned at 7:00 p.m. The next meeting of the Board will be September 20, 2021.

  
\_\_\_\_\_  
Joseph Gower, Chairman, Upshur County Fire Board

  
\_\_\_\_\_  
Board Member

Tennerton Public Service District  
Monthly Meeting  
September 9, 2021

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 September 9, 2021

In attendance were Joe Tenney, Mike Hyre, Terry Gould, and Vickie Dean. John Barnes was absent.

Mike Hyre has been approved by the TPSD and the Upshur County Commission to fill the vacancy of Elmer Tenney.

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on August 11, 2021 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by Mike Hyre.

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

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

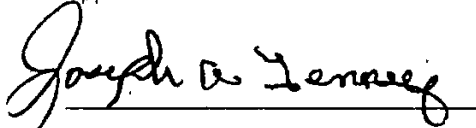
Terry Gould requested a 12% fee increase for UBS Inc. to manage TPSD. Joe Tenney made a motion to approve the request, Mike Hyre seconded the motion.

Terry Gould reported on the following:

- \*He has been contacted by an engineering firm from Charleston about the new high school. The pump station is owned by the Board of Education. Terry recommended that they figure in a new pump station.
- \*Thrasher Eng. has given an estimate of \$3800.00 to do the smoke test in Country Club Estates.
- \*New rate increase has been approved. \$11.88 per thousand. We will have to set up an account for reserve. 8.42% has to be put into a reserve account. This account will be set up at First Community.
- \*We will be changing banks next month to First Community Bank.
- \*The old Long John Silvers building has now been taken down. Someone wants to put a carwash in. The sewer tap is in the back of the property.

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

Approved

A handwritten signature in black ink, appearing to read "Joseph A. Tenney", is written over a horizontal line.



**Upshur County Fire Board Meeting  
September 21, 2021**

Members Present: Rick Harlow, Kristie Tenney, Larry Alkire, and Clifton Shaw

Members Absent: Joe Gower and Derek Long

Others Present: Arthur Wilson and Sidney Huffman guests; and Toni Newman-Fire Fee Clerk

The meeting was called to order by Kristie Tenney at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from July 20, 2021, were approved on motion by Rick Harlow and second by Larry Alkire.

The Fire Fee Clerk reported the 2021 Fees are at 72 percent collected. An unpaid list of Fires Fees from 2001 to 2012 was provided to the Board, the Fire Fee Clerk is still processing 2013 to present. The list contained over 900 individuals with one or multiple unpaid fees. The audit has been scheduled for October 7, 2021.

The checking account balance as of 07/31/2021 was \$25,537.10. The disbursement from the Chief Tax Deputy was \$793.28 for June. The checking account balance as of 08/31/2021 was \$79,385.10. The disbursement from the Chief Tax Deputy was 53,055.01 for July and 104,739.62 for August.

The following invoices were reviewed and approved upon motion by Larry Alkire and second by Derek Long:

- \*Software Systems---monthly maintenance & 2021 Conversion of Records---Invoice # 35224---\$424.50.
- \*Software Systems---monthly maintenance---Invoice # 35329---\$211.00.
- \*Upshur County Commission---Reimbursement---Pcard purchase---(supplies)--\$233.52.

On motion by Clifton Shaw and second by Rick Harlow, the Software Systems contract was approved,

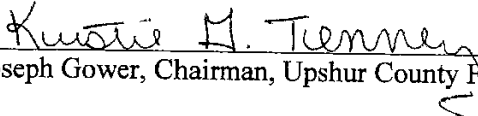
On motion by Rick Harlow and second by Clifton Shaw, the incentive for the Tax Deputies was approved.

On motion by Clifton Shaw and second by Larry Alkire, the Board approved leaving the officers as is, with Joseph Gower as Chairman and Rick Harlow as Treasurer.

There were 29 corrective tickets approved on motion by Larry Alkire and second by Rick Harlow. There were 28 exonerations approved and one exoneration denied this month.

On motion by Clifton Shaw and second by Rick Harlow, the Board approved the Financial Statement from Banks District VFD, Buckhannon VFD, Selbyville VFD, and Washington District VFD. The Board has not received statements from Adrian VFD, Ellamore VFD, and Warren District VFD.

There being no further business, the meeting adjourned at 8:00 p.m. The next meeting of the Board will be October 19, 2021.

  
Joseph Gower, Chairman, Upshur County Fire Board

  
Board Member

## **Upshur County Public Library Board of Trustees Special Meeting September 22, 2021**

A special meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, September 22, 2021 at the library. Board members in attendance were Kenna Leonard, Carol Smith, John Haymond, and Katie Loudin. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; and Connie Cutright, Business Manager.

The minutes of the July 21, 2021 meeting were approved on a motion made by John and seconded by Carol.

The financial reports for June, July, and August were approved on a motion made by Carol and seconded by Katie. June's financial report had been approved in July but needed reapproved due to a transfer of assets and a ten cent interest amount that had previously not been recorded. The board will look at adjusting the budget at the next meeting to include new grant amounts and any other changes that need made.

Director's Report – see written report

### **Additions**

Hotspots – Katie stated that because the usage is high, she would like to see us be able to have additional hotspots. Different ideas of paying for the hotspots: community organizations, individual donations, grants, the American Relief Act, and approving additional spending from fund balance.

### **Unfinished Business**

Online Banking – Connie stated she has been exploring online banking options. Apparently, the initial paperwork was completed years ago at the bank but it needs updated with Connie's name so she can see all the accounts and have permission to transfer funds electronically. Katie made a motion which was seconded by Carol to sign the resolution giving Connie permission and access to transfer funds. The motion carried.

### **New Business**

Library Card Policy – Paul stated he would like to update the Library Card Policy to remove barriers from patrons receiving or being reissued library cards, particularly children. After going over the new policy, Katie made a motion to accept the new policy with one correction, John seconded the motion and it carried.

Lost & Damaged Materials Replacement Policy – Katie made a motion to approve the new Lost and Damaged Materials Replacement Policy, Carol seconded the motion and the motion carried.

Nancy was unable to attend the meeting on behalf of the Friends, but Connie passed along the message to please stop at the desk and buy raffle tickets if you have not already done so.

The next meeting will be Wednesday, October 20<sup>th</sup>, 4:00 p.m. at the library. The meeting was adjourned on a motion made by John and seconded by Carol.

Respectfully submitted,



Connie Cutright,  
Business Manager

Approved,



Kenna Leonard,  
Board President

## Director's Report

UCPL Board of Directors Special Meeting – September 22, 2021

## I. Library Hotspots

A. Since there was interest in expanding the number of hotspots we provided to the community, I kept some stats:

1. Number of people waiting

- a. On 9/23/2021, we had 12 people waiting on the list for a hotspot. I believe that this reached as high as 13 at one point, but then several of the hotspots came in during one day, so it helped reduce the number waiting.
- b. On 10/12/2021, we have 10 people waiting for hotspots.

2. Number checked out

- a. When I checked on 9/23/2021, there were 82 hotspots checked out since we started loaning them in April. 38 of these items were able to be renewed. Of those 82 checkouts, 48 of them have been since July 1.
- b. On 10/12/2021, there were 12 additional checkouts, for a total of 94, and 1 additional renewal

B. Additionally, since we last had a board meeting, we had the idea of checking with AT&T to see if they provided hotspots. They do, and have a choice of two plans -- one is geared more towards K-12 schools, the other towards state and local governments.

## II. Emergency Connectivity Funding

A. Going along with the above discussion about hotspots, the opportunity for Emergency Connectivity Funding came about from the same federal government organization, USAC, which runs e-Rate. I have requested funding for the following purposes from this pot of money:

- 1. Additional hotspots – enough money to purchase 4 hotspots and their 12 month contracts from AT&T. I went for the higher of the two plans (the one geared towards State/local governments) in terms of cost mentioned above, because of two factors (cost per item is less and no throttling of data), and because at least then we'd guarantee enough money for either plan.
  - 2. Children's AWE Computer stations – this is to replace 2 of these children's computers that were originally purchased in 2013-2014 and are starting to freeze up at times, per staff reports. These AWE stations are at last quote from the company in the neighborhood of \$3300 each.
  - 3. Replacement of our state provided networking hardware, as recommended by our library/Office of Technology technician. This cost breaks down to \$150 for the router, and enough additional access points to cover the entire building (a total of 3 additional) at \$54.99 each.
  - 4. Purchasing updated iPads for staff members to replace/update the ones we hand out that were originally purchased back in 2012 that are starting to become obsolete and unable to be updated. These are \$329 each, and I requested money for 12 iPads, so that we had extras and ones which we could demonstrate to patrons or have staff use while working.
- B. I should learn about the funding decisions from the ECF funds sometime after October 13th, when the current window closes. The requested funds totaled over \$13,000 in money.
- C. This funding may allow us to defer having to adjust the budget to include funding for additional hotspots until next budget year, when we can put it in the approved budget, however, we need to hear from USAC first about any awarded money before making this decision.

## III. VITA Tax Site

- A. We have officially started the process to become a VITA Income Tax Site this coming tax season, though there are several more hoops to jump through and details to work out before we are "official." We would also like to do a couple of remote income tax sessions at places around the county such as Rock Cave, but more details have to be worked out with that.
- B. We will be partnering with Dr. Rebecca Swisher at the Business School in Wesleyan College. She is providing this as some form of real-life experience for several of her students, who will be the volunteers to do the work of filling out people's income tax forms. Several of her accounting students are interested, and they will be receiving some form of either college credit or internship experience from this. Dr. Swisher is handling the numbers portion of the site coordination, I will be managing the volunteer's access to the software necessary and scheduling tax appointments.

## IV. Affiliates

- A. Paul attended board meetings at Helvetia Public Library on 9/28/2021, and also took care of Helvetia's Service Center Evaluations for this year, and a board meeting at Charles Gibson Public Library on 10/12/2021.