

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: January 6, 2022
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - December 22, 2021 – Special Meeting
- 9:15 a.m. Tom and Debbie Orsburn - Discuss interest in purchasing Safe Sites and Structures property and fine transfer -- Case number 011421-01 (Washington Tax district – Tax Map 7K-Parcel Number 55.3) owned by Yancy Carr
- 9:30 a.m. Consider property acquisition for the relocation of the Lewis County 26th Judicial Circuit Community Corrections Program pending (1) the Lewis-Upshur Community Corrections Board’s decision during their meeting on January 4, 2022 and (2) the Lewis County Commission’s approval of the acquisition. *
- Item may lead to Executive Session per WV Code §6-9A-4*
- (9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not *become* subject to disclosure as a result of executive session;

Page 5

Items for Discussion / Action / Approval:

1. Election of Commission President for the 2022 Calendar Year *
2. Oath of Office for the Commission President *
3. Establish date and time for regular Commission Meetings *
4. Approval of Local Rules for Commission Meetings * Page 6
5. Approval of registration sign-in sheet in accordance with WV Code §6-9A-3 * Page 7
6. Discuss agenda format and material *
7. Establish Hours of Operation for the Upshur County Courthouse, Annex and Administrative Annex *
8. Approval of 2022 Holiday Schedule and Administrative Closures * Page 8

9. Affidavit of Commission President, Sheriff and County Clerk Establishing Facsimile Signature *

[Pages 9-14](#)

10. Consider Commissioner Board Appointments *:

[Page 15](#)

- Court Security Advisory Board
- Lewis-Upshur Community Corrections Board
- Upshur County Farmland Protection Board
- Lewis-Upshur Local Emergency Planning Committee
- Region VI Work Force Investment Board
- Region VII Planning & Development Council
- Upshur County 4H Foundation
- Upshur County Development Authority
- Upshur County Enhanced Emergency Telephone Board
- Upshur County Extension Service Committee
- Upshur County Fire Board Incorporated
- Upshur County Senior Center Board
- Upshur County Family Resource Network
- Upshur County Youth Council, Incorporated (SYC)
- Corridor H Authority
- Mountain CAP of West Virginia, Incorporated
- Buckhannon-Upshur Airport Authority
- Emergency Food and Shelter Program

11. Approval of Upshur County Commission's mission statement for purposes of meeting grant requirements set by the WV Division of Justice and Community Services. *

[Page 16](#)

12. Review and signature of the Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$3,481.04. This is Request for Funds #27. *

[Pages 17-24](#)

13. Approval and signature of the Victims of Crime Act (VOCA) Supplemental Grant #21-SVA-048 Contract Agreement, Revised Standard Conditions and Assurances, Certifications, Resolution, Subgrantee Schedule of Payments and Request for Funds Form for the grant award in the amount of \$7,992.00. *

[Pages 25-50](#)

14. Review the Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed November 15, 2021 – Case Number 051321-01 (Meade Tax District – Tax Map 1 – Parcel Number 130) owned by Mitchell W. Hyre and consider Order Adopting Enforcement Agency Findings. *

[Pages 51-54](#)

15. Approval and adoption of the 2022 Standard Mileage Rates for Business, Medical and Moving Announced – December 17, 2021. *

[Pages 55-56](#)

16. Correspondence from Donna Matthews requesting consideration to fill the unexpired term on the Upshur County Fire Board as community representative for the 1st Magisterial District. *

[Page 57](#)

17. Consider Resignation of Employee *

Item may lead to Executive Session per WV Code

18. Approval of advertisement for Upshur County Recreational Park Facilities Director. This is a full-time salaried position with benefits. Applications are due no later than Friday, January 21, 2022. *

[Page 58](#)

19. 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. United States of America Federal Energy Regulatory Commission – Notice of Availability of the Final Supplemental Environmental Impact Statement for the Proposed Atlantic Coast Pipeline Restoration Project and Supply Header Restoration Project – December 17, 2021 Pages 59-61
2. Mon Power and Potomac Edison Propose Environmental Compliance Program for Power Plants – Fort Martin and Harrison plants expected to operate until 2035 and 2040, respectively, following upgrades – December 17, 2021. Pages 62-65
3. Correspondence from the Kanawha County Commission regarding the Property Tax Modernization Constitutional Amendment (House Joint Resolution 3) that will be up for ratification during the November 2022 General Election. Pages 66-67
4. Upshur County Sheriff's Financial Statement for period ending November, 2021. Pages 68-69
5. Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed December 16, 2021 – Case Number 070821-02 (Banks Tax District – Tax Map 4 – Parcel Number 2). The property owner, David W. Bolyard Jr., has twenty days to request a hearing before the Upshur County Commission. Page 70
6. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:

| | | |
|--|---|---|
| <ul style="list-style-type: none"> • 26th Judicial Circuit Community Correction Special Board Meeting • Elkins Road PSD • City Council of Buckhannon | <ul style="list-style-type: none"> January 3, 2022 January 4, 2022 January 6, 2022 | <ul style="list-style-type: none"> Page 71 Page 72 Page 73 |
|--|---|---|
 - Meeting Minutes:

| | | |
|--|---|---|
| <ul style="list-style-type: none"> • Upshur County Fire Board • Upshur County Fire Board | <ul style="list-style-type: none"> October 19, 2021 November 16, 2021 | <ul style="list-style-type: none"> Page 74 Page 75-76 |
|--|---|---|
 - c) Meetings:

| | |
|---|--|
| <ul style="list-style-type: none"> • 01/04/22 5:00 p.m. • 01/04/22 4:00 p.m. • 01/06/22 7:00 p.m. • 01/06/22 7:00 p.m. • 01/06/22 7:00 p.m. • 01/10/22 12:00 p.m. • 01/10/22 4:30 p.m. • 01/10/22 5:30 p.m. | <ul style="list-style-type: none"> Elkins Road PSD Hodgesville PSD Banks District VFD City Council of Buckhannon Selbyville VFD Upshur County Family Resource Network Upshur County Solid Waste Authority Buckhannon-Upshur Recreational Park Advisory Board |
|---|--|

- 02/07/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 01/11/22 7:30 p.m. Adrian VFD
- 01/06/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 01/11/22 7:00 a.m. Upshur County Development Authority – Full Board
- 01/11/22 12:00 p.m. Upshur County Senior Center Board
- 01/12/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 01/11/22 7:00 p.m. Warren District VFD
- 01/06/22 3:00 p.m. Adrian PSD
- 01/12/22 3:00 p.m. Tennerton PSD
- 01/13/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/13/22 7:30 p.m. Buckhannon VFD
- 01/10/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/20/22 6:30 p.m. Upshur County Youth Camp Board
- 01/09/22 6:00 p.m. Washington District VFD
- 01/17/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/19/22 4:00 p.m. Upshur County Public Library Board
- 01/21/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 01/18/22 6:30 p.m. Upshur County Fire Board, Inc.
- 01/25/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/12/22 7:00 p.m. Ellamore VFD
- 01/19/22 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 01/20/22 6:00 p.m. Upshur County Farmland Protection Board
- 01/31/22 7:00 p.m. Upshur County Fire Fighters Association
- 01/12/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

7. Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1st Mag. District
- Upshur County Fire Board (unexpired term 6/30/23) – Fire Association 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)

Next Regular Meeting of the Upshur County Commission
January 13, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

January 5, 2022

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

Dear Commissioners,

On behalf of the 26th Judicial Circuit Community Corrections Program I would like to inform you that the Community Corrections Board voted and unanimously approved to purchase an office building for the Lewis County Day Report Center located at 230 E. 1st St. Weston, WV 26452 contingent upon the building passing a pest inspection and building inspection; the cost of the building is \$194,900.00 furnished with all appliances. Purchase pending Upshur and Lewis Commission approval.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cheyenne Troxell', with a large, stylized flourish at the end.

Cheyenne Troxell
Program Director

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

Local Rules

The Upshur County Commission will meet weekly on Thursdays, beginning at 9:00 am. Meetings will be held in the Commission Meeting Room, Room 301, on the third floor of the Courthouse Annex.

Agenda items and/or meeting presentations/appointments must be received no later than three business days prior to the meeting date by 12:00 pm.

Agendas will be sent to the public via email two business days before the meeting, as per WV State Code §6-9A-3. Agendas will be emailed to those who request an electronic version of the agenda. In order to be added to the email list, please contact the office of the Upshur County Commission at the number listed above. Printed copies of the agenda will be posted on the Courthouse Annex bulletin board in the Chancery Street Alley and on the Administrative Annex bulletin board at the address listed above.

Presentations/Appointments will be scheduled in 15 minute increments, beginning at 9:00 am. If there are multiple speakers present, the Commission reserves the right to limit times of speakers on both sides of an issue. Additional comments will be accepted in written form for review.

Those who are not listed on the official agenda and wish to address the Commission must register within 15 minutes prior to the meeting; however, the Commission will simply hear your comment. The Commission will not make a decision relative to the matter unless the item appears on the official agenda.

The Commission shall abide by the Open Meeting Laws set forth in WV State Code §6-9A-1.

Robert's Rules of Order are utilized as a guide only. The Commission controls the meeting, management, discussion and input.

An Equal Opportunity Employer

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

In accordance with WV Code **§6-9A-3**, those wishing to address the Commission must register below within 15 minutes prior to the meeting. As stated in the Commission's local rules, comments are limited to 15 minutes in length. If your name does not appear on the official agenda that is dispersed prior to the meeting, the Commission will simply hear your comment. They will not make a decision relative to the matter unless the item appears on the official agenda. In order to schedule an appointment on the agenda, please contact either Tabatha Perry or Carrie Wallace at the phone number listed above.

Date: _____

| | | | |
|-----|--------------|--|-----------|
| 1. | | | |
| | Printed Name | | Signature |
| 2. | | | |
| | Printed Name | | Signature |
| 3. | | | |
| | Printed Name | | Signature |
| 4. | | | |
| | Printed Name | | Signature |
| 5. | | | |
| | Printed Name | | Signature |
| 6. | | | |
| | Printed Name | | Signature |
| 7. | | | |
| | Printed Name | | Signature |
| 8. | | | |
| | Printed Name | | Signature |
| 9. | | | |
| | Printed Name | | Signature |
| 10. | | | |
| | Printed Name | | Signature |

An Equal Opportunity Employer

2022 Calendar Year Legal Holidays

| | | |
|-------------------|----------|---------------------------|
| January 17, 2022 | Monday | Martin Luther King Day |
| February 21, 2022 | Monday | President's Day |
| May 10, 2022 | Tuesday | Primary Election Day |
| May 30, 2022 | Monday | Memorial Day |
| June 20, 2022 | Monday | West Virginia Day |
| July 4, 2022 | Monday | Independence Day |
| September 5, 2022 | Monday | Labor Day |
| October 10, 2022 | Monday | Columbus Day |
| November 8, 2022 | Tuesday | General Election Day |
| November 11, 2022 | Friday | Veterans' Day |
| November 24, 2022 | Thursday | Thanksgiving Day |
| November 25, 2022 | Friday | Lincoln's Day |
| December 26, 2022 | Monday | Christmas Day Observance |
| January 2, 2023 | Monday | New Year's Day Observance |

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The Upshur County Courthouse's hours of operation are Monday-Friday 8:00 a.m. to 4:00 p.m. with the following exceptions:

| | | |
|-------------------|--------|-------------------------|
| May 20, 2022 | Friday | 8:00 a.m. to 12:00 p.m. |
| December 16, 2022 | Friday | 8:00 a.m. to 12:00 p.m. |

**In addition, the Courthouse and Annex buildings will be closed on other holidays as declared by the Governor resulting in closed courts, as permitted by subsection (c), section one, article two, chapter two of the Code of West Virginia. **

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL
ESTABLISHING FACSIMILE SIGNATURE**

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

_____, after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is President (Title)
of the Upshur County Commission , a political subdivision of
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2022 .

Signature _____

I, Carol J. Smith Clerk of the County Commission of
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this _____
day of _____ , _____

(SEAL)

Clerk of the County Commission
of Upshur County, West Virginia

I, _____ , do certify that I am the President of the County Commission of Upshur County, and that _____ whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

President of the County Commission
of Upshur County, West Virginia
Date _____

CERTIFICATE OF SECRETARY OF STATE

STATE OF WEST VIRGINIA,

I, _____, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,
and caused the Great Seal of the State to be affixed
hereto this _____ day of _____, _____

(Seal)

Secretary of State

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL
ESTABLISHING FACSIMILE SIGNATURE**

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

Virgil D. Miller , after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is Sheriff (Title)
of Upshur County , a political subdivision of
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2025 .

Signature _____

I, Carol J. Smith Clerk of the County Commission of
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this _____
day of _____ , _____

(SEAL)

Clerk of the County Commission
of Upshur County, West Virginia

I, _____ , do certify that I am the President of the County Commission of Upshur County, and that Carol J. Smith whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

President of the County Commission
of Upshur County, West Virginia

Date _____

CERTIFICATE OF SECRETARY OF STATE

STATE OF WEST VIRGINIA,

I, _____, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,
and caused the Great Seal of the State to be affixed
hereto this _____ day of _____, _____

(Seal)

Secretary of State

**AFFIDAVIT OF COUNTY, MUNICIPAL, OR OTHER PUBLIC OFFICIAL
ESTABLISHING FACSIMILE SIGNATURE**

STATE OF WEST VIRGINIA

COUNTY OF Upshur , To-wit:

Carol J. Smith , after being first duly sworn by the undersigned Clerk of the County Commission, on oath, deposes, says and certifies:

1. That he or she is County Clerk (Title)
of Upshur County , a political subdivision of
the State of West Virginia.

2. That in order to establish a facsimile signature to be used in lieu of his or her manual signature, as authorized by Chapter 6, Article 14, of the Code of West Virginia of 1931, as amended, he or she hereunto affixes his or her manual signature to this affidavit form and authorizes the same to be certified to and filed with the Secretary of State of West Virginia.

3. That his or her term of office ends as of December 31, 2025 .

Signature _____

I, Carol J. Smith Clerk of the County Commission of
Upshur County, West Virginia, do hereby certify that the affiant named above, who is well known to me, personally appeared before me this day and made oath as noted above, and affixed his or her manual signature to the above affidavit; that the affiant does, in fact, as of this day occupy the official office, with specified term as aforesaid.

Witness my hand and seal of office this _____
day of _____ , _____

(SEAL)

Clerk of the County Commission
of Upshur County, West Virginia

I, _____ , do certify that I am the President of the County Commission of Upshur County, and that Carol J. Smith whose name appears above, is of this date the duly qualified and acting Clerk of the County Commission of said County.

President of the County Commission
of Upshur County, West Virginia

Date _____

CERTIFICATE OF SECRETARY OF STATE

STATE OF WEST VIRGINIA,

I, _____, Secretary of State of West Virginia, do hereby certify that, inasmuch as the foregoing Facsimile Signature Affidavit appears to be properly executed with manual signature, and is duly authenticated, the same is hereby this day declared approved, filed and admitted to record in my office in the State Capitol, and the manual signature affixed by the affiant to above affidavit may be reproduced as the facsimile signature of an authorized officer by engraving, imprinting, stamping or other means, as authorized by Chapter 6, Article 14, of the Code of West Virginia, 1931, as amended, during the term of his or her said office as aforesaid.

In Witness whereof, I have subscribed my signature,
and caused the Great Seal of the State to be affixed
hereto this _____ day of _____, _____

(Seal)

Secretary of State

2021 Commission Board Appointments

Commissioner Tenney:

Upshur County Fire Board, Incorporated (monthly)
Upshur County Farmland Protection Board (monthly)
Upshur County Family Resource Network (monthly)
Mountain CAP of West Virginia, Inc (bi-monthly)
Upshur County Enhanced Emergency Telephone Advisory Board (monthly)
*Buckhannon Upshur Parks & Rec – (monthly)
Upshur County Development Authority (monthly)

Commissioner Cutright:

Region VI Workforce Investment Board – LEO (quarterly)
Region VII Planning & Development Council (quarterly)
Upshur County Senior Center Board (monthly)
Upshur County Extension Service Committee (annually)
Lewis Upshur Community Corrections Board (monthly)
Court Security Advisory Board (monthly)
Emergency Food and Shelter Program – Parish House (annually)
* James W. Curry Advisory Board (monthly March – October)

Commissioner Nolte:

Upshur County Youth Council, Incorporated (SYC) (monthly)
Lewis-Upshur Local Emergency Planning Committee (monthly, alternates Lewis/Upshur)
Upshur County 4H Foundation (up to 3x's per year)
Buckhannon Upshur Airport Authority (monthly)
Corridor H Authority Board (as needed, teleconference is available)

Carrie Wallace:

Chamber of Commerce (monthly)
James W. Curry Advisory Board (monthly March – October) - Secretary
Court Security Advisory Board (monthly) - Secretary

Tabatha Perry:

*Safe Sites & Structures (monthly) – Secretary
Chamber of Commerce Board of Directors (quarterly)
Convention & Visitors Bureau (monthly)
*Attends, not a member of the Board

UPSHUR COUNTY COMMISSION

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

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

TDD Numbers
Business: 473-9550
Emergency: 911

MISSION STATEMENT

The mission of the Upshur County Commission is to provide superior public service and support which enables all county residents the opportunity to improve their quality of life, and enjoy the benefits of a safe, sustainable and progressive community in North Central West Virginia.

Dated: January 6, 2022

Samuel R. Nolte
Commissioner

Terry B. Cutright
Commissioner

Kristie G. Tenney
Commissioner

An Equal Opportunity Employer

**Community Development Block Grant Program
REQUEST FOR PAYMENT**

TO: West Virginia Development Office
Building 3, Room 700
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304.558.2234

FROM: Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201
ph. 304.472.0535

| | | | | | | |
|---|--|---------------------------------|-----------------------------------|---------------------------------|---------------------------------|----------------------|
| Project Name | Elkins Road PSD Phase III Water System Improvements | | | Project # | 16SCBG0008 | |
| Invoice # | 173858-27 | | | % of CDBG Funds Expensed | 89% | |
| Time Period Covered by this Request: | | | | 10/31/2021 | To: | 01/06/2022 |
| Amount of CDBG Funds on hand at the time of this Request | | | | | \$ | - |
| COST CATEGORIES | APPROVED BUDGET AMOUNT | AMOUNT REQUESTED TO DATE | AMOUNT REQUESTED THIS DRAW | TOTAL AMOUNT REQUESTED | AMOUNT DISBURSED TO DATE | BALANCE |
| Administration | \$ 77,462.84 | \$ 64,215.58 | \$ - | \$ 64,215.58 | \$ 64,215.58 | \$ 13,247.26 |
| Admin Direct Costs | | \$ 42,033.42 | \$ - | \$ 42,033.42 | \$ 42,033.42 | |
| Admin Indirect Costs | | \$ 22,182.16 | \$ - | \$ 22,182.16 | \$ 22,182.16 | |
| Accounting | \$ - | \$ - | \$ - | | \$ - | |
| Arch/Engineering | \$ 341,172.00 | \$ 284,860.68 | \$ 3,481.04 | \$ 288,341.72 | \$ 278,853.03 | \$ 52,830.28 |
| Land Acquisition | \$ - | \$ - | \$ - | | \$ - | |
| Construction | \$ 1,055,977.36 | \$ 964,080.90 | \$ - | \$ 964,080.90 | \$ 964,080.90 | \$ 91,896.46 |
| Permits/Fees | \$ 25,387.80 | \$ 25,387.80 | \$ - | \$ 25,387.80 | \$ 16,775.45 | \$ 0.00 |
| Legal | \$ - | \$ - | \$ - | | \$ - | |
| Planning | | \$ - | \$ - | | \$ - | |
| SUB-TOTAL: | \$ 1,500,000.00 | \$ 1,338,544.96 | \$ 3,481.04 | \$ 1,342,026.00 | \$ 1,323,924.96 | \$ 157,974.00 |
| Less Income | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL: | \$ 1,500,000.00 | \$ 1,338,544.96 | \$ 3,481.04 | \$ 1,342,026.00 | \$ 1,323,924.96 | \$ 157,974.00 |

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

Chief Elected Official Signature

Kristie G. Tenney, Upshur County Commission

Printed Name of Chief Elected Official

January 6, 2022

Date

Copies of Invoices Required
Invoice Summary Forms Required

v1.12.2021

DEC-14-2021 08:29 AM ELKINSROADPSD

3044722028

P. 02/06

Elkins Road PSD

INVOICE 

DEC 13 2021

RECEIVED

Elkins Road Public Service District
Attn: Carey Wagner, Chairperson
133 Fallen Road
Buckhannon, WV 26201

November 30, 2021

Project No: 0000007006.00

Invoice No: 0019514

Project 0000007006.00 Elkins Road PSD-Phase III WSI
Re: Elkins Road PSD Phase III WSI
Professional Services from October 31, 2021 to November 27, 2021
Fee

| Billing Phase | Fee | Percent Complete | Earned |
|---|------------|------------------|------------|
| Study & Report Phase | 65,000.00 | 100.00 | 65,000.00 |
| Preliminary Design | 154,400.00 | 100.00 | 154,400.00 |
| Final Design | 205,600.00 | 100.00 | 205,600.00 |
| Bidding & Contracting | 25,700.00 | 100.00 | 25,700.00 |
| Bidding & Contracting- Amendment No. 3 | 15,000.00 | 100.00 | 15,000.00 |
| Construction Phase | 128,300.00 | 100.00 | 128,300.00 |
| Construction Phase - Amendment No. 4 | 3,500.00 | 100.00 | 3,500.00 |
| Construction Phase- Amendment No. 5 | 46,000.00 | 75.00 | 33,750.00 |
| Surveying Services | 7,500.00 | 100.00 | 7,500.00 |
| Surveying-Amendment No. 2 | 7,500.00 | 75.2805 | 5,646.04 |
| Financing Services | 3,500.00 | 100.00 | 3,500.00 |
| Financing Services- Amendment No. 2 | 1,675.00 | 100.00 | 1,675.00 |
| Record Drawings | 15,000.00 | 56.1333 | 8,420.00 |
| P&C Services | 2,325.00 | 100.00 | 2,325.00 |
| Geotechnical Engineering Services | 5,000.00 | 100.00 | 5,000.00 |
| Geotechnical-Amendment No. 2 | 3,740.00 | 100.00 | 3,740.00 |
| Resident Construction Observation | 492,000.00 | 71.4249 | 351,410.51 |

| |
|---------------------|
| \$ 3,481.04 - CDBG |
| \$35,033.00 - IJDC |
| \$38,514.04 - Total |

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.5501
www.chaptech.com

DEC-14-2021 08:29 AM ELKINSROADPSD

3044722028

P. 03/06

INVOICE

| Project | 0000007008.00 | Elkins Road PSD-Phase III WSI | Invoice | 0019614 |
|--------------------|---------------|-------------------------------|--------------|--------------------|
| ** Tank Inspection | 4,700.00 | 100.00 | 4,700.00 | |
| Total Fee | 1,185,440.00 | | 1,025,168.55 | |
| | | Previous Fee | 988,852.51 | |
| | | Billing | | |
| | | Current Fee | 38,514.04 | |
| | | Billing | | |
| | | Total Fee | | 38,514.04 |
| | | Total this Invoice | | <u>\$38,514.04</u> |

Outstanding Invoices

| Number | Date | Balance |
|---------|------------|-----------|
| 0019460 | 10/31/2021 | 12,442.50 |
| Total | | 12,442.50 |

Billing Note:
SCBG Eligible (30%) \$11,554.21

** Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
904.727.5501
www.chaptech.com

DEC-14-2021 08:29 AM ELKINSROADPSD

3044722028

P. 04/06

Chapman Technical Group
Invoice Detail

INVOICE

INVOICE NO. 19514**INVOICE DETAIL -October 31, 2021 through November 27, 2021.****CONSTRUCTION OBSERVATION**

| | | | | |
|-----------------------|--------------|---------|---|--------------------|
| Basic Fee: | \$492,000.00 | | | |
| Charles Cash | 34.0 x | \$80.00 | = | \$ 2,720.00 |
| Reimbursable Expenses | | | = | 781.04 |
| | | | | <u>\$ 3,481.04</u> |

Amount Earned Construction Observation
Amount Previously Invoiced
Amount Due this Invoice Construction Observation

| |
|--------------------|
| \$ 351,410.51 |
| <u>347,929.47</u> |
| <u>\$ 3,481.04</u> |

PLEASE REMIT TO:
Chapman Technical Group LTD
c/o GRW Engineers
801 Corporate Dr.
Lexington, KY 40503
304.727.3501
www.chaptech.com

**ELKINS ROAD PUBLIC SERVICE DISTRICT
2016W-1632
16SCBG0008
Request #19**

**RESOLUTION OF THE ELKINS ROAD PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO
THE WATER PROJECT AND AUTHORIZING PAYMENT THEREOF,**

WHEREAS, the Elkins Road Public Service District, has reviewed the invoices attached hereto for its water project funded by the West Virginia Infrastructure & Jobs Development Council ("IJDC") and Small Cities Block Grant ("SCBG"), and find as follows:

- a.) That none of the items for which payment is proposed to be made has been requested from another funding source.
- b.) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
- c.) That each of such costs has been otherwise properly incurred.
- d.) That the payment for each of the items proposed is due and owing as the date hereof.

NOW, THEREFORE BE IT RESOLVED by the Elkins Road Public Service District as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

| VENDOR | CDBG | IJDC Loan | TOTAL |
|-----------------------------|-------------|------------------|--------------|
| Chapman Technical Group LTD | \$ 3,481.04 | \$ 35,033.00 | \$ 38,514.04 |
| A.J. Burk, LLC | \$ - | \$ 44,974.16 | \$ 44,974.16 |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| | \$ - | \$ - | \$ - |
| TOTAL | \$ 3,481.04 | \$ 80,007.16 | \$ 83,488.20 |

ADOPTED BY the Elkins Road Public Service District, at a meeting held on the 4th day of January, 2022.

By: _____

Its: Chairman

Elkins Rd PSD
 UDC No. 2016W-1632
 Expenditure Report #19

1/4/2022

| UDC Loan | Per Schedule B | Adjustments | Revised Budget | Requested Prior to This Draw | Requested This Draw | Total Requested | Remaining |
|---|----------------|--------------|----------------|------------------------------|---------------------|-----------------|------------|
| Construction | | | | | | | |
| Contract 1 - Ofc Bldg (Pro)(w/ CO#1-#7) | 460,350.00 | 8,530.63 | 468,880.63 | 468,880.63 | 0.00 | 468,880.63 | 0.00 |
| Contract 2 Tank (M&A) | 225,000.00 | 37,397.67 | 262,397.67 | 262,397.67 | 0.00 | 262,397.67 | 0.00 |
| Contract 3 Line ext (AJ Burk) | 1,117,740.00 | 176,467.00 | 1,294,207.00 | 1,230,426.79 | 44,974.16 | 1,275,400.95 | 18,806.05 |
| Contract 4 Line Ext (Chojnacki) | 1,384,581.65 | (211,216.11) | 1,173,365.54 | 988,373.89 | 0.00 | 988,373.89 | 184,991.65 |
| Contingency | 219,549.00 | 133,402.10 | 352,951.10 | 0.00 | 0.00 | 0.00 | 352,951.10 |
| Kesling Ridge Booster Station | 100,000.00 | (80,750.00) | 19,250.00 | 0.00 | 0.00 | 0.00 | 19,250.00 |
| Contract 3, Change Order #4 | 0.00 | 80,750.00 | 80,750.00 | 0.00 | 0.00 | 0.00 | 80,750.00 |
| Touch Read & Radio Read Meters | 274,994.00 | (173,000.00) | 101,994.00 | 0.00 | 0.00 | 0.00 | 101,994.00 |
| Contract 3, Change Order #2 | 0.00 | 37,000.00 | 37,000.00 | 37,000.00 | 0.00 | 37,000.00 | 0.00 |
| Contract 3, Change Order #3 | 0.00 | 136,000.00 | 136,000.00 | 136,000.00 | 0.00 | 136,000.00 | 0.00 |
| Technical Services (Chapman) | | | | | | | |
| Study & Report | 53,000.00 | 0.00 | 53,000.00 | 53,000.00 | 0.00 | 53,000.00 | 0.00 |
| Design | 252,000.00 | 0.00 | 252,000.00 | 252,000.00 | 0.00 | 252,000.00 | 0.00 |
| Bidding | 32,990.00 | 0.00 | 32,990.00 | 32,990.00 | 0.00 | 32,990.00 | 0.00 |
| Engineering During Construction | 89,810.00 | 48,500.00 | 138,310.00 | 92,027.00 | 35,033.00 | 127,060.00 | 11,250.00 |
| Post Construction Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Inspection Services | 439,811.00 | (108,866.00) | 330,945.00 | 240,610.60 | 0.00 | 240,610.60 | 90,334.40 |
| Special Services | | | | | | | |
| Surveying Services | 10,500.00 | 0.00 | 10,500.00 | 9,202.23 | 0.00 | 9,202.23 | 1,297.77 |
| Financing Services | 3,622.50 | 0.00 | 3,622.50 | 3,622.50 | 0.00 | 3,622.50 | 0.00 |
| Record Drawings | 10,500.00 | 0.00 | 10,500.00 | 5,894.00 | 0.00 | 5,894.00 | 4,606.00 |
| PSC Services | 1,627.50 | 0.00 | 1,627.50 | 1,627.50 | 0.00 | 1,627.50 | 0.00 |
| Geotech Engineering Services | 6,118.00 | 0.00 | 6,118.00 | 6,118.00 | 0.00 | 6,118.00 | 0.00 |
| Tank Inspection | 4,700.00 | 0.00 | 4,700.00 | 4,700.00 | 0.00 | 4,700.00 | 0.00 |
| Legal | | | | | | | |
| a. Legal - Project | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 0.00 |
| b. Legal - PSC (S&J) | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| Accounting (Griffith) | 40,000.00 | (2,244.11) | 37,755.89 | 37,755.89 | 0.00 | 37,755.89 | 0.00 |
| Administrative (Region VII) | 80,566.35 | (58,029.19) | 22,537.16 | 22,537.16 | 0.00 | 22,537.16 | 0.00 |
| Sites and Other Lands | 50,000.00 | 0.00 | 50,000.00 | 46,812.50 | 0.00 | 46,812.50 | 3,187.50 |
| Permits / Miscellaneous | 70,040.00 | (23,941.99) | 46,098.01 | 46,098.01 | 0.00 | 46,098.01 | 0.00 |
| Bond Counsel (S&J) | 37,000.00 | 0.00 | 37,000.00 | 37,000.00 | 0.00 | 37,000.00 | 0.00 |
| Registrar Fee | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Funded Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 5,000,000.00 | (0.00) | 5,000,000.00 | 4,050,574.37 | 80,007.16 | 4,130,581.53 | 869,418.47 |

| CDBG | Per Schedule B | Adjustments | Revised Budget | Requested Prior to This Draw | Requested This Draw | Total Requested | Remaining |
|---------------------------------|----------------|--------------|----------------|------------------------------|---------------------|-----------------|------------|
| Construction | | | | | | | |
| Contract 1 - Ofc Bldg (Pro) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contract 2 Tank (M&A) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contract 3 Line ext (AJ Burk) | 520,517.00 | (132,362.64) | 388,154.36 | 304,001.00 | 0.00 | 304,001.00 | 84,153.36 |
| Contract 4 Line Ext (Chojnacki) | 682,788.35 | (14,970.35) | 667,868.00 | 660,079.90 | 0.00 | 660,079.90 | 7,788.10 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Kesling Ridge Booster Station | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contract 3, Change Order #4 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Touch Read & Radio Read Meters | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contract 3, Change Order #2 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Contract 3, Change Order #3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Technical Services (Chapman) | | | | | | | |
| Study & Report | 12,000.00 | 0.00 | 12,000.00 | 12,000.00 | 0.00 | 12,000.00 | 0.00 |
| Design | 108,000.00 | 0.00 | 108,000.00 | 108,000.00 | 0.00 | 108,000.00 | 0.00 |
| Bidding | 7,710.00 | 0.00 | 7,710.00 | 7,710.00 | 0.00 | 7,710.00 | 0.00 |
| Engineering During Construction | 38,490.00 | 0.00 | 38,490.00 | 38,490.00 | 0.00 | 38,490.00 | 0.00 |
| Post Construction Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Inspection Services | 97,189.00 | 63,866.00 | 161,055.00 | 107,318.87 | 3,481.04 | 110,799.91 | 50,255.09 |
| Special Services | | | | | | | |
| Surveying Services | 4,500.00 | 0.00 | 4,500.00 | 3,943.81 | 0.00 | 3,943.81 | 556.19 |
| Financing Services | 1,552.50 | 0.00 | 1,552.50 | 1,552.50 | 0.00 | 1,552.50 | 0.00 |
| Record Drawings | 4,500.00 | 0.00 | 4,500.00 | 2,526.00 | 0.00 | 2,526.00 | 1,974.00 |
| PSC Services | 697.50 | 0.00 | 697.50 | 697.50 | 0.00 | 697.50 | 0.00 |
| Geotech Engineering Services | 2,622.00 | 0.00 | 2,622.00 | 2,622.00 | 0.00 | 2,622.00 | 0.00 |
| Tank Inspection | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Legal | | | | | | | |
| a. Legal - Project | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| b. Legal - PSC (S&J) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accounting (Griffith) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Administrative (Region VII) | 19,433.65 | 58,029.19 | 77,462.84 | 64,215.58 | 0.00 | 64,215.58 | 13,247.26 |
| Sites and Other Lands | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Permits / Miscellaneous | 0.00 | 25,387.80 | 25,387.80 | 25,387.80 | 0.00 | 25,387.80 | 0.00 |
| Bond Counsel (S&J) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Registrar Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Funded Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 1,500,000.00 | (0.00) | 1,500,000.00 | 1,338,544.96 | 3,481.04 | 1,342,026.00 | 157,974.00 |

| Total Project | Per Schedule B | Adjustments | Revised Budget | Requested Prior to This Draw | Requested This Draw | Total Requested | Remaining |
|---------------------------------|----------------|--------------|----------------|------------------------------|---------------------|-----------------|--------------|
| Construction | | | | | | | |
| Contract 1 - Ofc Bldg (Pro) | 460,350.00 | 8,530.63 | 468,880.63 | 468,880.63 | 0.00 | 468,880.63 | 0.00 |
| Contract 2 Tank (M&A) | 225,000.00 | 37,397.67 | 262,397.67 | 262,397.67 | 0.00 | 262,397.67 | 0.00 |
| Contract 3 Line ext (AJ Burk) | 1,638,257.00 | 44,104.36 | 1,682,361.36 | 1,534,427.79 | 44,974.16 | 1,579,401.95 | 102,959.41 |
| Contract 4 Line Ext (Chojnacki) | 2,067,370.00 | (226,136.46) | 1,841,233.54 | 1,648,453.79 | 0.00 | 1,648,453.79 | 192,779.75 |
| Contingency | 219,549.00 | 133,402.10 | 352,951.10 | 0.00 | 0.00 | 0.00 | 352,951.10 |
| Kesling Ridge Booster Station | 100,000.00 | (80,750.00) | 19,250.00 | 0.00 | 0.00 | 0.00 | 19,250.00 |
| Contract 3, Change Order #4 | 0.00 | 80,750.00 | 80,750.00 | 0.00 | 0.00 | 0.00 | 80,750.00 |
| Touch Read & Radio Read Meters | 274,994.00 | (173,000.00) | 101,994.00 | 0.00 | 0.00 | 0.00 | 101,994.00 |
| Contract 3, Change Order #2 | 0.00 | 37,000.00 | 37,000.00 | 37,000.00 | 0.00 | 37,000.00 | 0.00 |
| Contract 3, Change Order #3 | 0.00 | 136,000.00 | 136,000.00 | 136,000.00 | 0.00 | 136,000.00 | 0.00 |
| Technical Services (Chapman) | | | | | | | |
| Study & Report | 65,000.00 | 0.00 | 65,000.00 | 65,000.00 | 0.00 | 65,000.00 | 0.00 |
| Design | 360,000.00 | 0.00 | 360,000.00 | 360,000.00 | 0.00 | 360,000.00 | 0.00 |
| Bidding | 40,700.00 | 0.00 | 40,700.00 | 40,700.00 | 0.00 | 40,700.00 | 0.00 |
| Engineering During Construction | 128,300.00 | 48,500.00 | 176,800.00 | 130,517.00 | 35,033.00 | 165,550.00 | 11,250.00 |
| Post Construction Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Inspection Services | 537,000.00 | (45,000.00) | 492,000.00 | 347,929.47 | 3,481.04 | 351,410.51 | 140,589.49 |
| Special Services | | | | | | | |
| Surveying Services | 15,000.00 | 0.00 | 15,000.00 | 13,146.04 | 0.00 | 13,146.04 | 1,853.96 |
| Financing Services | 5,175.00 | 0.00 | 5,175.00 | 5,175.00 | 0.00 | 5,175.00 | 0.00 |
| Record Drawings | 15,000.00 | 0.00 | 15,000.00 | 8,420.00 | 0.00 | 8,420.00 | 6,580.00 |
| PSC Services | 2,325.00 | 0.00 | 2,325.00 | 2,325.00 | 0.00 | 2,325.00 | 0.00 |
| Geotech Engineering Services | 8,740.00 | 0.00 | 8,740.00 | 8,740.00 | 0.00 | 8,740.00 | 0.00 |
| Tank Inspection | 4,700.00 | 0.00 | 4,700.00 | 4,700.00 | 0.00 | 4,700.00 | 0.00 |
| Legal | | | | | | | |
| a. Legal - Project | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 0.00 |
| b. Legal - PSC (S&J) | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| Accounting (Griffith) | 40,000.00 | (2,244.11) | 37,755.89 | 37,755.89 | 0.00 | 37,755.89 | 0.00 |
| Administrative (Region VII) | 100,000.00 | 0.00 | 100,000.00 | 86,752.74 | 0.00 | 86,752.74 | 13,247.26 |
| Sites and Other Lands | 50,000.00 | 0.00 | 50,000.00 | 46,812.50 | 0.00 | 46,812.50 | 3,187.50 |
| Permits / Miscellaneous | 70,040.00 | 1,445.81 | 71,485.81 | 71,485.81 | 0.00 | 71,485.81 | 0.00 |
| Bond Counsel (S&J) | 37,000.00 | 0.00 | 37,000.00 | 37,000.00 | 0.00 | 37,000.00 | 0.00 |
| Registrar Fee | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 | 0.00 |
| Funded Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 6,500,000.00 | (0.00) | 6,500,000.00 | 5,389,119.33 | 83,488.20 | 5,472,607.53 | 1,027,392.47 |



JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

State of West Virginia
Department of Homeland Security
Division of Administrative Services
Justice and Community Services

1124 Smith Street, Suite 3100
Charleston, WV 25301
(304) 558-8814



MICHAEL V. COLEMAN
DIRECTOR

December 14, 2021

The Honorable Kristie Tenney
Commission President
Upshur County Commission
91 W. Main St., Ste. 101
Buckhannon, WV 26201

Re: Approved Funding – \$7,992.00
Victims of Crime Act (VOCA) Supplemental Grant
Project Number: 21-SVA-048

Dear Commissioner Tenney:

Congratulations on your recent supplemental award for a Victims of Crime Act (VOCA) Grant Award. Enclosed you will find:

- A Contract and Resolution
- A Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Revised Standard Conditions and Assurances
- EEOC Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Administrative Services, Justice and Community Services.
- Subgrantee Schedule of Payments
- Request for Funds Form
- Standard Risk Assessment Tool

To formalize your acceptance of this grant award, please sign the contract, certification, Conditions and Assurances and affect a resolution (if necessary) and return the **originals** to this office by January 14, 2022.

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304) 558-8814, Ext. 22408, or via email at [Sydney.M.Cavender@wv.gov](mailto:Sydneym.Cavender@wv.gov). I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,



Sydney M. Cavender
Criminal Justice Program Specialist

SMC/mrm

C: Bryan Hinkle
Grant File (*all attachments*)

GRANT CONTRACT AGREEMENT
BETWEEN
DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE AND COMMUNITY SERVICES SECTION
AND
Upshur County Commission
21-SVA-048

This **AGREEMENT**, entered into this **14th Day of December 2021**, by the Assistant Director of the Division of Administrative Services, Justice and Community Services Section, hereinafter referred to as "JCS", and the Upshur County Commission, hereinafter referred to as "Grantee."

WHEREAS, JCS is the recipient of Community Corrections Funds from the State of West Virginia., and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds for: **This grant will fund staff in the Upshur County Prosecuting Attorney's Office to provide direct services to crime victims in Upshur County.**

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. JCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application, which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by JCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **October 1, 2021** and shall continue those services/activities until **June 30, 2022**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Grantee, the sum of up to **\$7,992.00** shall be obligated by JCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that JCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.

7. It is the understanding of all parties to this Agreement that JCS has determined that the Grantee will receive an upfront scheduled allocation of funds.
8. If the Grantee is not receiving an upfront scheduled allocation of funds: To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Reimbursement of Funds once per month to JCS. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
9. If the Grantee is receiving an upfront scheduled allocation of funds, the Grantee hereby agrees to adopt a schedule of payments dictated by JCS: To be eligible for any and all scheduled allocation of funds of the total grant amount, the Grantee shall submit a Request for Funds to JCS which adheres to the schedule of payments. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
10. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
11. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that JCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
12. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the JCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the JCS reasons for taking said action.
13. JCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
14. If for any reason funds received by JCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

15. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to JCS a final report on forms provided by JCS. Said reports shall reflect actual costs incurred or expended during the terms of this Agreement.
16. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
 - a. Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323
 - b. **Grantee Mailing Address:**
Upshur County Commission
91 W. Main St., Ste. 101
Buckhannon, WV 26201
17. The Grantee shall hold and save JCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

Kristie Tenney
Commission President
Upshur County Commission

Jeff Estep, Assistant Director
Justice and Community Services Section

RESOLUTION

The **Commission** of **Upshur County Commission** met on _____
(date) with a quorum present and passed the following resolution.

Be it resolved that the **Commission** hereby authorizes **Kristie G. Tenney**,
Commission President of the **Upshur County Commission**, to act on its behalf to enter
into a contractual agreement with the Division of Administrative Services, Justice and
Community Services to receive and administer grant funds pursuant to provisions of the
Community Corrections Program.

Signed: _____
County Clerk



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Upshur County Commission, 91 W. Main St. Ste 101 Buckhannon, WV 26201

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

21-SVA-048 Victims of Crime Act Supplemental Grant- 55-6000406

4. Typed Name and Title of Authorized Representative

Kristie G. Tenney, Commission President

5. Signature

6. Date



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE & COMMUNITY SERVICES SECTION
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019

Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323

1. **LAWS OF WEST VIRGINIA:** This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement bases" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
2. **LEGAL AUTHORITY:** The applicant hereby certifies it has the legal authority to apply for the grant; 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 authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required if applicable.
3. **RELATIONSHIP:** The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
4. **COMMENCEMENT WITHIN 60 DAYS:** This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. **OPERATIONAL WITHIN 90 DAYS:** If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.
6. **SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS may suspend in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:
- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
 - 60 or more days late in submitting reports;
 - Failure to submit reports;
 - High Risk Grantee as determined by the JCS High Risk Assessment; or
 - Any other cause shown.
7. **SANCTIONS FOR NONCOMPLIANCE:** In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:
- Withholding of payments to the grantee until the grantee complies or, if reports are more than 60 days late, the funding for that month is forfeited and may not be recouped or remedied;
 - Cancellation, termination or suspension of the contract, in whole or in part;
 - Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
 - If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
 - If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
 - If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
 - Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

8. **ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material must be retained and be available for audit purposes. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.
9. **REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
10. **WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
11. **OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.
12. **USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
13. **ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
14. **PURCHASING:** When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or another agency. See 148CSR1 of the West Virginia State Code.
15. **PROJECT INCOME:** All income earned by the grantee as a result of the conduct of this project must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established for grant funds by JCS. All grantees must maintain records that clearly show the source, the amount, and the timing of all project income. There is no waiver provision for the project income requirement.
16. **MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
18. **NON-SUPPLANTING:** Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.
19. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
21. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
22. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
23. **PROPERTY ACCOUNTABILITY:** The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
24. **COMPUTER EQUIPMENT:** Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.
26. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an

award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Grantee agrees to consult with JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

27. **ACCESS TO RECORDS:** JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.
28. **CIVIL RIGHTS COMPLIANCE:** Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. § 20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and Justice and Community Services Section.
29. **RELIGIOUS ACTIVITIES:** Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.
30. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
31. **CONFLICT OF INTEREST:** No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
32. **FREEDOM OF INFORMATION ACT:** All records, papers, and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code. JCS recognizes that some information submitted in

the course of applying for funding under this program or provided in the course of its grant management activities, may be considered law enforcement, personnel, juvenile sensitive, or personal or otherwise important to national or state security interests. This may include threat, risk and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures.

While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by JCS and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

33. NATIONAL AND STATE EVALUATION EFFORTS: The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

34. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES: The grantee must submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements: "This document [product] was prepared under a grant from the West Virginia Division of Administrative Services, Justice & Community Services Section (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.

35. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT: Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

36. COLLABORATION W/OTHER FEDERAL AND STATE GRANTS: Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment, and any other resources deemed necessary by JCS.

37. USE OF DATA/EXCHANGE OF INFORMATION: With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916-392-2550) should be contacted to determine availability of software prior to any development effort.

38. NATIONAL AND STATE EVALUATION EFFORTS: The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

39. EQUAL EMPLOYMENT OPPORTUNITY PLAN: The grantee will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEO Certification form and, if required, an EEO Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.

40. VETERANS PREFERENCE: This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

41. IMMIGRATION AND NATURALIZATION VERIFICATION: The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

42. POLITICAL ACTIVITY: The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government, and some state and

local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.). Please reference West Virginia Code § 29-6-20 for state restricted activities.

- 43. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official [please print]: Kristie G. Tenney, President

Authorized Official Signature: _____

Date: January 6, 2022

CERTIFICATION FORM**Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements**

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

| | |
|--|---|
| Recipient's Name: Upshur County Commission | |
| Address: 91 West Main Street, Suite 101, Buckhannon, WV 26201 | |
| Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding? | Law Enforcement Agency? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| DUNS Number: 028608099 | Vendor Number (only if direct recipient) |
| Name and Title of Contact Person: Krista Pyles, Victim Advocate | |
| Telephone Number: (304) 472-9699 | E-Mail Address: kdpyles@upshurcounty.org |

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- ☐ Less than fifty employees. ☐ Indian Tribe ☐ Medical Institution.
☐ Nonprofit Organization ☐ Educational Institution ☒ Receiving a single award(s) less than \$25,000.

I, Kristie G. Tenney, Commission President [responsible official], certify that Upshur County Commission [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that Upshur County Commission [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Kristie G. Tenney, Commission President

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

If a recipient agency, subawards a single award of \$500,000 or more then the granting agency should provide a list; including, name, address and DUNS # of each such sub-recipient.

If additional space is necessary, please duplicate this page.

INSTRUCTIONS

Completing the Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.



STANDARD SUB-GRANTEE RISK ASSESSMENT

The Standard Sub-Grantee Risk Assessment Tool is to be completed on every Federal Program sub-grantee prior to **any** monitoring being scheduled or taking place. The tool is intended to help identify potential at-risk sub-grantees and establish a priority framework/schedule for monitoring those programs most at risk or requiring heightened guidance in order to succeed. This tool is not intended to relegate or replace any Justice and Community Services (JCS), State and/or federal monitoring standards. This tool should only act as an accompaniment to existing standards. JCS maintains a 100% programmatic and fiscal federal program monitoring standard with on-site and desk programmatic monitoring. JCS also conducts monthly financial desk audits of every federal program. Nevertheless, the tool should be used regardless of whether a 100% completion monitoring schedule is contemplated and achieved.

JCS acts as staff to gubernatorially appointed or ad hoc grant funding review boards. Accordingly, these boards are responsible for establishing and adopting their own review criteria, independent from political and staff influence. At each review board's discretion, this tool may be adopted and used by that review board to become a part of their grant award processes when making funding decisions.

If the tool is adopted and used as a criterion for assisting in funding decisions, it must be recommended to that review board that it should develop, adopt and publish a scoring scale which establishes what ranges of scores is to be considered "High Risk, Medium Risk and Low Risk."

Further, staff must recommend to that board to exercise caution. The sub-grantee must be given an opportunity to improve and lower their risk score before being sanctioned or denied funding based on a high-risk score. Clear documentation must be provided that demonstrates that the sub-grantee was given ample opportunity to reduce their risk score and did not significantly improve prior to any funding sanction or denial.

NOTE: It is the policy of JCS that all new programs should automatically be placed as high priority and should be monitored first in the grant cycle.

Administrative/Programmatic:

Federal Program Parent Agency & Program Title (E.g. Office of Justice Programs, Justice Assistance Grant).

Parent Agency:

Program Title:

Mark and "X" by all that apply:

1. Is this a new sub-grantee under this program? _____

IF NOT A NEW SUB-GRANTEE:

2. Has there been a change in the Project Director since the most recent grant award? _____
3. Has there been a change in the Fiscal Officer since the most recent grant award? _____
4. Has there been a change in grant funded positions since the most recent grant award? _____
5. Were there any significant findings in the most current monitoring report that have not been resolved (*resolved*, not resolution in process)? _____
6. Are there any recommendations from the last monitoring visit that have not been corrected? _____
7. Is the sub-grantee non-compliant with any Special Conditions and Assurances? _____
8. Has the sub-grantee been debarred by either the State or Federal agency within the last 12 months? _____
9. Is the sub-grantee's registration currently active in SAM.gov? _____
10. At the time of completion of this Tool, is the sub-grantee late in program start/implementation? _____
11. Has the sub-grantee submitted 3 or more monthly progress reports with the last 12 months? _____

Fiscal:

1. Has the sub-grantee submitted 3 or more requests for reimbursements within the last 12 months? _____
2. If required, is the sub-grantee demonstrating match on at least a quarterly basis? _____
3. Has a finding been indicated in a monitoring report within the last 12 months of the sub-grantee not having written fiscal policies and procedures? _____
4. If required, is the sub-grantee currently late in the submission of an audit for the program? _____
5. Is the sub-grantee (to the degree that it is indicated in a monitoring report within the last 12 months) consistently submitting incorrect request for reimbursements? _____
6. Is the sub-grantee currently late on any quarterly, semi-annual, or annual reports? _____

INSTRUCTIONS

Administrative/Programmatic:

The Sub-Grantee Risk Assessment Tool is to be completed on every federal program sub-grantee prior to **any** monitoring being scheduled or taking place.

New sub-grantee – All new sub-grantees will be monitored at least once during the grant cycle and that monitoring will be a priority and be scheduled first.

Change in Project Director – 1 point if the program has a change in the Project Director during the most recent grant period. 3 points if the program has 2 or more changes in Project Directors during the most recent grant cycle.

Change in grant funded staff – 1 point for any change or changes in grant funded position(s) during the most recent grant cycle.

Change in Fiscal Officer – 1 point if the program has a change in the Fiscal Officer during the most recent grant period. 3 points if the program has 2 or more changes in the Fiscal Officer during the most recent grant cycle.

Significant findings – 1 point for each significant finding in the most current monitoring period.

Uncorrected recommendations – 1 point for each uncorrected recommendation in the most current monitoring period.

Non-compliance – 1 point for each non-compliance (W/any Conditions and Assurances) incident in the most current monitoring period. NOTE: If this has already been tallied in “Significant Findings” Item of this Tool do not count twice.

Debarment – 2 points if the sub-grantee has been debarred in the most recent grant cycle.

System for Award Management – 2 points if the sub-grantee allowed their SAM registration to lapse.

Late Program Start – 1 point if the program did not start timely during the most recent grant cycle. NOTE: If this has already been tallied in “Significant Findings” Item of this Tool do not count twice.

Fiscal:

Three or more late reimbursement requests or monthly progress reports – 1 point if the program has submitted three or more late request for reimbursements in the most recent grant cycle.

Match – 1 point if the program did not report match on at least a quarterly basis.

No written policies – 2 points if the sub-grantee had no comprehensive written policies and procedures for the most recent grant cycle.

Audit – 3 points if the sub-grantee has not completed an audit for the most recent grant cycle.

Missing documents/incorrect requests – 1 point if the sub-grantee consistently submits reports with missing or incorrect materials or data.

COMPLETION:

Add the points from all responses in both programmatic and fiscal sections. The calculated score will be the Risk Assessment. The higher the score, the higher the risk. When staff are developing a monitoring schedule, on-site and/or desk monitoring visits will be scheduled based on rank from highest to lowest – prioritizing those high-risk programs to be monitored 1st.

Any sub-grantee scoring a +13 or greater must be monitored 2 times during the assessment grant cycle, scheduled at least 4 months apart.

EFFECTIVE DATE/MONITORING SCHEDULES: Monitoring schedules have been frenetic and proved to be severely hampered and, in some cases strictly prohibited due to the State of West Virginia's travel ban directive from the Governor. COVID stunted and relegated monitoring efforts in general; however, JCS has adapted and now utilizes tele-monitoring where possible but it took quite some time for this adaptation to manifest. Therefore, this Risk assessment is effective immediately and its use will apply to all new federal grant awards from the effective date forward.

Effective Date: April 1, 2021
Revision History: N/A



Division of Administrative Services
Justice and Community Services (JCS)
SCHEDULE OF PAYMENTS

The following Schedule of Payments is hereby recognized and adopted by Upshur County Commission.

Project Number: 21-SVA-048

Total Award: \$7,992.00

| Payment No. | Date | Amount |
|-------------|------------|------------|
| 1 | 12/01/2021 | \$7,992.00 |

Kristie Tenney, Commission President
Upshur County Commission

| | |
|---|------------------------------|
| DIVISION OF ADMINISTRATIVE SERVICES Justice and Community Services | Request for Funds |
|---|------------------------------|

| | |
|---------------------------------------|---|
| RECEIVED (For JCS Use Only) | Subgrantee: Upshur County Commission |
| | Address: 91 W. Main St., Ste. 101 Buckhannon, West Virginia 26201 |
| | Project #: 21-SVA-048 |
| | FEIN#: 55-6000406 |
| | Funds are hereby requested to cover expenditures FROM: October 1, 2021 TO: June 30, 2022 |

PROJECT CASH EXPENDITURESPayment No. 1

| Category | Amount |
|-----------------|-------------------|
| Advance Payment | \$7,992.00 |
| | |
| | |
| | |
| TOTAL | \$7,992.00 |

CERTIFICATION:

I certify that the funds requested will be used for expenditures in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: _____
 TYPED NAME & TITLE _____ SIGNATURE _____ DATE _____
 (Authorized Official or Grant Financial Officer ONLY)

| JCS USE ONLY | |
|---|-----------------------------|
| ADMINISTRATIVE APPROVAL: | |
| This request is approved in the amount of \$ _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Initials Date </div> | |
| Pursuant to the authority vested in me, I certify that this request is correct and proper for payment. | |
| _____ Date | _____ Program Accountant |

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

November 15, 2021

Mitchell W. Hyre
P O Box 100
Princeton, WV 24740

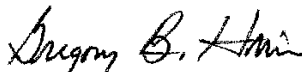
Subj: Petition for Order --- Case Number: 051321-01

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 (Meade Tax District -Tax Map 1 - Parcel Number 130), 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.
- Structure needs torn down and properly disposed of.

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





[FAQs >](#)

[Track Another Package +](#)

Tracking Number: 70201290000117951821

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Your item was picked up at the post office at 2:54 pm on December 3, 2021 in PRINCETON, WV 24740.

 **Delivered, Individual Picked Up at Post Office**

December 3, 2021 at 2:54 pm
PRINCETON, WV 24740

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| | |
|--|--|
| News Releases | IRS issues standard mileage rates for 2022 |
| IRS - The Basics | IR-2021-251, Dec. 17, 2021 |
| IRS Guidance | <p>WASHINGTON — The Internal Revenue Service today issued the 2022 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.</p> |
| Media Contacts | <p>Beginning on Jan. 1, 2022, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:</p> |
| Facts & Figures | <ul style="list-style-type: none"> • 58.5 cents per mile driven for business use, up 2.5 cents from the rate for 2021, • 18 cents per mile driven for medical, or moving purposes for qualified active-duty members of the Armed Forces, up 2 cents from the rate for 2021 and • 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2021. |
| Around The Nation | <p>The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.</p> |
| e-News Subscriptions | <p>It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Moving Expenses for Members of the Armed Forces.</p> |
| The Newsroom Topics | <p>Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.</p> |
| Multimedia Center | <p>Taxpayers can use the standard mileage rate but must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.</p> |
| Noticias en Español | <p>Notice 22-03, contains the optional 2022 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2022 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.</p> |
| Radio PSAs | Back to Top |
| Tax Scams |  |
| The Tax Gap | |
| Fact Sheets | |
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| | |
|---|--|
| Contact My Local Office Filing Options Forms & Instructions Frequently Asked Questions News Taxpayer Advocate Where to File IRS Social Media | <p>Thank you for subscribing to the IRS Newswire, an IRS e-mail service.</p> <p>If you know someone who might want to subscribe to this mailing list, please forward this message to them so they can subscribe.</p> <p>This message was distributed automatically from the mailing list IRS Newswire. Please Do Not Reply To This Message.</p> |
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DONNAMATTHEWS

PAGE 01

To: Upshur County Commission

From: Donna Matthews
19 Park Street
Buckhannon, WV 26201
304-904-0141

Date: December 20, 2021

I am asking that I be considered for appointment to fill the vacant seat on the Upshur County Fire Board for the 1st Magisterial District in Upshur County.

I am very interested in this position.

Thank you


Donna Matthews

Upshur County Parks and Recreation Facilities Director

The Office of the Upshur County Commission is accepting applications for the full-time benefited position of Upshur County Parks and Recreation Facilities Director. The Director oversees the daily operation of all Commission owned Parks and Recreation locations, including the Buckhannon-Upshur Recreational Park and Pool. Will be required to work weekends, holidays and nights as required and possess the ability to respond to calls with little notice at any time.

Applicants must have a high school diploma or equivalent. Previous managerial experience, knowledge of pool operations and sports tournaments are required to allow for the successful completion of the job functions. Individuals may obtain an application and full job description at the below address or online at <https://cms1files.revize.com/upshurwv/Application%202020.pdf>

Office of the Upshur County Commission
Administrative Annex
91 West Main Street, Suite 101
Buckhannon, WV 26201
Monday – Friday 8:00 am – 4:00 pm

**Applications must be RECEIVED in our office no later than close of business on Friday,
January 21, 2022**

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

UNITED STATES OF AMERICA
FEDERAL ENERGY REGULATORY COMMISSION

Atlantic Coast Pipeline, LLC
Eastern Gas Transmission and Storage, Inc.

Docket Nos. CP15-554-009
and CP15-555-007

NOTICE OF AVAILABILITY OF THE
FINAL SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT FOR THE
PROPOSED
**ATLANTIC COAST PIPELINE RESTORATION PROJECT
AND
SUPPLY HEADER RESTORATION PROJECT**

(December 17, 2021)

The staff of the Federal Energy Regulatory Commission (FERC or Commission) has prepared a final supplemental environmental impact statement (sEIS) for the Atlantic Coast Pipeline, LLC's (Atlantic) Atlantic Coast Pipeline Restoration Project, and Eastern Gas Transmission and Storage, Inc.'s (EGTS) Supply Header Restoration Project (Restoration Projects), in the above-referenced dockets. Atlantic and EGTS request authorization to implement the Restoration Projects in order to stabilize lands affected by previous construction efforts for the Atlantic Coast Pipeline and Supply Header Project, respectively, and to facilitate cessation of all project-related activities. Implementation of the plans is proposed because Atlantic and EGTS have cancelled their respective projects and do not intend to complete them.

The final sEIS assesses the potential impacts that would result from the Restoration Projects, in accordance with the requirements of the National Environmental Policy Act (NEPA).¹ The FERC staff concludes that the proposed actions, with the additional mitigation measures recommended in the sEIS, would continue to avoid or reduce impacts to less than significant levels, with the exception of climate change impacts, for which FERC staff is unable to determine significance.

The U.S. Department of Agriculture's Forest Service and the U.S. Department of the Interior's Fish and Wildlife Service participated as cooperating agencies in the preparation of the sEIS. Cooperating agencies have jurisdiction by law or special expertise with respect to resources potentially affected by the proposal and participate in the NEPA analysis.

The sEIS addresses the potential environmental effects of the following activities:

¹ The construction and operation impacts of the then-proposed Atlantic Coast Pipeline and Supply Header Project were evaluated in a final EIS, which was issued by the Commission on July 21, 2017, in Docket Nos. CP15-554-00, CP15-554-001; and CP15-555-000.

Docket Nos. CP15-554-009 and
CP15-555-007

- 2 -

- Atlantic proposes to leave all installed pipeline in place (approximately 31.4 miles of the pipeline right-of-way), restore lands that were cleared and graded (approximately 82.7 miles of the pipeline right-of-way), and leave felled trees in place in areas where trees have not yet been cleared (approximately 25.2 miles of the pipeline right-of-way). For aboveground facilities, Atlantic proposes to restore the sites and manage the disposition of the materials and land through an investment recovery process. Workspace for these activities would occur in West Virginia, Virginia, and North Carolina.
- EGTS proposes to leave all installed pipeline in place (approximately 11.7 miles), leave approximately 0.13 mile of felled trees in place, and complete final restoration of approximately 9 miles of the pipeline right-of-way that EGTS previously cleared and/or graded. EGTS proposes to stabilize all aboveground facility sites and prepare assets for long term preservation. Workspace for these activities would occur in Pennsylvania and West Virginia.

The Commission mailed a copy of the *Notice of Availability* **Error! Bookmark not defined.** for the final sEIS to federal, state, and local government representatives and agencies; elected officials; environmental and public interest groups; Native American tribes; potentially affected landowners and other interested individuals and groups; and newspapers and libraries in the project areas. The final sEIS is only available in electronic format. It may be viewed and downloaded from the FERC's website (www.ferc.gov), on the natural gas environmental documents page (<https://www.ferc.gov/industries-data/natural-gas/environment/environmental-documents>). In addition, the sEIS may be accessed by using the eLibrary link on the FERC's website. Click on the eLibrary link (<https://elibrary.ferc.gov/eLibrary/search>), select "General Search," and enter the docket number in the "Docket Number" field, excluding the last three digits (i.e., CP15-554 or CP15-555). Be sure you have selected an appropriate date range. For assistance, please contact FERC Online Support at FercOnlineSupport@ferc.gov or toll free at (866) 208-3676, or for TTY, contact (202) 502-8659.

Additional information about the project is available from the Commission's Office of External Affairs, at **(866) 208-FERC**, or on the FERC website (www.ferc.gov) using the eLibrary link. The eLibrary link also provides access to the texts of all formal documents issued by the Commission, such as orders, notices, and rulemakings.

In addition, the Commission offers a free service called eSubscription which allows you to keep track of all formal issuances and submittals in specific dockets.

Docket Nos. CP15-554-009 and
CP15-555-007

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This can reduce the amount of time you spend researching proceedings by automatically providing you with notification of these filings, document summaries, and direct links to the documents. Go to <https://www.ferc.gov/ferc-online/overview> to register for eSubscription.

Kimberly D. Bose,
Secretary.

FirstEnergy Corp.
5001 Nasa Boulevard
Fairmont, WV 26554
www.firstenergycorp.com

For Release: December 17, 2021

News Media Contact:
Will Boye
(301) 790-6420

Investor Relations Contact:
Irene Prezelj
(330) 384-3859

**Mon Power and Potomac Edison Propose Environmental Compliance Program
for Power Plants**
*Fort Martin and Harrison plants expected to operate until 2035 and 2040, respectively,
following upgrades*

FAIRMONT, W. Va. — Mon Power and Potomac Edison, subsidiaries of FirstEnergy Corp. (NYSE: FE), have applied to the Public Service Commission of West Virginia for approval to undertake a multi-year environmental compliance program at the companies' two regulated power plants, Fort Martin Power Station in Maidsville and Harrison Power Station in Haywood. The approximately \$142 million program would consist of new wastewater treatment projects at the plants to meet the U.S. Environmental Protection Agency's effluent limitation guideline (ELG) requirements.

If approved, the companies would complete the work by the end of 2025, reducing the environmental impact of the two facilities. The upgrades also support the continued operation of Fort Martin and Harrison beyond the 2025 compliance deadline, until their anticipated retirement dates of 2035 and 2040, respectively.

"The proposed upgrades will create local jobs and allow us to continue to operate our plants into the next decade for the benefit of our customers in West Virginia, while also minimizing their impact on the environment," said Jim Myers, president of West Virginia operations for FirstEnergy.

The cost of the improvements would be funded through a ratepayer surcharge that would start at 51 cents per month for the average residential customer in West Virginia when the first projects are implemented in 2024.

Fort Martin and Harrison were placed into service in the late 1960s and early 1970s, and such plants historically have an average life span of approximately 60 years. The future retirement of either facility would be subject to commission review and approval.

In the years ahead, Mon Power and Potomac Edison will work to evaluate the most reliable and cost-effective ways to replace the significant capacity of the plants. The two plants generate 3,080 megawatts of power combined.

Last year, FirstEnergy announced a [pledge to achieve carbon neutrality](#) by 2050. As part of its comprehensive climate strategy, the company conveyed its intent to thoughtfully transition its generation fleet within that time frame.

Mon Power and Potomac Edison recently submitted an application to the Public Service Commission of West Virginia to build five utility-scale [solar energy projects](#) throughout the companies' West Virginia service territory that would generate 50 megawatts of clean, renewable energy.

Mon Power serves about 395,000 customers in 34 West Virginia counties. Follow Mon Power at www.mon-power.com, on Twitter [@MonPowerWV](https://twitter.com/MonPowerWV), and on Facebook at www.facebook.com/MonPowerWV.

Potomac Edison serves about 275,000 customers in seven counties in Maryland and 151,000 customers in the Eastern Panhandle of West Virginia. Follow Potomac Edison at www.potomacedison.com, on Twitter [@PotomacEdison](https://twitter.com/PotomacEdison), and on Facebook at www.facebook.com/PotomacEdison.

FirstEnergy is dedicated to integrity, safety, reliability and operational excellence. Its 10 electric distribution companies form one of the nation's largest investor-owned electric systems, serving customers in Ohio, Pennsylvania, New Jersey, West Virginia, Maryland and New York. The company's transmission subsidiaries operate approximately 24,000 miles of transmission lines that connect the Midwest and Mid-Atlantic regions. Follow FirstEnergy online at www.firstenergycorp.com and on Twitter [@FirstEnergyCorp](https://twitter.com/FirstEnergyCorp).

(121721)

Forward-Looking Statements: This news release includes forward-looking statements based on information currently available to management. Such statements are subject to certain risks and uncertainties and readers are cautioned not to place undue reliance on these forward-looking statements. These statements include declarations regarding management's intents, beliefs and current expectations. These statements typically contain, but are not limited to, the terms "anticipate," "potential," "expect," "forecast," "target," "will," "intend," "believe," "project," "estimate," "plan," and similar words. Forward-looking statements involve estimates, assumptions, known and unknown risks, uncertainties and other factors that may cause actual results, performance or achievements to be materially different from any future results, performance or achievements expressed or implied by such forward-looking statements, which may include the following: the completion of the transactions contemplated by the agreements governing the sale of the minority interest in FET and the common stock issuance on the anticipated terms and timing or at all, including the receipt of regulatory approvals; the potential liabilities, increased costs and unanticipated developments resulting from governmental investigations and agreements, including those associated with compliance with or failure to comply with the Deferred Prosecution Agreement entered into on July 21, 2021 with the U.S. Attorney's Office for the Southern District of Ohio; the risks and uncertainties associated with government investigations regarding House Bill 6, as passed by Ohio's 133rd General Assembly, and related matters, including potential adverse impacts on federal or state regulatory matters, including, but not limited to, matters relating to rates; the potential of non-compliance with debt covenants in the company's credit facilities; the risks and uncertainties associated with litigation, arbitration, mediation and similar proceedings; legislative and regulatory developments, including, but not limited to, matters related to rates, compliance and enforcement activity; including the final approval by the Public Utilities Commission of Ohio ("PUCO") of the Unanimous Stipulation and Recommendation filed by the Company and eleven other parties with the PUCO on November 1, 2021; the ability to accomplish or realize anticipated benefits from the company's FE Forward initiative and its other strategic and financial goals, including, but not limited to, maintaining financial flexibility, overcoming current uncertainties and challenges associated with the ongoing government investigations, executing the company's transmission and distribution investment plans, greenhouse gas reduction goals, controlling costs, improving the company's credit metrics, growing earnings, and strengthening the company's balance sheet through the sale of a minority interest in FET and the common stock issuance; economic and weather conditions affecting future operating results, such as a recession, significant weather events and other natural disasters, and associated regulatory events or actions in response to such conditions; mitigating exposure for remedial activities associated with retired and formerly owned electric generation assets; the ability to access the public securities and other capital and credit markets in accordance with the company's financial plans, the cost of such capital and overall condition of the capital and credit markets affecting the company, including the increasing number of financial institutions evaluating the impact of climate change on their investment decisions; the extent and duration of the COVID-19 pandemic and the impacts to the company's business, operations and financial condition resulting from the outbreak of COVID-19, including, but not limited to, disruption of businesses in the company's territories and governmental and regulatory responses to the pandemic; the effectiveness of the company's pandemic and business continuity plans, the precautionary measures the company is taking on behalf of its customers, contractors and employees, its customers' ability to make their utility payment and the potential for supply-chain disruptions; actions that may be taken by credit rating agencies that could negatively affect either the company's access to or terms of financing or its financial condition and liquidity; changes in assumptions regarding economic conditions within the company's territories, the reliability of its transmission and distribution system, or the availability of capital or other resources supporting identified transmission and distribution investment opportunities; changes in customers' demand for power, including, but not limited to, the impact of climate change or energy efficiency and peak demand reduction mandates; changes in national and regional economic conditions, including inflationary pressure, affecting the company and/or its

customers and those vendors with which the company does business; the risks associated with cyber-attacks and other disruptions to the company's, or its vendors', information technology system, which may compromise the company's operations, and data security breaches of sensitive data, intellectual property and proprietary or personally identifiable information; the ability to comply with applicable reliability standards and energy efficiency and peak demand reduction mandates; changes to environmental laws and regulations, including, but not limited to, those related to climate change; changing market conditions affecting the measurement of certain liabilities and the value of assets held in the company's pension trusts, or causing the company to make contributions sooner, or in amounts that are larger, than currently anticipated; labor disruptions by the company's unionized workforce; changes to significant accounting policies; any changes in tax laws or regulations, or adverse tax audit results or rulings; and the risks and other factors discussed from time to time in the company's Securities and Exchange Commission ("SEC") filings. Dividends declared from time to time on FirstEnergy's common stock during any period may in the aggregate vary from prior periods due to circumstances considered by FirstEnergy's Board of Directors at the time of the actual declarations. A security rating is not a recommendation to buy or hold securities and is subject to revision or withdrawal at any time by the assigning rating agency. Each rating should be evaluated independently of any other rating. These forward-looking statements are also qualified by, and should be read together with, the risk factors included in FirstEnergy's filings with the SEC, including, but not limited to, the most recent Annual Report on Form 10-K and any subsequent Quarterly Reports on Form 10-Q and Current Reports on Form 8-K. The foregoing review of factors also should not be construed as exhaustive. New factors emerge from time to time, and it is not possible for management to predict all such factors, nor assess the impact of any such factor on FirstEnergy's business or the extent to which any factor, or combination of factors, may cause results to differ materially from those contained in any forward-looking statements. FirstEnergy expressly disclaims any obligation to update or revise, except as required by law, any forward-looking statements contained herein or in the information incorporated by reference as a result of new information, future events or otherwise.

KANAWHA COUNTY COMMISSION

Post Office Box 3627
Charleston, West Virginia 25336



Telephone (304) 357-0101
Fax (304) 357-0788
www.kanawha.us

Ben Salango
Commissioner

W. Kent Carper
Commissioner

Lance Wheeler
Commissioner

December 16, 2021



The Honorable Kristie Tenney
The Honorable Terry Cutright
The Honorable Sam Nolte
Upshur County Commission
91 West Main St., Suite 101
Buckhannon, WV 26201

**Re: The Property Tax Modernization
Constitutional Amendment
November 2022 General Election**

Dear Commissioners:

During the 2021 regular session, the West Virginia Legislature adopted House Joint Resolution 3 (HJR3), the Property Tax Modernization Amendment. The amendment will be up for ratification at the November 2022 General Election. HJR3 proposes a fundamental change to our State's Constitution – to allow the Legislature to exempt essentially all personal property from taxation – including equipment, inventory, and motor vehicles. Have no doubt, HJR3 has the potential to drastically cut local government and eliminate local government services.

For example, if ratified, HJR3 would provide a mechanism to eliminate more than \$60 million in constitutionally protected funding that currently supports local government in Kanawha County. Potential losses include \$17 million to the County Commission and the County's Public Safety Levy, \$34 million to the Board of Education, \$7 million to the County's fifteen Cities and towns, and nearly \$1 million to the Kanawha County library system.

Stated another way, HJR3 could result in drastic cuts to the essential funding that supports Kanawha County's ambulance and bus services, the Kanawha County Sheriff's Office, Metro 911 center, municipal police departments, and volunteer and municipal fire departments.

Most concerning with this proposed amendment is that, unlike other recent legislative proposals to amend the Constitution, HJR3 did not include a plan for implementing these drastic changes or guaranteed replacement revenue for local governments. As it stands, when voters go to the polls next November they will be asked to amend the State Constitution without knowing the full - and potentially devastating - impact on local government, public education, and police, fire and EMS.



Page 2

Therefore, the Kanawha County Commission strongly encourages every County Commission in this state to contact your County Assessor and Sheriff to determine HJR3's impact on your county finances and the services you provide. We also strongly urge you to contact your Legislators and ask for an open, transparent process to identify replacement revenue for local governments in the event HJR3 is ratified.

Sincerely,



W. Kent Carper
President



Ben Salango
Commissioner



Lance Wheeler
Commissioner



Upshur County Sheriff's Financial Statement

For Period Ending : November 2021

| FUND NAME | BEGINNING BALANCE | CURRENT MONTH COLLECTIONS | ORDERS ISSUED | BALANCE PER BOOKS |
|---|-------------------------|------------------------------|--------------------------|-------------------------|
| FUND - 001 GENERAL COUNTY FUND | \$ 2,404,969.82 | \$ 635,605.60 | \$ (638,180.26) | \$ 2,402,395.16 |
| FUND - 002 COAL SEVERANCE TAX FUND | \$ 32,726.10 | \$ 1.39 | \$ - | \$ 32,727.49 |
| FUND - 003 DOG AND KENNEL FUND | \$ 22,679.19 | \$ 27,727.91 | \$ (5,347.71) | \$ 45,059.39 |
| FUND - 004 GENERAL SCHOOL FUND | \$ 31,877.50 | \$ 2,219.75 | \$ - | \$ 34,097.25 |
| FUND - 005 MAGISTRATE COURT FUND | \$ 4,037.26 | \$ 837.27 | \$ - | \$ 4,874.53 |
| FUND - 006 WORTHLESS CHECK FUND | \$ 125,175.89 | \$ 25.00 | \$ - | \$ 125,200.89 |
| FUND - 007 E-911 FUND | \$ 1,147,422.62 | \$ 207,749.49 | \$ (247,920.72) | \$ 1,107,251.39 |
| FUND - 008 HOME CONFINEMENT FUND | \$ 29,175.35 | \$ 4,130.16 | \$ (1,706.65) | \$ 31,598.86 |
| FUND - 013 CURRY PARK FUND | \$ 11,102.99 | \$ 230.48 | \$ (1,665.45) | \$ 9,668.02 |
| FUND - 015 CURRY LIBRARY FUND | \$ 2,520.25 | \$ 60.89 | \$ (231.30) | \$ 2,349.84 |
| FUND - 018 AIRPORT CONSTRUCTION FUND | \$ - | \$ - | \$ - | \$ - |
| FUND - 019 UPSHUR COUNTY FIRE FEE FUND | \$ 45,097.17 | \$ 5,161.56 | \$ (45,047.17) | \$ 5,211.56 |
| FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND | \$ 40,044.31 | \$ 13,682.32 | \$ (10,350.99) | \$ 43,375.64 |
| FUND - 039 COAL REALLOCATION FUND | \$ 19,130.22 | \$ - | \$ - | \$ 19,130.22 |
| FUND - 052 EMPLOYEE BENEFITS FUND | \$ 938,288.58 | \$ 116.43 | \$ (14,857.32) | \$ 923,547.69 |
| FUND - 056 ASSESSOR'S VALUATION FUND | \$ 338,232.29 | \$ 5,153.43 | \$ (51,104.15) | \$ 292,281.57 |
| FUND - 058 UP.CO.FIN.STBL.FUND | \$ 1,616,610.11 | \$ 1,133.84 | \$ - | \$ 1,617,743.95 |
| FUND - 059 CONCEALED WEAPONS FUND | \$ 24,057.42 | \$ 476.06 | \$ (100.00) | \$ 24,433.48 |
| FUND - 063 VOTER'S REGISTRATION FUND | \$ 840.94 | \$ - | \$ - | \$ 840.94 |
| FUND - 071 JURY FUND | \$ 15,036.44 | \$ - | \$ - | \$ 15,036.44 |
| FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND | \$ 2,486.78 | \$ 0.11 | \$ - | \$ 2,486.89 |
| FUND - 078 CHILD EXCHANGE & VISITATION FUND | \$ 46,830.42 | \$ - | \$ (4,264.47) | \$ 42,565.95 |
| FUND - 079 SPAYING & NEUTERING FUND | \$ 44,987.05 | \$ 1,150.00 | \$ (2,522.50) | \$ 43,614.55 |
| FUND - 080 COMM. CORR. FUND | \$ 570,055.85 | \$ 44,726.73 | \$ (167,394.79) | \$ 447,387.79 |
| FUND - 102 AIRPORT IMP. PROJECT FUND | \$ - | \$ - | \$ - | \$ - |
| FUND - 104 ELKINS ROAD PSD FUND | \$ 13,512.85 | \$ - | \$ (13,512.85) | \$ - |
| FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND | \$ - | \$ - | \$ - | \$ - |
| FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND | \$ 4,760.00 | \$ - | \$ - | \$ 4,760.00 |
| FUND - 248 IND. PARK SEWER FUND | \$ - | \$ - | \$ - | \$ - |
| FUND - 311 DMV LICENSE FUND | \$ - | \$ 29,395.00 | \$ (29,395.00) | \$ - |
| FUND - 312 CRIMINAL CHARGES FUND | \$ - | \$ 384.80 | \$ (369.80) | \$ 15.00 |
| FUND - 313 COURT REPORTER FUND | \$ - | \$ 175.00 | \$ (175.00) | \$ - |
| FUND - 314 STATE FINES FUND | \$ - | \$ - | \$ - | \$ - |
| FUND - 315 STATE POLICE FUND | \$ 5.00 | \$ 465.00 | \$ (440.00) | \$ 30.00 |
| FUND - 316 STATE CURRENT FUND | \$ - | \$ 2,103.69 | \$ (2,103.69) | \$ - |
| FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND | \$ - | \$ - | \$ - | \$ - |
| FUND - 364 TAX LIEN FUND | \$ 3,421.38 | \$ 256,477.81 | \$ - | \$ 259,899.19 |
| FUND - 365 DELQ & NONENT LAND | \$ 1,665.22 | \$ - | \$ - | \$ 1,665.22 |
| FUND - 366 BOARD OF HEALTH FUND | \$ 326,137.12 | \$ 20,533.38 | \$ (47,545.64) | \$ 299,124.86 |
| FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND | \$ 472.50 | \$ 420.00 | \$ (472.50) | \$ 420.00 |
| FUND - 373 SCHOOL CURRENT FUND | \$ - | \$ 170,932.51 | \$ (170,932.51) | \$ - |
| FUND - 374 SCHOOL EXCESS LEVY FUND | \$ - | \$ 86,608.75 | \$ (86,608.75) | \$ - |
| FUND - 375 SCHOOL BOND FUND | \$ - | \$ - | \$ - | \$ - |
| FUND - 378 CITY CURRENT FUND | \$ - | \$ 24,901.13 | \$ (24,901.13) | \$ - |
| FUND - 379 CITY VOTED LIBRARY FUND | \$ - | \$ 2,988.05 | \$ (2,988.05) | \$ - |
| FUND - 206 COVID 19 FUND | \$ 11,103.92 | \$ - | \$ - | \$ 11,103.92 |
| FUND - 207 AMERICAN RECOVERY FUND | \$ 2,309,525.02 | \$ 101.24 | \$ - | \$ 2,309,626.26 |
| FINAL TOTALS | \$ 10,183,987.56 | \$ 1,545,674.78 | \$ (1,570,138.40) | \$ 10,159,523.94 |
| BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH: | \$ 10,271,689.94 | \$ - | \$ - | \$ - |
| ORDERS/DEBITS OUTSTANDING: | \$ (823,779.95) | | | |
| DEPOSITS/CREDITS OUTSTANDING: | \$ 709,863.95 | | | |
| NET BANK BALANCE | \$ 10,157,773.94 | | | |
| PETTY CASH / CASH DRAWERS | \$ 1,750.00 | | | |
| CASH SPECIAL INVESTIGATION FUND | \$ - | | | |
| ADJUSTMENT | \$ - | | | |
| TOTAL IN COUNTY DEPOSITORIES AND OFFICE: | \$ 10,159,523.94 | | | |

I, Virgil D. Miller, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

Virgil D. Miller
 Virgil D. Miller
 Sheriff & Treasurer, Upshur County

12/17/2021



Upshur County Sheriff's Financial Statement

For Period Ending: **November 2021**

Bank Balance Listing

| BANK NAME | ACCOUNT NAME | BANK BALANCE | OUTSTANDING CHECKS/DEBITS | OUTSTANDING DEPOSITS/CREDITS | BOOK BALANCE |
|---------------------------------------|--|-------------------------|---------------------------|------------------------------|-------------------------|
| FIRST COMMUNITY BANK | | | | | |
| | COAL SEVERANCE-MMA | \$ 0.14 | \$ - | \$ - | \$ 0.14 |
| | CURRY LIBRARY-MMA | \$ 103.89 | \$ - | \$ - | \$ 103.89 |
| | BOARD OF HEALTH-MMA | \$ 588.37 | \$ - | \$ - | \$ 588.37 |
| | JURY-CKNG | \$ 131.25 | \$ (131.25) | \$ - | \$ - |
| | TAX LEIN FUND-CKNG | \$ 42.75 | \$ (42.75) | \$ - | \$ - |
| | BOARD OF HEALTH-CKNG | \$ 11,386.56 | \$ - | \$ - | \$ 11,386.56 |
| | COVID 19 -CKNG | \$ 11,103.92 | \$ - | \$ - | \$ 11,103.92 |
| | BANK TOTAL | \$ 23,356.88 | \$ (174.00) | \$ - | \$ 23,182.88 |
| FREEDOM BANK | | | | | |
| | BOARD OF HEALTH-CD 1 | \$ 101,806.33 | \$ - | \$ - | \$ 101,806.33 |
| | BOARD OF HEALTH-CD 2 | \$ 101,806.33 | \$ - | \$ - | \$ 101,806.33 |
| | BANK TOTAL | \$ 203,612.66 | \$ - | \$ - | \$ 203,612.66 |
| CITIZENS BANK OF WEST VIRGINIA | | | | | |
| | GENERAL COUNTY FUND - IBCK | \$ 2,177,598.30 | \$ - | \$ 175,699.84 | \$ 2,353,298.14 |
| | COAL SEVERANCE - IBCK | \$ 32,727.35 | \$ - | \$ - | \$ 32,727.35 |
| | E-911 - IBCK | \$ 917,106.80 | \$ - | \$ 190,144.59 | \$ 1,107,251.39 |
| | CURRY PARK - IBCK | \$ 9,668.02 | \$ - | \$ - | \$ 9,668.02 |
| | CURRY LIBRARY - IBCK | \$ 2,245.95 | \$ - | \$ - | \$ 2,245.95 |
| | ASSESSOR'S VALUATION - IBCK | \$ 288,936.21 | \$ (1,040.00) | \$ 4,385.36 | \$ 292,281.57 |
| | UP. CO. FIN. STAB. FUND - IBCK | \$ 1,617,743.95 | \$ - | \$ - | \$ 1,617,743.95 |
| | CONCEALED WEAPONS - IBCK | \$ 24,373.48 | \$ (75.00) | \$ 135.00 | \$ 24,433.48 |
| | GENERAL TAX - IBCK | \$ 386,989.86 | \$ (705,645.49) | \$ 318,655.63 | \$ - |
| | BOARD OF HEALTH FUND - IBCK | \$ 67,328.11 | \$ - | \$ 4,828.18 | \$ 72,156.29 |
| | OASIS CLEARING - CKNG | \$ - | \$ (3,028.12) | \$ 3,028.12 | \$ - |
| | UPSHUR CO. FIRE FEE - IBCK | \$ 16,891.56 | \$ (12,015.00) | \$ 335.00 | \$ 5,211.56 |
| | UP CO COAL REALLOCATION - IBCK | \$ 19,130.22 | \$ - | \$ - | \$ 19,130.22 |
| | EMPLOYEE BENEFITS - IBCK | \$ 923,547.69 | \$ - | \$ - | \$ 923,547.69 |
| | SP LAW ENF INVESTIGATION - IBCK | \$ 2,486.89 | \$ - | \$ - | \$ 2,486.89 |
| | COMMUNITY CORRECTIONS - IBCK | \$ 447,887.79 | \$ (500.00) | \$ - | \$ 447,387.79 |
| | PARKS/REC CLEARING - CKNG | \$ - | \$ - | \$ - | \$ - |
| | ADDRESSING/MAPPING CLEARING | \$ 105.00 | \$ (105.00) | \$ - | \$ - |
| | TAX CLEARING - CKNG | \$ 50,366.06 | \$ (58,218.49) | \$ 7,852.43 | \$ - |
| | BOARD OF HEALTH PAYROLL - CKNG | \$ 9,264.93 | \$ (4,264.93) | \$ - | \$ 5,000.00 |
| | GENERAL COUNTY OPERATING - CKNG | \$ 61,752.08 | \$ (14,405.06) | \$ - | \$ 47,347.02 |
| | DOG & KENNEL - CKNG | \$ 45,059.39 | \$ - | \$ - | \$ 45,059.39 |
| | GENERAL COUNTY MISC -CKNG | \$ 38,971.78 | \$ - | \$ - | \$ 38,971.78 |
| | WORTHLESS CHECK - IBCK | \$ 125,200.89 | \$ - | \$ - | \$ 125,200.89 |
| | HOME CONFINEMENT - IBCK | \$ 31,154.06 | \$ - | \$ 444.80 | \$ 31,598.86 |
| | EE HEALTH CARE REIMB - IBCK | \$ 43,484.02 | \$ (108.38) | \$ - | \$ 43,375.64 |
| | VOTER'S REGISTRATION - IBCK | \$ 840.94 | \$ - | \$ - | \$ 840.94 |
| | JURY - CKNG | \$ 15,176.04 | \$ (139.60) | \$ - | \$ 15,036.44 |
| | CHILD EXCHG & VISITATION - CKNG | \$ 42,565.95 | \$ - | \$ - | \$ 42,565.95 |
| | SPAY & NEUTER - CKNG | \$ 43,768.55 | \$ (400.00) | \$ 246.00 | \$ 43,614.55 |
| | ELKINS ROAD PSD - CKNG | \$ - | \$ - | \$ - | \$ - |
| | AMERICAN RECOVERY FUND - IBCK | \$ 2,309,626.26 | \$ - | \$ - | \$ 2,309,626.26 |
| | WELLNESS COMPLEX - CKNG | \$ 4,760.00 | \$ - | \$ - | \$ 4,760.00 |
| | DMV LICENSE - CKNG | \$ 10,833.00 | \$ (14,800.00) | \$ 3,967.00 | \$ - |
| | STATE CLEARING - CKNG | \$ 1,855.75 | \$ (1,840.75) | \$ - | \$ 15.00 |
| | STATE POLICE - CKNG | \$ 465.00 | \$ (440.00) | \$ 5.00 | \$ 30.00 |
| | TAX LEIN - CKNG | \$ 259,899.19 | \$ - | \$ - | \$ 259,899.19 |
| | DELQ & NON-ENTERED LAND - CKNG | \$ 1,665.22 | \$ - | \$ - | \$ 1,665.22 |
| | BOARD OF HEALTH OPERATING - CKNG | \$ 12,961.11 | \$ (6,580.13) | \$ - | \$ 6,380.98 |
| | WVDSRF - CKNG | \$ 283.00 | \$ - | \$ 137.00 | \$ 420.00 |
| | BANK TOTAL | \$ 10,044,720.40 | \$ (823,605.95) | \$ 709,863.95 | \$ 9,930,978.40 |
| SUMMARY: | | | | | |
| | TOTAL ALL BANKS | \$ 10,271,689.94 | \$ (823,779.95) | \$ 709,863.95 | \$ 10,157,773.94 |
| | PETTY CASH / CASH DRAWERS | | | | \$ 1,750.00 |
| | CASH SPECIAL INVESTIGATION FUND | | | | \$ - |
| | GRAND TOTAL | | | | \$ 10,159,523.94 |

Upshur County Safe Structures & Sites Enforcement Board

Upshur County Courthouse Annex

91 West Main Street Buckhannon West Virginia 26201 2021 DEC 17 P 3:31

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

UPSHUR COUNTY CLERK
BUCKHANNON, WEST VIRGINIA

December 16, 2021

David W. Bolyard Jr
124 Olen Thomas Drive
Clarksburg, WV 26301

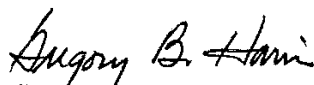
Subj: Petition for Order --- Case Number: 070821-02

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 (Banks Tax District -Tax Map 4 - Parcel Number 2), 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.

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

In compliance with West Virginia's Public Meeting Law, the 26th Judicial Circuit Community Corrections Program special board meeting will be held January 3, 2022 at 6:00pm at the Lewis County Day Report Center in Lewis County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

COMMUNITY CORRECTIONS
Board Meeting Agenda
January 3, 2022
Lewis County Day Report Center 6:00 P.M.

I. Handouts

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

II. New Business

- 1) Batterer's Intervention Prevention Class Update
 - Upshur/Lewis class in process
- 2) Home Confinement Update- Lewis-13 Upshur-17
- 3) Community Corrections Update
 - Referrals received since July 1, 2021 Upshur-49 Lewis-44 Total- 93
 - Request to purchase 230 E. 1st St, Weston WV 26452 for office building for Lewis County DRC
 - Request to purchase security cameras and installation from micrologic for Upshur county office

III. Next Meeting

- February 7, 2021 at the Upshur County Day Report Center at 6:00 P.M.

ELKINS ROAD PUBLIC SERVICE DISTRICT Agenda

| | | | |
|----------------|--------------------------|-------------------|--|
| Meeting | Regular Monthly Meeting | Start Time | 5:00 PM |
| Date | Tuesday, January 4, 2022 | Place | P.S.D. Office 133 Fallen Road, Buckhannon |

Meeting Called to Order by Chairperson 5:00 PM
Pledge of Allegiance
Roll Call Introduce Board of Directors
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-David Burr
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;
System Operator-David Wamsley
Recognize Current Customers
Approval of Minutes - December 7, 2021 Regular Monthly Meeting Vote
Treasurer Report/Payment of Bills for January/bal of December Invoices Vote

ITEMS FOR DISCUSSION

Quick Damage Claim/Lawsuits Vote
Tiffany Durst, Esq. to attend meeting

Keith Carr - Developments on Everson and Middle Fork
Review and Discuss Options/Requirements

Election of 2022 Officers Vote

2022 Holiday Schedule Vote
If we have them from UCC

Phase III Extension Project Update Vote
Invoice payment approval
Progress Reports & Discussion
Change Orders
Project Underruns & Proposed Use
Waugh Tank Overflow
Master Meter Backflow
Man Door for Attached Storage Building

Maintenance Report

Date & Time of February 2022 Meeting - Tuesday, February 1, 2022 @ 5:00 pm

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!!!! ☺)

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, January 6, 2022***

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

Please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/443910693>
You can also dial in using your phone United States: +1 (571) 317-3112 Access Code: 443-910-693

- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests**
 - B.1
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - C.3 Fire Chief- JB Kimble
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 FOIA Request from SmartProcure for PO/Vendor Information & James David for BPD 2020 Activity Log
 - D.2 Notice Accepting Applications for the Position of Colonial Arts Center Managing Director
 - D.3 Report of Cat & Dog Activity –Upshur County Commission-November 2021
 - D.4 Letter from Office of the State Auditor RE: Share of the Proceeds of the Tax Loss Restoration Fund
 - D.5 FEMA-Letter of Map Amendment Determination Document (Removal) RE: Property Out of Flood Plain-395 Mudlick Rd Public Works Facility
 - D.6 CityPR: Lowes of Buckhannon Helps with Mayfield, KY Disaster Donations
 - D.7 CityPR: Mayor Skinner Signs Off on BFD's New Engine 11
 - D.8 State Auditor's 2022 Budget Preparation Regional Workshops
 - D.9 Oinks BBQ LLC- Zoning Form to ABCA
 - D.10 State Tax Department-Property Valuation Fund Budget FY 2022/23
 - D.11 Notice of the Final Statement Atlantic Coast Pipeline Restoration Project & Supply Header Restoration Project
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 12/16/21
 - E.2 Approval of Building and Wiring Permits
 - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 Approval Lease Agreement for Postage Machine with Komax Business Systems
 - F.2 Approval to Advertise- Auction of 39 Sedgwick Street & 31 Upper Drive Properties
 - F.3 Approval Resolution 2021-10 Budget Revision #3 General Fund FY 2021/22
 - F.4 Approval to Accept The Standard of Cover of the Services Provided by the Buckhannon Fire Department-Accreditation Process
- G. Comments and Announcements**
 - G.1 Pamela Bucklew
 - G.2 C J Rylands
 - G.3 David Thomas
 - G.4 Jack Reger
 - G.5 Shelia Lewis-Sines
 - G.6 Randall Sanders
- H. Mayor's Comments and Announcements**
- I. Adjournment**

Posted 01/03/2022

Next Regular Scheduled City Council Meeting Thursday, January 20, 2022

**Upshur County Fire Board Meeting
October 19, 2021**

Members Present: Derek Long, Kristie Tenney, Larry Alkire, and Sidney Huffman

Members Absent: Joe Gower and Rick Harlow

Others Present: Arthur Wilson, guest; 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 September 21, 2021, were approved on motion by Derek Long and second by Larry Alkire.

The Fire Fee Clerk reported the 2021 Fees are at 77 percent collected.

The unpaid list of Fires Fees has been updated through 2014 was provided to Board member Derek Long for review, the Fire Fee Clerk is still processing 2015 to present.

The audit was completed on October 7, 2021, and a draft was previously forwarded to the Board. On motion by Derek Long and second by Sidney Huffman, the Board approved the audit as submitted.

The checking account balance as of 09/30/2021 was \$183,255.99. The disbursement from the Chief Tax Deputy was \$30,860.12 for September.

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

*Software Systems---monthly maintenance---Invoice # 35424---\$211.00.

*Upshur County Commission---Reimbursement---postage) --\$4,202.87.

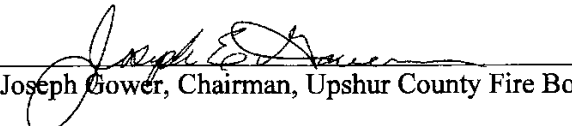
On motion by Derek Long and second by Sidney Huffman the Board approved a first disbursement of the 2021 Fire Fees in the amount of \$20,000.00 for each department to be distributed at the November meeting for Banks District VFD, Buckhannon VFD, Selbyville VFD, and Washington District VFD.

There were 2 corrective tickets approved on motion by Derek Long and second by Larry Alkire. There were 2 exonerations approved this month.

Adrian VFD, Ellamore VFD, and Warren District VFD have not submitted financial statements to date. The Fire Fee Clerk has emailed all three departments reminding them to submit prior to this meeting. On motion by Derek Long and second by Larry Alkire, the Board approved sending certified letters to those departments requesting financial reports prior to the next meeting of the Board.

Under other matters to consider, Board member Derek Long requested an agenda item for the next meeting to be discussion/approval of criteria for filing civil actions for unpaid fire fees.

There being no further business, the meeting adjourned at 8:00 p.m. The next meeting of the Board will be November 16, 2021.


Joseph Gower, Chairman, Upshur County Fire Board


Board Member

**Upshur County Fire Board Meeting
November 16, 2021**

Members Present: Derek Long, Kristie Tenney, Larry Alkire, and Joe Gower

Members Absent: Sidney Huffman and Rick Harlow

Others Present: Bobby Monroe and Tim Hissam, guests; and Toni Newman-Fire Fee Clerk

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

The meeting minutes from October 19, 2021, were approved on motion by Derek Long and second by Larry Alkire.

Guest Bobby Monroe from Datamax provided an overview and answered questions about the services his company provides to its customers regarding collection of debt, and the benefits to the Fire Board in regards to unpaid fire fees. The company works on a 25% commission.

The Fire Fee Clerk reported the 2021 Fees are at 79 percent collected. The unpaid fees list is completed through 2019 and was electronically provided to the Board.

The checking account balance as of 10/29/2021 was \$178,842.99. The disbursement from the Chief Tax Deputy was \$30,860.12 for September was deposited on November 11, 2021. The Disbursement for October from the Chief Tax Deputy is \$14,137.05.

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

- *Software Systems---monthly maintenance---Invoice # 35521---\$211.00.
- * Ferrari and Associates---audit Invoice # 0001274---\$2,200.00
- *Upshur County Commission---Reimbursement---Payroll --\$5,707.92.
- *Upshur County Commission---Reimbursement---P-Card---\$7.38
- *Record Delta---Class I Legal Advertisement---\$Acct# 3149---\$74.11
- *State Auditor---Financial Audit---Invoice 20100---\$176.00

The first disbursement of the 2021 Fire Fees in the amount of \$20,000.00 each was distributed to Tim Hissam for Banks District VFD, and Derek Long for Buckhannon VFD; there were no representatives from Selbyville VFD, and Washington District VFD. Those checks will be available in the Administrative Annex.

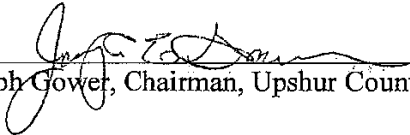
There were no corrective or exoneration tickets this month.

Derek Long made a motion to forward information to the county attorney, and with his approval, consider the agreement to utilize Datamax for collection of unpaid fees at the December meeting of the Board. The motion was seconded by Larry Alkire and approved by the Board. If Datamax is utilized, the discussion of civil suits would then be considered for those fees remaining uncollected.

The Adrian VFD, Ellamore VFD, and Warren District VFD Financial Statements were reviewed and approved on motion by Derek Long and second by Larry Alkire. Checks will be issued in the amount of \$20,000.00 each to these departments at the December 21st meeting of the Board.

Under other matters to consider, Board member Derek Long discussed the need for better overall communication between county entities.

There being no further business, the meeting adjourned at 7:15 pm on motion by Derek Long and second by Larry Alkire. The next meeting of the Board will be December 21, 2021.



Joseph Gower, Chairman, Upshur County Fire Board



Board Member