

Upshur County Commission Meeting Agenda

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

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

Date of Meeting: January 27, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 20, 2022

9:30 a.m. Discuss potential property acquisition
Item may lead to Executive Session per WV Code §6-9A-4

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

2:30 p.m. Certification of Election Results -2022 Special School Bond Election

Items for Discussion / Action / Approval:

1. Correspondence from Robert Chapman, Acting Director of the U.S. Department of Justice office of Community Oriented Policing Services (COPS) announcing the award of \$80,639 under the 2021 COPS Office School Violence Prevention Program (SVPP). This project will install fixed indoor and outdoor video surveillance at the Transportation Department headquarters and mobile surveillance capabilities in 26 buses and is a joint initiative of the Upshur County Commission and the Upshur County Board of Education. * Page 4

2. Approval of Employee Retirement.*
** Item may lead to Executive Session per WV Code §6-9A-4*

[Under separate cover](#)

3. Consideration and approval of advertisement for a full-time Assistant Prosecuting Attorney. Applications are due no later than close of business on February 11, 2022.*
**Item may lead to Executive Session per WV Code §6-9A-4* Page 5

4. Approval of request to hire an Upshur County Parks and Recreation Facilities Director to begin employment on 1/31/22.*
**Item may lead to Executive Session per WV Code §6-9A-4 (A)*

[Under separate cover](#)

5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility

Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

For Your Information:

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

1. Correspondence from Joseph N. Geiger, Jr, Director of the WV Archives and History, announcing the award of \$9,795 in FY 23 Records Management and Preservation Grand funding to digitize grantee/grantor deed index books (1984-1988) in the County Clerk's Office. Mr. Geiger also requested a response regarding intent to pursue the project which was sent via email on January 21, 2022. [Page 6](#)

2. Upshur County Fire Board, Inc. Financial Report for the period of October 1, 2021 – December 31, 2021 [Page 7-19](#)

3. Public Notices:
 - a) Newsletters and/or Event Notifications:

 - b) Agendas and/or Notice of Meetings:
 - Upshur County Enhanced Emergency Telephone Advisory Board January 25, 2022 [Page 20](#)
 - Upshur County Fire Board, Inc. – Special Meeting January 25, 2022 [Page 21](#)
 - City Council of Buckhannon – Special Meeting January 27, 2022 [Page 22](#)

 - Meeting Minutes:
 - Upshur County Solid Waste Authority Board of Directors Meeting Minutes December 13, 2021 [Page 23-24](#)

 - c) Meetings:
 - 02/08/22 5:00 p.m. Elkins Road PSD
 - 02/08/22 4:00 p.m. Hodgesville PSD
 - 01/06/22 7:00 p.m. Banks District VFD
 - 01/06/22 7:00 p.m. City Council of Buckhannon
 - 01/06/22 7:00 p.m. Selbyville VFD
 - 01/10/22 12:00 p.m. Upshur County Family Resource Network
 - 01/10/22 4:30 p.m. Upshur County Solid Waste Authority
 - 01/10/22 5:30 p.m. 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
- 01/12/22 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
- 01/26/22 7:00 p.m. Upshur County Fire Fighters Association
- 01/12/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

4. Appointments Needed or Upcoming:

- 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. ****

5. Board of Review & Equalization Meeting Schedule

- 02/01/2022 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/07/2022 1:00 p.m. – 3:00 p.m.
- 02/10/2022 10:00 a.m. – 12:00 p.m.
- 02/15/2022 10:00 a.m. – 12:00 p.m. Coal, Oil & Gas and Industrial Appointments
Adjournment

Tabled Items

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

1. Discuss the Procedure to Dispatch Wrecker Services amended on August 26, 2021 and potential changes.* (tabled 1.13.2022 meeting)

Next Regular Meeting of the Upshur County Commission
February 3, 2022 --- 9:00 a.m.
Upshur County Courthouse Annex

From: "Default" <do-not-reply@ojp.usdoj.gov>

Sent: Thursday, December 23, 2021 6:06pm

To: clwallace@upshurcounty.org, trperry@upshurcounty.org, jeffery.harvey@k12.wv.us

Subject: DOJ Justice Grants System - Award Number 15JCOPS-21-GG-03667-SSIX Notification



Congratulations! Application GRANT13392538 submitted under the 2021 COPS Office School Violence Prevention Program Solicitation has been selected for an award. Please log into Justice Grants System (JustGrants) at <https://justgrants.usdoj.gov> to see award details.

For assistance logging into JustGrants, contact JustGrants.Support@usdoj.gov or 833-872-5175.

Prior to the Authorized Representative accepting the award, the Entity Administrator needs to assign a Financial Manager (responsible for submitting the Federal Financial Form), a Grant Award Administrator (responsible for submitting Grant Award Modifications, Performance Reports and Closeouts) and an Alternate Grant Award Administrator (responsible for submitting Grant Award Modifications) to the award.

To be eligible for payment, follow the Automated Standard Application for Payments (ASAP) recipient enrollment and login guidance at the JustGrants Website www.justicegrants.usdoj.gov. Please do not reply to this message. You can contact your grant manager MONIQUE BOLTON at 800-421-6770 and monique.bolton@usdoj.gov

For more information go to www.justicegrants.usdoj.gov
JustGrants is operated under the U.S. Department of Justice

“PROSECUTING ATTORNEY’S OFFICE JOB POSTING

The Upshur County Prosecuting Attorney’s Office is accepting applications for an Assistant Prosecuting Attorney position. The primary responsibilities shall include, but not be limited to, prosecuting child abuse and neglect and juvenile cases. The applicant must be licensed to practice in West Virginia and be an active member of the West Virginia State Bar in good standing.

The applicant’s salary is commensurate with experience. This full time position is eligible for medical, dental, vision and life insurance benefits, as well as participation in the WV Public Employee Retirement system.

Interested applicants please reply by Friday, February 11, 2022, along with a cover letter, resume and two professional references to: Bryan S. Hinkle, Upshur County Prosecuting Attorney, 38 W. Main Street, Room 202, Buckhannon, WV 26201.”



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300
Randall Reid-Smith, Commissioner

Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

February 1, 2022

The Honorable Kristie Tenney, President
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, West Virginia 26201

Dear President Tenney:

The Records Management and Preservation Board recently reviewed your county records grant application and approved a grant award to the Upshur County Commission to be used as follows:

County Clerk: \$9,795, to digitize grantee/grantor deed index books (1984-1988). It is the responsibility of the county and office holder to verify the digital images are exact duplicates of the original records and to provide copies of all images in TIFF format to Archives and History. The images provided will not be retained beyond the life of the storage device.

On behalf of the Board, we ask that you respond within fifteen days from the date of this letter with your intent to pursue your records project. Please direct your written reply to me by postal mail or e-mail (denise.l.ferguson@wv.gov). **This is only an unofficial offer of partial funding and no activities relating to the grant should be undertaken based on this letter.** The county must provide cash matching funds of at least ten percent for all grant expenditures. The grant would be for the fiscal year July 1, 2022-June 30, 2023.

The Records Management and Preservation Board's grant program functions in accordance with Legislative Rule Title 100 Series 1 (100CSR1) and the grant information and application issued September 2021. If you do not think the Board considered and acted fairly on your grant submission, an appeals process is outlined in 100CSR1, 5.8, which is available on-line at <http://www.wvculture.org/history/rmpb/rmpb100-1.html>. If you have any questions regarding the grant appeal process, or if we can provide any technical assistance to address your immediate records management needs, please contact us by telephone at (304) 558-0230, e-mail, or at the postal address provided below.

Sincerely,

Joseph N. Geiger Jr., Director
West Virginia Archives and History

cc: Carol Jones, County Clerk
Carrie Wallace, Grants Administrator

Upshur County Fire Board, Inc.

Financial Report

October 1, 2021 -

December 31, 2021

DATE: 1/21/22

CUMULATIVE POSITION REPORT
7/01/2021 - 12/31/2021

PAGE: 1

DISTRICT:

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

DATE: 1/21/22

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CUMULATIVE POSITION REPORT
 7/01/2021 - 12/31/2021
 DISTRICT: BANKS

	UNPAID - CHARGES		YEAR - TO - DATE - TAXES - PAID						
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	7410.00	.00	7410.00	31180.00	.00	.00	.00	.00	31180.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	7410.00	.00	7410.00	31180.00	.00	.00	.00	.00	31180.00
PERCENTAGE OF UNPAID & PAID CHARGES			019%	081%					
PRIOR YEAR REAL	28540.00	.00	.00	630.00	.00	.00	.00	.00	955.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/21/22

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CUMULATIVE POSITION REPORT
 7/01/2021 - 12/31/2021
 DISTRICT: BUCKHANNON

UNPAID - CHARGES		YEAR - TO - DATE - TAXES - PAID						
REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	.00	11105.00	56590.00	.00	.00	.00	.00	56590.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	.00	11105.00	56590.00	.00	.00	.00	.00	56590.00
PERCENTAGE OF UNPAID & PAID CHARGES		016%	084%					
PRIOR YEAR REAL	.00	.00	475.00	.00	.00	.00	.00	880.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00						

DATE: 1/21/22

CUMULATIVE POSITION REPORT
7/01/2021 - 12/31/2021
DISTRICT:

PAGE: 4

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

DATE: 1/21/22

CUMULATIVE POSITION REPORT
7/01/2021 - 12/31/2021
DISTRICT: MEADE

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UNPAID - CHARGES		YEAR - T O - D A T E - T A X E S - P A I D						
REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PVB FEE	DIFFERENCE	COLLECTION
8060.00	.00	8060.00	28110.00	.00	.00	.00	.00	28110.00
.00	.00	.00	.00	.00	.00	.00	.00	.00
8060.00	.00	8060.00	28110.00	.00	.00	.00	.00	28110.00
PERCENTAGE OF UNPAID & PAID CHARGES		022%	078%					
38430.00	.00	.00	290.00	.00	.00	.00	.00	525.00
.00	.00	.00	.00	.00	.00	.00	.00	.00
.00	.00	.00						

DATE: 1/21/22

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CUMULATIVE POSITION REPORT
 7/01/2021 - 12/31/2021
 DISTRICT: UNION

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	14845.00	.00	14845.00	45570.00	.00	.00	.00	.00	45570.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CURRENT CHARGES	14845.00	.00	14845.00	45570.00	.00	.00	.00	.00	45570.00
PERCENTAGE OF UNPAID & PAID CHARGES			024%	076%					
PRIOR YEAR REAL	45440.00	.00	.00	1405.00	.00	.00	.00	.00	1975.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 1/21/22

CUMULATIVE POSITION REPORT
7/01/2021 - 12/31/2021
DISTRICT: WARREN

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UNPAID - CHARGES		YEAR - T O - D A T E - T A X E S - P A I D						
REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
5460.00	.00	5460.00	21485.00	.00	.00	.00	.00	21485.00
.00	.00	.00	.00	.00	.00	.00	.00	.00
5460.00	.00	5460.00	21485.00	.00	.00	.00	.00	21485.00
PERCENTAGE OF UNPAID & PAID CHARGES		020%	080%					
23235.00	.00	.00	250.00	.00	.00	.00	.00	250.00
.00	.00	.00	.00	.00	.00	.00	.00	.00
.00	.00	.00						

UPSHUR COUNTY ENHANCED EMERGENCY TELEPHONE ADVISORY BOARD

January 25, 2022

Handouts

- Sign in Sheet
- Previous Meeting Minutes

E-911 Report

- E-911 Director Report, Doyle Cutright

Old Business

- Phone system update
- GIS mapping project

New Business

- Phone system
- Tele communicator Vacancy

Public Comment: None

Adjournment: Motion

Next Meeting: To be discussed

Notice of Special Meeting

for

Upshur County Fire Board, Incorporated

(Statutory Corporation per Chapter 7 Article 17 of the WV Code)

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street
Date: Tuesday, January 25, 2022
Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---December 21, 2021

Public Questions/Comment Period

Report from Fire Fee Clerk on Collections and/or Operational Procedures

- Cumulative report
- Invitation to the Sheriff and Chief Deputy to attend meeting
- Welcome New Board Member---Donna Matthews (filling vacancy left by Tom O'Neill)

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 12/31/2021---\$100,574.44
- Disbursement from Chief Tax Deputy for December---\$2,895.72

Payment of Bills/Invoices

- *Software Systems---monthly maintenance---Invoice #35720---\$211.00
- *Upshur County Commission---Reimbursement---Quill Supplies---Ink, Red Binders, Envelopes---\$270.83
- *Upshur County Commission---Reimbursement---Payroll---\$6,405.97

Follow-up news article highlighting Fire Fee allocations.

Discussion/approval of rotating Board meetings to VFDs.

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---February 15, 2022---Adjournment

To Participate in the meeting virtually,
Please join the meeting from your computer, tablet or smartphone
<https://global.gotomeeting.com/join/562334493>
You can also dial in using your phone. United States: [+1 \(872\) 240-3311](tel:+18722403311)

***Special Meeting of City Council of Buckhannon
9:00 A.M. in Council Chambers
Meeting Agenda for Thursday, January 27, 2022***

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**

- B. Strategic Issues for Discussion and/or Vote**
 - B.1 Approval Ordinance No. 455 Authorizing the Purchase of 61 E Main Street Property 2nd/Final Reading**
 - B.2 Approval of Purchase Agreement with the Property Owner of 10 E. Lincoln Street To Purchase a 43'x58' Section Located in the Rear of Property for \$10,000.00**

- C. Comments and Announcements**
 - C.1 Pamela Bucklew**
 - C.2 C J Rylands**
 - C.3 David Thomas**
 - C.4 Jack Reger**
 - C.5 Shelia Lewis-Sines**
 - C.6 Randall Sanders**

- D. Mayor's Comments and Announcements**

- E. Adjournment**

POSTED 01/21/2022

Upshur County Solid Waste Authority
Board of Directors Meeting
MINUTES
December 13, 2021

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:37 p.m. on December 13, 2021.

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

Minutes of the September 13th and November 8th meetings had previously been sent to the members prior to the December meeting. A motion to accept both the September 13th and November 8th minutes was made by Jay and seconded by Paula. Motion carried.

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

	<u>October</u>	<u>November</u>
• REAP Account	\$ 100.00	\$ 100.00
• SWMB Account	\$ 10,600.00	\$ 10,530.00
• Money Mkt Account	\$ 19,568.07	\$ 19,568.55
• Operating Account	\$ 21,955.44	\$ 19,937.83

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

Director's Report:

Belinda Lewis presented a written copy of the Director's Report for the period from November 9 through December 13, 2021, a copy of which is attached as part of the minutes. She talked about her continued efforts on the five year update of the Upshur County Comprehensive Litter and Solid Waste Control Plan, the time she spent obtaining quotes for the curbside recycling bins and tracking down bank statements from First Community when they were not received in the mail.

Old Business:

- **SWMB Budget Reallocation Request**
 Due to the AWVSWA Conference being cancelled in October, it is necessary for the UCSWA to request reallocation of these funds in the SWMB Grant. Jackie made a motion to request a budget reallocation in the amount of \$1,400; taking that amount from the Conference line item and placing it in the April Make It Shine line item to purchase curbside recycling bins. This motion also authorized Chair Joyce Harris-Thacker to sign the Resolution requesting this change in funding. The motion was seconded by Jay. Motion carried.

- **Upshur County Comprehensive Litter and Solid Waste Control Plan Five Year Update**
Belinda reported that the second public hearing will be held on Monday, December 20, 2021 at 12:30 p.m.

With no further business, the meeting adjourned at 4:55 p.m.

Respectfully Submitted,



Belinda Lewis, Director
December 13, 2021

(Signature Copy to be maintained in the UCSWA Office)



Joyce Harris-Thacker, Chair