

## Upshur County Commission Meeting Agenda

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

Date of Meeting: September 30, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  

- September 23, 2021

### Items for Discussion / Action / Approval:

1. Establish date and time for Trick or Treat \*
2. Approval of Financial Statement – Fiscal year ended June 30, 2021. \* [Under separate cover](#)
3. Consider the sale of the 2008 Ford Escape owned jointly by the Upshur County Development Authority / Upshur County Commission to the UCDA for the sum of \$1. The vehicle was originally purchased by the UCDA without financial contribution from the Commission and titled to both agencies due to insurance requirements at the time of purchase. \*
4. Memorandum from Tabatha Perry, Assistant County Administrator / DHSEM Assistant Director, requesting the appointment of Adam Brumley, Upshur County Parks and Recreation Facilities Director as the County Commission representative on the Wes-Mon-Ty Resource Conservation and Development Board of Directors, effective immediately. Upon approval, his term will expire on June 30, 2023. \* Page 4
5. Consider submitted letters of interest for the vacant community representative seat on the Upshur County Farmland Protection Board. Upon approval, this term will be effective immediately and expire on June 30, 2025. \* Page 5-6
  - William A. “Willie” Parker
  - Laura Rusmisell
6. Consider submitted letters of interest for the vacant community representative seat on the Upshur County Safe Sites and Structures Enforcement Agency. Upon approval, this term will be effective immediately and expire on June 30, 2022. \* Page 7-8
  - Jerry Wamsley
  - William A. “Willie” Parker
7. Approval of Lewis–Upshur Animal Control Facility Volunteer David William Hayhurst. \* [Under separate cover](#)
8. Consider resignation or termination of employee. \* [Under separate cover](#)  
*Item may lead to Executive Session per WV Code §6-9A-4 (A)*
9. Correspondence from Kimbra Wachob, Upshur County Emergency Communications Center Assistant Director, requesting the employment of Brittany Wood and Marissa Taylor, as full-time telecommunicators, effective October 4, 2021. \* [Under separate cover](#)

10. 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. Proposal submitted by WYK Associates, Inc. for architectural design services for renovations to the Upshur County Health Department. [Page 9-10](#)
2. Upshur County Sheriff's Financial Statement for period ending August, 2021 [Page 11-13](#)
3. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

• Upshur County Public Library Board of Directors	September 22, 2021	<a href="#">Page 14-15</a>
• Upshur County Enhanced Emergency Telephone Advisory Board	September 28, 2021	<a href="#">Page 16</a>

Meeting Minutes:

• Upshur County Emergency Telephone Advisory Board	February 23, 2021	<a href="#">Page 17</a>
• Upshur County Emergency Telephone Advisory Board	April 27, 2021	<a href="#">Page 18</a>
• Upshur County Fire Board	July 20, 2021	<a href="#">Page 19</a>
• Upshur County Public Library Board of Directors	July 21, 2021	<a href="#">Page 20</a>
• Upshur County Emergency Telephone Advisory Board	July 27, 2021	<a href="#">Page 21</a>
  - c) Meetings:
 

• 10/05/21	5:00 p.m.	Elkins Road PSD
• 10/05/21	4:00 p.m.	Hodgesville PSD
• 10/07/21	7:00 p.m.	Banks District VFD
• 10/21/21	7:00 p.m.	City Council of Buckhannon
• 10/07/21	7:00 p.m.	Selbyville VFD
• 10/11/21	12:00 p.m.	Upshur County Family Resource Network
• 10/11/21	4:30 p.m.	Upshur County Solid Waste Authority
• 10/11/21	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 10/18/21	6:00 p.m.	Lewis-Upshur Community Corrections Board – Upshur Co.
• 10/12/21	7:30 p.m.	Adrian VFD
• 11/04/21	6:00 p.m.	Buckhannon-Upshur Board of Health
• 10/12/21	7:00 a.m.	Upshur County Development Authority –Full Board
• 10/13/21	12:00 p.m.	Upshur County Senior Center Board
• 10/13/21	3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 10/12/21	7:00 p.m.	Warren District VFD
• 10/07/21	3:00 p.m.	Adrian PSD
• 10/13/21	3:00 p.m.	Tennerton PSD

- 10/14/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 10/14/21 7:30 p.m. Buckhannon VFD
- 10/11/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 10/21/21 6:30 p.m. Upshur County Youth Camp Board
- 10/10/21 6:00 p.m. Washington District VFD
- 10/18/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 10/20/21 4:00 p.m. Upshur County Public Library Board
- 10/15/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 10/26/21 6:30 p.m. Upshur County Fire Board, Inc.
- 10/26/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 10/13/21 7:00 p.m. Ellamore VFD
- 10/20/21 12:00 p.m. Lewis Upshur LEPC – Lewis Co.
- 10/21/21 6:00 p.m. Upshur County Farmland Protection Board
- 10/25/21 7:00 p.m. Upshur County Fire Fighters Association
- 10/13/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 10/27/21 1:00 p.m. James W. Curry Advisory Board
- 10/25/21 12:00 p.m. Region VII Planning & Development Council
- 10/25/21 10:00 a.m. Mountain CAP of WV, Inc., a CDC

#### 4. Appointments Needed or Upcoming:

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

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

#### Tabled Items

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

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

**Next Regular Meeting of the Upshur County Commission**

**October 7, 2021 --- 9:00 a.m.**

**Upshur County Courthouse Annex**

There will be a Special Meeting on October 1, 2021 beginning at 9 a.m. at the Upshur County Administrative Annex

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INTEROFFICE MEMORANDUM

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TO: Upshur County Commission

FROM: Tabatha Perry, Assistant County Administrator / DHSEM Assistant Director

CRP

SUBJECT: WesMonTy Resource Conservation and Development Board of Directors

DATE: September 24, 2021

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Commissioners,

You currently have a County Commission representative vacancy on the Wes-Mon-Ty Resource Conservation & Development Board of Directors. After taking into consideration the goals and objectives of the Board, I respectfully recommend that you appoint Adam Brumley, Upshur County Parks & Recreation Facilities Director, to serve as the County Commission representative. Pursuant to the Board's bylaws, this term is for a period of two years.

Thank you for your consideration.

Fwd: Boards & Committees

Page 1 of 1

From:  
To: [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org)  
Subject: Fwd: Boards & Committees  
Date: 9/21/2021 4:27:59 PM

Good Afternoon

Just a short correspondence to let you know I would be interested in serving on vacancies of the various boards and committees. Currently, I would seem to be eligible to be the community representative to the Safe Structures & Sites Board. I would be interested in other opportunities for service as they would become available. I reside in the 2nd magisterial district. I have attached a brief outline of the past experience and education. If you have any questions or need additional information, please let me know at your convenience.

William A. "Willie" Parker  
304.695.0535

Interest in serving on Farmland preservation Board.

Page 1 of 1

From: "KG" <kgtenney@upshurcounty.org>  
To: trperry@upshurcounty.org  
Subject: Interest in serving on Farmland preservation Board.  
Date: 9/23/2021 3:28:17 PM

I am writing to express my interest in serving as board member from the community. I have lived here 41 years and have sold real estate now for 26 years. I have always been interested in conservation efforts and have explored conservation easements before for other clients . Please consider me for this position.

Laura Rusmisell- Broker  
Coldwell Banker Armstrong Davis Realty  
56 S. Kanawha Street  
Buckhannon, WV 26201  
Office -304-472-7100  
Cell-304-613-8777  
Fax 304-472-8073  
Website- [www.cbarmstrongdavis.com](http://www.cbarmstrongdavis.com)

"Continued Success, Professional and Positive Ethics, and Forward Thinking"

**IMPORTANT NOTICE:** Never trust wiring instructions sent via email. Cyber criminals are sending emails with fake wiring instructions that can be very convincing and appear to come from a party involved in a transaction. Always independently confirm wiring instructions in person or via a telephone call to a trusted and verified phone number - do not use the phone number in an email.

Re:

Page 1 of 1

From: "jerry wamsley" <jwamsley1558@gmail.com>  
To: "trperry@upshurcounty.org" <trperry@upshurcounty.org>  
Subject: Re:  
Date: 9/22/2021 2:13:11 PM

On Wed, Sep 22, 2021 at 1:31 PM jerry wamsley <jwamsley1558@gmail.com> wrote:  
I Jerry Wamsley am interested in serving on the vacant Upshur County safe structures & sites ordinance enforcement board.

I guess I should have provided my address and phone number.  
Address. 234 Ridgeview lane Buckhannon  
Phone #. 304-439-4263

Fwd: Boards & Committees

Page 1 of 1

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William A. "Willie" Parker  
304.695.0535





**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

September 24, 2021

Mrs. Susan McKisic  
15 N Locust St.  
Buckhannon, WV 26201

Re: Architectural Services for Renovations to Upshur County Health Department

Dear Sue:

It has been a pleasure meeting with you and discussing the design of renovations to the Upshur County Health Department office. Our understanding of the included scope of work within this project is as follows:

Proposed Scope of Work of Project:

- Enclosing Exam Room 112 to create a Break Room.
- Adding a new partition to Directors Office 106 to create two smaller offices, as well as an additional entrance door to the new office.
- Splitting Storage Room 111 into three (3) new rooms separated by a central corridor that extends to the exterior door.
- Storage Room 111 will still include the existing garage door, but will end at the new corridor walls.
- The other side of the corridor will house two (2) new offices.
- Relocate the existing gas fire unit heater and associated gas piping.
- New heating and cooling system for new office spaces. These systems will be ceiling-mounted cassettes equipped with DX cooling and electric heating.
- New LED lighting in new and existing offices, corridors, procedure room and waiting room.

In addition to a design that aims for opportunities to optimize and save on construction costs, we also have the opportunity to structure the bid package to include Additive Alternates, in addition to the base bid. This consists of breaking out certain areas of the project scope with a separate cost in the bid (i.e. the front window replacements or the storage room). This prioritizes the main scope of work within the base bid, with one or two lower priorities bid as alternates.

- (Option for Alternate 1) Add a new partition to the north side of the waiting room and cut a wall opening from the existing copy room into this new files storage room.
- (Option for Alternate 2) Replacing the four (4) clearstory windows with new vinyl windows to match the material of the other windows throughout the facility.

We will work with Scheeser Buckley Mayfield (SBM) of Uniontown, Ohio for the Mechanical, Electrical and Plumbing engineering and design portions of this scope. Our team's full services will include schematic design, design development, construction documents, bidding services (also assisting you with writing the advertisement for the paper), and construction administration services. This also includes travel and periodic, typically bi-weekly, site visits and meeting with the contractors and owner from the start of through the end of construction. We will also perform a pre-warranty expiration walk through with you, our consultant and the contractor and major subcontractors approximately six weeks prior to the one-year warranty expiring from the contractor. The one-year warranty is on workmanship and any issues that come up on materials/installations that are not functioning as they should during that time frame.

We will provide the above-mentioned Architectural design services (up to Bidding and Construction Administration phases) to you for: **\$ 23,870.00**



**WYK ASSOCIATES, INC.**  
ARCHITECTURE • PLANNING

If this proposal meets your satisfaction, kindly sign and date it and return a copy to WYK.

Respectfully Submitted,

James B. Swiger, AIA, NCARB, LEED AP BD+C, CHC  
President

Accepted By: \_\_\_\_\_  
(Authorized Signature)

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

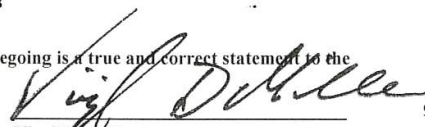


## Upshur County Sheriff's Financial Statement

For Period Ending : August 2021

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 1,022,053.12	\$ 2,438,452.16	\$ (855,548.07)	\$ 2,604,957.21
FUND - 002 COAL SEVERANCE TAX FUND	\$ 19,286.53	\$ 1.03	\$ (0.15)	\$ 19,287.41
FUND - 003 DOG AND KENNEL FUND	\$ 33,141.62	\$ 5,948.06	\$ (13,032.41)	\$ 26,057.27
FUND - 004 GENERAL SCHOOL FUND	\$ 31,532.75	\$ 2,160.75	\$ (9,190.00)	\$ 24,503.50
FUND - 005 MAGISTRATE COURT FUND	\$ 889.00	\$ 1,157.00	\$ -	\$ 2,046.00
FUND - 006 WORTHLESS CHECK FUND	\$ 124,962.84	\$ 106.10	\$ (3.05)	\$ 125,065.89
FUND - 007 E-911 FUND	\$ 1,024,950.08	\$ 207,981.41	\$ (63,955.21)	\$ 1,168,976.28
FUND - 008 HOME CONFINEMENT FUND	\$ 16,378.49	\$ 0.98	\$ (1,320.86)	\$ 15,058.61
FUND - 013 CURRY PARK FUND	\$ 12,447.37	\$ 80.51	\$ (1,371.11)	\$ 11,156.77
FUND - 015 CURRY LIBRARY FUND	\$ 2,262.67	\$ 247.84	\$ (2,031.74)	\$ 478.77
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ -	\$ -	\$ -	\$ -
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 53,155.01	\$ 105,839.63	\$ (54,155.02)	\$ 104,839.62
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 41,474.95	\$ 12,251.68	\$ (16,188.42)	\$ 37,538.21
FUND - 039 COAL REALLOCATION FUND	\$ 19,129.90	\$ 0.64	\$ (0.32)	\$ 19,130.22
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 655,415.59	\$ 45.20	\$ (13,442.53)	\$ 642,018.26
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 206,555.56	\$ 117,410.09	\$ (4,551.55)	\$ 319,414.10
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,613,586.75	\$ 1,899.79	\$ (964.92)	\$ 1,614,521.62
FUND - 059 CONCEALED WEAPONS FUND	\$ 25,551.36	\$ 656.13	\$ (2,422.00)	\$ 23,785.49
FUND - 063 VOTER'S REGISTRATION FUND	\$ 773.94	\$ -	\$ -	\$ 773.94
FUND - 071 JURY FUND	\$ 14,596.18	\$ 932.72	\$ (5,037.60)	\$ 10,491.30
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,486.47	\$ 0.13	\$ (0.02)	\$ 2,486.58
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 27,575.21	\$ 19,194.21	\$ -	\$ 46,769.42
FUND - 079 SPAYING & NEUTERING FUND	\$ 43,837.05	\$ 900.00	\$ (400.00)	\$ 44,337.05
FUND - 080 COMM. CORR. FUND	\$ 706,207.25	\$ 40,682.80	\$ (83,140.66)	\$ 663,749.39
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ 60,078.00	\$ (60,078.00)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 560.95	\$ (560.95)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 250.00	\$ (250.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 300.00	\$ (300.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 475.00	\$ (475.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 34,812.73	\$ (34,812.73)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 121,262.70	\$ -	\$ -	\$ 121,262.70
FUND - 365 DELQ & NONENT LAND	\$ 200.00	\$ -	\$ -	\$ 200.00
FUND - 366 BOARD OF HEALTH FUND	\$ 411,716.10	\$ 160,690.19	\$ (185,171.82)	\$ 387,234.47
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 378.50	\$ 786.50	\$ (378.50)	\$ 786.50
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 2,719,121.58	\$ (2,719,121.58)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 1,377,781.51	\$ (1,377,781.51)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 345,092.19	\$ (345,092.19)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 41,411.00	\$ (41,411.00)	\$ -
FUND - 206 COVID 19 FUND	\$ 11,103.92	\$ -	\$ -	\$ 11,103.92
FUND - 207 AMERICAN RECOVERY FUND	\$ 2,309,233.99	\$ 104.39	\$ -	\$ 2,309,338.38
<b>FINAL TOTALS</b>	<b>\$ 8,556,909.90</b>	<b>\$ 7,697,412.90</b>	<b>\$ (5,892,188.92)</b>	<b>\$ 10,362,133.88</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 13,987,947.43	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (6,855,095.52)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 3,227,531.97			
NET BANK BALANCE	\$ 10,360,383.88			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 10,362,133.88			

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  
 Sheriff & Treasurer, Upshur County  
 9/28/2021





## Upshur County Sheriff's Financial Statement

For Period Ending: **August 2021**

### Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
<b>FIRST COMMUNITY BANK</b>					
	GENERAL COUNTY -MMA	\$ 0.12	\$ (0.12)	\$ -	\$ -
	COAL SEVERANCE-MMA	\$ -	\$ -	\$ -	\$ -
	E-911 -MMA	\$ -	\$ -	\$ -	\$ -
	CURRY PARK-MMA	\$ -	\$ -	\$ -	\$ -
	CURRY LIBRARY-MMA	\$ 70.39	\$ -	\$ -	\$ 70.39
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ -	\$ -	\$ -	\$ -
	CONCEALED WEAPONS	\$ -	\$ -	\$ -	\$ -
	GENERAL TAX ACCOUNT-MMA	\$ -	\$ -	\$ -	\$ -
	BOARD OF HEALTH-MMA	\$ 314.11	\$ -	\$ -	\$ 314.11
	UPSHUR CO. FIRE FEE-IBCK	\$ -	\$ -	\$ -	\$ -
	UP CO COAL REALLOCAT-IBCK	\$ -	\$ -	\$ -	\$ -
	EMPLOYEE BENEFITS-IBCK	\$ -	\$ -	\$ -	\$ -
	SP.LAW ENF.INVESTIG.-IBCK	\$ -	\$ -	\$ -	\$ -
	COMMUNITY CORR. FUND-IBCK	\$ -	\$ -	\$ -	\$ -
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ -	\$ -	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ -	\$ -	\$ -	\$ -
	TAX CLEARING ACCOUNT	\$ -	\$ -	\$ -	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 4,142.18	\$ (4,142.18)	\$ -	\$ -
	GENERAL COUNTY-CKNG	\$ 10,260.54	\$ -	\$ 0.12	\$ 10,260.66
	COAL SEVERANCE-CKNG	\$ -	\$ -	\$ -	\$ -
	DOG & KENNEL-CKNG	\$ -	\$ -	\$ -	\$ -
	GEN. CO. MISC-CKNG	\$ -	\$ -	\$ -	\$ -
	WORTHLESS CHECK FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	E-911 -CNKG	\$ -	\$ -	\$ -	\$ -
	HOME DETENTION-IBCK	\$ -	\$ -	\$ -	\$ -
	CURRY PARK-CKNG	\$ -	\$ -	\$ -	\$ -
	CURRY LIBRARY-CKNG	\$ -	\$ -	\$ -	\$ -
	AIRPORT CONSTRUCTION-CKNG	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-CKNG	\$ -	\$ -	\$ -	\$ -
	VOTER'S REGISTRATION-IBCK	\$ -	\$ -	\$ -	\$ -
	JURY-CKNG	\$ 131.25	\$ (131.25)	\$ -	\$ -
	SPAY.& NEUTER. DEP. FUND	\$ -	\$ -	\$ -	\$ -
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ -	\$ -	\$ -	\$ -
	INDUSTRIAL PARK SEWER-CKG	\$ -	\$ -	\$ -	\$ -
	DMV LICENSE FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	STATE CLEARING ACCOUNT-CK	\$ -	\$ -	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	GENERAL TAX ACCOUNT-CKNG	\$ -	\$ -	\$ -	\$ -
	TAX LEIN FUND-CKNG	\$ 42.75	\$ (42.75)	\$ -	\$ -
	DELQ & NON-ENTERED LAND	\$ -	\$ -	\$ -	\$ -
	BOARD OF HEALTH-CKNG	\$ 52,707.46	\$ -	\$ -	\$ 52,707.46
	WVDSRF-CKNG	\$ -	\$ -	\$ -	\$ -
	COVID 19 -CKNG	\$ 11,103.92	\$ -	\$ -	\$ 11,103.92
	AMERICAN RECOVERY FUND	\$ -	\$ -	\$ -	\$ -
	<b>BANK TOTAL</b>	<b>\$ 78,772.72</b>	<b>\$ (4,316.30)</b>	<b>\$ 0.12</b>	<b>\$ 74,456.54</b>
<b>COMMUNITY BANK</b>					

UP.CO.FIN.STBL.FUND-SV	\$ -	\$ -	\$ -	\$ -
EE HEALTH CARE REIMB FUND	\$ 21,651.30	\$ -	\$ -	\$ 21,651.30
UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
CHILD EXCHG & VISIT CTR	\$ -	\$ -	\$ -	\$ -
<b>BANK TOTAL</b>	<b>\$ 21,651.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,651.30</b>
<b>FREEDOM BANK</b>				
BOARD OF HEALTH-CD 1	\$ 101,806.33	\$ -	\$ -	\$ 101,806.33
BOARD OF HEALTH-CD 2	\$ 101,806.33	\$ -	\$ -	\$ 101,806.33
<b>BANK TOTAL</b>	<b>\$ 203,612.66</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 203,612.66</b>
<b>CITIZENS BANK OF WEST VIRGINIA</b>				
GENERAL COUNTY FUND - IBCK	\$ 393,805.83	\$ -	\$ 1,981,421.84	\$ 2,375,227.67
COAL SEVERANCE - IBCK	\$ 19,287.41	\$ -	\$ -	\$ 19,287.41
E-911 - IBCK	\$ 1,168,976.28	\$ -	\$ -	\$ 1,168,976.28
CURRY PARK - IBCK	\$ 11,656.77	\$ (500.00)	\$ -	\$ 11,156.77
CURRY LIBRARY - IBCK	\$ 408.38	\$ -	\$ -	\$ 408.38
ASSESSOR'S VALUATION - IBCK	\$ 203,902.83	\$ (800.00)	\$ 116,311.27	\$ 319,414.10
UP. CO. FIN. STAB. FUND - IBCK	\$ 1,614,521.62	\$ -	\$ -	\$ 1,614,521.62
CONCEALED WEAPONS - IBCK	\$ 23,975.49	\$ (190.00)	\$ -	\$ 23,785.49
GENERAL TAX - IBCK	\$ 5,495,471.43	\$ (6,528,722.63)	\$ 1,033,251.20	\$ -
BOARD OF HEALTH FUND - IBCK	\$ 112,776.40	\$ -	\$ 7,823.84	\$ 120,600.24
OASIS CLEARING - CKNG	\$ 706.50	\$ (706.50)	\$ -	\$ -
UPSHUR CO. FIRE FEE - IBCK	\$ 106,979.62	\$ (2,140.00)	\$ -	\$ 104,839.62
UP CO COAL REALLOCATION - IBCK	\$ 19,129.90	\$ -	\$ 0.32	\$ 19,130.22
EMPLOYEE BENEFITS - IBCK	\$ 642,093.26	\$ (75.00)	\$ -	\$ 642,018.26
SP LAW ENF INVESTIGATION - IBCK	\$ 2,486.58	\$ -	\$ -	\$ 2,486.58
COMMUNITY CORRECTIONS - IBCK	\$ 650,960.88	\$ (3,698.99)	\$ 16,487.50	\$ 663,749.39
PARKS/REC CLEARING - CKNG	\$ 795.00	\$ (795.00)	\$ -	\$ -
ADDRESSING/MAPPING CLEARING	\$ 30.00	\$ (30.00)	\$ -	\$ -
TAX CLEARING - CKNG	\$ 159,562.95	\$ (226,277.28)	\$ 66,714.33	\$ -
BOARD OF HEALTH PAYROLL - CKNG	\$ 10,202.92	\$ (5,202.92)	\$ -	\$ 5,000.00
GENERAL COUNTY OPERATING - CKNG	\$ 256,269.01	\$ (38,550.13)	\$ -	\$ 217,718.88
DOG & KENNEL - CKNG	\$ 26,637.39	\$ (580.12)	\$ -	\$ 26,057.27
GENERAL COUNTY MISC - CKNG	\$ 26,549.50	\$ -	\$ -	\$ 26,549.50
WORTHLESS CHECK - IBCK	\$ 125,062.84	\$ -	\$ 3.05	\$ 125,065.89
HOME CONFINEMENT - IBCK	\$ 15,058.61	\$ -	\$ -	\$ 15,058.61
EE HEALTH CARE REIMB - IBCK	\$ 17,296.24	\$ (1,409.33)	\$ -	\$ 15,886.91
VOTER'S REGISTRATION - IBCK	\$ 773.94	\$ -	\$ -	\$ 773.94
JURY - CKNG	\$ 10,731.62	\$ (240.32)	\$ -	\$ 10,491.30
CHILD EXCHG & VISITATION - CKNG	\$ 46,769.42	\$ -	\$ -	\$ 46,769.42
SPAY & NEUTER - CKNG	\$ 44,391.05	\$ (54.00)	\$ -	\$ 44,337.05
ELKINS ROAD PSD - CKNG	\$ -	\$ -	\$ -	\$ -
AMERICAN RECOVERY FUND - IBCK	\$ 2,309,338.38	\$ -	\$ -	\$ 2,309,338.38
WELLNESS COMPLEX - CKNG	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
DMV LICENSE - CKNG	\$ 26,353.00	\$ (31,637.50)	\$ 5,284.50	\$ -
STATE CLEARING - CKNG	\$ 1,110.95	\$ (1,110.95)	\$ -	\$ -
STATE POLICE - CKNG	\$ 475.00	\$ (475.00)	\$ 5.00	\$ 5.00
TAX LEIN - CKNG	\$ 121,262.70	\$ -	\$ -	\$ 121,262.70
DELQ & NON-ENTERED LAND - CKNG	\$ 200.00	\$ -	\$ -	\$ 200.00
BOARD OF HEALTH OPERATING - CKNG	\$ 12,583.55	\$ (7,583.55)	\$ -	\$ 5,000.00
WVDSRF - CKNG	\$ 557.50	\$ -	\$ 229.00	\$ 786.50
<b>BANK TOTAL</b>	<b>\$ 13,683,910.75</b>	<b>\$ (6,850,779.22)</b>	<b>\$ 3,227,531.85</b>	<b>\$ 10,060,663.38</b>
<b>SUMMARY:</b>				
TOTAL ALL BANKS	\$ 13,987,947.43	\$ (6,855,095.52)	\$ 3,227,531.97	\$ 10,360,383.88
PETTY CASH / CASH DRAWERS				\$ 1,750.00
CASH SPECIAL INVESTIGATION FUND				\$ -
<b>GRAND TOTAL</b>				<b>\$ 10,362,133.88</b>

**Board of Directors Special Meeting Agenda  
Wednesday, September 22nd, 2021, 4:00 p.m.**

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Reports
- IV. Librarian's Report – see attachment
- V. Unfinished Business
  - A. Online banking
- VI. New Business
  - A. Updated Circulation Policies
    - i. Library Card policy
    - ii. Lost/Damaged/Replacement Materials policy
- VII. Friends of the Library update – Nancy
- VIII. Setting date of next Board meeting
- IX. Adjournment

Director's Report  
UCPL Board of Directors Special Meeting – September 22, 2021

I. Library vehicle update

- A. We found a further problem with the library vehicle, separate from what was addressed with the air compressor repair earlier in the year. The mechanic would not pass the vehicle for the annual state inspection because of rust on the frame holding the engine block in place that was noted last year. One of the bolts that was holding the engine block in place had completely rusted through, and at least one of the other two bolts on the same side was partially rusted through, necessitating some welding and repair. The same damage was noted on the other side of the engine block, but was not serious enough to require immediate repair this year. This needed some specialty welding, which took a couple of weeks to get someone to do. The vehicle was returned to us on 9/13/21, and cost \$302.

II. Library collections

- A. The hotspot lending program has really taken off after an article in one of the local papers about them a few weeks ago. We currently have a waiting list of anywhere between 8 and 11 people to check these devices out. We are evaluating the need to get more hotspots to help with this waiting list, but need to figure out a way to fit any additional hotspots' service contracts (which are \$120/year each) into our budget.
- B. We are in the process of adding a large number (about 400) of audiobooks to our collection from the Charles Gibson Public Library. Gibson was out of room for them, and was offering them to other libraries in the region (Five Rivers and Curry also received some audios so far) and needed a place to send them. Gibson is also trying to downsize their Large Print collection, and I will be taking a few of these items to bolster our collection.

III. Annual audit

- A. The annual audit for Upshur County Public Library and our affiliates has been scheduled for the last week of September this year.

IV. Grant updates

- A. We received \$3,000 from Weyerhaeuser this year to be used for print & electronic children's materials and programming.
- B. The unattached Phillips Garage's annex was torn down the week of August 30. This paves the way for us to continue on the Parklet Project that Beth had started with the AARP grant funds.

V. Programming

1. Our in-person children's programming has been paused while COVID numbers are very high in Upshur County. We are reevaluating about when to resume story times, whether they'll be indoors or outside, etc. every few weeks.
2. The in-person book club is still meeting and had 4 attendees in August, and 3 attendees in September.
3. We are planning a series of 4 programs aimed at teens and adults for October, starting the second Thursday in October and running through November on the topic of cryptids.
4. We are beginning to put out feelers about the possibility of becoming a VITA Income Tax site coordinator for the next tax year, but need to do some more research on what exactly we would be taking on as a site coordinator and then find volunteers to help process the tax returns when it comes time. This program hasn't had a location in Upshur County to provide tax help to the lower income and elderly since 2018, when the person at MountainCAP with whom we formerly partnered with for this program left her position.

VI. Affiliates & Continuing Education

- A. Paul visited Russell Memorial Public Library in Mill Creek on 8/3/2021 and Valley Head Public Library on 8/10/21 to do the Service Center Evaluation and attend their board meetings.
- B. Paul attended Philippi's board meeting via Zoom on 9/7/21.
- C. Paul is also making plans to attend Pioneer's board meeting via Zoom on 9/21/21.

**UPSHUR COUNTY ENHANCED EMERGENCY TELEPHONE ADVISORY BOARD**

**September 28, 2021**

Handouts

- Sign in Sheet
- Previous Meeting Minutes

E-911 Report

- E-911 Director Report, Doyle Cutright

Old Business

AED Program  
Fire dispatch

New Business

- Teddy Biser to request a fire frequency dual usage
- Fire Departments Jurisdictions Project
- Chief Kimble to request a change to policy and procedure
- E911 New Hires: Brittany Woods, Marissa Taylor pending Commission approval

Public Comment:

None

Adjournment: Motion

Next Meeting: October 26, 2021



## Upshur County Emergency Telephone Advisory Board

February 23, 2021

A regularly scheduled meeting of Upshur County ETAB was called to order February 23, 2021 at 5:09 o'clock pm. Present were members Burnside, Bennett, Rolenson, McKisic, Cutright, and Tenney.

Minutes were presented and approved.

McKisic reported on COVID-19 response.

### Director Report:

Admin Module to go live March 10<sup>th</sup>.

People continue to train.

Wants to pay off CAD and purchase new phone system.

### Old Business:

Southern Fire repeater on hold for weather should be finished next couple weeks. Channel 2, he is not sure what that is.

Wrecker service policies received from other counties.

### New Business:

Kristy reported on IM responding and other topics to help Doyle with. See attachment.

Meeting adjourned 7:02pm

Two handwritten signatures in blue ink. The signature on the left is stylized and appears to be 'K. Burnside'. The signature on the right is also stylized and appears to be 'D. Cutright'.

## UPSHUR COUNTY EMERGENCY TELEPHONE ADVISORY BOARD

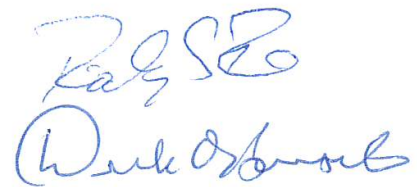
The April 27, 2021 meeting of Upshur County Emergency Telephone Advisory Board was called to order by Chair Rolenson at 0500 hours. Present were Rolenson, Tenney, McKisic, Shreve, Cutright and Wachob. Minutes were approved as presented.

Doyle reported that a new phone system for the Center is in the works. He also reported that Fire Depts. are requested to update and confirm safety of LZs in each fire district. He reported that Law Enforcement agencies advise ahead of time of any major traffic check events. Doyle reported on difficulties with Motorola in providing a quote in writing. Doyle stated that radio repair responsibilities are that of the user, not of 911 or OEM.

Brian made a grant update report.

Discussion was held on 911 fees and loss of land lines everywhere. Any wireless fee increases are not making up for land line losses. Salary discussion was held and Doyle reported on recent advances available.

No further business appearing, the meeting was adjourned at 0617 hours local.



**Upshur County Fire Board Meeting  
July 20, 2021**

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

Members Absent: Rick Harlow and Tom O'Neill.

Others Present: Arthur Wilson, guest; and Toni Newman-Fire Fee Clerk

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

The meeting minutes from June 22, 2021, were approved on motion by Derek Long and second by Larry Alkire.

The Fire Fee Clerk reported the 2020 fees dropped to 85 percent due to the additional corrective tickets added. The 2021 Fire fee Statements were mailed on July 15, 2021. The Fire Fee Clerk reported a collection agency was interested in collecting unpaid Fire Fees for a 25 percent cut of fees collected. This item will be placed on next month's agenda.

The checking account balance as of 06/30/2021 was \$51,010.62. The disbursement from the Chief Tax Deputy was \$793.28 for May.

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

- \*Software Systems---monthly maintenance---Invoice # 35110---\$228.00.
- \*Upshur County Commission---Reimbursement---Payroll---April-June---\$6478.83
- \*Upshur County Commission---Reimbursement---Postage Tax Office---last FY---\$72.73
- \*Upshur County Commission---Reimbursement---Postage Machine---April-June---\$7.14
- \*Ralston Press---2021 Fire Fee Statements---Invoice #89766---\$2,696.82

There were 2 corrective tickets approved on motion by Derek Long and second by Kristie Tenney. There were no exonerations this month.

Under other matters to consider:

Joe Gower advised that the Commission and Board had received a resignation letter from Tom O'Neill. Due to the Fire Association not meeting, it may be difficult to replace Board members. It was discussed that Clifton can remain on the Board until his replacement is found as has been done in the past.

Aboard member suggested rotating monthly meeting at various Volunteer Fire Departments. This will be placed on next month's agenda.

Election of officers be placed on next months agenda as well.

There being no further business, the meeting adjourned at 7:00 p.m. The next meeting of the Board will be August 17, 2021.

Kristie H. Tenney  
Joseph Gower, Chairman, Upshur County Fire Board

Larry Alkire  
Board Member

fill in

## Upshur County Public Library Board of Trustees Special Meeting July 21, 2021

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, July 21, 2021 at the library. Board members in attendance were Kenna Leonard, Linda Riegel, and Katie Loudin. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; Nancy Burgess, Friends of the Library representative; and Angie Westfall, BUHS Librarian.

The minutes of the May 12, 2021 meeting were approved on a motion made by Linda and seconded by Katie.

Angie Westfall, BU High School Librarian and AP Exam Coordinator, expressed the school's appreciation of the library opening our doors to the students for AP exam testing. The students were comfortable coming to the library which made a stressful time a little less stressful for the students. (Thank you letter in minutes book)

The financial reports for May and June were approved on a motion made by Katie and seconded by Linda.

Director's Report – see written report

### Unfinished Business

Light Pole/Traffic Circle/Landscaping – The light pole, concrete work, and the majority of the landscaping have been completed. Some additional planting at the entrance and smoothing around the curbs may happen later with the help of the Rotary Club.

There was discussion about having a ribbon cutting ceremony and inviting representatives from the County Commission, Board of Ed, Rotary, Staff, Dennis, and past directors.

### New Business

Letter of Credit - No action was needed on the Letter of Credit.

Online Banking - Connie asked if she could look into doing more online banking. Currently, only liabilities are paid online. All agreed that it would be a good idea to pursue.

Yard Sale - Paul reported that the library would be participating in the Biggest Yard Sale in hopes of selling many of the books currently located in the Phillips's garage. Any help would be appreciated.

Affirmation of Email Vote – On a motion made by Linda and seconded by Katie, the email vote to move \$75,000.00 from the money market at First Community to a 12 month CD at Freedom Bank was approved. We will no longer need the Letter of Credit with First Community and this action will also eliminate the fees that started being charged this spring.

Friends of the Library – Nancy reported that the Friends will be raffling off a basket titled Treasures of Upshur with the value being between \$500.00 - \$1000.00. The tickets are \$5.00 each or five for \$20.00.

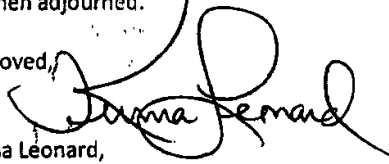
Beth announced that the library has received a \$13,000.00 grant that she applied for from the AARP Foundation to create a mini park/green spaces for the library.

The next meeting will be August 18, 4:00 p.m. The meeting then adjourned.

Respectfully Submitted,

  
Connie Cutright,  
Business Manager

Approved,

  
Kenna Leonard,  
Board President

## UPSHUR COUNTY EMERGENCY TELEPHONE ADVISORY BOARD

The July 27, 2021 meeting of Upshur County Emergency Telephone Advisory Board was called to order by Chair Rolenson at 0500 hours. Present were Rolenson, Tenney, McKisic, Burnside, Cutright and Wachob.

Doyle reported that a new phone system contract for the Center is in the works. He also reported on hiring difficulties and suggestions heard at APCO Conference.

Doyle asked Kimbra to report on AED meeting. Discussion followed. Doyle gave demonstration on AED showing on the CAD system map. Those known in the city are shown on the map. Also showed Covid houses procedures on the map, etc.

Doyle reported on new Fire dispatch protocols and upcoming meeting with Commission. Meeting is to determine an appropriate method of determining priorities of dispatch order.

Discussion was held concerning HealthNet requests being made by EMS previous to CommCenter having enough appropriate information, and understanding EMS can contact MedCom themselves on calls with a reasonable response time. Acknowledging a call should indicate that the crew is accepting responsibility for the call. Stay on dispatch talk group. Don't change talk groups to try to get CommCenter to answer. Discussion of who to suggest to County Commission for Fire rep on ETAB.

No further business appearing, the meeting was adjourned at 0635 hours local time.

