

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: December 22, 2022

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

- December 01, 2022
- December 15, 2022

9:15 a.m. Discuss potential property acquisition, review and signature of Purchase Agreement
Item may lead to Executive Session per WV Code §6-9A-4

Items for Discussion / Action / Approval:

1. Review and signature of correspondence to Melissa Garretson Smith, WV Courthouse Facilities Improvement Authority Executive Director, requesting to extend the deadline for the completion of the former jail facility porch renovation project. * [Page 4](#)
2. Memo from Tabatha R. Perry, County Administrator, requesting an extension of the temporary part-time employment of Breann N. Stanton as LUACF Attendant. Ms. Stanton was previously approved on October 20, 2022 for a maximum of 8 weeks of employment acquiring no more than an average of 19.5 hours per week effective October 23, 2022. Due to unforeseen circumstances, her assistance is needed through February 19, 2023. * [Under separate cover](#)
3. Correspondence from Gregory B. Woody, Upshur County Youth Camp Director, requesting the year-round part-time employment of Dylan Booth as Maintenance Technician. Upon approval Mr. Booth's employment will begin January 1, 2023. * [Under separate cover](#)
4. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

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

1. Proclamations made by Governor Jim Justice on December 16, 2022 permitting public employees of this State to generally cease business the last half of the workday of Friday, December 23, 2022 and Friday, December 30, 2022, in acknowledgement of the holiday season. These proclamations further read those public employees of this State may be excused from their work duties the last half of the workday both days without charge against accrued annual leave. In accordance with subsection (c), section one, article two, chapter two of the WV Code, County Commissions may treat the half-days as if they were legal

holidays, and the Courts may do the same. The Courthouse and Annex will be closed per the 2022 Calendar Year Legal Holiday Schedule. Pages 5-8

2. Lewis-Upshur Animal Control Facility Reports for the month of November, 2022 Pages 9-13

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

3. Upshur County Mileage Reports – November, 2022 Pages 14-23

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

4. Upshur County E911 Communication Reports – November, 2022 Under separate cover

- Monthly Department Summary Report
- Monthly Wrecker Report
- YTD Wrecker Report

5. Public Notices:

a) Newsletters and/or Event Notifications:

b) Agendas and/or Notice of Meetings:

- Elkins Road Public Service District

January 3, 2023

Page 24

Meeting Minutes:

c) Meetings: ***CHANGES ARE NOTED IN BOLD TYPE**

Adrian PSD	Thu	12/1/2022	3:00 PM
Banks District Volunteer Fire Department	Thu	12/1/2022	7:00 PM
City Council of Buckhannon	Thu	12/1/2022	7:00 PM
Selbyville VFD	Thu	12/1/2022	7:00 PM
Elkins Road PSD	Tue	12/6/2022	5:00 PM
Upshur County Safe Sites & Structures Enforcement Board	Thu	12/8/2022	3:00 PM
Upshur-Buckhannon Board of Health ** Cancelled	Thu	12/8/2022	6:00 PM
Buckhannon VFD	Thu	12/8/2022	7:30 PM
Region VI Local Elected Officials-Muriales-Marion County-Fairmont	Fri	12/9/2022	11:00 AM
Washington District VFD	Sun	12/11/2022	6:00 PM
Upshur County Family Resource Network	Mon	12/12/2022	12:00 PM
Buckhannon-Upshur Airport Authority	Mon	12/12/2022	4:00 PM
Upshur County Solid Waste Authority	Mon	12/12/2022	4:30 PM
Buckhannon-Upshur Recreational Park Advisory Board	Mon	12/12/2022	5:30 PM

Lewis-Upshur Community Corrections Board ** Cancelled	Mon	12/12/2022	6:00 PM
Upshur County Senior Center Board	Tue	12/13/2022	12:00 PM
Hodgesville PSD	Tue	12/13/2022	4:00 PM
Warren District VFD	Tue	12/13/2022	7:00 PM
Adrian VFD	Tue	12/13/2022	7:30 PM
Buckhannon-Upshur Chamber of Commerce	Wed	12/14/2022	12:00 PM
Upshur County Convention and Visitors Bureau	Wed	12/14/2022	3:00 PM
Tennerton PSD	Wed	12/14/2022	3:00 PM
Buckhannon River Watershed Association	Wed	12/14/2022	6:00 PM
Upshur County Fire Board, Inc. @ Ellamore VFD	Wed	12/14/2022	6:30 PM
Ellamore VFD	Wed	12/14/2022	7:00 PM
Upshur County Farmland Protection Board 3rd Thursday	Thu	12/15/2022	6:00 PM
Upshur County Youth Camp Board	Thu	12/15/2022	6:30 PM
Wes-Mon-Ty Resource Conservation & Development Council	Fri	12/16/2022	10:00 AM
Lewis Upshur LEPC-Upshur Co. **Cancelled	Wed	12/21/2022	12:00 PM
Upshur County Public Library Board	Wed	12/21/2022	4:00 PM
UC Enhanced Emergency Telephone Advisory Board	Tue	12/27/2022	3:00 PM
Upshur County Fire Fighters Association	Wed	12/28/2022	7:00 PM
Upshur-Buckhannon Board of Health	Thu	1/5/2023	6:00 PM
Lewis-Upshur Community Corrections Board-Lewis County Location	Mon	1/23/2023	6:00 PM

6. Appointments Needed or Upcoming:

- Upshur County Convention & Visitor's Bureau-unexpired term ending June 30, 2025 (Tourism 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. ****

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

Tabled Items

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

1. Review and approval of revised Overtime / Compensatory Time Policy within the Upshur County Employee Handbook of Personnel Guidelines dated February 10, 2022. (Tabled 11/3/2022)*

Next Regular Meeting of the Upshur County Commission
January 5, 2023 --- 9:00 a.m.
Upshur County Courthouse Annex

*****The Commission Meeting scheduled for Thursday; December 29, 2022 is CANCELLED*****

UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201
Equal Opportunity Employer (EOE)

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

TDD Numbers
Business: 472-9550

December 19, 2022

Melissa Garretson Smith
Executive Director
WV Courthouse Facilities Improvement Authority
2003 Quarrier Street
Charleston, WV 25311

Project Number: *18cycUpshur18CY2021 49*
Grant Number: *18cycUpshu2021*

Dear Ms. Smith,

Please accept this letter as an official request to extend the deadline for the completion of the above referenced project to March 31, 2023. Due to an unforeseen delay from the sub-contractor, this project is unable to be fully completed by December 31, 2022. The Commission elected to award the porch roof renovation alternative to Trisco System, Inc. in August. The masonry work on the project is complete and meets the Upshur County Commission's expectations; however, the roof replacement is the portion of the project that is not complete at this time. We anticipate for the work to be completed promptly into 2023; however, weather conditions and the availability of material/laborers are unknown. Your consideration of this request will be greatly appreciated.

Best regards,

Kristie G. Tenney
Upshur County Commission President

STATE OF WEST VIRGINIA

EXECUTIVE DEPARTMENT

At Charleston

A PROCLAMATION

By the Governor

WHEREAS, Christmas Day occurs on a Sunday this year, and in recognition of the hard work accomplished by the public employees of this State throughout the year 2022, and in acknowledgement of the holiday season, it is fitting and proper that the public employees of this State be permitted to cease business for the last half of the workday of December 23, 2022, to spend an extended and enjoyable holiday with their loved ones.

NOW, THEREFORE, I, JIM JUSTICE, pursuant to the foregoing and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that the public employees of this State may be excused from their work duties on the last half of Friday, December 23, 2022, without charge against accrued annual leave; and do further

PROCLAIM that this **ORDER** shall not affect private businesses, local governments, and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called upon to safeguard the health, safety, and welfare of West Virginia's citizenry and who will be compensated in accordance with the legislative rules established by the West Virginia Division of Personnel; however, in accordance with subsection (c), section one, article two, chapter two of the Code of West Virginia, county commissions may designate the last half of Friday, December 23, 2022, as a half-day of time off for county employees without charge against accrued annual leave, and the courts may treat the day as if it were a half-day legal holiday.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



By the Governor

DONE at the Capitol in the City of Charleston, State of West Virginia, this Sixteenth Day of December, in the Year of our Lord, Two Thousand Twenty-Two, and in the One Hundred Sixtieth Year of the State.


GOVERNOR


SECRETARY OF STATE

STATE OF WEST VIRGINIA

EXECUTIVE DEPARTMENT

At Charleston

A PROCLAMATION

By the Governor

WHEREAS, New Year's Day occurs on a Sunday this year, and in recognition of the hard work accomplished by the public employees of this State throughout the year 2022, and in acknowledgement of the holiday season, it is fitting and proper that the public employees of this State be permitted to cease business for the last half of the workday of December 30, 2022, to spend an extended and enjoyable holiday with their loved ones.

NOW, THEREFORE, I, JIM JUSTICE, pursuant to the foregoing and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that the public employees of this State may be excused from their work duties on the last half of Friday, December 30, 2022, without charge against accrued annual leave; and do further

PROCLAIM that this **ORDER** shall not affect private businesses, local governments, and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called upon to safeguard the health, safety, and welfare of West Virginia's citizenry and who will be compensated in accordance with the legislative rules established by the West Virginia Division of Personnel; however, in accordance with subsection (c), section one, article two, chapter two of the Code of West Virginia, county commissions may designate the last half of Friday, December 30, 2022 as a half-day of time off for county employees without charge against accrued annual leave, and the courts may treat the day as if it were a half-day legal holiday.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



By the Governor

DONE at the Capitol in the City of Charleston, State of West Virginia, this Sixteenth Day of December, in the Year of our Lord, Two Thousand Twenty-Two, and in the One Hundred Sixtieth Year of the State.


GOVERNOR


SECRETARY OF STATE

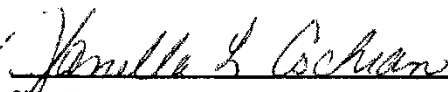
LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF <u>November 2022</u>		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$335	\$235
CHECK	\$85	\$35
E STORE CREDIT CARD	\$165	\$180
SUBTOTAL	\$585	\$450
SPAY/NEUTER DEPOSIT		
CASH	\$550	\$250
CHECK	\$250	\$100
E STORE CREDIT CARD	\$350	\$200
SUBTOTAL	\$1,150	\$550
BOARD RESCUE		
CASH	\$80	\$80
CHECK	\$0	\$0
E STORE CREDIT CARD	\$30	\$20
SUBTOTAL	\$110	\$100
MICRO-CHIPPING		
CASH	\$52	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$52	\$0
DONATIONS		
CASH	\$0	\$0
CHECK	\$440	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$440	\$0

OTHER-Surgical Unit	\$7,759	\$0
TOTAL	\$10,096	\$1,100

surgical unit ticket sales collected so far plus surgical unit donations.

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT
ACCOUNT OF CATS
JANELLA COCHRAN, SUPERVISOR OF ANIMALS SERVICES
(November 2022)

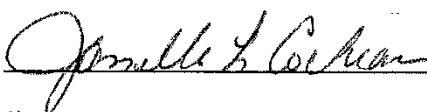
TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	0	0	0
Cats brought in by Animal Control Officer	0	21	21
Cats brought in by County Residents	27	12	39
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	25	11	36
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	1	1	2
Euthanasia:			
Owner Request	0	18	18
Other	0	0	0


 Signature

12-10-22
 Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (December 9, 2022)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (November 2022)

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	5	9	14
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	11	14	25
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box (Gate)	3	0	3
Dogs Quarantined	0	0	0
Dogs Returned to Owner	4	1	5
Dogs Escaped	0	0	0
Adoptions:			
With Charge	15	12	27
Without Charge	0	1	1
Rescues:			
With Charge	2	5	7
Without Charge	4	0	4
Euthanasia:			
Owner Request	0	1	1
Other	0	0	0
Total	44	43	87



Signature

12-10-22

Date

John Slaughter, Animal Control/Humane Officer

Monthly Animal Report

NOV 2022

TRANSACTION	Upshur	Lewis	TOTAL
Animals picked up by ACO:			
Dogs	7		
Other			
Animals returned to Owner by ACO:			
Dogs	0		
Other			
Animals delivered to LUACF:			
Dogs	7		
Other			
Animals Quarantined by ACO:			
Dogs	0		
Other			
Animals Terminated:			
Dogs	0		
Other			
Total Number of Hours Involved			

John Slaughter
Signature

12-22-22
Date

MONTHLY MILEAGE LOG

MONTH / YEAR: NOV. 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Terri Jo Bennett	2021 Ford Explorer	1FMSK8BH7MGC39445	6211	7066	0	11.33
					0	10.93
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		155	11.33

DEPARTMENT: _____

MONTHLY
Comm Corrections

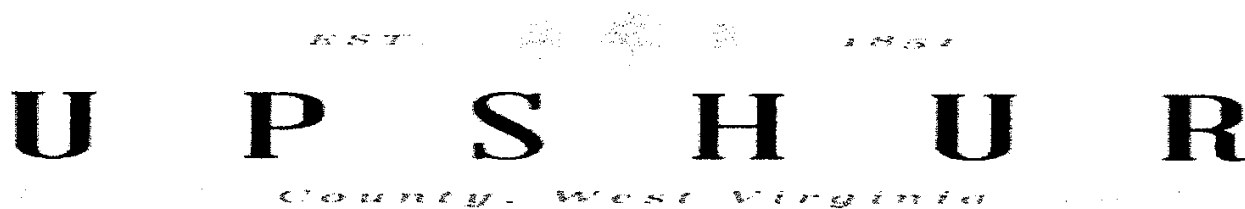
MONTH / YEAR: Nov 2022

[illegible]

MONTHLY MILEAGE LOG

MONTH / YEAR: Nov 2022

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

Department: Dog Pound

Nov-22

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,492	103,493	1	
			GRAND TOTALS		1	0



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: DHSEM

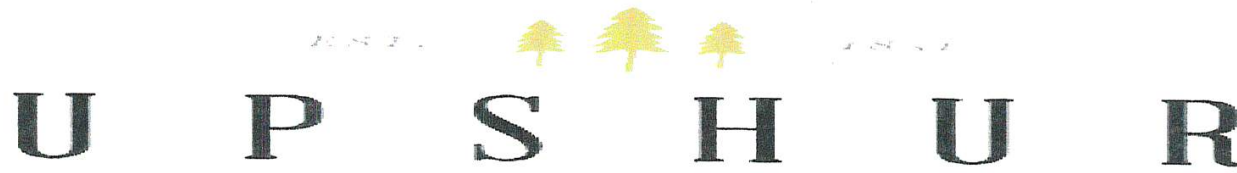
MONTH / Year Nov-22

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Steve Wykoff	2019 Chevy 2500	2GC2KREG1121064	11180	11233	53	0
GRAND TOTALS					53	0

MONTHLY MILEAGE LOG

MONTH / YEAR: Nov. 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HAREIS	2020 F-250	IFT7XZB83LEE	15,919	16,478	559	0 13.77
Chris Alkire		84I12				0 25.24
Eric Poling						0
Loretta Kooner						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
			GRAND TOTALS		559	0 39.01 0



U P S H U R

UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Nov. 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBFZB69KEC81	14545	14767	222	25.3
Chris Alkire		902			0	
Eric Poling					0	
Louisa Keene					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					222	25.3



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Nov. 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2008 Toyota Tundra	5TBBV541B8551	95922	96071	149	0
Chris Fikine		4917				0
Eric Poling						0
Loretta Krone						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					149	0
						10
						0

Nov-22

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

[illegible]



UPSHUR COUNTY COMMISSION

MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: November 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	6763	7107	344	22
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		344	22

Shelia Adams

From: elkinsrdpsd@frontier.com
Sent: Thursday, December 15, 2022 8:15 AM
To: Shelia Adams; Greg Belcher; Cary Smith; Shane Whitehair; Atlas Hydrovac
Cc: Carey Wagner; David Burr; Wendell Grose
Subject: JANUARY MEETING NOTICE

The Elkins Road PSD will hold its regular monthly meeting on Tuesday, January 3, 2023 at 5:00 p.m. at the office located at 133 Fallen Road in Buckhannon.

Any questions please contact the office.

Thanks,

Carolyn Douglas
Office Manager
Elkins Road PSD
133 Fallen Road
Buckhannon, WV 26201
Website: elkinsroadpsd.com
(304) 472-3008