

Upshur County Commission Meeting Agenda

- Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-800-719-6100 (toll free) or 1-717-275-8940 or 1-712-832-8330 Access Code: 898 8882 to enter the conference call
- Date of Meeting: June 25, 2020
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
 - June 18, 2020
- 9:05 a.m. Approval and signature of FY 21 PRO Grant Application, Agreement and WV DJCS Standard Conditions and Assurances in the amount of \$28,000.00 for the Prevention Resource Officer (PRO) at the Buckhannon-Upshur Middle School.
- 9:30 a.m. Jan Craig – Request for Noise Ordinance pertaining to fireworks
- 10:00 a.m. 2020 Primary Election Certifications – National, State and Multi-County
- 10:15 a.m. Review and announcement of James W. Curry scholarship recipients* Under separate cover
Item may lead to Executive Session per WV Code §6-9A-4
- 11:00 a.m. Meeting with Elected Officials to discuss COVID-19 operations for the Courthouse, Annex and other County facilities

Items for Discussion / Action / Approval:

1. Approval of Upshur County Employee Handbook of Personnel Guidelines revisions. *
Policies revised: under separate cover
 - Employee Categories / Hours of Work
 - Work Week / On Call / Record Keeping
 - Group Health Insurance & Other Benefits
2. Approve County Financial Institutions as Depositories as Required by WV Code §7-6-1 --- Freedom Bank, First Community Bank, JP Morgan-Chase Bank, Premier Bank, Community Bank and Citizens Bank of WV.*
3. Approval and signature of a Software Support Agreement with Avenu Government Systems, LLC in the amount of \$11,563.60. Avenu provides software support for the County Clerk's PACE finance, server and payroll licensed software products. Upon approval, the coverage period will be July 1, 2020 through June 30, 2021. * Page 4-8
4. Correspondence from Michelle Strader announcing her resignation from the Upshur County Public Library Board, effective June 17, 2020. Ms. Strader is a Commission appointee and this term expires on June 30, 2021. * Page 9

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.

For Your Information:

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

1. Upshur County Sheriff's Financial Statement for period ending May 2020 Page 10-11
2. Elkins Road Public Service District Annual Budget July 1, 2020 through June 30, 2021 Page 12-15
3. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:
 - Upshur County Public Library Board of Trustees June 17, 2020 Page 16-17
 - c) Meeting Minutes:
 - Upshur County Safe Structures and Sites Enforcement Board March 12, 2020 Page 18-19
 - Upshur County Public Library Board of Trustees May 18, 2020 Page 20
 - d) Meetings:
 - 07/14/20 5:30 p.m. Elkins Road PSD
 - 07/07/20 4:00 p.m. Hodgesville PSD
 - 07/02/20 7:00 p.m. Banks District VFD
 - 07/02/20 7:00 p.m. City Council of Buckhannon
 - 07/02/20 7:00 p.m. Selbyville VFD
 - 07/13/20 12:00 p.m. Upshur County Family Resource Network
 - 07/13/20 4:30 p.m. Upshur County Solid Waste Authority
 - 07/13/20 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
 - 07/06/20 6:00 p.m. Lewis-Upshur Community Corrections Board
 - 07/14/20 7:30 p.m. Adrian VFD
 - 07/16/20 6:00 p.m. Buckhannon-Upshur Board of Health
 - 07/15/20 7:00 a.m. Upshur County Development Authority – Full Board
 - 07/15/20 12:00 p.m. Upshur County Senior Center Board
 - 07/08/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
 - 07/08/20 7:00 p.m. Warren District VFD
 - 07/02/20 3:00 p.m. Adrian PSD
 - 07/08/20 3:00 p.m. Tennerton PSD
 - 07/09/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
 - 07/09/20 7:30 p.m. Buckhannon VFD
 - 07/09/20 4:00 p.m. Buckhannon Upshur Airport Authority
 - 07/16/20 6:30 p.m. Upshur County Youth Camp Board
 - 07/19/20 6:00 p.m. Washington District VFD
 - 07/20/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce

- 07/15/20 4:00 p.m. Upshur County Public Library Board
- 07/21/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 07/21/20 6:30 p.m. Upshur County Fire Board, Inc.
- 07/28/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 07/08/20 7:00 p.m. Ellamore VFD
- 07/15/20 12:00 p.m. Lewis Upshur LEPC
- 07/16/20 2:00 p.m. Upshur County Farmland Protection Board
- 07/22/20 10:00 a.m. James W. Curry Advisory Board
- 07/27/20 7:00 p.m. Upshur County Fire Fighters Association
- 07/08/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

*****NOTICE: All in person county board meetings may resume, effective May 18th; however, teleconference meetings are encouraged and social distancing must be followed. *****

1. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative
- Hodgesville PSD (Roger Ward – 8-5-2020)
- Elkins Road PSD (Larry Heater – 9-30-2020)
- Upshur County Solid Waste Authority (Joyce Harris-Thacker – 6-30-2020) --- Commission
- Upshur County Solid Waste Authority (Mary L. Gower – 6-30-2020) --- Conservation District
- Buckhannon-Upshur Airport Authority (Virgil LaRosa – 6-30-2020) --- Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (Brett Robinson – 6-30-2020) – BOE

******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)

1. Chapman Case Number 101118-01 (Warren Tax District – Tax Map 6B Parcel Number 11)

Next Regular Meeting of the Upshur County Commission
July 9, 2020 --- 9:00 a.m.
Upshur County Courthouse Annex

The regularly scheduled Commission Meeting on July 2, 2020 has been CANCELLED

SOFTWARE SUPPORT AGREEMENT (SSA)

This Support Agreement is made by and between **Avenu Government Systems, LLC** with principal offices at 5860 Trinity Parkway, Suite 120, Centreville, VA 20120, (hereinafter referred to as "AVENU") and LICENSEE listed below:

**Upshur County
Courthouse, 40 W. Main Street
Buckhannon, WV 26201**

LICENSEE hereby orders and AVENU hereby agrees to provide Software Support on the following Licensed Avenu Software Products, and Third-Party Products incorporated into the Avenu Products, for the following Annual Support Fees:

PACE Finance <i>(includes BA Change Acct Number & Purchase Order Printing)</i>	Annual Price \$ 6,777.21
PACE Server	Annual Price \$ 2,033.15
PACE Payroll	Annual Price \$ 2,753.24

- **Plus applicable Sales Tax**
- **Support Fees to be billed annually in advance**

Software Support will be provided as described in Avenu Software Support Agreement Terms and Conditions, for the following TOTAL Annual Support Fee during the following Coverage Period:

Total Support Fee: \$ 11,563.60
*** Coverage Period: 07/01/2020 – 06/30/2021**

*** The fees listed for this Agreement are for the stated Coverage Period. This Agreement will be automatically renewed annually for a subsequent twelve (12) month coverage period, subject to less than OR not-to-exceed annual increase of 5%, unless either party notifies the other in writing of its intent not to extend this Agreement OR the parties agree on other terms (addended to this Agreement) for renewal and annual increases.**

CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, THE TERMS AND CONDITIONS OF WHICH ARE SET FORTH IN THE AVENU SOFTWARE SUPPORT AGREEMENT TERMS AND CONDITIONS, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. FURTHER, THE CUSTOMER AGREES THAT IT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES WHICH SUPERSEDES ALL PROPOSALS OR PRIOR AGREEMENTS, ORAL OR WRITTEN, AND ALL OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Accepted by:

Avenu Government Systems, LLC

Upshur County, West Virginia

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Avenu Software Support Agreement (SSA) Terms and Conditions

CERTAIN DEFINITIONS

- A. **"Licensed Software"** means the unmodified (except by enhancement and error correction releases provided by AVENU under the terms of this Agreement) base version of the computer programs developed by AVENU, or a predecessor company.
- B. **"Error Correction"** means a change to the Licensed Software required to allow the License Software to function as stated in the applicable user documentation.
- C. **"User Documentation"** means the operating instructions developed by AVENU and applicable to the Licensed Software.
- D. **"Enhancement"** means changes to the Licensed Software which increase the functionality or improve usability of the Licensed Software.
- E. **"Release"** means a version of the Licensed Software which represents changes from the previous releases, and which constitute the currently marketed version of the Licensed Software.
- F. **"Software System"** means the family of products offered by AVENU.
- G. **"Product"** means the AVENU licensed software or software system(s), covered by this SSA.

TERMS and CONDITIONS

- 1. These Terms and Conditions apply to all AVENU Application Software purchased by the customer and properly licensed. This SSA will remain in effect until the Customer's SSA expiration date and will then be automatically extended for a period of 12 months at the then current AVENU SSA rate (which may incur an annual operating increase of not more than 5%), unless: (i) either party notifies the other in writing of its intent not to extend this Agreement at least ninety (90) days prior to the Support Expiration Date, or, (ii) the Agreement has otherwise expired or terminated under the terms of this Agreement.
- 2. AVENU will provide Support as described below during the hours of 8:00 a.m. and 5:00 p.m., Central Time, Monday through Friday (holidays excluded).
- 3. For LICENSEES, AVENU will, upon payment of the then current Support Fees:
 - a) make available, at AVENU'S option and on AVENU'S schedule, error correction and standard enhancement releases to the object code and/or user documentation of the product so as to bring installed applications to a level equivalent with that of the currently marketed base version of the base-line product(s) (not including LICENSEE customer code integration to the base-line product(s) IF present);
 - b) provide access to and use of the AVENU Support line service to:
 - 1) clarify installation and operating instructions contained in the user documentation delivered with the product, and
 - 2) assist in the identification of solutions to operating problems being experienced by the LICENSEE with the product. Support line service is provided at no additional charge to LICENSEE.
 - c) provide problem determination, investigation, and program error correction for verified program errors on the then current release of the Licensed Software, at no additional charge to LICENSEE. Program error correction on previous releases will be performed at 75% of the then current hourly billing rate.



- d) provide data repairs for LICENSEE files and records on a "best efforts" basis for data problems CAUSED BY the AVENU Licensed software at no additional charge to LICENSEE, and
 - e) provide data repairs for LICENSEE files and records on a "best efforts" basis for data problems NOT CAUSED BY the AVENU Licensed Software at the discounted rate of 75% of AVENU's then current hourly billing rate. AVENU includes in the category "data problems NOT CAUSED BY the AVENU Licensed Software" any data corruption or integrity problems caused by, but not limited to the following:
 - 1) equipment malfunction or failure
 - 2) failure of LICENSEE to follow procedures and/or instructions contained in the documentation provided by AVENU
 - 3) failure by LICENSEE to follow procedures and/or instructions contained in documentation provided by applicable hardware vendors or failure to follow accepted operating practices (for example, failing to routinely prepare backup data files, powering off or interrupting equipment while programs are executing, etc.)
 - 4) use of programs, including program modifications, other than those provided by AVENU with the Licensed Software.
 - f) Offer remote dial in to client systems to facilitate problem resolution (iSeries Pass-thru and web-based connection) as required.
4. AVENU will take due care in responding to each request for Support Services to assure that LICENSEE is making proper use of the Licensed Software, and that the Licensed Software is operating properly. AVENU will use its best efforts to correct any identified program errors but does not guarantee results or warrant that all errors will be corrected.
5. AVENU expressly excludes the following services from the Support Services to be provided under this Agreement:
- 1. System configuration and implementation
 - 2. Operator training
 - 3. On-Site training and customer assistance visits
 - 4. Training classes – unless invited by AVENU to a free training session either at an AVENU site, at a local site, or via a Web Interactive Training session.
 - 5. Licensed Software modifications and/or enhancements other than those supplied as a part of the periodic error correction and updates
 - 6. Support of any Licensed Software product other than the one(s) indicated on the signed SSA face page corresponding to this agreement
 - 7. Operating system support
 - 8. Hardware repair or support, whether the hardware was sold by AVENU or by any other vendor
 - 9. AVENU will not release any base product error corrections or enhancements, if the Customer is not licensed for the AVENU Software.
6. Payment, in full, of the appropriate Support Fees must be received by AVENU within 30 days after receipt of AVENU invoice for these services. An invoice for the applicable Support Fees for the subsequent twelve (12) month coverage period will be submitted by AVENU to LICENSEE approximately 30 days prior to the termination date, unless either party has notified the other in writing of its intent not to extend this Agreement pursuant to Section 1 of this Agreement. In the case of newly licensed software, the SSA begins and is billable upon receipt of the Licensed Software and the applicable SSA payment will be prorated so it renews on the same and common expiration date as do all other AVENU SSAs for that LICENSEE.



7. All charges for shipments and mailings to AVENU are the responsibility of the LICENSEE. All returns and mailings to the LICENSEE by AVENU are via regular U.S. Mail, or similar service as selected by AVENU, unless specifically directed otherwise by the LICENSEE. All express or expedited charges are the responsibility of the LICENSEE and will be billed separately to the LICENSEE if paid by AVENU.
8. In addition to the Support Fees and other charges stated above, LICENSEE agrees to pay all applicable taxes (except for taxes based on AVENU'S net income or capital stock) relating to this Agreement, the Error Corrections, Enhancements Releases, or other software or services provided by AVENU under this Agreement or payments made under this Agreement. Applicable tax amounts (if any) are NOT included in the fees set forth in this Agreement. If LICENSEE is exempt from the payment of any such taxes, LICENSEE must provide AVENU with a valid tax exemption certificate; otherwise, absent proof of LICENSEE'S direct payment of such tax amounts to the applicable taxing authority, AVENU will invoice LICENSEE for and LICENSEE will pay to AVENU all such tax amounts.
9. Reinstatement of this agreement after having not been in force for 60 days or fewer will be made retroactive to the date that the Agreement expired with no reinstatement charge. Reinstatement of this agreement after having not been in force for more than 60 days will incur a reinstatement charge, in addition to the normal Software Support fees, of an amount equal to 5% of the annual Support Fees for each month that this agreement had not been in force, up to a maximum of 50% of the Support Fees for each year that this agreement has not been in force.
10. AVENU'S liability for damages to the LICENSEE for any cause whatsoever, and regardless of the form of actions, whether in contract or in tort, including negligence, shall be limited to any actual charges incurred for up to twelve months' Support Fees applicable to the Licensed Software covered under this Agreement. Such Support Fees shall be those in effect when the cause of action arose.

In no event shall AVENU be liable for any damages caused by the LICENSEE'S failure to perform the LICENSEE'S responsibilities, or for any lost revenues or other consequential damages, even if AVENU has been advised of the possibility of such damages, or for any claim against the LICENSEE by any party.

THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

11. This Agreement is assignable by AVENU upon ninety (90) days written notice. This Agreement is not assignable by LICENSEE; none of the services granted hereunder nor any of the Licensed Software materials or copies thereof may be sub-licensed, assigned or transferred by the LICENSEE. Any attempt by LICENSEE to sub-license, assign or transfer any of the rights, duties or obligations under this Agreement is void.
12. The terms and conditions of this Agreement may be modified by AVENU effective on the date of automatic renewal by providing the LICENSEE with one (1) month's prior written notice. Any such modification will apply unless the LICENSEE exercises the option to terminate this Agreement. Any variation from these terms and conditions in any LICENSEE order or other modification will be of no effect.
13. The LICENSEE represents that they are the LICENSEE identified on an AVENU License Agreement for product(s) they wish to be covered by this SSA and that LICENSEE is in compliance with the terms and conditions associated with the applicable License Agreement.
14. AVENU services provided outside the scope of this agreement will be furnished on AVENU'S schedule and at AVENU'S applicable time and material billing rate and terms then in effect.
15. Neither AVENU nor LICENSEE is responsible for failure to fulfill their obligations under this Agreement due to causes beyond their control.



16. AVENU is the copyright owner of the systems covered herein. LICENSEE shall take proper precautions to protect the Proprietary Information contained in the programs and documentation and will not disclose any proprietary or trade-secret information to any unauthorized persons.
17. No actions, regardless of form, arising out of this Agreement may be brought by either party more than two years after the cause of actions has arisen, or in the area of non-payment, more than two years from the date of the last payment.
18. It is mutually agreed that any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Virginia. It is mutually understood and agreed that this Agreement shall be governed by the laws of the State of Virginia and the United States of America both as to interpretation and performance.
19. It is understood and agreed by the parties hereto that if any part, term, or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision that is held to be invalid.
20. LICENSEE agrees that should it default in any of the covenants or agreements contained herein, LICENSEE shall pay all costs and expenses including a reasonable attorney's fee, which may arise or accrue from enforcing this Agreement, whether pursued by filing suit or before or after judgment.

June 17, 2020



Mr. Terry Cutright
Upshur County Commission
91 West Main Street, Suite 101
Buckhannon, WV 26201

Dr. Tammy Samples, President
Upshur County Board of Education
102 Smithfield Street
Buckhannon, WV 26201

Dear Mr. Cutright and Dr. Samples,

As of June 17, 2020, I am tendering my resignation from the Upshur County Public Library. I have been an active member of the Board for four years and have enjoyed being involved in a vital part of Upshur County. It is my hope that with new Board members, new ideas will help our library grow and flourish. As always, I will continue to support and utilize this fine institution. Thank you for allowing me to serve our community in this manner.

Sincerely,

Michelle Strader



Upshur County Sheriff's Financial Statement

For Period Ending: May 2020

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 960,205.96	\$ 597,476.54	\$ (683,250.06)	\$ 874,432.44
FUND - 002 COAL SEVERANCE TAX FUND	\$ 22,423.69	\$ 0.91	\$ -	\$ 22,424.60
FUND - 003 DOG AND KENNEL FUND	\$ 25,427.27	\$ 19,321.74	\$ (3,370.73)	\$ 41,378.28
FUND - 004 GENERAL SCHOOL FUND	\$ 19,872.75	\$ 2,390.00	\$ -	\$ 22,262.75
FUND - 005 MAGISTRATE COURT FUND	\$ 12,953.97	\$ 695.35	\$ (225.62)	\$ 13,423.70
FUND - 006 WORTHLESS CHECK FUND	\$ 136,299.52	\$ 42.32	\$ -	\$ 136,341.84
FUND - 007 E-911 FUND	\$ 595,420.42	\$ 213,721.29	\$ (204,251.91)	\$ 604,889.80
FUND - 008 HOME CONFINEMENT FUND	\$ 46,742.93	\$ 6,017.50	\$ (22,930.34)	\$ 29,830.09
FUND - 013 CURRY PARK FUND	\$ 23,178.29	\$ 24,563.19	\$ (11,169.79)	\$ 36,571.69
FUND - 015 CURRY LIBRARY FUND	\$ 19,562.30	\$ 24,662.77	\$ (13,340.83)	\$ 30,884.24
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 2,745.18	\$ 1,875.12	\$ -	\$ 4,620.30
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 39,065.45	\$ 14,661.18	\$ (2,036.02)	\$ 51,690.61
FUND - 039 COAL REALLOCATION FUND	\$ 19,123.81	\$ 0.81	\$ -	\$ 19,124.62
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 670,149.87	\$ 168.64	\$ (20,679.18)	\$ 649,639.33
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 239,755.15	\$ 9,292.29	\$ (50,743.67)	\$ 198,303.77
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 704,990.55	\$ -	\$ -	\$ 704,990.55
FUND - 059 CONCEALED WEAPONS FUND	\$ 18,283.68	\$ 240.81	\$ (200.00)	\$ 18,324.49
FUND - 063 VOTER'S REGISTRATION FUND	\$ 5,389.08	\$ 28.37	\$ -	\$ 5,417.45
FUND - 071 JURY FUND	\$ 15,040.00	\$ -	\$ -	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMT INVESTIGATION FUND	\$ 2,486.08	\$ 0.06	\$ -	\$ 2,486.14
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 19,905.09	\$ -	\$ (6,101.38)	\$ 13,803.71
FUND - 079 SPAYING & NEUTERING FUND	\$ 45,392.61	\$ 100.00	\$ (550.00)	\$ 44,942.61
FUND - 080 COMM. CORR. FUND	\$ 222,775.89	\$ 169,632.39	\$ (66,954.82)	\$ 325,453.46
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	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 18,970.50	\$ (18,970.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 552.25	\$ (552.25)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 98.40	\$ (98.40)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ -	\$ -	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 350.00	\$ (350.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 2,749.00	\$ (2,749.00)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ 60.00	\$ (60.00)	\$ -
FUND - 364 TAX LIEN FUND	\$ 211,248.78	\$ 21,541.03	\$ (59,487.59)	\$ 173,302.22
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
FUND - 366 BOARD OF HEALTH FUND	\$ 368,086.56	\$ 9,077.35	\$ (28,150.13)	\$ 349,013.78
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 222.50	\$ 93.00	\$ (222.50)	\$ 93.00
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 213,645.91	\$ (213,645.91)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 108,102.43	\$ (108,102.43)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 21,838.39	\$ (21,838.39)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 2,620.59	\$ (2,620.59)	\$ -
FUND - 206 COVID 19 FUND	\$ 100,000.00	\$ -	\$ (2,788.21)	\$ 97,211.79
FINAL TOTALS	\$ 4,627,515.01	\$ 1,484,590.13	\$ (1,545,440.25)	\$ 4,566,664.89
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 5,044,273.12	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (1,297,910.22)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 818,551.99			
NET BANK BALANCE	\$ 4,564,914.89			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 4,566,664.89			

I, David H. Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

David H. Coffman
Sheriff & Treasurer, Upshur County

6/17/2020



Upshur County Sheriff's Financial Statement

For Period Ending: May 2020

Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
FIRST COMMUNITY BANK					
	GENERAL COUNTY -MMA	\$ 656,257.91	\$ (110,000.00)	\$ 162,671.73	\$ 708,929.64
	COAL SEVERANCE-MMA	\$ 21,424.60	\$ -	\$ -	\$ 21,424.60
	E-911 -MMA	\$ 593,536.62	\$ -	\$ 13.50	\$ 593,550.12
	CURRY PARK-MMA	\$ 34,084.98	\$ -	\$ -	\$ 34,084.98
	CURRY LIBRARY-MMA	\$ 27,011.70	\$ -	\$ -	\$ 27,011.70
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 185,633.68	\$ -	\$ 8,858.30	\$ 194,491.98
	CONCEALED WEAPONS	\$ 18,249.40	\$ -	\$ 75.09	\$ 18,324.49
	GENERAL TAX ACCOUNT-MMA	\$ 394,436.62	\$ (506,467.73)	\$ 112,031.11	\$ -
	BOARD OF HEALTH-MMA	\$ 106,203.52	\$ (192.01)	\$ 2,159.59	\$ 108,171.10
	UPSHUR CO. FIRE FEE-IBCK	\$ 4,715.30	\$ (95.00)	\$ -	\$ 4,620.30
	UP CO COAL REALLOCAT-IBCK	\$ 19,124.62	\$ -	\$ -	\$ 19,124.62
	EMPLOYEE BENEFITS-IBCK	\$ 649,639.33	\$ -	\$ -	\$ 649,639.33
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,486.14	\$ -	\$ -	\$ 2,486.14
	COMMUNITY CORR. FUND-IBCK	\$ 325,503.46	\$ (50.00)	\$ -	\$ 325,453.46
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 240.00	\$ (240.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 103,893.76	\$ (174.99)	\$ 2,041.13	\$ 105,759.90
	TAX CLEARING ACCOUNT	\$ 60,599.12	\$ (78,637.55)	\$ 18,038.43	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 21,504.95	\$ (1,504.95)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 75,475.96	\$ (17,556.19)	\$ 73.13	\$ 57,992.90
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 41,378.28	\$ -	\$ -	\$ 41,378.28
	GEN. CO. MISC-CKNG	\$ 35,686.45	\$ -	\$ -	\$ 35,686.45
	WORTHLESS CHECK FUND-CKNG	\$ 136,341.84	\$ -	\$ -	\$ 136,341.84
	E-911 -CKNG	\$ 11,689.68	\$ (350.00)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 29,830.09	\$ -	\$ -	\$ 29,830.09
	CURRY PARK-CKNG	\$ 2,486.71	\$ -	\$ -	\$ 2,486.71
	CURRY LIBRARY-CKNG	\$ 3,872.54	\$ -	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 3,811.79	\$ -	\$ -	\$ 3,811.79
	VOTER'S REGISTRATION-IBCK	\$ 5,417.45	\$ -	\$ -	\$ 5,417.45
	JURY-CKNG	\$ 15,318.41	\$ (278.41)	\$ -	\$ 15,040.00
	SPAY.& NEUTER. DEP. FUND	\$ 44,992.61	\$ (50.00)	\$ -	\$ 44,942.61
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 13,127.50	\$ (18,970.50)	\$ 5,843.00	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 195.00	\$ (195.00)	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ 182.75	\$ (350.00)	\$ 172.25	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 976.05	\$ (507,443.78)	\$ 506,467.73	\$ -
	TAX LEIN FUND-CKNG	\$ 222,309.45	\$ (49,007.23)	\$ -	\$ 173,302.22
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 25,279.38	\$ (5,279.38)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 208.50	\$ (222.50)	\$ 107.00	\$ 93.00
	COVID 19 -CKNG	\$ 98,056.79	\$ (845.00)	\$ -	\$ 97,211.79
	BANK TOTAL	\$ 4,072,945.57	\$ (1,297,910.22)	\$ 818,551.99	\$ 3,593,587.34
PROGRESSIVE BANK					
	UP.CO.FIN.STBL.FUND-SV	\$ 704,990.55	\$ -	\$ -	\$ 704,990.55
	EE HEALTH CARE REIMB FUND	\$ 51,690.61	\$ -	\$ -	\$ 51,690.61
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 13,803.71	\$ -	\$ -	\$ 13,803.71
	BANK TOTAL	\$ 770,484.87	\$ -	\$ -	\$ 770,484.87
FREEDOM BANK					
	BOARD OF HEALTH-CD 1	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	BOARD OF HEALTH-CD 2	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	BANK TOTAL	\$ 200,842.68	\$ -	\$ -	\$ 200,842.68
SUMMARY:					
	TOTAL ALL BANKS	\$ 5,044,273.12	\$ (1,297,910.22)	\$ 818,551.99	\$ 4,564,914.89
	PETTY CASH / CASH DRAWERS			\$	\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND			\$	\$ -
	GRAND TOTAL			\$	\$ 4,566,664.89

ELKINS ROAD P.S.D. ANNUAL BUDGET JULY 1, 2020 - JUNE 30, 2021												
EXPENSES	PROPOSED 2020 - 2021		LAST YEAR 2019 - 2020		2 YEARS AGO 2018 - 2019		3 YEARS AGO 2017 - 2018		4 YEARS AGO 2016 - 2017		5 YEARS AGO 2015 - 2016	
	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL
WATER PURCHASED - RESALE	\$ 9,700.00	\$ 118,400.00	\$ 9,700.00	\$ 118,400.00	\$ 9,700.00	\$ 118,400.00	\$ 8,500.00	\$ 102,000.00	\$ 8,500.00	\$ 102,000.00	\$ 8,500.00	\$ 102,000.00
UTILITIES - PLANT/SYST.	\$ 2,200.00	\$ 26,400.00	\$ 2,200.00	\$ 26,400.00	\$ 1,900.00	\$ 22,800.00	\$ 1,800.00	\$ 21,600.00	\$ 1,800.00	\$ 21,600.00	\$ 1,800.00	\$ 21,600.00
UTILITIES - OFFICE	\$ 300.00	\$ 3,600.00	\$ 360.00	\$ 4,320.00	\$ 320.00	\$ 3,840.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00
TELEPHONE	\$ 325.00	\$ 3,900.00	\$ 325.00	\$ 3,900.00	\$ 350.00	\$ 4,200.00	\$ 290.00	\$ 3,480.00	\$ 290.00	\$ 3,480.00	\$ 290.00	\$ 3,480.00
CONTRACT LABOR	\$ 1,500.00	\$ 18,000.00	\$ 1,500.00	\$ 18,000.00	\$ 3,400.00	\$ 40,800.00	\$ 3,200.00	\$ 38,400.00	\$ 2,900.00	\$ 34,800.00	\$ 300.00	\$ 3,600.00
MATERIALS & SUPPLIES	\$ 2,700.00	\$ 32,400.00	\$ 2,000.00	\$ 24,000.00	\$ 3,000.00	\$ 36,000.00	\$ 2,700.00	\$ 32,400.00	\$ 2,500.00	\$ 30,000.00	\$ 2,500.00	\$ 30,000.00
REPAIRS & MAINTENANCE	\$ 6,000.00	\$ 72,000.00	\$ 6,000.00	\$ 72,000.00	\$ 5,000.00	\$ 60,000.00	\$ 3,500.00	\$ 42,000.00	\$ 3,700.00	\$ 44,400.00	\$ 3,700.00	\$ 44,400.00
RENTAL EXP.	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
METER READING & LABOR	\$ 500.00	\$ 6,000.00	\$ 1,320.00	\$ 15,840.00	\$ 1,320.00	\$ 15,840.00	\$ 1,300.00	\$ 15,600.00	\$ 1,400.00	\$ 16,800.00	\$ 1,400.00	\$ 16,800.00
METER TESTING - CITY	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00
METER LABOR - CITY	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 200.00	\$ 2,400.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
ACCOUNTING SVC	\$ 200.00	\$ 2,400.00	\$ 300.00	\$ 3,600.00	\$ 200.00	\$ 2,400.00	\$ 250.00	\$ 3,000.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00
AUDITING	\$ 550.00	\$ 6,600.00	\$ 333.00	\$ 3,996.00	\$ 333.00	\$ 3,996.00	\$ 335.00	\$ 4,020.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00
ENGINEERING	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 150.00	\$ 1,800.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
AUTO EXPENSE	\$ 200.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00
AUTO FUEL	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 410.00	\$ 4,920.00	\$ 500.00	\$ 6,000.00	\$ 550.00	\$ 6,600.00	\$ 550.00	\$ 6,600.00
DEPRECIATION	\$ 30,000.00	\$ 360,000.00	\$ 24,000.00	\$ 288,000.00	\$ 22,000.00	\$ 264,000.00	\$ 20,500.00	\$ 246,000.00	\$ 21,500.00	\$ 258,000.00	\$ 21,500.00	\$ 258,000.00
LEGAL	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
INTERNET SVC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INSURANCE-WORKERS' COMP	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 375.00	\$ 4,500.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00
INSURANCE-GENERAL LIABILITY	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	\$ 760.00	\$ 9,120.00	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00
INTEREST EXP. - MORT.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST EXP. - OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OFFICE SUPPLIES & EXP.	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00	\$ 800.00	\$ 9,600.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00
OFFICERS/BO MEMBERS	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00
WAGES - OFC.	\$ 5,000.00	\$ 60,000.00	\$ 5,000.00	\$ 60,000.00	\$ 4,500.00	\$ 54,000.00	\$ 3,900.00	\$ 46,800.00	\$ 3,900.00	\$ 46,800.00	\$ 3,900.00	\$ 46,800.00
WAGES - MAINTENANCE	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,900.00	\$ 46,800.00	\$ 3,900.00	\$ 46,800.00
PHONE MONITOR	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00
REPAIRS & MAINT. - OFC.	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00
EMPLOYEE RETIREMENT	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 833.33	\$ 9,999.96	\$ 1,000.00	\$ 12,000.00	\$ 1,300.00	\$ 15,600.00	\$ 1,300.00	\$ 15,600.00
ONS & OFFS LABOR	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
SPECIAL ACCTING-GRIFFITH	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 1,800.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00
TOTAL PAGE 1	\$ 66,925.00	\$ 803,100.00	\$ 61,088.00	\$ 733,056.00	\$ 60,051.33	\$ 720,615.96	\$ 56,000.00	\$ 672,000.00	\$ 58,115.00	\$ 697,380.00	\$ 55,515.00	\$ 666,180.00

ELKINS ROAD P.S.D.												
ANNUAL BUDGET												
JULY 1, 2020 - JUNE 30, 2021												
EXPENSES CON'T	PROPOSED 2020 - 2021		LAST YEAR 2019 - 2020		2 YEARS AGO 2018 - 2019		3 YEARS AGO 2017 - 2018		4 YEARS AGO 2016 - 2017		5 YEARS AGO 2015 - 2016	
	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL
PSC ASSESSMENT	\$ 200.00	\$ 2,400.00	\$ 166.67	\$ 2,000.04	\$ 166.67	\$ 2,000.00	\$ 200.00	\$ 2,400.00	\$ 170.00	\$ 2,040.00	\$ 170.00	\$ 2,040.00
DUES & MEMBERSHIPS	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00
LICENSE	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00
PENALTIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TAXES - PAYROLL	\$ 860.00	\$ 10,320.00	\$ 860.00	\$ 10,320.00	\$ 833.33	\$ 10,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00
PERMITS	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 40.00	\$ 480.00	\$ 40.00	\$ 480.00
TELEMETRY	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 4,800.00	\$ 600.00	\$ 7,200.00	\$ 600.00	\$ 7,200.00	\$ 600.00	\$ 7,200.00
MISC - GENERAL	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
TESTING WATER	\$ 200.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ 240.00	\$ 2,880.00	\$ 220.00	\$ 2,460.00	\$ 220.00	\$ 2,640.00	\$ 220.00	\$ 2,640.00
TRAVEL	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	\$ 950.00	\$ 11,400.00	\$ 650.00	\$ 7,800.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00
TRAVEL - ROOM	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 166.67	\$ 2,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00
TRAVEL - MEALS	\$ 35.00	\$ 420.00	\$ 35.00	\$ 420.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 30.00	\$ 360.00	\$ 30.00	\$ 360.00
CELL PHONE	\$ 75.00	\$ 900.00	\$ 75.00	\$ 900.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
OFFICE CLEANING	\$ 120.00	\$ 1,440.00	\$ 120.00	\$ 1,440.00	\$ 116.67	\$ 1,400.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
INS. - VEHICLE	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
POSTAGE	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 600.00	\$ 7,200.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00
HANDHELD/BILLING SUPPORT	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	\$ 600.00	\$ 7,200.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00
BILLING/ONLINE	\$ 200.00	\$ 2,400.00	\$ 600.00	\$ 7,200.00	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00				
OUTSIDE INSPECTION SERV.	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00
PHASE III	\$ 100.00	\$ 1,200.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
REPAIRS/REPLACEMENT	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 800.00	\$ 9,600.00	\$ 700.00	\$ 8,400.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00
TOTAL PG 2	\$ 4,870.00	\$ 58,440.00	\$ 5,436.67	\$ 65,240.04	\$ 6,813.34	\$ 81,760.00	\$ 6,680.00	\$ 79,980.00	\$ 4,900.00	\$ 58,800.00	\$ 4,900.00	\$ 58,800.00
TOTAL PGS 1 & 2	\$ 71,795.00	\$ 861,540.00	\$ 66,524.67	\$ 798,296.04	\$ 66,864.67	\$ 802,376.00	\$ 62,680.00	\$ 751,980.00	\$ 63,015.00	\$ 756,180.00	\$ 60,415.00	\$ 724,980.00

ELKINS ROAD P.S.D.
LONG TERM LIABILITIES FOR EACH MONTH
JULY 1, 2019 - JUNE 30, 2020

PROPOSED
2020 - 2021

PAYMENTS MADE MONTHLY - BUT NOT CONSIDERED AN EXPENSE

LONG TERM LIABILITIES	MONTHLY	YEARLY		
LOAN # 2-IJDC/MB 1998 BOND	\$ 4,369.89	\$ 52,438.68		
LOAN # 3-RUS 2004 BOND	\$ 2,295.00	\$ 27,540.00		
LOAN # 4-IJDC/MB 2004 BOND	\$ 3,290.00	\$ 39,480.00		
TRUCK LOAN-FORD MOTOR	\$ 583.00	\$ 6,996.00		
ERPSD-R&R	\$ 700.00	\$ 8,400.00		
98 R & R (2.5%)	\$ 773.00	\$ 9,276.00		
79 BOND	\$ 100.00	\$ 1,200.00		
(A & t IS FOR Audit, Training and PSC Annual Report)	\$ 565.00	\$ 6,780.00		
Working Capital Reserve (SB 234)	\$ 950.00	\$ 11,400.00		
TOTAL LIABILITIES	\$ 13,625.89	\$ 163,510.68		

NOTE: FOR WCR

1/8 = 0.125 Operating/Maint. Exp. From Profit & Loss Budget

Amount x 0.125 Divide by 2 years (2 years is just more time to fund reserve)

**UPSHUR COUNTY PUBLIC LIBRARY
Board of Directors Meeting Agenda
Wednesday, June 17, 2020, 4:00 p.m.**

Agenda

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
- VI. New Business
 - A. Vacation & Sick Leave for FT Employees during COVID-19
 - B. Check Signing/Bank account changes
- VII. Friends of the Library update – Ann Slaughter
- VIII. Setting date of next Board meeting
- IX. Adjournment

I. Limited Services Plan update

- A. Business has been slow since we started. The first day was very busy, but that was because we were calling people about their holds from the past 2 months.
- B. During the first week of June, we have brought back the part timers for 6 hours a week, as we had the additional help already included in the budget, and we did have some projects we wanted to complete. 6 hours is the most that the part timers are able to work without any impact on their unemployment claims, and helps us complete additional tasks. Karen and Bobbi are still furloughed until July 1. We will continue this schedule through the end of the month, then we have already let everyone on staff know that July 6th is when we are planning to go back to normal hours/schedules.
- C. We decided to allow limited patron browsing (up to occupancy limits) starting Monday, June 15th. Business has been pretty slow, so the limited staff we have can definitely handle having patrons in the library, and I am not wishing to tell patrons no as much as I can, as the majority of the patrons find new materials to enjoy through browsing, not on the catalog.
- D. This should be the final change to the limited service plan we have in effect until July 6, when we go back to as normal a service model as we can, with the only restrictions being on occupancy and no programs or meeting room use as yet.

II. Summer Reading Update

- A. Summer Reading began on June 1. As of Friday, June 12, we have participants signed up, with the following breakdown:
 - 1. Early Readers (ages 0-4):
 - 2. Children (5-12):
 - 3. Teenagers (13-18)
 - 4. Adults (19+):
- B. Most questions received on Summer Reading have to do with where information goes in the app, but overall the program seems to be going well.

III. Grant opportunities

- A. IMLS CARES Act grant – digital learning & technology
 - a. We ended up totaling \$45,000 worth of salaries, items or services that we wanted to fund with this grant. We asked for money to cover some of Beth and Paul's salaries in order to procure, implement and train the rest of the staff on the new services and technology, several pieces of equipment that will enable us to begin producing digital programs of our own, and enough funding to purchase access to 4 digital services (2 for streaming services, 1 digital tutoring service and Ancestry Library Edition) for 2 fiscal years.
 - b. Grant was applied for on June 5th. Still awaiting a decision.
- B. WV Humanities Council Grant – additional funding for nonprofit organizations hit hard by COVID-19
 - a. I am happy to announce that we were awarded \$5,000 for this grant, which we will be putting towards payroll expenses (hopefully in the next fiscal year, but it depends when we receive the money).
 - b. We had asked for \$8,500, but they only gave us a partial award.

IV. Affiliates

- A. Most affiliates are in various stages of reopening, although I believe all are at least providing curbside services similar to the plan we have instituted.

Upshur County Safe Structures and Sites
Enforcement Board
March 12, 2020

Members present: Greg Harris, Chris Cook, and Brian Shreves
Members absent: Rick Harlow, Chris Garrett
Others present: Tabatha Perry

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

The February 13, 2020 meeting minutes were reviewed. On Motion by Greg Harris, seconded by Chris Cook, the meeting minutes were approved as presented.

The Enforcement Board reviewed the following cases:

061418-03 (Best) -- No action taken. Sold during November 2018 tax sale, property owner has 18 months to redeem -- waiting until the end of the 18-month period to see if the new owner brings the property into compliance. Discuss during May 2020 meeting.

101019-02 (Chewning) Reviewed photographs of property. Tabatha informed the Board that Mr. Chewning came to the Commission Office on March 11, 2020 and explained that progress is being made to the property; however, he needs more time. After discussion, on motion by Brian Shreves, seconded by Chris Cook, the Board approved providing the property owner with his first extension. It was determined 30 days would expire after the next meeting; therefore, the Board moved to provide the property owner with an extension set to expire on May 12, 2020.

111419-01 (Browning) No action, initial deadline is April 8, 2020.

010220-01 (Gardner) Reviewed photographs of property. The Board noted there is a tremendous amount of accumulation. By consensus of the Board, the property owner was granted an initial 90 days to bring the property into compliance. Initial deadline is June 10, 2020.

The Enforcement Board reviewed the following new cases:

None

Public Comment:

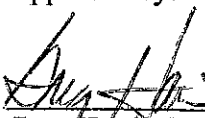
None

Other Business:

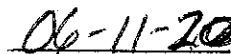
The next meeting will be held on Thursday, April 9, 2020 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting adjourned at 3:30 p.m.

Approved by:



 Greg Harris, Enforcement Officer



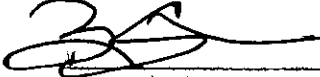
 Date

Chris Garrett, Board Member

Date

Rick Harlow, Board Member


Date



6/11/20

Kenneth "Brian" Shreyes, Board Member

Date



6/11/20

Chris Cook, Board Member

Date

Upshur County Public Library Board of Trustees Special Meeting May 18, 2020

A special meeting of the Upshur County Public Library Board of Trustees was held on Thursday, May 18, 2020 at 4:00 p.m. at the library. Board members in attendance were Dennis Xander, Michelle Strader, Carol Smith, John Haymond, and Kenna Leonard. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; and Ann Slaughter, Friends of the Library representative.

The minutes of the March meeting were approved on a motion made by John and seconded by Kenna. April's meeting was cancelled due to COVID 19 restrictions.

The financial reports for March and April were accepted on a motion made by Carol and seconded by Michelle.

Director's Report – see attachment

Due to the closing of the library due to COVID 19 and the furloughing of employees, estimated projections through June 30th shows the library ending the year with less than a \$2,000.00 deficit. The year began with an \$8,297.00 deficit in the budget. We lost the Ramp Dinner income as well as the \$14,428.00 Enhancement Grant.

The budget for FY 2021 was presented with a \$9,952.00 actual deficit. Grant amounts that were received this year but will be spent next year skews the actual numbers on the spreadsheet. The budget for FY2021 was approved on a motion made by Kenna and seconded by John.

Paul stated that our limited services reopening plan has been approved by the County Health Department. Beginning June 1, curbside services will be offered. Week 2, beginning June 8, will include scheduled computer use. Week 3 or 4 will include a limited number of patrons in the building to browse, and July 6, all employees will return and we will be open for normal operations as allowed by county and state regulations. (see attachment for more details)

The Holiday List for FY2021 was approved on a motion made by Kenna and seconded by Carol.

Connie stated that we have had patrons ask if we accepted credit cards for payment of fines, copies, lost books, etc. We recently had a patron who wanted to make a donation by credit card. A private company called Government Window offers governmental and affiliated agencies the option to allow credit card usage by their patrons without any fees charged to the agency. The fees would be paid by the user. This is the same system that the county uses. Michelle made a motion for the library to pursue allowing credit card usage through Government Window and Kenna seconded the motion.

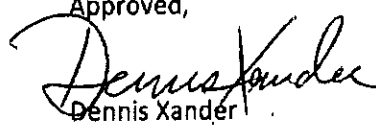
Ann stated that the Friends funds are low and they will need to begin fundraising.

Dennis then tendered his resignation from the board, effective June 30, 2020.

The next meeting will be Wednesday, June 17th.

Respectfully submitted,


Connie Cutright
Business Manager

Approved,

Dennis Xander
Board President