

Upshur County Commission Meeting Agenda

Location: Upshur County Courthouse Annex
With the exception of employees, the meeting will be held telephonically due to COVID-19. News outlets and the public are encouraged to utilize the conference line. Please dial 1-717-275-8940 or 1-712-832-8330 Access Code: 898 8882 to enter the conference call.

Date of Meeting: October 22, 2020

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

- October 1, 2020
- October 5, 2020 – Emergency Meeting
- October 7, 2020 – Emergency Meeting
- October 8, 2020
- October 19, 2020 – Special Meeting

9:45 a.m. Melissa Vaughan (*via telephone*) – Discuss road sign concern at Kraft Street

11:00 a.m. Discuss COVID-19 updates received to date and re-opening of the Courthouse and County owned and operated facilities to the public.

Items for Discussion / Action / Approval:

1. Reading and signature of the Domestic Violence Awareness Month Proclamation – October 2020. *
2. Consider request from Donnie Tenney to extend the Land Use Agreement for one additional year on the FEMA property located off of Norvell Drive on parcel number 7-3-14. The property is being used for a garden and the current lease agreement expires on December 31, 2020. Mr. Tenney is also requesting permission to plant two Hybrid American Chestnut trees within the fenced areas. *
3. Approval and signature of a Proposal for Financing provided by Country Roads Leasing, LLC and Resolution Authorizing the Execution and Delivery of a Master Equipment Lease-Purchase Agreement, and Related Instruments, and Determining Other Matters in Connection Therewith. The tax-exempt lease-purchase financing for the acquisition of a 2020 Ford F-250 Supercab Truck at 3.35% interest will cost \$8,290.71 annually over a period of four years resulting in a total acquisition cost of \$33,162.84. *
4. Approval of Lewis–Upshur Animal Control Facility Volunteers, Jarid Rutter and Justine Heaton. *
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. Correspondence to Brenton Haykes requesting an additional ten percent distribution of the James W. Curry Trust, held by Fulton Financial Advisors, for operations through fiscal year 2025.
2. Upshur County Fire Board, Inc. Cumulative Financial Reports FY21 – July 1, 2020 through September 30, 2020.
3. Correspondence from the Weyerhaeuser Giving Fund, announcing the award of \$4,201.22 to the Upshur County Youth Camp.
4. Lewis-Upshur Animal Control Facility Reports for the month of September, 2020
 - Adoption Financial Transactions
 - Cat Report
 - Animal Report
 - Animal Control/Humane Officer Animal Report
5. Public Notices:
 - a) Newsletters and/or Event Notifications:
 - b) Agendas and/or Notice of Meetings:

• James W. Curry Library/Park Advisory Board	September 23, 2020
• Buckhannon-Upshur Airport Authority	October 12, 2020
• Upshur County Senior Center	October 14, 2020
• Upshur County Convention & Visitors Bureau	October 14, 2020
• City Council of Buckhannon	October 15, 2020
• Upshur County Fire Board, Inc.	October 20, 2020
• Special Session of City Council of Buckhannon	October 22, 2020
• Elkins Road PSD	November 4, 2020
 - c) Meeting Minutes:

• Upshur County Family Resource Network	August 10, 2020
• James W. Curry Library/Park Advisory Board	August 26, 2020
• Elkins Road PSD	September 1, 2020
• Adrian PSD	September 3, 2020
• Tennerton PSD	September 9, 2020
• Upshur County Family Resource Network	September 14, 2020
 - d) Meetings:

• 11/04/20 5:00 p.m.	Elkins Road PSD
• 10/06/20 4:00 p.m.	Hodgesville PSD
• 10/01/20 7:00 p.m.	Banks District VFD
• 10/01/20 7:00 p.m.	City Council of Buckhannon
• 10/01/20 7:00 p.m.	Selbyville VFD
• 10/12/20 12:00 p.m.	Upshur County Family Resource Network
• 10/12/20 4:30 p.m.	Upshur County Solid Waste Authority
• 10/12/20 5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 12/07/20 6:00 p.m.	Lewis-Upshur Community Corrections Board – Lewis Co.
• 10/13/20 7:30 p.m.	Adrian VFD
• 11/05/20 6:00 p.m.	Buckhannon-Upshur Board of Health

- 10/21/20 7:00 a.m. Upshur County Development Authority – Full Board
- 10/14/20 12:00 p.m. Upshur County Senior Center Board
- 10/14/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 10/14/20 7:00 p.m. Warren District VFD
- 10/01/20 3:00 p.m. Adrian PSD
- 10/14/20 3:00 p.m. Tennerton PSD
- 10/08/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 10/08/20 7:30 p.m. Buckhannon VFD
- 10/12/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 10/15/20 6:30 p.m. Upshur County Youth Camp Board
- 10/18/20 6:00 p.m. Washington District VFD
- 10/19/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 10/21/20 4:00 p.m. Upshur County Public Library Board
- 10/16/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 10/20/20 6:30 p.m. Upshur County Fire Board, Inc.
- 10/27/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 10/14/20 7:00 p.m. Ellamore VFD
- 10/21/20 12:00 p.m. Lewis Upshur LEPC
- 10/08/20 2:00 p.m. Upshur County Farmland Protection Board – Special Meeting
- 10/28/20 10:00 a.m. James W. Curry Advisory Board
- 10/26/20 7:00 p.m. Upshur County Fire Fighters Association
- 10/14/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 10/26/20 10:00 a.m. Mountain CAP of WV, Inc., a CDC

6. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6-30-2020) – Fire Association Representative

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

Tabled Items

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

Next Regular Meeting of the Upshur County Commission
October 29, 2020 --- 9:00 a.m.
Upshur County Courthouse Annex

County of Upshur



PROCLAMATION

Whereas, Family is the foundation of a safe and healthy community. It is the goal of this community for our families to be safe.

Whereas, the problem of domestic violence is not confined to any group, but crosses all economic, racial, gender, educational, religious and societal barriers

Whereas, Domestic Violence is widespread and is devastating to society as a whole

Whereas, Victims and Survivors of domestic violence should have the support in their community to find the compassion, comfort, and healing they need, and the abusers should be punished to the full extent of the law

Whereas, Between October 2019 to the end of September 2020, 148 households in Upshur County received services from Centers Against Violence

Whereas, Upshur County along with Centers Against Violence urges community members to take this opportunity to educate themselves about the impact of Domestic Violence and become familiar with resources, trainings, and programs available. Let us remember the victims and survivors of this community, and work together to end domestic violence.

Now Therefore, together we do hereby proclaim the month of October 2020 as "Domestic Violence Awareness Month"

Dated: October 22, 2020

Samuel R. Nolte
Commissioner

Kristie G. Tenney
Commissioner

Terry B. Cutright
Commission President

From: "Donnie Tenney" <treedr02@yahoo.com>

To: "Trperry" <trperry@upshurcounty.org>

Subject: chestnut tree planting request and request for 1 year extension on FEMA lot lease

Date: 10/15/2020 4:14:43 PM

Tabitha , Please extend the lease on the FEMA lot for one year and I am requesting permission to plant two Hybrid American Chestnut trees on the FEMA lot inside the fenced areas.

Thanks,

Donnie R. Tenney



PROPOSAL FOR FINANCING

DATE: October 16, 2020

Country Roads Leasing, LLC is pleased to present the following tax-exempt lease-purchase financing to the Upshur County Commission for the acquisition of:

One (1) 2020 Ford F-250 Super Cab Truck

ACQUISITION COST: \$30,435.00

TERM: 4 Years

PAYMENT MODE:

✓ Annual

✓ Advance

INTEREST RATE: 3.35 %

PAYMENT: \$8,290.71

The above quotation is subject to credit review, approval and execution of mutually acceptable documentation, including legal counsel's opinion that the purchase is legal, binding and qualified as a tax-exempt debt, if necessary. *All additional costs relating to the completion and recordation of this transaction are included in the above quoted payment.*

This quotation does not obligate COUNTRY ROADS LEASING, LLC or any of its funding sources, until all requirements and obligations have been met. In order to process this quote on a timely basis, three (3) years audited financial statements; current budget and a completed lease application must be submitted. No funding will be released until compliance. The above quoted rate is valid for a period of twenty (20) days from the day hereof, thereafter said rate may be subject to change.

QUOTED BY:

Jeffrey W. Smell
Jeffrey Smell

ACCEPTED BY:

Signature

Title

**Costs related to the completion and recordation of this transaction are subject to a minimum three percent (3%) service fee that is rolled into the lease proceeds.



RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT, AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the members of the Upshur County Commission ("Lessee") have determined that a true and very real need exists for the equipment (the "Equipment") described in the Master Equipment Lease-Purchase Agreement (the "Agreement") presented to this meeting; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment, and

WHEREAS, Lessee proposes to enter into the Agreement substantially in the form presented in this meeting:

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:

Section 1. BEST INTERESTS OF LESSEE. It is hereby found and determined that the terms of the Agreement in the form presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

Section 2. AUTHORIZATION. The Agreement is hereby approved. The President of Lessee and other officers of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement with any changes, insertions and omissions therein as may be approved by the officer(s) who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The President or County Clerk of the Lessee and any other officers of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

Section 3. EXECUTION OF DOCUMENTS. The proper officer(s) of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

Section 4. DESIGNATION AS QUALIFIED TAX-EXEMPT OBLIGATION. Lessee hereby designates the Agreement as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986 as amended.

Section 5. EFFECTIVE DATE. This Resolution shall take effect immediately

Attachments To The
 Master Lease - Purchase Agreement
 Between
 COUNTRY ROADS LEASING, LLC
 AND
 UPSHUR COUNTY COMMISSION
 DATED 01/09/2020
 EQUIPMENT SCHEDULE NUMBER 3

Equipment List	Attachment 1
Schedule of Payments	Attachment 2
Acceptance Certificate	Attachment 3
Form of Lessee's Counsel Opinion	Attachment 4
Resolutions of Governing Body	Attachment 5
Incumbency Certificate	Attachment 6
Essential Use Letter	Attachment 7
Insurance Coverage Agreement	Attachment 8
Small Issuer Certificate	Attachment 9
Payment Request Form	Attachment 10
IRS Form 8038, Form 8038G or Form 8038GC (As Applicable)	Attachment 11
Uniform Commercial Code Financing Statement(s)	Attachment 12
Municipal Addendum (If Applicable)	Attachment 13

EQUIPMENT LIST
(Acceptance Certificate No.3)

The Equipment which is the subject of that certain Master Equipment Lease-Purchase Agreement dated January 9, 2020, (the "Agreement") between Country Roads Leasing, LLC and Lessee is as follows:

One (1) New 2020 Ford F-250 Supercab Truck VIN#1FT7X2B63LEE64172

The above described
Equipment shall be
located at:

Upshur County ~~Sheriff's Office~~ *Commission Maintenance Dept*
~~38 West Main Street~~ *2 Chancery St.*
Buckhannon, West Virginia 26201

LESSEE:

Upshur County Commission 91 West Main Street Buckhannon, West Virginia 26201
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By: _____

Name: Terry Cutright
Title: President
Date: October 22, 2020

SCHEDULE OF PAYMENTS
(Acceptance Certificate No.3)

Pertaining to that certain Acceptance Certificate No.3 entered pursuant to that certain Master Equipment Lease-Purchase Agreement, dated January 9, 2020 (the "Agreement") between Country Roads Leasing, LLC ("Lessor") and Upshur County Commission ("Lessee").

All terms not defined herein have their meanings described in the Agreement.

A. RENTAL PAYMENTS, TERM, TRANSPORTATION AND DELIVERY COSTS.

The Rental Payments required under the Agreement for the Equipment described in the attached Description of Equipment will be:

\$8,290.71 per year made for a term of 4 annual payments, with the first payment due on October 22, 2020 and each subsequent payment due on the like day of each year thereafter.

A portion of each Rental Payment is paid as and represents payment of interest as set forth on Amortization Schedule attached hereto. Lessee agrees to and shall pay all transportation and/or delivery costs if any.

B. LATE PAYMENTS.

PURSUANT TO SECTION 12.5 OF THE AGREEMENT, THERE WILL BE A LATE PAYMENT CHARGE FOR EACH THIRTY (30) DAY PERIOD, OR PART THEREOF, DURING WHICH SUCH EVENT OF DEFAULT OCCURS, EQUAL TO ONE AND ONE-HALF (1.5%) PERCENT, OR THE HIGHEST LEGAL RATE ALLOWED BY LAW, WHICHEVER IS LESS, OF THE DELINQUENT AMOUNT OF PRINCIPAL AND ACCRUED INTEREST OWED.

C. BUDGETARY PERIOD.

Lessee's budgetary period is from July 1 to June 30.

THE TERMS GOVERNING THIS SCHEDULE OF PAYMENTS ARE CONTAINED IN THE AGREEMENT REFERENCED ABOVE AND APPLY WITH THE SAME FORCE AND EFFECT AS IF SET FORTH FULLY HEREIN.

LESSOR:

Country Roads Leasing, LLC
Post Office Box 217
Bridgeport, West Virginia 26330

LESSEE:

Upshur County Commission
91 West Main Street
Buckhannon, West Virginia 26201

By: _____
Name: Jeffrey W Smell
Title: Sole Member

By: _____
Name: Terry Cutright
Title: President

Upshur County Commission F-250 Truck 2020
Compound Period: Annual
Nominal Annual Rate: 3.350 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
Payment	10/22/2020	8,290.71	4	Annual	10/22/2023

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	10/22/2020				31,585.00
1	10/22/2020	8,290.71	0.00	8,290.71	23,294.29
2020 Totals		8,290.71	0.00	8,290.71	
2	10/22/2021	8,290.71	780.36	7,510.35	15,783.94
2021 Totals		8,290.71	780.36	7,510.35	
3	10/22/2022	8,290.71	528.76	7,761.95	8,021.99
2022 Totals		8,290.71	528.76	7,761.95	
4	10/22/2023	8,290.71	268.72	8,021.99	0.00
2023 Totals		8,290.71	268.72	8,021.99	
Grand Totals		33,162.84	1,577.84	31,585.00	

Last interest amount decreased by 0.02 due to rounding.

ACCEPTANCE CERTIFICATE No. 3

THIS ACCEPTANCE CERTIFICATE is issued pursuant to that certain Master Equipment Lease-Purchase Agreement dated January 9, 2020 (the "Agreement") between Country Roads Leasing, LLC ("Lessor") and Upshur County Commission, ("Lessee"). All terms not defined herein shall have their meanings described in the Agreement.

1. The undersigned, as Lessee under the Agreement, acknowledges delivery, installation and receipt in good condition, and hereby accepts, all of the Equipment described on the attached Equipment List this 22nd day of October 2020.

2. A present need exists for the Equipment which need is not temporary or expected to diminish in the near future. The Equipment is essential to and will be used by Lessee only for the purpose of performing one or more governmental functions of Lessee consistent with the permissible scope of Lessee's authority.

3. Lessee confirms that it will make all Rental Payments set forth on the Schedule of Payments attached hereto as required by and in accordance with Article V of the Agreement.

4. Lessee confirms that sufficient funds have been appropriated to make all Rental Payments due during its current fiscal year and expects and anticipates that sufficient funds will be available to make all Rental Payments due in subsequent years.

5. The Equipment is covered by insurance in the types and amounts required by the Agreement and is located at the location set forth in the attached Equipment List.

6. Lessee is exempt from all personal property taxes, and is exempt from sales and/or use taxes with respect to the Equipment and the Rental Payments.

7. There is no litigation, action, suit or proceeding pending or before any court, administrative agency, arbitrator or governmental body, that challenges: the organization or existence of Lessee; the authority of Lessee or its officers to enter into the Agreement; the proper authorization, approval and execution of the Agreement and other documents contemplated thereby; the appropriation of moneys, or any other action taken by Lessee to provide moneys, sufficient to make Rental Payments coming due under the Agreement in Lessee's current fiscal year; or the ability of Lessee otherwise to perform its obligation under the Agreement and the transactions contemplated thereby.

8. No event of default, as such term is defined in the Agreement, and no event which with the giving of notice of lapse of time, or both, would become an event of default, has occurred and is continuing on the date hereof.

9. Lessee hereby authorizes and directs Lessor to fund the acquisition cost of the Equipment by paying the Vendor(s) the invoice price(s) as set forth on the attached Description of Equipment, and certifies that upon such payment, Lessor will have fully and satisfactorily performed all of its covenants and obligations under the Agreement with respect to the Equipment.

ATTEST:

LESSEE:

By: _____
Name: Carol J. Smith
Title: County Clerk

By: _____
Name: Terry Cutright
Title: President

Resolutions of Governing Body**LESSEE: Upshur County Commission**

Master Equipment Lease-Purchase Agreement dated: January 9, 2020

At a duly called meeting of the governing body of Lessee held in accordance with all applicable legal requirements, including open meeting laws, on the 22nd day of October 2020, the following resolution was introduced and adopted.

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT, AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the members of the Upshur County Commission ("Lessee") have determined that a true and very real need exists for the equipment (the "Equipment") described in the Master Equipment Lease-Purchase Agreement (the "Agreement") presented to this meeting; and

WHEREAS, Lessee has taken the necessary steps, including those relating to any applicable legal bidding requirements, to arrange for the acquisition of the Equipment, and

WHEREAS, Lessee proposes to enter into the Agreement substantially in the form presented in this meeting:

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LESSEE AS FOLLOWS:

Section 1. BEST INTERESTS OF LESSEE. It is hereby found and determined that the terms of the Agreement in the form presented to this meeting and incorporated in this resolution are in the best interests of Lessee for the acquisition of the Equipment.

Section 2. AUTHORIZATION. The Agreement is hereby approved. The President of Lessee and other officers of Lessee who shall have power to execute contracts on behalf of Lessee be, and each of them hereby is, authorized to execute, acknowledge and deliver the Agreement with any changes, insertions and omissions therein as may be approved by the officer(s) who execute the Agreement, such approval to be conclusively evidenced by such execution and delivery of the Agreement. The President or County Clerk of the Lessee and any other officers of Lessee who shall have power to do so be, and each of them hereby is, authorized to affix the official seal of Lessee to the Agreement and attest the same.

Section 3. EXECUTION OF DOCUMENTS. The proper officer(s) of Lessee be, and each of them hereby is, authorized and directed to execute and deliver any and all papers, instruments, opinions, certificates, affidavits and other documents and to do or cause to be done any and all other acts and things necessary or proper for carrying out this resolution and the Agreement.

Section 4. DESIGNATION AS QUALIFIED TAX-EXEMPT OBLIGATION. Lessee hereby designates the Agreement as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986 as amended.

Section 5. EFFECTIVE DATE. This Resolution shall take effect immediately.

The undersigned certifies that the above resolution has not been repealed or amended and remains in full force and effect, and further certifies that the above and foregoing Agreement is the same as presented at said meeting of the governing body of Lessee.

Seal:

County Clerk

I hereby certify that I am the President of said governing body and that the foregoing is a correct copy of the resolution passed as therein set forth, and that the same is now in full force.

LESSEE:

<p>Upshur County Commission 91 West Main Street Buckhannon, West Virginia 26201</p>
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By: _____

Name: Terry Cutright

Title: President

INCUMBENCY CERTIFICATE

I do hereby certify that I am the duly elected or appointed and acting President of the Upshur County Commission, a political subdivision duly organized and existing under the laws of the State of West Virginia , that I have custody of the records of such entity, and that, as of the date hereof, the individuals named below are duly elected or appointed officers of such entity holding the offices set forth opposite their respective names. I further certify that (i) the signatures set opposite their respective name and titles are their true and authentic signatures and (ii) such officer(s) have the authority on behalf of such entity to enter into that certain Master Equipment Lease-Purchase Agreement dated January 9, 2020 between such entity and Country Roads Leasing, LLC.

NAME	TITLE	SIGNATURE
Terry Cutright	President	_____
Carol J. Smith	County Clerk	_____

IN WITNESS WHEREOF, I have duly executed this certificate and affixed and seal of such entity hereto this 22nd day of October 2020.

By: _____

Name: Terry Cutright

Title: President

Seal

ESSENTIAL USE LETTER

Reference is made to that certain Master Equipment Lease-Purchase Agreement, dated as of January 9, 2020, (the "Agreement"), between Country Roads Leasing, LLC, as Lessor and the undersigned, as Lessee. The Equipment, as such term is defined in the Agreement can generally be described as follows:

One (1) New 2020 Ford F-250 Supercab Truck VIN#1FT7X2B63LEE64172

This confirms and affirms that the Equipment is essential to the governmental functions of Lessee. Further, Lessee has an immediate need for, and expects to make immediate use of, substantially all the Equipment, which need is not temporary or expected to diminish in the foreseeable future. The Equipment will be used by Lessee for the purpose of performing one or more of Lessee's governmental functions consistent with the permissible scope of Lessee's authority and not in any trade or business carried on by any person other than Lessee.

LESSEE:

**Upshur County Commission
91 West Main Street
Buckhannon, West Virginia 26201**

By: _____

Name: Terry Cutright

Title: President

Date: October 22, 2020

INSURANCE COVERAGE AGREEMENT**LESSEE:**

**Upshur County Commission
91 West Main Street
Buckhannon, West Virginia 26201**

LESSOR:

**Country Roads Leasing, LLC
Post Office Box 217
Bridgeport, West Virginia 26330**

Description of Equipment: One (1) New 2020 Ford F-250 Supercab Truck
VIN#1FT7X2B63LEE64172

I understand that to provide protection from serious financial loss, should an accident or loss occur, my lease contract requires the equipment to be continuously covered with insurance against the risks of fire and theft, and that failure to provide such insurance gives the Lessor the right to declare the entire unpaid balance immediately due and payable.

I further understand that all insurance policies required pursuant hereto shall be so written or endorsed as to make losses, if any, payable to Lessee and Lessor, or its assignees, as their respective interests may appear, shall name Lessor and its assignees as additional insured, and shall be in form and amount and with insurance companies reasonably satisfactory to Lessor; that each insurer shall agree, by endorsement upon the policy or policies issued by it or by independent instrument furnished to Lessor, that (a) it will give Lessor thirty (30) days prior written notice of the effective date of any material alteration or cancellation of such policy; and (b) insurance as to the interest of any named additional insured or loss payee other than Lessee shall not be invalidated by any actions, inactions, breach of warranty or conditions or negligence of Lessee with respect to such policy or policies; and that the Net Proceeds (as defined in Section 8.01) of the insurance required in Article VII of the Agreement shall be applied as provided in Section 8.4 and 8.5 hereof.

Accordingly, I have arranged for the required insurance through the insurance company shown below and have requested my agent to note Lessor's interest in the equipment and name Lessor as additional insured.

INSURANCE AGENT

Name Jared Mullen

Address: 1819 Electric Road, Ste. C
Roanoke, VA 24018

Phone 540-904-1837

INSURANCE COMPANY

WV Corp.

Policy: WV-UP-049-20

Email jmullen@riskprograms.com

By: _____

Name: Terry Cutright

Title: President

Date: October 22, 2020

SMALL ISSUER CERTIFICATE

Reference is made to, and this certificate is attached to and made a part of, that certain Master Equipment Lease-Purchase Agreement (the "Agreement") dated as of January 9, 2020 by and between Country Roads Leasing, LLC, as Lessor, and Upshur County Commission, as Lessee.

1. Lessee has not issued, and reasonably anticipates that it and its subordinate entities will not issue, tax-exempt obligations (including the Agreement) in the amount of more than \$10,000,000 as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended ("Code"); and agrees that it and its subordinate entities will not designate more than \$10,000,000 of their obligations as "qualified tax-exempt obligations" during the current calendar year.

2. The parties assume and intend that the Agreement will qualify as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3)(B) of the Code. In the event that Lessor either (i) receives notice from the Internal Revenue Service; or (ii) reasonably determines, based on an opinion of independent tax counsel selected by Lessor and approved by Lessee, which approval Lessee shall not reasonably withhold, that the otherwise applicable exception set forth in Section 265(b)(3) of the Code is not available, then Lessee shall pay to Lessor within thirty (30) days after receiving notice from lessor of such event, the amount which with respect to rental payments previously paid, will restore the after-tax yield on the transaction evidenced by the Agreement to that which it would have been had such exception been available, and pay as an additional rent on succeeding rent payment due dates such amount as will maintain such after-tax yield.

3. The obligations of Lessee hereinunder which accrue during the term of the Agreement shall survive termination of the Agreement.

4. The parties agree that this attachment is an integral part of the Agreement.

DATE: October 22, 2020

LESSOR:

Country Roads Leasing, LLC
Post Office Box 217
Bridgeport, West Virginia 26330

LESSEE:

Upshur County Commission
91 West Main Street
Buckhannon, West Virginia 26201

By _____
Name: Jeffrey W Smell
Title: Sole Member

By: _____
Name: Terry Cutright
Title: President

PAYMENT REQUEST FORM

Country Roads Leasing, LLC is hereby requested to facilitate payment to the person or corporation designated below as Payee, the sum set forth below such designation, in payment (of all/a portion) of the acquisition costs described below. The amount shown below is due and payable under a purchase order or contract with respect to the equipment item cost described below and has not formed the basis of any prior request for payment.

PAYEE: Jenkins Ford, Inc.

AMOUNT: \$30,435.00

DESCRIPTION OF EQUIPMENT: One (1) New 2020 Ford F-250 Supercab Truck
VIN#1FT7X2B63LEE64172

LESSOR:

Country Roads Leasing, LLC
Post Office Box 217
Bridgeport, West Virginia 26330

LESSEE:

Upshur County Commission
91 West Main Street
Buckhannon, West Virginia 26201

By _____
Name: Jeffrey W Smell
Title: Sole Member

By: _____
Name: Terry Cutright
Title: President
Date: October 22, 2020

ADDENDUM NO. 1
To
Master Lease-Purchase Agreement (the "Lease")
Dated January 9, 2020
By and Between Country Roads Leasing, LLC (the "Lessor") and
The Upshur County Commission (the "Lessee")

1. Pursuant to Section 8-12-11 of the West Virginia Code, as amended, the Lessee shall have the following options during each fiscal year of the Lease:

- (a) The option to terminate the Lease and return the equipment without any further obligation on the part of Lessee;
- (b) The option to continue the Lease for an additional rental period not to exceed one (1) year in length; and,
- (c) The option to pay in advance at any time during any fiscal year the balance due under the Lease, with an appropriate rebate of the unearned interest or time-price differential, if any.

2. Lessee represents and certifies that the funds for the initial rental payment under this agreement are legally at the disposal of the Lessee for expenditure in the current fiscal year.

3. Any conflict between the terms and conditions of this Addendum and of the Lease shall be governed by the terms of this Addendum.

Dated: October 22, 2020

Country Roads Leasing, LLC
Post Office Box 217
Bridgeport, West Virginia 26330

Upshur County Commission
91 West Main Street
Buckhannon, West Virginia 26201

By: _____

Its: Sole Member

By: _____

Title: President

NOTICE AND ACKNOWLEDGMENT OF ASSIGNMENT

Pursuant to the Master Equipment Lease-Purchase Agreement ("Agreement") dated January 9, 2020, schedule #3 dated as of October 22, 2020, Country Roads Leasing, LLC ("Lessor"), hereby gives notice to the Upshur County Commission, whose address is, Upshur County Commission 91 West Main Street, Buckhannon, West Virginia 26201, ("Lessee") of an Assignment between Country Roads Leasing, LLC and Freedom Bank, ("Assignee") whose address is 625 West Main Street, Bridgeport, West Virginia 26330, by which Lessor assigned to Assignee all of its rights, title and interest in and to the Agreement and the Exhibits incorporated therein (collective, the "Assigned Lease"), the Equipment, and to the Lease Payment ("Lease Payment") and other amounts due under the Assigned Lease.

Lessee hereby agrees to (1) reflect this transfer through the book entry system maintained by Lessee pursuant to the Agreement, and (2) commencing on October 22, 2020 with 4 annual payments in the amount of \$8,290.71 and other amounts due pursuant to the Assigned Lease are payable to and should be remitted to the Assignee at the following or such other address as may be designated by Assignee:

**FREEDOM BANK
625 West Main Street
Bridgeport, West Virginia 26330**

For purposes of the Assignment, by receipt hereof, Lessee acknowledges that Lessor has assigned its right, title and interest under the Assigned Lease as such right, title and interest pertain to the Agreement.

Please acknowledge below and return the original of this Notice and Acknowledgment of Assignment to Country Roads Leasing, LLC.

LESSOR: COUNTRY ROADS LEASING, LLC

By: _____
SOLE MEMBER

ACKNOWLEDGED: LESSEE

By: _____
Its: President
Date: October 22, 2020

Form **8038-GC**

(Rev. January 2012)

Department of the Treasury
Internal Revenue Service**Information Return for Small Tax-Exempt
Governmental Bond Issues, Leases, and Installment Sales**

► Under Internal Revenue Code section 149(e)

OMB No. 1545-0720

Caution: If the issue price of the issue is \$100,000 or more, use Form 8038-G.

Part I Reporting Authority		Check box if Amended Return <input type="checkbox"/>	
1 Issuer's name Upshur County Commission		2 Issuer's employer identification number (EIN) 5 5 6 0 0 4 0 6	
3 Number and street (or P.O. box if mail is not delivered to street address) 91 West Main Street, Suite 101		Room/suite	
4 City, town, or post office, state, and ZIP code Buckhannon, West Virginia 26201		5 Report number (For IRS Use Only) <div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div>	
6 Name and title of officer or other employee of issuer or designated contact person whom the IRS may call for more information Terry Cutright, President		7 Telephone number of officer or legal representative 304-472-0535	

Part II Description of Obligations Check one: a single issue <input checked="" type="checkbox"/> or a consolidated return <input type="checkbox"/>	
8a Issue price of obligation(s) (see instructions)	8a 31,585 00
b Issue date (single issue) or calendar date (consolidated). Enter date in mm/dd/yyyy format (for example, 01/01/2009) (see instructions) ► 10/22/2020	
9 Amount of the reported obligation(s) on line 8a that is:	
a For leases for vehicles	9a 31,585 00
b For leases for office equipment	9b
c For leases for real property	9c
d For leases for other (see instructions)	9d
e For bank loans for vehicles	9e
f For bank loans for office equipment	9f
g For bank loans for real property	9g
h For bank loans for other (see instructions)	9h
i Used to refund prior issue(s)	9i
j Representing a loan from the proceeds of another tax-exempt obligation (for example, bond bank)	9j
k Other	9k
10 If the issuer has designated any issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check this box ► <input checked="" type="checkbox"/>	
11 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check this box (see instructions) ► <input type="checkbox"/>	
12 Vendor's or bank's name: Freedom Bank	
13 Vendor's or bank's employer identification number: 5 5 0 1 2 2 1 8 5	

Signature and Consent

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person(s) that I have authorized above.

10/22/2020

Signature of issuer's authorized representative

Date

Terry Cutright, President

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ►	Firm's EIN ►			
Firm's address ►	Phone no.			

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

What's New

The IRS has created a page on IRS.gov for information about the Form 8038 series and its instructions, at www.irs.gov/form8038. Information about any future developments affecting the Form 8038 series (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

Form 8038-GC is used by the issuers of tax-exempt governmental obligations to provide the IRS with the information required by section 149(e) and to monitor the requirements of sections 141 through 150.

Who Must File

Issuers of tax-exempt governmental obligations with issue prices of less than \$100,000 must file Form 8038-GC.

Issuers of a tax-exempt governmental obligation with an issue price of \$100,000 or more must file Form 8038-G, Information Return for Tax-Exempt Governmental Obligations.

Filing a separate return for a single issue.

Issuers have the option to file a separate Form 8038-GC for any tax-exempt governmental obligation with an issue price of less than \$100,000.

An issuer of a tax-exempt bond used to finance construction expenditures must file a separate Form 8038-GC for each issue to give notice to the IRS that an election was made to

pay a penalty in lieu of arbitrage rebate (see the line 11 instructions).

Filing a consolidated return for multiple issues.

For all tax-exempt governmental obligations with issue prices of less than \$100,000 that are not reported on a separate Form 8038-GC, an issuer must file a consolidated information return including all such issues issued within the calendar year.

Thus, an issuer may file a separate Form 8038-GC for each of a number of small issues and report the remainder of small issues issued during the calendar year on one consolidated Form 8038-GC. However, if the issue is a construction issue, a separate Form 8038-GC must be filed to give the IRS notice of the election to pay a penalty in lieu of arbitrage rebate.

When To File

To file a separate return for a single issue, file Form 8038-GC on or before the 15th day of the second calendar month after the close of the calendar quarter in which the issue is issued.

To file a consolidated return for multiple issues, file Form 8038-GC on or before February 15th of the calendar year following the year in which the issue is issued.

Late filing. An issuer may be granted an extension of time to file Form 8038-GC under section 3 of Rev. Proc. 2002-48, 2002-37 I.R.B. 531, if it is determined that the failure to file on time is not due to willful neglect. Type or print at the top of the form, "Request for Relief under section 3 of Rev. Proc. 2002-48." Attach to the Form 8038-GC a letter briefly stating why the form was not submitted to the IRS on time. Also indicate whether the obligation in question is under examination by the IRS. Do not submit copies of any bond documents, leases, or installment sale documents. See *Where To File* next.

Where To File

File Form 8038-GC, and any attachments, with the Department of the Treasury, Internal Revenue Service Center, Ogden, UT 84201.

Private delivery services. You can use certain private delivery services designated by the IRS to meet the "timely mailing as timely filing/paying" rule for tax returns and payments. These private delivery services include only the following:

- DHL Express (DHL): DHL Same Day Service.
- Federal Express (FedEx): FedEx Priority Overnight, FedEx Standard Overnight, FedEx 2Day, FedEx International Priority, and FedEx International First.
- United Parcel Service (UPS): UPS Next Day Air, UPS Next Day Air Saver, UPS 2nd Day Air, UPS 2nd Day Air A.M., UPS Worldwide Express Plus, and UPS Worldwide Express.

The private delivery service can tell you how to get written proof of the mailing date.

Other Forms That May Be Required

For rebating arbitrage (or paying a penalty in lieu of arbitrage rebate) to the Federal Government, use Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate. For private activity bonds, use Form 8038, Information Return for Tax-Exempt Private Activity Bond Issues.

For a tax-exempt governmental obligation with an issue price of \$100,000 or more, use Form 8038-G.

Rounding to Whole Dollars

You may show the money items on this return as whole-dollar amounts. To do so, drop any amount less than 50 cents and increase any amount from 50 to 99 cents to the next higher dollar.

Definitions

Obligations. This refers to a single tax-exempt governmental obligation if Form 8038-GC is used for separate reporting or to

multiple tax-exempt governmental obligations if the form is used for consolidated reporting.

Tax-exempt obligation. This is any obligation including a bond, installment purchase agreement, or financial lease, on which the interest is excluded from Income under section 103.

Tax-exempt governmental obligation. A tax-exempt obligation that is not a private activity bond (see below) is a tax-exempt governmental obligation. This includes a bond issued by a qualified volunteer fire department under section 150(e).

Private activity bond. This includes an obligation issued as part of an issue in which:

- More than 10% of the proceeds are to be used for any private activity business use, and
- More than 10% of the payment of principal or interest of the issue is either (a) secured by an interest in property to be used for a private business use (or payments for such property) or (b) to be derived from payments for property (or borrowed money) used for a private business use.

It also includes a bond, the proceeds of which (a) are to be used to make or finance loans (other than loans described in section 141(c)(2)) to persons other than governmental units and (b) exceeds the lesser of 5% of the proceeds or \$5 million.

Issue. Generally, obligations are treated as part of the same issue only if they are issued by the same issuer, on the same date, and as part of a single transaction, or a series of related transactions. However, obligations issued during the same calendar year (a) under a loan agreement under which amounts are to be advanced periodically (a "draw-down loan") or (b) with a term not exceeding 270 days, may be treated as part of the same issue if the obligations are equally and ratably secured under a single indenture or loan agreement and are issued under a common financing arrangement (for example, under the same official statement periodically updated to reflect changing factual circumstances). Also, for obligations issued under a draw-down loan that meets the requirements of the preceding sentence, obligations issued during different calendar years may be treated as part of the same issue if all of the amounts to be advanced under the draw-down loan are reasonably expected to be advanced within 3 years of the date of issue of the first obligation. Likewise, obligations (other than private activity bonds) issued under a single agreement that is in the form of a lease or installment sale may be treated as part of the same issue if all of the property covered by that agreement is reasonably expected to be delivered within 3 years of the date of issue of the first obligation.

Arbitrage rebate. Generally, interest on a state or local bond is not tax-exempt unless the issuer of the bond rebates to the United States arbitrage profits earned from investing proceeds of the bond in higher yielding nonpurpose investments. See section 148(f).

Construction issue. This is an issue of tax-exempt bonds that meets both of the following conditions:

1. At least 75% of the available construction proceeds of the issue are to be used for construction expenditures with respect to property to be owned by a governmental unit or a 501(c)(3) organization, and

2. All of the bonds that are part of the issue are qualified 501(c)(3) bonds, bonds that are not private activity bonds, or private activity bonds issued to finance property to be owned by a governmental unit or a 501(c)(3) organization.

In lieu of rebating any arbitrage that may be owed to the United States, the issuer of a construction issue may make an irrevocable election to pay a penalty. The penalty is equal to 1-1/2% of the amount of construction proceeds that do not meet certain spending requirements. See section 148(f)(4)(C) and the Instructions for Form 8038-T.

Specific Instructions

In general, a Form 8038-GC must be completed on the basis of available information and reasonable expectations as of the date of issue. However, forms that are filed on a consolidated basis may be completed on the basis of information readily available to the issuer at the close of the calendar year to which the form relates, supplemented by estimates made in good faith.

Part I—Reporting Authority

Amended return. An issuer may file an amended return to change or add to the information reported on a previously filed return for the same date of issue. If you are filing to correct errors or change a previously filed return, check the "Amended Return" box in the heading of the form.

The amended return must provide all the information reported on the original return, in addition to the new corrected information. Attach an explanation of the reason for the amended return and write across the top "Amended Return Explanation."

Line 1. The issuer's name is the name of the entity issuing the obligations, not the name of the entity receiving the benefit of the financing. In the case of a lease or installment sale, the issuer is the lessee or purchaser.

Line 2. An issuer that does not have an employer identification number (EIN) should apply for one on Form SS-4, Application for Employer Identification Number. You can get this form on the IRS website at IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676). You may receive an EIN by telephone by following the instructions for Form SS-4.

Lines 3 and 4. Enter the issuer's address or the address of the designated contact person listed on line 6. If the issuer wishes to use its own address and the issuer receives its mail in care of a third party authorized representative (such as an accountant or attorney), enter on the street address line "C/O" followed by the third party's name and street address or P.O. box. Include the suite, room, or other unit number after the street address. If the post office does not deliver mail to the street address and the issuer has a P.O. box, show the box number instead of the

street address. If a change in address occurs after the return is filed, use Form 8822, Change of Address, to notify the IRS of the new address.

Note. The address entered on lines 3 and 4 is the address the IRS will use for all written communications regarding the processing of this return, including any notices. By authorizing a person other than an authorized officer or other employee of the issuer to communicate with the IRS and whom the IRS may contact about this return, the issuer authorizes the IRS to communicate directly with the individual listed on line 6, whose address is entered on lines 3 and 4 and consents to disclose the issuer's return information to that individual, as necessary, to process this return.

Line 5. This line is for IRS use only. Do not make any entries in this box.

Part II—Description of Obligations

Check the appropriate box designating this as a return on a single issue basis or a consolidated return basis.

Line 8a. The issue price of obligations is generally determined under Regulations section 1.148-1(b). Thus, when issued for cash, the issue price is the price at which a substantial amount of the obligations are sold to the public. To determine the issue price of an obligation issued for property, see sections 1273 and 1274 and the related regulations.

Line 8b. For a single issue, enter the date of issue (for example, 03/15/2010 for a single issue issued on March 15, 2010), generally the date on which the issuer physically exchanges the bonds that are part of the issue for the underwriter's (or other purchaser's) funds; for a lease or installment sale, enter the date interest starts to accrue. For issues reported on a consolidated basis, enter the first day of the calendar year during which the obligations were issued (for example, for calendar year 2010, enter 01/01/2010).

Lines 9a through 9h. Complete this section if property other than cash is exchanged for the obligation, for example, acquiring a police car, a fire truck, or telephone equipment through a series of monthly payments. (This type of obligation is sometimes referred to as a "municipal lease.") Also complete this section if real property is directly acquired in exchange for an obligation to make periodic payments of interest and principal.

Do not complete lines 9a through 9d if the proceeds of an obligation are received in the form of cash even if the term "lease" is used in the title of the issue. For lines 9a through 9d, enter the amount on the appropriate line that represents a lease or installment purchase. For line 9d, enter the type of item that is leased. For lines 9e through 9h, enter the amount on the appropriate line that represents a bank loan. For line 9h, enter the type of bank loan.

Lines 9i and 9j. For line 9i, enter the amount of the proceeds that will be used to pay principal, interest, or call premium on any other issue of bonds, including proceeds that will be used to fund an escrow account for this purpose. Several lines may apply to a particular obligation. For example, report on lines 9i and 9j obligations used to refund prior issues which represent loans from the proceeds of another tax-exempt obligation.

Line 9k. Enter on line 9k the amount on line 8a that does not represent an obligation described on lines 9a through 9j.

Line 10. Check this box if the issuer has designated any issue as a "small issuer exception" under section 265(b)(3)(B)(i)(III).

Line 11. Check this box if the issue is a construction issue and an irrevocable election to pay a penalty in lieu of arbitrage rebate has been made on or before the date the bonds were issued. The penalty is payable with a Form 8038-T for each 6-month period after the date the bonds are issued. Do not make any payment of penalty in lieu of rebate with Form 8038-GC. See Rev. Proc. 92-22, 1992-1 C.B. 736, for rules regarding the "election document."

Line 12. Enter the name of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

Line 13. Enter the employer identification number of the vendor or bank who is a party to the installment purchase agreement, loan, or financial lease. If there are multiple vendors or banks, the issuer should attach a schedule.

Signature and Consent

An authorized representative of the issuer must sign Form 8038-GC and any applicable certification. Also print the name and title of the person signing Form 8038-GC. The authorized representative of the issuer signing this form must have the authority to consent to the disclosure of the issuer's return information, as necessary to process this return, to the person(s) that has been designated in this form.

Note. If the issuer authorizes in line 6 the IRS to communicate with a person other than an officer or other employee of the issuer, (such authorization shall include contact both in writing regardless of the address entered in lines 3 and 4, and by telephone) by signing this form, the issuer's authorized representative consents to the disclosure of the issuer's return information, as necessary to process this return, to such person.

Paid Preparer

If an authorized representative of the issuer filled in its return, the paid preparer's space should remain blank. Anyone who prepares the return but does not charge the organization should not sign the return. Certain others who prepare the return should not sign. For example, a regular, full-time employee of the issuer, such as a clerk, secretary, etc., should not sign.

Generally, anyone who is paid to prepare a return must sign it and fill in the other blanks in the *Paid Preparer Use Only* area of the return. A paid preparer cannot use a social security number in the *Paid Preparer Use Only* box. The paid preparer must use a preparer tax identification number (PTIN). If the paid preparer is self-employed, the preparer should enter his or her address in the box.

The paid preparer must:

- Sign the return in the space provided for the preparer's signature, and
- Give a copy of the return to the issuer.

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Learning about the law or the form	4 hr., 46 min.
Preparing the form	2 hr., 22 min.
Copying, assembling, and sending the form to the IRS	2 hr., 34 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:M:S, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where To File*.

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

October 16, 2020

Fulton Financial Advisors
 c/o Brenton Haykes
 P.O. Box 3215
 Lancaster, PA 17604

Mr. Haykes:

As we enter the 2021 fiscal year, it has become apparent that our financial projections outlined in our July 13, 2017 communication with you were accurate. As you may recall, at that time we projected that if disbursements from the Trust remained stagnant, the facility would no longer be able to sustain operations in Fiscal Year 2020. Per the enclosed request of the James W. Curry Advisory Board, we are sending this correspondence based on Mr. Curry's Last Will & Testament and the clause within that states as follows, "on an annual basis the Upshur County Commission may request an additional 10% disbursement of the corpus of the trust for capital projects and improvements."

In a normal calendar year, the James W. Curry Advisory Board, which oversees operations of both the Library and Park, meets monthly from March through October. Meetings during the winter months are cancelled due to the likelihood of inclement weather in Selbyville, WV. This year has proven to be challenging for all and the James W. Curry Library and Park are no exception. Due to the Coronavirus (COVID-19) Pandemic, the Upshur County Commission operated facilities on an essential need only basis for the months of March through May. Once public facilities were re-opened with COVID-19 cautionary measures in place, the James W. Curry Advisory Board continued to err on the side of caution and didn't meet until the month of June. At that time, annual budget preparation began.

For fiscal year 2021, we project a shortfall of roughly thirty thousand dollars (\$30,000.00) for the Library and Park combined. The conservative draft budget, enclosed, provides for wages and benefits for one full-time Director/Librarian, one part-time Librarian, one part-time Groundskeeper, utilities, books, programming, maintenance, office supplies and scholarship funds, etc. The Advisory Board has reviewed the budget carefully and cannot confidently cut the budget any further without limiting the Programming offered by the Library that the community is dependent upon.

As an example, in West Virginia, the majority of the county boards of education, including Upshur's, voted to hold in person classes two out of the five regular days for at least the first nine weeks of school. Our Director/Librarian, Judith Williams, quickly recognized the need for a safe, virtual learning facility with adequate space and internet connectivity. The

James W. Curry Library and Park has since transformed; up to twelve students and five adults gather daily Monday-Friday for a virtual learning program. Adults have volunteered to coordinate learning stations and students transition from station to station throughout the day for assistance with their virtual learning assignments as well as additional in person instruction, crafts and activities provided by the Library.

The enclosed 2019 Annual Report and MyBuckhannon.com news articles will provide a summary of activities for the Library and Park for the last calendar year. Programming includes, but isn't limited to, Family Storytime, Money Smart Week "Opoly" Fest, Leap Into Science: Wind, Balance, Light and Shadow Workshops, Summer Reading Program "A Universe of Stories" and Santa's Workshop. In total, 55 programs were offered with 629 children and 421 adults in attendance.

The Park continues to offer a quaint campground and primitive camping area with playground and pavilion amenities. After increasing camping fees, the Advisory Board recognized a 60% decrease in reservations for the 2016 year with an additional 12% in 2017; however, prior to COVID-19 the reservations for the 2020 camping season were looking promising.

Recognizing the need for additional revenue streams, in 2018 a Fundraising Committee was initiated. Advisory Board members, the Director/Librarian, Library Clerk and eager local parents have been in constant participation. Since its inception, the Fundraising Committee has raised \$3,457.84 (\$6,357.84 including corporate donations) that is earmarked specifically for programming supplies at the Library.

Ms. Williams has also been successful in ascertaining grant funding to supplement programming initiatives. These include Leap Into Science, WesMonTy Resource Conservation & Development and Code Club for small and rural libraries. Details can be found on page 12 of the enclosed 2019 Annual Report.

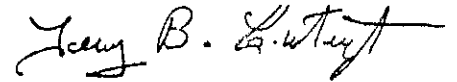
Jonathan Freeman, our part-time Groundskeeper who splits his time between the Curry Facility and the Upshur County Youth Camp has remained busy with general upkeep of the Park as well as additional sanitation due to COVID-19. Larger projects in need of completion include, but are not limited to, graveling the campground, construction of an access road with culverts and stone to the events pavilion, storm drains around the large pavilion to mitigate flooding and a bath house and/or dumping station for the campgrounds.

Thank you in advance for your consideration of our request which comes by unanimous recommendation of the Advisory Board and the Commission. As evidenced in this letter, every effort has been put forth to balance our budget while also continuing to fulfill our vision of, "providing access to materials, information, technology and assistance in the use of these resources to enable citizens of our service area to become well informed, locate answers to important questions, develop skills for career and vocational advancement, to cultivate imagination and creative expression and enjoy leisure through reading, other media services and nature". If approved, the additional ten percent (10%) distribution is expected to provide

sufficient funds to balance the budget through fiscal year 2025 when the next timber harvest on the property is expected be completed.

If you have any further questions or concerns, feel free to contact the Office of the Upshur County Commission.

Sincerely,



Terry B. Cutright
Commission President

Enclosures: Draft FY 21 Budget
Sheriff's Financial Statement – August 2020
2019 Annual Report
Various MyBuckhannon.com news articles
Correspondence from JWCAB dated August 26, 2020
Commission Meeting Minutes September 24, 2020

Cc: James W. Curry Advisory Board
Judith L. Williams, James W. Curry Library Director

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 COUNTY SUMMARY

PAGE: 1

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	70870.00	.00	70870.00	197185.00	.00	.00	.00	.00	197185.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	70870.00	.00	70870.00	197185.00	.00	.00	.00	.00	197185.00
PERCENTAGE OF UNPAID & PAID CHARGES			026%	074%					
PRIOR YEAR REAL	175200.00	.00	.00	2390.00	.00	.00	.00	.00	4400.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT:

PAGE: 1

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

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT: BANKS

PAGE: 2

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	9840.00	.00	9840.00	28665.00	.00	.00	.00	.00	28665.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	9840.00	.00	9840.00	28665.00	.00	.00	.00	.00	28665.00
PERCENTAGE OF UNPAID & PAID CHARGES			025%	075%					
PRIOR YEAR REAL	24930.00	.00	.00	270.00	.00	.00	.00	.00	520.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT: BUCKHANNON

PAGE: 3

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	17125.00	.00	17125.00	50055.00	.00	.00	.00	.00	50055.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	17125.00	.00	17125.00	50055.00	.00	.00	.00	.00	50055.00
PERCENTAGE OF UNPAID & PAID CHARGES			025%	075%					
PRIOR YEAR REAL	37630.00	.00	.00	600.00	.00	.00	.00	.00	1160.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT:

PAGE: 4

|-----UNPAID - CHARGES-----| |-----YEAR - TO - DATE - TAXES - PAID-----|

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

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT: MEADE

PAGE: 5

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	9820.00	.00	9820.00	25630.00	.00	.00	.00	.00	25630.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	9820.00	.00	9820.00	25630.00	.00	.00	.00	.00	25630.00
PERCENTAGE OF UNPAID & PAID CHARGES			027%	073%					
PRIOR YEAR REAL	31900.00	.00	.00	400.00	.00	.00	.00	.00	860.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT: UNION

PAGE: 6

|-----UNPAID - CHARGES-----| |-----YEAR - TO - DATE - TAXES - PAID-----|

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	16995.00	.00	16995.00	41230.00	.00	.00	.00	.00	41230.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	16995.00	.00	16995.00	41230.00	.00	.00	.00	.00	41230.00
PERCENTAGE OF UNPAID & PAID CHARGES			029%	071%					
PRIOR YEAR REAL	37655.00	.00	.00	520.00	.00	.00	.00	.00	795.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT: WARREN

PAGE: 7

	-----UNPAID - CHARGES-----			-----YEAR - TO - DATE - TAXES - PAID-----					
	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	7895.00	.00	7895.00	18630.00	.00	.00	.00	.00	18630.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	7895.00	.00	7895.00	18630.00	.00	.00	.00	.00	18630.00
PERCENTAGE OF UNPAID & PAID CHARGES			029%	071%					
PRIOR YEAR REAL	18535.00	.00	.00	365.00	.00	.00	.00	.00	475.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT: WASHINGTON

PAGE: 8

|-----UNPAID - CHARGES-----| }-----YEAR - TO - DATE - TAXES - PAID-----|

	REAL	PERSONAL	TOTAL	CHARGE AMOUNT	DISCOUNT	INTEREST	PUB FEE	DIFFERENCE	COLLECTION
REGULAR CHARGES	9195.00	.00	9195.00	32975.00	.00	.00	.00	.00	32975.00
SUPPLEMENTAL CHARGES	.00	.00	.00	.00					.00
TOTAL CURRENT CHARGES	9195.00	.00	9195.00	32975.00	.00	.00	.00	.00	32975.00
PERCENTAGE OF UNPAID & PAID CHARGES			021%	079%					
PRIOR YEAR REAL	24500.00	.00	.00	235.00	.00	.00	.00	.00	590.00
PRIOR YEAR PERSONAL	.00	.00	.00	.00	.00	.00	.00	.00	.00
CANCELLATIONS	.00	.00	.00						

DATE: 10/11/20

CUMULATIVE POSITION REPORT
 7/01/2020 - 9/30/2020
 DISTRICT: UPSHUR COUNTY DIST 8

PAGE: 9

[-----UNPAID - CHARGES-----] | [-----YEAR - TO - DATE - TAXES - PAID-----]

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

Fire Board Financial Report
2020 - 2021

CARRYOVER BALANCE: \$49,379.86

<u>Item / Date</u>	<u>Amount</u>	<u>Financial Institution / Payee</u>	<u>Description / Source</u>
--------------------	---------------	--------------------------------------	-----------------------------

DEPOSITS

Sheriff of Upshur County	\$1,615.09	First Community Bank	Fire Fee Collections through 6/30/2020
Sheriff of Upshur County	\$60,410.46	First Community Bank	Fire Fee Collections through 7/31/2020
Sheriff of Upshur County	\$101,930.82	First Community Bank	Fire Fee Collections through 8/31/2020
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 9/30/2020
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 10/31/2020
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 11/30/2020
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 12/31/2020
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 01/31/2021
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 02/28/2021
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 03/31/2021
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 04/30/2021
Sheriff of Upshur County		First Community Bank	Fire Fee Collections through 05/31/2021

Total Deposits: \$163,956.37

Plus Carryover: \$213,336.23

Total: \$262,716.09

EXPENDITURES

<u>DATE</u>	<u>Amount</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>
July 21, 2019	\$6,506.28	988	Upshur County Commission	Reimbursement Payroll
July 21, 2019	\$206.00	989	Software Systems	invoice # 33968
July 21, 2019	\$11.60	990	Upshur County Commission	Reimbursement Postage
July 21, 2019	\$1,470.00	991	Upshur County Commission	Reimbursement-WVCoRP insurance
July 21, 2019	\$327.92	992	Upshur County Commission	Reimbursement-office supplies
July 21, 2019	\$2,668.85	993	Ralston Press	invoice # 88015-2020 Statements
July 21, 2019	\$300.00	994	My Buckhannon	Advertisement-online payments

Application Approved and Awarded

Dear Tabatha Perry ,

Congratulations, We are very pleased to announce that your grant application to the Weyerhaeuser Giving Fund has been approved in the amount of \$4,201.22 USD

Please keep your (Application ID# 154856) for your records.

We would like to acknowledge the efforts of your local giving fund advisory committee whose recommendations were instrumental in securing this grant.

We should expect payment of a check in approximately 7-10 business days. Please alert your accounting staff.

We appreciate your review of our **GRANT USE TERMS AND CONDITIONS** (below).

In the meantime you have our best wishes for continued success and we look forward to hearing about your accomplishments during the year.

We applaud the work that you are doing for our community and the services you provide. It is indeed a pleasure to be among your current supporters.

Sincerely,
Weyerhaeuser Giving Fund

****Please do not respond to this email. If you have questions please contact us at givingfund@weyerhaeuser.com ****

GRANT USE TERMS AND CONDITIONS

We are delighted to give your organization this one-time charitable gift from the Weyerhaeuser Giving Fund.

Generating publicity about your grant is a perfect way to let the public know more **about your organization and the good things you are doing to make your community** a better place

to live and work. Identifying Weyerhaeuser as one of your supporters can enhance your efforts.

We consider the deposit of our grant as your acceptance of our support and its terms and conditions, which are as follows:

1. Use Weyerhaeuser Giving Fund contributions specifically for the purpose(s) stated in our grant letter to you. Any changes you wish to make in the use of these funds must be approved by us in advance.
2. Unless your grant is earmarked as "unrestricted support," the funds cannot be used for general administrative costs, the provision of facilities or other types of expenses normally classified as "overhead" or "indirect costs."
3. Our funds should not be used to influence legislation. If the project we are supporting includes a budget for lobbying purposes, please contact us before depositing our check.
4. This contribution is strictly charitable, and as such no goods or services are to be provided to Weyerhaeuser or its employees as a result of this grant (i.e. tickets, tables, preferential seating at events).
5. Organizations receiving grants from the Weyerhaeuser Giving Fund must practice equal employment opportunity.
6. Although not required, we would appreciate receiving copies of any press releases or news clips regarding this grant.
7. Please let us know what was accomplished with our funds. A letter reporting outcomes that were accomplished when the project is finished or the grant is expended will be sufficient and appreciated.

Thank you for observing these terms and conditions. We wish you success and look forward to receiving news about how your work is progressing.


LEWIS-UPSHUR ANIMAL CONTROL FACILITY		
MONTH OF September 2020		
	UPSHUR	LEWIS
ADOPTIONS		
CASH	\$135	\$105
CHECK	\$20	\$0
E STORE CREDIT CARD	\$150	\$50
SUBTOTAL	\$305	\$155
SPAY/NEUTER DEPOSIT		
CASH	\$100	\$250
CHECK	\$50	\$0
E STORE CREDIT CARD	\$450	\$150
SUBTOTAL	\$600	\$400
BOARD RESCUE		
CASH	\$60	\$0
CHECK	\$30	\$0
E STORE CREDIT CARD	\$60	\$50
SUBTOTAL	\$150	\$50
MICRO-CHIPPING		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0
DONATIONS		
CASH	\$0	\$0
CHECK	\$0	\$0
E STORE CREDIT CARD	\$0	\$0
SUBTOTAL	\$0	\$0

OTHER		
TOTAL	\$1,055	\$605

EXPLANATION:

LEWIS-UPSHUR ANIMAL CONTROL FACILITY REPORT
ACCOUNT OF CATS
JANELLA COCHRAN, SUPERVISOR OF ANIMAL SERVICES
(September) 2020

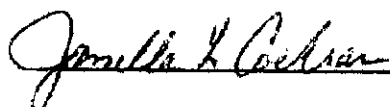
TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	3	0	3
Cats brought in by Animal Control Officer	0	10	10
Cats brought in by County Residents	10	5	15
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	0	0
Cat returned to owner	0	0	0
Cats Escaped	1	0	1
Adoptions:			
With Charge	7	4	11
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	4	4	8
Euthanasia:			
Owner Request	2	0	2
Other	5	8	13


 Signature

10-8-2020
 Date

LEWIS - UPSHUR ANIMAL CONTROL FACILITY
ANIMAL REPORT (Oct 7, 2020)
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY
FOR THE MONTH OF (September) 2020

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	5	7	12
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	8	5	13
Dogs brought in by Law Enforcement	0	0	0
Dogs in Drop Box	2	0	2
Dogs Quarantined	1	0	1
Dogs Returned to Owner	2	0	2
Dogs Escaped	0	0	0
Adoptions:			
With Charge	8	6	14
Without Charge	0	0	0
Rescues:			
With Charge	15	5	20
Without Charge	8	2	10
Euthanasia:	0	0	0
Owner Request	0	0	0
Other	0	0	0
Total	49	25	74


 Signature

10-1-2020
 Date

Jason.Knicely, ANIMAL CONTROL / HUMANE OFFICER

MONTHLY ANIMAL REPORT

September

TRANSACTION	#
Animals picked up by ACO:	
Dogs	5
Other	
Animals returned to Owner by ACO:	0
Dogs	2
Other	0
Animals Delivered to LUACF:	0
Dogs	0
Other	0
Animals Quarantined by ACO:	1
Dogs	1
Other	0
Animals Terminated:	0
Dogs	0
Other	0
Total Number of Hours Involved	80

Signature

Date

10/7/2020

**James W. Curry Library/Park
Advisory Board Meeting
AGENDA**

September 23rd, at 10:00 am

At James W. Curry Public Library

Call to Order

Roll Call

Public Comment Period

Approval of August 26th, 2020 minutes

Staff Report

Park

Library

Timber

Review/Report

Old Business:

New Business:

Tabled Items:

FY 21 Budget

Election of Officers (October 2020)

Buckhannon-Upshur Airport Authority Agenda

Buckhannon-Upshur Airport Authority-Virtual Meeting via Telephony or ZOOM ¹

Monday, October 12, 2020 at 4:00 pm

- A. Call to order
- B. Recognized guests and public comment period
 - Quinn Redden from Titan – W22 contract fuel pricing discussion
- C. Officer/Committee/Consultant Reports:
 - President's Report – Rich Clemens
 - County Emergency Covid Issues – Red Status
 - Discussion and Approval of FY 2021 Rates and Charges Analysis as submitted by Jeff Bubar
 - Discussion and Approval of lease by Brian Mills for portion of Hangar B2 vacated by Air Center.
 - Punch List for Derick Long -- drainage issue along the East side of the hangar and designation of the no parking area on the ramp in front of the hangar door
 - Treasurer's Report – Phil Loftis, Treasurer
 - Review invoice for Septic Solutions
 - Discussion regarding courtesy vehicle(s)
 - Beacon tower discussion
 - Secretary's Report – Brian Huffman, Secretary
 - Engineering Reports – Melissa Defibaugh, Chapman/Technical
 - Fence clearing project status – Discussion and Approval
[Note: Potential Executive Session]
 - Operations – Jamie Wilt, Jennifer Powers
 - T-3 (Tyler Barger) hangar has a roof leak
 - Update fuel prices JetA and AVGas
- D. Consent Agenda:
 - Approval of Minutes
 - Approval of Treasurer's Report
 - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
 - Hangar space requests/applications/updates
- G. New Business:
- H. Board Member Comments and Announcements
- I. Adjournment

Notice: This (and possible future meetings) are being held using a conference call and the electronic application 'Zoom'. Should you desire to attend this meeting electronically you will need to contact the Authority (secretary@flyW22.com or 304-439-8421) at least one hour prior to the meeting to gain the necessary information to join the meeting. All meetings of the Authority are open to the public and shall return to the Airport facilities when deemed safe for all participants. Thank you for your understanding.

¹ Due to Covid-19 concerns and per WV Code 6-9A-2(5) "Meeting" means the convening of a governing body of a public agency for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter which results in an official action. Meetings may be held by telephone conference or other electronic means.

UPSHUR COUNTY SENIOR CENTER

TO: Upshur County Senior Center Board of Directors

FROM: Sarah Campbell/Ransom Hackett

MEETING: Senior Center Board of Directors

DATE: October 14, 2020

TIME: 12:00 PM

PLACE: Conference Call, Upshur County Senior Center Conference Room

Minutes Attached

Director's Report Attached

Finance Report Attached

AGENDA

Call to Order

Roll Call

Approval of Minutes

Directors Report

Public Comments

Financial Report
FY21 General Budget

Previous Business
None

New Business
FY19 Audit Bids
FY21 Title III NGA
2021 Holiday Calendar
Employee Christmas Gifts

Personnel Matters
CARES Act Forms
Vacation Request

Next Meeting

Adjournment

Upshur County Convention & Visitors Bureau**October 14th, 2020 Agenda**

- Call Meeting to Order
- Approval of Minutes
- Treasurer's Report
- Director's Report
 - Try This Mini Grant – Upshur County Trails
 - James Curry website production
 - CVB Finances
- Event Center Director Report
 - Past Events: wedding and meetings
 - Health Department updates
 - Phase II
- Old Business:
- New Business:
- Motion to Adjourn Meeting

NEXT MEETING: November _____ 2020

51

City Council of Buckhannon - 7:00 pm in Council Chambers
Meeting Agenda for Thursday, October 15, 2020

Channel 3 is Live Streaming our City Council Meetings here:

<https://www.facebook.com/ch3buckhannon/>

Please send public comments to buckhannon@buckhannonwv.org via email or drop them in the mail, or dropbox behind City Hall.

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor's Greetings

B. Recognized Guests

- B.1 James Fisher-Official Oath Probationary Police Officer
- B.2 Dennis Cortes-Upshur County Parks & Recreation Board

C. Department & Board Reports

- C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- C.2 Public Works Director- Jerry Arnold
- C.3 Finance Director- Amberle Jenkins
- C.4 Police Chief- Matthew Gregory
- C.5 City Attorney- Tom O'Neill

D. Correspondence & Information

- D.1 Proclamation Breast Cancer Awareness Month of October 2020
- D.2 Newsletter from WV Ethics Commission
- D.3 Press Release from FirstEnergy- Mon Power & Potomac Edison Customers Lower Electric Rates in 2021
- D.4 FOIA Request-Ensafe-Environmental Site Assessment
- D.5 Thank you from Chad Corley Lowe's Store Manager
- D.6 Colonial Theatre Rehabilitation Phase III FY 2020 Final Report -WV Dpt of Arts, Culture & History
- D.7 Mayoral Proclamation Christian Heritage Week in WV Proclaimed by Governor Jim Justice November 22-28, 2020
- D.8 Agreement Sales & Purchase of Commercial Real Estate between Mike Ross & COB- Mudlick Property

E. Consent Agenda

- E.1 Approval of Minutes-Regular Meeting 10/01/2020
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Approval to Establish Stormwater Fund No. 426
- F.2 Approval to Transfer \$75,000.00 of Sales Tax Fund to Stormwater Fund
- F.3 Approval to Accept Fire Civil Service Commission List of Eligibles
- F.4 Discussion/Possible Approval Trick-or-Treat Saturday, October 31, 2020 6pm-7:30pm
- F.5 Approval Ordinance No. 447 Revised Downtown Parking 1st Reading
- F.6 Discussion Paper Alleys in the City Limits

G. Comments and Announcements

- G.1 Mary Albaugh
- G.2 Pamela Bucklew
- G.3 C J Rylands
- G.4 David Thomas
- G.5 Jack Reger
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Executive Session -Personnel & Property Matters Per WV Code § 6-9A-4

J. Adjournment

Posted 10/09/2020

Next Regular Scheduled City Council Meeting Thursday, November 5, 2020

Notice of Meeting

for

Upshur County Fire Board, Incorporated

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

Location: Upshur County Administrative Annex, Suite 101, 91 W. Main Street

Date: Tuesday, October 20, 2020

Notice: Meeting will be held telephonically due to COVID-19. Please dial 1-717-275-8940 or 1-712-832-8330 Access Code: 898 8882 to enter the conference call

Time: 6:30 p.m.

AGENDA

Call Meeting to Order

Approval of Minutes---September 15, 2020

Public Questions/Comment Period

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

- Cumulative report

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 9/30/2020---\$TBD PRIOR TO THE MEETING
- Disbursement from Chief Tax Deputy for September---\$ TBD PRIOR TO THE MEETING

Payment of Bills/Invoices

- *Software Systems---monthly maintenance---\$228.00
- *Upshur County Commission---Reimbursement---Payroll and Incentive---\$5,820.07

Review of Warren District VFD Financial Report *(if received)*

Approval of Tax Deputy incentive for current fiscal year

Approval of Corrective Tickets

Review and Approval of exoneration requests will be postponed to next month

First disbursement of 2020 Fire Fee Funds will be postponed until next month

Other Items/Matters to Consider

Date of Next Meeting---November 17, 2020---Adjournment

***Special Session of City Council of Buckhannon -3:00 p.m. in Council Chambers:
Meeting Agenda for Thursday, October 22, 2020***

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
- B. Strategic Issues for Discussion and/or Vote**
 - B.1 Vote-Execution of Engagement of Steptoe & Johnson PLLC as Legal Bond Counsel for the City of Buckhannon Building Commission regarding Financing & Acquisition of Property Located at 395 Mudlick Road**
- C. Comments and Announcements**
 - C.1 Mary Albaugh**
 - C.2 Pamela Bucklew**
 - C.3 C J Rylands**
 - C.4 David Thomas**
 - C.5 Jack Reger**
 - C.6 Randall Sanders**
- D. Adjournment**

POSTED 10/16/2020

**THE ELKINS ROAD PUBLIC SERVICE
DISTRICT WILL HOLD ITS REGULAR
MONTHLY MEETING ON
WEDNESDAY,
NOVEMBER 4, 2020 @ 5:00 P.M.**

**ANYONE WISHING TO ADDRESS THE BOARD SHOULD REQUEST TO BE PUT ON THE AGENDA BY FRIDAY, OCTOBER 30, 2020
FOR ADDITIONAL INFORMATION, PLEASE CALL 304-472-3008 MONDAY THRU FRIDAY 9-1.**

**Upshur County Family Resource Network
General Membership Meeting
August 10, 2020
Meeting Minutes**

Board Members present (virtually): Debora Brockleman, and Beth Rogers.

Board Members not present: Tina Helmick, Jodie Akers, Tonya Kittle, Dr. Joseph Reed, Addie Helmick, Matt Kerner, Jodi McQuillan, Rise Hanifan, and Kristie Tenney.

Staff: Lori Ulderich Harvey and Ginny Dixon

- **Community Members present (virtually):** Amanda Bibey, Alicia Bosely, Carol Bush, Anne Chopyak, Nicki Colthart, Amanda Hayes, Sherry Kuhl, Rita McCrobie, Kathy McMurray (in chat room), Amber Nesselrodt, Cara Price, Crystal Replogle, Suree Sarceno, and Sarah Sienkiewicz.

Opening/Invocation: UCFRN Director, Lori Ulderich Harvey, chaired the meeting, beginning at 12:00 noon.

Introductions: Those participating virtually were present either via video/audio (Zoom), by phone, or in chat room.

FRN Director's Report: Lori noted that the deadline for completing the **2020 Census** has been moved to September 30th, with workers going door to door at this point. Carol Bush added that the focus is shifting and the status is constantly changing. Upshur County reportedly is doing well, with more than 60% completing the census. The **Community Baby Shower** will take place as a drive-through event, Saturday, August 22nd from 10 am to 2 pm. Lori described how it will work (mask-wearing, families will remain in their vehicles), and will take place outdoors at BUHS. We are providing 30 families with diaper bags, door prizes, other accessories, diapers. If agencies want to drop off items to be distributed, let the UCFRN staff know. Bags will be packed the day before (8/21). Lori is going to inquire about the use of restrooms connected to the sports complex. The **Upshur County Tobacco Prevention Coalition (UCTPC)** met virtually August 5th, and we are planning a poster contest for K through 5th grades. We hope to be able to use Zoom to resume **family socials and the foster care/adoption** support groups. **Healthy Grandfamilies** has a panel discussion scheduled for Tuesday, August 25th at 6 pm. Initially it is hoped to include 8 families. Questions for the panel are due 8/21/20 by noon. **The Task Force Recovery Team** is still going strong.

Fundraisers: Lori read Gwyn Thorn's text. (Gwyn had been our speaker in the Fall, 2019, and wanted to work with the FRN on a 25th anniversary celebration). Our United Way grant has been decreased from \$2,500/year to \$1,000/year. Lori asked if anybody has done any ticket sales for raffles. She described some furniture her father has built, which he wants to offer to us as a fundraiser. There will be 3 winners. It was felt we could sell tickets for \$5 each/5 for \$20. Items include a breakfast table and 2 chairs (out of white ash), 2 benches (1 white ash and 1 sassafras).

Information Sharing:


- **Cara Price, WVPTI,** shared that that agency will be giving out WV Schools Re-entry Toolkits. Also, the Autism Training Center is offering online meetings starting in

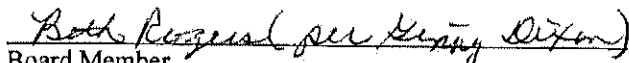
September, led by Tracy Vincent. WVPTI has a whole list of trainings. Cara will text the information to Lori.


Meeting concluded at 12:50 pm.

Our next meeting will be September 14, 2020 at 12:00 noon, and will be held virtually.

Respectfully submitted,


Ginny Dixon, Administrative Assistant
Upshur County FRN


Board Member


Board Member

James W. Curry Library/Park Advisory Board Meeting MINUTES

August 26th, 2020 at 10:00 am

At James W. Curry Public Library

The August 26th, 2020 meeting of the Advisory Board was called to order at 10:11 by Erv Lake, Secretary.

Roll Call

Present: Carrie Wallace, Patricia Tolliver, Tink Lewis, Erv Lake

Absent: Lori Ulderich Harvey, Sara Collins

Guests: Nate Kennedy

Staff: Jonathan Freeman, Darlene Gregory, Judith Williams

Public Comment Period: In lieu of public comments a moment of silence was held in memory of Al Lake.

The July 22nd, 2020 meeting minutes were reviewed. A motion was made by Carrie and seconded by Tink that the minutes be approved. Motion carried.

Staff Reports

Park: Jonathan reported being very busy this reporting period. There were 12 campers during the Fair with 2 cancellations due to COVID related concerns and 2 campers earlier this month. Pavilion use is way up with back-to-back use over weekends primarily for birthday parties and family gatherings. Higher usage has led to more trash, a problem exacerbated by the presence of an adult bear and 3 cubs that have been invading the dumpsters in spite of efforts to keep it locked down. It was suggested the DNR be contacted with a view to relocating the bear(s). There have been some problems with the mower, including a broken blade. Due to commitments at the Youth Camp, Jonathan reported not being able to spend a lot of time at the Park with most of his efforts focused on maintaining the cleanliness of the pavilions, rest rooms, picking up trash and mowing.

Library: Judith reviewed the staff report provided to each board member. Attendance and use of the library is consistent for this time of year. WiFi usage is extremely high, especially over the Brooks Hill Fair weekend. The Imagine Your Story Summer Reading Program was recapped. 15 of the 21 registered children completed the academic challenge reading over 14,175 minutes (236 ¼ hours) during the 9 weeks of the program. Fall programming will be contingent with how the return to school works out. Many parents have asked about accommodations for virtual learning if necessary due to COVID-19 and the library is working with parents and remaining flexible but fully committed as things develop. Grant fulfillment efforts were reviewed. Progress on the Kids Connect Grant/Initiative was reported: wiring was installed August 19th and we are awaiting installation of the actual device creating the hot spot for the parking lot. This does not

**James W. Curry Library/Park
Advisory Board Meeting
MINUTES**

increase bandwidth or speed, simply increases accessibility to the existing WiFi signal. Fund raising efforts were reviewed with \$932.00 in Strawberry Quilt raffle ticket sales and \$330.00 in Bear Factory plush toy sales taken in.

Timber: Housing starts are up 15-20% nationwide last month or two however that hasn't translated into lumber prices yet. Timber prices should be strong by spring. Last harvest on the Curry property was sold in 2017 and harvested in 2018. Unless otherwise indicated for the health of the forest, next timber sale will be 5 years hence.

Review/Report

Old Business:

Budget: Motion was made by Carrie and seconded by Erv to postpone review of a balanced budget until a reply is received from Fulton Financial Group regarding request for an additional 10% allocation from the Trust for general operation.

Appointment of Advisory Board President/Election of officers: Discussion was entertained regarding filling of Advisory Board vacancies prior to nominating and electing officers and appointment of a President. A motion was made by Tink and seconded by Erv to table action until October when the Board vacancy has been filled.

New Business:

Review and signature of correspondence to the Upshur County Commission encouraging request to Fulton Financial Group for an additional 10% allocation from the Trust for general operations: A letter drafted by Carrie was reviewed. A motion to approve and sign said letter was made by Carrie and seconded by Erv. The letter was signed by Board members present. Remaining signatures will be collected and the letter forwarded to the County Commission for consideration and further action.

There being no further business, meeting adjourned at 10:52 am.

James W. Curry Library/Park
Advisory Board Meeting
MINUTES


Ervin Lake


Carrie Wallace


Lewis Simmons


Patricia Tolliver


Lori Ulderich Harvey


Sara Collins


Shanna Collins

Elkins Road Public Service District
Board of Directors' Regular Meeting
September 1, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, September 1, 2020.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-Larry Heater and Board Member-Sonny Matthews

Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Unless otherwise stated all motions passed by vote 3-0.

Recognize that five (5) customers were present.

APPROVAL OF MINUTES

Minutes of August 4, 2020 Regular Monthly Meeting were presented for approval. **Sonny Matthews made a motion to approve the minutes as presented. Seconded by Larry Heater. Motion carrier**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. **Sonny Matthews made a motion to approve the financial report and pay the bills to date. Seconded by Larry Heater. Motion carried**

PHASE III EXTENSION PROJECT

Fourth Draw Request from IJDC loan and SCBG for Phase III invoices was presented by Cary Smith (Region VII) for signature and payment. **Sonny Matthews made a motion to sign and pay invoices. Larry Heater seconded. Motion carried**

David Mitchell and David Cash, inspectors with Chapman Technical Group, attended the meeting to give updates and progress reports on contractors.

David Mitchell said that A. J. Burk who has Contract #3 was very close to completing work on Upper Sand Run Road. After all testing has been completed on the line installed they would be ready to install meters and get people online for water service barring any unforeseen problems and weather permitting soon.

Elkins Road Public Service District
Board of Directors' Regular Meeting
September 1, 2020

PHASE III EXTENSION PROJECT (continued)

David Cash said that Chojnacki who has Contract #4 was very close to completing work on Beech Run Road. After all testing has been completed on the line installed they would be ready to install meters and get people online for water service barring any unforeseen problems and weather permitting soon.

Region VII presented a contract to the Board for approval to receive the balance of their payment from IJDC. **Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried**

Two change orders for Contract #2 were presented for approval and signature:

Change Order #1 for \$14,212.18. **Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried**

Change Order #2 for \$23,185.55. **Sonny Matthews made a motion to approve and sign. Larry Heater seconded. Motion carried**

ADDITIONAL GUESTS NOT ON AGENDA

Jack Marteney attended the meeting only long enough to request and receive a copy of the estimate we had obtained on moving the hydrant next to his driveway.

MAINTENANCE

Dave Wamsley, System Operator, discussed the August Maintenance Report which he had prepared for the meeting. He was asked to continue to find leaks and try and get the unaccounted for water loss down even more. Due to all the extra work from Phase III we are estimating our bills for the months of August and September.

There being no further business, **the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:45 p.m.**

The next meeting will be held on Tuesday, October 6, 2020 at 5:00 p.m.

Respectfully submitted:


ERPSD Board of Directors Secretary, Larry J Heater//CD


Attachments: Agenda
Sign In Sheet

Elkins Road Public Service District
Board of Directors' Regular Meeting
September 1, 2020

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
Larry Heater


Board Member
Sonny Matthews

Note: Recorded Meeting

Adrian Public Service District

September 3, 2020

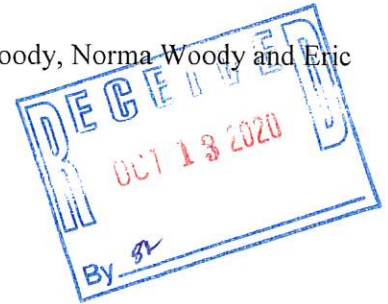
Monthly Board Meeting

Present from Adrian PSD: Paul Spencer, Kelly Arnold, Carolyn Douglas, Lindsey Woody, Norma Woody and Eric Brunn.

Visitors: Morgan Haymond

All motions were unanimous unless otherwise noted.

The meeting was called to order at 3:00 pm by Chairman Spencer.



Morgan Haymond, rights of way consultant for Phase VIII Pickens extension spoke.

- Morgan Haymond provided an update for rights of way and easements for the Phase VIII extension. Approximately 67-70% acquisition of rights of way and easements are signed and recorded. Mr. Haymond discussed necessary revisions to land access for Chandler tank site and Ricottelli tank site near Burky Farm as well. Morgan obtained new pump site location next to Little Meadow Health Clinic from Hofer family in Helvetia. Morgan advised he will keep the board updated as the process moves forward.

Minutes of the August 6th meeting were read. Carolyn made the motion to approve the minutes and Kelly second.

Invoices were presented-Motion to pay by Kelly, second by Carolyn.

Old Business

- Lindsey advised the board right of ways were recorded and forward to our attorney for review. Charlotte Johnson with USDA will send packet to our attorney, Norman Farley.
- The Obligation of Funds Letter for the Phase VIII project was completed. The funds were locked in on Wednesday, August 26, 2020.
- Letter of Conditions received for the Phase VIII project.

New Business

- none

Items for Discussion/Action/Approval

- Lindsey presented **Loan Resolution, RUS Bulletin 1780-27**. Board reviewed and adopted. Carolyn moved to accept, and Kelly second.
- Lindsey presented **Grant Agreement, RUS Bulletin 1780-12**. Board reviewed and adopted. Kelly moved to accept, and Carolyn second.
- Lindsey presented **Certification Regarding a Drug-Free Workplace, Form AD 1049**. Board reviewed and adopted. Kelly moved to accept, and Carolyn second.
- Lindsey presented **Certification of Compliance**. Board reviewed and adopted. Carolyn moved to accept, and Kelly second.
- Lindsey presented **Letter of Intent to Meet Conditions, Form RD 1942-46**. The board agreed upon conditions, and adopted. Carolyn made motion to approve, and Kelly second.

Maintenance – Eric

- Three new taps installed.
- Two more taps to be installed.
- Three service leaks repaired

Office Report

- Lindsey notified board Bennett & Dobbins to conduct on site audit September 8th.
- Lindsey advised board she is working on Request for Proposal from the State Auditor's Office.

The meeting adjourned at 4:00 pm. Next regular meeting will be Oct 1st at 3:00 pm.

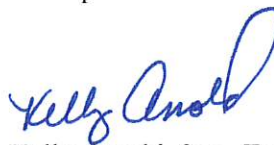
Board of Directors



Paul Spencer, Chairman



Carolyn Douglas, Vice Chairman



Kelly Arnold, Sec., Treas.

Tennerton Public Service District
Monthly Meeting
September 9, 2020

The regular monthly meeting of the Tennerton Public Service District was held at the District office at 188 Fayette Street, Buckhannon West Virginia on September 9, 2020

In attendance were Joe Tenney, John Barnes, Terry Gould, and Vickie Dean. Elmer Tenney was absent.

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on August 12, 2020 were read, there being no corrections or additions, motion to approve was made by Joe Tenney , seconded by John Barnes .

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

The board reviewed and approved the previous month's credit memos.

Terry Gould reported on the following:

- The engineers from Thrashers for the Hickory Flat Project rescheduled for next month's meeting
- Terry wants to check on feasibility of sewer project in Lorentz, to continue on past where city will end. John Barnes made a motion to approve, Joe Tenney seconded the motion.
- Terry contacted the PSC concerning Frank Fato taps. The PSC recommended to follow Rule 5. After seeing the estimate what a rule 5 would cost Mr. Fato, he agreed to pay tap fees to Tennerton PSD.
- One tap pending in Deer Creek. It's close to the manhole that has been rehabilitated.
- The John Walsh barn sewer tap doesn't need a separate tap.
- The annual report will be completed in approximately one week.

Discussion was held concerning changing banks from Chase to First Community Bank. Joe Tenney made the motion to change banks, John Barnes seconded the motion.

TPSD also has accounts in Freedom Bank. Board wants to keep those accounts open to keep in TPSD area. Joe Tenney made a motion to move the money in the checking account at Freedom Bank to the money market account at Freedom Bank. John Barnes seconded that motion.

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by John Barnes.

Approved

Joseph A. Tenney

**Upshur County Family Resource Network
General Membership Meeting
September 14, 2020
Meeting Minutes**

Board Members present (virtually): Debora Brockleman, Matt Kerner, Dr. Joseph Reed, Beth Rogers, and Kristie Tenney.

Board Members not present: Jodie Akers, Rise Hanifan, Addie Helmick, Tina Helmick, Tonya Kittle, and Jodi McQuillan.

Staff: Lori Ulderich Harvey and Ginny Dixon

- **Community Members present (virtually):** Sarah Campbell (Upshur County Senior Center), Anne Chopyak (community), Sherry Kuhl (Aetna), Kathy McMurray (Mountain CAP), Cara Price (WVPTI), Barb Tucker (Adolescent Health Initiative), and Ben Vester (representative from Senator Manchin's office).

Opening/Invocation: UCFRN Director, Lori Ulderich Harvey, chaired the meeting, beginning at 12:00 noon.

Introductions: Those participating virtually were present either via video/audio (Zoom), by phone, or in chat room.

FRN Director's Report: Lori and Sherry Kuhl shared a discussion of a **mobile flu shot drive through clinic**, in conjunction with CVS pharmacy. James Renner is the contact with CVS. The dates are 9/22 and 10/22. Sherry noted that people of low income and those who have Medicaid have traditionally had a low percentage of those getting the flu shot. Sarah Campbell updated us on the **Grandfamilies** initiative. A panel discussion was held virtually at the end of August; Sarah will put out the notes from that event. Next meeting of the steering committee will be at 10 am on 9/24/20. Later, Kathy McMurray, who had microphone trouble during this meeting, shared in the chat room that Mountain CAP provides case management for the Grandfamilies program.

Fundraiser: Lori has the raffle tickets; 1,000 were printed. Let her know if you want tickets to sell. Pay Pal has been set up also, thanks to Debora Brockleman. **Grant status:** Lori reported that she needs to contact the grant specialist for our basic grant through DHHR. **Trunk or Treat:** BPD will not be offering this event this year, held in the past at the Emergency Services lot. Jewel Fisher is very interesting in having the event, either Thursday, 10/29 or Wednesday, 10/28, possibly at the high school, a drive-through event such as the community baby shower, with participants remaining in their vehicles and participating agencies being physically spaced. Lori estimates 1,000 people coming through this year. Rise Hanifan shared that Chapel Hill UMC will be holding their trunk or treat event on Halloween outside the church. Discussion ensued about the issue of liability. Lori noted that the UCFRN cannot be the lead agency, as we are prohibited from providing direct service, but can collaborate with other agencies. "Stay tuned." Lori indicated that the UCFRN **monthly meetings** will probably remain on Zoom (virtually) until the end of this year.

Information Sharing:

- **Sarah Campbell**, director of the Upshur County Senior Center, shared that that agency is looking for volunteers ("outreach coordinators") to come in and call people on their

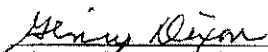
birthdays and such. This can be accomplished practicing social distancing, even though the Senior Center is closed on-site through the end of this year. They are also starting a drive for items to go into Christmas packages. These two matters will be put on their Facebook page, and Ginny will email those on our extensive email list with the information provided by Sarah.

- **Beth Rogers**, Assistant Librarian, Upshur County Public Library, shared that the library has been offering outdoor yoga classes on Saturdays at 11 am. They have averaged 5 or 6 participants.
- **Cara Price**, with WV Parent Training & Information, shared that they are offering online trainings. If anyone knows of parents of children with disabilities, please share that WVPTI can help.
- **Dr. Joseph Reed**, medical director at the Upshur Buckhannon Health Department, and chair of the UCFRN Board, re-joined the meeting after having to handle an emergency. The meeting was about to adjourn, so he offered to save his question until the next meeting: What is the most significant change you've noted since the pandemic, and what is the next thing you will do after the pandemic ends?

Meeting concluded at 12:38 pm.


Our next meeting will be October 12, 2020 at 12:00 noon, and will be held virtually.
No meeting in November due to it being Veterans Day.

Respectfully submitted,



Ginny Dixon, Administrative Assistant
Upshur County FRN


Board Member


Board Member