

## Upshur County Commission Meeting Agenda

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

Date of Meeting: November 12, 2020

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• November 5, 2020

### Items for Discussion / Action / Approval:

1. Approval and signature of an Authorization for Additional Services from Civil & Environmental Consultants, Inc. in the amount of \$2,000. CEC is conducting a Hydrologic and Hydraulic study for Brushy Fork and an unnamed tributary of Brushy Fork on the 13.84-acre property (the Wellness Complex) located off of Ridgeway Road in Buckhannon, WV. The original project focused on the south side of Brushy Fork, the additional services will provide modeling for proposed pads on the north and south side of Brushy Fork, which will be used to finalize the hydraulic report. \* Page 4
2. Approval and Signature of 2020 EEOP Utilization Report\* Under separate cover
3. Approval and signature of FY 21 Court Security Grant (Project No. 20-CS-21) Contract Agreement, Resolution, Certifications, Standard Conditions and Assurances and Special Conditions. The grant award is in the sum of \$71,289 to be used for the purpose of enhancing and upgrading the county's court security. \* Page 5-31
4. Consider Resignation of Employee \* Under separate cover  
*Item may lead to Executive Session per WV Code*
5. Correspondence from David H. Coffman, Upshur County Sheriff, requesting the employment of Seth Cutright for the position of Deputy Sheriff. Upon approval, Mr. Cutright will begin employment on November 22, 2020 at the pay wage rate of \$19.37 per hour. \* Page 32-33  
*Item may lead to Executive Session per WV Code §6-9A-4*
6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

### For Your Information:

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

1. Correspondence from Dawn Keller, Senior Regulatory Analyst for SWN Production Company LLC, enclosing the Maintenance Plan/Monitoring and Emergency Action Plan for the Upshur County

Freshwater Impoundments. The entire Plan is available for viewing at the Upshur County Office of Emergency Management.

Under separate cover

2. Correspondence from Melissa Garretson Smith, Executive Director of the WV Courthouse Facilities Improvement Authority, announcing the financial assistance request for improvements has been approved. The project involves replacing the shingles and gutters on the former jail facility. The maximum amount of the award is \$97,039 with the County to make a 20% funding match. Page 34
3. WV Department of Revenue State Tax Department Assessor Substantial Completion Notification: Certification that Dustin W. Zickefoose, Assessor of Upshur County, has complied with the “assessor’s additional duties” and will receive additional compensation as provided in WV Code §7-7-6b. Page 35
4. Upshur County Building Permits for the month of October, 2020 Page 36-38
5. Federal Communications Commission – Informational Notice of Section 106 Filings Page 39-40
6. Upshur County Mileage Reports – September, 2020 Page 41-49
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
7. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

• Buckhannon-Upshur Parks and Recreation Advisory Board	November 9, 2020	<u>Page 50</u>
• Lewis-Upshur Community Corrections Board	November 9, 2020	<u>Page 51</u>
• Upshur County Farmland Protection Board	November 11, 2020	<u>Page 52</u>
  - c) Meeting Minutes:
 

• Elkins Road PSD	October 5, 2020	<u>Page 53-55</u>
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  - d) Meetings:
 

• 11/04/20 5:00 p.m.	Elkins Road PSD
• 11/03/20 4:00 p.m.	Hodgesville PSD
• 11/05/20 7:00 p.m.	Banks District VFD
• 11/05/20 7:00 p.m.	City Council of Buckhannon
• 11/05/20 7:00 p.m.	Selbyville VFD
• 12/14/20 12:00 p.m.	Upshur County Family Resource Network
• 11/09/20 4:30 p.m.	Upshur County Solid Waste Authority
• 11/09/20 5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 11/09/20 6:00 p.m.	Lewis-Upshur Community Corrections Board – Upshur Co.
• 11/10/20 7:30 p.m.	Adrian VFD
• 11/05/20 6:00 p.m.	Buckhannon-Upshur Board of Health
• 11/18/20 7:00 a.m.	Upshur County Development Authority – Exec. Board
• 11/11/20 12:00 p.m.	Upshur County Senior Center Board

- 11/11/20 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 11/11/20 7:00 p.m. Warren District VFD
- 11/05/20 3:00 p.m. Adrian PSD
- 11/11/20 3:00 p.m. Tennerton PSD
- 11/12/20 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 11/12/20 7:30 p.m. Buckhannon VFD
- 11/09/20 4:00 p.m. Buckhannon Upshur Airport Authority
- 11/19/20 6:30 p.m. Upshur County Youth Camp Board
- 11/15/20 6:00 p.m. Washington District VFD
- 11/16/20 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 11/18/20 4:00 p.m. Upshur County Public Library Board
- 11/20/20 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 11/17/20 6:30 p.m. Upshur County Fire Board, Inc.
- 11/24/20 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 11/11/20 7:00 p.m. Ellamore VFD
- 11/18/20 12:00 p.m. Lewis Upshur LEPC
- 11/11/20 1:15 p.m. Upshur County Farmland Protection Board – Special Meeting
- 11/30/20 7:00 p.m. Upshur County Fire Fighters Association
- 11/11/20 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

8. 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](mailto:trperry@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

Tabled Items

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

Next Regular Meeting of the Upshur County Commission

November 19, 2020 --- 9:00 a.m.

Upshur County Courthouse Annex

**\*\*The Commission Meeting scheduled for November 26, 2020 has been CANCELLED\*\***



## AUTHORIZATION FOR ADDITIONAL SERVICES

**Client Name:** Upshur County Commission      **Contact:** Terri Jo Bennett  
**Address:** 38 West Main Street Room 303      **Client Phone:** (304) 472-1673  
Buckhannon WV, 26201      **Client Fax:** (304) 473-2801  
**Client Email:** tjb@upshurcounty.org  
**Date:** 11/5/2020  
**Request No.:** 1      **CEC Project Manager:** Andrew Darnell/Erasmus Rizo  
**CEC Project:** 303-040      **Task:** 0004  
**Project Name:** Upshur County WV H&H  
**Location:** Buckhannon, WV

### Proposed Scope of Services:

- To provide HEC-RAS modeling for additional proposed development options on the north and south properties
- To prepare exhibits and coordination to ensure various options are analyzed to optimize the developable areas on both parcels.

### Reason(s) for Additional Services and Impacts to Schedule:

- The original HEC-RAS modeling was primarily focused on proposed development on the south side of Brushy Fork. After meeting with UCC to review the initial findings, UCC requested modeling for proposed pads on the north and south side of Brushy Fork, which will now be used to finalize the hydraulic report.

**CEC Principal  
Signature:**

**Estimated Additional Fee:** \$2,000

Please provide a signature below authorizing CEC to proceed with the additional services. Upon receipt, CEC will begin the additional services under the Terms and Conditions of our initial Agreement for the additional fee identified above.

**Client Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
Justice and Community Services

1124 Smith Street  
Charleston, WV 25301  
(304) 558-8814



MICHAEL W. CUTLIP  
ACTING DIRECTOR

October 30, 2020

The Honorable Terry Cutright  
President  
Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201



**Re: Approved Funding** – \$71,289.00  
Court Security Fund (CSF)  
Project Number: 20-CS-21

Dear Commissioner Cutright:

Congratulations on your recent Court Security Fund Grant Award. Enclosed you will find:

- Contract;
- Sample Resolution;
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements;
- EEOP Certification – Two (2) forms – one completed form to be mailed to the Office for Civil Rights at the address listed on the form and one completed form returned to the Division of Administrative Services, Justice and Community Services; and
- Standard Conditions and Assurances
- Special Conditions
- Itemization of Funds by Category
- Schedule of Payments

To formalize your acceptance of this grant award, please sign the contract, certification, Conditions and Assurances and affect a resolution (if necessary) and return the **originals** to this office by **November 11, 2020**.



The Honorable Terry Cutright  
October 30, 2020  
Page 2 of 2

Additional information regarding the administrative procedures that govern this grant program will be sent directly to your designated Project Director in the near future. In the interim, should you have questions concerning the contract or other enclosures, please contact me at (304) 558-8814, Extension 22420, or via email at [Katelyn.L.Pullin@wv.gov](mailto:Katelyn.L.Pullin@wv.gov). I look forward to working with you on this project and feel confident that our efforts will prove tremendously beneficial to the State of West Virginia.

Sincerely yours,



Katelyn L. Pullin  
Justice Program Specialist

KLP/amw

c: Ms. Tabatha Perry (*all attachments*)  
Grant File (*all attachments*)  
Enclosures

**GRANT CONTRACT AGREEMENT**  
**BETWEEN**  
**DIVISION OF ADMINISTRATIVE SERVICES**  
**JUSTICE AND COMMUNITY SERVICES SECTION**  
**AND**  
**Upshur County Commission**  
**20-CS-21**

This **AGREEMENT**, entered into this **8<sup>th</sup> Day of October 2020** by the Deputy Director of the Division of Administrative Services, Justice and Community Services Section, hereinafter referred to as "JCS", and the **Upshur County Commission**, hereinafter referred to as "Grantee."

**WHEREAS**, JCS is the recipient of a Court Security Fund grant from the State of West Virginia, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds. **The funds will be used to upgrade the court security in Upshur County.**

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. JCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application, which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by JCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **July 1, 2020** and shall continue those services/activities until **June 30, 2021**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.
5. In consideration of the services rendered by the Grantee, the sum of up to **\$71,289.00** shall be obligated by JCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that JCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.

7. It is the understanding of all parties to this Agreement that JCS has determined that the Grantee **will** receive an upfront scheduled allocation of funds.
8. If the Grantee is not receiving an upfront scheduled allocation of funds: To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Reimbursement of Funds once per month to JCS. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
9. If the Grantee is receiving an upfront scheduled allocation of funds, the Grantee hereby agrees to adopt a schedule of payments dictated by JCS: To be eligible for any and all scheduled allocation of funds of the total grant amount, the Grantee shall submit a Request for Funds to JCS which adheres to the schedule of payments. Upon receipt of said request, JCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to JCS by the twentieth (20th) day of each month.
10. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
11. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that JCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
12. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the JCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the JCS reasons for taking said action.
13. JCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.

14. If for any reason funds received by JCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.
15. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to JCS a final report on forms provided by JCS. Said reports shall reflect actual costs incurred or expended during the terms of this Agreement.
16. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
  - a. Justice and Community Services Section  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301-1323
  - b. **Grantee Mailing Address:**  
  
Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201
17. The Grantee shall hold and save JCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.

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**Terry Cutright, President  
Upshur County Commission**

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**Joseph C. Thornton, Deputy Director  
Justice and Community Services Section**

# UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

## RESOLUTION

Whereas, seventy-one thousand two hundred eighty nine dollars (\$71,289) in court security grant funding was set aside by the West Virginia Division of Justice and Community Services for the Upshur County Commission to undertake the following project: to enhance and upgrade the County's court security; and,

Whereas, the Upshur County Commission has applied for funding through the West Virginia Division of Justice and Community Services; and,

Whereas, the Division of Justice and Community Services requires that a local government unit enter into a contractual agreement with the West Virginia Development Office to receive and administer grant funds.

Now, Therefore Be It Resolved, by the County Commission of Upshur County, West Virginia that The Honorable Terry B. Cutright, President of the County Commission of Upshur County, is hereby authorized to act on its behalf to enter into a contractual agreement with the WV Division of Administrative Services, Justice and Community Services to receive and administer grant funds pursuant to provisions of the Court Security Fund grant program.

Date: November 12, 2020

Signed: \_\_\_\_\_  
Terry B. Cutright, President

Attest:

\_\_\_\_\_  
Carol J. Smith, Clerk of the County Commission

COURT SECURITY FUND	ITEMIZATION OF FUNDS BY CATEGORY PAGE 2		
Applicant:  Upshur County Commission	Local Matching Funds (If Applicable)	Grant Funds Requested	Approved (DJCS Use Only)
<u>Personnel/Contractual</u> UNALLOWABLE  <u>Travel/Training</u> UNALLOWABLE  <u>Equipment</u> (ITEMS COSTING MORE THAN \$5,000) <ul style="list-style-type: none"> <li>1 – X-Ray Inspection Machine</li> <li>3 – Emergency Exit Only Alarm &amp; 3 – Card Reader</li> <li>6 – Pan-Tilt-Zoom Exterior Cameras 1 – Network Video Recorder &amp; 6 – 24 port GB POE switches</li> <li>3 – Foyer Monitors &amp; 3 – Decoders</li> </ul> <u>Other</u> <ul style="list-style-type: none"> <li>1 – Panic Bars</li> <li>1 – 911-Center Camera Monitor &amp; Decoder</li> </ul>	NO MATCH REQUIRED	\$ 0  \$ 0  \$ 22,550 \$ 13,800 \$ 23,684 \$ 6,880  \$ 1,430 \$ 2,945	
Total Local Funds			
Total Grant Funds		\$ 71,289	
Total Approved Project			



Division of Administrative Services  
Justice and Community Services (JCS)

### SCHEDULE OF PAYMENTS

The following Schedule of Payments is hereby recognized and adopted by:

**Upshur County Commission**

Project Number: **20-CS-21**

Total Award: **\$71,289.00**

Payment No.	Date	Amount
1	12/01/2020	\$71,289.00

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**Terry Cutright, President**  
**Upshur County Commission**

**WEST VIRGINIA  
DIVISION OF ADMINISTRATIVE SERVICES /  
JUSTICE & COMMUNITY SERVICES**

**COURT SECURITY FUND (CSF)  
SPECIAL CONDITIONS AND ASSURANCES**

**1 SUFFICIENT MANPOWER:**

It is required of the applicant to have a resolution by the County Commission stating that sufficient manpower will be used to operate and manage all equipment and other items requested.

**2 USE OF EQUIPMENT:**

If any grant purchased equipment is not being utilized, then Grantee will be liable for the cost of said equipment and shall be required to reimburse the Court Security Board for all costs.

**3 X-RAY Scanner**

It is required of the applicant that in order to use approved Court Security Grant funds to purchase an X-Ray Scanner, the courthouse must be a secured facility. In addition, the X-Ray Scanner must be operated full-time. The facilities that have metal detectors are required to operate them in conjunction with the X-Ray Scanner. Failure to agree and comply with the above conditions will void the approval to purchase the X-Ray Scanner with Court Security Grant funds.

**4 SILENT ALARM:**

It is required of the applicant that in order to use approved Court Security Grant funds to purchase Hand Held Metal Detectors the metal detectors must be the "Silent Alarm" type that vibrate. Failure to agree and comply with the above condition will void the approval to purchase the Hand Held Metal Detectors with Court Security Grant Funds.

**I certify that I have read the entire Standard and Special conditions and assurances of this grant program and agree to comply with these requirements.**

**(Original) Authorized Official Signature**

**WEST VIRGINIA**  
**DIVISION OF ADMINISTRATIVE SERVICES /**  
**JUSTICE & COMMUNITY SERVICES**

**STANDARD CONDITIONS AND ASSURANCES**

All correspondence to JCS, which is required and/or occurs as a result or action of any of the following Standard Conditions and Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

West Virginia Division of Administrative Services / Justice & Community Services  
 1124 Smith Street-Suite 3100  
 Charleston, West Virginia 25301-1323

**1. LAWS OF WEST VIRGINIA:**

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by JCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**3. RELATIONSHIP:**

The relationship of the grantee to JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.

**4. COMMENCEMENT WITHIN 60 DAYS:**

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

**5. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation. Upon receipt of the 90-day letter, JCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

**6. WRITTEN APPROVAL OF CHANGES:**

The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA**  
**DIVISION OF ADMINISTRATIVE SERVICES /**  
**JUSTICE & COMMUNITY SERVICES**

**STANDARD CONDITIONS AND ASSURANCES**

**7. CIVIL RIGHTS COMPLIANCE:**

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1993, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of age, disability, race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Administrative Services / Justice and Community Services.

**8. PRESS RELEASE:**

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

**9. LOBBYING:**

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in Uniform Grant Guidance, and/or relevant State laws.

**10. ACCESS TO RECORDS:**

JCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

**11. CONFLICT OF INTEREST:**

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

**12. POLITICAL ACTIVITY:**

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

**WEST VIRGINIA**  
**DIVISION OF ADMINISTRATIVE SERVICES /**  
**JUSTICE & COMMUNITY SERVICES**

**STANDARD CONDITIONS AND ASSURANCES**

**13. RELEASE OF INFORMATION:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to JCS. These records and other documents submitted to JCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

JCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by JCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

**14. NATIONAL AND STATE EVALUATION EFFORTS:**

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**15. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from JCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

**16. USE OF FUNDS:**

Funds awarded through JCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

**18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:**

The applicant agrees to discharge if necessary - at the request of JCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist JCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

**WEST VIRGINIA**  
**DIVISION OF ADMINISTRATIVE SERVICES /**  
**JUSTICE & COMMUNITY SERVICES**

**STANDARD CONDITIONS AND ASSURANCES**

**19. NON-SUPPLANTING:**

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

**20. MATCHING CONTRIBUTION:**

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Administrative Services / Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Administrative Services / Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

**21. PROJECT INCOME:**

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by JCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

**22. CONSULTANT FEES:**

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by JCS prior to obligation or expenditure of such funds.

**23. SUSPENSION OF FUNDING:**

JCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document;
- If reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped; or
- Other cause shown.

**24. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, JCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies or if reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped,;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

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**25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES**

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to JCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Administrative Services / Justice & Community Services (or simply "JCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Administrative Services / Justice & Community Services."

"This project supported by Grant No. \_\_\_\_\_ awarded by the West Virginia Division of Administrative Services / Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

**26. PROPERTY ACCOUNTABILITY:**

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by JCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from JCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to JCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to JCS.

**27. CRIMINAL PENALTIES:**

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

**28. REPORTS:**

Each grantee shall submit such reports as JCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

**29. PURCHASING:**

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

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**30. COLLABORATION W/OTHER FED. AND STATE GRANTS:**

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by JCS.

**31. INFORMATION SYSTEMS:**

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to JCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to JCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

**32. INCIDENT BASED REPORTING COMPLIANCY:**

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

**33. TIME EXTENSIONS:**

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

**34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:**

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

**35. LIMITED ENGLISH PROFICIENCY:**

Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. More information can be found at <http://www.lep.gov>.

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**36. COMPUTER EQUIPMENT:**

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum hardware requirements**, as well as software requirements, established by JCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

**Minimum Hardware Requirements:**

- Processor: Intel Core i3, 3.00 GHz
- RAM: 4 GB minimum
- Hard Drive: 500 GB, 7200 RPM SATA, upgradable
- Keyboard: Standard USB
- Mouse: Optical USB 2 button W/scroll
- DVD/RE: Multi DVD/RW optical drive
- USB Ports: 4 back, 2 front, with a minimum one USB 2.0 port or higher
- Ethernet Port: Standard integrated
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

**Recommended Hardware Components:**

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (may be integrated)
- APC UPS Backup power protection (adequate size to handle power load)

**Software Requirements:**

Whenever possible, software should operate within open industry standards. For example, Windows 7 Enterprise 32 bit

**Warranty Requirements:**

3 Year on-site warranty

**37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:**

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at [www.it.ojp.gov/gjxdm](http://www.it.ojp.gov/gjxdm).

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38.

**PROGRAM ACCOUNTABILITY – FEDERAL AUDIT**  
**REQUIREMENTS:**

Federal Office of Management and Budget (OMB) sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth at the time of award. (Title 2 C.F.R. Subpart F).

§200.501(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

1.) If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to JCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:

Federal Audit Clearinghouse  
 Bureau of the Census  
 1201 E. 10<sup>th</sup> Street

39.

**PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

1.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14, Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14, it is ineligible to receive funding from the West Virginia Division of Administrative Services / Justice Community Services.

40.

**CONFIDENTIALITY OF RESEARCH INFORMATION:**

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41.

**LEASE AGREEMENTS:**

Grantee agrees to provide JCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

42.

**EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Administrative Services / Justice and Community Services. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEOP Certification form and, if required, an EEOP Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.

43.

**VETERANS PREFERENCE:**

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. JCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44.

**IMMIGRATION AND NATURALIZATION VERIFICATION:**

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45.

**PURCHASE OF AMERICAN-MADE**

It is the sense of JCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46.

**PERSONNEL TRAINING:**

For projects involving payment of personnel or overtime pay, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47.

**ACCOUNTING REQUIREMENTS:**

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48.

**OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL**

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial

49.

**TRANSFER OF FUNDS PROHIBITION:**

The grantee is expressly prohibited from transferring funds between any JCS programs.

50.

**MARKING OF EQUIPMENT:**

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Administrative Services / Justice & Community Services."

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**51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Grantee acknowledges that JCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with JCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

**52. CENTRAL CONTRACTOR REGISTRATION:**

Grantee agrees to register with the Central Contractor Registration (CCR), [www.ccr.gov](http://www.ccr.gov) and provide documentation to JCS within 30 days of award notification that they have done so.

**53. DATA UNIVERSAL NUMBERING SYSTEM:**

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, [www.dnb.com](http://www.dnb.com) and provide documentation to JCS within 30 days of award notification that they have done so.

**54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:**

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

**55. BIDDING PROCEDURES:**

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

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**56. COMPLIANCE WITH FEDERAL PROCEDURES:**

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

**57. ADDITIONAL REGULATIONS AND PROCEDURES:**

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, Uniform Grant Guidance, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death In Custody Act of 2000.

**58. RELIGIOUS ACTIVITIES**

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

**Authorized  
Official:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

*Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.*

Recipient's Name:		DUNS Number:
Address:		
Grant Title:	Grant Number:	Award Amount:
Name and Title of Contact Person:		
Telephone Number:	E-Mail Address:	

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

*Please check all the following boxes that apply:*

<input type="checkbox"/> Recipient has less than fifty employees.	<input type="checkbox"/> Recipient is an Indian tribe.	<input type="checkbox"/> Recipient is a medical institution.
<input type="checkbox"/> Recipient is a nonprofit organization.	<input type="checkbox"/> Recipient is an educational institution.	<input type="checkbox"/> Recipient is receiving an award less than \$25,000.

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient] is  
 not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.  
 I further certify that \_\_\_\_\_ [recipient]  
 will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
 services.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):*

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient],  
 which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than  
 \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last  
 twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable  
 federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for  
 Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:  
 \_\_\_\_\_ [organization],  
 \_\_\_\_\_ [address].

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

*If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.*

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient],  
 which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in  
 accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the  
 Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## INSTRUCTIONS

### Completing the Certification Form

#### Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). See 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

**Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.**

#### Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

#### Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

#### Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

#### Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7<sup>th</sup> Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

**Public Reporting Burden Statement**

**Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW, Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# Upshur County Sheriff's Office

32

**DAVID H. COFFMAN, SHERIFF**

**Heather D. Parke**

Chief Deputy  
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201  
Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182  
Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

**Michael R. Kelley**

Chief Deputy  
Law Enforcement

November 15, 2020

Upshur County Commission  
Upshur County Administrative Annex  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

Dear Commissioners:

I respectfully request your approval to hire Seth Cutright to fill the empty slot of Tyler Gordon as a Deputy Sheriff.

Upon approval, Mr. Cutright will begin employment on November 22, 2020 at a rate of \$19.37/hour.

Thank you for your consideration and support.

Respectfully,



David H. Coffman  
Sheriff  
Upshur County

**NANNERS LAW OFFICE, PLLC**

**Steven B. Nanners**  
**45 West Main Street**  
**Buckhannon, West Virginia**

November 4, 2020

**Phone: 304-472-2048**

**Fax: 304-472-2082**

David H. Coffman, Sheriff  
Upshur County Sheriff's Office  
38 West Main Street, Room 1010  
Buckhannon, West Virginia 26201

Upshur County Commission  
Upshur County Administrative Annex  
91 West Main Street, Suite 101  
Buckhannon, West Virginia 26201

RE: Seth Cutright Application to fill the empty slot of Tyler Gordon

Dear County Commission:

Please be advised that the Deputy Sheriff's Civil Service Board has met regarding at the request of Seth Cutright to take over the vacant position in the Upshur County Sheriff's Department left by the transfer of Deputy Tyler Gordon to Harrison County, West Virginia. Pursuant to WV Code 7-14-8 Seth Cutright would meet the requirements of said statute for hiring by the Upshur County Sheriff's Department without the need for a competitive examination or other admission requirements for the same. Specifically, Seth Cutright has been a Deputy Sheriff for a period of more than six (6) months in Upshur County, he resigned as a Deputy Sheriff at a time when there were no charges of misconduct or other misfeasance pending against him, his resignation was within a period of two (2) years proceeding the date of his request to be hired by the Upshur County Sheriff's Department and accordingly he is eligible for hiring under the aforesaid Code Section.

If you have any additional questions or concerns, please feel free to contact me.

Sincerely yours,



Steven B. Nanners

SBN/lah



**WEST VIRGINIA**  
**COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY**  
 2003 QUARRIER STREET  
 CHARLESTON, WV 25311

**L. D. EGNOR**  
 CHAIRMAN EMERITUS

**JOSEPH M. ALONGI**  
 CHAIRMAN

November 6, 2020

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



Dear Commissioner Cutright,

The WV Courthouse Facilities Improvement Authority is pleased to announce that your financial assistance request for courthouse improvements has been approved. The 18<sup>th</sup> cycle project involves the replacement of shingles and gutters on the historic jail. This project will be identified as: 18cycUpshu2021 49 with the maximum amount of the award to be \$97,039.00.

**\*\*Please make sure to complete a Section 106 Review with SHPO prior to moving forward with this project. Please know that the project must be publicly bid and the grant can only reimburse a/e fees up to 5% of the total grant award. \*\***

This award is an 80% reimbursement / 20% county match program with a maximum of three (3) reimbursement draw downs based on the submission of relevant documentation during the life of the grant. We operate by a reimbursement process which requires the county to provide proof that they have expended the grant funds, then we reimburse the county at the 80% level with each reimbursement request, up to the maximum grant award.

This letter of notification will be followed by the distribution of the following documentation in late November:

- Funding Assistance Award Notice
- Funding Assistance Contract Agreement and Check-off List

**\*\*The funding assistance project is not valid until the Contract Agreement has been signed by both parties. No contract will be effective prior to January 1, 2021. No invoices and/or county checks dated prior to that date will be accepted for reimbursement. Please know that this project must follow all Purchasing Laws as required by the State of WV.\*\***

Upon receipt of the contract, please sign it in blue ink to accept the award and return both originals. We are pleased to be working with your county on this much needed courthouse improvement. We will be in contact with you in late November to explain and finalize all necessary documents. Congratulations!

Respectfully yours,

Melissa Garretson Smith, Executive Director



**Dave Hardy**  
Secretary of Revenue

**STATE TAX DEPARTMENT**

**Dale W. Steager**  
State Tax Commissioner

November 5, 2020



President, Upshur County Commission  
Upshur County Courthouse  
38 West Main Street, Room 302  
Buckhannon, West Virginia 26201

Dear Commission President:

This letter and attachment certify that Dustin Zickefoose, Assessor of Upshur County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mr. Zickefoose to the additional compensation of \$15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

A handwritten signature in blue ink, which appears to read "Dale W. Steager".

Dale W. Steager  
State Tax Commissioner

DWS/ct

Attachment

cc: Assessor of Upshur County  
Clerk of Upshur County

**UPSHUR COUNTY BUILDING PERMITS  
OCTOBER 1, 2020 - OCTOBER 15, 2020**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	FLOODPLAIN
10/1/2020	8312	NEW	BUCKHANNON RIVER WATERSHED ASSOCIATION	112 FAYETTE ST, BUCKHANNON, WV 26201	\$200,000.00	\$15.00		CHECK	ACID MINE DRAINAGE TREATMENT; PASSIVELY TREATS HEADWATERS OF SWAMP RUN VIA IRON OXIDATION, LIMESTONE BEDS, METALS SETTLING.	SOLID ROCK EXCAVATING INC, 707 HUDSON RD, ALBRIGHT, WV 26519	
10/1/2020	8313	2182	BALL, GEORGE S AND COACHIE	4124 KESLING MILL RD, BUCKHANNON, WV 26201	\$4,500.00	\$15.00		CHECK	20' X 21' METAL BUILDING	SELF	
10/1/2020	8314	81949	SMITH, JENI	9101 B BESSIE CLEMSON RD, UNION BRIDGE, MD 21791	\$120,000.00	\$15.00		OL	NEW MANUFACTURED HOME	DAVID WILSON, DBA D W BUILDERS, 1383 SWAMP RUN RD, BUCKHANNON, WV 26201	
10/2/2020	8315	81206	BOOTH, LISA	68 HOLBROOK RD, BUCKHANNON, WV 26201	\$6,200.00	\$15.00		OL	12' X 16' OUTBUILDING WITH SMALL FRONT PORCH AND PRIVACY FENCE	SELF	
10/2/2020	8316	2621	SASSO, VALERIE	1351 E IRVING PARK RD, ITASCA, IL 60143	\$15,000.00	\$15.00		OL	CHANGING ANTENNAS; REMOVE OUTDATED EQUIPMENT FROM TOWER; ADDING FIBER TO REPLACE COAX	MAS TEC NETWORK SOLUTIONS LLC, 800 S DOUGLAS RD 12, CORAL GABLES, FL 33134	
10/5/2020	8317	NEW	TENNEY, JAMES	PO BOX 2576, BUCKHANNON, WV 26201	\$60,000.00	\$15.00		OL	656 SQ FT MOBILE HOME	TWIN OAKS HOME SALES INC, PO BOX 2340, BUCKHANNON, WV 26201	
10/5/2020	8318	2843	QUICK, CHARLES AND DEBRA	347 ZICKS RD, BUCKHANNON, WV 26201	\$5,000.00	\$15.00		CHECK	12' X 24' CABIN-STYLE OUTBUILDING	SELF	
10/5/2020	8319	1720	HOLLEN, GLEN AND DEBRA	3613 CLARKSBURG RD, BUCKHANNON, WV 26201	\$6,791.00	\$15.00		CHECK	REPLACE EXISTING TUB WITH ACRYLIC TUB BASE AND SURROUND WALL	OHIO BATH SOLUTIONS DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
10/5/2020	8320	4009	SHREVE, ALLEN	2639 BRUSHY FORK RD, BUCKHANNON, WV 26201	\$7,500.00	\$15.00		CASH	NEW SHINGLE ROOF	SUPERIOR ENVIRONMENTAL SERVICES, 538 COUNTRY CLUB RD, BUCKHANNON, WV 26201	
10/5/2020	8321	4010	SHREVE, ALLEN	2639 BRUSHY FORK RD, BUCKHANNON, WV 26201	\$7,500.00	\$15.00		CASH	NEW METAL ROOF	SUPERIOR ENVIRONMENTAL SERVICES, 538 COUNTRY CLUB RD, BUCKHANNON, WV 26201	
10/7/2020	8322	81113	CAMPBELL, RODNEY W	106 FOREVER LAUREL RD, ROCK CAVE, WV 26234	\$17,000.00	\$15.00		CHECK	POLE BUILDING	MARK ROSE, 8 GRANT ST, MORGAN, PA 15064	
10/5/2020	8323	10181	JEFFRIES, ABIGAIL AND DAVID	132 HOLLY GROVE RD, FRENCH CREEK, WV 26218	\$10,000.00	\$15.00		CHECK	10' X 14' ADDITION TO HOUSE BATHROOMS; METAL ROOF	SELF	
10/5/2020	8324	9011	JEFFRIES, ABIGAIL AND DAVID	132 HOLLY GROVE RD, FRENCH CREEK, WV 26218	\$40,000.00	\$15.00		CHECK	RENOVATE HOUSE	SELF	
10/6/2020	8325	81950	WILMOTH, JAMES	3810 KESLING MILL RD, BUCKHANNON, WV 26201	\$4,000.00	\$15.00		MONEYGRAM	STORAGE SHED MADE INTO HOME	SELF	
10/9/2020	8326	214	ROGERS, CONNIE	160 LOGANS LN, BUCKHANNON, WV 26201	\$5,500.00	\$15.00		CHECK	NEW METAL ROOF	SELF	
10/9/2020	8327	NEW	WAYTS, MITCHELL L AND ANGELA D	533 CENTERVILLE RD, ROCK CAVE, WV 26234	\$45,500.00	\$15.00		CASH	28' X 60' SINGLE WIDE TRAILER	MIDDLETOWN HOME SALES INC, 53 MIDDLETOWN RD, FAIRMONT, WV 26554	
10/13/2020	8328	81106	JACOBS TELECOMMUNICATIONS, INC	4209 CAROLINA AVE, RICHMOND, VA 23222	\$40,000.00	\$15.00		OL	INSTALL 6 ANTENNAS ON EXISTING CELL TOWER; PLACE OUTDOOR CABINET AND GENERATOR IN FENCED AREA	JACOBS TELECOMMUNICATIONS INC, 5449 BELLS FERRY RD, ACWORTH, GA 30102	

10/13/2020	8329	1376	STONE, GARY	72 FISHING CAMP RD, BUCKHANNON, WV 26201	\$500.00	\$15.00		CHECK	8' X 12' ROOF	SELF	FLOODPLAIN; ROOF ONLY
10/13/2020	8330	9856	RAMIREZ, CHERYL	2376 HEMLOCK RIDGE RD, TALLMANSVILLE, WV 26237	\$5,000.00	\$15.00		CHECK	INSTALLATION OF SEPTIC SYSTEM AND WATER TANK	SEPTIC SOLUTIONS & SERVICES INC, PO BOX 172, ADRIAN, WV 26210	
10/13/2020	8331	NEW	WILLIAMS, KAREN	6153 HALL RD, BUCKHANNON, WV 26201	\$120,000.00	\$15.00		CASH	28' X 56' NEW HOUSE	MIDDLETOWN HOME SALES INC, 8 COMMERCE DR, BUCKHANNON, WV 26201	
10/13/2020	8332	80966	NIXON, LIBBY, TOWER ENGINEERING PROFESSIONALS	10700 SIKES PLACE, SUITE 360, CHARLOTTE, NC 28277	\$15,000.00	\$15.00		OL	US CELLULAR WILL BE ADDING 6 ANTENNAS AND 6 RRUS AND REMOVING 6 ANTENNAS AND 6 RRUS TO EXISTING CELL TOWER	SAC WIRELESS LLC, 540 W MADISON , 9TH FLOOR, CHICAGO, IL 60661	
10/13/2020	8333	6414	CHAPMAN, DON	1129 MORNINGSTAR LN, FAIRMONT, WV 26554	\$1,000.00	\$15.00		CHECK	REPLACE WINDOWS; REPAIR SIDING AND FLOOR; INSTALL ELECTRIC; PAINT STRUCTURE	SELF	
10/13/2020	8334	NEW	MESSENGER, SCOTT	467 LITTLE PECKS RUN RD, VOLGA, WV 26238	\$10,000.00	\$15.00		CHECK	960 SQ FT TRAILOR	SELF	
10/15/2020	8335	6495	CHIDESTER, DALE	606 HICKORY FLAT RD, BUCKHANNON, WV 26201	\$4,170.00	\$15.00		MONEYGRAM	10' X 20' SIDE PORCH	SELF	

TOTAL	TOTAL	TOTAL
\$750,161.00	\$360.00	\$0.00

**UPSHUR COUNTY BUILDING PERMITS**  
**OCTOBER 16, 2020 - OCTOBER 31, 2020**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	
10/16/2020	8336	720	YODERS, JAMES JOSEPH	339 POST RD, BUCKHANNON, WV 26201	\$8,000.00	\$15.00		CHECK	GARAGE	SELF	
10/19/2020	8337	607	GROAH, MIKE	1301 CLARKSBURG RD, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CHECK	METAL ROOF	APPALACHIAN RENOVATIONS, 2742 FRENCHTON RD, FRENCH CREEK, WV 26218	
10/19/2020	8338	10559	JOHNS, NELSON W	45 KOERT LAND RD, BUCKHANNON, WV 26201	\$2,000.00	\$15.00		CASH	BACK PORCH; FRONT PORCH; GUTTERS	SELF	
10/19/2020	8339	7587	PHIPPS, PATRICK A	1606 INDIAN CAMP RD, FRENCH CREEK, WV 26218	\$1,500.00	\$15.00		CHECK	12' X 30' FRONT PORCH; REMOVE REAR UPPER DECK AND REPLACE WITH ROOF FOR LOWER DECK	SELF	
10/19/2020	8340	10937	JOHNSTON, MIKE	2491 HOLLY GROVE RD, ROCK CAVE, WV 26234	\$10,000.00	\$15.00		CHECK	24' X 40' GARAGE	SELF	
10/22/2020	8341	9765	LOUDIN, CHARLES	93 SWALLOWTAIL LN, TALLMANSVILLE, WV 26237	\$3,500.00	\$15.00		CASH	10' X 25' DECK	SELF	
10/26/2020	8342	9264	CARPENTER, RICHARD	1110 EVERGREEN RD, FRENCH CREEK, WV 26218	\$300.00	\$15.00		CASH	12' X 12' TOOL SHED	SELF	
10/27/2020	8343	NEW	TOOTHMAN, DARELL	162 SILVER MAPLE LN, BUCKHANNON, WV 26201	\$30,000.00	\$15.00		CHECK	16' X 24' ONE BEDROOM GUEST HOUSE	SELF	

10/27/2020	8344	1205	CASADA, PATRICK	7 MOURNING DOVE LN, BUCKHANNON, WV 26201	\$1,000.00	\$15.00		CHECK	4' X 5' PANTRY	SELF	
10/27/2020	8345	1817	GONZALEZ, PATRICK	7640 CLARKSBURG RD, VOLGA, WV 26238	\$10,000.00	\$15.00		OL	MOBILE HOME	SELF	
10/29/2020	8346	NEW	WILLIAMS, WILLIAM	2253 CHERRY FORK RD, CRAWFORD, WV 26343	\$50,000.00	\$15.00		OL	32' X 60' HOUSE; DRIVEWAY	SELF	
10/29/2020	8347	7036	RAMIREZ, RIGOBERTO	226 RED KNOB RD, BUCKHANNON, WV 26201	\$15,000.00	\$15.00		CHECK	25' X 60' DETACHED GARAGE	SELF	
10/30/2020	NEW	8348	TENNEY, DONALD SR	89 STERLING AVE, PAINSVILLE, OH 44077	\$10,000.00	\$15.00		CHECK	CABIN / SHED	SELF	

<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL</b>
<b>\$151,300.00</b>	<b>\$195.00</b>	<b>\$0.00</b>

<b>GRAND PROJECT TOTAL</b>	<b>GRAND BP TOTAL</b>	<b>GRAND FP TOTAL</b>
<b>\$901,461.00</b>	<b>\$555.00</b>	<b>\$0.00</b>



**Federal Communications Commission  
Washington, DC 20554**

39

**Informational Notice of Section 106 Filings**

Date: 10/28/2020  
Reference Number: 1121804

Carrie Wallace  
Upshur County Commission  
Upshur County Administrative Annex  
91 West Main Street, Suite 101  
Buckhannon, WV 26201



The following Section 106 filing has been withdrawn:

FILE NUMBER: 0008710386  
TCNS Number: 179300  
Purpose: New Tower Submission Packet

Notification Date: 7AM EST 10/26/2020

Applicant: Atlantic Coast Pipeline, LLC  
Consultant: Environmental Resource Management (ERM)  
Positive Train Control Filing Subject to Expedited Treatment Under Program Comment: No  
Site Name: MLV03  
Site Address: West of Democrat Ridge Road  
Detailed Description of Project:  
Site Coordinates: 38-50-50.3 N, 080-08-36.6 W  
City: Tallmansville  
County: UPSHUR  
State: WV  
Lead SHPO/THPO: West Virginia Division of Culture & History

**Consultant Contact Information:**

Name: Emily Laird 481  
Title:  
PO Box:  
Address: 3300 Breckinridge Boulevard  
Suite 300  
City: DULUTH  
State: GA  
Zip: 30096  
Phone: (678) 781-1370  
Fax: (678) 781-4470  
Email: telecoms@erm.com

**NOTICE OF FRAUDULENT USE OF SYSTEM, ABUSE OF PASSWORD AND RELATED MISUSE**

Use of the Section 106 system is intended to facilitate consultation under Section 106 of the National Historic Preservation Act and may contain information that is confidential, privileged or otherwise protected from disclosure under applicable laws. Any person having access to Section 106 information shall use it only for its intended purpose. Appropriate action will be taken with respect to any misuse of the system.



**Federal Communications Commission  
Washington, DC 20554**

**Informational Notice of Section 106 Filings**

Date: 10/28/2020  
Reference Number: 1121614

Carrie L Wallace  
Upshur County Commission  
91 West Main Street  
Suite 101  
Buckhannon, WV 26201



The following Section 106 filing has been withdrawn:

FILE NUMBER: 0008694162  
TCNS Number: 179297  
Purpose: New Tower Submission Packet

Notification Date: 7AM EST 10/23/2020

Applicant: Atlantic Coast Pipeline, LLC  
Consultant: Atlantic Coast Pipeline, LLC  
Positive Train Control Filing Subject to Expedited Treatment Under Program Comment: No  
Site Name: MLV02  
Site Address: North of the int.of Right Branch of Brushy Fork and Fink Run  
Detailed Description of Project:  
Site Coordinates: 38-59-54.5 N, 080-17-21.1 W  
City: Buckhannon  
County: UPSHUR  
State: WV  
Lead SHPO/THPO: West Virginia Division of Culture & History

**Consultant Contact Information:**

Name: Rick Weeks  
Title:  
PO Box:  
Address: 5000 Dominion Boulevard  
City: Glen Allen  
State: VA  
Zip: 23060  
Phone: (804) 347-0623  
Fax:  
Email: richard.f.weeks@dominionenergy.com

**NOTICE OF FRAUDULENT USE OF SYSTEM, ABUSE OF PASSWORD AND RELATED MISUSE**

Use of the Section 106 system is intended to facilitate consultation under Section 106 of the National Historic Preservation Act and may contain information that is confidential, privileged or otherwise protected from disclosure under applicable laws. Any person having access to Section 106 information shall use it only for its intended purpose. Appropriate action will be taken with respect to any misuse of the system.



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: September 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	123660	124041.8	381.8	23.03
					0	
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			GRAND TOTALS		381.8	23.03



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Sept. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2008 Toyota Tundra	5TBBV541B8551	86,647	87,242	595	16.59
Chris Alkire		4917			0	15.61
Terry Boyd					0	17.50
Loretta Krone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					595	49.7 0

# UPSHUR

County, West Virginia

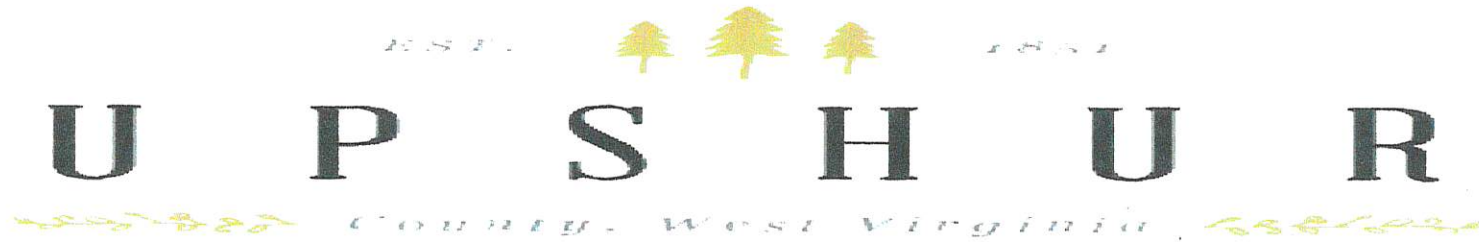
## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Sept. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2019 Ford F-250	1FDBF2B69KEC81	6129		385	0
Chris Alkire		902		6514		0
Terry Boyd						20.8
Louella Krone						36.3
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					385	47.1 0



# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Sept. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2010 Ford F-150	1ETFWIEVIAFC7	111859	112206	347	0 25
Chris Alkire		9153			0	
Terry Boyd					0	
Loretta Korne					0	
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					347	0 25 0

Sep-20

UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

45

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
DAVE COFFMAN - 900	2020 Ford Explorer		N/A	N/A	N/A	N/A
MIKE KELLEY - 901	2016 Ford Explorer	1FM5K8AR8GGB44629	81187	83252	2065	83.9
MARK DAVIS - 902	2016 Ford Explorer	1FM5K8AR0GGB43426	78656	80412	1756	96.1
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	92530	94460	1930	119
THERON CAYNOR - 905	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	63623	64008	385	26.4
DEWAINE LINGER - 906	2019 Ford Explorer	1FM5K8AR5KGA29379	25481	26254	773	54.75
Rodney Rolenson - 907	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	42465	43467	1002	96
TYLER GORDON - 908	2019 FORD TAURUS	1FAHP2M104KG102939	8024	8953	871	55
DAN BARCUS - 909	2020 Ford Explorer	1FM5K8AB0LGA20111	10366	12565	2199	141
COLE BENDER - 912	2017 Ford Taurus	1FAHP2MK5HG119855	48082	50269	2031	138.8
BOBBY HAWKINS - 916	2010 FORD CROWN VICTORIA	2FABP7BV2AX1006	117210	118775	1565	93
Jason Kniceley - 930	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	17124	17900	776	
RODNEY ROLINSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
Dakota Linger - 913	2014 Ford Explorer	1FM5K8AR9EGA71008	54418	54945	527	57.5
Adam Gissy - 903	Board of Education owns this vehicle		41921	42613	692	38.30
Austin Nestor - 914	Dodge Charger	2B3AA4CT9AH269160	120085	120137	52	10.20
		GRAND TOTAL			15848	1009.95
<b>Additional Vehicles</b>						
	2005 Yamaha ATV	5Y4MO4Y55A013912				
	2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912				
	2005 HMS Transport Traller	5HABH20265N049282				
	2010 Ford Expedition	1FMJU1G50AEB66213	Gave to 911			
	2001 Ford Explorer	1FMZV72ZE41ZA57159	Sold July 2019			
	2006 Fleetwood Mallard	1EF1B3020364011090	Selling			
	2006 Speed Trailer	5F15S091761003152				
	*2012 Ford Expedition	1FMJU1G50CEF29483				
	*S.W.A.T. 1991 International	1HTSLNEMOMH337402	Selling			
	2008 Ford Crown Victoria	2FAFP71V88X123105	Sold Dec. 2017			
	2010 Ford Expedition	1FMJU1G52AEB6621	Selling			

County, West Virginia

# MONTHLY MILEAGE LOG

Am

Sept. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Emilio Bennell	ATM/BP/Fluor	1DCHB38F01F502121	71288	71610	0	10.13
					0	10.83
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		322	28.96



4 5 4 6

# U P S H U R

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT:

MONTHLY  
Comm Corrections

MONTH / YEAR:

Sept 2020

[illegible]

# U P S H U R

## UPSHUR COUNTY COMMISSION MONTHLY MILEAGE LOG

Department: Dog Pound

Oct-20

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,297	103,300	3	
Shop	F250 Ford Truck	1FTSX21598EB86131	103,300	103,338	38	
GRAND TOTALS					41	0

**Notice of Meeting**  
Buckhannon-Upshur Parks and Recreation Advisory Board

\*\*\*\*\*

Location: Pavilion Upshur County Park Date: November 9, 2020

Time: 5:30 PM

PLEASE NOTE MEETING WILL BE AT THE Pavilions located at the Upshur County Park

**Agenda**

1. Call meeting to order.
2. Approve September minutes
3. Financial report
4. Update on Rt. 20 sign
5. Update of the trail's fundraiser
6. Discussion on the proposal to the Board of Education for use of property for 2nd kiosks, gravel lot, upper gravel lot and disk golf.

Public comment

Adjournment

Thank you so much for all that you do for Upshur County parks and recreation.

Next Meeting: 5:30 PM, December 14th.

In compliance with West Virginia's Public Meeting Law, the 26<sup>th</sup> Judicial Circuit Community Corrections Program special board meeting will be held November 9, 2020 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

## **COMMUNITY CORRECTIONS**

### **Board Meeting Agenda**

**November 9, 2020**

**Upshur County Day Report Center 6:00 P.M.**

#### **I. Handouts**

- Sign in sheets
- Agenda, Previous Meeting Minutes
- Budget report

#### **II. New Business**

- 1) Batterer's Intervention Prevention Class Update
  - Upshur/Lewis- 0 referrals still no facilitator
- 2) Home Confinement Update- Lewis- 8 Upshur-28
- 3) Community Corrections Update
  - Referrals received since July 1, 2020 Upshur-16 Lewis-23 Total- 39
  - Case Manager update hired Cory Elliott
  - Request to increase employees rates of pay
  - New vehicle update

#### **III. Next Meeting**

- **January 11, 2021 at the Lewis County Day Report Center at 6:00 P.M.**



## Notice of Monthly Meeting Upshur County Farmland Protection Board

\*\*\*\*\*

Location: West Virginia Farm Bureau Office  
1 Red Rock Road, Buckhannon, WV

Date: November 11, 2020

Time: 1:15 p.m.

### AGENDA

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: October 2020

BUSINESS ITEMS – Discussion/Update/Action

- Locally important soils – Update from John – Letter sent to State Conservationist
- Review/Approve Hicks monitoring report
- Queen easement – Status update
- Ranking Sheet – Review Mineral Rights section for changes
  - 8. 50 points max - Mineral Rights - CURRENT
    - 1. Mineral rights owned by landowner 50
    - 2. Mineral rights severed – subordination possible 10
    - 3. Mineral rights severed – subordination not possible 0
  - 8. 50 points max - Mineral Rights - SUGGESTED
    - 1. Mineral rights owned by landowner/not leased 40
    - 2. Mineral rights owned by landowner/leased 10
    - 3. Mineral rights severed – subordination possible 10
    - 4. Mineral rights severed – subordination not possible 0

FINANCIAL MATTERS – Discussion/Update/Action

- FY20 Financial Spreadsheet / Financial Report
- Payment of Bills / Invoices ---
  - o Saddleback Services

OTHER BUSINESS –

DATE OF NEXT MEETING

ADJOURNMENT

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
October 5, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Monday, October 5, 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 six (6) customers were present.

**APPROVAL OF MINUTES**

Minutes of September 1, 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

**KJ WOODY – FUTURE DEVELOPMENT**

KJ Woody attended to discuss a future development and was given several options since he is not quite ready to begin this development yet. He will be working with another potential customer to lay a bigger line that could be used for this development in the future.

**DON BENNETT – MIDDLE FORK CAMPGROUND**

Don Bennett ask to be put on the agenda but was a no show.

**PHASE III EXTENSION PROJECT**

Fifth Draw Request from LJDC 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

**Elkins Road Public Service District  
Board of Directors' Regular Meeting  
October 5, 2020**

**PHASE III EXTENSION PROJECT (continued)**

Amanda Sutphin, engineer with Chapman Technical, was called and attended our meeting via phone to give progress reports on contractors. Contract 2 is basically completed (tanks refurbishing inside and out) except for a few touch ups and repairs.

Contract 3 has almost completed another road and is preparing to pressure test line and get bac-ts taken in the next couple of days.

Contract 4 has laid line on several roads, made several hot taps and has pressure tested lines on one road and part of another.

Samples were dropped off at the meeting for the Board and staff to start picking colors for the new PSD office building.

**ADDITIONAL GUESTS NOT ON AGENDA**

Jack Marteney once again attended our meeting to discuss the hydrant beside his driveway. He stated after talking with Public Service Commission and contemplating getting a lawyer he has decided to just let us replace the hydrant since it is too expensive to move it.. He ask when it would be replaced and Board said as soon as we can get it ordered and installed.

**MAINTENANCE**

Dave Wamsley, System Operator, discussed the September 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. Dave will be reading meters for October's billing. Also hopes to get system off temporary tanks and back online with all of our regular tanks this week.

There being no further business, the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater. Meeting adjourned at 6:35 p.m.

The next meeting will be held on Tuesday, November 3, 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  
October 5, 2020

Approved By:

  
Board Chair/ Treasurer  
Carey Wagner

  
Secretary  
Larry Heater

  
Board Member  
Sonny Matthews

Note: Recorded Meeting