

## 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: December 3, 2020
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:
- 2020 Board of Assessment Appeals (BOAA) meeting minutes
  - 2020 General Election Canvassing minutes
  - November 19, 2020
- 9:05 a.m. Certification of Election Results
- 9:15 a.m. Discuss Gardner Case Number 010920-01 (Warren Tax District – Tax Map 8D – Parcel Number 12,13,14) The Order Setting Forth Findings of Fact and Conclusions of Law entered on October 1, 2020, provided the property owners with sixty (60) calendar days to take corrective action with respect to the property at issue. \*
- 9:30 a.m. Discuss Riffle Case Number 61319-02 (Banks Tax District – Tax Map 3P – Parcel Number 20.1) The Order Setting Forth Findings of Fact and Conclusions of Law entered on November 19, 2020, provided the property owners with fourteen (14) calendar days to store or remove and properly dispose of any unlicensed vehicles owned by the property tenants. \*

### Items for Discussion / Action / Approval:

1. Correspondence from Governor Jim Justice announcing the Victims of Crime Act (VOCA) Grant Award in the amount of \$37,815 to be used to provide direct services to crime victims in Upshur County. Approval for Terry B. Cutright, Commission President, to sign the Contract Agreement, Revised Standard and Federal Conditions and Assurances, Certifications and Resolution for this grant award. \* Page 5-28
2. Correspondence from Sheriff David H. Coffman requesting approval to hire Kirsten D. Howes as a fill-in Court Security Officer. Upon approval, Ms. Howes will begin employment on December 6, 2020 at the pay wage rate of \$11 per hour. Due to her current position as a COVID-19 sanitation employee, all hours accrued in this position will be counted towards her 1040 allowable hours per year. \* Page 29  
*Item may lead to Executive Session per WV Code §6-9A-4*
3. Correspondence from Sheriff David H. Coffman requesting approval to transfer Amber Powers from fill-in Court Security Officer to part-time Court Security Officer. Upon approval, the change in employment will be effective December 6, 2020 at her current pay wage rate of \$11 per hour. \* Page 30  
*Item may lead to Executive Session per WV Code §6-9A-4*
4. Approval of Lewis–Upshur Animal Control Facility Volunteer Savanna Kay King. \* Under separate cover

5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

**For Your Information:**

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

1. Notice from the City of Buckhannon Waste Collection Board providing notification of amended rates, effective January 1, 2021. Page 31-32
2. Tennerton Public Service District Operating Budget for July 1, 2020 through June 30, 2021. Page 33-34
3. Assessor's Certificate of Compliance from Kent A. Leonhardt, Commissioner of Agriculture, regarding Dustin Zickefoose's completion of the Farm Census of 2020, satisfactorily complying with the requirements of the Farm Statistics Law and being eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia. Page 35
4. Upshur County Fire Board, Incorporated Financial Statements and Independent Auditor's Report for the fiscal year ended June 30, 2020. Under separate cover
5. WV Secretary of State 2020 HAVA CARES Act Sub-Grant Application and required statements and supporting documentation for the reimbursement of additional election expenses related to COVID-19. The reimbursement request is in the amount of \$10,104.18. Page 36-38
6. Correspondence from Governor Jim Justice approving a Justice Assistance Grant (JAG) award in the amount of \$15,000 to be utilized to support the position of the Prevention Resource Officer. Page 39
7. Upshur County Sheriff's Financial Statement for period ending October, 2020 Page 40-41
8. Lewis-Upshur Animal Control Facility Reports for the month of October, 2020 Page 42-46
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
9. Upshur County Mileage Reports – October, 2020 Page 47-57
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
10. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:

• Buckhannon-Upshur Airport Authority	November 9, 2020	<u>Page 58</u>
• Upshur County Fire Board, Inc.	November 17, 2020	<u>Page 59</u>
• Upshur County Public Library	November 18, 2020	<u>Page 60</u>
• Elkins Road PSD	December 1, 2020	<u>Page 61</u>
• City Council of Buckhannon	December 3, 2020	<u>Page 62</u>

c) Meeting Minutes:

• Upshur County Safe Structures and Sites Enforcement Board	August 20, 2020	<u>Page 63-64</u>
• Upshur County Fire Board	October 20, 2020	<u>Page 65</u>
• Upshur County Public Library Board of Trustees	October 21, 2020	<u>Page 66-68</u>

d) Meetings:

• 12/08/20	5:00 p.m.	Elkins Road PSD
• 12/01/20	4:00 p.m.	Hodgesville PSD
• 12/03/20	7:00 p.m.	Banks District VFD
• 12/03/20	7:00 p.m.	City Council of Buckhannon
• 12/03/20	7:00 p.m.	Selbyville VFD
• 12/14/20	12:00 p.m.	Upshur County Family Resource Network
• 12/14/20	4:30 p.m.	Upshur County Solid Waste Authority
• 12/14/20	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 01/11/21	6:00 p.m.	Lewis-Upshur Community Corrections Board – Lewis Co.
• 12/08/20	7:30 p.m.	Adrian VFD
• 01/07/21	6:00 p.m.	Buckhannon-Upshur Board of Health
• 01/20/21	7:00 a.m.	Upshur County Development Authority – Full Board
• 12/09/20	12:00 p.m.	Upshur County Senior Center Board
• 12/09/20	3:00 p.m.	Upshur County Conventions & Visitors Bureau
• 12/09/20	7:00 p.m.	Warren District VFD
• 12/03/20	3:00 p.m.	Adrian PSD
• 12/09/20	3:00 p.m.	Tennerton PSD
• 12/17/20	3:00 p.m.	Upshur County Safe Sites & Structures Enforcement Board
• 12/10/20	7:30 p.m.	Buckhannon VFD
• 12/14/20	4:00 p.m.	Buckhannon Upshur Airport Authority
• 12/17/20	6:30 p.m.	Upshur County Youth Camp Board
• 12/13/20	6:00 p.m.	Washington District VFD
• 12/21/20	12:00 p.m.	Buckhannon-Upshur Chamber of Commerce
• 12/16/20	4:00 p.m.	Upshur County Public Library Board
• 12/18/20	10:00 a.m.	Wes-Mon-Ty Resource Conservation & Development Council
• 12/15/20	6:30 p.m.	Upshur County Fire Board, Inc.
• 11/24/20	5:00 p.m.	UC Enhanced Emergency Telephone Advisory Board
• 12/09/20	7:00 p.m.	Ellamore VFD
• 12/16/20	12:00 p.m.	Lewis Upshur LEPC
• 12/09/20	1:15 p.m.	Upshur County Farmland Protection Board – Special Meeting
• 12/28/20	7:00 p.m.	Upshur County Fire Fighters Association
• 12/09/20	6:00 p.m.	Buckhannon River Watershed Association - Farm Bureau
• 12/28/20	10:00 a.m.	Mountain CAP of WV, Inc., a CDC

11. 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  
December 10, 2020 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission Meetings scheduled for December 24<sup>th</sup> and December 31<sup>st</sup> have been CANCELLED\*\***



*Jim Justice*  
*Governor of West Virginia*



November 17, 2020

The Honorable Terry B. Cutright  
President  
Upshur County Commission  
91 W. Main St., Suite 101  
Buckhannon, WV 26201

Dear Commissioner Cutright:

I am pleased to inform you that I have approved a Victims of Crime Act (VOCA) Victim Assistance grant award to the Upshur County Commission, in the amount of \$37,815.00. This grant will fund staff in the Upshur County Prosecuting Attorney's Office to provide direct services to crime victims in Upshur County.

Please let me know if our Division of Administrative Services, Justice and Community Services Section staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Justice".

Jim Justice  
Governor

JJ/anm

c: Bryan S. Hinkle





JEFF S. SANDY, CFE, CAMS  
CABINET SECRETARY

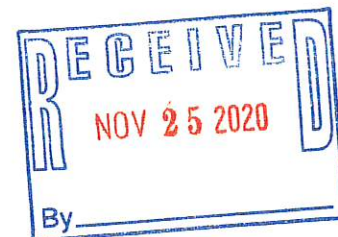
State of West Virginia  
Department of Homeland Security  
Division of Administrative Services  
Justice and Community Services

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



MICHAEL W. CUTLIP  
ACTING DIRECTOR

November 18, 2020



The Honorable Terry Cutright  
President  
Upshur County Commission  
91 W. Main St., Suite 101  
Buckhannon, WV 26201

**Re: Approved Funding** – \$37,815.00  
Victims of Crime Act (VOCA) Grant  
Project Number: 18-VA-057

Dear Commissioner Cutright:

Congratulations on your recent award for a Victims of Crime Act (VOCA) Grant Award. Enclosed you will find:

- A Contract and Resolution
- A Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements;
- Revised Standard and Federal Conditions and Assurances;
- 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,

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 **December 4, 2020**.

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, Ext. 22408, or via email at [Sydney.M.Cavender@wv.gov](mailto:Sydney.M.Cavender@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,

  
Sydney M. Cavender  
Justice Program Specialist

SMC/anm  
C: Bryan Hinkle  
Grant File (*all attachments*)



**GRANT CONTRACT AGREEMENT**  
**BETWEEN**  
**DIVISION OF ADMINISTRATIVE SERVICES**  
**JUSTICE AND COMMUNITY SERVICES SECTION**  
**AND**  
**Upshur County Commission**  
**18-VA-057**

This **AGREEMENT**, entered into this **18<sup>th</sup> Day of November 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 Victims of Crime Act (VOCA) Program Funds from the United States Department of Justice, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds: **This grant will fund staff in the Upshur County Prosecuting Attorney's Office to provide direct services to crime victims 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 **October 1, 2020** and shall continue those services/activities until **September 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 **\$37,815.00** 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 not** 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 W. Main St., 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**

**RESOLUTION**

The **Commission** of **Upshur County** met on \_\_\_\_\_ (date)  
with a quorum present and passed the following resolution.

Be it resolved that the **Commission** hereby authorizes **Terry Cutright, President**  
of **Upshur County Commission** to act on its behalf to enter into a contractual agreement  
with the Division of Administrative Services, Justice and Community Services section to  
receive and administer grant funds pursuant to provisions of the Victims of Crime Act  
(VOCA) grant program.

Signed: \_\_\_\_\_

County Clerk



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE & COMMUNITY SERVICES SECTION  
STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019

Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

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

Justice and Community Services Section  
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. At the sole discretion of JCS, this grant can be based on a "reimbursement bases" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
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 if applicable.
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.

**6. SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that 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;
- 60 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the JCS High Risk Assessment; or
- Any other cause shown.

**7. 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 funding for that month is forfeited and may not be recouped or remedied;
- Cancellation, termination or suspension of the contract, in whole or in part;
- Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
- If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
- If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
- If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
- Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

**8. ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. 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. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources; further, funds received on an upfront basis from JCS for one program may not be comingled with funds received on an upfront basis for another JCS program.

9. **REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS requires necessary to the execution of monitoring, stewardship, and evaluation of programmatic and fiscal responsibilities.
10. **WRITTEN APPROVAL OF CHANGES:** The grantee must obtain prior written approval from JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
11. **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.
12. **USE OF FUNDS:** Funds awarded through JCS may be expended only for the purposes and activities specifically covered by the grantee's approved project scope and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.
13. **ALLOWABLE AND UNALLOWABLE COSTS:** Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards, state guidelines, and federal guidelines pursuant to the specific grant program.
14. **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 another agency. See 148CSR1 of the West Virginia State Code.
15. **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 for grant funds by JCS. 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.
16. **MATCHING CONTRIBUTION:** The grantee will have available, and will expend as required, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by JCS. 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 as grant funds for this program. All grantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. **TIME EXTENSIONS:** In general, time extensions will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
18. **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.
19. **TRANSFER OF FUNDS PROHIBITION:** The grantee is expressly prohibited from transferring funds between any JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS reserves the right to require training as a condition of the grant before or at any time during the project period.
21. **PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:** To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.
22. **MARKING OF EQUIPMENT:** Grantee will ensure that all equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by Justice and Community Services."
23. **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 the property is not being used in accordance with terms of the grant, said property will revert to JCS.
24. **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. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.
26. **PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, 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 regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

27. **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.
28. **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 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. §20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(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 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and 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 Justice and Community Services Section.
29. **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.
30. **LOBBYING:** Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.
31. **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 as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11).
32. **FREEDOM OF INFORMATION ACT:** 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, juvenile sensitive, or personal 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 federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

33. **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.
34. **SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:** The grantee must 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 Section (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 Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS logo without written permission.
35. **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.

As well as, 101CSR1 of the West Virginia code. This includes, but is not limited to, completing the annual WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

- 36. COLLABORATION W/OTHER FEDERAL 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.
- 37. USE OF DATA/EXCHANGE OF INFORMATION:** 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 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.
- 38. 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.
- 39. EQUAL EMPLOYMENT OPPORTUNITY PLAN:** The grantee will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR) and JCS. 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 EEO Certification form and, if required, an EEO Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.
- 40. 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.

41. **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.
42. **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.). Please reference West Virginia Code § 29-6-20 for state restricted activities.
43. **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 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).

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

Authorized Official [please print]: \_\_\_\_\_

Authorized Official Signature: \_\_\_\_\_

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



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE & COMMUNITY SERVICES SECTION  
FEDERAL STANDARD CONDITIONS & ASSURANCES**

Effective: July 23, 2019

Revision History: N/A

All correspondence to the Division of Administrative Services, Justice and Community Services Section (JCS), which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301-1323

1. **CONSULTANT RATES:** Consultant rates in excess of \$650 per day, or \$81.25 per hour, require prior approval by JCS and DOJ is applicable prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.
2. **FRAUD, WASTE & ABUSE:** Reporting potential fraud, waste, and abuse, and similar misconduct. The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the Department of Justice (DOJ) Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.
3. **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.
4. **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>.

5. **PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:** Grantee must support public safety and justice information sharing. This grantee is required to use the Global Justice Data Model specifications and guidelines of this 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).
6. **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. (2CFR Part 200 or OMB Circular A-133 – for further information go to OMB Uniform Guidelines at:

[https://search.whitehouse.gov/search?affiliate=wh&form\\_id=usasearch\\_box&query=Indirect+Costs](https://search.whitehouse.gov/search?affiliate=wh&form_id=usasearch_box&query=Indirect+Costs)

§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.

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.

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 sub-recipient, approves in advance a program-specific audit.

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).

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



Jeffersonville, IN 47132

7. **CONFIDENTIALITY OF RESEARCH INFORMATION:** 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).
8. **OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:** Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the DOJ/OJP Financial Guide.
9. **CENTRAL CONTRACTOR REGISTRATION:** Grantee agrees to register with the System for Grants Management (SAM) at [www.sam.gov](http://www.sam.gov) and provide documentation to JCS with application for funding.
10. **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 with application for funding.
11. **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.
12. **COMPLIANCE WITH FEDERAL PROCEDURES:** Grantee assures compliance with the following where applicable:
  - Part 11, Applicability of Office of Management and Budget Circulars.
  - Part 18, Administrative Review Procedures.
  - Part 20, Criminal Justice Information Systems.
  - Part 22, Confidentiality of Identifiable Research and Statistical Information.
  - Part 23, Criminal Intelligence Systems Operating Policies.
  - Part 30, Intergovernmental Review of Department of Justice Programs and Activities
  - Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures
13. **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, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and

Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines:

National Environmental Policy Act of 1969 (NEPA).

National Historic Preservation Act of 1966.

Flood Disaster Protection Act of 1973.

Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.

Control Act Amendments of 1972.

Safe Drinking Water Act.

Endangered Species Act of 1973.

Wild and Scenic Rivers Act.

Fish and Wildlife Coordination Act.

Historical and Archaeological Data Preservation.

Coastal Zone Management Act of 1979.

Animal Welfare Act of 1970.

Impoundment Control Act of 1974.

Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.

Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended

Death in Custody Act of 2000.

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

**Authorized Official [please print]:** \_\_\_\_\_

**Authorized Official Signature:** \_\_\_\_\_

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



## CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEO) 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:**

- ☐ Recipient has less than fifty employees.      ☐ Recipient is an Indian tribe.      ☐ Recipient is a medical institution.
- ☐ Recipient is a nonprofit organization.      ☐ Recipient is an educational institution.      ☐ 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 EEO 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.





## 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

29

**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

December 3, 2020

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

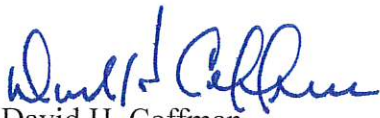
Dear Commissioners:

I respectfully request your approval to hire Kirsten Danielle Howes as a fill-in Court Security Officer. A background check has been completed for this applicant.

Since this is a fill-in position, no additional funding will be needed than what has already been included in the Court Security Budget. Upon approval, Mrs. Howes will begin employment on December 6, 2020 at a rate of \$11.00/hour.

Thank you for your consideration and support.

Respectfully,



David H. Coffman  
Sheriff  
Upshur County

# Upshur County Sheriff's Office

30

**DAVID H. COFFMAN, SHERIFF**

**Heather D. Parke**

Chief Deputy  
Tax Division

38 W. Main Street, Room 101 • Buckhannon, WV 26201  
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**Michael R. Kelley**

Chief Deputy  
Law Enforcement

December 3, 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 transfer Amber Powers from a fill-in Court Security Officer to a part-time Court Security Officer.

Upon approval, Ms. Powers will begin part-time employment on December 6, 2020 at a the same rate of \$11.00/hour.

Thank you for your consideration and support.

Respectfully,



David H. Coffman  
Sheriff  
Upshur County



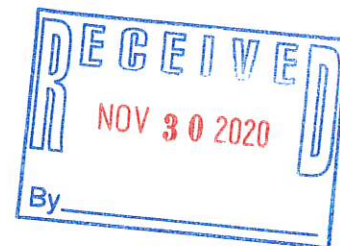
# WASTE COLLECTION BOARD CITY OF BUCKHANNON

70 E Main St  
Buckhannon, WV 26201

Phone: 304-472-1430

November 25, 2020

UPSHUR CO COMMISSION  
38 W MAIN ST  
BUCKHANNON, WV 26201



Waste Collection Customer:

The City of Buckhannon Collection Waste Board ("Board"), operating under Certificate No. P.S.C.M.C. F-6137, elects to avail itself of the provisions of House Bill 4587, West Virginia Code 24A-5-2a(d), and amend its rates to reflect an inflation factor of 1.0358 effective January 1, 2021, which represent an increase of 3.58%.

The Board will comply with the provisions of West Virginia Code 24A-5-2a(a) in the implementation of the inflation factor.

RATES - 3.58% increase effective January 1, 2021

### **Residential Customers:**

Up to two 30-gallon containers or one Waste Collection issued polycart per week

	Pre Jan 1, 2021	Jan 1, 2021
Within Corporation Limits	\$17.60	\$18.23 month
Outside Corporation Limits	\$19.70	\$20.41 month

Additional containers in excess of two 30-gallon containers or one Waste Collection issued polycart, must purchase additional tags at City Hall

\$1.80	\$1.86 per bag
--------	----------------

Residential Recycle Items –

Pickup service available only to residents within corporation limits      No Charge

Drop off at Mudlick facility      No Charge

### **Commercial Customers:**

Up to three 30-gallon containers or one Waste Collection issued polycart per week

Within Corporation Limits	\$25.25	\$26.15 month
Outside Corporation Limits	\$29.45	\$30.50 month

Additional containers in excess of three 30-gallon containers or one Waste Collection issued polycart, must purchase additional tags at City Hall.

\$1.80	\$1.86 per bag
--------	----------------

Commercial Recycle Items – pickup.

Service available only to commercial customers with volume exceeding five containers per week.

Per container	\$1.08	\$1.12
---------------	--------	--------

Drop off at Mudlick facility      No Charge

General Information about your waste collection service:

Garbage must be set out the night before your regular service day.

All garbage must be in a sealed bag or container. Do not place loose trash in residential cans or polycarts.

Holidays:

The Waste Collection Department observes the following holidays:

New Year Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Garbage service will operate on a one-day delay following these holidays.

Location:

The Billing office is located in City Hall at 70 E Main St, Buckhannon, WV 26201

The Transfer Station and Recycling Center is located at 380 Mudlick Rd, Buckhannon, WV 26201

Phone Numbers:

Waste Collection Billing Office 304-472-1430

Waste Collection Garage 304-472-4443

Recycling Center 304-472-8949

Bulky Goods pickup:

Your residential service includes monthly removal of oversized items and must be scheduled prior to pickup. Bulky Goods pickup will occur the 2<sup>nd</sup> Friday of each month and must be scheduled two days in advance by calling the office at 304-472-1430. Bulky goods pickup is limited to four items per month. Construction items are not eligible for bulky goods pickup.

You may purchase tags for additional garbage at the office.

Bill Payment:

Online at [www.municipalonlinepayments.com/buckhannonwv](http://www.municipalonlinepayments.com/buckhannonwv)

Phone – 1-866-933-4026 (24 hour service)

In Person or by Mail – City Hall, 70 E Main St, Buckhannon, WV 26201



TENNERTON PUBLIC SERVICE DISTRICT  
PO BOX 437  
BUCKHANNON, WV 26201

OPERATING BUDGET

JULY 1, 2020 THRU JUNE 30, 2021

<u>INCOME</u>	<u>BUDGET</u>
INTEREST INCOME	2000.00
PENALTIES	9,500.00
RESIDENTIAL SEWER REVENUE	384,318.00
COMMERCIAL SEWER REVENUE	93,304.00
INDUSTRIAL & PUBLIC SEWER REVENUE	117,801.00
OTHER REVENUE	8000.00
<b>TOTAL RECEIPTS</b>	<b>\$614,923.00</b>
 <u>EXPENSES</u>	
PSC ASSESSMENT FEES	1,200.00
INTEREST EXPENSE	58,590.00
AMORTIZATION EXPENSE	1,596.00
BOARD MEMBER FEES	5,700.00
SEWER TREATMENT PURCHASES @ \$5.59 / m	263,364.00 +/- 1% in gallons
UTILITIES	8,683.00
OFFICE SUPPLIES AND EXPENSE	2,500.00
CONTRACTUAL SERVICES-ADMINISTRATION	3,000.00
LEGAL	8,000.00
O/S SERVICE CUSTOMER ACCTS	25,748.00
MANAGEMENT FEES	6,048.00
O/S TRANS AND DIST MAINT.	60,670.00
O/S PUMPING	22,509.00
RENTAL EXPENSE	2,900.00
INSURANCE AND BONDING	4,500.00
TELEPHONE	988.00
BANK CHARGES	500.00
SOFTWARE SUPPORT	600.00
OTHER EXPENSES	3,580.00
POSTAGE	1,435.00
CONTINGENCY	14,895.00
BOND PRINCIPLE	60,947.00
REPAIR & REPLACEMENT RESERVE	12,000.00
CITY OF BUCKHANNON - ARREARS PAYMENT 6% OF BILLING	35,725.00
CAPITAL ADDITION	5,000.00
 <b>TOTAL BUDGET EXPENDITURES</b>	 <b>\$610,678.00</b>

**FOOTNOTE:**

REVENUES PROJECT A 15% RATE INCREASE.

TREATMENT CONSUMPTION @ 1% INCREASE IN GALLONS

CITY ARREARS PAYABLE AT THE 6% OF BILLED REVENUE.

ALL OTHER EXPENDITURES REFLECT INFLATION.

06-26-2020

**West Virginia Department of Agriculture**

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner

**ASSESSOR'S CERTIFICATE OF COMPLIANCE**

TO THE HONORABLE COUNTY COURT OF UPSHUR COUNTY

The Assessor of Upshur County, Dustin Zickefoose, has completed the Farm Census of 2020 and has satisfactorily complied with the requirements of the Farm Statistics Law. He is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

**Commissioner of Agriculture**

Attachment B

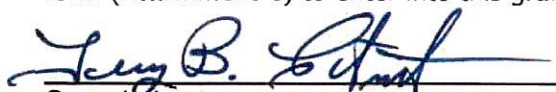
**2020 HAVA CARES Act Grant Request Cover Page****Federal Award ID:** WV20101CARES

CFDA 90.404

**Budget Period:** 3/28/2020 – 12/31/2020

The County Commission of Upshur County, on the 19th day of November, 20 20, herein make application for a 2020 HAVA CARES Act sub-grant or reimbursement in the total amount of \$ 10,104.18, as reflected in the "request" in Attachment C.

We, the undersigned, hereby affirm and swear by our signatures below that the County Commission has met and passed a resolution authorizing the County to purchase or request reimbursement in the request form (Attachment C) to enter into this grant agreement.

  
Commissioner

November 19, 2020  
Date

  
Commissioner

November 19, 2020  
Date

Not Present Kristie Tenney  
Commissioner

November 19, 2020  
Date

\_\_\_\_\_  
\*Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Commissioner

\_\_\_\_\_  
Date

*\*If applicable*

The foregoing instrument was acknowledged before me on the following date:

  
Clerk of the County Commission

November 19, 2020  
Date

Attachment C

County Upshur Date 11/19/2020**2020 HAVA CARES ACT SUB-GRANT REQUEST**

Requests for sub-grants for may be requested by submitting all the following documents to the Secretary of State's Office. Guidance on the 2020 HAVA CARES Act Sub-grant can be found in the Instructions and the Grant Notification. Any request that does not include all required documentation may be rejected and the additional requirements will be requested to be submitted for consideration:

**All requests:**

Itemized sub-grant request descriptions:

<b><u>VENDOR &amp; DESCRIPTION</u></b>	
1. <u>National Pen</u>	Cost: <u>3,655.78</u>
2. <u>My Buckhannon</u>	Cost: <u>600.00</u>
3. <u>Casto &amp; Harris of WV, LLC</u>	Cost: <u>1,458.70</u>
4. <u>US Postal Service</u>	Cost: <u>2,737.05</u>
5. <u>Wages-Processing Absentee Ballots</u>	Cost: <u>1,652.65</u>
6. _____	Cost: _____
7. _____	Cost: _____
8. _____	Cost: _____
9. _____	Cost: _____
10. _____	Cost: _____

Total Estimated Cost \$ 10,104.18

**Additional information required:**

**Recipient sub-grants** (grant of funds to make purchase) must include attachments including:

1. Three vendor quotes or cost estimates for product or services

**Reimbursements** of qualified purchases that have been made must also include:

1. Proof of payment for all items
2. Invoice from the vendor or vendors, if applicable
3. Acceptance of Delivery documentation for purchased items or services
4. List of equipment identification or serial numbers

**All requests must be accompanied with:**

1. 2020 CARES Act Sub-grant request cover page (Attachment B)
2. Non-lobbying Certification (Attachment D)

**CERTIFICATION REGARDING LOBBYING****Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

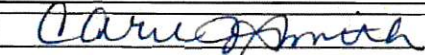
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION	
Upshur County Commission	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: Carol Middle Name: J.
* Last Name: Smith	Suffix: <input type="text"/>
* Title: Upshur County Clerk	
* SIGNATURE: 	* DATE: November 19, 2020





*Jim Justice*  
*Governor of West Virginia*

November 19, 2020



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

Dear Commissioner Cutright:

I am pleased to inform you that I have approved a Justice Assistance Grant (JAG) award of \$15,000.00 to the Upshur County Commission. These funds will be utilized to support the position of a Prevention Resource Officer

Please let me know if our Justice and Community Services' staff or I can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Justice".

Jim Justice  
Governor

JJ/anm

cc: Dr. Jeff Harvey



# Upshur County Sheriff's Financial Statement

For Period Ending: October 2020

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,631,056.08	\$ 963,634.22	\$ (715,173.04)	\$ 2,879,517.26
FUND - 002 COAL SEVERANCE TAX FUND	\$ 11,225.58	\$ 6,942.58	\$ (10,000.00)	\$ 8,168.16
FUND - 003 DOG AND KENNEL FUND	\$ 27,879.30	\$ 1,823.10	\$ (6,523.19)	\$ 23,179.21
FUND - 004 GENERAL SCHOOL FUND	\$ 27,779.35	\$ 4,070.00	\$ -	\$ 31,849.35
FUND - 005 MAGISTRATE COURT FUND	\$ 2,755.74	\$ 841.17	\$ -	\$ 3,596.91
FUND - 006 WORTHLESS CHECK FUND	\$ 128,170.08	\$ 30.43	\$ -	\$ 128,200.51
FUND - 007 E-911 FUND	\$ 798,247.94	\$ 87,939.08	\$ (200,797.42)	\$ 685,389.60
FUND - 008 HOME CONFINEMENT FUND	\$ 58,639.18	\$ 494.06	\$ (43,672.69)	\$ 15,460.55
FUND - 013 CURRY PARK FUND	\$ 24,331.43	\$ 1,535.79	\$ (14,940.51)	\$ 10,926.71
FUND - 015 CURRY LIBRARY FUND	\$ 16,924.83	\$ 1,434.22	\$ (10,168.37)	\$ 8,190.68
FUND - 018 AIRPORT CONSTRUCTION FUND	\$ 0.10	\$ -	\$ -	\$ 0.10
FUND - 019 UPSHUR COUNTY FIRE FEE FUND	\$ 39,270.26	\$ 10,615.96	\$ (39,215.26)	\$ 10,670.96
FUND - 021 EE HEALTH CARE REIMBURSEMENT FUND	\$ 51,166.83	\$ 2,559.80	\$ (4,454.29)	\$ 49,272.34
FUND - 039 COAL REALLOCATION FUND	\$ 19,126.72	\$ 0.33	\$ -	\$ 19,127.05
FUND - 052 EMPLOYEE BENEFITS FUND	\$ 522,008.77	\$ 22.09	\$ (2,559.80)	\$ 519,471.06
FUND - 056 ASSESSOR'S VALUATION FUND	\$ 295,592.27	\$ 5,772.48	\$ (53,635.25)	\$ 247,729.50
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 707,828.81	\$ -	\$ -	\$ 707,828.81
FUND - 059 CONCEALED WEAPONS FUND	\$ 20,942.38	\$ 915.54	\$ -	\$ 21,857.92
FUND - 063 VOTER'S REGISTRATION FUND	\$ 678.88	\$ -	\$ -	\$ 678.88
FUND - 071 JURY FUND	\$ 14,093.93	\$ 946.07	\$ -	\$ 15,040.00
FUND - 073 SPECIAL LAW ENFRMNT INVESTIGATION FUND	\$ 2,486.26	\$ 0.03	\$ -	\$ 2,486.29
FUND - 078 CHILD EXCHANGE & VISITATION FUND	\$ 31,672.60	\$ -	\$ (4,600.53)	\$ 27,072.07
FUND - 079 SPAYING & NEUTERING FUND	\$ 44,221.11	\$ 400.00	\$ (364.06)	\$ 44,257.05
FUND - 080 COMM. CORR. FUND	\$ 471,757.10	\$ 163,460.00	\$ (110,819.63)	\$ 524,397.47
FUND - 102 AIRPORT IMP. PROJECT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 104 ELKINS ROAD PSD FUND	\$ -	\$ -	\$ -	\$ -
FUND - 105 ADRIAN PSD WATERLINE PHASE VI FUND	\$ -	\$ -	\$ -	\$ -
FUND - 245 UPSHUR COUNTY WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 248 IND. PARK SEWER FUND	\$ 1.00	\$ -	\$ -	\$ 1.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 28,907.50	\$ (28,907.50)	\$ -
FUND - 312 CRIMINAL CHARGES FUND	\$ -	\$ 698.66	\$ (698.66)	\$ -
FUND - 313 COURT REPORTER FUND	\$ -	\$ 125.00	\$ (125.00)	\$ -
FUND - 314 STATE FINES FUND	\$ -	\$ 185.00	\$ (185.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 825.00	\$ (825.00)	\$ 5.00
FUND - 316 STATE CURRENT FUND	\$ -	\$ 2,436.48	\$ (2,436.48)	\$ -
FUND - 317 COURTHOUSE FACILITIES IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ -
FUND - 364 TAX LIEN FUND	\$ 164,308.40	\$ 2,742.97	\$ -	\$ 167,051.37
FUND - 365 DELQ & NONENT LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
FUND - 366 BOARD OF HEALTH FUND	\$ 369,319.93	\$ 112,284.81	\$ (46,383.60)	\$ 435,221.14
FUND - 369 WV DEPUTY SHERIFF'S RETIREMENT FUND	\$ 517.50	\$ 452.00	\$ (517.50)	\$ 452.00
FUND - 373 SCHOOL CURRENT FUND	\$ -	\$ 189,252.73	\$ (189,252.73)	\$ -
FUND - 374 SCHOOL EXCESS LEVY FUND	\$ -	\$ 95,818.35	\$ (95,818.35)	\$ -
FUND - 375 SCHOOL BOND FUND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT FUND	\$ -	\$ 26,226.68	\$ (26,226.68)	\$ -
FUND - 379 CITY VOTED LIBRARY FUND	\$ -	\$ 3,147.13	\$ (3,147.13)	\$ -
FUND - 206 COVID 19 FUND	\$ 59,558.36	\$ -	\$ (3,143.81)	\$ 56,414.55
<b>FINAL TOTALS</b>	<b>\$ 6,622,327.25</b>	<b>\$ 1,716,539.26</b>	<b>\$ (1,614,591.48)</b>	<b>\$ 6,724,275.03</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 7,069,019.87	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (1,185,975.30)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 839,480.46			
NET BANK BALANCE	\$ 6,722,525.03			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 6,724,275.03			

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

David H. Coffman  
Sheriff & Treasurer, Upshur County

11/24/2020





# Upshur County Sheriff's Financial Statement

For Period Ending: October 2020

## Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
<b>FIRST COMMUNITY BANK</b>					
	GENERAL COUNTY -MMA	\$ 2,572,542.66	\$ -	\$ 172,868.70	\$ 2,745,411.36
	COAL SEVERANCE-MMA	\$ 7,168.16	\$ -	\$ -	\$ 7,168.16
	E-911 -MMA	\$ 673,537.72	\$ -	\$ 512.20	\$ 674,049.92
	CURRY PARK-MMA	\$ 7,940.00	\$ -	\$ -	\$ 7,940.00
	CURRY LIBRARY-MMA	\$ 4,318.14	\$ -	\$ -	\$ 4,318.14
	AIRPORT CONSTRUCTION-MMA	\$ -	\$ -	\$ -	\$ -
	ASSESSOR'S VALUATION-MMA	\$ 239,372.09	\$ -	\$ 5,045.62	\$ 244,417.71
	CONCEALED WEAPONS	\$ 21,552.58	\$ -	\$ 305.34	\$ 21,857.92
	GENERAL TAX ACCOUNT-MMA	\$ 400,260.63	\$ (482,928.61)	\$ 82,667.98	\$ -
	BOARD OF HEALTH-MMA	\$ 193,441.74	\$ -	\$ 936.72	\$ 194,378.46
	UPSHUR CO. FIRE FEE-IBCK	\$ 10,908.98	\$ (238.02)	\$ -	\$ 10,670.96
	UP CO COAL REALLOCAT-IBCK	\$ 19,127.05	\$ -	\$ -	\$ 19,127.05
	EMPLOYEE BENEFITS-IBCK	\$ 519,471.06	\$ -	\$ -	\$ 519,471.06
	SP.LAW ENF.INVESTIG.-IBCK	\$ 2,486.29	\$ -	\$ -	\$ 2,486.29
	COMMUNITY CORR. FUND-IBCK	\$ 529,512.37	\$ (5,114.90)	\$ -	\$ 524,397.47
	PARKS/REC CLEARING ACCT	\$ -	\$ -	\$ -	\$ -
	ADDRESSING/MAPPING CLEARING	\$ 120.00	\$ (120.00)	\$ -	\$ -
	GENERAL COUNTY PAYROLL-CK	\$ 47,428.40	\$ (1,503.30)	\$ 70,663.53	\$ 116,588.63
	TAX CLEARING ACCOUNT	\$ 63,231.46	\$ (85,372.27)	\$ 22,140.81	\$ -
	BOARD OF HEALTH-PAYROLL	\$ 22,722.03	\$ (2,722.03)	\$ -	\$ 20,000.00
	GENERAL COUNTY-CKNG	\$ 101,566.73	\$ (85,799.46)	\$ -	\$ 15,767.27
	COAL SEVERANCE-CKNG	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	DOG & KENNEL-CKNG	\$ 28,061.46	\$ (4,882.25)	\$ -	\$ 23,179.21
	GEN. CO. MISC-CKNG	\$ 35,446.26	\$ -	\$ -	\$ 35,446.26
	WORTHLESS CHECK FUND-CKNG	\$ 128,200.51	\$ -	\$ -	\$ 128,200.51
	E-911 -CKNG	\$ 11,345.53	\$ (5.85)	\$ -	\$ 11,339.68
	HOME DETENTION-IBCK	\$ 18,022.12	\$ (2,561.57)	\$ -	\$ 15,460.55
	CURRY PARK-CKNG	\$ 3,668.43	\$ (681.72)	\$ -	\$ 2,986.71
	CURRY LIBRARY-CKNG	\$ 5,122.54	\$ (1,250.00)	\$ -	\$ 3,872.54
	AIRPORT CONSTRUCTION-CKNG	\$ 0.10	\$ -	\$ -	\$ 0.10
	ASSESSOR'S VALUATION-CKNG	\$ 7,411.79	\$ (4,100.00)	\$ -	\$ 3,311.79
	VOTER'S REGISTRATION-IBCK	\$ 678.88	\$ -	\$ -	\$ 678.88
	JURY-CKNG	\$ 15,415.66	\$ (375.66)	\$ -	\$ 15,040.00
	SPAY. & NEUTER. DEP. FUND	\$ 44,307.05	\$ (50.00)	\$ -	\$ 44,257.05
	AIRPORT IMP. PROJECT-CKNG	\$ -	\$ -	\$ -	\$ -
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	ADRIAN PSD WATERLINE PHASE VI	\$ -	\$ -	\$ -	\$ -
	WELLNESS COMPLEX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	INDUSTRIAL PARK SEWER-CKG	\$ 1.00	\$ -	\$ -	\$ 1.00
	DMV LICENSE FUND-CKNG	\$ 13,700.57	\$ (14,905.00)	\$ 1,204.43	\$ -
	STATE CLEARING ACCOUNT-CK	\$ 135.00	\$ (135.00)	\$ -	\$ -
	STATE POLICE FUND-CKNG	\$ 797.66	\$ (825.00)	\$ 32.34	\$ 5.00
	GENERAL TAX ACCOUNT-CKNG	\$ 1,239.65	\$ (484,168.26)	\$ 482,928.61	\$ -
	TAX LEIN FUND-CKNG	\$ 167,711.20	\$ (659.83)	\$ -	\$ 167,051.37
	DELQ & NON-ENTERED LAND	\$ 76,001.53	\$ -	\$ -	\$ 76,001.53
	BOARD OF HEALTH-CKNG	\$ 27,045.17	\$ (7,045.17)	\$ -	\$ 20,000.00
	WVDSRF-CKNG	\$ 277.82	\$ -	\$ 174.18	\$ 452.00
	COVID 19 -CKNG	\$ 56,914.55	\$ (500.00)	\$ -	\$ 56,414.55
	<b>BANK TOTAL</b>	<b>\$ 6,083,972.57</b>	<b>\$ (1,185,943.90)</b>	<b>\$ 839,480.46</b>	<b>\$ 5,737,509.13</b>
<b>PROGRESSIVE BANK</b>					
	UP.CO.FIN.STBL.FUND-SV	\$ 707,828.81	\$ -	\$ -	\$ 707,828.81
	EE HEALTH CARE REIMB FUND	\$ 49,303.74	\$ (31.40)	\$ -	\$ 49,272.34
	UP.CO.FIN.STBL.FUND-CKNG	\$ -	\$ -	\$ -	\$ -
	CHILD EXCHG & VISIT CTR	\$ 27,072.07	\$ -	\$ -	\$ 27,072.07
	<b>BANK TOTAL</b>	<b>\$ 784,204.62</b>	<b>\$ (31.40)</b>	<b>\$ -</b>	<b>\$ 784,173.22</b>
<b>FREEDOM BANK</b>					
	BOARD OF HEALTH-CD 1	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	BOARD OF HEALTH-CD 2	\$ 100,421.34	\$ -	\$ -	\$ 100,421.34
	<b>BANK TOTAL</b>	<b>\$ 200,842.68</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,842.68</b>
<b>SUMMARY:</b>					
	TOTAL ALL BANKS	\$ 7,069,019.87	\$ (1,185,975.30)	\$ 839,480.46	\$ 6,722,525.03
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	<b>GRAND TOTAL</b>				<b>\$ 6,724,275.03</b>

<b>LEWIS-UPSHUR ANIMAL CONTROL FACILITY</b>			
<b>MONTH OF OCTOBER 2020</b>			
	<b>UPSHUR</b>	<b>LEWIS</b>	
<b>ADOPTIONS</b>			
CASH	\$305	\$120	
CHECK	\$80	\$45	
E STORE CREDIT CARD	\$70	\$40	
<b>SUBTOTAL</b>	<b>\$455</b>	<b>\$205</b>	
<b>SPAY/NEUTER DEPOSIT</b>			
CASH	\$550	\$100	
CHECK	\$150	\$0	
E STORE CREDIT CARD	\$200	\$100	
<b>SUBTOTAL</b>	<b>\$900</b>	<b>\$200</b>	
<b>BOARD RESCUE</b>			
CASH	\$0	\$0	
CHECK	\$0	\$0	
E STORE CREDIT CARD	\$70	\$0	
<b>SUBTOTAL</b>	<b>\$70</b>	<b>\$0</b>	
<b>MICRO-CHIPPING</b>			
CASH	\$0	\$0	
CHECK	\$0	\$0	
E STORE CREDIT CARD	\$0	\$0	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	
<b>DONATIONS</b>			
CASH	\$0	\$0	
CHECK	\$0	\$0	
E STORE CREDIT CARD	\$0	\$0	
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	

OTHER	\$150	
TOTAL	\$1,575	\$405

EXPLANATION c

+  
fees collected by Magist.

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

TRANSACTION	UPSHUR	LEWIS	TOTAL
Cats brought in by City Trapper	2	0	2
Cats brought in by Animal Control Officer	0	6	6
Cats brought in by County Residents	18	4	22
Cats brought in by Law Enforcement	0	0	0
Cats in Drop Box	0	0	0
Cats Quarantined	0	1	1
Cat returned to owner	0	0	0
Cats Escaped	0	0	0
Adoptions:			
With Charge	18	4	22
Without Charge	0	0	0
Rescues:			
With Charge	0	0	0
Without Charge	15	1	16
Euthanasia:			
Owner Request	0	3	3
Other	5	11	16


Janelle L Cochran  
 Signature

11-16-2020  
 Date



**LEWIS - UPSHUR ANIMAL CONTROL FACILITY  
ANIMAL REPORT (Nov 16, 2020)  
ACCOUNT OF ANIMALS HOUSED AT THE LEWIS - UPSHUR ANIMAL CONTROL FACILITY  
FOR THE MONTH OF (October) 2020**

TRANSACTION	UPSHUR	LEWIS	TOTAL
Dogs brought in by Animal Control Officer	7	10	17
Other Animals brought in by Animal Control Officer	0	0	0
Dogs brought in by County Residents	3	3	6
Dogs brought in by Law Enforcement	1	0	1
Dogs in Drop Box	1	0	1
Dogs Quarantined	1	0	1
Dogs Returned to Owner	3	1	4
Dogs Escaped	0	0	0
Adoptions:			
With Charge	12	4	16
Without Charge	0	0	0
Rescues:			
With Charge	1	0	1
Without Charge	2	1	3
Euthanasia:	0	0	0
Owner Request	0	1	1
Other	0	0	0
Total	31	20	51

 11-16-2020

Signature Date

Jason.Knicely, ANIMAL CONTROL / HUMANE OFFICER

## MONTHLY ANIMAL REPORT

October

TRANSACTION	#
Animals picked up by ACO:	
Dogs	7
Other	
Animals returned to Owner by ACO:	0
Dogs	3
Other	0
Animals Delivered to LUACF:	17
Dogs	0
Other	0
Animals Quarantined by ACO:	1
Dogs	1
Other	0
Animals Terminated:	0
Dogs	0
Other	0
Total Number of Hours Involved	80

Signature

Date

10/31/20



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: October 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	124041.8	124516.8	475	42.3
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		475	42.3



# U P S H U R

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Oct. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HAREIS	2020 F-250	IFT7XZB83LEE	9	233	224	0
Chris Alkins		84I72				0
TERRY BOND						0
Loretta Koon						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					224	0



41x54

# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: MaintenanceMONTH / YEAR: Oct. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	6514	6875	361	0 24.5
CHRIS AIKINE		902				0 24.9
TERRY BOYD						0
LONITA KOONE						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					361	0 49.4 0



# U P S H U R

County, West Virginia

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT:

## Maintenance

**MONTH / YEAR:**

Oct. 2020

[illegible]



# U P S H U R

County, West Virginia

# UPSHUR COUNTY COMMISSION

## MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: Oct. 2020

[illegible]



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: UCDHSEM

MONTH / YEAR: Oct. 2020

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Brian Shreves	2019 Chevy 2500	1064	6050	6500	450	35
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					450	35

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	83252	85142	1890	101.7
MARK DAVIS - 902	2016 Ford Explorer	1FM5K8AR0GGB43426	80412	82479	2117	81.7
MARSHALL POWERS - 904	2016 Ford Explorer	1FM5K8AR4GGB44630	94460	96380	1920	133
THERON CAYNOR - 905	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	64008	64485	488	27
DEWAINE LINGER - 906	2019 Ford Explorer	1FM5K8AR5KGA29379	26254	27545	1291	76.5
Rodney Rolenson - 907	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	43467	45199	1732	148
TYLER GORDON - 908	2019 FORD TAURUS	1FAHP2M104KG102939	8953	10732	1779	131.5
DAN BARCUS - 909	2020 Ford Explorer	1FM5K8AB0LGA20111	12565	14880	2315	147
COLÉ BENDER- 912	2017 Ford Taurus	1FAHP2MK5HG119855	50269	52788	2467	168.3
BOBBY HAWKINS-916	2010 FORD CROWN VICTORIA	2FABP7BV2AX1006	118775	119464	689	39
Jason Kniceley - 930	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	17900	19796	1896	176.55
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CN0L73F556160712	N/A	N/A	N/A	N/A
Dakota Linger 913	2014 Ford Explorer	1FM5K8AR9EGA71008	54945	55459	514	45
Adam Gissy - 903	Board of Education owns this vehicle		42613	43715	1,102	53.45
Austin Nestor - 914	Dodge Charger	2B3AA4CT9AH269160	120137	120283	146	7.80
		GRAND TOTAL				
Additional Vehicles						
	2005 Yamaha ATV	5Y4MO4Y55A013912				
	2005 Yamaha Grizzly 500- 4W	JY4AM03Y75C013912				
	2005 HMS Transport Trailer	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	1HT5LNEM0MH337402	Selling			
	2008 Ford Crown Victoria	2FAPF71V88X123105	Sold Dec. 2017			
	2010 Ford Expedition	1FMJU1G52AEB6621	Selling			

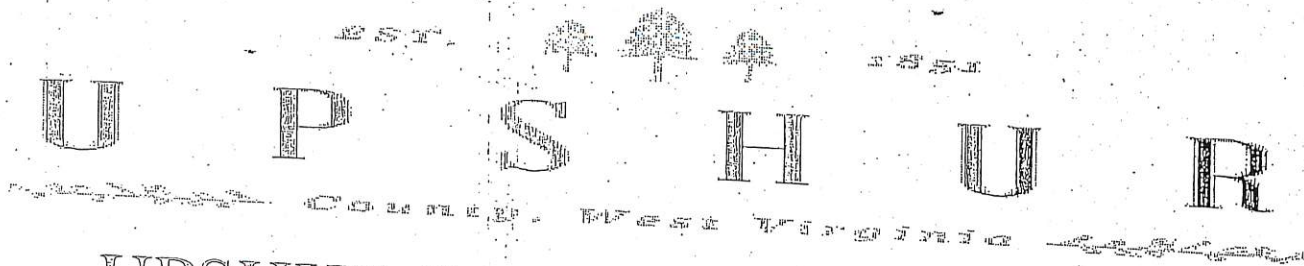
County, West Virginia

**MONTH / YEAR:**

Oct. 2000

[illegible]



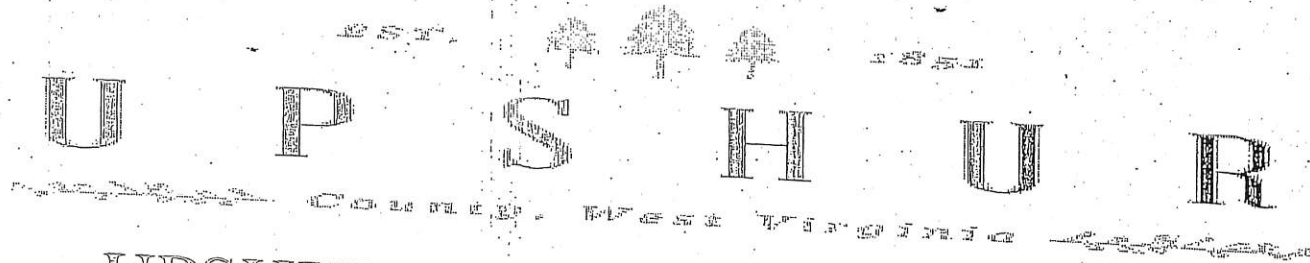


UPSHUR COUNTY COMMISSION

DEPARTMENT: Comm Corrections

MONTH / YEAR: Oct - 2020

[illegible]



# UPSHUR COUNTY COMMISSION

# MONTHLY MILEAGE LOG

DEPARTMENT: Community Corrections

MONTH / YEAR: Oct 2020

[illegible]



# U P S H U R

CLARK COUNTY, WEST VIRGINIA

## 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	103,338	103,344	6	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,344	103,354	10	
Jan Cochran	F250 Ford Truck	1FTSX21598EB86131	103,354	103,368	14	
GRAND TOTALS					30	0

# ***Buckhannon-Upshur Airport Authority Agenda***

***Buckhannon-Upshur Airport Authority-Virtual Meeting via Telephony or ZOOM <sup>1</sup>***

***Monday, November 9, 2020 at 4:00 pm***

---

- A. Call to order
- B. Recognized guests and public comment period
- C. Officer/Committee/Consultant Reports:
  - President's Report – Rich Clemens
    - Punch List for Derick Long – drainage/parking
    - Federal Funds Available for Converting Airports from Military to Civil and Joint-use Airports
  - Treasurer's Report – Phil Loftis, Treasurer
    - Approval to reimburse Phil Loftis for the purchase of a Eufy robovac for the terminal building; Amazon order #12-7885077-9360258; \$180.19
    - Our AirNav listing is due to expire 11/21/2020. Approval needed to renew at \$113.00 for the year.
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Melissa Defibaugh, Chapman/Technical
    - Change Order No. 1, Certificate of Substantial Completion, Application for Payment 2/3-Final for Mid Atlantic Maintenance, Inc. on the runway rehabilitation project.
    - Results of bid opening on November 6 for the fence clearing project.
      - [Note: Potential Executive Session]
  - Operations – Jamie Wilt, Jennifer Powers
    - Verify what we are going to charge for contract fueling.
    - B-4 drainage issue
    - T-3 (Tyler Barger) hangar has a roof leak
    - Update fuel prices JetA and AVGas
- D. Consent Agenda:
  - Approval of Minutes
  - Approval of Treasurer's Report
  - Authorization for payment of the bills
- E. Items Removed from the Consent Agenda for discussion and vote:
- F. Old Business:
  - Hangar space requests/applications/updates
- G. New Business:
  - Hangar leases - new and renewals discussion.

[Note: Potential Executive Session]
- H. Board Member Comments and Announcements
- I. Adjournment

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

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

## Notice of Meeting

\*\*\*\*\*

for

### Upshur County Fire Board, Incorporated

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

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

**Date:** Tuesday, November 17, 2020

**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---October20, 2020

Public Questions/Comment Period

First disbursement of 2020 Fire Fee Funds (Review & approval of Warren District Financial Statement)

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

- Cumulative report
- Class I legal Advertisement

Review/Approval of Audit

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 9/30/2020---\$205,742.17
- Bank Statement---Checking Account Balance as of 10/30/2020---\$235,125.96
- Disbursement from Chief Tax Deputy for September---TBD prior to meeting

Payment of Bills/Invoices

- \*Software Systems---monthly maintenance---Invoice #---34368---\$228.00
- \*Ferrari and Associates---Invoice# 0001181---\$2,200.00---June 30, 2020 Audit

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---December15, 2020---Adjournment

**UPSHUR COUNTY PUBLIC LIBRARY  
Board of Directors Meeting Agenda  
Wednesday, November 18, 2020, 4:00 p.m.**

**Agenda**

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
- V. Unfinished Business
  - A. 2020-2025 Strategic Plan
- VI. New Business
  - A. Staff Christmas party
    - i. Approve late opening/early closing if needed
  - B. COVID-19 update
    - i. Framework for return to curbside service (if needed)
- VII. Friends of the Library update – Ann Slaughter
- VIII. Setting date of next Board meeting
- IX. Adjournment

# ELKINS ROAD PUBLIC SERVICE DISTRICT

61

## Agenda

<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:00 PM</i>
<b>Date</b>	<i>Tuesday, December 8, 2020</i>	<b>Place</b>	<i>P.S.D. Office 4536 Old Elkins Rd, Buckhannon</i>

---

Meeting Called to Order by Chairperson	5:00 PM
Pledge of Allegiance	
Roll Call Introduce Board of Directors	
Chair/Treasurer-Carey Wagner, Secretary-Larry Heater, Board Member-Sonny Matthews	
Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;	
System Operator-David Wamsley	
Recognize Current Customers	
Approval of Minutes - October 5, 2020 Regular Monthly Meeting	<b>Vote</b>
Treasurer Report/Payment of Bills for November/bal of October Invoices	<b>Vote</b>

### ITEMS FOR DISCUSSION

<b>Website Changes Effective March 31, 2021-Vistaprint Bought Out Webs</b>	<b>Vote</b>
We can keep our webside but will probably start paying for it	
and it will be easier to access without webs in there	
More paperwork to follow as deadline gets closer on costs/options	

<b>Phase III Extension Project Update</b>	<b>Vote</b>
Invoice payment approval	
Progress Reports	
Change Orders	

**Maintenance Report**  
Leak Detection

<b>Personnel</b>	<b>Vote</b>
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**Date & Time of January 2021 Meeting - Tuesday, January 5, 2021 @ 5:00 pm**

<b>Adjournment</b>	<b>Vote</b>
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**Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺)**

*Rough Draft Prepared by Office Manager November 18, 2020  
Prepared by Board Chair and Office Manager November 18, 2020  
Posted and Available to the Public on November 24, 2020*



**City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, December 3, 2020**

**Channel 3 is Live Streaming our City Council Meetings here:  
<https://www.facebook.com/ch3buckhannon/>**

**Please send public comments to [buckhannon@buckhannonwv.org](mailto:buckhannon@buckhannonwv.org) via email or drop them in the mail, or dropbox behind City Hall.**

**A. A PUBLIC HEARING OF THE COUNCIL OF THE CITY OF BUCKHANNON REGARDING PROPOSED ADOPTION OF ORDINANCE NO. 447 OF THE CITY OF BUCKHANNON, AMENDING, MODIFYING, AND RE-ENACTING ORDINANCE NO. 409 (ALSO KNOWN AS ORDINANCE NO. 2016-008), ORDINANCE NO. 422, AND ORDINANCE NO. 435 OF THE CITY OF BUCKHANNON, WITH RESPECT TO ENFORCEMENT THEREOF.**

**B. Call to Order**

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

**C. Recognized Guests**

- C.1 Robert Hinton- UCDA Executive Director

**D. Department & Board Reports**

- D.1 Information Coordinator/Grant Researcher- Callie Cronin Sams
- D.2 Public Works Director- Jerry Arnold
- D.3 Finance Director- Amberle Jenkins
- D.4 Fire Chief-JB Kimble
  - Santa Claus Is Coming to Town!
- D.5 City Attorney- Tom O'Neill

**E. Correspondence & Information**

- E.1 Notice of Public Hearing Ordinance No. 447 Revised Downtown Parking
- E.2 Municipal Home Rule Pilot Program 2020 Progress Report
- E.3 Letter to Waste Collection Customers- Inflation Rate Adjustment-WVPSC House Bill 4587
- E.4 Thank You Letter to Dominion Energy RE: Atlantic Coast Pipeline Project

**F. Consent Agenda**

- F.1 Approval of Minutes-Regular meeting 11/19/2020
- F.2 Approval of Building and Wiring Permits
- F.3 Approval of Payment of the Bills

**G. Strategic Issues for Discussion and/or Vote**

- G.1 Discussion/Possible Action New Road Project with UCDA on Brushy Fork Road-Commitment of Funds
- G.2 Approval to Submit Walmart Local Community Grant Application - Buckhannon Fire Department Equipment Purchase
- G.3 Approval Ordinance No. 447 Revised Downtown Parking -3<sup>rd</sup>/Final Reading
- G.4 Renewal of Resolution No. 90-3 Old Landfill Letter of Credit
- G.5 To Set Interviews for Buckhannon Police Department Probationary Police Officer -December 17, 2020 at 3PM
- G.6 Update on the City of Buckhannon's bid for the 2023 World Association of Marching Show Band Championships

**H. Comments and Announcements**

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

**I. Mayor's Comments and Announcements**

**J. Adjournment**

Posted 11/30/2020

Next Regular Scheduled City Council Meeting Thursday, December 17, 2020

Upshur County Safe Structures and Sites  
Enforcement Board  
August 20, 2020

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

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

The July 9, 2020 meeting minutes were reviewed. On Motion by Chris Cook, seconded by Chris Garrett, the meeting minutes were approved as presented.

**The Enforcement Board reviewed the following cases:**

061418-03 (Best/Runyon) – Greg Harris spoke with the new property owner and advised them of the needed repairs (ex. installation of doors and windows). On motion by Chris Garrett, seconded by Chris Cook, the Board moved to provide the property owner with the deadline of October 7<sup>th</sup> to bring the property into compliance.

111419-01 (Browning) Reviewed photographs of the property. After discussion, on motion by Chris Garrett, seconded by Chris Cook, the Board moved to close the case as the property has been brought into compliance with the Ordinance.

010220-01 (Gardner) Reviewed photographs of the property and noted no progress has been made. After discussion, on motion by Chris Garrett, seconded by Chris Cook, the Board approved to send a Petition for Order to the property owner and turn the case over to the Commission for further action.

061120-01 (Stanley Lane) The Board reviewed photographs of the property. Greg Harris made contact with Tom Rise with the DOH. Chris Garrett reported that he sent a letter to the property owner regarding health concerns and inquiring if anyone is living in the remaining trailer; he had not received a response before the meeting. The Health Department will continue pursuing. On motion by Chris Cook, seconded by Chris Garrett, the Board moved to close the case as the condition of the property does not violate the Ordinance.

061120-02 (Rhodes) The Board reviewed photographs of the property. Greg Harris made contact with WVDNR Officer Collins. On motion by Chris Garrett, seconded by Chris Cook, the Board approved to provide the property owner with his/her first 30-day extension with a deadline of October 7, 2020.

061120-03 (Keener) The Board reviewed photographs of the property. On motion by Chris Garrett, seconded by Chris Cook, the Board moved to provide the property owner with his first extension to bring the property into compliance. This extension expires on October 7, 2020.

070920-01 (Hensil) Chris Garrett reported that he visited the property; however, the vegetation was so overgrown that he could not inspect the septic. He sent a letter to the complainant requesting additional information; however, he had not received a response before the meeting. He will send another letter. Previously, the Board moved to refer the case to the Health Department due to the sewage issues; therefore, this matter is still pending before the Board.

**The Enforcement Board reviewed the following new cases:**

None

**Public Comment:**

None

**Other Business:**

The next meeting will be held on Thursday, September 10, 2020 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting adjourned at 4:00 p.m.

Approved by:



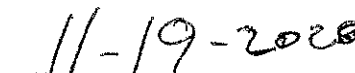
Greg Harris, Enforcement Officer



Date



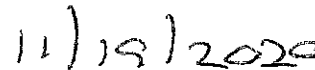
Chris Garrett, Board Member




Date

Rick Harlow, Board Member


Date



Date



Kenneth "Brian" Shreves, Board Member



Chris Cook, Board Member



Date

**Upshur County Fire Board Meeting  
October 20, 2020**

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

Members Absent: Tom Oniell

Others Present: Art Wilson, Dusty Zickefoose, Tim from Banks District VFD, John from Ellamore VFD, and Toni Newman-Fire Fee Clerk

The first all virtual meeting for the Fire Board meeting was called to order by Chairman Joe Gower at 6:45 pm, due to sign in issues for the teleconference. All motions passed unanimously unless otherwise stated.

The meeting minutes from September 15, 2020, were approved on motion by Larry Alkire and second by Clifton Shaw.

The Fire Fee Clerk reported the 2020 fees are at 76 percent collected: \$202,910.00 for 2020 fees and \$4,760.00 for previous years has been collected to date.

The checking account balance as of 9/30/2020 was not received from the bank prior to the meeting. The disbursement from the Chief Tax Deputy for the month of September was \$39,170.26.

The following invoices were reviewed and approved upon motion by Rick Harlow and second by Clifton Shaw:

- Software Systems---Invoice #34275---Maintenance Charge August---\$228.00
- Upshur County Commission---reimbursement payroll---\$5820.07
- Upshur County Commission---reimbursement postage---\$3,966.40

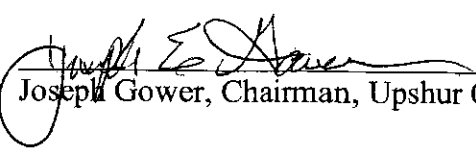
After discussion and motion by Larry Alkire and second by Clifton Shaw, the Board approved the Tax Deputy incentive for the current fiscal year.

There was on corrective ticket this month approved on motion by Larry Alkire and second by Clifton Shaw. All exoneration requests will be held until the next meeting of the Board for signature purposes.

The first disbursement of the 2020 Fire Fee funds was postponed to the November meeting due to the teleconference.

Dusty Zickefoose advised the Board that the assessors office will not be taxing the campers on the campsites used by the oil and gas industry as personal property. Therefore, there will be no Fire Fees associated with the individual campers.

There being no further business the meeting adjourned at 7:30 p.m. The next meeting of the Board will be November 17, 2020.

  
Joseph Gower, Chairman, Upshur County Fire Board

  
Board Member

## Upshur County Public Library Board of Trustees Meeting October 21, 2020

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, October 21, 2020 at the library. Board members in attendance were John Haymond, Kenna Leonard, Linda Riegel, and Katie Loudin. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; and Connie Cutright, Business Manager. Absent was Carol Smith.

The minutes of the September 16 meeting were approved on a motion made by John and seconded by Katie.

The financial reports were accepted on a motion made by Linda and seconded by John.

Director's Report – see written report

Additions: Concerning the Strategic Plan – Kenna offered the following thoughts

- Transportation – work with Country Roads Transit so the library can become a routine stop. (Beth responded that she had attended their meetings pre Covid to request us being a stop)
- Senior Center – Try some activities both here and at the Senior Center to encourage their members to become more involved with the library.
- Computer Training – for all individuals. Because of the current virtual learning, Katie is going to check with the IT staff at the Board of Education about coordinating training on Schoology for parents, caregivers, and students.
- Meeting Room – try to offer something monthly to encourage use of meeting room.

Katie asked about the feasibility of a planning meeting which could involve staff, the Board, and patrons in the five year plan. Because the plan has to be submitted to WV Library Commission by December 31, it was decided that Paul would write a plan based on the library's needs and survey responses from the staff, patrons, and board, and any other input he may receive. It will be presented at the November meeting, and if modifications are necessary, a meeting will then be held in December for final approval. A meeting will then be held later to discuss implementing the plan.

We will plan for our annual ramp dinner to be one of the last three Friday's in April, dependent upon Fish Hawk Acres schedule. Depending upon the Covid 19 Status at that time, the dinner could be all take out or a combination of take out and in-house dining in shifts. In thinking about perks to offer sponsors, Katie suggested take out bags with the sponsors names and/or logos on.

The next meeting will be November 18 at 4:00 at the library.

Meeting adjourned on a motion made by John and seconded by Linda.

Respectfully submitted,



Connie Cutright  
Business Manager

Approved,



Kenna Leonard  
President



I. Library Strategic Plan

- A. We still have only received three responses to the Trustee Survey that was mentioned last month. We really need input from everyone. The link to the survey is <https://www.surveymonkey.com/r/W6C2S9R>.
- B. I also received an email from Susan Bailey at the West Virginia Library Commission letting us know that we have a little more time to complete our Strategic Plan. Instead of December 31, it will now be due at the end of March 2021. I'm not sure if it is because of COVID that they're giving us an extension, but I will definitely take it, as it will give us more time to refine the plan.

II. Merger updates

- A. As of writing this report on November 12, the Mountain Library Network side of the West Virginia Library Network merger appears to have completed without any hitches and they are now on the remotely hosted server. The dates for our library and the rest of the Northern Library Network libraries to join them on this new server will be November 30-December 8<sup>th</sup> or 9<sup>th</sup> barring delays.
- B. The reason we are forecasting the downtime to be so long is that not only are we moving our materials and circulation data to the new server, but also undergoing an upgrade for the Sierra software we use. Certain days have certain operations that we cannot access that will be manually completed, but we are prepared for that.

III. Credit cards

- A. We now have a link to our credit card donation page on our website to make it easier for patrons to donate to the Library.

IV. Programming

- A. All of our programs have continued to have about the same responses each time we have run them:
  - 1. Book Club - We had 3 people attend in person and 1 person on Zoom at our November book discussion
  - 2. Story time - Our virtual story times have been averaging 5-7 attendees each week
  - 3. Yoga - We have been averaging about 5 attendees for Yoga class on Saturdays

V. Affiliates

- A. Connie and I were able to complete the evaluation visit for Pioneer Memorial Library in Harman on Tuesday, October 21.
- B. We will be visiting Belington Public Library on November 19<sup>th</sup> to complete their evaluation, and Burnsville on December 3<sup>rd</sup> for their evaluation. This will complete the libraries that are due to be evaluated by the end of this calendar year for the WV Library Commission. We have another group of four to do by the end of 2021.

**Upshur County Public Library**  
July through October 2020

68

	TOTAL						
	Aug 20	Sep 20	Oct 20	Jul - Oct 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>							
4020 · County Commission	0.00	11,825.00	0.00	11,825.00	46,500.00	-34,675.00	25.0%
4030 · Board of Education	0.00	23,425.00	0.00	23,425.00	93,700.00	-70,275.00	25.0%
4040 · Grant-In-Aid	0.00	0.00	23,707.00	47,414.00	94,828.00	-47,414.00	50.0%
4060 · WVLC Svcs. to Lib. (admin fees)	0.00	0.00	15,063.00	30,126.00	60,248.00	-30,122.00	50.0%
4160 · Other Grants	0.00	0.00	5,000.00	5,000.00			
4230 · Unrestricted Gifts	118.37	654.10	36.06	1,892.98	6,000.00	-4,107.02	-31.55%
4235 · Unrestricted - Ramp Dinner	0.00	0.00	0.00	0.00	12,500.00	-12,500.00	0.0%
4240 · Restricted - Memorial/Gift Matl	150.00	20.00	0.00	170.00	2,200.00	-2,030.00	7.73%
4310 · Interest	24.04	10.68	11.12	65.40	200.00	-134.60	32.7%
4420 · Copies/Fax	417.80	384.45	472.30	1,560.36	6,700.00	-5,139.64	23.29%
4450 · Fines	159.59	140.80	115.90	570.95	3,500.00	-2,929.05	16.31%
4490 · Other fees-cards, JD, earbuds	45.00	96.00	19.00	180.00	650.00	-470.00	27.69%
4730 · Fundraisers	0.00	113.60	91.50	205.10	1,000.00	-794.90	20.51%
<b>Total Income</b>	<b>914.80</b>	<b>36,469.63</b>	<b>44,515.88</b>	<b>122,234.79</b>	<b>328,028.00</b>	<b>-205,791.21</b>	<b>37.26%</b>
<b>Expense</b>							
6020 · Wages	15,937.23	16,492.27	16,283.09	66,064.72	205,735.00	-139,670.28	32.11%
6030 · FICA	988.11	1,022.52	1,009.52	4,095.99	12,756.00	-8,660.01	32.11%
6040 · Medicare	231.10	239.15	236.10	957.92	2,983.00	-2,025.08	32.11%
6050 · WV Public Employees Retirement	1,329.02	1,382.56	1,369.94	5,527.36	16,326.00	-10,798.64	33.86%
6060 · Insurance (Employer Paid)	1,692.76	1,692.76	1,692.76	6,971.04	20,095.00	-13,123.96	34.69%
6061 · RHBT (Employer Paid)	640.00	640.00	640.00	2,560.00	8,064.00	-5,504.00	31.75%
6080 · WV Unemployment	80.63	40.00	38.77	276.91	3,000.00	-2,723.09	9.23%
6090 · Workers Comp.	0.00	0.00	0.00	0.00	700.00	-700.00	0.0%
6110 · Books	858.03	349.88	965.66	2,793.23	9,800.00	-7,006.77	28.5%
6112 · Memorial/Gift Materials	123.85	215.52	288.24	804.15	2,200.00	-1,395.85	36.55%
6140 · Periodicals/Newspapers	0.00	0.00	-177.00	-177.00	1,500.00	-1,677.00	-11.8%
6143 · Electronic Books	801.87	0.00	0.00	806.87	2,500.00	-1,693.13	32.28%
6151 · Audios	65.97	205.80	101.73	637.24	1,500.00	-862.76	42.48%
6152 · DVD's	94.96	50.92	66.28	212.16	1,200.00	-987.84	17.68%
6230 · Other Grant Expenditures	0.00	0.00	607.34	1,150.70	12,200.00	-11,049.30	9.43%
6251 · Parking Lot Expenditures	0.00	0.00	1,178.39	18,440.18			
6310 · Office/Library Supplies	295.24	86.94	697.41	1,259.65	3,200.00	-1,940.35	39.36%
6350 · Postage	83.22	82.47	423.72	577.78	1,700.00	-1,122.22	33.99%
6521 · Equipment/Furniture	194.73	0.00	80.08	274.81	1,500.00	-1,225.19	18.32%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6552 · Software/Elec. Sub./Maint. fees	-2,129.92	145.19	228.85	1,060.29	3,000.00	-1,939.71	35.34%
6570 · Vehicle Maintenance	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
6720 · Bldg. Maint. (inc. janitorial)	315.98	19.83	30.56	386.37	1,000.00	-633.63	38.64%
6742 · Utilities - Electric	1,318.78	0.00	1,243.09	3,952.71	23,500.00	-19,547.29	16.82%
6743 · Utilities - Water/Waste	0.00	84.47	84.47	253.41	1,200.00	-946.59	21.12%
6750 · Telephone	0.00	218.56	186.10	613.54	2,400.00	-1,786.46	25.56%
6755 · Internet Service	210.00	0.00	105.00	420.00	189.00	231.00	222.22%
6760 · Insurance - Building & Bonds	0.00	0.00	0.00	0.00	730.00	-730.00	0.0%
6910 · Public Info./Programming	25.00	0.00	0.00	6.81	800.00	-793.19	0.85%
6920 · Memberships	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	0.00	0.00	231.73	231.73	3,000.00	-2,768.27	7.72%
6950 · Fundraising Expenses	0.00	0.00	0.00	0.00	50.00	-50.00	0.0%
6960 · Ramp Dinner	0.00	0.00	0.00	0.00	4,800.00	-4,800.00	0.0%
6980 · Audit	0.00	0.00	0.00	0.00	1,800.00	-1,800.00	0.0%
<b>Total Expense</b>	<b>23,156.56</b>	<b>22,968.64</b>	<b>27,611.83</b>	<b>120,138.57</b>	<b>350,178.00</b>	<b>-230,039.43</b>	<b>34.31%</b>
<b>Net Income</b>	<b>-22,241.76</b>	<b>13,500.99</b>	<b>16,904.05</b>	<b>2,096.22</b>	<b>-22,152.00</b>	<b>24,248.22</b>	<b>-9.46%</b>