

## 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: January 14, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
  - January 7, 2021
- 9:05 a.m. Addie Helmick on behalf of Centers Against Violence – Presentation of National Stalking Awareness Month and National Slavery & Human Trafficking Month Proclamations \*  
Page 5-7
- 2:00 p.m. Hearing to consider the request from Joy M. Strader Mealey to remove Charlene M. Page Strader as Administratrix De Bonis Non with the Will Annexed of the Estate of Ginger Kay Wilson Strader, deceased

### Items for Discussion / Action / Approval:

1. Consideration to Administratively close the Estate of Lois Dorothy Pickens based upon the Dismissal Order issued by the Lewis County Circuit Court. \* Page 8
2. Authorization for Carrie L. Wallace, County Administrator, to use Kristie G. Tenney's official signature stamp to sign required documentation on behalf of the Upshur County Commission. \* Page 9
3. Authorization for Tabatha R. Perry, Assistant County Administrator, to use Kristie G. Tenney's official signature stamp to sign required documentation on behalf of the Upshur County Commission. \* Page 10
4. Correspondence from 26<sup>th</sup> Judicial Circuit Chief Judge Jacob Reger re-appointing Steven Nanners to the Upshur County Civil Service Board as Bar Association representative. His current term expired on December 31, 2020. Upon approval, Mr. Nanners's term will be January 1, 2021 through December 31, 2024. \* Page 11
5. Consider Resignation of Employee \* Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
6. Correspondence from Sheriff Virgil D. Miller requesting the employment of William T. Chidester as part-time Deputy Sheriff, effective January 15, 2021. Upon approval, Mr. Chidester will work no more than 1039 hours annually. \* Under separate cover  
*Item may lead to Executive Session per WV Code §6-9A-4*
7. Correspondence from Cheyenne Troxell, Director of the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center, requesting the transfer of Samantha Ribeiro Matos from Case Manager to Telehealth Coordinator, effective January 17, 2021. \* Under separate cover

8. Approval of advertisement for a full-time Case Manager position with the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center. The position is 40 hours per week with a beginning rate of pay of \$15.00 per hour. Applications are due on or before close of business on January 22, 2021. \*

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

**For Your Information:**

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

1. Correspondence from Sheriff Virgil D. Miller appointing Deputy Joseph D. Barcus to Buckhannon-Upshur Middle School as Prevention Resource Officer, effective January 3, 2021. Page 13
2. Upshur County Road Name Index as of January 2021 - Prepared by Terri Jo Bennett, Upshur County Addressing and Mapping Coordinator. (Available upon request) Under separate cover
3. Upshur County Fire Board, Inc. Financial Reports – July 1, 2020 through December 31, 2020 Page 14-26
4. Lewis-Upshur Animal Control Facility Annual Report on Animal Euthanasia – January 1, 2020 through December 31, 2020. Page 27
5. Lewis-Upshur Animal Control Facility Reports for the month of November, 2020 Page 28-32
  - Adoption Financial Transactions
  - Cat Report
  - Animal Report
  - Animal Control/Humane Officer Animal Report
6. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

|   |                  |                |
|---|------------------|----------------|
| • Buckhannon-Upshur Airport Authority                       | January 11, 2021 | <u>Page 33</u> |
| • Upshur County Family Resource Network                     | January 11, 2021 | <u>Page 34</u> |
| • Upshur County Farmland Protection Board                   | January 13, 2021 | <u>Page 35</u> |
| • Upshur County Senior Center                               | January 13, 2021 | <u>Page 36</u> |
| • Upshur County Safe Sites and Structures Enforcement Board | January 14, 2021 | <u>Page 37</u> |
| Upshur County Fire Board, Inc.                              | January 19, 2021 | <u>Page 38</u> |
  - c) Meeting Minutes:
 

|                   |                  |                   |
|-------------------|------------------|-------------------|
| • Hodgesville PSD | December 8, 2020 | <u>Page 39-40</u> |
| • Elkins Road PSD | December 8, 2020 | <u>Page 41-43</u> |

## d) Meetings:

- 01/05/21 5:00 p.m. Elkins Road PSD
- 01/05/21 4:00 p.m. Hodgesville PSD
- 01/07/21 7:00 p.m. Banks District VFD
- 01/07/21 7:00 p.m. City Council of Buckhannon
- 01/07/21 7:00 p.m. Selbyville VFD
- 01/11/21 12:00 p.m. Upshur County Family Resource Network
- 01/11/21 4:30 p.m. Upshur County Solid Waste Authority
- 01/11/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board - CANCELLED
- 03/08/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co.
- 01/12/21 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
- 01/13/21 12:00 p.m. Upshur County Senior Center Board
- 01/13/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 01/12/21 7:00 p.m. Warren District VFD
- 01/07/21 3:00 p.m. Adrian PSD
- 01/13/21 3:00 p.m. Tennerton PSD
- 01/14/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/14/21 7:30 p.m. Buckhannon VFD
- 01/11/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/21/21 6:30 p.m. Upshur County Youth Camp Board
- 01/10/21 6:00 p.m. Washington District VFD
- 01/18/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/20/21 4:00 p.m. Upshur County Public Library Board
- 01/15/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 01/19/21 6:30 p.m. Upshur County Fire Board, Inc.
- 01/26/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/13/21 7:00 p.m. Ellamore VFD
- 01/20/21 12:00 p.m. Lewis Upshur LEPC
- 01/13/21 1:15 p.m. Upshur County Farmland Protection Board
- 01/25/21 7:00 p.m. Upshur County Fire Fighters Association
- 01/13/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 01/25/21 12:00 p.m. Region VII Planning and Development Council

## 7. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6/30/2020) – Fire Association Representative
- James W. Curry Library and Park Advisory Board (Shanna Collins – 12/31/2020)

*\*\*\*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)

1. Review and approval of the revised Coronavirus Disease (COVID-19) Sick Leave Policy. \*
2. Consider request made by Julia Kastner on behalf of the Upshur County Trails Volunteer Group to utilize a portion of the Upshur County Recreational Park for progressive bike drops (**January 21, 2021**).

**Next Regular Meeting of the Upshur County Commission**  
**January 21, 2021 --- 9:00 a.m.**  
**Upshur County Courthouse Annex**

## January is National Slavery and Human Trafficking Awareness/Prevention Month



### National Slavery and Human Trafficking Awareness Month Proclamation,

January 2021

WHEREAS, Human trafficking erodes personal dignity and destroys the moral fabric of society. It is an affront to humanity that tragically reaches all parts of the world, including Barbour County, where people of every age, gender, race, religion, and nationality are devastated by this grave offense, and

WHEREAS, During National Slavery and Human Trafficking Prevention Month, we reaffirm our unwavering commitment to eradicate this horrific injustice; and

WHEREAS, Trafficking crimes are perpetrated by transnational criminal enterprises, gangs, and cruel individuals including family members and friends. Through force, fraud, coercion, and sexual exploitation of minors, traffickers rob countless individuals of their dignity and freedom, splinter families, and threaten the safety of our communities. In all its forms, human trafficking is an intolerable blight on society dedicated to freedom, individual rights, and the rule of law; and

WHEREAS, it is reported by the White House that by some estimates, as many as 24.9 million people -- adults and children — are trapped in a form of modern slavery around the world. Human traffickers exploit others through forced labor, domestic servitude, or commercial sex, and traffickers profit from their victims' horrific suffering. We remain relentless in our resolve to bring perpetrators to justice, to protect survivors and help them heal, and to prevent further victimization and destruction of innocent lives; and

WHEREAS, the Trafficking Victims Protection Act of 2000 criminalized human trafficking at the federal level and West Virginia amended anti-trafficking legislation in 2017, creating a task force against human trafficking; and

WHEREAS, more awareness and education is crucial to eradicating human trafficking in our communities, state and nation; and

WHEREAS, human trafficking awareness day will be observed on January 11, 2021, in municipalities across the country, by wearing blue, as a way to educate the public and raise awareness about human trafficking; and

WHEREAS, The Upshur County Commission is joining forces with victim service providers, criminal justice officials, and concerned citizens throughout Upshur County and the United States to observe National Human Trafficking Awareness Month.

NOW, THEREFORE, We, The Commissioners for Upshur County, West Virginia, do hereby proclaim January 2021 as HUMAN TRAFFICKING AWARENESS MONTH in Upshur County and applaud the efforts of the many victim service providers, police officers, prosecutors, national and community organizations, and private sector supporters for their efforts in promoting awareness about stalking.

Signature:

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Dated: January 14, 2021

*Presented by Centers Against Violence*

JANUARY IS NATIONAL STALKING AWARENESS MONTH

**STALKING  
KNOW IT NAME IT STOP IT**

**National Stalking Awareness Month Proclamation**

**January 2021**

Whereas, under the laws of all fifty states, the U.S. Territories, the District of Columbia, and federal government, stalking is a crime;

Whereas, 7.5 million people are stalked in a one-year period in the United States, and the majority of victims are stalked by someone they know;

Whereas, 3 in 4 women killed by an intimate partner have been stalked by that intimate partner;

Whereas, many stalking victims lose time from work and experience serious psychological distress and lost productivity at a much higher rate than the general population;

Whereas, many stalking victims are forced to protect themselves by relocating, changing their identities, changing jobs, and obtaining protection orders;

Whereas, many stalkers use technology—such as cell phones, global positioning systems (GPS), cameras, and spyware— to monitor and track their victims;

Whereas, there is a need for great public awareness about the nature, criminality, and potential lethality of stalking;

Whereas, criminal justice systems can enhance their responses to stalking by regular training and assertive investigation and prosecution of the crime;

Whereas, laws and public policies must be continually adapted to keep pace with new tactics used by stalkers;

Whereas, communities can better combat stalking by adopting multidisciplinary responses by teams of local agencies and organizations and by providing more and better victim services;

and Whereas, The Upshur County Commission may join forces with victim service providers such as Centers Against Violence, criminal justice officials, and concerned citizens throughout Upshur County and the United States to observe National Stalking Awareness Month.

NOW, THEREFORE, WE, The Commissioners for Upshur County, West Virginia, do hereby proclaim January 2021 as STALKING AWARENESS MONTH and applaud the efforts of the many victim service providers, police officers, prosecutors, national and community organizations, and private sector supporters for their efforts in promoting awareness about stalking.

Signature:

LEWIS COUNTY W.V.  
2020 MAY 29 AM 10:27

FILED - CIRCUIT CLERK

COPY

IN THE CIRCUIT COURT OF LEWIS COUNTY, WEST VIRGINIA

JAMES A. PICKENS, WANDA P. BICKEL,  
and BERTHA L. BURNSIDE,

Petitioners,

vs.

Civil Action No. 16-C-68

LELAND PICKENS and  
MICHELLE PICKENS,

Respondents.

DISMISSAL ORDER

This day came the Respondents, by Thomas W. Kupec, their attorney, and Petitioners, by Jodi Durham, their attorney, and advises the Court that all issues between them have been resolved and all monies dispersed by the Special Commissioners pursuant to the Court Order and that this civil action should now be dismissed.

Based upon the same it is hereby **ORDERED** as follows:

1. That the Special Commissioners, Thomas W. Kupec and Jodi Durham, are hereby relieved from their duties as Commissioners in this civil action.
2. That this civil action be and the same hereby is dismissed with prejudice, with each party bearing their own costs, and Ordered to be stricken from the docket of this Court.

The Clerk is directed to mail copies of this Order to the following Counsel of record:

Thomas W. Kupec  
Attorney at Law  
228 Court Street  
Clarksburg, WV 26301

Jodi Durham  
Attorney at Law  
501 Davis Avenue  
Elkins, WV 26241

John Thompson  
Dyer Insurance  
325 White Oaks Blvd  
Bridgeport, WV 26330

ENTER: 5/29/20  
JUDGE [Signature]

PREPARED BY:

[Signature]

THOMAS W. KUPEC State Bar No. 2111  
Counsel for Respondents

Approved By:

[Signature]  
JODI DURHAM State Bar No. 13393  
Counsel for Petitioners

STATE OF WEST VIRGINIA, COUNTY OF LEWIS, TO WIT, I, BETH A. BURKHART, Clerk of the Circuit Court of Lewis County, do hereby certify that foregoing is a true copy of an order entered in the above styled action on the 29th day of May, 2020. Given under my hand and official seal this 29th day of May, 2020.

BETH A. BURKHART  
Clerk of the Circuit Court of  
Lewis County, West Virginia

# UPSHUR COUNTY COMMISSION

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

January 14, 2021

I, Kristie G. Tenney, President of the Upshur County Commission, hereby authorize Carrie L. Wallace, County Administrator, to use my official signature stamp to sign any required documentation on behalf of the Upshur County Commission.

\_\_\_\_\_  
Kristie G. Tenney  
President, Upshur County Commission

State of WV  
County of Upshur

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021 by Kristie G. Tenney.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**UPSHUR COUNTY COMMISSION**

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

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

TDD Numbers  
Business: 472-9550  
Emergency: 911

January 14, 2021

I, Kristie G. Tenney, President of the Upshur County Commission, hereby authorize Tabatha R. Perry, Assistant County Administrator, to use my official signature stamp to sign any required documentation on behalf of the Upshur County Commission.

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Kristie G. Tenney  
President, Upshur County Commission

State of WV  
County of Upshur

The foregoing document was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2021 by  
Kristie G. Tenney.

My commission expires: \_\_\_\_\_.

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Notary Public



## TWENTY-SIXTH JUDICIAL CIRCUIT

JACOB E. REGER  
CHIEF JUDGE

UPSHUR COUNTY  
UPSHUR COUNTY COURTHOUSE  
POST OFFICE BOX 57  
40 WEST MAIN STREET  
BUCKHANNON, WEST VIRGINIA 26201  
(304) 472-5556  
FAX (304) 472-2892

LEWIS COUNTY  
LEWIS COUNTY COURTHOUSE  
117 COURT AVENUE  
WESTON, WEST VIRGINIA 26452  
304-269-9155  
FAX 304-269-2520

January 7, 2021

Upshur County Commission  
Upshur County Civil Service Board  
Buckhannon, WV 26201

RE: Appointment of Civil Service Board Member

TO WHOM IT MAY CONCERN:

I am appointing Steven Nanners, Attorney at Law, to serve as Bar Association representative on the Upshur County Civil Service Board. Mr. Nanners will serve the four-year term of 1/1/2021 – 12/31/2024.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Jacob E. Reger, Chief Judge  
26<sup>th</sup> Judicial Circuit

JER:cp

### Case Manager

On behalf of the Community Corrections Board for the 26<sup>th</sup> Judicial Circuit Community Corrections Program, we are accepting applications for one full-time Case Manager position. This position will be 40 hours per week with a beginning rate of pay of \$15.00/hr., and the office location will be in Lewis County, under the direction of the Program Director. Duties will include, but are not limited to, answering phone calls, creating correspondence, assisting with drug screening and transportation, scheduling client services, and other general office duties. Bachelor's degree is preferred but not required, a valid driver's license is mandatory, and have the ability to interact well with others and pass a criminal background check and driving history check.

- Schedules counseling appointments
- Arranges community service
- Updates BIPPS attendance sheet weekly
- Performs intakes for BIPPS clients
- Takes in home confinement money
- Assists in routine monitoring of home confinement clients
- Answers phones
- Supervises drug screening
- Administers the LSCMI case assessment tool
- Attends trainings as required by Community Corrections Subcommittee
- Prepares routine office documentation
- Enters all case information into database
- Provides testimony for court purposes

Individuals may obtain an application from the Office of the Upshur County Commission located at 91 W. Main Street, Suite 101 Buckhannon, WV 26201 during normal business hours of 8:00 am until 4:00pm., Monday through Friday, or at the Upshur County Day Report Center at 43 WBUC Rd Buckhannon, WV 26201, between 8:00 am and 4:00pm., Monday through Friday or at the Lewis County Day Report Center at 111 Court Ave, Weston, WV 26452 between 8:00 am and 4:00pm., Monday through Friday. Applications must be received at the Upshur County Day Report Center or the Lewis County Day Report Center on or before the close of business on January 22, 2021.

Office of the Upshur County Commission  
Carrie Wallace Upshur County Administrator  
91 W. Main Street, Suite 101, Buckhannon, WV 26201

Please do not make phone inquiries about this position

Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, gender identity, sexual orientation, disability, age, or handicap. Upshur County has established a drug free and tobacco free work environment.

# Upshur County Sheriff's Office 13

## Virgil D. Miller, Sheriff

Heather D. Sparks  
Chief Deputy  
Tax Division

38 West Main Street, Room 103  
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

J. Michael Coffman  
Chief Deputy  
Law Enforcement

January 3, 2021

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

Dear Commissioners:

I would like to advise you that Joseph D. Barcus will be appointed to Buckhannon Upshur Middle School as the Pro Officer effective January 3, 2021. Rodney Rolenson will no longer be the Pro Officer; he will be resuming his duties in Home Confinement, Community Corrections, and Patrol.

Thank you for your consideration and support.

Sincerely,



Virgil D. Miller  
Sheriff of Upshur County

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
COUNTY SUMMARY

PAGE: 1

|                                     | UNPAID - CHARGES |          |          | YEAR - TO - DATE - TAXES - PAID |          |          |            |            |            |
|-------------------------------------|------------------|----------|----------|---------------------------------|----------|----------|------------|------------|------------|
|                                     | REAL             | PERSONAL | TOTAL    | CHARGE<br>AMOUNT                | DISCOUNT | INTEREST | PUB<br>FEE | DIFFERENCE | COLLECTION |
| REGULAR CHARGES                     | 50425.00         | .00      | 50425.00 | 216800.00                       | .00      | .00      | .00        | .00        | 216800.00  |
| SUPPLEMENTAL CHARGES                | .00              | .00      | .00      | .00                             |          |          |            |            | .00        |
| TOTAL CURRENT CHARGES               | 50425.00         | .00      | 50425.00 | 216800.00                       | .00      | .00      | .00        | .00        | 216800.00  |
| PERCENTAGE OF UNPAID & PAID CHARGES |                  |          | 018%     | 082%                            |          |          |            |            |            |
| PRIOR YEAR REAL                     | 173735.00        | .00      | .00      | 3295.00                         | .00      | .00      | .00        | .00        | 5865.00    |
| PRIOR YEAR PERSONAL                 | .00              | .00      | .00      | .00                             | .00      | .00      | .00        | .00        | .00        |
| CANCELLATIONS                       | .00              | .00      | .00      |                                 |          |          |            |            |            |

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT:

PAGE: 1

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

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

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT: BANKS

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

|                                     | REAL     | PERSONAL | TOTAL   | CHARGE<br>AMOUNT | DISCOUNT | INTEREST | PUB<br>FEE | DIFFERENCE | COLLECTION |
|-------------------------------------|----------|----------|---------|------------------|----------|----------|------------|------------|------------|
| REGULAR CHARGES                     | 7080.00  | .00      | 7080.00 | 31420.00         | .00      | .00      | .00        | .00        | 31420.00   |
| SUPPLEMENTAL CHARGES                | .00      | .00      | .00     | .00              |          |          |            |            | .00        |
| TOTAL CURRENT CHARGES               | 7080.00  | .00      | 7080.00 | 31420.00         | .00      | .00      | .00        | .00        | 31420.00   |
| PERCENTAGE OF UNPAID & PAID CHARGES |          |          | 018%    | 082%             |          |          |            |            |            |
| PRIOR YEAR REAL                     | 24630.00 | .00      | .00     | 345.00           | .00      | .00      | .00        | .00        | 820.00     |
| PRIOR YEAR PERSONAL                 | .00      | .00      | .00     | .00              | .00      | .00      | .00        | .00        | .00        |
| CANCELLATIONS                       | .00      | .00      | .00     |                  |          |          |            |            |            |

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT: BUCKHANNON

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|                                     | -----UNPAID - CHARGES----- |          |          | -----YEAR - TO - DATE - TAXES - PAID----- |          |          |            |            |            |
|-------------------------------------|----------------------------|----------|----------|---|----------|----------|------------|------------|------------|
|                                     | REAL                       | PERSONAL | TOTAL    | CHARGE<br>AMOUNT                          | DISCOUNT | INTEREST | PUB<br>FEE | DIFFERENCE | COLLECTION |
| REGULAR CHARGES                     | 11525.00                   | .00      | 11525.00 | 54855.00                                  | .00      | .00      | .00        | .00        | 54855.00   |
| SUPPLEMENTAL CHARGES                | .00                        | .00      | .00      | .00                                       |          |          |            |            | .00        |
| TOTAL CURRENT CHARGES               | 11525.00                   | .00      | 11525.00 | 54855.00                                  | .00      | .00      | .00        | .00        | 54855.00   |
| PERCENTAGE OF UNPAID & PAID CHARGES |                            |          | 017%     | 083%                                      |          |          |            |            |            |
| PRIOR YEAR REAL                     | 37370.00                   | .00      | .00      | 785.00                                    | .00      | .00      | .00        | .00        | 1420.00    |
| PRIOR YEAR PERSONAL                 | .00                        | .00      | .00      | .00                                       | .00      | .00      | .00        | .00        | .00        |
| CANCELLATIONS                       | .00                        | .00      | .00      |   |          |          |            |            |            |

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT:

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

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT: MEADE

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|                                     | -----UNPAID - CHARGES----- |          |         | -----YEAR - TO - DATE - TAXES - PAID----- |          |          |            |            |            |
|-------------------------------------|----------------------------|----------|---------|---|----------|----------|------------|------------|------------|
|                                     | REAL                       | PERSONAL | TOTAL   | CHARGE<br>AMOUNT                          | DISCOUNT | INTEREST | PUB<br>FEE | DIFFERENCE | COLLECTION |
| REGULAR CHARGES                     | 7745.00                    | .00      | 7745.00 | 27705.00                                  | .00      | .00      | .00        | .00        | 27705.00   |
| SUPPLEMENTAL CHARGES                | .00                        | .00      | .00     | .00                                       |          |          |            |            | .00        |
| TOTAL CURRENT CHARGES               | 7745.00                    | .00      | 7745.00 | 27705.00                                  | .00      | .00      | .00        | .00        | 27705.00   |
| PERCENTAGE OF UNPAID & PAID CHARGES |                            |          | 021%    | 079%                                      |          |          |            |            |            |
| PRIOR YEAR REAL                     | 31600.00                   | .00      | .00     | 600.00                                    | .00      | .00      | .00        | .00        | 1160.00    |
| PRIOR YEAR PERSONAL                 | .00                        | .00      | .00     | .00                                       | .00      | .00      | .00        | .00        | .00        |
| CANCELLATIONS                       | .00                        | .00      | .00     |   |          |          |            |            |            |

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT: UNION

PAGE: 6

|                                     | -----UNPAID - CHARGES----- |          |          | -----YEAR - TO - DATE - TAXES - PAID----- |          |          |            |            |            |
|-------------------------------------|----------------------------|----------|----------|---|----------|----------|------------|------------|------------|
|                                     | REAL                       | PERSONAL | TOTAL    | CHARGE<br>AMOUNT                          | DISCOUNT | INTEREST | PUB<br>FEE | DIFFERENCE | COLLECTION |
| REGULAR CHARGES                     | 10430.00                   | .00      | 10430.00 | 47770.00                                  | .00      | .00      | .00        | .00        | 47770.00   |
| SUPPLEMENTAL CHARGES                | .00                        | .00      | .00      | .00                                       |          |          |            |            | .00        |
| TOTAL CURRENT CHARGES               | 10430.00                   | .00      | 10430.00 | 47770.00                                  | .00      | .00      | .00        | .00        | 47770.00   |
| PERCENTAGE OF UNPAID & PAID CHARGES |                            |          | 017%     | 083%                                      |          |          |            |            |            |
| PRIOR YEAR REAL                     | 37260.00                   | .00      | .00      | 860.00                                    | .00      | .00      | .00        | .00        | 1190.00    |
| PRIOR YEAR PERSONAL                 | .00                        | .00      | .00      | .00                                       | .00      | .00      | .00        | .00        | .00        |
| CANCELLATIONS                       | .00                        | .00      | .00      |   |          |          |            |            |            |

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT: WARREN

PAGE: 7

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

|                                     | REAL     | PERSONAL | TOTAL   | CHARGE<br>AMOUNT | DISCOUNT | INTEREST | PUB<br>FEE | DIFFERENCE | COLLECTION |
|-------------------------------------|----------|----------|---------|------------------|----------|----------|------------|------------|------------|
| REGULAR CHARGES                     | 6215.00  | .00      | 6215.00 | 20310.00         | .00      | .00      | .00        | .00        | 20310.00   |
| SUPPLEMENTAL CHARGES                | .00      | .00      | .00     | .00              |          |          |            |            | .00        |
| TOTAL CURRENT CHARGES               | 6215.00  | .00      | 6215.00 | 20310.00         | .00      | .00      | .00        | .00        | 20310.00   |
| PERCENTAGE OF UNPAID & PAID CHARGES |          |          | 023%    | 077%             |          |          |            |            |            |
| PRIOR YEAR REAL                     | 18375.00 | .00      | .00     | 445.00           | .00      | .00      | .00        | .00        | 635.00     |
| PRIOR YEAR PERSONAL                 | .00      | .00      | .00     | .00              | .00      | .00      | .00        | .00        | .00        |
| CANCELLATIONS                       | .00      | .00      | .00     |                  |          |          |            |            |            |

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT: WASHINGTON

PAGE: 8

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

|                                     | REAL     | PERSONAL | TOTAL   | CHARGE<br>AMOUNT | DISCOUNT | INTEREST | PUB<br>FEE | DIFFERENCE | COLLECTION |
|-------------------------------------|----------|----------|---------|------------------|----------|----------|------------|------------|------------|
| REGULAR CHARGES                     | 7430.00  | .00      | 7430.00 | 34740.00         | .00      | .00      | .00        | .00        | 34740.00   |
| SUPPLEMENTAL CHARGES                | .00      | .00      | .00     | .00              |          |          |            |            | .00        |
| TOTAL CURRENT CHARGES               | 7430.00  | .00      | 7430.00 | 34740.00         | .00      | .00      | .00        | .00        | 34740.00   |
| PERCENTAGE OF UNPAID & PAID CHARGES |          |          | 017%    | 083%             |          |          |            |            |            |
| PRIOR YEAR REAL                     | 24450.00 | .00      | .00     | 260.00           | .00      | .00      | .00        | .00        | 640.00     |
| PRIOR YEAR PERSONAL                 | .00      | .00      | .00     | .00              | .00      | .00      | .00        | .00        | .00        |
| CANCELLATIONS                       | .00      | .00      | .00     |                  |          |          |            |            |            |

DATE: 1/10/21

CUMULATIVE POSITION REPORT  
7/01/2020 - 12/31/2020  
DISTRICT: UPSHUR COUNTY DIST 8

PAGE: 9

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

# Fire Board Financial Report 2020 - 2021

CARRYOVER BALANCE: \$49,379.86

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

## DEPOSITS

|                          |              |                      |   |
|--------------------------|--------------|----------------------|---|
| Sheriff of Upshur County | \$1,615.09   | First Community Bank | Fire Fee Collections through 6/30/2020  |
| Sheriff of Upshur County | \$60,410.46  | First Community Bank | Fire Fee Collections through 7/31/2020  |
| Sheriff of Upshur County | \$101,930.82 | First Community Bank | Fire Fee Collections through 8/31/2020  |
| Sheriff of Upshur County | \$39,170.26  | First Community Bank | Fire Fee Collections through 9/30/2020  |
| Sheriff of Upshur County | \$10,570.96  | First Community Bank | Fire Fee Collections through 10/31/2020 |
| Sheriff of Upshur County | \$8,115.24   | First Community Bank | Fire Fee Collections through 11/30/2020 |
| Sheriff of Upshur County |              | First Community Bank | Fire Fee Collections through 12/31/2020 |
| Sheriff of Upshur County |              | First Community Bank | Fire Fee Collections through 01/31/2021 |
| Sheriff of Upshur County |              | First Community Bank | Fire Fee Collections through 02/28/2021 |
| Sheriff of Upshur County |              | First Community Bank | Fire Fee Collections through 03/31/2021 |
| Sheriff of Upshur County |              | First Community Bank | Fire Fee Collections through 04/30/2021 |
| Sheriff of Upshur County |              | First Community Bank | Fire Fee Collections through 05/31/2021 |

Total Deposits: \$221,812.83

Plus Carryover: \$271,192.69

**Total:** \$320,572.55

## EXPENDITURES

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

[illegible]





WEST VIRGINIA BOARD OF VETERINARY MEDICINE  
 5509 Big Tyler Road, Suite 3, Cross Lanes, WV 25313  
 Phone: 304-776-8032 Fax: 304-776-8256

Annual Report on Animal Euthanasia  
 January 1, 2020 through December 31, 2020

This annual report must be received by the WV Board of Veterinary Medicine no later than January 15.  
 Individual monthly reports are no longer required.

|   |                                   |                       |                                   |
|---|-----------------------------------|-----------------------|-----------------------------------|
| Facility Name<br>Lewis-Upsher Animal Control Facility     |                                   |                       |                                   |
| Address<br>318 mud Lick Rd                                |                                   | City<br>Buckhannon    | State<br>WV                       |
| County<br>Upshur  |                                   | Phone<br>304-472-3865 | Email<br>jlochan@upshurcounty.org |
| Mailing address 91 W. Main St. Suite 101                  |                                   |                       |                                   |
| CAET's Employed at this Facility During the Report Period |                                   |                       |                                   |
| 1   | Janella L. Cochran                |                       |                                   |
| 2   | Dustin Hollen - Left January 2020 |                       |                                   |
| 3   |                                   |                       |                                   |
| 4   |                                   |                       |                                   |
| 5   |                                   |                       |                                   |
| 6   |                                   |                       |                                   |
| 7   |                                   |                       |                                   |

| Total Number of Animals Received |     |
|----------------------------------|-----|
| Feline                           | 320 |
| Canine                           | 456 |
| Other                            | 5   |
| Total                            | 781 |

| Total Number of Animals Euthanized |     | Total Sedated Prior to Euthanasia |     |
|------------------------------------|-----|-----------------------------------|-----|
|                                    |     | Yes                               | No  |
| Feline                             | 95  | 0                                 | 95  |
| Canine                             | 14  | 0                                 | 14  |
| Other                              | 0   | 0                                 | 0   |
| Total                              | 109 | 0                                 | 109 |

| <b>LEWIS-UPSHUR ANIMAL CONTROL FACILITY</b> |  |               |              |
|---|--|---------------|--------------|
| <b>MONTH OF November 2020</b>               |  |               |              |
|   |  | <b>UPSHUR</b> | <b>LEWIS</b> |
| <b>ADOPTIONS</b>                            |  |               |              |
| CASH  |  | \$200         | \$80         |
| CHECK                                       |  | \$0           | \$0          |
| E STORE CREDIT CARD                         |  | \$160         | \$90         |
| <b>SUBTOTAL</b>                             |  | <b>\$360</b>  | <b>\$170</b> |
| <b>SPAY/NEUTER DEPOSIT</b>                  |  |               |              |
| CASH  |  | \$400         | \$100        |
| CHECK                                       |  | \$0           | \$0          |
| E STORE CREDIT CARD                         |  | \$350         | \$100        |
| <b>SUBTOTAL</b>                             |  | <b>\$750</b>  | <b>\$200</b> |
| <b>BOARD RESCUE</b>                         |  |               |              |
| CASH  |  | \$50          | \$0          |
| CHECK                                       |  | \$0           | \$0          |
| E STORE CREDIT CARD                         |  | \$50          | \$50         |
| <b>SUBTOTAL</b>                             |  | <b>\$100</b>  | <b>\$50</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                                       |  | \$30          | \$0          |
| E STORE CREDIT CARD                         |  | \$0           | \$0          |
| <b>SUBTOTAL</b>                             |  | <b>\$30</b>   | <b>\$0</b>   |

|       |  |         |       |
|-------|--|---------|-------|
| OTHER |  |         |       |
| TOTAL |  | \$1,240 | \$420 |

EXPLANATION c

+  
fees collected by Magist.

*Mella L Cochran 12/9/2020*

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

|                       | TRANSACTION            | UPSHUR | LEWIS | TOTAL |
|-----------------------|------------------------|--------|-------|-------|
| Cats brought in by    | City Trapper           | 0      | 0     | 0     |
| Cats brought in by    | Animal Control Officer | 2      | 0     | 2     |
| Cats brought in by    | County Residents       | 16     | 0     | 16    |
| Cats brought in by    | Law Enforcement        | 0      | 0     | 0     |
| Cats in Drop Box      |                        | 0      | 0     | 0     |
| Cats Quarantined      |                        | 0      | 0     | 0     |
| Cat returned to owner |                        | 0      | 0     | 0     |
| Cats Escaped          |                        | 0      | 0     | 0     |
| Adoptions:            |                        |        |       |       |
| With Charge           |                        | 13     | 0     | 13    |
| Without Charge        |                        | 0      | 0     | 0     |
| Rescues:              |                        |        |       |       |
| With Charge           |                        | 0      | 0     | 0     |
| Without Charge        |                        | 1      | 0     | 1     |
| Euthanasia:           |                        |        |       |       |
| Owner Request         |                        | 0      | 0     | 0     |
| Other                 |                        | 3      | 0     | 3     |

*Janelle L Cochran*  
 Signature

12-9-2020

Date

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

| TRANSACTION  | UPSHUR | LEWIS | TOTAL |
|--|--------|-------|-------|
| Dogs brought in by Animal Control Officer          | 8      | 8     | 16    |
| Other Animals brought in by Animal Control Officer | 2      | 0     | 0     |
| Dogs brought in by County Residents                | 5      | 10    | 15    |
| Dogs brought in by Law Enforcement                 | 0      | 0     | 0     |
| Dogs in Drop Box                                   | 1      | 0     | 1     |
| Dogs Quarantined                                   | 2      | 0     | 2     |
| Dogs Returned to Owner                             | 3      | 3     | 6     |
| Dogs Escaped                                       | 0      | 0     | 0     |
| Adoptions:   |        |       |       |
| With Charge  | 5      | 4     | 9     |
| Without Charge                                     | 0      | 0     | 0     |
| Rescues:   |        |       |       |
| With Charge  | 2      | 12    | 14    |
| Without Charge                                     | 3      | 4     | 7     |
| Euthanasia:  | 0      | 0     | 0     |
| Owner Request                                      | 0      | 0     | 0     |
| Other  | 0      | 0     | 0     |
| Total  | 31     | 41    | 72    |

*Jamella L. Cochran*

Signature

12-9-2020

Date

Jason.Knicely, ANIMAL CONTROL / HUMANE OFFICER

## MONTHLY ANIMAL REPORT

November

| TRANSACTION                       | #  |
|-----------------------------------|----|
| Animals picked up by ACO:         |    |
| Dogs                              | 8  |
| Other                             | 2  |
| Animals returned to Owner by ACO: | 0  |
| Dogs                              | 3  |
| Other                             | 0  |
| Animals Delivered to LUACF:       | 0  |
| Dogs                              | 16 |
| Other                             | 0  |
| Animals Quarantined by ACO:       | 1  |
| Dogs                              | 2  |
| Other                             | 0  |
| Animals Terminated:               | 0  |
| Dogs                              | 0  |
| Other                             | 0  |
| Total Number of Hours Involved    | 80 |
|                                   |    |

Signature

Date

11 - 30 - 2020

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

***Buckhannon-Upshur Airport Authority–Virtual Meeting via Telephony or ZOOM <sup>1</sup>  
Monday, January 11, 2021 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
    - B2 Hangar Status
  - Treasurer's Report – Phil Loftis, Treasurer
    - Approval for renewal of Sage 50 accounting software agreement \$1711.00 (up \$156.05, 10%, from \$1554.95)
  - Secretary's Report – Brian Huffman, Secretary
  - Engineering Reports – Chapman/Technical
  - Operations – Jamie Wilt, Jennifer Powers
    - 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](mailto: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.

---

<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.



PO Box 2115 / 79 East Main Street, Buckhannon, WV 26201  
(304) 473.1051 upshurfrn@yahoo.com

**UCFRN General Membership Meeting     ~ Zoom Virtual Meeting**

***January 11, 2021     12:00 PM***

---

### **Agenda Topics**

- Introduction and opening prayer
- Last Quarter Update
- Information Sharing
- Closing

\*Continue to meet virtually

Next meeting Monday February 8, 2021 at 12:00 pm – Zoom Virtual Meeting



## Notice of Monthly Meeting Upshur County Farmland Protection Board

\*\*\*\*\*

Location: Teleconference 253-993-3180 (no access code required)  
Date: January 13, 2020  
Time: 1:15 p.m.

### AGENDA

CALL MEETING TO ORDER / ROLL CALL

INTRODUCTION: Mimi Riffle

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: November 2020

BUSINESS ITEMS – Discussion/Update/Action

- Locally important soils – Update from John – Letter sent to State Conservationist
- Review/Approve Hicks monitoring report
- Queen easement – Status update
- Ranking Sheet – Review Mineral Rights section for changes
  - 8. 50 points max - Mineral Rights - CURRENT
 

|  |    |
|--|----|
| 1. Mineral rights owned by landowner                   | 50 |
| 2. Mineral rights severed – subordination possible     | 10 |
| 3. Mineral rights severed – subordination not possible | 0  |
  - 8. 50 points max - Mineral Rights - SUGGESTED
 

|  |    |
|--|----|
| 1. Mineral rights owned by landowner/not leased        | 40 |
| 2. Mineral rights owned by landowner/leased            | 10 |
| 3. Mineral rights severed – subordination possible     | 10 |
| 4. Mineral rights severed – subordination not possible | 0  |
- New Applications

FINANCIAL MATTERS – Discussion/Update/Action

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

OTHER BUSINESS –

DATE OF NEXT MEETING

ADJOURNMENT

# UPSHUR COUNTY SENIOR CENTER

**TO:** Upshur County Senior Center Board of Directors

**FROM:** Sarah Campbell/Ransom Hackett

**MEETING:** Senior Center Board of Directors

**DATE:** January 13, 2021

**TIME:** 12:00 PM

**PLACE:** Conference Call

Minutes Attached

Director's Report Attached

Finance Report Attached

## AGENDA

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Directors Report**

**Public Comments**

**Financial Report**

**Previous Business**  
None

**New Business**

**Personnel Matters**  
Client Tracking Services

**Next Meeting**

**Adjournment**

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD

**Meeting Agenda**

Upshur County Administrative Annex

Thursday, January 14, 2021

3:00 p.m.

\*\*\*\*\*

- I. Call meeting to order
- II. Recognition of Guests
- III. Public Comment
- IV. Approval of previous meeting(s) minutes
  - November 19, 2020
- V. Report and/or action on Pending Cases
  - 061120-02 (Rhodes) – Review photographs of property
- VI. Consider requests to establish new cases
  - 1 new Complaints
- VII. Adjournment

The next Safe Structures & Sites Board Meeting will be held on Thursday, February 11, 2021 beginning at 3:00 p.m. at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

## 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, January 19, 2021  
**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---December 15, 2020

Public Questions/Comment Period

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

- Cumulative report
- Financial reports to Commission
- End of term limits for members
- Update: MOU Tax Deputy Incentive

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 12/31/2020---\$170,338.11
- Disbursement from Chief Tax Deputy for November---\$2,555.12

Payment of Bills/Invoices

- \*Software Systems---monthly maintenance---Invoice # 34557---\$228.00
- \*Quill---Ink, stapler, office supplies---Invoice# 146191880---\$211.98
- \*Upshur County Commission---Reimbursement---Postage, Oct to Dec---\$67.75

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---February 16, 2021---Adjournment

## HODGESVILLE PSD

### RESCHEDULED MONTHLY MEETING

DECEMBER 8<sup>TH</sup> 2020

4:00PM

The regular monthly meeting of the Hodgesville PSD was called to order at the District Office at 188 Fayette St. Buckhannon WV on the above date and time.

In attendance were Robert Wright, Chairman; Roger Ward, Secretary; Howard Cutright, Member; Terry Gould, Manager; Barbara Curry, UBS, Inc.

The reading of the November 10, 2020 minutes were read and approved.

Terry Gould presented the monthly financial reports and bills to be paid. A motion to pay bills by Robert Wright, seconded by Roger Ward.

The monthly billing, accounts receivable and past due accounts were reviewed by all present.

Terry Gould discussed the following topics:

\*HPSD needs to get into compliance with the Working Capital Reserve required by the PSC. Hodgesville's current CWCR % of tariff revenue is 5.89%. This amount would be approximately \$4000.00/month. Right now this would be hard as we are paying the City 6.42% of our revenues for the past due amount that Hodgesville owes the City. Hodgesville should have the past due paid in full in approximately 7-8 months. Then hopefully Hodgesville can put money into this reserve.

\*Hodgesville collected \$754.55 in shut off amounts and currently have 10 customers still off because of non-payment.

\* In regards to the Hodgesville Project, we have received some bad news. Conference call with Region VII and Thrasher Engineering state that we are not eligible for any loan money due to our debts. They are going to see if Hodgesville can get an interim loan/critical use loan needed for repairs of our system. Expansion then will be next. Another conference call is scheduled for December 10. Also trying to complete the Annual report for 06/30/2020 and the Project Accountant will apply for a rate increase.

The Board approved and signed to renew the testing contract with Quality Water Services LLC.

The monthly fee did not change. Motion by Howard Cutright and seconded by Robert Wright.

Discussion was held to regarding cars being parked near our pump station on Rt 20 near Napa. These need moved in case of emergency and just should not be there at all as it is our property. Will try to find out who the vehicles belong to.

Brenda Shipman, one of our customers, had a house fire recently and said the fire department left the water running. She refuses to pay the bill. The Board suggested getting in touch with Joe Carrico of the Warren District Fire Department to see what information he may have regarding this fire.

Hodgesville has received insurance proceeds for the fire hydrant on Carper Rd and has notified Ringers to fix as soon as possible.

Ringers had the following activity for November:

- \*Gum Mountain from the tap under Rt 20N to the other side. Replaced with copper.

- \*Water tap installed on Pecks Run.

- \* 15 leaks fixed.

- \*Presented the Board with customer adjustments for the month of November. The adjustments were signed and approved by Robert Wright and Howard Cutright.

The next meeting will be held January 5<sup>th</sup>, 2021 at 4pm

There being no further business to discuss the meeting adjourned at 5:10 pm

Signed:

*Howard Cutright* HPSP member

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
December 8, 2020

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, December 8, 2020.

Chair, Carey Wagner, called the meeting to order at 4:55 p.m. and led the group in the Pledge of Allegiance.

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

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

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

Recognize that four (4) customers were present.

**APPROVAL OF MINUTES**

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

**APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE**

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

**WEBSITE CHANGES EFFECTIVE MARCH 31, 2021**

This was on the agenda for discussion/options to start preparing for the coming changes. More emails will be forth coming on these changes and then decisions will be made as to the best way to proceed.

**PHASE III EXTENSION PROJECT**

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

**Change Order for Contract 1**

A change order for Contract 1 was submitted for signature in the amount of \$3114.00 for electrical purposes. Sonny Matthews made a motion to sign the change order. Larry Heater seconded. Motion carried

Elkins Road Public Service District  
Board of Directors' Regular Meeting  
December 8, 2020

**PHASE III EXTENSION PROJECT (continued)**

Amanda Sutphin attended the meeting via the phone to give updates on all contractors. Contract 1 for the new office building is proceeding nicely and believes the office will be completed just a few weeks past the deadline date. Hold ups on this contract are at present doors.

Contract 3 is also moving along nicely and is now working on Radabaugh Ridge after having completed all but the installation of meters on Messinger Way near Audra. Booster station for Winery Road will be the biggest hold up for that road.

Contract 4 is in the process of finishing up King Schoolhouse Road upgrade, then plans to move to valve replacement on Heavner Grove Road. They are also going to install meters on Beech Run Road sometime in the next couple days. Booster station for the Hawkins will be the biggest hold up for that road.

**MAINTENANCE**

Dave Wamsley, System Operator, discussed the November Maintenance Report which he had prepared for the meeting. Leak detection was discussed at length due to our water loss coming down but not enough. Locating valves was also discussed at length due to the fact that being unable to locate them is causing us too many delays in fixing/finding leaks.

**PERSONNEL**

Carey Wagner made a motion to enter into Executive Session under WV Code 6-9A-4 at 6:20 p.m. Sonny Matthews made a motion to come out of Executive Session at 6:35 p.m. Seconded by Larry Heater. Motion carried. No decision were made while in executive session. The Board approved a Christmas Bonus for the employees to be paid on their next paycheck.

There being no further business, **the meeting adjourned on motion made by Sonny Matthews and seconded by Larry Heater.** Meeting adjourned at 6:40 p.m.

The next meeting will be held on Tuesday, January 5, 2021 at 5:00 p.m.

Respectfully submitted:

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

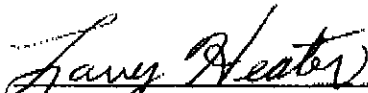
Elkins Road Public Service District  
Board of Directors' Regular Meeting  
December 8, 2020

Attachments: Agenda  
Sign In Sheet

Approved By:



Board Chair/Treasurer  
Carey Wagner



Secretary  
Larry Heater



Board Member  
Sonny Matthews

Note: Recorded Meeting