

## 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: February 4, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
  - January 28, 2021
- 9:00 a.m. Laura Ward -- Country Roads Transit – Provide an update for the previous fiscal year and request for funding
- 9:15 a.m. Wiley Creasey - Consider Paper Road Closure Application for a Portion of Darylene Drive  
*Page 5-8*
- 9:30 a.m. Dirk Burnside -- Discuss installation of a microwave connection between E911 Communications Center and the Tallmansville Radio Tower

### Items for Discussion / Action / Approval:

1. Approval and signature of correspondence to Ben Claypool, Highway Administrator II for the WV Division of Highways Maintenance Division, regarding a site located at the intersection of Yokum Road and Boy Scout Camp Road. *Page 9-11*
2. Review and signature of correspondence to Ryan Halsey, Project Manager, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$47,257.14. This is for Request for Funds #18. \* *Page 12-27*
3. Approval and signature of the FOHO WV / Stanton Foundation 2021 Grant Application on behalf of the Lewis-Upshur Animal Control Facility in the amount of \$4,149. If awarded, the funding will be used to purchase 2 new dryers, one washing machine and a new computer with dual monitors. \* *Page 28-32*
4. Approval of “Requests for Bids” and Minimum Vehicle Specifications for one 2021 AWD Police Sedan. Sealed proposals must be received no later than 4:00 p.m. on March 1, 2021 at the Administrative Annex located at 91 W. Main Street, Suite 101. Proposals received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:15 a.m. on Thursday, March 4, 2021. \* *Page 33-34*
5. Review and approval of the revised Upshur County Courthouse Security Advisory Board Bylaws, amending the membership section. These revisions were proposed during the Court Security Advisory Board meeting on January 21, 2021. \* *Page 35-37*

6. Consideration of the Upshur County Courthouse Security Advisory Board Membership Appointment Form appointing James W. Vance, Court Security Supervisor, as the Security Office representative on the Court Security Advisory Board. \* Page 38
7. Correspondence from Carrie L. Wallace, County Administrator, requesting reappointment to the James W. Curry Library Advisory Board. Ms. Wallace's term expired on December 31, 2020. Upon approval, Ms. Wallace's new term will expire on December 31, 2025. \* Page 39
8. Correspondence from Greg Harris, Upshur County Facilities Director, requesting the employment of a full-time maintenance technician, effective February 8, 2021. \*  
*Item may lead to Executive Session per WV Code §6-9A-4* Under separate cover
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. Public Service Announcement: The Buckhannon Suddenlink office has reopened as of January 20<sup>th</sup> and will be open Monday through Friday from 9 a.m. to 6 p.m. Customers may make payments in person during regular business hours.
2. Correspondence from Ora L. Ash, Deputy State Auditor for Local Government Services, announcing the upcoming Budget Preparation Workshops for County Government via Microsoft Teams. Page 40-41
3. Correspondence from Ora L. Ash, Deputy State Auditor for Local Government Services, regarding the levy estimate (budget) 2021-2022, approved percentages for the Assessor's Valuation Fund and a budget sequence of events. Page 42-43
4. Certificate from the U.S. Census Bureau acknowledging the Upshur County Commission as an invaluable member of the 2020 Census Community Partnership and Engagement Program. Page 44
5. 2020 Building and Floodplain Permit Summary Page 45-48
6. Upshur County Building Permits for the month of January, 2021 Page 49-50
7. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - 2021 County Government Essay Contest Announcement – applications due April 16, 2021 Page 51-53
  - b) Agendas and/or Notice of Meetings:
 

• Elkins Road PSD	February 2, 2021	<u>Page 54</u>
• City Council of Buckhannon	February 4, 2021	<u>Page 55</u>
• Lewis-Upshur Community Corrections Board	February 8, 2021	<u>Page 56</u>
  - c) Meeting Minutes:

d) Meetings:

- 02/02/21 5:00 p.m. Elkins Road PSD
- 02/02/21 4:00 p.m. Hodgesville PSD
- 02/04/21 7:00 p.m. Banks District VFD
- 02/04/21 7:00 p.m. City Council of Buckhannon
- 02/04/21 7:00 p.m. Selbyville VFD
- 02/08/21 12:00 p.m. Upshur County Family Resource Network
- 02/08/21 4:30 p.m. Upshur County Solid Waste Authority
- 02/08/21 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 02/08/21 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co.
- 02/09/21 7:30 p.m. Adrian VFD
- 02/04/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 02/17/21 7:00 a.m. Upshur County Development Authority – Executive Board
- 02/10/21 12:00 p.m. Upshur County Senior Center Board
- 02/10/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 02/09/21 7:00 p.m. Warren District VFD
- 02/04/21 3:00 p.m. Adrian PSD
- 02/10/21 3:00 p.m. Tennerton PSD
- 02/11/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 02/11/21 7:30 p.m. Buckhannon VFD
- 02/08/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 02/18/21 6:30 p.m. Upshur County Youth Camp Board
- 02/14/21 6:00 p.m. Washington District VFD
- 02/15/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/17/21 4:00 p.m. Upshur County Public Library Board
- 02/19/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 02/23/21 6:30 p.m. Upshur County Fire Board, Inc.
- 02/23/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/10/21 7:00 p.m. Ellamore VFD
- 02/17/21 12:00 p.m. Lewis Upshur LEPC
- 02/10/21 1:15 p.m. Upshur County Farmland Protection Board
- 02/22/21 7:00 p.m. Upshur County Fire Fighters Association
- 02/10/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 02/22/21 12:00 p.m. Region VII Planning and Development Council
- 02/22/21 10:00 a.m. Mountain CAP of WV, Inc.

8. Appointments Needed or Upcoming:

- Upshur County Fire Board, Inc. (Linn Baxa – 6/30/2020) – Fire Association Representative
- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (unexpired term – 06/30/2021) – City 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. \*\*\**

#### 9. Board of Review & Equalization Meeting Schedule

- 01/28/2021 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
- 02/03/2021 1:00 p.m. – 3:00 p.m.
- 02/09/2021 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
- 02/16/2021 9:00 a.m. – 11:00 a.m. Adjournment

*These meetings will take place at the Upshur County Administrative Annex*

#### Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
February 11, 2021 --- 9:00 a.m.  
Upshur County Courthouse Annex



Wiley Creasey  
 290 Darylene Drive  
 Buckhannon, WV 26201  
 Home – 304-472-9519  
 Cell – 304-439-0815



January 14, 2021  
 Upshur County Commission  
 38 West Main Street  
 Buckhannon, WV 26201

Re: WV State Code 7-1-3h

County Commissioners:

After reviewing the WV State Code 7-1-3h, I am submitting this application and requesting the Upshur County Commission to close an unused portion of paper road Darylene Drive. This section of road is located between two parcels of land owned by Wiley Creasey, parcels 49-02-5E-49 and 49-02-5E-54, and continues to Stateside Drive in the Buckhannon District.

The portion of paper road Darylene Drive that I am requesting to be closed is from the point of where Darylene Drive ends, and paper road Darylene Drive begins. This is located and where parcels 4-02-5E-49, 49-02-5E-54 and 49-02-5E-45 intersect, and continues toward Stateside Drive, through parcel 49-02-5F-82.

This section of road does not service any public access nor utilities. No person, other than the property owners, have cause to use this portion of paper road Darylene Drive. All other home/property owners will have full access to their property, and do not use this section of road to access their property. The road closure will only be incurred on/between the parcels of property as shown on the enclosed map, from Section A to Section B of paper road Darylene Drive.

All property owners shall/will have full access to their property located on Darylene Drive from Carper Road to Section A of enclosed map, and property owners from Section B to Section A of the enclosed map to Stateside Drive, will still have full access to their properties. No property owner will incur any restrictions to their properties from this road closure.

No persons has used or has had cause to use this section of Darylene Drive (formally Carper Road) from Section A to Section B of enclosed map. From Section A of enclosed map to Stateside Drive, this section of Darylene Drive is not suitable for any vehicle traffic, nor has, or is currently being maintained.

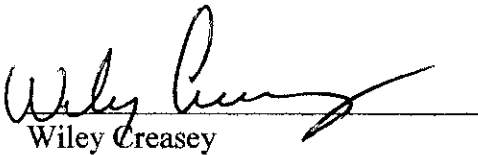
Since purchasing both properties in May 2003, no persons has used or has had cause to use this section of Darylene Drive (formally Carper Road)

Contact with WVDOT, Division of Highways, Office of the District Engineer/Manager, District Seven, Weston, John Fitzsimmons, states that WVDOT does not own, or service this section of Darylene Drive, and has no plans to do so at a later date.

Please see the attached map for reference.

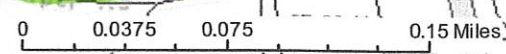
If additional information is needed, please do not hesitate to contact me at the above address/ telephone numbers. Thank you for your time and consideration into this matter.

Sincerely,



Wiley Creasey

## 7



**User Notes:**

WVParcels

ROAD

MAINTAINED BY WV DOT

ROAD MAINTAINED BY Home owners

Portion OF PAPER ROAD DARYLENE  
Drive TO BE CONSIDERED FOR  
CLOSURE

## STATESIDE DRIVE

Map created on September 14, 2020

**Owner(s):**

No Parcel Selected

**Address:**

No Parcel Selected

**Class Type:**

No Parcel Selected

**Legal Description:**

No Parcel Selected



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

Office of the District Engineer/Manager  
District Seven

P. O. Box 1228, Weston, West Virginia 26452 • 304/269-0400

**August 27, 2020**

Wiley Creasey  
290 Darylene Drive  
Buckhannon WV 26201

Thank you for your inquiry about the ownership of Darylene Drive, in Buckhannon WV. According to our records, we took on a very short section of Darylene Drive as the "Carper Road Loop" This area extends along what we refer as Carper Road, with the platted Carper Road, thence with Darylene, to the intersection with King Street, thence with King Street back to the intersection with Carper Road, making a loop. We do not own or maintain where your home is located.

Any ownership of that roadway would need to be performed at the courthouse. Since this is not one of our roads, and we are not actively working on any projects for that property, we would be unable to do this research. The County Clerks office, or the Assessor's office may be able to provide you with some additional information.

If you have any additional questions or concerns please notify this office.

Sincerely

A handwritten signature in black ink, appearing to read "John Fitzsimmons".

John Fitzsimmons  
Realty Manager

# 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

February 4, 2021

Ben Claypool, Highway Administrator II  
493 Mud Lick Road  
WV Maintenance Div – Trans  
Buckhannon, WV 26201

Dear Mr. Claypool:

Our office was contacted by an Upshur County resident in June, 2020 regarding an area heavily used for commuter parking and tourism parking due to its proximity to US 33 and the Middlefork River. The site is directly under US 33 HWY at the intersection of Yokum Road and Boy Scout Camp Road. It is our understanding you have corresponded with Terri Jo Bennett and the Division of Highways plans to place gravel at the site. We have been advised that the site has been grated and ditched; however, as you can see in the attached photographs, there is standing water in the ditch line due to a lack of drainage and gravel.

We respectfully request that you reconsider the maintenance to this location. If you have any questions or would like to discuss further, feel free to contact our office.

Sincerely,

Kristie G. Tenney  
Commission President

Enclosures: photographs, GIS aerial

Cc: Terri Jo Bennett, Coordinator











UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

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

TDD Numbers  
Business: 472-9550

February 4, 2021  
CDBG Project Manager  
West Virginia Development Office  
1900 Kanawha Boulevard East  
Building 3, Suite 700  
Charleston, WV 25305-0311

**RE: Upshur County Commission—Elkins Road PSD Phase III Water System Improvements  
Small Cities Block Grant Project #16SCBG0008  
Request for Funds #18**

Dear Mr. Halsey:

In accordance with the drawdown procedures established by the State, this letter of transmittal contains a progress report on the above-referenced project to support the enclosed Request for Payment:

1. **Engineering**—Engineering services and inspection continue on-site as construction occurs. Amount requested is \$9,257.14.
2. **Construction**— Construction contracts #3 and #4 continues with construction, with contract #3 (AJ Burk) being approximately 65% complete and Contract #4 (Chojnacki) being approximately 51% complete. Amount requested is \$38,000.00.

The total amount of this request is \$47,257.14. If you have any questions or comments, please contact our project administrators at 304-472-6564.

Sincerely,

Kristie G. Tenney  
President

Enclosure



**Community Development Block Grant -Small Cities Block Grant Program  
REQUEST FOR PAYMENT**

**TO:** West Virginia Development Office  
Building 3, Room 700  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-2234

**FROM:** Upshur County Commission  
91 West Main Street, Suite 101  
Buckhannon, WV 26201

<b>Project Name</b>	<b>Elkins Road PSD Phase III Water System Improvements</b>	<b>Project #</b>	<b>16SCBG0008</b>
---------------------	--	------------------	-------------------

<b>Invoice #</b>	<b>173858-18</b>	<b>% of Project Complete</b>	<b>39.4%</b>
------------------	------------------	------------------------------	--------------

<b>Time Period Covered by this Request:</b>	<b>11/1/2020</b>	<b>TO</b>	<b>2/4/2021</b>
---	------------------	-----------	-----------------

<b>Amount of CDBG Funds on hand at the time of this Request</b>	<b>\$</b>	<b>-</b>
---	-----------	----------

<b>COST CATEGORIES</b>	<b>APPROVED BUDGET AMOUNT</b>	<b>AMOUNT REQUESTED TO DATE</b>	<b>AMOUNT REQUESTED THIS DRAW</b>	<b>TOTAL AMOUNT REQUESTED</b>	<b>AMOUNT DISBURSED TO DATE</b>	<b>BALANCE</b>
Administration	\$ 19,433.65	\$ 19,433.65	\$ -	\$ 19,433.65	\$ 19,433.65	\$ -
<i>Direct Costs</i>						
<i>Indirect Costs</i>						
Accounting		\$ -	\$ -	\$ -	\$ -	\$ -
Arch/Engineering	\$ 277,306.00	\$ 204,719.73	\$ 9,257.14	\$ 213,976.87	\$ 173,965.23	\$ 63,329.13
Land Acquisition		\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,203,260.35	\$ 319,643.30	\$ 38,000.00	\$ 357,643.30	\$ 185,621.78	\$ 845,617.05
Permits/Fees		\$ -	\$ -	\$ -	\$ -	\$ -
Legal		\$ -	\$ -	\$ -	\$ -	\$ -
Planning		\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUB-TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 543,796.68</b>	<b>\$ 47,257.14</b>	<b>\$ 591,053.82</b>	<b>\$ 379,020.66</b>	<b>\$ 908,946.18</b>
Less Income						
<b>TOTAL:</b>	<b>\$ 1,500,000.00</b>	<b>\$ 543,796.68</b>	<b>\$ 47,257.14</b>	<b>\$ 591,053.82</b>	<b>\$ 379,020.66</b>	<b>\$ 908,946.18</b>

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract

**02/04/2021**

**Chief Elected Official Signature**

**Date**

*Kristie G. Tenney*

**Printed Name of Chief Elected Official**

*Copies of Invoices Required  
Invoice Summary Forms Required*

v12-4-2020

**ELKINS ROAD PUBLIC SERVICE DISTRICT  
2016W-1632  
16SCBG0008  
Request #9**

**RESOLUTION OF THE ELKINS ROAD PUBLIC SERVICE DISTRICT APPROVING INVOICES RELATING TO  
THE WATER PROJECT AND AUTHORIZING PAYMENT THEREOF,**

**WHEREAS**, the Elkins Road Public Service District, has reviewed the invoices attached hereto for its water project funded by the West Virginia Infrastructure & Jobs Development Council ("IJDC") and Small Cities Block Grant ("SCBG"), and find as follows:

- a.) That none of the items for which payment is proposed to be made has been requested from another funding source.
- b.) That each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a cost of the project.
- c.) That each of such costs has been otherwise properly incurred.
- d.) That the payment for each of the items proposed is due and owing as the date hereof.

**NOW, THEREFORE BE IT RESOLVED** by the Elkins Road Public Service District as follows: There is hereby authorized and directed the payment of the attached invoices as follows:

<b>VENDOR</b>	<b>SCBG</b>	<b>IJDC Loan</b>	<b>TOTAL</b>
Chapman Technical Group LTD	\$ 9,257.14	\$ 21,599.98	\$ 30,857.12
Pro Contracting, Inc.	\$ -	\$ 35,032.50	\$ 35,032.50
M&A Coatings, LLC.	\$ -	\$ 26,239.77	\$ 26,239.77
AJ Burk, LLC	\$ 38,000.00	\$ 41,758.42	\$ 79,758.42
WV State Fire Marshal	\$ -	\$ 270.00	\$ 270.00
	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 47,257.14</b>	<b>\$ 124,900.67</b>	<b>\$ 172,157.81</b>

**ADOPTED BY the Elkins Road Public Service District**, at a meeting held on the 2nd day of February, 2021.

By: \_\_\_\_\_

Its: Chairman

Elkins Rd PSD  
 IJDC No. 2016W-1632  
 Expenditure Report #9

2/2/2021

IJDC Loan	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	0.00	460,350.00	285,828.75	35,032.50	320,861.25	139,488.75
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	236,157.90	26,239.77	262,397.67	0.00
Contract 3 Line ext (AJ Burk)	1,117,740.00	0.00	1,117,740.00	842,007.73	41,758.42	883,766.15	233,973.85
Contract 4 Line Ext (Chojnacki)	1,384,581.65	0.00	1,384,581.65	683,619.88	0.00	683,619.88	700,961.77
Contingency	219,549.00	(40,897.67)	178,651.33	0.00	0.00	0.00	178,651.33
Kesling Mill Booster Station	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
Touch Read & Radio Read Meters	274,994.00	0.00	274,994.00	0.00	0.00	0.00	274,994.00
Technical Services (Chapman)							
Study & Report	53,000.00	0.00	53,000.00	53,000.00	0.00	53,000.00	0.00
Design	252,000.00	0.00	252,000.00	252,000.00	0.00	252,000.00	0.00
Bidding	32,990.00	0.00	32,990.00	32,990.00	0.00	32,990.00	0.00
Engineering During Construction	89,810.00	3,500.00	93,310.00	44,905.00	0.00	44,905.00	48,405.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	439,811.00	0.00	439,811.00	114,214.10	21,599.98	135,814.08	303,996.92
Special Services							
Surveying Services	10,500.00	0.00	10,500.00	9,202.23	0.00	9,202.23	1,297.77
Financing Services	3,622.50	0.00	3,622.50	3,622.50	0.00	3,622.50	0.00
Record Drawings	10,500.00	0.00	10,500.00	0.00	0.00	0.00	10,500.00
PSC Services	1,627.50	0.00	1,627.50	1,627.50	0.00	1,627.50	0.00
Geotech Engineering Services	6,118.00	0.00	6,118.00	6,118.00	0.00	6,118.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	12,100.00	0.00	12,100.00	12,900.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	0.00	40,000.00	27,143.89	0.00	27,143.89	12,856.11
Administrative (Region VII)	80,566.35	0.00	80,566.35	22,537.16	0.00	22,537.16	58,029.19
Sites and Other Lands	50,000.00	0.00	50,000.00	46,812.50	0.00	46,812.50	3,187.50
Permits / Miscellaneous	70,040.00	0.00	70,040.00	45,828.01	270.00	46,098.01	23,941.99
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	5,000,000.00	0.00	5,000,000.00	2,771,915.15	124,900.67	2,896,815.82	2,103,184.18

SCBG	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 2 Tank (M&A)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract 3 Line ext (AJ Burk)	520,517.00	0.00	520,517.00	54,000.00	38,000.00	92,000.00	428,517.00
Contract 4 Line Ext (Chojnacki)	682,788.35	0.00	682,788.35	265,643.30	0.00	265,643.30	417,145.05
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kesling Mill Booster Station	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Touch Read & Radio Read Meters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Technical Services (Chapman)							
Study & Report	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	0.00
Design	108,000.00	0.00	108,000.00	108,000.00	0.00	108,000.00	0.00
Bidding	7,710.00	0.00	7,710.00	7,710.00	0.00	7,710.00	0.00
Engineering During Construction	38,490.00	0.00	38,490.00	19,245.00	0.00	19,245.00	19,245.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	97,189.00	0.00	97,189.00	48,948.92	9,257.14	58,206.06	38,982.94
Special Services							
Surveying Services	4,500.00	0.00	4,500.00	3,943.81	0.00	3,943.81	556.19
Financing Services	1,552.50	0.00	1,552.50	1,552.50	0.00	1,552.50	0.00
Record Drawings	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
PSC Services	697.50	0.00	697.50	697.50	0.00	697.50	0.00
Geotech Engineering Services	2,622.00	0.00	2,622.00	2,622.00	0.00	2,622.00	0.00
Tank Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Legal							
a. Legal - Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Legal - PSC (S&I)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting (Griffith)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative (Region VII)	19,433.65	0.00	19,433.65	19,433.65	0.00	19,433.65	0.00
Sites and Other Lands	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits / Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bond Counsel (S&I)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Registrar Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1,500,000.00	0.00	1,500,000.00	543,796.68	47,257.14	591,053.82	908,946.18

Total Project	Per Schedule B	Adjustments	Revised Budget	Requested Prior to This Draw	Requested This Draw	Total Requested	Remaining
Construction							
Contract 1 - Ofc Bldg (Pro)	460,350.00	0.00	460,350.00	285,828.75	35,032.50	320,861.25	139,488.75
Contract 2 Tank (M&A)	225,000.00	37,397.67	262,397.67	236,157.90	26,239.77	262,397.67	0.00
Contract 3 Line ext (AJ Burk)	1,638,257.00	0.00	1,638,257.00	896,007.73	79,758.42	975,766.15	662,490.85
Contract 4 Line Ext (Chojnacki)	2,067,370.00	0.00	2,067,370.00	949,263.18	0.00	949,263.18	1,118,106.82
Contingency	219,549.00	(40,897.67)	178,651.33	0.00	0.00	0.00	178,651.33
Kesling Mill Booster Station	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00
Touch Read & Radio Read Meters	274,994.00	0.00	274,994.00	0.00	0.00	0.00	274,994.00
Technical Services (Chapman)							
Study & Report	65,000.00	0.00	65,000.00	65,000.00	0.00	65,000.00	0.00
Design	360,000.00	0.00	360,000.00	360,000.00	0.00	360,000.00	0.00
Bidding	40,700.00	0.00	40,700.00	40,700.00	0.00	40,700.00	0.00
Engineering During Construction	128,300.00	3,500.00	131,800.00	64,150.00	0.00	64,150.00	67,650.00
Post Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inspection Services	537,000.00	0.00	537,000.00	163,163.02	30,857.12	194,020.14	342,979.86
Special Services							
Surveying Services	15,000.00	0.00	15,000.00	13,146.04	0.00	13,146.04	1,853.96
Financing Services	5,175.00	0.00	5,175.00	5,175.00	0.00	5,175.00	0.00
Record Drawings	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00
PSC Services	2,325.00	0.00	2,325.00	2,325.00	0.00	2,325.00	0.00
Geotech Engineering Services	8,740.00	0.00	8,740.00	8,740.00	0.00	8,740.00	0.00
Tank Inspection	4,700.00	0.00	4,700.00	4,700.00	0.00	4,700.00	0.00
Legal							
a. Legal - Project	25,000.00	0.00	25,000.00	12,100.00	0.00	12,100.00	12,900.00
b. Legal - PSC (S&J)	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00
Accounting (Griffith)	40,000.00	0.00	40,000.00	27,143.89	0.00	27,143.89	12,856.11
Administrative (Region VII)	100,000.00	0.00	100,000.00	41,970.81	0.00	41,970.81	58,029.19
Sites and Other Lands	50,000.00	0.00	50,000.00	46,812.50	0.00	46,812.50	3,187.50
Permits / Miscellaneous	70,040.00	0.00	70,040.00	45,828.01	270.00	46,098.01	23,941.99
Bond Counsel (S&J)	37,000.00	0.00	37,000.00	37,000.00	0.00	37,000.00	0.00
Registrar Fee	500.00	0.00	500.00	500.00	0.00	500.00	0.00
Funded Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	6,500,000.00	0.00	6,500,000.00	3,315,711.83	172,157.81	3,487,869.64	3,012,130.36

## CDBG Invoice Summary-Engineering

Period Covered by Request

11/01/20-2/04/21

	Vendor	Invoice #	Description	Inv Date	\$
1.	Chapman Technical Group	0018969	Professional Services: November 2020 to December 2020	12/31/2020	\$ 9,257.14
2.					\$ -
3.					\$ -
4.					\$ -
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
ENGINEERING TOTAL					\$ 9,257.14

Elkins Road PSD **INVOICE**

JAN 19 2020

RECEIVED

Elkins Road Public Service District  
Attn: Carey Wagner, Chairperson  
4536 Old Elkins Rd  
Buckhannon, WV 26201

December 31, 2020

Project No: 0000007006.00

Invoice No: 0018969

Project 0000007006.00 Elkins Road PSD-Phase III WSI

Re: Elkins Road PSD Phase III WSI

Professional Services from November 29, 2020 to December 26, 2020  
Fee

Billing Phase	Fee	Percent Complete	Earned
Study & Report Phase	65,000.00	100.00	65,000.00
Preliminary Design	154,400.00	100.00	154,400.00
Final Design	205,600.00	100.00	205,600.00
Bidding & Contracting	25,700.00	100.00	25,700.00
Bidding & Contracting- Amendment No. 3	15,000.00	100.00	15,000.00
Construction Phase	128,300.00	50.00	64,150.00
Surveying Services	7,500.00	100.00	7,500.00
Surveying-Amendment No. 2	7,500.00	75.2805	5,646.04
Financing Services	3,500.00	100.00	3,500.00
Financing Services- Amendment No. 2	1,675.00	100.00	1,675.00
Record Drawings	15,000.00	0.00	0.00
PSC Services	2,325.00	100.00	2,325.00
Geotechnical Engineering Services	5,000.00	100.00	5,000.00
Geotechnical-Amendment No. 2	3,740.00	100.00	3,740.00
Resident Construction Observation	537,000.00	36.1304	194,020.14
** Tank Inspection	4,700.00	100.00	4,700.00
Total Fee	1,181,940.00		757,956.18
		Previous Fee Billing	727,099.06

\$ 9,257.14 - CDBG  
\$21,599.98 - IJDC  
\$30,857.12- Total

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chaptech.com

# INVOICE



Project	0000007006.00	Elkins Road PSD-Phase III WSI	Invoice	0018969
		Current Fee	30,857.12	
		Billing		
		Total Fee		30,857.12
		Total this Invoice		<u>\$30,857.12</u>

**Outstanding Invoices**

Number	Date	Balance
0018907	10/31/2020	61,743.65
0018927	11/30/2020	40,771.31
Total		102,514.96

**Billing Note:**

SCBG Eligible (30%) \$9,257.14

\*\* Denotes Amendment No. 1 (Not SCBG Eligible)

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chapttech.com



Chapman Technical Group  
Invoice Detail

# INVOICE

**INVOICE NO. 18969****INVOICE DETAIL -November 29, 2020 through December 26, 2020.****CONSTRUCTION OBSERVATION**

Basic Fee:	\$537,000.00			
Charles Cash	117.0 x	\$80.00	=	\$ 9,360.00
Charles Cash-OT	6.5 x	\$120.00	=	\$ 780.00
James Driggs	150.0 x	\$70.00	=	\$ 10,500.00
James Driggs-OT	0.0 x	\$105.00	=	\$ -
Robert Shirk	0.0 x	\$60.00	=	\$ -
Robert Shirk - OT	0.0 x	\$90.00	=	\$ -
Reimbursable Expenses			=	10,217.12
				<u>\$ 30,857.12</u>

Amount Earned Construction Observation

\$ 194,020.14

Amount Previously Invoiced

163,163.02

Amount Due this Invoice Construction Observation

\$ 30,857.12

PLEASE REMIT TO:  
Chapman Technical Group LTD  
c/o GRW Engineers  
801 Corporate Dr.  
Lexington, KY 40503  
304.727.5501  
www.chapttech.com

## CDBG Invoice Summary-Construction

Period Covered by Request

11/01/20-2/04/21

Vendor		Invoice #	Description	Inv Date	\$
1.	A. J. Burk, LLC	6	Construction	1/15/2021	\$ 38,000.00
2.					\$ -
3.					\$ -
4.					\$ -
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
CONSTRUCTION TOTAL					\$ 38,000.00



ENGINEERS JOINT CONTRACT  
DOCUMENTS COMMITTEE

### Contractor's Application for Payment No. 6

Application Period: 12-12-20 to 01-08-21	Application Date: 1/15/2021
From (Contractor): A.J. Burk, LLC	Via (Engineer):
Project: Water Distribution System Phase III	Contract: Contract #3
Owner's Contract No.:	Contractor's Project No.: 201233 Engineer's Project No.: 7006

#### Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 1,638,257.00
Number	Additions	Deductions	2. Net change by Change Orders.....	\$
			3. Current Contract Price (Line 1 + 2).....	\$ 1,638,257.00
			4. TOTAL COMPLETED AND STORED TO DATE	
			(Column F total on Progress Estimates).....	\$ 1,057,679.00
			5. RETAINAGE:	
			a. 5% X \$1,638,257.00 Work Completed.....	\$ 81,912.85
			b. 0% X Stored Material.....	\$
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 81,912.85
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 975,766.15
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 896,007.73
			8. AMOUNT DUE THIS APPLICATION.....	\$ 79,758.42
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ 662,490.85
TOTALS				
NET CHANGE BY				
CHANGE ORDERS				

\$38,000.00 - CDBG  
\$41,758.42 - IJDC  
\$79,758.42 - Total

#### Contractor's Certification

Contractor Signature	
By:	Date: 1-15-21

Payment of: \$ 79,758.42  
(Line 8 or other - attach explanation of the other amount)

is recommended by: 01/18/2021  
(Engineer) (Date)

Payment of: \$  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_  
(Owner) (Date)

Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) (Date)

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract



## Progress Estimate - Unit Price Work

## Contractor's Application

For (Contract): Contract #3						Application Number: 6				
Application Period: 12-12-20 to 01-08-21						Application Date: 1/15/2021				
A				B	C	D	E		F	
Item		Contract Information			Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price						
1	12" STEEL CASING, BORE & JACK	120	LF	\$250.00	\$30,000.00	116	\$29,000.00			
2	4" STEEL CASING, BORE & JACK	80	LF	\$200.00	\$10,000.00	40	\$8,000.00	\$29,000.00	96.7%	\$1,000.00
3	8" STEEL CASING, OPEN CUT	100	LF	\$100.00	\$10,000.00	100	\$10,000.00	\$8,000.00	80.0%	\$2,000.00
4	6" PVC C-900, DR 14	12,170	LF	\$24.00	\$292,080.00	11372	\$272,928.00	\$10,000.00	100.0%	
5	6" RJ DIP CREEK CROSSING	176	LF	\$30.00	\$5,280.00	120	\$3,600.00	\$272,928.00	93.4%	\$19,152.00
6	6" HDPE HORIZONTAL DIRECTIONAL DRILL, INCLUDES TRANSITION COUPLINGS & CONCRETE ANCHORS	214	LF	\$200.00	\$42,800.00	560	\$112,000.00	\$3,600.00	68.6%	\$1,650.00
7	4" PVC C-900, DR 14	10,700	LF	\$22.00	\$235,400.00	9326	\$209,572.00	\$112,000.00	261.7%	-\$69,200.00
8	2" PVC CLASS 315	510	LF	\$18.00	\$9,180.00	449	\$8,082.00	\$209,572.00	89.0%	\$25,828.00
9	6" GATE VALVE W/ VALVE BOX	2	EA	\$1,250.00	\$2,500.00	4	\$5,000.00	\$8,082.00	88.0%	\$1,098.00
10	4" GATE VALVE W/ VALVE BOX	4	EA	\$1,100.00	\$4,400.00	3	\$3,300.00	\$5,000.00	200.0%	-\$2,500.00
11	2" GATE VALVE W/ VALVE BOX	1	EA	\$950.00	\$950.00	2	\$1,900.00	\$3,300.00	75.0%	\$1,100.00
12	TANDEM WATER METER ASSEMBLIES	62	EA	\$1,250.00	\$77,500.00	57	\$71,250.00	\$1,900.00	200.0%	-\$950.00
13	3/4" DIA. COPPER SERVICE LATERAL	1,490	LF	\$16.00	\$23,840.00	1798	\$28,768.00	\$71,250.00	91.9%	\$6,250.00
14	3/4" DIA. COPPER SERVICE LATERAL, BORED	911	LF	\$24.00	\$21,864.00	273	\$6,552.00	\$28,768.00	120.7%	-\$4,928.00
15	1" DIA. COPPER SERVICE LATERAL	980	LF	\$18.00	\$17,640.00	942	\$16,956.00	\$6,552.00	30.0%	\$15,312.00
16	1" DIA. COPPER SERVICE LATERAL, BORED	55	LF	\$24.00	\$1,320.00			\$16,956.00	98.1%	\$324.00
17	FIRE HYDRANT ASSEMBLY	8	EA	\$3,500.00	\$28,000.00	7	\$24,500.00			\$1,320.00
18	BLOW OFF ASSEMBLY	3	EA	\$6,000.00	\$18,000.00	3	\$6,000.00	\$24,500.00	116.7%	-\$3,500.00
19	AIR/VACUUM RELEASE VALVE ASSEMBLY	3	EA	\$1,500.00	\$4,500.00	4	\$6,000.00	\$6,000.00	100.0%	
20	TYPE "B" TRENCH RESTORATION (CONCRETE/ASPHALT)	2,487	LF	\$16.00	\$44,766.00			\$6,000.00	133.3%	-\$1,500.00
21	TYPE "C" RESTORATION (STONE)	4,904	LF	\$6.00	\$29,424.00	2939	\$17,634.00			\$44,766.00
22	FULL WIDTH GRAVEL SURFACE RESTORATION	1,314	LF	\$7.00	\$9,198.00	1580	\$11,060.00	\$17,634.00	59.9%	\$11,790.00
23	WINERY ROAD BOOSTER STATION	1	LS	\$200,000.00	\$200,000.00			\$11,060.00	120.2%	-\$1,862.00
24	CONNECT TO EXISTING w/ 6" x 4" TAPPING SLEEVE AND VALVE	1	EA	\$4,000.00	\$4,000.00	1	\$4,000.00			\$200,000.00
25	CONNECT TO EXISTING w/ 6" TAPPING SLEEVE AND VALVE	3	EA	\$3,000.00	\$9,000.00	3	\$9,000.00	\$4,000.00	100.0%	
26	CONNECT TO EXISTING w/ 8" x 6" TAPPING SLEEVE AND VALVE	1	EA	\$4,500.00	\$4,500.00	1	\$4,500.00	\$9,000.00	100.0%	
27	RIP RAP DITCH	3,143	LF	\$6.00	\$18,858.00	3018	\$18,108.00	\$4,500.00	100.0%	
28	WINERY ROAD GENERATOR	1	LS	\$55,000.00	\$55,000.00			\$18,108.00	96.0%	\$750.00
29	SCADA	1	LS	\$180,000.00	\$180,000.00	0.3	\$54,000.00			\$55,000.00
30	ABANDON EXISTING 2" WATERLINE	2	EA	\$500.00	\$1,000.00	2	\$1,000.00	\$54,000.00	30.0%	\$126,000.00
31	ABANDON EXISTING WATER METERS	18	EA	\$250.00	\$4,500.00	24	\$6,000.00	\$1,000.00	100.0%	
32	AUDIO-VIDEO COLOR TAPING	1	LS	\$3,500.00	\$3,500.00	1	\$3,500.00	\$6,000.00	133.3%	-\$1,500.00
State Small Cities Block Grant								\$3,500.00	100.0%	
33	6" PVC C-900, DR 14	2,783	LF	\$24.00	\$66,792.00	2662	\$63,888.00			
34	2" PVC CLASS 315	7340	LF	\$18.00	\$132,120.00	1403	\$25,290.00	\$63,888.00	96.7%	\$2,184.00
35	6" STEEL CASING, OPEN CUT	85	LF	\$85.00	\$7,225.00	15	\$1,275.00	\$25,290.00	19.1%	\$106,830.00
								\$1,275.00	23.1%	\$4,250.00

## Progress Estimate - Unit Price Work

## Contractor's Application

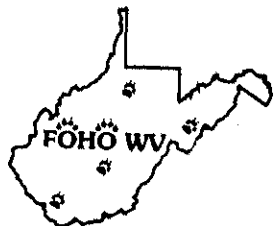
For (Contract): Contract #3						Application Number: 6					
Application Period: 12/12-20 to 01-08-21						Application Date: 1/15/2021					
A		B		C		D		E		F	
Bid Item No.	Item Description	Item Quantity	Unit	Unit Price	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
36	2" GATE VALVE W/ VALVE BOX	2	EA	\$950.00	\$1,900.00	2	\$1,900.00		\$1,900.00	100.0%	
37	TANDEM WATER METER ASSEMBLIES	18	EA	\$1,250.00	\$22,500.00	3	\$3,750.00		\$3,750.00	16.7%	\$18,750.00
38	3/4" DIA. COPPER SERVICE LATERAL	437	LF	\$16.00	\$6,992.00	58	\$928.00		\$928.00	13.3%	\$6,064.00
39	3/4" DIA. COPPER SERVICE LATERAL, BORED	148	LF	\$24.00	\$3,552.00						\$3,552.00
40	BLOW OFF ASSEMBLY	2	EA	\$2,000.00	\$4,000.00						\$4,000.00
41	AIR/VACUUM RELEASE VALVE ASSEMBLY	1	EA	\$1,500.00	\$1,500.00	1	\$1,500.00		\$1,500.00	100.0%	
42	TYPE "C" TRENCH RESTORATION (STONE)	1279	LF	\$6.00	\$7,674.00	640	\$3,840.00		\$3,840.00	50.0%	\$3,834.00
43	CONNECT TO EXISTING w/6" TAPPING SLEEVE AND VALVE	1	EA	\$3,000.00	\$3,000.00	1	\$3,000.00		\$3,000.00	100.0%	
44	RIP RAP DITCH	494	LF	\$6.00	\$2,964.00						\$2,964.00
45	ABANDON EXISTING WATER METERS	3	EA	\$250.00	\$750.00						\$750.00
46	AUDIO-VIDEO COLOR TAPING (RADABAUGH RIDGE)	1	LS	\$98.00	\$98.00	1	\$98.00		\$98.00	100.0%	
Totals					\$1,638,257.00		\$1,057,679.00		\$1,057,679.00	64.6%	\$580,578.00



### Stored Material Summary

### Contractor's Application

[illegible]



# FOHO WV

PO Box 686  
Elkins, WV 26241  
www.fohowv.org

*The Federation of Humane Organizations of WV, INC.*

## FOHO WV / STANTON FOUNDATION / 2021 GRANT APPLICATION

Please save this as "SF2021your organization name as a word document, not as a pdf document"

### PART I GENERAL INFORMATION (Do not enter data in gray fields)

ORGANIZATION NAME	Upshur County Commission on behalf of the Lewis-Upshur Animal Control Facility
TYPE OF ORG	( X ) Shelter ( ) Foster ( ) Both
ORG FEIN	55-6000406

Street Address/ PO Box City, State, Zip Code	91 West Main Street, Suite 101, Buckhannon, WV 26201
Telephone	(304) 472-0535
Website, if any	http://www.upshurcounty.org
Facebook Name, if any	Upshur County Commission

	Person completing this application:
Name	Tabatha R. Perry, Assistant County Administrator
Telephone	(304) 472-0535 ext. 2
Email:	trperry@upshurcounty.org

Address for mailing check if different than org address above	N/A
---	-----

### PART II ORGANIZATION INFORMATION

A. In 200 words or less, provide a brief description of the organization's history, general operations, size, etc. (Don't insert lines - text will wrap automatically):

The Lewis-Upshur Animal Control Facility is a dual-county animal welfare organization operated and managed by the Upshur County Commission. The facility can accommodate 32 canines and 14 felines. There are 2 full-time and 1 part-time employees that operate the Facility in addition to dedicated volunteers. Thankfully, several local animal outreach organizations within the County have partnered with the shelter in an effort to provide additional spay and neutering assistance and to provide foster homes for animals. The goal of the facility is to find forever homes for as many of the shelter animals as possible. In addition to local fosters, the facility staff assists with the arrangement of transportation to rescue groups in the Maryland, DC and Virginia areas.

While revenue is received through adoption fees, donations and fundraisers; there is still a yearly deficit in which the County Commission assumes each year. During fiscal year ending June 30, 2020, expenditures for the Facility amounted to \$225,021.03 while only \$103,220.02 in revenue was received.



B. In 200 words or less, provide a brief description and examples of the how COVID-19 has impacted your organization. Be prepared to provide examples of promotional material or correspondence that documents revenue losses. (Don't insert lines - text will wrap automatically)

Due to the COVID-19 pandemic, the Facility was closed to the public from March until the latter part of May, 2020. Adoptions were permitted through prearranged appointments; however, individuals were unable to visit the Facility to observe and interact with the animals; therefore, the adoption rates decreased. The greatest impact has been the cancellation of adoption events regularly scheduled in conjunction with "Festival Fridays" in downtown Buckhannon and the continued cancellation of annual events including monthly low cost spay and neuter clinics. During previous years at this time, the Director would be facilitating an adoption event at WV Wesleyan College and preparing for a micro-chipping event. Regrettably, a decrease in shelter visitors has been recognized since the onset of COVID and the shelter has received less donations of food and supplies. The goal of improving the Facility for the benefit of the animals cannot proceed until less of a deficit is realized.

Note that a large majority (\$58,321.32) of the revenue received between March, 2020 and January, 2021 were reimbursements for prior payrolls from Lewis County; as they pay for 50% of the Facilities' expenditures. The facility does not make a profit as can be seen in financial reports.

### PART III DATA

A. Canine Intake Statistics – Enter number of canines and status for each year

INTAKE				OUTPUT		
1	2	3	4	5	6	7
Year	Animal Control, Foster, Rescue	Owner Relinquish	Total	Owner Claimed, Adopted, Escaped, etc	Transferred Moved to Rescue, shelter, transport	Still in your care at year end +4 minus 5 minus 6
a 2019	330	252	582	383	193	6
b 2020	289	158	447	263	176	8
c. Difference + 4a minus 4b			135	c. Difference +7a minus 7 b		-2

B. 2019-20 OPERATING BUDGETS - **Actual Income & Expense** rounded to nearest dollar

Please attach a Profit and Loss Statement for each year

1	2	3	4
Reporting Year	Actual Income \$	Actual Expenditures \$	Ending Cash Balance \$ +2 minus 3
a 2019	\$103,138	\$235,801	-\$132,663
b 2020 to-date	\$104,375	\$219,226	-\$114,851
c. Total Difference (+ 4 a minus 4 b)			

C. 2021 OPERATING BUDGET - **Estimated Income & Expense** rounded to nearest dollar

1	2
a. Income \$	\$103,220
b. Expenses \$	\$204,841

D. TOTAL 2021 INCOME BY SOURCE To calculate percentage, divide each dollar amount by your

Total 2021 Income, then round to whole number – total must equal 100%. (Example \$10,000 Grants divided by \$75,000 Income = .133333 Rounded to 13%)

\$	%	Source	\$	%	Source
0	0	1 Membership	0	0	5 United Way, etc.
\$83,550	81%	2 Govt/county/city	\$750	1%	6 Grants
\$10,619	10%	3 Fees, (Adoption, S/N, etc.)	\$4,546	4%	7 Donations
\$3,755	4%	4 Fund Raising, Events, etc.	\$103,220	100	8 Total See Part III C.a

#### PART IV

A.1 / D.1. Tell us in 500 words or less WHAT YOU NEED and WHY IT IS CRITICAL FOR CANINE CARE for each priority you select. Must be able to provide solid evidence to defend your request during the life of this grant. (See Final Report)

A.2 / D.2. Enter amount requested rounded to nearest dollar.

(Don't insert lines, text will wrap automatically)

##### A) CANINE MEDICINES

Defined as preventive veterinary medicine for non-emergency treatment for dogs in the care of your organization. Items purchased cannot be sold to pet owners or included in adoption fees. \* If there is a circumstance when emergency vet care is needed during the grant period, the organization may use this category of funds, not to exceed one half of the requested amount, for emergency vet care for a dog in your care.

A.1.

A.2. Enter amount of request rounded to nearest dollar

\$0

##### B) CAPITAL SHELTER IMPROVEMENTS

Includes the costs incurred to maintain, replace or improve tangible property owned by your organization or county, that houses homeless canines, examples include inside/outside kennels, fencing, overhead protection, concrete pads, paint, electrical/plumbing upgrades, dog bathing/grooming area with sink, windows/doors/roof, insulation, HVAC, etc. Smaller capital improvements could include hot water heater, locked medicine cabinet for controlled substances, washer/dryers, shelving, secure storage bins, etc.

B.1. A few of the Commission's goals include upgrading the kennels and cages, expanding the Facility to increase capacity and upgrading outdated equipment; however, upkeep and maintenance must take priority. Currently, the Facility is in need of new commercial-grade washer and dryers. The Commission purchased one new washer within the past 6 months; however, an additional washer and 2 dryers are needed. In order to provide a clean environment and reduce the spread of infection and disease, all washable materials within the facility need to be thoroughly cleaned on a daily basis. Therefore, this new equipment will facilitate in the cleanliness of the facility improving the environment in which these animals occupy.

Our office has obtained quotes from several local providers and located a set that will provide for the Facilities' needs includes a three-year warranty. The County Maintenance Department is able to install the equipment. Implementation and completion of this project would be approximately 30 days. The equipment is anticipated to last at least three years with hopes of extending through 10-years if the additional warranty is purchased.

After obtaining estimates from several businesses, a Speed Queen 3.2Cu Ft Top Load Washer can be

purchased for \$849 and a 7.0 Cu Ft Electric Dryer for \$819. A 10-year warranty for both may be purchased for an additional \$59.90; therefore, the total funding applied for is \$2,576.85. The purchase of the equipment will positively impact the welfare of the animals at the Facility by providing them with a clean environment which will decrease the chance of spreading disease and infection within the Facility. In addition, cleanliness is a factor when potential adopters visit the facility; therefore, positively impacting the likelihood of adoption.

B.2. Enter amount of request rounded to nearest dollar

\$2,577

### C) EMERGENT OPERATING EXPENSES

Intended to cover emergency operating expenses (not ordinary or rising expenses) needed to keep shelter open when there isn't enough cash to fulfill an essential function of shelter operations. Could include utilities, wages, liability insurance, van rentals for canine transports, etc.

C.1.

C.2. Enter amount of request rounded to nearest dollar

\$0

### D) ALTERNATIVE OUTREACH/FUND RAISING

Can be used for the purchase of computer equipment, software, tutorial/training material, and webinar fees to add online options to holding in-person events. To use this option, organization **must provide examples** of using the new technology for alternative outreach/fundraising in their final report.

D.1. During the COVID-19 pandemic, the Facilities Director was met with great difficulty when attempting to arrange adoption and fundraising events. Due to social gathering limitations, most organizations were forced to utilize technology more than ever before. The computer at the Facility is extremely outdated and unable to perform the necessary tasks. During this time and moving forward, the availability of information to the public through the Facility website, social media and online resources is critical. Potential adopters may utilize the website to obtain information pertaining to available pets and obtain all forms necessary to start the adoption process. In order to keep the website and adoption information up to date and user friendly, a new desktop computer and monitor is needed. Once suitable new technology is available at the Facility, additional information can be provided to the public and online fundraising may commence. The addition of Microsoft Office on the new computer will enhance the Directors ability to easily run annual reports. Our goal is to also save money by transitioning from hard-carbon copy documents to electronic files that can be edited and printed as necessary.

D.2. Enter amount of request rounded to nearest dollar

\$1,572

E) TOTAL REQUEST \*\*Please Enter Total Amount Requested (Not to exceed \$5,000)

\$4,149


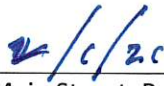
### PART VI (CONTRACT):

The organization, by and through its designated representatives, hereby acknowledges that it will provide additional information and/or documentation as requested by FOHO to evaluate this application for funding and when submitting its final report.

Further, funds received will be spent to carry out the purposes and activities for the approved initiatives only. Note: Funds must be deposited within two weeks of receipt of grant check.

This Grant Application has been prepared by, or on behalf of, the Organization described herein, and all information and all documentation provided herewith, is, to the best knowledge of the Organization, accurate and complete. This Grant Application must be electronically signed by two (2) officers of the Organization, one of whom is the financial officer of the Organization.

Signature of Financial Officer

 Sheriff Virgil D. Miller	Date 
Address	38 West Main Street, Room 101, Buckhannon, WV 26201
Phone Number	304-472-1182
Email	vdmler@upshurcounty.org

Signature of Officer/Board Member and Title

Kristie G. Tenney, Commission President	Date February 4, 2021
Address	91 West Main Street, Suite 101, Buckhannon, WV 26201
Phone Number	304-472-0535
Email	kgtenney@upshurcounty.org

PART VI FOHOWV Contact

**Submit questions to [info@fohowv.org](mailto:info@fohowv.org)**

Submit application and documents to [info@fohowv.org](mailto:info@fohowv.org) by Feb. 12, 2021



**Request for Bids**

Police Vehicle – 1 2021 AWD Sedan

The Office of the Upshur County Commission is requesting sealed bid proposals for the above referenced purchase located at the Upshur County Administrative Annex, 91 W Main Street, Suite 101, Buckhannon, located in Upshur County, West Virginia. Minimum specifications for bid are available upon request to [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

Dealers must provide a quote for a basic police package, including heavy duty alternator, battery, and suspension. Vehicle must be available within 10 weeks of bid award.

The Upshur County Commission reserves the right to award the bid for the vehicle based upon certain criteria, including but not limited to, submitted bid price, estimated time of completion, proximity to the Upshur County Courthouse, references and/or any other factor determined to be in the best interest for the purchase of the vehicle.

Bids shall be per unit (1 vehicle) price. The Upshur County Commission reserves the right to purchase additional units, of the same model year and specifications, throughout the fiscal year (July 1 – June 30). By submitting a bid, the successful vendor agrees to hold the bid price for future purchases during the fiscal year.

Any and all sealed bids must be received no later than 4 p.m. on  
March 1, 2021 at the following address:

Office of the Upshur County Commission  
Sealed Bid – Police Vehicle  
91 W Main Street, Suite 101  
Buckhannon, WV 26201

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:15 a.m. on Thursday, March 4, 2021.

The Upshur County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process.

Publish 2/6/2021, 2/13/2021

**VEHICLE MINIMUM SPECIFICATIONS**

Police Vehicle – 1 Sedan

- All Wheel Drive
- 3.6L 24V VVT Engine
- Exterior / Pitch Black
- Transmission / 8 Speed Auto
- Air Conditioning
- Power Windows
- AHM Convenience Group
- AWC Fleet Safety Group
- TYL Performance Tire
- CS6 Deactive Rear Doors/Window
- LGB Front Map Lights
- LNF Left Spot Light
- LNX LED Spot Lamps
- Cloth Front Bucket Seats (Vinyl Rear)

**Upshur County**  
**Courthouse Security Advisory Board Bylaws**  
**Approved May 10, 2018**

**Article I**

Authority

The Upshur County Commission possesses the authority of general supervision over the Upshur County Courthouse and its attendant facilities pursuant to W. Va. Code § 7-1-5 which provides in relevant part that “[i]t shall be the duty of the county commissioners of each county to provide for and have general supervision over the repair and maintenance of the county courthouse, jails, houses for the poor and other county property...” In the proper exercise of this authority, the Upshur County Commission does hereby create, by majority vote, the Courthouse Security Advisory Board (“Advisory Board”) at a regularly scheduled meeting on Thursday, May 10, 2018.

Purpose

The purpose of the Advisory Board is to evaluate methods to efficiently enhance courthouse security. The Advisory Board has been tasked with creating two Court Security Plans, one of which will be implemented in July 2018 within the Commission’s \$25,000 allocation in the 2019 fiscal year budget and the other which will be considered for implementation during the 2020 fiscal year budget hearings to occur in March 2019.

**Article II**

Membership

Section 1. The Advisory Board shall be comprised of one (1) representative from each of the following departments/offices, with the exception of Circuit ~~and Magistrate~~ Courts which shall be represented by two individuals:

Circuit Court (2)  
 Magistrate Court (~~1~~2)  
 Family Court (1)  
 Circuit Clerk’s Office (1)  
 Prosecuting Attorney’s Office (1)  
 Sheriff’s Department (1)  
 Probation (1)  
 E911 Communications Center (1)  
 County Commission (1)  
Court Security (1)  
 County Administrator, ex-officio

Section 2. Advisory Board Members who are department employees shall remain Advisory Board Members until a replacement is appointed by the elected official or department head

within their office. Elected Officials who are members shall remain members throughout their term in office or until such time as they appoint an Advisory Board representative from their office.

Section 3. Any changes to Advisory Board membership or appointments shall be made in writing by the elected official or department head and submitted to the Upshur County Commission for approval.

### **Article III**

#### **Officers**

Section 1. During the first Advisory Board meeting, a chairperson, vice chairperson and secretary shall be appointed by majority vote of the membership.

Section 2. The officers of the Advisory Board shall be elected each year by the members at the first meeting of the Advisory Board held on or after the 1<sup>st</sup> day of June in each such year. The chairperson and vice chairperson positions shall be limited to two consecutive one (1) year terms. Any vacancy occurring among the officers shall be filled by the members at a special election to be held at the next meeting of the Advisory Board.

Section 3. The chairperson shall preside over all meetings, appoint all committees and certify all actions approved by the Advisory Board.

Section 4. In the absence of the chairperson, the vice chairperson shall assume the responsibilities of the chairperson.

Section 5. The secretary shall keep the minutes of Advisory Board meetings. The secretary shall issue notices of all regular and special meetings via email to the Advisory Board members. The secretary shall record approved minutes in the County Clerk's Law Order Books and shall notify the Commission and appointing office of any vacancies on the Advisory Board.

### **Article IV**

#### **Meetings of Members**

Section 1. Advisory Board regular meetings shall be held in the Commission Meeting Room/Family Courtroom (Room 301) of the Courthouse Annex. Meetings shall be held bi-annually. Initially, more frequent meetings may be necessary. The Advisory Board may convene more frequent meetings should they deem it necessary to do so.

Section 2. Special meetings of the Advisory Board may be called at any time by the Chairman or by a quorum of the membership. Notice of meetings shall be provided via email to all members three (3) business days in advance of the meeting.



Section 3. At any meeting of the membership of the Advisory Board, six (6) members shall constitute a quorum. Members may participate via teleconference. Proxies may be designated, if necessary, by execution of a proxy form by the member. Each Advisory Board member shall have one vote with the exception of the County Administrator who shall serve as an ex-officio member.

## **Article V**

### Record Keeping

Section 1. The Secretary shall forward copies of approved minutes to the Upshur County Commission for inclusion in their agenda and recording in the County Clerk's Law Order Books.

Section 2. The Court Security Plan(s) shall be forwarded to the Upshur County Commission for review, action, approval and implementation once the plans are finalized. Copies of the final Court Security Plans shall be kept on file in the Office of the Upshur County Commission.

## **Article VI**

### Order of Business

Subject to revision, the normal order of business at the regular meetings of the Advisory Board shall be as follows:

1. Welcome/Roll Call
2. Approval of previous meeting minutes
3. Correspondence and Communications
4. Committee Reports
5. Old Business
6. New Business
7. Adjournment

## **Article VII**

### Amendments

Proposed amendments to the Court Security Advisory Board By-laws shall be sent to the Upshur County Commission for consideration. All revisions to the Advisory Board By-laws shall require a majority vote of the Upshur County Commission.

\*\*\*\*\*

Revision Proposed during CSAB Meeting 1/21/21

Upshur County  
 Courthouse Security Advisory Board  
 Membership Appointment

Please complete the following if you are appointing a representative to the Court Security Advisory Board.

I, \_\_\_\_\_, \_\_\_\_\_ hereby appoint  
                     Name (First, Last)                      Title

\_\_\_\_\_, \_\_\_\_\_ as the \_\_\_\_\_  
                     Name (First, Last)                      Title                      Office

representative on the Court Security Advisory Board.

\_\_\_\_\_  
                     Signature                      Date

\*\*\*\*\*

Please complete the following if you are serving as your office's representative on the Court Security Advisory Board.

I, JAMES W. VANCE, Court Security Supervisor will serve as the  
                     Name (First, Last)                      Title

Security \_\_\_\_\_ representative on the Court Security Advisory Board.  
                     Office

James W. Vance                      2/4/21  
                     Signature                      Date


---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** UPSHUR COUNTY COMMISSION  
**FROM:** CARRIE WALLACE, COUNTY ADMINISTRATOR   
**SUBJECT:** RE-APPOINTMENT TO THE JAMES W. CURRY ADVISORY BOARD  
**DATE:** FEBRUARY 4, 2021  
**CC:**

---

Commissioners,

I have served as a member of the James W. Curry Advisory Board since my employment in 2014. Over the last 6 years the facility has been revived under the leadership and creativity of Ms. Williams and staff. The Library once again serves as a community hub for Selbyville/French Creek residents and has been transformed into a virtual learning facility to meet the needs of local students and parents during the COVID-19 pandemic. A fundraising committee has been established and fundraising efforts are well underway with our most recent endeavor netting over \$1,400! Patrons continue to enjoy the amenities the Park provides and reservations were looking very positive prior to the pandemic.

I have thoroughly enjoyed my time serving on this Board and look forward to what the future holds for the facility. My current term on the Advisory Board expired on December 31, 2020. Please accept this communication as my official request to be re-appointed to the Board for another 5-year term which would expire on December 31, 2025.

Thank you.



Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

State of West Virginia  
**John B. McCuskey**  
State Auditor

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

January 27, 2021

To: All County Officials

Once again, we will be conducting training workshops for county officials. Over the last several years, we have provided detailed training to county officials on the budgeting process. This year we will be providing training virtually, through Microsoft Teams. This allows us to provide the training, while not endangering anyone's health.

**I would encourage all county officials to attend one of these workshops.** I feel these workshops can be a valuable tool to all county officials, and we have therefore waived any registration costs. This is a great opportunity for you to meet some of our staff.

We have included in this mailing a registration form that can be copied and used for each person planning to join one of these trainings. In order to properly plan these trainings, we ask that you register as soon as possible. You have the option of watching individually, or as a group at your county. We will be emailing information on how to log-in to the session. This information will be sent to the email address provided to us on the registration form.

If you should have any questions concerning these workshops, please call us at 304-627-2415.

Sincerely,

Ora L. Ash  
Deputy State Auditor  
Local Government Services



# State Auditor's 2021 Budget Preparation Workshops

41

John B. McCuskey, through his Local Government Services Division, is pleased to announce Budget Preparation Workshops for both county and municipal governments via Microsoft Teams. These workshops will cover the basics of local government budget preparation in relation to preparing, approving and adopting a budget.

Please indicate which date is your first choice and which is your second choice by selecting 1<sup>st</sup> and 2<sup>nd</sup> to the left of the meeting(s) you wish to participate in.

Circle Preference	Workshop Date & Time	Type	YOUR EMAIL – REQUIRED FOR REGISTRATION	Registration Deadline
1 <sup>st</sup> 2 <sup>nd</sup>	Feb 11 9:30am-11:30am	County	_____	Feb 5
1 <sup>st</sup> 2 <sup>nd</sup>	Feb 18 1:30pm-3:30pm	County	_____	Feb 5
1 <sup>st</sup> 2 <sup>nd</sup>	Feb 23 1:30pm-3:30pm	County	_____	Feb 5
1 <sup>st</sup> 2 <sup>nd</sup>	Feb 25 5:30pm-7:30pm	County	_____	Feb 5

Please return the entire registration form **no later than the deadline** for the specific workshop. For questions concerning the content of the workshops, call (304) 627-2415 Shellie Humphrey x5119 or Tiffany Hess x5118 or Email: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)

Classes will be filled on a first come, first served basis. We will try to give preference to your first choice but ask that you also indicate an alternative due to the limitation of Microsoft Teams meetings participation. **We will send you the details for attendance using the email address you provide above.**

**2021 BUDGET PREPARATION REGIONAL WORKSHOP** Free to attend, but you must register!  
**ONE NAME PER FORM**

Name: \_\_\_\_\_ County of: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mail to: State Auditor's Office  
Budget Prep. Regional Workshop  
200 West Main Street  
Clarksburg, West Virginia 26301

**OR** FAX TO: 304-340-5090

**OR** EMAIL TO: [lgs@wvsao.gov](mailto:lgs@wvsao.gov)

If you have not received information on how to join the Microsoft Teams meeting 3 days in advance of the meeting date, contact us at [lgs@wvsao.gov](mailto:lgs@wvsao.gov).

**IMPORTANT: If unable to attend after registering, please email our office at [lgs@wvsao.gov](mailto:lgs@wvsao.gov) to cancel.**





Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

State of West Virginia  
**John B. McCuskey**  
State Auditor



Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

January 27, 2021

TO: ALL COUNTY COMMISSIONS AND COUNTY CLERKS  
STATE OF WEST VIRGINIA

RE: LEVY ESTIMATE (BUDGET) 2021-2022

In accordance with W. Va. Code § 11-8-10, as amended, each county commission is required to submit an estimate of revenues and expenditures to the State Auditor for approval. We have posted on our web-site the official Levy Estimate-Budget Document prescribed by our office. The web-site location is: [www.wvsao.gov](http://www.wvsao.gov).

We have continued to refine and improve our procedures, which will further automate the budget process. If this format is completed correctly, it will perform several checks and alert you of some potential errors or omissions. The instructions in the budget will give you more details concerning the format. We have also posted on our web-site step-by-step instructions for completing and filling out the forms. These procedures will also be covered in our "County Budget Workshops."

If the entity uses the electronic format, the budget may be submitted to our office for approval via email. **The budget must be submitted by the county clerk or his/her designated employee and so stated in the email.** Submitting the budget via email will facilitate the approval process and allow us to respond to you more quickly. **There is a certification statement and recap sheet included in the budget that must be completed, signed, and forwarded to our Clarksburg office by the county clerk.**

Submitting the budget via email is only an option. **The entity may continue to submit a hard copy of the approved budget to the Clarksburg office.** However, we recommend that this file be completed and submitted to the WWSAO electronically via e-mail. **Please do not submit both electronically and by mail.**

If incorrect and/or outdated forms are submitted to our office, your levy estimate-budget may be returned for correction and will not be considered received until the correct forms are submitted.

We have enclosed a "Sequence of Events" that will assist you in understanding and meeting the timeframes involved in the budget process.

The Property Valuation Training and Procedures Commission met in January 2021, for the purpose of reviewing and subsequently approving the FY 2021-2022 assessor's valuation fund budget for each of the 55 counties. Enclosed in this mailing are the percentages approved for funding the assessor's valuation fund.

A manual titled "County Government Guideline to the Budget Process" has been prepared to assist counties in preparing their budgets. It is available online and can be downloaded from our website, [www.wvsao.gov](http://www.wvsao.gov).

To access budget information, select the following links:

Local Government  
County Forms and Document

Please feel free to contact this office at any time if we may be of further assistance. The telephone numbers and extensions are:

Telephone Numbers		Extension	
Clarksburg Local	304-627-2415	Ora Ash	5114
Toll Free:	877-982-9148	Shellie Humphrey	5119
Charleston Switchboard	304-558-2261	Tiffany Hess	5118

Sincerely,



Ora L. Ash, Deputy State Auditor  
Local Government Services Division

Enclosures: Budget Sequence of Events  
Assessor Valuation Percentages



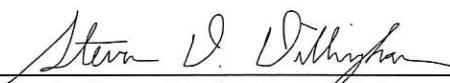
United States®  
**Census  
2020**

*Thank  
you*

THE U.S. CENSUS BUREAU HEREBY RECOGNIZES

**County of Upshur - Commission**

as an invaluable member of the 2020 Census Community Partnership and Engagement Program. We appreciate the efforts you made in making the Partnership Program a success and helping achieve a successful 2020 Census.

  
Dr. Steven D. Dillingham, Director  
U.S. Census Bureau





## 2020 BUILDING AND FLOODPLAIN PERMIT SUMMARY

45

<i>MONTH</i>	<i>ESTIMATED PROJECT COST</i>	<i>BUILDING PERMIT FEES</i>	<i>FLOODPLAIN FEES</i>	<i>NUMBER OF BUILDING PERMITS</i>	<i>NUMBER OF FLOODPLAIN PERMITS</i>
<i>JANUARY</i>	\$ 2,394,935.17	\$ 480.00	\$ 543.25	32	1
<i>FEBRUARY</i>	\$ 791,988.00	\$ 315.00	\$ 225.00	21	1
<i>MARCH</i>	\$ 1,686,000.00	\$ 450.00	\$ -	30	0
<i>APRIL</i>	\$ 827,225.00	\$ 315.00	\$ 300.00	21	1
<i>MAY</i>	\$ 343,350.00	\$ 390.00	\$ -	26	0
<i>JUNE</i>	\$ 2,003,850.00	\$ 645.00	\$ 75.00	44	1
<i>JULY</i>	\$ 3,026,998.00	\$ 645.00	\$ 392.41	44	4
<i>AUGUST</i>	\$ 4,676,967.00	\$ 765.00	\$ 2,067.37	51	1
<i>SEPTEMBER</i>	\$ 717,646.00	\$ 555.00	\$ -	37	0
<i>OCTOBER</i>	\$ 901,461.00	\$ 555.00	\$ -	37	0
<i>NOVEMBER</i>	\$ 959,143.00	\$ 375.00	\$ -	25	0
<i>DECEMBER</i>	\$ 134,887.00	\$ 105.00	\$ -	7	0
	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>
	\$ 18,464,450.17	\$ 5,595.00	\$ 3,603.03	375	9

## 2019 POINT AND PAY SUMMARY

<i>MONTH</i>	<i>BUILDING PERMIT FEES</i>	<i>NUMBER OF BUILDING PERMITS</i>
<i>JANUARY 2019</i>	\$ -	0
<i>FEBRUARY 2019</i>	\$ 15.00	1
<i>MARCH 2019</i>	\$ 135.00	9
<i>APRIL 2019</i>	\$ 75.00	5
<i>MAY 2019</i>	\$ 30.00	2
<i>JUNE 2019</i>	\$ 90.00	6
<i>JULY 2019</i>	\$ 15.00	1
<i>AUGUST 2019</i>	\$ 75.00	5
<i>SEPTEMBER 2019</i>	\$ 60.00	4
<i>OCTOBER 2019</i>	\$ 75.00	5
<i>NOVEMBER 2019</i>	\$ 60.00	4
<i>DECEMBER 2019</i>	\$ 45.00	3
	<i>TOTAL</i>	<i>TOTAL</i>
	\$ 675.00	45



## 2020 POINT AND PAY SUMMARY

47

<i>MONTH</i>	<i>BUILDING PERMIT FEES</i>	<i>NUMBER OF BUILDING PERMITS</i>	<i>FLOODPLAIN PERMIT FEES</i>	<i>NUMBER OF FLOODPLAIN PERMITS</i>
<i>JANUARY 2020</i>	\$ 75.00	5	\$ -	0
<i>FEBRUARY 2020</i>	\$ 105.00	7	\$ -	0
<i>MARCH 2020</i>	\$ 105.00	7	\$ -	0
<i>APRIL 2020</i>	\$ 60.00	4	\$ -	0
<i>MAY 2020</i>	\$ 165.00	11	\$ 75.00	1
<i>JUNE 2020</i>	\$ 60.00	4	\$ -	0
<i>JULY 2020</i>	\$ 90.00	6	\$ 2,142.37	2
<i>AUGUST 2020</i>	\$ 150.00	10	\$ -	0
<i>SEPTEMBER 2020</i>	\$ 180.00	12	\$ -	0
<i>OCTOBER 2020</i>	\$ 120.00	8	\$ -	0
<i>NOVEMBER 2020</i>	\$ 45.00	3	\$ -	0
<i>DECEMBER 2020</i>	\$ 30.00	2	\$ -	
	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>	<i>TOTAL</i>
	\$ 1,185.00	79	\$ 2,217.37	3



[illegible]

## 49

TOTAL	TOTAL	TOTAL
\$515,300.00	\$195.00	\$150.00



**UPSHUR COUNTY BUILDING PERMITS**  
**JANUARY 16, 2021 - JANUARY 31, 2021**

DATE ISSUED	PERMIT NUMBER	UID NUMBER	APPLICANT NAME	APPLICANT ADDRESS	ESTIMATED PROJECT COST	BUILDING PERMIT PAID	FLOODPLAIN PERMIT PAID	CHECK, CASH, COUNTY CLERK OR ONLINE	DESCRIPTION OF PROJECT	CONTRACTOR OR PROPERTY OWNER	
1/19/2021	8394	11127	COX, BRIAN W	998 BAILEY RIDGE RD, BUCKHANNON, WV 26201	\$3,500.00	\$15.00		CASH	12' X 20' PORCH AND 8' X 12' OUTBUILDING	SELF	
1/19/2021	8395	NEW	FOSTER, TRAVIS	PO BOX 582, BUCKHANNON, WV 26201	\$50,000.00	\$15.00		OL	40' X 40' POLE BUILDING	SELF	
1/19/2021	8396	5425	HELMICK, KAREN	5732 GLADY FORK RD, BUCKHANNON, WV 26201	\$7,500.00	\$15.00		CHECK	TUB TO SHOWER CONVERSION, REPLACE EXISTING TUB WITH ACRYLIC SHOWER BASE AND SURROUND WALL	OHIO BATH SOLUTIONS, DBA BATH FITTER, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
1/21/2021	8397	604	REXROAD, JACKIE L	909 CLARKSBURG RD, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CASH	12' X 24' AMISH STORAGE BUILDING	SELF	
1/25/2021	8398	81488	OLDAKER, QUINTEN	289 HAWTHORNE DR, BUCKHANNON, WV 26201	\$35,000.00	\$15.00		OL	FRONT AND BACK PORCHES WITH ROOFS	RAVEN CONTRACTING LLC, 795 CARTER RD, FRENCH CREEK, WV 26218	
1/25/2021	8399	NEW	ALLMAN, ROBERT M III	386 BARGERHUFF LN, BUCKHANNON, WV 26201	\$73,900.00	\$15.00		CASH	24' X 48' DOUBLE WIDE MOBILE HOME	CLAYTON HOMES, 400 CHAMPION DR, SOUTH CHARLESTON, WV 25309	
1/25/2021	8400	NEW	DOERR DEV II	PO BOX 3055, ELKINS, WV 26241	\$410,000.00	\$15.00		OL	DUPLEX	PHIL ISNER/ISNER CONTRACTING, 8014 BACK ROAD, BEVERLY, WV 26253	
1/25/2021	8401	10655	DAVIS, DONALD	15830 RT 20 SOUTH RD, ROCK CAVE, WV 26234	\$8,511.00	\$15.00		CHECK	TUB TO SHOWER CONVERSION, INSTALL SURROUND WALL	OHIO BATH SOLUTIONS, 542 INDUSTRIAL DR, LEWISBERRY, PA 17339	
1/23/2021	8402	7052	ROSS, DONALD	247 FAIRLAWN DR, BUCKHANNON, WV 26201	\$5,300.00	\$15.00		OL	FENCE BACKYARD	NEELS FENCE CO RESIDENTIAL LLC, 105 STEELE ST BOX 46, BRIDGEPORT, WV 26330	
VOID	8403-8419										
1/26/2021	8420	80459	HULL, ANDREA	2392 HACKERS CREEK RD, PHILIPPI, WV 26416	\$8,000.00	\$15.00		CHECK	ANCHOR STRUCTURE AND ADD PORCH	SELF	FLOODPLAIN; CONDITIONAL
1/26/2021	8421	80459	BROWN, JEFF	84 CORHART RD, BUCKHANNON, WV 26201	\$10,000.00	\$15.00		CHECK	ANCHOR STRUCTURE AND REROUTE ELECTRIC	SELF	FLOODPLAIN; CONDITIONAL
1/29/2021	8422	NEW	MOATS, KAMIE	761 TEABERRY LN, ELKINS, WV 26241	\$15,300.00	\$15.00		CASH	14' X 70' HOUSE TRAILER	SELF	

**TOTAL**  
**\$637,011.00**

**TOTAL**  
**\$180.00**

**TOTAL**  
**\$0.00**

**GRAND**  
**PROJECT**  
**TOTAL**  
**\$1,152,311.00**

**GRAND BP**  
**TOTAL**  
**\$375.00**

**GRAND FP**  
**TOTAL**  
**\$150.00**





## 2021 County Government Essay Contest

April is "National County Government Month" and the County Commissioners' Association of West Virginia (CCAWV) is hosting our annual essay contest for 8th grade students across West Virginia.

There will be monetary prizes for 1st, 2nd, and 3rd Place Student Winners. There will also be a monetary prize for the 1st Place Winner's Teacher to be used for classroom activities. The 1st Place Student and Teacher will each receive \$500; 2nd Place Student \$300; and 3rd Place Student \$200. We will also award \$50 for five Honorable Mention Students.

One of CCAWV's goals is to increase information and public awareness about county government and the office of County Commissioner. As an initiative of this goal we are excited to partner with West Virginia educators to encourage students to learn and write about their local county governing body, the County Commission. (Teachers, for your convenience, we are attaching our brochure about county commission responsibilities.)

Student participants are asked to type a 500-word essay on the topic, **"How does my county commission make life better for me?"** All entries must be emailed by 5:00 pm Friday, April 16, 2021 to qualify. Please see rules attached. Entries should be emailed to: [jennifer@ccawv.org](mailto:jennifer@ccawv.org) or for more information please contact Jennifer Piercy at [jennifer@ccawv.org](mailto:jennifer@ccawv.org) or at 304-345-4639. Winners will be announced by April 23, 2021.

Want to know more?

Take a class fieldtrip to a county commission meeting! Ask your county commissioners to come speak to the class! Find out what your county commission is working on in your county and encourage your students to write about it from the perspective of an 8th grader and why it matters to them. There are also a series of five informational videos on our website at [www.ccawv.org](http://www.ccawv.org) that details the roles and responsibilities of county commissioners.

---

## **CCAWV County Government Essay Contest Rules 2021**

The contest is open to all 8th grade students who are enrolled in a West Virginia public or private school.

The contest deadline is 5 p.m. on April 16, 2021 (see No. 8).

Each essay is limited to a maximum of 500 words and a minimum of 400 words and must address the following question: "How does my county commission make life better for me?" The essay must address specifically the county commission of the county in which the student resides.

Each student is limited to one entry.

Each teacher must completely fill out an official application form (attached). Please submit each entry individually as a Word or PDF document with a copy of the application form attached.

All entries must contain the student's name, email address, and the county name in which the essay is about.

All entries must be submitted in Microsoft Word or PDF format and must be submitted by the student's teacher.

All entries must be emailed to [jennifer@ccawv.org](mailto:jennifer@ccawv.org) prior to 5 p.m. on April 16, 2021.

The winning essays will be announced by April 23, 2021.

The 1st place student will receive \$500, and the teacher who submitted the 1st place essay will receive \$500 to be used for classroom activities

The 2nd place student will receive \$300 and the 3rd place student will receive \$200.

The winning students and his/her teachers will be invited to a County Commissioners meeting in their home county to receive their awards.

The 1st place winning essay will be posted on the CCAWV website, ([www.ccawv.org](http://www.ccawv.org)).

Essays will be judged on the following criteria: Understanding of the role of county commission; grammar and spelling; clarity and organization of thought.

By entering the contest, each student and teacher agrees to allow his/her name to be used in a news release announcing the contest winner in the event that their essay is selected as a winning essay. In addition, they agree to allow their photograph to be published in the CCAWV Newsletter and on the CCAWV Web site.

Entries will not be returned.

**Official Application Form****CCAWV 2021 County Government Essay Contest****County**\_\_\_\_\_**Teacher's Name:**\_\_\_\_\_**Teacher's Email Address:**\_\_\_\_\_**Name of School:**\_\_\_\_\_**School Telephone #:**\_\_\_\_\_**School Mailing Address:**\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Submitting Student's Name:**\_\_\_\_\_**Submitting Student's mailing address (if available):**

\_\_\_\_\_

\_\_\_\_\_

**(Teachers must submit a copy of this completed form with each student entry.)**

# ELKINS ROAD PUBLIC SERVICE DISTRICT

54

## Agenda

<b>Meeting</b>	<i>Regular Monthly Meeting</i>	<b>Start Time</b>	<i>5:00 PM</i>
<b>Date</b>	<i>Tuesday, February 2, 2021</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 - January 5, 2021 Regular Monthly Meeting	<b>Vote</b>
Treasurer Report/Payment of Bills for February/bal of January Invoices	<b>Vote</b>

### ITEMS FOR DISCUSSION

<b>2021 Holidays Approved by Upshur County Commission</b> Review/Approval	<b>Vote</b>
<b>Back Flow Requirements</b> Discuss options and pictures provided by Dave with Greg Belcher	<b>Vote</b>
<b>Phase III Extension Project Update</b> Invoice payment approval Progress Reports Change Orders	<b>Vote</b>
<b>Maintenance Report</b> Leak Detection PSD Truck	

**Date & Time of March 2021 Meeting - Tuesday, March 2, 2021 @ 5:00 pm**

<b>Adjournment</b>	<b>Vote</b>
--------------------	-------------

**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 January 8, 2021  
Prepared by Board Chair and Office Manager January 19, 2021  
Posted and Available to the Public on January 29, 2021*

**City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, February 4, 2021**

**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. Call to Order**

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

**B. Recognized Guests**

- B.1 Jacob E Garrison-Official Oath Probationary Police Officer
- B.2 Laura Ward County Roads Transit Executive Director - Annual Report & Request Continued Funding

**C. Department & Board Reports**

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

**D. Correspondence & Information**

- D.1 Notice Special City Council-Financial Budget Working Sessions-February 10 & February 16 at 2pm
- D.2 Application Denied-WVDEP 2020 AML Pilot Program RE: Riverwalk Trail & SYCC Trailhead Recreation Center Expansion
- D.3 FOIA-WV@OpenThebooks.com RE: Employee Records for year of 2020
- D.4 FOIA-Partner Engineering & Science RE: Zoning Report on Cambridge Heights Apartments
- D.5 CityPR: BFD Comments All Involved in Lifesaving Response in December
- D.6 Letter of Intent to WV Department of Art, Culture & History RE: Grant Application FY2022 Cultural Facilities & Capitol Resources Program-Colonial Theatre Renovation Final Phase
- D.7 State Auditor's 2021 Budget Preparation Workshops via Microsoft Teams

**E. Consent Agenda**

- E.1 Approval of Minutes-Regular Meeting 01/21/2021
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills
- E.4 Approval to Open Checking Account for Police Department Forfeiture Funds
- E.5 Approval Appointment - City's Representative to the Buckhannon-Upshur Airport Authority
- E.6 Approval Appointment - City's Representative to the UC Parks & Recreation Board

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

- F.1 Approval Resolution 2021-02 Budget Revision #5 General Fund FY 2020/21
- F.2 Approval Ordinance No. 449 Sanitary Surcharge RT 33W Northside Sewer Extension Project-3<sup>rd</sup>/Final Reading
- F.3 Approval Colonial Theatre Governance-Memorandum of Understanding
- F.4 Approval to Purchase Phone System at the Public Works Facility 395 Mud Lick Road

**G. Comments and Announcements**

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

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

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

**J. Adjournment**

In compliance with West Virginia's Public Meeting Law, the 26<sup>th</sup> Judicial Circuit Community Corrections Program special board meeting will be held February 8, 2021 at 6:00pm at the Upshur County Day Report Center in Upshur County. The public is invited to attend and learn more about our program, serving Lewis and Upshur Counties.

## **COMMUNITY CORRECTIONS**

### **Board Meeting Agenda**

**February 8, 2021**

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

#### **I. Handouts**

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

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

- 1) Batterer's Intervention Prevention Class Update
  - Upshur/Lewis- 0 referrals still no facilitator or training class
- 2) Home Confinement Update- Lewis-11 Upshur-13
- 3) Community Corrections Update
  - Referrals received since July 1, 2020 Upshur-27 Lewis-25 Total- 52
  - New Case manager Linda Barnhouse update
  - Request to approve FY 2020-2021 Community Corrections Grant
  - Request to purchase vehicle for home confinement (tabled from previous meeting)

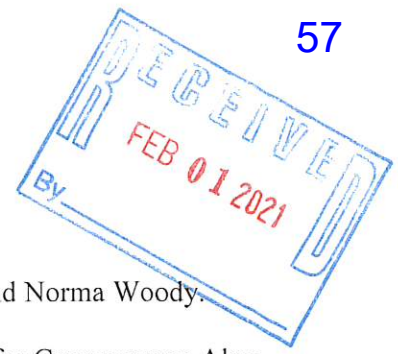
#### **III. Next Meeting**

- **April 12, 2021 at the Lewis County Day Report Center at 6:00 P.M.**



**Adrian Public Service District**

December 3, 2020  
Monthly Board Meeting



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

Visitors: Morgan Haymond, Land Consultant and Rhett Dusenbury, District Representative for Congressman Alex Mooney.

All motions were unanimous unless otherwise noted.

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

Morgan Haymond provided an update concerning rights of way, and easements obtained for the Phase VIII/Pickens project. He advised the board approximately 88 percent were completed to date. Rhett Dusenbury spoke congratulating the board on acquiring funding for the Phase VIII project.

Minutes of the November 5<sup>th</sup> meeting were read. Kelly made the motion to approve the minutes and Carolyn second.

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

**Old Business**

- Phase VIII/Pickens extension proceeding forward.

**Business**

- none

**Items for Discussion/Action/Approval**

- Lindsey addressed policy for unused vacation. Unused vacation time can be utilized for retirement.
- Lindsey requested approval for years end employee evaluation adjustment of \$250.00 per employee. Kelly approved the request, Carolyn second.
- Lindsey approached the board requesting Christmas Eve and New Year's Eve be considered a holiday for employees. Carolyn made a motion to approve the request, and Kelly second.
- Upon the board's approval, Cintas will supply external employees with uniforms. Carolyn made a motion for approval, and Kelly second.

**Maintenance – Eric**

- Repaired three service leaks.
- Installation three new taps.
- One pump burnt up at Wilsontown Station due to faulty phase protector. Second pump still working correctly. Currently waiting on prices/delivery of new pump.
- Issues with telemetry at French Creek tank sending tank levels. Manually running station while awaiting arrival of new LC 2000.

**Office Report**

- Lindsey published Public Notice of Filing to keep Step 1 Rates in local newspapers.

The meeting adjourned at 4:00 pm. Next regular meeting will be January 7<sup>th</sup> at 3:00 pm.

Board of Directors

*Paul Spencer*  
Paul Spencer, Chairman

*Carolyn Douglas*  
Carolyn Douglas, Vice Chairman

*Kelly Arnold*  
Kelly Arnold, Sec., Treas.



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

**Board Members present:** Debora Brockleman, Tonya Kittle, Jodi McQuillan, Dr. Joseph Reed, and Beth Rogers.

**Board Members not present:** Jodie Akers, Rise Hanifan, Addie Helmick, Tina Helmick, Matt Kerner, and Kristie Tenney.

**Staff:** Lori Ulderich Harvey and Ginny Dixon

- **Community Members present:** Alicia Bosely, Carol Bush, Sarah Campbell, Nicki Colthart, Amanda Hayes, Sherry Kuhl, Rita McCrobie, Laura McDaniels, Kathy McMurray, Barb Tucker, and Amanda White.

**Guest speaker: Tanner Smith, Buckhannon Fire Department.** Tanner enlightened us with tips and information on how to stay safe, especially now that Winter is here and with it, the risk of carbon monoxide poisoning. If you live within the City, the BFD can help with setting up smoke and CO detectors in your home. They are available 24/7/365, and the department welcomes questions from residents. The OEM started a registry a few years ago for people with special needs. Even family pets will be treated like a person, and Tanner cautioned to let the firemen deal with getting your pet to safety in the event of a fire. As to placement of smoke alarms, they should be set up in the vicinity of, but not directly next to, a flame source such as a furnace or other heat source. Placement should be toward the entrance to rooms.

**FRN Director's Report:** Lori reported that our fundraiser netted \$2,068.31. The odd amount was due to Pay Pal taking a cut of ticket sales which they processed. First place winner was Tonya Kittle. Thank you cards will be sent to Kenna Ulderich, who made the furniture which we raffled off; Lavish Salon and the Visitors Bureau, both of whom allowed us to display the furniture; and Dave Thomas, a City Councilman, who sold a large number of tickets for us. The first family social since February will be held via Zoom on 12/16, with adults only this time. The Starving Artist will show participants how to paint a gnome on slate. Sarah Campbell, director of the senior center, added information re: **Grandfamilies**. There isn't much to update yet. The first session is to start in mid-January. \$612 in gift cards were obtained to give out to families. Sarah asked that she be contacted if any grandparents have questions. She added that they were overwhelmed by donations received for seniors' Christmas care packages, which staff is starting to pack today. If anyone still wishes to donate, items such as deodorant and lotion can be used. Lori reported that **BAES** is doing a drive-through Santa event, with Krista Sappey being the virtual coordinator. We received some monetary donations through Lori's Facebook fundraiser, which will be used to purchase items for our **Warm Wishes Tree**, located outside SYCC. We also have some donations for the Warm Wishes Tree waiting for us to pick up from the Parish House. Lori added that the **Health Dept. employees** have been working 12 hour days or more, which has been quite stressful on them. Lori has taken items such as pizza and donuts to them, and encouraged others to do likewise if they would like to help out. **Trunk or Treat** was held as a drive-through event at B-U High School last month. We had a decent turnout (45 vehicles) in spite of the date being changed several times.

**Information Sharing:** Rita McCrobie, WV Attorney General's office, shared that she's attended lots of Zoom calls with FRNs, as well as drive-through events. She noted that the AG's office has been dealing with many scams taking place. Sherry Kuhl, from the chat room, shared


a reminder that Aetna Better Health of WV is offering a weekly support call-in for their community partners, Fridays at 12:00 noon. The last one for 2020 will be on 12/18, a "special Christmas edition". Dr. Reed and Lori led a brief discussion concerning whether those of us in this meeting plan to get the **vaccine** when it becomes available. Dr. Reed also shared that Create Buckhannon will again offer its **Leadership Academy**, which will last 10 weeks, beginning 2/10/21 from 6-9 pm. Meetings will take place virtually. Cost is \$25 to register, with a limit of 30 people; one can register online through the CVB. Dr. Reed asked if the FRN would sponsor 4 people; Beth, Tonya, Debora and Jodi voted yes. **Carol Bush** shared that she is working with Mountain CAP on housing issues. **Amanda White** will get materials to the UCFRN on suicide prevention.

Dr. Reed's question to those present today: **What are you most concerned about for the next year? (This can include personal, community, and within the world).** Answers included the economy; concerns about kids, many of whom don't have heat, electricity, etc. and may be subject to abuse; everyone's mental health, hoping it can remain intact; hope that people remember how to collaborate and to find what we can agree upon; concern over the divide in our country; people missing being able to go on vacation; the need for hugs/human touch; concern for children's schooling, and parents' ability to teach (often while working outside the home); children's need to attend school and be with their friends and teachers; and what can we do better in the future than we did before this pandemic?

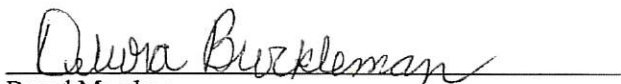
Dr. Reed closed our meeting with prayer.

**Our next meeting will be January 11, 2021 at 12:00 noon, and will be virtual.**

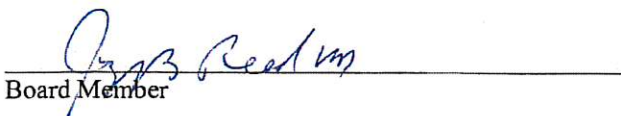
Respectfully submitted,



Ginny Dixon, Administrative Assistant  
Upshur County FRN



Board Member



Board Member