

## 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: June 24, 2021

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• June 17, 2021

1:00 p.m. Special Supervisors Meeting

2:00 p.m. Special Policy Board Meeting

### Items for Discussion / Action / Approval:

1. ~~Approve County Financial Institutions as Depositories as Required by WV Code §7-6-1 Freedom Bank, First Community Bank, JP Morgan Chase Bank, Premier Bank, Community Bank and Citizens Bank of WV.\*~~
2. Approval and signature of the Sales Order and related documents between KOMAX Business Systems and the Upshur County Commission for a new color copier to be located in the Sheriff's Department. This lease will be for a 36-month period in the amount of \$127.67 per month. \* Page 4
3. Correspondence from Craig Presar, Upshur County Youth Camp Board Vice-President, requesting permission to contract Chris Cartwright (DBA TLM Management, LLC) to assist with preparation of the upcoming timber sale on the Selbyville Youth Camp property. The fee will be 5% of the timber sale value. \* Page 5
4. Correspondence from Mike Donato requesting to be appointed to the Buckhannon-Upshur Parks and Recreation Advisory Board. Upon approval, his term will be effective July 1, 2021 and continue through June 30, 2023. \* Page 6
5. Consider Resignation of Employee \* Under separate cover  
*Item may lead to Executive Session per WV Code*
6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off, Remote Work Request(s).

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

1. Correspondence from Harold D. Ward, Cabinet Secretary of the WV DEP, reappointing Mr. G. Paul Richter to the Board of Directors of the Upshur County Solid Waste Authority, effective July 1, 2021. His appointment will expire on June 30, 2025. Page 7
2. Elkins Road Public Service District Approved Budget for FY 2021 – 2022 Page 8-11
3. Proclamation made by Governor Jim Justice on June 17, 2021 permitting public employees of this State to generally cease business the entire workday of Friday, June 18, 2021, in acknowledgement of the historical significance of Juneteenth, and the fact it is to be recognized as an official federal holiday. This proclamation further reads that public employees of this State may be excused from their work duties the entirety of the day without charge against accrued annual leave. In accordance with subsection (c), section one, article two, chapter two of the WV Code, County Commissions may treat the day as if it were a legal holiday, and the Courts may do the same. The Courthouse and Annex will be closed per the 2021 Calendar Year Legal Holiday Schedule. Page 12-14
4. Upshur County Mileage Reports – May, 2021 Page 15-23
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
5. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:

• Lewis/Upshur LEPC	June 16, 2021	<u>Page 24</u>
• Emergency Meeting of City Council of Buckhannon	June 17, 2021	<u>Page 25</u>
• Upshur County Fire Board, Inc.	June 22, 2021	<u>Page 26</u>
• Upshur County Farmland Protection Board	June 22, 2021	<u>Page 27</u>
  - c) Meeting Minutes:

• Upshur County Solid Waste Authority	May 10, 2021	<u>Page 28-30</u>
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  - d) Meetings:

• 07/06/21	5:00 p.m.	Elkins Road PSD
• 07/06/21	4:00 p.m.	Hodgesville PSD
• 07/01/21	7:00 p.m.	Banks District VFD
• 07/15/21	7:00 p.m.	City Council of Buckhannon
• 07/01/21	7:00 p.m.	Selbyville VFD
• 07/12/21	12:00 p.m.	Upshur County Family Resource Network
• 07/12/21	4:30 p.m.	Upshur County Solid Waste Authority
• 07/12/21	5:30 p.m.	Buckhannon-Upshur Recreational Park Advisory Board
• 07/12/21	6:00 p.m.	Lewis-Upshur Community Corrections Board – Upshur Co.
• 07/13/21	7:30 p.m.	Adrian VFD

- 07/01/21 6:00 p.m. Buckhannon-Upshur Board of Health
- 07/21/21 7:00 a.m. Upshur County Development Authority –Full Board
- 07/14/21 12:00 p.m. Upshur County Senior Center Board
- 07/14/21 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 07/13/21 7:00 p.m. Warren District VFD
- 07/01/21 3:00 p.m. Adrian PSD
- 07/14/21 3:00 p.m. Tennerton PSD
- 07/08/21 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 07/08/21 7:30 p.m. Buckhannon VFD
- 07/13/21 4:00 p.m. Buckhannon Upshur Airport Authority
- 07/15/21 6:30 p.m. Upshur County Youth Camp Board
- 07/11/21 6:00 p.m. Washington District VFD
- 07/19/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 07/21/21 4:00 p.m. Upshur County Public Library Board
- 07/16/21 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 07/27/21 6:30 p.m. Upshur County Fire Board, Inc.
- 07/27/21 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 07/14/21 7:00 p.m. Ellamore VFD
- 07/21/21 12:00 p.m. Lewis Upshur LEPC
- 06/22/21 1:15 p.m. Upshur County Farmland Protection Board – Special Meeting
- 06/28/21 7:00 p.m. Upshur County Fire Fighters Association
- 07/14/21 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 06/23/21 10:00 a.m. James W. Curry Advisory Board
- 06/28/21 10:00 a.m. Mountain CAP of WV, Inc., a CDC

#### 5. Appointments Needed or Upcoming:

- Buckhannon-Upshur Airport Authority (unexpired term -- 6/30/2021) – City Representative
- Upshur County Fire Board (7/1/2021-6/30/2024) – Fire Association Representative
- Buckhannon-Upshur Parks and Recreation Advisory Board (7/1/21-6/30/23) – County Representative

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

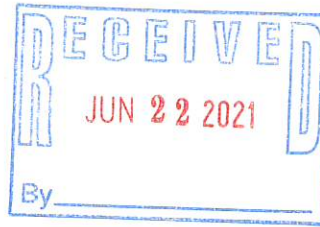
#### Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
July 1, 2021 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*The Upshur County Commission Meeting scheduled for July 8, 2021, has been CANCELLED\***





*Selbyville, West Virginia 26236*

June 18, 2021

Upshur County Commission  
Kristie Tenney, President  
91 W. Main St., Suite 101  
Buckhannon, WV 26201

Dear Commission Members,

The Upshur County Youth Camp Board requests permission to hire Chris Cartwright (dba TLM Management, LLC) to help prepare to put timber at the Youth Camp out for bid this fall. Mr. Cartwright has agreed to a 5% commission and is ready to begin work immediately.

Your approval of this action will be appreciated.

The UCYC Board values the lasting support of the Commission over the years and looks forward to continuing successful partnerships for the future.

Thank you,

Craig Presar  
Upshur County Youth Camp Board  
Vice-President

06/11/2021

To Whom It May Concern:

My name is Mike Donato, and I am formally requesting to be considered for the open position on the Parks and Recreation Board for Upshur County. I hold an undergraduate degree in Health and Physical Education and graduate degrees in School Health and Sport Coaching. I moved to Buckhannon in 2008 and have coached and taught in the community since. If you have any questions, please feel free to contact me via the information below. Thank you for your consideration in this matter.

Mike Donato  
Head Coach - B-U H.S. Boys Soccer  
President - W VHSSCA  
[coachd3984@aol.com](mailto:coachd3984@aol.com)






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west virginia department of environmental protection

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Executive Office  
601 57<sup>th</sup> Street, S.E.  
Charleston, West Virginia 25301  
Phone: (304) 926-0440  
Fax: (304) 926-0447

Harold D. Ward, Cabinet Secretary  
dep.wv.gov

June 16, 2021

G. Paul Richter  
112 Fayette Street  
Buckhannon, WV 26201

Re: Appointment to Upshur County Solid Waste Authority

Dear Mr. Richter:

I am please to inform you that, pursuant to W. Va. Code §22C-4-3(b), you are hereby reappointed to the Board of Directors of the Upshur County Solid Waste Authority, effective July 1, 2021. Unless sooner rescinded, your appointment will expire on June 30, 2025. All appointees to county and regional solid waste authorities should be aware of Section 3(b's) conflict of interest provision, which states:

*No member who has any financial interest in the collection, transportation, processing, recycling or the disposal of refuse, garbage, solid waste, or hazardous waste shall vote or act on any matter which directly affects the member's personal interests.*

I congratulate you on your appointment, and I appreciate your personal dedication in proving willing to serve your community. Your commitment to public service will enable West Virginia to continue to move forward in a responsible manner to preserve the environment and to protect human health and safety.

Sincerely,  
*Harold D. Ward*

Harold D. Ward  
Cabinet Secretary

cc: The Honorable Jim Justice, Governor  
Mark Holstine, Executive Director, West Virginia Solid Waste Management Board  
Charlotte R. Lane, Chairman, West Virginia Public Service Commission  
Brian Farkas, Executive Director, West Virginia Conservation Agency  
Upshur County Commission  
Upshur County Solid Waste Authority

CAREY A WAGNER Carey Wagner LARRY J HEATER Larry J Heater DAVID A BURR David A Burr  
DATE 6/14/2021



ELKINS ROAD P.S.D.													
ANNUAL BUDGET													
JULY 1, 2021 - JUNE 30, 2022													
PROPOSED		LAST YEAR		2 YEARS AGO		3 YEARS AGO		4 YEARS AGO		5 YEARS AGO			
2021 - 2022		2020 - 2021		2019 - 2020		2018 - 2019		2017 - 2018		2016 - 2017			
EXPENSES	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	
WATER PURCHASED - RESALE	\$ 16,750.00	\$ 165,000.00	\$ 9,700.00	\$ 116,400.00	\$ 9,700.00	\$ 116,400.00	\$ 9,700.00	\$ 116,400.00	\$ 8,500.00	\$ 102,000.00	\$ 8,500.00	\$ 102,000.00	
UTILITIES - PLANT/SYST.	\$ 3,200.00	\$ 38,400.00	\$ 2,200.00	\$ 26,400.00	\$ 2,200.00	\$ 26,400.00	\$ 1,900.00	\$ 22,800.00	\$ 1,800.00	\$ 21,600.00	\$ 1,800.00	\$ 21,600.00	
UTILITIES - OFFICE	\$ 450.00	\$ 5,400.00	\$ 300.00	\$ 3,600.00	\$ 360.00	\$ 4,320.00	\$ 320.00	\$ 3,840.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	
TELEPHONE	\$ 230.00	\$ 2,760.00	\$ 325.00	\$ 3,900.00	\$ 325.00	\$ 3,900.00	\$ 350.00	\$ 4,200.00	\$ 290.00	\$ 3,480.00	\$ 290.00	\$ 3,480.00	
CONTRACT LABOR	\$ 1,600.00	\$ 19,200.00	\$ 1,500.00	\$ 18,000.00	\$ 1,500.00	\$ 18,000.00	\$ 3,400.00	\$ 40,800.00	\$ 3,200.00	\$ 38,400.00	\$ 2,900.00	\$ 34,800.00	
MATERIALS & SUPPLIES	\$ 3,000.00	\$ 36,000.00	\$ 2,700.00	\$ 32,400.00	\$ 2,000.00	\$ 24,000.00	\$ 3,000.00	\$ 36,000.00	\$ 2,700.00	\$ 32,400.00	\$ 2,500.00	\$ 30,000.00	
REPAIRS & MAINTENANCE	\$ 7,000.00	\$ 84,000.00	\$ 6,000.00	\$ 72,000.00	\$ 6,000.00	\$ 72,000.00	\$ 5,000.00	\$ 60,000.00	\$ 3,500.00	\$ 42,000.00	\$ 3,700.00	\$ 44,400.00	
RENTAL EXP.	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
METER READING & LABOR	\$ -	\$ -	\$ 500.00	\$ 6,000.00	\$ 1,320.00	\$ 15,840.00	\$ 1,320.00	\$ 15,840.00	\$ 1,300.00	\$ 15,600.00	\$ 1,400.00	\$ 16,800.00	
METER TESTING - CITY	\$ -	\$ -	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	
METER LABOR - CITY	\$ -	\$ -	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 200.00	\$ 2,400.00	\$ 100.00	\$ 1,200.00	
ACCOUNTING SVC	\$ 200.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ 300.00	\$ 3,600.00	\$ 200.00	\$ 2,400.00	\$ 250.00	\$ 3,000.00	\$ 500.00	\$ 6,000.00	
AUDITING	\$ 500.00	\$ 6,000.00	\$ 550.00	\$ 6,500.00	\$ 333.00	\$ 3,996.00	\$ 333.00	\$ 3,996.00	\$ 335.00	\$ 4,020.00	\$ 300.00	\$ 3,600.00	
ENGINEERING	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 150.00	\$ 1,800.00	\$ 100.00	\$ 1,200.00	
AUTO EXPENSE	\$ 200.00	\$ 2,400.00	\$ 220.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	
AUTO FUEL	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 410.00	\$ 4,920.00	\$ 500.00	\$ 6,000.00	\$ 550.00	\$ 6,600.00	
DEPRECIATION	\$ 21,833.34	\$ 262,000.08	\$ 20,000.00	\$ 240,000.00	\$ 24,000.00	\$ 288,000.00	\$ 22,000.00	\$ 264,000.00	\$ 20,500.00	\$ 246,000.00	\$ 21,500.00	\$ 258,000.00	
LEGAL	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
INTERNET SVC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
INSURANCE-WORKERS' COMP	\$ 89.00	\$ 1,068.00	\$ 400.00	\$ 4,800.00	\$ 400.00	\$ 4,800.00	\$ 375.00	\$ 4,500.00	\$ 450.00	\$ 5,400.00	\$ 450.00	\$ 5,400.00	
INSURANCE-GENERAL LIABILITY	\$ 750.00	\$ 9,000.00	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	\$ 760.00	\$ 9,120.00	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	
INTEREST EXP. - MORT.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
INTEREST EXP. - OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OFFICE SUPPLIES & EXP.	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00	\$ 800.00	\$ 9,600.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	
OFFICERS/BO MEMBERS	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	\$ 525.00	\$ 6,300.00	
WAGES - OFC.	\$ 5,000.00	\$ 60,000.00	\$ 5,000.00	\$ 60,000.00	\$ 5,000.00	\$ 60,000.00	\$ 4,500.00	\$ 54,000.00	\$ 3,900.00	\$ 46,800.00	\$ 3,900.00	\$ 46,800.00	
WAGES - MAINTENANCE	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,000.00	\$ 36,000.00	\$ 3,900.00	\$ 46,800.00	
PHONE MONITOR	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 275.00	\$ 3,300.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	
REPAIRS & MAINT. - OFC.	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	
EMPLOYEE RETIREMENT	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 850.00	\$ 10,200.00	\$ 833.33	\$ 9,999.96	\$ 1,000.00	\$ 12,000.00	\$ 1,300.00	\$ 15,600.00	
ONS & OFFS LABOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
SPECIAL ACCTING-GRIFFITH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 1,800.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	
TOTAL PAGE 1	\$ 66,952.34	\$ 767,428.08	\$ 66,925.00	\$ 803,100.00	\$ 61,088.00	\$ 733,056.00	\$ 60,051.33	\$ 720,615.96	\$ 56,000.00	\$ 672,000.00	\$ 58,115.00	\$ 697,380.00	

ELKINS ROAD P.S.D.													
ANNUAL BUDGET													
JULY 1, 2021 - JUNE 30, 2022													
PROPOSED		LAST YEAR		2 YEARS AGO		3 YEARS AGO		4 YEARS AGO		5 YEARS AGO			
2021 - 2022		2020 - 2021		2019 - 2020		2018 - 2019		2017 - 2018		2016 - 2017			
EXPENSES CONT	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	MONTHLY	ANNUAL	
PSC ASSESSMENT	\$ 250.00	\$ 3,000.00	\$ 200.00	\$ 2,400.00	\$ 166.67	\$ 2,000.04	\$ 166.67	\$ 2,000.00	\$ 200.00	\$ 2,400.00	\$ 170.00	\$ 2,040.00	
DUES & MEMBERSHIPS	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 80.00	\$ 960.00	
LICENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00	\$ 10.00	\$ 120.00	
PENALTIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TAXES - PAYROLL	\$ 860.00	\$ 10,320.00	\$ 860.00	\$ 10,320.00	\$ 860.00	\$ 10,320.00	\$ 833.33	\$ 10,000.00	\$ 1,000.00	\$ 12,000.00	\$ 1,000.00	\$ 12,000.00	
PERMITS	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	\$ 40.00	\$ 480.00	
SCADA	\$ 550.00	\$ 6,600.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 4,800.00	\$ 600.00	\$ 7,200.00	\$ 600.00	\$ 7,200.00	
SCADA MAINT.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MISC - GENERAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
TESTING WATER	\$ 250.00	\$ 3,000.00	\$ 200.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ 240.00	\$ 2,880.00	\$ 220.00	\$ 2,640.00	\$ 220.00	\$ 2,640.00	
TRAVEL	\$ 600.00	\$ 7,200.00	\$ 900.00	\$ 10,800.00	\$ 900.00	\$ 10,800.00	\$ 950.00	\$ 11,400.00	\$ 650.00	\$ 7,800.00	\$ 300.00	\$ 3,600.00	
TRAVEL - ROOM	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 166.67	\$ 2,000.00	\$ 250.00	\$ 3,000.00	\$ 250.00	\$ 3,000.00	
TRAVEL - MEALS	\$ 35.00	\$ 420.00	\$ 35.00	\$ 420.00	\$ 35.00	\$ 420.00	\$ 50.00	\$ 600.00	\$ 50.00	\$ 600.00	\$ 30.00	\$ 360.00	
CELL PHONE	\$ 110.00	\$ 1,320.00	\$ 75.00	\$ 900.00	\$ 75.00	\$ 900.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
OFFICE CLEANING	\$ 120.00	\$ 1,440.00	\$ 120.00	\$ 1,440.00	\$ 120.00	\$ 1,440.00	\$ 116.67	\$ 1,400.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
INS. - VEHICLE	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 80.00	\$ 960.00	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	
POSTAGE	\$ 580.00	\$ 6,960.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 600.00	\$ 7,200.00	\$ 700.00	\$ 8,400.00	\$ 700.00	\$ 8,400.00	
HANDHELD/BILLING SUPPORT	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	\$ 600.00	\$ 7,200.00	\$ 450.00	\$ 5,400.00	
BILLING/ONLINE	\$ 200.00	\$ 2,400.00	\$ 200.00	\$ 2,400.00	\$ 600.00	\$ 7,200.00	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	\$ 800.00	\$ 9,600.00	
OUTSIDE INSPECTION SERV.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00	\$ 50.00	\$ 600.00	
PHASE III	\$ -	\$ -	\$ 100.00	\$ 1,200.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 300.00	\$ 3,600.00	\$ 100.00	\$ 1,200.00	
REPAIRS/REPLACEMENT	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 500.00	\$ 6,000.00	\$ 800.00	\$ 9,600.00	\$ 700.00	\$ 8,400.00	\$ 500.00	\$ 6,000.00	
GENERATOR - MAINT.	\$ 50.00	\$ 600.00											
GENERATOR - FUEL	\$ 150.00	\$ 1,800.00											
WEBSITE	\$ 50.00	\$ 600.00											
RADIO READ	\$ 50.00	\$ 600.00											
TOTAL PG 2	\$ 5,535.00	\$ 66,420.00	\$ 4,870.00	\$ 58,440.00	\$ 5,436.67	\$ 65,240.04	\$ 6,813.34	\$ 81,760.00	\$ 6,680.00	\$ 79,980.00	\$ 4,900.00	\$ 58,800.00	
TOTAL PGS 1 & 2	\$ 72,487.34	\$ 833,848.08	\$ 71,795.00	\$ 861,540.00	\$ 66,524.67	\$ 798,296.04	\$ 66,864.67	\$ 802,376.00	\$ 62,680.00	\$ 751,980.00	\$ 63,015.00	\$ 756,180.00	

ELKINS ROAD P.S.D.  
LONG TERM LIABILITIES FOR EACH MONTH  
JULY 1, 2021 - JUNE 30, 2022

PROPOSED  
2021 - 2022

*PAYMENTS MADE MONTHLY - BUT NOT CONSIDERED AN EXPENSE*

LONG TERM LIABILITIES	MONTHLY	YEARLY		MATURES
LOAN # 2-IJDC/MB 1998 BOND	\$ 4,369.89	\$ 52,438.68		2038
LOAN # 3-RUS 2004 BOND	\$ 2,295.00	\$ 27,540.00		2044
LOAN # 4-IJDC/MB 2004 BOND	\$ 3,290.00	\$ 39,480.00		2040
LOAN # 5 IJCD/MB 2020 BOND	\$18,504.00	\$ 222,048.00		2051
RESERVE FOR 2020 BOND	\$1,851.00	\$ 22,212.00		
TRUCK LOAN-FORD MOTOR	\$ 583.00	\$ 6,996.00		
ERPSD-R&R	\$ 700.00	\$ 8,400.00		
98 R & R (2.5%)	\$ 773.00	\$ 9,276.00		
(A & t IS FOR Audit, Training and PSC Annual Report)	\$ 565.00	\$ 6,780.00		
CWCR ACCOUNT	\$ 600.00	\$ 7,200.00		
(SB 234)				
<b>TOTAL LIABILITIES</b>	<b>\$ 33,530.89</b>	<b>\$ 402,370.68</b>		

NOTE: FOR WCR

1/8 = 0.125 Operating/Maint. Exp. From Profit & Loss Budget

Amount x 0.125 Divide by 2 years (2 years is just more time to fund reserve

**STATE OF WEST VIRGINIA**

**EXECUTIVE DEPARTMENT**

**At Charleston**

**A PROCLAMATION**

**By the Governor**

**WHEREAS**, Juneteenth, also known as Freedom Day or Emancipation Day, is celebrated each year on June 19 in the United States to commemorate the end of slavery; and

**WHEREAS**, President Abraham Lincoln issued the Emancipation Proclamation on New Year's Day in 1863, which ordered the freeing of all slaves in states that were rebelling against Union forces; and

**WHEREAS**, the Emancipation Proclamation had little effect in Texas, where there were few Union troops to enforce the order; and

**WHEREAS**, the message of freedom finally reached African Americans in Texas on June 19, 1865, when Union General Gordon Granger, backed by nearly 2,000 troops, arrived in the city of Galveston and made the announcement; and

**WHEREAS**, West Virginia recognizes Juneteenth as the oldest known celebration commemorating the end of slavery; and

**WHEREAS**, on this day, June 17, 2021, President Biden will sign the Juneteenth National Independence Day Act, which establishes Juneteenth as an official federal holiday; and

**WHEREAS**, section one, article two, chapter two of the Code of West Virginia, and section 143-1-14 of the West Virginia Code of State Regulations vests the Governor with the authority to proclaim and treat additional days as official holidays or days of special observance, or days for the general cessation of business; and

**WHEREAS**, in acknowledgement of the historical significance of Juneteenth, and the fact it is to be recognized as an official federal holiday, it is fitting and proper that the public employees of this State be permitted to generally cease business on Friday, the 18<sup>th</sup> day of June, Two Thousand Twenty One, to spend an extended and enjoyable holiday weekend with their loved ones.

**NOW, THEREFORE, I, JIM JUSTICE**, pursuant to the foregoing and by virtue of the authority vested in me as the Governor of the State of West Virginia, do hereby **PROCLAIM** and **ORDER** that Friday, the Eighteenth day of June, Two Thousand Nineteen shall be treated as if it were an official holiday, and the public employees of this State may be excused from their work duties on that day without charge against accrued annual leave; and do further

**PROCLAIM** that this **ORDER** shall not affect private businesses, local governments, and other entities and individuals not employed by the State of West Virginia; nor shall it affect the work requirements of those public employees who may be called upon to safeguard the health, safety, and welfare of West Virginia's citizenry and compensated in accordance with the legislative rules established by the West Virginia Division of Personnel; however, in accordance with subsection (c), section one, article two, chapter two of the Code of West Virginia, county commissions may treat Friday, the Eighteenth day of June, Two Thousand Twenty-One, as if it were a legal holiday, and the courts may do the same.

*[signature as follows]*



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of West Virginia to be affixed.



By the Governor

**DONE** at the Capitol in the City of Charleston, State of West Virginia, this seventeenth day of June, in the year of our Lord, Two Thousand Twenty-one, and in the One Hundred Fifty-Eighth year of the State.

A handwritten signature in blue ink, reading "James E. Justice".

**GOVERNOR**

A handwritten signature in blue ink, reading "Mpc Warner".

**SECRETARY OF STATE**



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: May 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	Ford Expedition	2CNDL73F556160712	126013	126473	460	47
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					460	47



# UPSHUR

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: May 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2020 F-250	IFT7YZB83LEE	3198	4,063	865	0 23.5
Chris Alkire		84I12				0 23.85
Eric Poling						0 22.24
Loretta Koon						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					865	0 69.59 0



# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: MaintenanceMONTH / YEAR: May 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBF2B69KEC81	8402	8757	355	0 22.0
CHRIS ALKIRE		902				0 22.8
ERIC POLING						0 9.5
LOUETTA KOONE						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					355	0 54.3 0

# UPSHUR

County, West Virginia

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: May 2021

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2008 Toyota Tundra	5TBBV541B8551	89877	90208	331	17.6
Chris Alkire		4917			0	
Eric Poling					0	
Loretta Krone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
GRAND TOTALS					331	17.6





## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

**DEPARTMENT: DHSEM**

**MONTH / Year May 2021**

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
B Shreves	2019 Chevy 2500	2GC2KREG1121064	7800	7950	150	
			<b>GRAND TOTALS</b>		150	

May-21

## UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

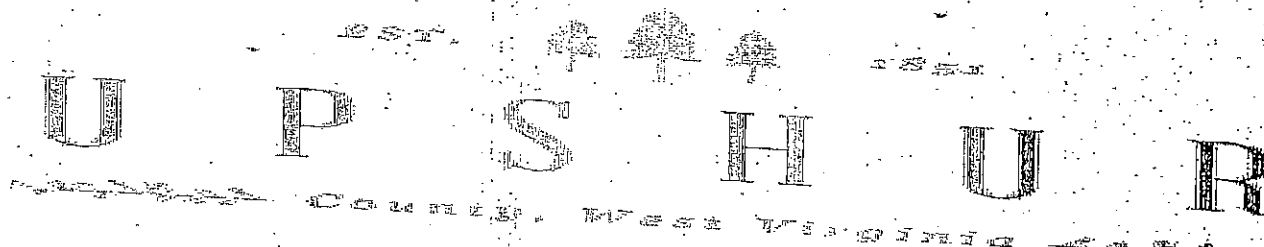
20

Officer	Cruiser	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Virgil Miller-150	2020 Ford Expedition	1FMJUGT6LEA78011	N/A	N/A	N/A	N/A
Mike Coffman-151	2020 Ford Explorer	1FM5K8AB6LGA55736	13351	16133	2782	114.8
MARSHALL POWERS - 152	2017 FORD F-150 (NEW)	1FTEW1EFOHFA12892	52800	54370	1570	120
Theron Caynor - 153	2017 FORD EXPLORER (NEW)	1FM5K8AR4HGC90351	72500	74237	1737	118.21
DEWAINE LINGER - 154	2019 Ford Explorer	1FM5K8AR5KGA29379	34710	35725	1015	65.55
Rodney Rolenson - 155	2016 Ford Explorer	1FM5K8AR4GGB44630	103850	105009	1159	70
DAN BARCUS - 156	2020 Ford Explorer	1FM5K8AB0LGA20111	23300	23875	575	46.48
COLE BENDER- 157	2016 Ford Explorer	1FM5K8AR0GGB43426	92008	93500	1492	121.8
Dakota Linger-158	2014 Ford Explorer	1FM5K8AR9EGA71008	62565	64230	1,665	135.5
Seth Cutright-159	2019 Ford Taurus	1FAHP2M104KG102939	17908	19085	1177	82
Tyler Chidester-162	2016 Ford Explorer	1FM5K8AR8GGB44629	91543	92900	1357	46.3
BOBBY HAWKINS-163	2010 FORD CROWN VICTORIA	2FABP7BV2AX100651	126500	127605	1105	81
Jason Kniceley - 166	2019 Ram 4x4 CY6224	1C6RR7ST3KS692640	30239	31242	1003	117
RODNEY ROLENSON (dc)	2005 CHEVROLET EQUINOX	2CNDL73F556160712	N/A	N/A	N/A	N/A
GRAND TOTAL					16637	1118.64
Additional Vehicles						
	2015 Kawasaki TREX - 4	JKBRTCD19FB509175				
	M-RAP	4VZKR2M967C064645				
	2010 Ford Expedition	1FMJU1G50AEB66213	Gave to 911			
	2006 Speed Trailer	5F15S091761003152				

JUN/16/2021/WED 06:53 PM Upshur Co Sheriff MW

FAX No. 304 472 4547

P. 002



# UPSHUR COUNTY COMMISSION

MONTHLY  
DEPARTMENT: Comm Collector

MONTH / YEAR: Apr 6 / May - 2021

[illegible]





5/10  
5/21  
5/22



Lewis/Upshur LEPC

Meeting Agenda- Upshur County DHSEM

June 16<sup>th</sup> 2021- 1200 hours

**There will be no food service at this meeting**

1. Call to Order
2. Pledge of Allegiance/ Moment of silence
3. **Training:** LEPC 101 by Shawn Dunbrack
4. Approval of minutes of previous meeting
5. Financial Report
6. Chairman's comments:
  - a) Introduction of guests
  - b) Schedule upcoming meetings/Training
7. Grant Updates:
  - a) Discussion of all grants
8. Committee reports: **need volunteers for committees**
  - a) Membership
  - b) By Laws
  - c) Public Education
  - d) Annual exercise planning team (HSEEP)
  - e) Hazard Assessment and Planning
9. Tier II Reports:
10. Off Site Emergency Response Plans:
11. Old Business
12. New Business
13. Membership comments
14. Public comments
15. Adjournment

***Emergency Meeting of City Council of Buckhannon  
Pursuant to West Virginia Code §6-9A-3(h)  
Thursday, June 17, 2021 at 8:00PM in Council Chambers***

---

- A. Call to Order
- B. To Amend the List of City Holidays to include June 19<sup>th</sup> (Juneteenth)
- C. Adjournment

Posted 06/17/2021 3:22PM

## Notice of Special Meeting

\*\*\*\*\*

for

### Upshur County Fire Board, Incorporated

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

**Location:** Upshur County Administrative Annex, Suite 101, 91 W. Main Street  
**Date:** Tuesday, June 22, 2021  
**Time:** 6:30 p.m.

### AGENDA

Call Meeting to Order

Approval of Minutes---May 18, 2021

Public Questions/Comment Period

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

- Cumulative report
- Sheriff's Fire Fee Collections Bank Account

Financial Matters/Items

- Bank Statement---Checking Account Balance as of 05/31/2021---\$66,666.53
- Disbursement from Chief Tax Deputy for May---\$1,160.04

Payment of Bills/Invoices

\*Software Systems---monthly maintenance (May)—Invoice #35037---\$228.00

Discussion/approval of \$30,000.00 reserve and disbursement amount:

Final disbursement of 2020 Fire Fee Funds to the VFDs

Discussion of collection of unpaid fire fees of state agencies

Discussion/approval threshold on taking legal action on unpaid fire fees

Review and Approval of Corrective Tickets and Exoneration requests

Other Items/Matters to Consider

Date of Next Meeting---July 20, 2021---Adjournment



**Notice of Monthly Meeting  
Upshur County Farmland Protection Board**

\*\*\*\*\*

Location: West Virginia Farm Bureau Office  
1 Red Rock Road, Buckhannon, WV (conditions permitting)  
-and/or-  
Teleconference 253-993-3180 (no access code required)  
Date: June 22, 2021  
Time: 1:15 p.m.

**AGENDA**

CALL MEETING TO ORDER / ROLL CALL

PUBLIC QUESTIONS / COMMENT PERIOD

APPROVAL OF MINUTES: May 2021

BUSINESS ITEMS – Discussion/Update/Action

- Queen easement – Status update:
  - o Hazardous form (signature obtained?)
  - o Title work
  - o Appraisal
- Creation of county specific Hazardous Review Form
- Hiring employee (Mimi Riffle)
- Vacant Board seat
- Resolution for Dr. Reed

FINANCIAL MATTERS – Discussion/Update/Action

- FY21 Financial Spreadsheet / Financial Report
  - o Payment of Bills / Invoices --- Saddleback Services

OTHER BUSINESS –

DATE OF NEXT MEETING –

ADJOURNMENT

**Upshur County Solid Waste Authority  
Board of Directors Meeting  
MINUTES  
May 10, 2021**

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Recycling Garage next to the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 p.m. on May 10, 2021. The meeting was moved to the Recycling Garage to ensure social distancing. Meetings will resume in the UCSWA office in June or July.

Present at the meeting were: Joyce Harris-Thacker, Mary Gower, Jackie McDaniels, James S. "Jay" Hollen, Paul Richter and Belinda Lewis, Director. A quorum was present. There were no guests.

The minutes of the April 12, 2021 meeting had been previously sent to the members and were part of the Agenda packet. A motion to accept these minutes was made by Jay and seconded by Paul. Motion carried. The minutes were accepted.

The Financial Report for April was presented by Treasurer Jay. Register Reports for the four bank accounts with First Community Bank covering April 2021 were presented. The ending balances for the accounts are as follows:

	<u>March</u>	<u>April</u>
• REAP Account	\$ 100.00	\$ 100.00
• SWMB Account	\$ 8,942.64	\$ 3,387.75
• Money Mkt Account	\$19,564.63	\$19,565.11
• Operating Account	\$18,282.60	\$16,800.84

A motion to accept by Mary and seconded by Jackie. Motion carried. The financial reports for April were accepted.

**Director's Report:**

Belinda Lewis reported on her duties as director during April. These duties included working at the Free Paper Shred Event and then taking down advertising signs, retyping the Comprehensive Solid Waste and Litter Control Plan 5-year update, fielding calls from residents and picking up trash around her office. She also contacted the Sign Guy about getting banners made, worked on a proposal for the Litter Control Grant and worked on reallocating funds from the SWMB Grant.

**Old Business:**

A discussion was held on the Free Paper Shred Event that was held on Saturday, April 17<sup>th</sup>. Belinda reported on the success of the new location, the fact that 82 people participated and that approximately 7700 lbs. of paper was collected. Further discussion was held on ordering banners for September's event. Jay thought they should be 4x8.

Jackie asked questions about curbside pickup for a resident. Compost was also discussed. Belinda raised the question about problems with Corhart recycling, as she receives many calls from that company about its recycling not being picked up. It was determined that problem was miscommunication between Corhart and the City.



# **New Business:**

A discussion was held about the price difference between Shred-It's quote and the invoice for the Free Paper Shred Event. (There was a \$245 additional cost). Belinda stated that she will contact Shred-It for an explanation.

Due COVID issues, there are two items in the SWMB grant that could not be utilized, which necessitates a budget reallocation request. The reallocation request is as follows: **\$750 be taken from the April Make It Shine line item and \$750 be taken from the 4<sup>th</sup> grade field trip line item; \$96.00 be applied to the Paper Shred Event line item and \$76.00 be applied to the Direct Mailing Campaign; \$1,328.00 be applied to Office Supplies for the purchase of a printer/copier/scanner/fax machine, ink, paper and other office supplies.** A motion to request reallocation of funds for the SWMB grant was made by Paul and seconded by Jackie.

The preliminary UCSWA budget for the 2021-2022 year was presented in draft form. It will be on the agenda for approval in June.

Jackie made a motion for the UCSWA to send a donation to the Recycling Coalition and was seconded by Jay. Belinda will check the amount of last year's donation to determine the amount of this year's amount.

A discussion was held on the litter problem in Upshur County. Belinda proposed applying for a Litter Control Grant through DEP but this was not accepted due to various concerns. Joyce suggested contacting DOH to see if they will be hiring summer employees who could help with the litter problem about which many residents are complaining.

The UCSWA participated in the State's Small Government Monitoring Program in lieu of an audit this year. Jessica Kirk sent a letter that needed to be placed on Authority letterhead and signed by two board members. Jay made a motion to grant permission for Chair Joyce Harris-Thacker and one other board member to sign this letter and have Belinda submit it to the State, after which the UCSWA will receive the audit report.


It was reported that there will be no Tire Amnesty Day in Upshur County this year. However, the City is on the DEP list for 2022, subject to change.

A Sworn Statement of Expenditure sheet had been sent by the State to both Chair Joyce Harris-Thacker and Director Belinda Lewis. Belinda had completed the form, however, this item will be placed on June's agenda for submission approval. Belinda will also check with the State to determine whether the UCSWA still needs to complete an audit since this form is being required.

Jay reported that Jeff Wamsley's final day with the City will be June 4<sup>th</sup>, after which he will be retiring.

With no further business, the meeting was adjourned at 5:43 p.m.

Respectfully Submitted,



Belinda Lewis, Director

May 10, 2021

(Signature Copy to be maintained in the UCSWA Office)



Joyce Harris-Thacker, Chair

# UPSHUR COUNTY SOLID WASTE AUTHORITY

## DIRECTOR'S REPORT— Belinda Lewis Period from April 13<sup>th</sup> through May 10<sup>th</sup>, 2021

### Activities include:

- Prepared and distributed by email the minutes of the 4/12/2021 meeting.
- Checked [upsnurswa@yahoo.com](mailto:upsnurswa@yahoo.com) email daily.
- Checked mail at Post Office every day.
- Received email of Direct Deposit to Operating Account in the amount of \$1446.16.
- Received monthly bank statements on the four accounts and reconciled balances for April. I printed Register Reports for the bank accounts showing current month transactions for the Operating and Money Market accounts and all transactions for REAP and SWMB accounts for the current grants.
- Prepared checks for payment of bills for the May meeting.
- Prepared agenda and packets for May 10<sup>th</sup> Board Meeting and emailed a copy of the agenda to members, Jeff Wamsley, Ms. Phillips and the Record Delta.
- Cleaned office.
- Arranged an alternative meeting place for the May 10<sup>th</sup>; checked with Jeff about using the Recycling Garage and informed Board Members and others of the change via email.
- Fielded many calls on my cellphone about recycling, the Free Paper Shred Event and Tire Amnesty.
- Worked on Litter Control Grant, which is due May 31<sup>st</sup>.
- Working on retyping the UCSWA Comprehensive Litter and Solid Waste Control Plan 5-year update. (This is a big job)
- Double checked with Shred It about the April 17<sup>th</sup> Free Paper Shred Event the day before the event (third time I had called them – they probably love me).
- Worked on Saturday, April 17<sup>th</sup> at the Free Paper Shred Event and afterwards, collected yard signs around Buckhannon.
- Spent time studying various House Bills (and forwarded them to Board Members).
- Worked on preparing 2021-2022 UCSWA Budget.
- Picked up trash near and around the UCSWA office.
- Emailed the Sign Guy about banners for the September Free Paper Shred Event.

*Thanks—Belinda*