

## Upshur County Commission Special Meeting Agenda

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call
- Date of Meeting: December 22, 2021
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• December 16, 2021
- 9:15 a.m. Public meeting to consider final adoption and approval of an Order regarding boundary changes in the county's three Magisterial Districts; Boundary changes of thirteen county Precincts; and Consolidation with Closure of Precinct 33 [Pages 4-6](#)
- 9:30 a.m. Introduction of Matthew Sisk, Upshur County Schools' Safety and Emergency Preparedness Director—Discuss FY21 and FY22 Justice Assistance Grants for the Prevention Resource Office at Buckhannon-Upshur Middle School.

### Items for Discussion / Action / Approval:

1. 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. Upshur County Mileage Reports – November, 2021 [Pages 7-17](#)
  - Upshur 911
  - Maintenance
  - Emergency Management
  - Sheriff
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
2. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:

## Meeting Minutes:

• Upshur County Solid Waste Authority	September 13, 2021	Pages 18-20
• Upshur County Public Library	October 20, 2021	Pages 21-23
• Upshur County Solid Waste Authority	November 8, 2021	Pages 24-26
• Upshur County Safe Structures & Sites Enforcement Agency	November 10, 2021	Pages 27-28

## c) Meetings:

- 01/04/22 5:00 p.m. Elkins Road PSD
- 01/04/22 4:00 p.m. Hodgesville PSD
- 01/06/22 7:00 p.m. Banks District VFD
- 01/20/22 7:00 p.m. City Council of Buckhannon
- 01/06/22 7:00 p.m. Selbyville VFD
- 01/10/22 12:00 p.m. Upshur County Family Resource Network
- 01/10/22 4:30 p.m. Upshur County Solid Waste Authority
- 01/10/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 02/07/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 01/11/22 7:30 p.m. Adrian VFD
- 01/06/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 01/11/22 7:00 a.m. Upshur County Development Authority –Full Board
- 01/12/22 12:00 p.m. Upshur County Senior Center Board
- 01/12/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 01/11/22 7:00 p.m. Warren District VFD
- 01/06/22 3:00 p.m. Adrian PSD
- 01/12/22 3:00 p.m. Tennerton PSD
- 01/13/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 01/13/22 7:30 p.m. Buckhannon VFD
- 01/10/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 01/20/22 6:30 p.m. Upshur County Youth Camp Board
- 01/09/22 6:00 p.m. Washington District VFD
- 12/20/21 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 01/19/22 4:00 p.m. Upshur County Public Library Board
- 01/21/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 12/21/21 6:30 p.m. Upshur County Fire Board, Inc.
- 12/28/21 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 01/12/22 7:00 p.m. Ellamore VFD
- 01/19/22 12:00 p.m. Lewis Upshur LEPC – Upshur Co.
- 01/20/22 6:00 p.m. Upshur County Farmland Protection Board
- 12/27/21 7:00 p.m. Upshur County Fire Fighters Association
- 01/12/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau

## 3. Appointments Needed or Upcoming:

- Upshur County Fire Board (unexpired term 6/30/22) – Community Representative – 1<sup>st</sup> Mag. District
- Upshur County Fire Board (unexpired term 6/30/23) – Fire Association Representative

*\*\*\*If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted*

*at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

Tabled Items

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

Next Regular Meeting of the Upshur County Commission  
January 6, 2022 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission Meeting on December 23, 2021 is CANCELLED \*\***

**\*\*The Commission Meeting on December 30, 2021 is CANCELLED \*\***

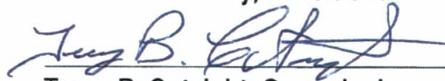
**Notice of Public Hearing**  
**County Commission of Upshur County, West Virginia**  
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The County Commission of Upshur County, West Virginia (Commission) will hold a public meeting at 9:15 a.m. on Wednesday, December 22, 2021 in the Commission Meeting Chambers (Room 301) of the Upshur County Courthouse Annex located at 38 West Main Street, Buckhannon, West Virginia to consider final adoption and approval of an Order regarding the following: Boundary changes in the county's three Magisterial Districts; Boundary changes of thirteen county Precincts; and Consolidation with Closure of Precinct 33 (Excelsior Community Building). These changes are being made to align with the most recent Census data, Census blocks and Legislative boundary changes in Congressional, Senatorial and House of Delegate Districts. This change will be effective with the May 10, 2022 Primary Election and every Election thereafter, until changed by Order of the Upshur County Commission. Any individual may appear before the Upshur County Commission during regularly scheduled meetings on December 9, 2021, at 9:15 a.m. and December 16, 2021, at 9:15 a.m. or submit written comments on or before December 22, 2021 to the following address:

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

ENTER this 2nd day of December 2021

  
\_\_\_\_\_  
Kristie G. Tenney, President

  
\_\_\_\_\_  
Terry B. Cutright, Commissioner

  
\_\_\_\_\_  
Sam Nolte, Commissioner

**IN THE COUNTY COMMISSION OF UPSHUR COUNTY, WEST VIRGINIA**

**ORDER  
REDISTRICTING MAGISTERIAL DISTRICTS  
PRECINCT BOUNDARY MODIFICATIONS and PRECINCT CLOSURE**

The County Commission of Upshur County, West Virginia, sitting in special session this the 22<sup>nd</sup> day of December 2021, does hereby adopt and approve the following redistricting plan as outlined below and as per the redistricting map, a copy of which is attached for reference and made a part of this ORDER, for the revised Magisterial District and Voting Precincts.

FIRST MAGISTERIAL DISTRICT shall include the following voting precincts:

- Precinct 08 --- Buckhannon Academy School
- Precinct 09 --- City Hall
- Precinct 12 --- Fred W. Eberle Technical Center
- Precinct 14 --- Buckhannon Academy School
- Precinct 16 --- Brushy Fork Community Building
- Precinct 18 --- Fred W. Eberle Technical Center
- Precinct 40 --- Buckhannon-Upshur Middle School

SECOND MAGISTERIAL DISTRICT shall include the following voting precincts:

- Precinct 07 --- Selbyville Volunteer Fire Department
- Precinct 35 --- Union Elementary School
- Precinct 37 --- Union Elementary School
- Precinct 38 --- Hodgesville Elementary School
- Precinct 39 --- Hodgesville Elementary School
- Precinct 47 --- Washington District Elementary School

THIRD MAGISTERIAL DISTRICT shall include the following voting precincts:

- Precinct 04 --- Arlington Community Building
- Precinct 06 --- Rock Cave Elementary School
- Precinct 19 --- Buckhannon-Upshur Middle School
- Precinct 20 --- Buckhannon-Upshur Middle School
- Precinct 25 --- French Creek Elementary School
- Precinct 27 --- French Creek Elementary School
- Precinct 44 --- Buckhannon-Upshur Middle School

Upshur County shall consist of three Executive Committee Districts, which shall be elected per the statutes of West Virginia. These Executive Committee Districts shall be the same as the Magisterial Districts and comprised of the same Voting Precincts.

It is ordered that Precinct 33 (Excelsior Community Building) be dissolved and consolidated with Precinct 35 and Precinct 37 as noted on the attached map.

It is further ordered the boundaries for the following Voting Precincts be adjusted or modified as noted on the attached map:

- Precinct 04 --- Precinct 06 --- Precinct 16 --- Precinct 19 --- Precinct 20 --- Precinct 25  
Precinct 27 --- Precinct 35 --- Precinct 37 --- Precinct 38 --- Precinct 39 --- Precinct 47

These changes or modifications are being made:

1. to align with the data finalized by the recently completed population count and census block boundary adjustments made by the US Department of Commerce Bureau of the Census, and
2. to align with the recently completed redistricting plan finalized by the West Virginia Legislature for Federal Congressional Districts, State Senatorial Districts and State House of Delegate Districts.

These changes or modifications will be effective with the Primary Election currently scheduled for the 10<sup>th</sup> day of May 2022, including all matters related thereto. Said changes shall continue for every election thereafter until modified by action and ORDER of the County Commission of Upshur County, West Virginia.

ENTERED THIS THE 22<sup>nd</sup> DAY OF DECEMBER 2021

SEAL:

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Kristie G. Tenney, President

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Terry B. Cutright, Commissioner

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Samuel R. Nolte, Commissioner

ATTESTED BY:

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Carol J. Smith, Clerk of the County Commission























**Upshur County Solid Waste Authority**  
**Board of Directors Meeting**  
***MINUTES***  
**September 13, 2021**

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 p.m. on September 13, 2021.

Present at the meeting were: Joyce Harris-Thacker, James S. “Jay” Hollen, III, Jackie McDaniels, Paula Stone and Director Belinda Lewis. Mary Gower was absent. A quorum was present. There were no guests present.

Minutes of the August 9, 2021 meeting had previously been sent to the members and were part of the agenda packet. A motion to accept the minutes by Jay and seconded by Jackie. Motion carried.

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

	<u><i>July</i></u>	<u><i>August</i></u>
• REAP Account	\$ 100.00	\$ 100.00
• SWMB Account	\$ 147.95	\$10,045.00
• Money Mkt Account	\$ 19,566.59	\$ 19,567.09
• Operating Account	\$ 15,402.55	\$ 16,962.20

A motion to accept by Paula and seconded by Jackie. Motion carried.

**Director’s Report:**

Belinda Lewis presented a written copy of the Director’s Report for the period from August 10 through September 13, 2021, a copy of which is attached as part of the minutes. She talked about registering interested board members for the October conference, working on the UCSWA Comprehensive Litter and Solid Waste Control Plan and trying to verify the September 18, 2021 Shred-It date with Stericycle’s Illinois and Pittsburgh offices.

**Old Business:**

- **Paper Shred Event – September 18, 2021**  
It was determined that Jay, Jackie and Belinda will be working at the Free Paper Shred Event on Saturday, September 18<sup>th</sup>.

**New Business:**

- **Meeting Dates**

A discussion was held about the October, November and December Board Meeting dates of the UCSWA. Jackie moved to that the October 11, 2021 meeting be cancelled and that Director Belinda Lewis advertise this accordingly. Seconded by Paula. The November and December meetings will remain as scheduled.

- **Fourth Grade Field Trips**

Belinda reported that she has sent out an email to each elementary school principal in Upshur County concerning the fourth-grade field trips. To date, only two principals have responded.

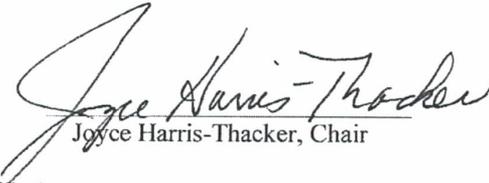
With no further business, the meeting adjourned at 4:51 p.m.

Respectfully Submitted,



Belinda Lewis, Director  
September 13, 2021

(Signature Copy to be maintained in the UCSWA Office)



Joyce Harris-Thacker, Chair

Belinda Lewis  
 September 13, 2021

Activities include:

- *Prepared and distributed by email the minutes of the 8/9/2021 meeting.*
- Checked [upshurwa@yahoo.com](mailto:upshurwa@yahoo.com) email daily.
- Checked mail at Post Office every day.
- At the present, I am still not receiving emails from OASIS about the direct deposits due to my having to change the email address of the UCSWA. I have finally talked to someone and completed the necessary change forms. However, I still haven't started receiving emails yet. By the bank statement, I recorded receipt of a direct deposit to the Operating Account in the amount of \$2,161.63 and \$10,500.00 for the SWMB Grant (which I transferred to the SWMB Account.
- Received monthly bank statements on the four accounts and reconciled balances for August. 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 September meeting.
- Prepared agenda and packets for September 13th Board Meeting and emailed a copy of the agenda to members, Ms. Phillips and the Record Delta.
- Cleaned office.
- Fielded many calls on my cellphone about recycling.
- Registered Jay, Paula and me for the October Conference and made room reservations.
- Made a trip to Staples to pick up the remaining office supplies that were on back order.
- Completed the draft of the UCSWA Comprehensive Litter and Solid Waste Control Plan 5-year update and am in the process of emailing a copy to Carol Throckmorton before completing the next steps of the process.
- Handled a very stressful situation with Shred-It concerning the September 18<sup>th</sup> Free Paper Shred Event. I had signed a contract for the September date and before I advertised, I wanted to doublecheck about the date. The Illinois office said we were on the list but I was leery of the person with whom I talked. Therefore, I contacted my person in the local office (Pittsburgh) only to discover that we were NOT on the calendar. After several calls and emailing copies of the contract, I verified that both Illinois and Pittsburgh were on the same page about our event. To advertise this, I created small posters and put them in businesses around the area, erected the yard signs, contacted the Record Delta, The City of Buckhannon, Channel 3 and the Upshur County Board of Education to ask if they would get the word out.
- Visited 2 board members to get checks signed and drove to First Commonwealth Bank to transfer the SWMB grant funds from the Operating Account to the SWMB Account.
- Picked up trash near and around the UCSWA office.
- Checked in with the Small Government Monitoring Program

*Thanks—Belinda*

**Upshur County Public Library Board of Trustees Meeting  
October 20, 2021**

The regular meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, October 20, 2021 at the library. Board members in attendance were Kenna Leonard, Carol Smith, John Haymond, and Linda Riegel. Also in attendance were Paul Norko, Director; Beth Rogers, Assistant Director; Connie Cutright, Business Manager; Nancy Burgess, Friend of the Library representative; and Rhett Dusenbury, representative for Congressman Alex Mooney.

The minutes of the September 22, 2021 meeting were approved on a motion made by John and seconded by Carol.

The financial reports for September, including an itemized list of electronic debits/credits, were approved on a motion made by Carol and seconded by John.

Director's Report – see written report

Unfinished business

Hotspots – Covered in Director's report.

**New Business**

Budget Adjustments – Connie explained that several line items in the budget have changed significantly since the budget was approved in April. The line items affected are:

1. Line item 4060 – Administrative Fees - an additional \$8699.00 in administrative fees for accepting Clay County Public Library as an affiliate.
2. Line item 4160 – Other grant amounts - \$13,000 AARP and \$3,000 Weyerhaeuser.
3. Line item 4240 – Restricted Memorial/Gift Materials - \$2000.00 from Friends of the Library.
4. Line item 6112 – Restricted/Gift Materials Expense – change to reflect incoming budgeted amount.
5. Line item 6230 – Other Grant Expenditures – this includes the AARP and Weyerhaeuser grant monies as well as the \$2660.00 of the Pallotine Grant that was received in a previous fiscal year but final spending was between July and September of this fiscal year.

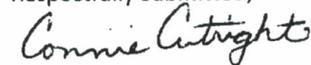
On a motion made by Linda and seconded by John, the above budget adjustments were approved.

Nancy reported that because of the success of the fundraisers, the Friends plan to host a Christmas Brunch for the staff.

Due to the holidays, the next meeting will be Wednesday, December 1, 2021, 4:00 p.m. at the library.

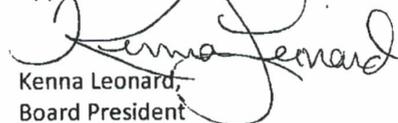
The meeting was then adjourned.

Respectfully submitted,



Connie Cutright,  
Business Manager

Approved,



Kenna Leonard,  
Board President

**Upshur County Public Library**  
**July through October 2021**

	TOTAL						
	Aug 21	Sep 21	Oct 21	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>							
4020 · County Commission	11,625.00	0.00	0.00	11,625.00	46,500.00	-34,875.00	25.0%
4030 · Board of Education	23,425.00	0.00	0.00	23,425.00	93,700.00	-70,275.00	25.0%
4040 · Grant-in-Aid	23,708.00	0.00	23,707.00	47,415.00	94,828.00	-47,413.00	50.0%
4060 · WVLC Svcs. to Lib. (admin fees)	17,239.00	0.00	17,236.00	34,475.00	68,947.00	-34,472.00	50.0%
4160 · Other Grants	16,000.00	0.00	0.00	16,000.00	16,000.00	0.00	100.0%
4230 · Unrestricted Gifts	169.86	34.54	570.61	1,190.31	3,500.00	-2,309.69	34.01%
4240 · Restricted - Memorial/Gift Matl	0.00	185.18	0.00	1,185.18	2,500.00	-1,314.82	47.41%
4310 · Interest	5.28	43.35	5.96	59.14	100.00	-40.86	59.14%
4420 · Copies/Fax	434.90	364.70	642.31	1,873.75	5,000.00	-3,126.25	37.48%
4450 · Fines	125.95	170.67	218.75	692.22	2,000.00	-1,307.78	34.61%
4490 · Other fees-cards, JD, earbuds	97.00	88.00	52.00	280.00	700.00	-420.00	40.0%
4730 · Fundraisers	543.50	73.00	168.00	789.50	2,500.00	-1,710.50	31.58%
4735 · Fundraiser - Ramp Dinner	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total Income</b>	<b>93,373.49</b>	<b>959.44</b>	<b>42,600.63</b>	<b>139,010.10</b>	<b>346,275.00</b>	<b>-207,264.90</b>	<b>40.14%</b>
<b>Expense</b>							
6020 · Wages	17,062.41	16,965.16	15,952.10	67,048.73	204,166.00	-137,117.27	32.84%
6030 · FICA	1,057.87	1,051.84	989.04	4,157.01	12,658.00	-8,500.99	32.84%
6040 · Medicare	247.40	245.99	231.29	972.18	2,960.00	-1,987.82	32.84%
6050 · WV Public Employees Retirement	1,452.70	1,460.54	1,375.25	5,739.55	17,142.00	-11,402.45	33.48%
6060 · Insurance (Employer Paid)	1,867.30	1,867.30	1,867.30	7,669.20	22,535.00	-14,865.80	34.03%
6061 · RHBT (Employer Paid)	464.00	464.00	464.00	1,856.00	5,568.00	-3,712.00	33.33%
6080 · WV Unemployment	38.04	35.39	33.00	144.81	1,391.00	-1,246.19	10.41%
6090 · Workers Comp.	0.00	0.00	81.00	81.00	510.00	-429.00	15.88%
6110 · Books	1,352.77	584.37	620.15	2,509.39	9,800.00	-7,290.61	25.61%
6112 · Memorial/Gift Materials	272.26	151.51	151.45	575.22	2,500.00	-1,924.78	23.01%
6140 · Periodicals/Newspapers	0.00	1,185.32	0.00	1,185.32	1,700.00	-514.68	69.73%
6143 · Electronic Books	0.00	646.50	0.00	646.50	2,500.00	-1,853.50	25.86%
6151 · Audios	0.00	243.07	59.99	303.06	1,500.00	-1,196.94	20.2%
6152 · DVD's	136.80	113.94	77.47	328.21	900.00	-571.79	36.47%
6230 · Other Grant Expenditures	1,573.21	4,300.24	414.32	6,407.77	18,660.00	-12,252.23	34.34%
6310 · Office/Library Supplies	35.77	199.97	581.21	924.57	3,200.00	-2,275.43	28.89%
6350 · Postage	214.10	101.90	-18.05	273.10	1,800.00	-1,526.90	15.17%
6521 · Equipment/Furniture	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	200.00	-200.00	0.0%
6552 · Software/Elec. Sub./Maint. fees	-585.48	-101.56	-296.73	1,261.25	3,000.00	-1,738.75	42.04%
6570 · Vehicle Maintenance	0.00	302.00	0.00	302.00	300.00	2.00	100.67%
6720 · Bldg. Maint. (inc. Janitorial)	168.49	74.18	15.67	258.34	1,000.00	-741.66	25.83%
6742 · Utilities - Electric	1,378.09	1,383.61	1,321.00	4,082.70	21,500.00	-17,417.30	18.99%
6743 · Utilities - Water/Waste	85.99	96.77	94.13	276.89	1,100.00	-823.11	25.17%
6750 · Telephone	201.48	225.43	226.69	653.60	2,400.00	-1,746.40	27.23%
6755 · Internet Service	210.00	105.00	0.00	-252.00	125.00	-377.00	-201.6%
6760 · Insurance - Building & Bonds	0.00	0.00	0.00	0.00	730.00	-730.00	0.0%
6910 · Public Info./Programming	0.00	0.00	25.14	25.14	800.00	-774.86	3.14%
6920 · Memberships	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	178.74	0.00	87.92	266.66	2,000.00	-1,733.34	13.33%
6950 · Fundraising Expenses	50.42	0.00	0.00	50.42	500.00	-449.58	10.08%
6955 · Fundraiser Ramp Dinner	0.00	0.00	0.00	0.00	4,300.00	-4,300.00	0.0%
6980 · Audit	0.00	0.00	0.00	0.00	1,728.00	-1,728.00	0.0%
<b>Total Expense</b>	<b>27,462.36</b>	<b>31,702.47</b>	<b>24,353.34</b>	<b>107,746.62</b>	<b>350,923.00</b>	<b>-243,176.38</b>	<b>30.7%</b>
<b>Net Income</b>	<b>65,911.13</b>	<b>-30,743.03</b>	<b>18,247.29</b>	<b>31,263.48</b>	<b>-4,648.00</b>	<b>35,911.48</b>	<b>-672.62%</b>

Director's Report  
UCPL Board of Directors Special Meeting – December 1, 2021

I. Library Hotspots

- A. There has been no word yet from USAC on the Emergency Connectivity Funding requests, which included one request for the additional funding for hotspots. I am hopeful to hear something about the ECF requests in December.

II. VITA Tax Site

- A. More work has been done on preparing UCPL to be a VITA tax site in the upcoming tax season.
1. We are anticipating having 5 volunteers here from Dr. Swisher's accounting class at Wesleyan on Tuesdays and Thursdays from 12:30-3:30. The dates they are here will be from February 1-April 6<sup>th</sup>. They will be working in pairs, with 1 person doing intake on people who are here for their tax appointments.
  2. All forms are submitted and equipment requested, it's just a matter of us getting the tax software and setting up the volunteers with appropriate permissions, etc., and then starting to schedule appointments.

III. Staffing

- A. As noted in the email motions from last month, we had a resignation from one of our part timers effective October 30<sup>th</sup>. We began the newly increased hours for the other two part timers on November 16<sup>th</sup>, and it has gone smoothly, with one hiccup that we have worked around.

IV. Service Center web hosting / Email project

- A. The new web hosting for UCPL and 13 of our 14 affiliates has been purchased as of November 11<sup>th</sup>, and is mostly set up by now. We are only focusing on the websites for now, as new emails relates to the domain name (more on this in a bit). The hosting is a 3 year contract, and costs us around \$400, which will be divided up amongst the 14 participating libraries equally, making our share around \$10 a year ( $\$400 / 14 / 3$ ).
- B. Emails & Domain names
1. We have yet to purchase a domain name, as there may be a need for a domain name within the consortia that we are a part of, and I wanted to offer our web hosting as an option for that domain name. However, anything that involves the consortia has to go through the Executive Board of the consortia, and our next meeting is not until January. There will be a committee search involved with this, so nothing will likely be done on emails until April, when the WVLN Executive Board votes on the proposal that committee puts forth. However, this gives everyone involved with websites time to get their website looking the way they want before it goes live as well as practice with updating and using WordPress.
  2. Once I have a sense of which way the consortia is going with emails, we will decide on a domain name and get that part of the project moving. Setting up emails will not take very long and is just a matter of seeing who needs an email from what participating libraries, and we can have an unlimited number of email accounts with our hosting. I am told that we may be able to get someone else to manage the consortia emails for us, so that responsibility will not fall solely on me.
- C. The first of two Zoom trainings for the affiliates on WordPress is being scheduled for the first week of December, so that they may begin working on familiarizing themselves with WordPress and designing/updating their sites. The second training will be sometime after that (holidays and how quickly people pick up skills will play roles in the actual date) and will focus on more in depth topics related to websites.

V. Programming

- A. We restarted doing in person Preschool Story times in October.

VI. Affiliates

- A. Paul attended board meetings at Mountaintop (Thomas, WV) Public Library on November 8<sup>th</sup>, Sutton Public Library on November 9<sup>th</sup>, and Five Rivers on November 15. Connie attended the Pioneer Memorial (Harman, WV) board meeting on November 15<sup>th</sup> as well.
- B. Paul also visited Clay County, Gassaway and Sutton to get their PCs set up for the new website project on November 18<sup>th</sup>.
- C. Connie will be starting to process payroll for Clay County on January 1, 2022.

**Upshur County Solid Waste Authority**  
**Board of Directors Meeting**  
***MINUTES***  
**November 8, 2021**

Chair Joyce Harris-Thacker called the regularly scheduled meeting of the Upshur County Solid Waste Authority to order in the Conference Room of the UCSWA (located at 380 Mudlick Road, Suite 102, Buckhannon, WV 26201) at 4:30 p.m. on November 8, 2021.

Present at the meeting were: Joyce Harris-Thacker, James S. “Jay” Hollen, III, Jackie McDaniels, Paula Stone, Mary Gower and Director Belinda Lewis. A quorum was present. There were no guests present.

Minutes of the September 13, 2021 meeting had previously been sent to the members and approval was tabled until the December meeting.

The Financial Reports for September and October were presented by the Treasurer, Jay. Register Reports for the four bank accounts with First Community Bank covering September and October 2021 were presented. The ending balances for the accounts are as follows:

	<u>August</u>	<u>September</u>	<u>October</u>
• REAP Account	\$ 100.00	\$ 100.00	\$100.00
• SWMB Account	\$ 10,045.00	\$10,045.00	\$10,600.00
• Money Mkt Account	\$ 19,567.09	\$ 19,567.57	\$19,568.07
• Operating Account	\$ 16,962.20	\$ 19,318.42	\$21,955.44

A motion to accept by Mary and seconded by Paula. Motion carried.

**Director’s Report:**

Belinda Lewis presented a written copy of the Director’s Report for the period from September 14 through November 8, 2021, a copy of which is attached as part of the minutes. She talked about cleaning the office after repairs had been made on the furnace, her continued efforts on the five year update of the Upshur County Comprehensive Litter and Solid Waste Control Plan, researching to purchase curbside recycling bins and handling financial changes after the State Conference had been cancelled. There was one correction on the report. An Operating Account receipt was listed as \$170.59; it should have been listed as \$170.57.

**Old Business:**

- **Fourth Grade Field Trips**  
Belinda reported that due to COVID circumstances, fourth grade field trips were not able to be scheduled in October; she requested permission to schedule them in April. A motion to approve fourth grade field trips be held in April was made by Jackie and seconded by Jay. Motion carried.
- **Curbside Recycling Bins**  
Belinda reported that she has been requesting quotes to purchase much needed curbside recycling bins. She asked the board members to look at the list of prices she had received thus far. Joyce suggested that Terri Tyler be contacted for vendor suggestions. A discussion was held about

requesting a SWMB grant budget reallocation to purchase these bins for the April Make It Shine event.

- **Upshur County Comprehensive Litter and Solid Waste Control Plan Five Year Update**  
Belinda reported that the Plan's updated drafts are in place in the UCSWA office, the County Commission office, the Upshur County Public Library and the Region VII office. The second public hearing will be held on Monday, December 20, 2021 at 12:30 p.m. and a legal ad has been placed in the Record Delta advertising as such. Once the plan is approved by the State and accepted by the UCSWA, Joyce recommended that the copying be done in the UCSWA Office, unlike the previous plan.

**New Business:**

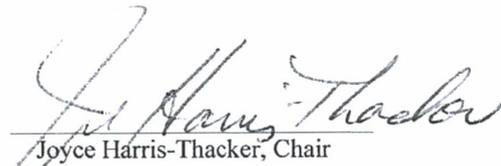
- **AWVSWA Conference Monies – Budget Reallocation**  
A discussion was held about the \$1,400 that had been budgeted for the State Conference. Belinda received a letter from the SWMB, stating that this money can be reallocated. It was determined that the reallocation request would be for curbside recycling bins for the April Make It Shine Event once Belinda finds the best price possible.

With no further business, the meeting adjourned at 5:00 p.m.

Respectfully Submitted,



Belinda Lewis, Director  
November 8, 2021



Joyce Harris-Thacker, Chair

(Signature Copy to be maintained in the UCSWA Office)

## UPSHUR COUNTY SOLID WASTE AUTHORITY

### DIRECTOR'S REPORT--- Belinda Lewis

Period from September 14 through November 8, 2021

Activities include:

- Prepared and distributed by email the minutes of the 9/13/2021 meeting.
- Checked [upshurwa@vanoo.com](mailto:upshurwa@vanoo.com) email daily.
- Checked mail at Post Office every day.
- At the present, I am still not receiving emails from OASIS about the direct deposits due to my having to change the email address of the UCSWA. I talked to someone and completed the necessary change forms. However, I still haven't started receiving emails yet. By the bank statement, I recorded receipt of six (6) direct deposits to the Operating Account in the amount of \$2,049.29, \$355.80, \$162.42, \$2,154.08, \$373.66 and \$170.59.
- Received monthly bank statements on the four accounts and reconciled balances for September and October. 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 November meeting.
- Prepared agenda and packets for November 8th Board Meeting and emailed a copy of the agenda to members, Ms. Phillips and the Record Delta.
- Cleaned office. Also, workers were fixing a furnace problem and I cleaned up after they were finished.
- Fielded many calls on my cellphone about recycling.
- Received the unofficial approval of the Upshur County Comprehensive Litter and Solid Waste Control Plan five-year update from Carol Throckmorton. I then made copies to place in the UCSWA office, the County Commissioners Office, the Upshur County Library and the Region VII Office. A legal ad was placed in the Record Delta and the second Public Hearing is scheduled for Monday, December 20<sup>th</sup> at 12:30 p.m.
- Picked up trash near and around the UCSWA office.
- Researched questions from the Small Government Monitoring Program.
- Took one check to two Board Members to sign (Frontier bill, so it would not be late).
- Received a refund of \$555 for the canceled conference fee. Took the check to the bank and deposited in the SWMB account.
- Researched information about purchasing recycling bins.

*Thanks—Belinda*

UPSHUR COUNTY SAFE STRUCTURES AND SITES  
ENFORCEMENT BOARD  
November 10, 2021

**Members Present:** Greg Harris, Chris Alkire, Chris Cook

**Members Absent:** Rick Harlow, Chris Garrett

**Others Present:** None

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

The October 14, 2021 meeting minutes were reviewed. On motion by Chris Cook, seconded by Chris Alkire, the meeting minutes were approved as presented.

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

021121-01 (Chapman) No action. The case before the Magistrate has concluded; however, the Prosecutor's Office is researching the next course of action.

051321-01 (Mitchell Hyre) No action by the owner subsequent to the Board's grant of a second extension. On motion by Chris Alkire, seconded by Chris Cook, the Board moved to file a Petition for Order before the Upshur County Commission.

070821-01 (David Miller) No action by the owner in response to Board's grant of a first extension. On motion by Chris Alkire, seconded by Chris Cook, the Board gave the owner his second extension until December 15, 2021 to bring the property into compliance.

070821-02 (Gregory A. Smith) The owner has removed the building that was the subject of the complaint. On motion by Chris Alkire, seconded by Chris Cook, the Board moved to close the case as the property is now in compliance with the Ordinance.

One new case was brought before the Board:

1. Owner Unclear. On motion by Chris Cook, seconded by Chris Alkire, the Board moved to have Greg Harris investigate the property.

Other Business:

The next meeting will be held on Wednesday, December 15, 2021 at 3:00 p.m. in the Upshur County Commission Administrative Annex, 91 West Main Street, Suite 101, Buckhannon, WV.

By consensus of the Board, the meeting was adjourned at 3:15 p.m.

Approved by:

*Greg Harris*  
Greg Harris, Enforcement Officer

12-15-21  
Date

\_\_\_\_\_  
Chris Garrett, Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Harlow, Board Member

\_\_\_\_\_  
Date

*Chris Alkire*  
Chris Alkire, Board Member

12/15/21  
Date

*Chris Cook*  
Chris Cook, Board Member

12/15/21  
Date