IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

317 MARKET STREET PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD MONDAY, MARCH 15, 2021

PRESENT:

DAVID BLAIR COUCH, PRESIDENT ROBERT K. TEBAY, COMMISSIONER JAMES E. COLOMBO, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Assessor Dave Nohe and Chief Deputy Assessor, Connie McAtee to discuss their budget request for the upcoming fiscal year.

At 9:42 A.M., the County Commission met Pat Lefebure, Prosecuting Attorney, to discuss his budget request for the upcoming fiscal year.

At 9:57 A.M., the County Commission met with Celeste Ridgway, Circuit Clerk, to discuss her budget request for the upcoming fiscal year.

At 10:14 A.M., the County Commission met with Jodi Smith and Gwynn Crum from the West Virginia University Extension Office to discuss their budget for the upcoming fiscal year.

The County Commission, upon a motion duly made, seconded and passed, placed Chris Swarr in nomination for the Wood County Alternative Transportation Council. (Order A/2361)

The County Commission, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, placed Chris Swarr in nomination for the Mountaineer Trail Network Authority. (Order A/2371)

At 10:29 A.M., the County Commission met with Rick Woodyard, E-911 Director/Emergency Management Office, to discuss his budget for the upcoming fiscal year.

At 10:50 A.M., the County Commission met with Sheriff Steve Stephens, Chief Deputy, Rob Sims and Chief Tax Deputy, Denise Schuck to discuss their budget requests for their offices.

At 11:36 A.M., the County Commission met with Hernando Escandon, Director and Brenna Sams of the Wood County Day Report Center to discuss their budget requests for the upcoming fiscal year.

At 11:42 A.M., the County Commission met with Mark Rhodes, County Clerk, to discuss his budget request for the upcoming fiscal year.

Having no scheduled appointments or business to attend to, the County Commission adjourned at 11:56 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2356, A/2361, A/2371

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James Colombo, Commissioner

Wood County Commission Meeting Held March 15, 2021

Please Print

1. Jodi Smith, Wil Extension	
2. GWEN CRIM WUYES	
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Wood County Commission Agenda

03/15/2021 9:30 A.M.

317 Market Street Parkersburg, WV 26101

9:30 A.M.	Discuss Assessor's Office Budget	David Nohe, Assessor and Connie McAtee, Chief Deputy Assessor
9:45 A.M.	Discuss Prosecuting Attorney's Office Budget	Pat Lefebure, Prosecuting Attorney
10:00 A.M.	Discuss Circuit Clerk's Office Budget	Celeste Ridgway, Circuit Clerk
10:15 A.M.	Discuss WVU Extension Office Budget	Jodi Smith, Extension Agent
10:30 A.M.	Discuss E911/Emergency Management's Budget	Rick Woodyard, E911 Director and Mike Shook, Emergency Management
11:00 A.M.	Discuss Sheriff Department's Budget	Sheriff Steve Stephens and Denise Schuck, Chief Tax Deputy
11:30 A.M.	Discuss Day Report Center's Budget	Hernando Escandon, Director
11:45 A.M.	Discuss County Clerk's Budget	Mark Rhodes, County Clerk
	Consider Request to Hire — Dalton Campbell as a part time General Support Staff at the Ritchie County Day Report Center - \$11.00/hr	
	Administrator's Report	
	County Commission Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, impropers and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

MARCH 15, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A CONTRACT AGREEMENT FOR A RECORDS MANAGEMENT GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo, and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Contract Agreement for a Records Management Grant through the West Virginia Division of Culture and History. Said Agreement is in the amount of ten thousand dollars and zero cents (\$10,000.00) with the County Commission providing a cash match of at least ten percent of all grant funds expended.

A copy of said Agreement is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2356

MARCH 15, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED CHRIS SWARR IN NOMINATION FOR THE WOOD COUNTY ALTERNATIVE TRANSPORTATION SYSTEM COUNCIL.

ORDER

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, placed Chris Swarr, representing Wood County Parks, in nomination for the Wood County Alternative Transportation System Council.

The new term will expire July 15, 2021.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2361

MARCH 15, 2021

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED CHRIS SWARR IN NOMINATION FOR THE MOUNTAINEER TRAIL NETWORK AUTHORITY.

ORDER

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, placed Chris Swarr in nomination for the Mountaineer Trail Network Authority.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2371

STATE OF WEST VIRGINIA

Agreement between the Division of Culture and History For and on behalf of Archives and History For and on behalf of the Records Management and Preservation Board and the Wood County Commission

This AGREEMENT is made and entered into this the 1st day of July 2021 by and between the State of West Virginia, the Division of Culture and History and the Records Management and Preservation Board, hereinafter referred to as WVDCH, and the County Commission, hereinafter referred to as GRANTEE.

WHEREAS, the WVDCH is expressly authorized by Article 1, Chapter 29 of the *Code* of West Virginia, One Thousand Nine Hundred Thirty-One, as amended, on behalf of the Records Management and Preservation Board, in the exercise of its lawful duties, to administer state funds appropriated through the West Virginia Legislature from the public records and preservation revenue account to be granted by the Records Management and Preservation Board to county government entities participating in the County Records Management and Preservation Grant Program, Title 100 CSR1; and

WHEREAS, the GRANTEE submitted a request for funds to support a records project under the County Records Management and Preservation Grant Program, which the Records Management and Preservation Board approved on January 11, 2021 to provide the GRANTEE, as per Number 3 of this Agreement, and/or any provisos thereto stipulated by the Records Management and Preservation Board and agreed to by the GRANTEE.

NOW, THEREFORE, the parties hereto mutually agree as follows:

- 1. The WVDCH and the GRANTEE agree to cooperate in the implementation of the records management and preservation project referenced above and in compliance with Records Management and Preservation Board rules, regulations and policies.
- 2. The term of this project shall be for fiscal year July 1, 2021 through June 30, 2022, or through completion of the project, whichever comes first.
- 3. The WVDCH agrees to grant to the GRANTEE the sum of \$10,000, the county must provide a cash match of at least ten percent (10%) of all grant funds expended. The Records Management and Preservation Board award must be expended as follows:

Circuit Clerk: \$10,000, to purchase 15 color desktop scanners that are compatible with the West Virginia Supreme Court of Appeals records management system to digitize case files.

- 4. The GRANTEE certifies that it has the required cash-matching capabilities as submitted in its referenced grant application.
- 5. The WVDCH only agrees to transfer funds to reimburse the grantee on a quarterly basis for eligible expenditures in the referenced grant as provided in the Grant Management Packet (Invoice and supporting documentation).
- 6. The GRANTEE agrees to comply with all applicable federal, state and county laws, rules, regulations and policies, including but not restricted to purchasing and competitive bidding rules and procedures for purchases of equipment, services, and hiring or employing staff or contract workers, promulgated thereunder.
- 7. The GRANTEE hereby represents that it possesses the legal authority to contract for this Agreement, as per copy of the resolution, motion or similar action which was clearly adopted by the County Commission; and further, that it has directed and authorized the official representative to act in connection with this Agreement.
- 8. The GRANTEE agrees to submit quarterly Project Status Reports, Project Financial Expenditure Status Reports, supporting documentation and forms. The Final Report is due within 90 days of completion of the grant project.
- 9. The GRANTEE agrees to provide Government Pricing for goods and services and to maintain accurate records in accordance with generally accepted accounting principles and procedures, and to comply with requirements of the Single Audit Act of 1984 and OMB Circular A-128, in connection with referenced grant.
- 10. The GRANTEE agrees to obtain prior approval from the director of Archives and History, as staff to the Records Management and Preservation Board, for any amendment to the scope of work, products, budget, or reporting requirements.
- 11. It is the understanding of all parties to this Agreement that the WVDCH, by joining in this Agreement, does not pledge, or promise to pledge, the assets of the State of West Virginia, and does not promise to pay any part of the contract sum provided in this agreement from the monies of the Treasury of the State of West Virginia, except such monies as shall be appropriated by the West Virginia Legislature.
- 12. The GRANTEE shall hold and save the WVDCH and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the GRANTEE.

13. This Agreement may be terminated with the consent of both parties or by either party because of non-performance by the other. Such termination must be in writing and GRANTEE must submit a final report, on the form provided in the Grant Management Packet, documenting work performed and expenditures incurred during the term of the Agreement. GRANTEE must request grant extensions in writing to the Director on or before April 1st of the grant year. The request must demonstrate a good faith effort to conduct and make progress on the project for which the RMPB funds were made available; include a statement explaining and providing justification for failure to complete the project and provide a written schedule and explanation for completion of the project within the period of time requested, this being no later than December 31 of the calendar year the grant was to have been completed. A county which receives a grant for the forthcoming fiscal year may not request an extension on the current fiscal year's grant.

IN WIFNESS WHEREOF, the parties hereto att	ach their signatures representing that each is
acting with full authority. Plesident of the County Commission	3/15/21 Date
Director, Archives and History	Date

Records Management and Preservation Board Certification

I certify that I reviewed the Agreement for the County Records Management and Preservation Grant Program. I acknowledge that the grant requirements and county obligations were explained to me, and that I was given the opportunity to ask questions, and that I understand and will comply with these requirements.

I agree to have the grant Agreement signed by the President of the County Commission, and return it to Denise Ferguson, Archives and History, The Culture Center, Building 9, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0300 within five working days.

County Grant Contact: Colette Ridoway	
Phone Number: 304 - 424 - 1701	
E-mail: cridaway @ woodcounty wv.com	
Date: 3 15 21	
•	



County of Mood

CELESTE RIDGWAY

CIRCUIT CLERK

cridgway@woodcountywv.com

OFFICE OF THE CIRCUIT CLERK Wood County Judicial Building - Room #133 #2 Government Square Parkersburg, WV 26101-5353 Phone: 304-424-1700 FAX: 304-424-1804

To: Wood County Commission

Date: March 16, 2021

RE: Chelsea Lockhart

I am advising you that on March 16, 2021, that Chelsea Lockhart was terminated as a Deputy Clerk in the Wood County Circuit Clerk's Office. Her employment date with the Circuit Clerks Office was 07/15/2020.

Please be advised that the employees time records indicate that Chelsea has a balance of 15 hours sick pay and 2 hours of Comp pay she will need to be paid for on the pay period ending March 26,2021.

Thank you

Celeste Ridgway, Circuit Clerk

cc: Finance Office

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Check No Vendor Id 8002 GEN CO FD **Vendor Name**GENERAL COUNTY FUNDS

Type REGULAR **Check Date** 03/05/2021

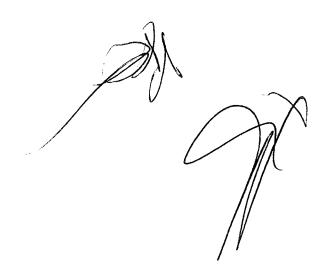
Check Date Check Amount

157,865.06

Rec

E-911 FUND Bank Id 107 Totals

157,865.06



Check NoVendor IdVendor NameTypeCheck DateCheck AmountRec3458 MONPOWERMON POWERREGULAR03/05/202118,108.11

GENERAL FUND Bank Id 101 Totals

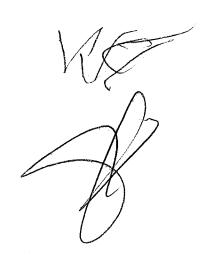
18,108.11

Check No Vendor Id Vendor Name Type Check Date 1160 UNITED NB UNITED BANK LOAN REGULAR 03/09/2021 8,865.17

COAL SEVERANCE TAX Bank Id 201 Totals 8,865.17

Report Totals 235,028.97

Check No. 7797	Vendor Id BOWETAYL	Vendor Name TAYLOR BOWEN	Type REGULAR	Check Date 03/09/2021	Check Amount 87.74	Rec
7798	DICKWARNER	DICK WARNER RENTALS	REGULAR	03/09/2021	1,900.00	
7799	DOMINIONH	DOMINION HOPE	REGULAR	03/09/2021	320.27	
7800	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	03/09/2021	65.91	
7801	MONPOWER	MON POWER	REGULAR	03/09/2021	1,702.81	
7802	MUNDLARR	MUNDAY LARRY DOYLE	REGULAR	03/09/2021	128.40	
7803	SPENCER W	CITY OF SPENCER WATERWORKS	REGULAR	03/09/2021	48.08	
7804	WESTCENTRALP	WEST CENTRAL PUBLISHING	REGULAR	03/09/2021	72.00	
7805	WOOD CO W	WOOD COUNTY WASTE	REGULAR	03/09/2021	155.90	
7806	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	03/09/2021	6,253.53	
		COMM.CRIMINAL JUSTICE	FUND Bank Id	172 Totals	10,734.64	



Check NoVendor IdVendor NameTypeCheck DateCheck AmountRec3570BIINCORPBIINCORPORATEDREGULAR03/09/20215,346.60

HOME CONFINEMENT Bank Id 108 Totals

5,346.60

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Check No. 8003	Vendor Id ACTIVE911	Vendor Name ACTIVE911 INC	Type REGULAR	Check Date 03/09/2021	Check Amount 130.00	Rec
8004	DONNELLON-SL	DONNELLON MCCARTHY ENTERPRISES	REGULAR	03/09/2021	393.42	
8005	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	03/09/2021	474.62	
8006	LAMP	LAMP PESTPROOF	REGULAR	03/09/2021	230.00	
8007	PUREWATER	PURE WATER PARTNERS	REGULAR	03/09/2021	58.00	
8008	SUDDENLINK	SUDDENLINK	REGULAR	03/09/2021	262.79	
		E-911	FUND Bank Id	107 Totals	1,548.83	

Mo

Check No Vendor Id 1613 MARSHALLB

Vendor Name BRENDA MARSHALL

REGULAR

Check Date Check Amount 03/09/2021

76.50

MAGISTRATE COURT Bank Id 105 Totals

76.50

Report Date/ Time: 3/9/2021 9:10:40AM

Check No 171723		Vendor Name OIL AND GAS MUSEUM	Type REGULAR	Check Date 03/09/2021	Check Amou	nt Rec
1/1/23	OIL	OIL AND GAS MUSEUM	KEGULAK	03/09/2021	114.50	
171724	P-ART	PARKERSBURG ART CENTER	REGULAR	03/09/2021	114.56	
171725	P-HOMECOM	PARKERSBURG HOMECOMING	REGULAR	03/09/2021	190.94	
171726	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	03/09/2021	112,552.49	
171727	P-WCVCB	PARKERSBURG/WOOD COUNTY CONVENTION &	REGULAR	03/09/2021	9,546.78	
171728	P-WRECKER	PARKERSBURG WRECKER SERVICE	REGULAR	03/09/2021	85.00	
171729	PMARATHON	PARKERSBURG NEWS & SENTINEL	REGULAR	03/09/2021	38.19	
171730	RIS	RECORDS IMAGING & STORAGE INC	REGULAR	03/09/2021	1,025.35	
171731	RUNYON	RUNYON LOCK SERVICE	REGULAR	03/09/2021	55.00	
171732	SMOOT	SMOOT THEATER	REGULAR	03/09/2021	221.49	
171733	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	03/09/2021	591.00	
171734	TRANSUNION	TRANSUNION RISK AND ALTERNATIVE DATA	REGULAR	03/09/2021	82.00	
171735	UNION WIL	UNION WILLIAMS PSD	REGULAR	03/09/2021	65.54	
171736	VERIZONW	VERIZON WIRELESS	REGULAR	03/09/2021	614.00	
171737	VETERAN	VETERANS MUSEUM OF MID OHIO VALLEY	REGULAR	03/09/2021	84.01	
171738	WOOD CO H	WOOD COUNTY HISTORICAL & PRESERVATION	REGULAR	03/09/2021	38.19	
171739	WOOD CO P	WOOD COUNTY PARKS & REC. COMM.(MOUNTWOOD PARK)	REGULAR	03/09/2021	3,436.84	
171740	WORKINGMA	WORKINGMAN'S STORE	REGULAR	03/09/2021	125.00	
171741	WVBOARD	WV BOARD OF RISK AND INSURANCE MANAGEMENT	REGULAR	03/09/2021	1,195.00	/
171742	WVCGSIRP	WVCORP	REGULAR	03/09/2021	33,810.75	Maria
171743	WVIF&EXP	WV INTERSTATE FAIR & EXP	REGULAR	03/09/2021	286.40	, •

GENERAL FUND Bank Id 101 Totals

206,641)50

9	heck No 3459	Vendor Id DENTAL	Vendor Name RENAISSANCE	Type REGULAR	Check Date 03/09/2021	Check Amou 755.25	nt Rec
	171699	AAP	ADVANCE AUTO PARTS	REGULAR	03/09/2021	498.75	
	171700	ACTOR	THE ACTORS GUILD OF PARKERSBURG	REGULAR	03/09/2021	76.37	
	171701	AMERICANF	AMERICAN FLAGS & POLES	REGULAR	03/09/2021	165.00	
	171702	ARTSBRIDG	ARTSBRIDGE	REGULAR	03/09/2021	152.75	
	171703	BELL HOME	BELLEVILLE HOMECOMING	REGULAR	03/09/2021	57.28	
	171704	BHFI	BLENNERHASSETT HISTORICAL FOUNDATION INC	REGULAR	03/09/2021	38.19	
	171705	CRUM G	GWEN CRUM	REGULAR	03/09/2021	9.63	
	171706	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	03/09/2021	32.00	
	171707	DOMINIONH	DOMINION HOPE	REGULAR	03/09/2021	6,661.21	
	171708	DONNELLON	DONNELLON MCCARTHY	REGULAR	03/09/2021	271.06	
	171709	ENGLEFIELD	ENTERP ENGLEFIELD OIL COMPANY	REGULAR	03/09/2021	8,507.12	
	171710	GOLD STANDARI	GOLD STANDARD HVAC	REGULAR	03/09/2021	330.00	
	171711	INSIGHT	INSIGHT	REGULAR	03/09/2021	5,634.62	
	171712	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	03/09/2021	662.70	
	171713	JULIA-ANN	JULIA-ANN SQUARE HISTORICAL COMM, ASSOC.	REGULAR	03/09/2021	76.37	
	171714	KESTERSON	KESTERSON CLEANERS	REGULAR	03/09/2021	162.76	
	171715	LEMON&BARRET	LEMON & BARRETT'S II	REGULAR	03/09/2021	1,033.00	
	171716	LEXIS	LEXIS NEXIS	REGULAR	03/09/2021	525.37	
	171717	LOWES	LOWE'S COMPANIES, INC.	REGULAR	03/09/2021	216.89	
	171718	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/09/2021	130.00	RUA
i i	719	MINERAL	MINERAL WELLS PUBLIC SERVICE DISTRICT	REGULAR	03/09/2021	90.38	Y YS
	\	MINERALWELLS	MINERAL WELLS VETERINARY CLINIC	REGULAR	03/09/2021	259.26	
	And in the second second	IOLANS	NOLAN'S SERVICES LLC	REGULAR	03/09/2021	15,568.47	
	The second section of the second	ТРОТ	OFFICE DEPOT	REGULAR	03/09/2021	45%98	Y
	4					// X/	<i>!</i>

.J21 9:10:40AM

Page 1 of 8

Check No 2082	Vendor Id ACTIVE911	Vendor Name ACTIVE911 INC	Type REGULAR	Check Date 03/11/2021	Check Amount 390.00	Rec
2083	ARMSTRONG GR	ARMSTRONG	REGULAR	03/11/2021	170.50	
2084	D R WELLS	D R WELLS TAX SERVICE INC	REGULAR	03/11/2021	1,600.00	
2085	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	03/11/2021	511.00	
2086	MONPOWER	MON POWER	REGULAR	03/11/2021	339.38	
2087	ZIEGLER	ZIEGLER TIRE & SUPPLY CO	REGULAR	03/11/2021	127.50	
		FIRE SERVIC	E FEE Bank Id	120 Totals =	3,138.38	
			Re	port Totals	3,138.38	

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Check No Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7779 JKDATA	J K DATA CORP	VOID	03/12/2021	(1,079.10)	X
	COMM.CRIMINAL JUS	TICE FUND Bank I	d 172 Totals	(1,079.10)	
		מ	= Conort Totals	/1 079 101	

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Check No 3460	Vendor Id CHILD	Vendor Name CHILD SUPPORT ENF DIV	Type REGULAR	Check Date 03/15/2021	Check Amount 536.06	Rec
3461	EMPOWER	EMPOWER RETIREMENT	REGULAR	03/15/2021	45.00	
3462	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	03/15/2021	81,734.28	
171744	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	03/15/2021	1,845.00	
171745	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	03/15/2021	331.92	
		PAYROLL	FUND Bank Id	101 Totals	84,492.26	
			Re	port Totals	84,492.26	

MA