AGENDA

Wednesday, January 27, 2021

The Harrison County Courthouse will be opened with limited seating at the County Commission meeting due to the COVID – 19 requirements for social distancing. However, you may join and listen via Zoom Conference Call by the following steps. Public participation will be allowed during public comment period and/or scheduled appointments.

Join Zoom Meeting

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https://us02web.zoom.us/j/7628160712

Dial: 1-888-788-0099 US Toll-free

Meeting ID: 762 816 0712

Passcode: 270967

Appointments:

10:00 A.M. --- Call To Order --- Invocation --- Pledge of Allegiance

10:00 A.M. --- City of Clarksburg Board of Park Commissioners --- Request to Maintain Allocation in 20-21 Budget

10:30 A.M. --- Swearing in Law Enforcement Lieutenant & Sergeant

NEW BUSINESS – Action Items for Consideration or Approval:

1. **Public Comment Period**
2. **Consent Agenda**
3. **Payroll Change Notices:**
   a. **Dave Marple --- Now back on Schedule --- Courthouse Security --- 01-20-2021**
   b. **Steve Johnson --- Retirement --- Law Enforcement --- 01-31-2021**
   c. **Dixon Pruitt --- Promotion to Lieutenant --- Law Enforcement --- 02-01-2021**
   d. **Eric Shaffer --- Promotion to Sergeant --- Law Enforcement --- 02-01-2021**
4. **Exonerations --- Corrective Tickets --- Joint Property Application**
5. **Consolidations of Land --- Segregations of Land**
6. **Consideration of approval of a Project Fund Requisition for the payment of costs associated with the project to be financed from proceeds of the Series 2019 Bonds issued for the Charles Pointe Economic Opportunity Development District, Series 2015 A & B (Development District No. 3 White Oaks Project No. 2) & Series 2008 A (Charles Pointe Project No. 2 – North Land Bay Improvements)**
7. **Consideration of Approval of Project Fund Requisitions for the payment of costs associated with the General Services Administration Building Project to be financed from proceeds of the Series 2020 Bonds issued for the Harrison County Building Commission**
8. **Review – Discuss – Consider approval for Harrison County Parks & Recreation to apply for Energy Express AmeriCorps matching grants to have two Energy Express sites in Harrison County during summer 2021**

9. Review – Discuss – Consider letter of support for Industrial Road Grant from Harrison County Commission
10. Review – Discuss – Consider hiring engineering firm to develop two pieces of property recently purchased by Harrison County from airport
11. Review – Discuss – Consider Certain Appointments to Boards & Committees by the County Commission
12. Commissioner Comments – Questions

CONSENT AGENDA - (NOTE: Items may require Discussion, Review and/or Action)

A. Minutes and/or Amended Minutes of Previous Meeting
B. Requisitions --- Purchase Orders --- Invoices
C. Weekly Fiduciary Report from the County Clerk
D. Monthly Fiduciary Commission Settlements
E. Monthly Minutes/Financial Information from Various Boards, Committees and Public Service Districts
    1. Greater Harrison County PSD --- Meeting Minutes 12-16-2020
    2. Central West Virginia Transit Authority --- Agenda Meeting 01-26-2021
F. Certificate from 2019-2020 Friend of Harrison County 4-H for Continuing Support of the 4-H Program in Harrison County

TABELED ITEMS --- Items May Require Discussion and /or Approval

1. Employment of Civil Engineer for the County

CITY OF CLARKSBURG
BOARD OF PARK COMMISS

Appointment
10:00 A.M.

222 WEST MAIN STREET
CLARKSBURG, WV 26301

January (

JOHN M. ANGIULLI
President
KELLEY A. DAVISSON
Vice President
JAMES P. LARRY II
JAMES A. WILLIAMS
WILLIAM G. KEHRER
JOHN H. COOPER, JR.
Superintendent
KELLIE J. LEWIS
Office Manager
TESSA FAZZINI
Recreation Coordinator

klewis@cityofclarksburgwv.com

OFFICE HOURS:
8:30 A.M. to 4:00 P.M.
Monday thru Friday

Mrs. Susan Thomas, President
Mr. David Hinkle, Commissioner
Mr. Patsy Trecost, Commissioner
Harrison County Commission
Harrison County Court House
301 W. Main Street
Clarksburg, WV 26301

Dear Mrs. Thomas, Mr. Hinkle and Mr. Trecost:

On behalf of the City of Clarksburg Board of Park Commissioners, I would like to take this opportunity to thank the members of the Harrison County Commission for their cooperation in the subsidizing of the Frank Loria Memorial Field. This has been a very worthwhile project as the field has been utilized by the youths of Clarksburg and Harrison County.

In order to continue to provide valuable services, we are requesting that the Harrison County Commission maintain their support of this project by allocating $6,000.00 to it in their 2021-22 Budget. We have made the same request of the City of Clarksburg.

The Subsidy will be used to offset the expense of county teams which use Frank Loria Memorial Field. In 2020, 130 games were played at the Field.

Your on going support is greatly appreciated. Together we can continue to furnish recreation to the youth of Clarksburg and Harrison County.

Sincerely,

John Cooper
Superintendent of Parks & Recreation

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

3

HARRISON COUNTY
SHERIFF AND TREASURER
ROBERT G. MATHENY

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
PHONE (304) 624-8550 FAX (304) 624-8734

January 20, 2021

Honorable John Spires
301 West Main St
Clarksburg, WV 26301

Dear Mr. Spires:

Please move Courthouse Security Officer Dave Marple to an active status. Officer Marple took voluntary leave in February 2020 and is now back on the schedule.

Thank you for your attention to this matter.

Sincerely,

Robert G. Matheny
Sheriff

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
1/31/2021		

NAME	ADDRESS
Steve Johnson	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

THE CHANGE(S):

All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER		
☐ OTHER		

THE REASON FOR THE CHANGE(S):

☐ HIRED	☐ PROBATIONARY PERIOD COMPLETED
☐ RE-HIRED	☐ LENGTH OF SERVICE INCREASE
☐ PROMOTION	☐ RE-EVALUATION OF EXISTING JOB
☐ DEMOTION	☐ RESIGNATION
☐ TRANSFER	☑ RETIREMENT
☐ MERIT INCREASE	☐ LAYOFF
☐ WAGE SCALE CHANGE	☐ DISCHARGE
☐ LEAVE OF ABSENCE FROM _____	UNTIL _____

TYPE OF LEAVE _____

☐ OTHER (Explain) Retirement effective 1/31/2021. Please pay available vacation days.

AUTHORIZATION

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Robert J. Mattingly	DATE 01-20-2021
HUMAN RESOURCES MANAGER	DATE

Amsterdam

HARRISON COUNTY
SHERIFF AND TREASURER
ROBERT G. MATHENY

420 BUCKHANNON PIKE
NUTTER FORT, WEST VIRGINIA 26301
PHONE (304) 423-7700 FAX (304) 423-7945

January 14, 2021

Re: Retirement

Sheriff Matheny,

Please accept this letter as my formal notification that as of January 31st, 2021 I will retire from the Harrison County Sheriff's Office.

Sincerely,

LT

Lt. S.R. Johnson

HARRISON COUNTY
SHERIFF AND TREASURER

ROBERT G. MATHENY

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
PHONE (304) 624-8550 FAX (304) 624-8734

January 20, 2021

Honorable John Spires
301 West Main St
Clarksburg, WV 26301

Dear Mr. Spires:

Please find enclosed a Payroll Change notice for Lt. S. R. Johnson. Steve has informed us that he will be retiring effective January 31, 2021. Please pay available vacation days.

Thank you for your attention to this matter.

Sincerely,

Robert G. Matheny
Sheriff

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
2/1/2021		

NAME	ADDRESS
Dixon Pruitt	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT		
☐ JOB		
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER		
☐ OTHER		

THE REASON FOR THE CHANGE(S):

- ☐ HIRED
- ☐ RE-HIRED
- ☒ PROMOTION
- ☐ DEMOTION
- ☐ TRANSFER
- ☐ MERIT INCREASE
- ☐ WAGE SCALE CHANGE
- ☐ LEAVE OF ABSENCE FROM _____ UNTIL _____
- ☐ PROBATIONARY PERIOD COMPLETED
- ☐ LENGTH OF SERVICE INCREASE
- ☐ RE-EVALUATION OF EXISTING JOB
- ☐ RESIGNATION
- ☐ RETIREMENT
- ☐ LAYOFF
- ☐ DISCHARGE

TYPE OF LEAVE _____

☐ OTHER (Explain) Effective 2/1/2021 promoted to Lieutenant
Please increase annual salary to $65,750.26

AUTHORIZATION:

EMPLOYEE SIGNATURE — DATE

SUPERVISOR SIGNATURE Kathy M Mallory — DATE 01-20-2021

HUMAN RESOURCES MANAGER — DATE

Amsterdam

HARRISON COUNTY
SHERIFF AND TREASURER

ROBERT G. MATHENY

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
PHONE (304) 624-8550 FAX (304) 624-8734

January 20, 2021

Honorable John Spires
301 West Main St
Clarksburg, WV 26301

Dear Mr. Spires:

Effective 2/1/2021, Sergeant D. G. Pruitt has been promoted to the rank of Lieutenant. His annual salary will increase to $65,750.26.

Thank you for your attention to this matter.

Sincerely,

Robert G. Matheny
Sheriff

PAYROLL CHANGE NOTICE

DATE OF CHANGE	EMPLOYEE #	SOCIAL SECURITY NO
2/1/2021		

NAME	ADDRESS
Eric Shaffer	

PHONE	CITY/STATE/ZIP	DEPARTMENT	SHIFT
		L.E.	

THE CHANGE(S):

✓ All Applicable Boxes	FROM	TO
☐ DEPARTMENT	705	700
☐ JOB	Home Confinement	Law Enforcement
☐ SHIFT		
☐ RATE		
☐ ADDRESS/PHONE		
☐ BENEFIT PLAN		
☐ OTHER		
☐ OTHER		

THE REASON FOR THE CHANGE(S):

☐ HIRED	☐ PROBATIONARY PERIOD COMPLETED
☐ RE-HIRED	☐ LENGTH OF SERVICE INCREASE
☑ PROMOTION	☐ RE-EVALUATION OF EXISTING JOB
☐ DEMOTION	☐ RESIGNATION
☐ TRANSFER	☐ RETIREMENT
☐ MERIT INCREASE	☐ LAYOFF
☐ WAGE SCALE CHANGE	☐ DISCHARGE
☐ LEAVE OF ABSENCE FROM (DATE)	UNTIL (DATE)

TYPE OF LEAVE

☐ OTHER (Explain) Effective 2/1/2021 promoted to Sergeant

Please increase annual salary to $59,415.76.

Also change in department from 705 to 700

AUTHORIZATION:

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE Kathy J. Mabry	DATE 01-20-2021
HUMAN RESOURCES MANAGER	DATE

Amsterdam

HARRISON COUNTY
SHERIFF AND TREASURER

ROBERT G. MATHENY

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
PHONE (304) 624-8550 FAX (304) 624-8734

January 20, 2021

Honorable John Spires
301 West Main St
Clarksburg, WV 26301

Dear Mr. Spires:

Effective 2/1/2021, Deputy E. F. Shaffer has been promoted to the rank of Sergeant. His annual salary will increase to $59,415.76. Sergeant Shaffer has transferred from Home Confinement Salary Line Item 705 to Law Enforcement Salary Line Item 700.

Thank you for your attention to this matter.

Sincerely,

Robert G. Matheny
Sheriff

FORM OF REQUISITION FOR PAYMENT FROM
ADMINISTRATIVE EXPENSE FUND

$36,500,000
The County Commission of Harrison County
Special District Excise Tax Revenue and Improvement Bonds
Series 2019 A
(Charles Pointe Economic Opportunity Development District)

$12,280,000
The County Commission of Harrison County
Subordinate Special District Excise Tax Revenue and Refunding Bonds
Series 2019 B
(Charles Pointe Economic Opportunity Development District)

REQUISITION FOR PAYMENT NO. 23 (12/18/20)

The County Commission of Harrison County, a public corporation and governing body of Harrison County, a political subdivision of the State of West Virginia (the "Issuer"), by its Authorized Officer, hereby certifies in connection with this Requisition for Payment from Administrative Expense Fund (the "Requisition") pursuant to an Indenture of Trust (the "Indenture") for the above captioned Bonds (the "Series 2019 Excise Tax Bonds"), dated as of August 16, 2019, by and between the Issuer and Wilmington Trust, N.A., as trustee (the "Trustee") and agreed to by the Charles Pointe Economic Opportunity Development District Board (the "District Board") and pursuant to a Development Agreement for the Series 2019 Excise Tax Bonds, dated as of August 16, 2019 (the "Development Agreement") by and among the Issuer, the District Board, Genesis Partners, Limited Partnership, a West Virginia limited partnership (the "Developer") and Charles Pointe Crossing, LLC, a West Virginia limited liability company (the "Site Developer") that:

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Development Agreement or the Indenture for the Series 2019 Excise Tax Bonds.

2. The amount requested to be disbursed by this Requisition: (a) is a portion of the Administrative Expenses authorized for funding under the Indenture and Development Agreement, (b) is an authorized expenditure under the Project Plan and the EODD Act, and (c) such requested expenditures, when combined with previous disbursements from the Administrative Expense Fund during the current Bond Year do not exceed $80,000 in the aggregate for such Bond Year.

3. The total amount requested to be disbursed pursuant to this Requisition is $406.25 As set forth in the invoices attached hereto, of the total amount of such disbursement:

(a) $_____ is to be paid to the Issuer, the District Board, the Developer or Site Developer as reimbursement to the Issuer, the District Board, the Developer or

Site Developer for an invoice or statement previously paid by the Issuer, the District Board, the Developer or the Site Developer; and

(b) $406.25 is to be paid to a third party payee that is not affiliated with the Issuer, the District Board, the Developer or the Site Developer or on a joint basis to the Issuer, the District Board, the Developer or the Site Developer and such a third party payee with respect to an expense previously incurred.

In either event, the amount set forth herein is supported by the attached copies of invoices, statements or proof of payment.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its Authorized Officer this 28th day of January, 2021.

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices, Statements or Proof of Payment
(Attached)

MuniCap, Inc.	Invoice #012021-316	Dated: 01/18/21	$406.25
		Total	**$406.25**

INVOICE

MuniCap, Inc.
8965 Guilford Road
Suite 210
Columbia, MD 21046

Invoice Date	Invoice #
1/18/2021	012021-316

Balance Due $406.25

Remit check to: MuniCap, Inc.
8630 M Guilford Road #263
Columbia, MD 21046

or

Wire Instructions:
Our banking info has changed:
Fulton Bank, N.A.
9151 Baltimore National Pike
Ellicott City, MD 21042
(410) 418-8500

ABA Routing No.: 031 301 422
To the account of: MuniCap, Inc.
Account No.: 00 082 362 31

Bill To:

Gina Jones
Director of Grants and Special Proj.
Harrison County Commission
301 West Main St., Fifth Floor
Clarksburg, WV 26301

Project: Charles Pointe 2019 2024

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
1/18/2021	012021-316

MuniCap, Inc.
8965 Guilford Road
Suite 210
Columbia, MD 21046

Project: Charles Pointe 2019

Terms	Client #
Net 30	2024

Item	DATE	Description	Hrs	Amount
Sr Assoc (MMM)	12/2/2020	Finalize and provide the updated annual statutory report to the District.	0.75	131.25
Sr Assoc (MMM)	12/4/2020	Discuss missing W9 forms. Research and request W9 form contact information.	0.75	131.25
Sr Assoc (OO)	12/21/2020	Verify year-end tax information for all vendors.	0.25	43.75
Manager (JLA)	12/29/2020	Assist with identification and provision of material information related to on-going compliance.	0.5	100.00
		Subtotal Fees:		406.25

EIN: 03-0461891. Overdue accounts are subject to 1% monthly finance charge.

Total **$406.25**

MM

Billing Inquiries? Call (443) 539-4104

M

FORM OF REQUISITION
FOR PAYMENT FROM SERIES A
ADMINISTRATIVE EXPENSE FUND

The County Commission of Harrison County
(West Virginia)
Tax Increment Revenue and Refunding Bonds
(Charles Pointe Project No. 2- North Land Bay Improvements)
Series 2008 A

To: UMB Bank
120 South Sixth Street Suite 1400
Minneapolis, MN 55402

REQUISITION FOR PAYMENT NO. (1/28/2021)

THE COUNTY COMMISSION OF HARRISON COUNTY (the "Issuer"), by its duly Authorized Representatives, hereby certifies, in connection with this Requisition for Payment from Series A Administrative Expense Fund (the "Requisition") under a Development Agreement for the above captioned bonds (the "Series 2008 A Bonds"), dated March 5, 2008 (the "Development Agreement") between the Issuer and the Developer, that:

1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Development Agreement or the Indenture of Trust for the Series 2008 A Bonds, dated March 5, 2008 as supplemented and amended (the "Series 2008 A Trust Indenture") between the Issuer and UMB Bank as substitute trustee under the Series 2008 A Trust Indenture.

2. The amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund is necessary to pay Administrative Expenses incurred during the preceding six month period.

3. The amount requested to be disbursed from the Series A Administrative Expense Fund by this Requisition: (a) is a portion of the Administrative Expenses authorized for funding under the Series 2008 A Trust Indenture and Development Agreement, and (b) is an authorized expenditure under the Project Plan and the Act.

4. The total amount requested to be transferred from the Revenue Fund to the Series A Administrative Expense Fund pursuant to this Requisition is $2,831.25.

5. The total amount requested to be disbursed from the Series A Administrative Expense Fund pursuant to this Requisition is $2,831.25. As set forth in the invoices attached hereto, of the total amount of such disbursement:

(a) $ -0- is to be paid to the Developer as reimbursement to the Developer for an invoice or statement previously paid by the Developer to an entity that is not affiliated with the Developer; and

(b) $2,831.25 is to be paid to a third party payee that is not affiliated with the Developer or on a joint basis to the Developer and such a third party payee with respect to an expense previously incurred.

In either event, the amount set forth herein is supported by the attached copies of invoices or statements.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer by its duly Authorized Representative this 28th day of January, 2021.

THE COUNTY COMMISSION OF
HARRISON COUNTY

By: _____
Its President

Schedule I
to Requisition

Copies of Invoices or Statements
(Attached)

MuniCap, Inc	Invoice #012021-142	Dated 1/18/21	$2,831.25
		Total	**$2,831.25**

INVOICE

MuniCap, Inc.
8965 Guilford Road
Suite 210
Columbia, MD 21046

Invoice Date	Invoice #
1/18/2021	012021-142

Balance Due $2,831.25

Remit check to: or **Wire Instructions:**

MuniCap, Inc.
8630 M Guilford Road #263
Columbia, MD 21046

Our banking info has changed:
Fulton Bank, N.A.
9151 Baltimore National Pike
Ellicott City, MD 21042
(410) 418-8500

ABA Routing No.: 031 301 422
To the account of: MuniCap, Inc.
Account No.: 00 082 362 31

Bill To:

The County Commission of Harrison County
301 West Main Street
Clarksburg, WV 26301
ATTN: Ron Watson. President

Project: Charles Pointe Series 2008 — 1394

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Invoice Date	Invoice #
1/18/2021	012021-142

MuniCap, Inc.
8965 Guilford Road
Suite 210
Columbia, MD 21046

Terms	Client #
Net 30	1394

Project: Charles Pointe Series 2008

Item	DATE	Description	Hrs	Amount
Vice Pres (MM)	12/1/2020	Update reallocation analysis.	1	225.00
President (KR)	12/1/2020	Discuss issues with various parties.	0.75	206.25
Sr Assoc (MMM)	12/2/2020	Update and finalize the prepayment letter of instructions for ten lots.	0.25	43.75
Vice Pres (MM)	12/2/2020	Update reallocation calculation.	2	450.00
Vice Pres (MM)	12/3/2020	Update reallocation calculation.	1	225.00
President (KR)	12/3/2020	Review revised assessment roil.	0.5	137.50
Vice Pres (MM)	12/4/2020	Attend board meeting.	0.75	168.75
President (KR)	12/7/2020	Review amended forbearance agreement.	0.75	206.25
Assoc (MRW)	12/14/2020	Convert PDF to excel for fiscal year 2019 forbearance properties.	0.25	37.50
Vice Pres (MM)	12/14/2020	Prepare exhibits for Forbearance Agreement.	1.25	281.25
Sr Assoc (SAM)	12/15/2020	Review prepayment requirements.	0.25	43.75
Vice Pres (MM)	12/15/2020	Update exhibits for Forbearance Agreement.	0.25	56.25
Sr Assoc (MMM)	12/18/2020	Update account reconciliation with remaining October 2020 account statements. Update account reconciliation with November account activity.	1	175.00
Vice Pres (MM)	12/18/2020	Attend CED Board meeting.	0.5	112.50
Manager (JLA)	12/29/2020	Assist with identification and provision of material information related to on-going compliance.	0.5	100.00
Vice Pres (MM)	12/29/2020	Review forbearance agreement and RMA. Respond to T. Aman's question on forborne assessments.	1	225.00
President (KR)	12/29/2020	Review rate and method of apportionment and discuss questions.	0.5	137.50
		Subtotal Fees:		2,831.25

EIN: 03-0461891. Overdue accounts are subject to 1% monthly finance charge.

Total **$2,831.25**

MM

Billing Inquiries? Call (443) 539-4104

M

2021 Energy Express Program Application

8

Energy Express is National Award-Winning summer reading and nutrition program for children that has been linked to the Harrison County Commission for a quarter of a century and from the inception of working with the program, the Commission has welcomed the opportunity to help support it. We are seeking the amount of $6,568 for each site. The total percentage of 40% of a $45,418 matching grant is $13,136, which is the portion to be paid by the County Commission. The dollars have already been budget through the Vital Service Levy.

For those unaware, the program is a 6-week summer program that exposes the kids to the wonderment of reading and encourages them to express their creativity while instilling a love for it. The atmosphere is far from a classroom and the assignments are not necessarily homework. The kids find the surroundings to be very welcoming and fun while the staff (mentors) create activities to show that reading and learning does not have to actually feel like they are learning. They use art, drama, music and vocabulary as a compass to lead the kids through the program.

Energy Express is run by West Virginia Extension Service and Director Mike Book is the Harrison County contact. The program was introduced by the state in 1994 to help children going into First through Fourth Grade maintain or exceed reading levels in rural and low-income communities.

Studies have shown a decline in reading levels during the summer months and the program is designed to help those stay on the learning curve and get reading for their next grade level. Also, nutrition plays an important role as we are faced with a county with free or reduced lunch in the 90th percentile and who really knows what meals kids receive during the summer. Kids enrolled will get a breakfast and a lunch daily ensuring that they are fed while school is closed for summer break.

Today, we are seeking the approval to apply for two Energy Express sites in North View and West Milford, which both sites are a co-op between the Harrison County Parks and Recreation and the County's Board of Education. This is the 24th year that we have been working together.

Our past sites have averaged over 40 volunteers including over 20 serving daily. Many of the volunteers are middle and high school students who aged out of the program but still wants to participate and give back. The mentors and volunteers are included in the meal plan as well.

Enclosed, you will find the budgetary costs for what it takes to run this program and the portion paid by the County Commission. Please consider this wonderful program for funding through the County. Energy Express normally bills the Collaborative at the end of the program, however, we can request to pay it at the beginning where it can fall under the budget for 2020-21.

HARRISON COUNTY ENERGY EXPRESS
CONTINUOUS IMPROVEMENT
RETURNING SITE OF NORTH VIEW

The County collaborative is excited about returning to North View Elementary for a 25th year. Decisions on sites applications are difficult but with the imminent closure of Wilsonburg Elementary simplified things. The new consolidation of Wilsonburg and Adamston Elementary, although not complete causes the use of Wilsonburg to be unattained. However, due to the proximity of the North View and Wilsonburg communities, we feel we can draw students to the North View site. In doing so, this will help meet the new target grades.

Four years of State Energy Express approved test results for Harrison County schools showed that all Energy Express students in the county either maintained or exceeded their reading levels. Add in a high attendance record and this proves to be a successful program. However the success would not be without efforts to constantly move forward by finding ways to improve.

Discussions with site supervisors, parents, teachers and principals helped the collaborative identify improvements and how to implement them. The economic profile of both sites are similar. They are extremely high in free and reduced meals and test scores of students are deemed to be at-risk in both areas. Collaborative members along with help from high school teachers implemented the following strategies to help.

1.) ENROLLMENT – Both enrollment sites were above standards as both were in the mid-80th percentile (North View: 86% - Wilsonburg: 85%) in attendance. Having an early start date for the program as well as a six week duration also helps attendance. During the summer months, parents need a place to take their children and they will not for an alternative with new timeline.

2.) CHILDREN RECRUITMENT & ENROLLMENT OF MOST NEEDY CHILDREN – Twenty-four quality years of service in the Harrison County communities makes Energy Express a vital part of this area and we will continue to have a positive impact on our children and families. In order to have the biggest impact we must target children who would benefit the most from Energy Express. We never have problems filling rosters at North View and Wilsonburg, but we struggle to reach those that need the program the most. Our meetings with Title 1 and other teachers have generated success in regards to making contacts. And it is up to the teachers to get information out and ultimately present the child's scholarship guaranteeing a spot in Energy Express.
Also, we provide some special events to bring parents and families out including "Fun Events" such as Bingo for books, Family Recreation Nights and Parent Training that is offered by Title 1. During these events we provide Energy Express information to the families that attend. It is our hope to have additional teacher involvement and their encouragement will aid in our outreach so that we can help with those in the most need for both reading and nutrition. Getting the information in the hands of the parents as well as help with the completion of the forms is a necessity and having fun events with food may be the best way to meet this goal. This strategy is commonly used at all sites.
Also, we will recruit children from the consolidation Wilsonburg and Adamston Elementary. This will ensure a large enough student pool for success of the newest grade groupings.

3.) VOLUNTEER INVOLVEMENT - Volunteers are very important to our program's success. Both sites are blessed with Middle and High School students that meet a true need, and many of our young volunteers need us as much as we need them. For this, Energy Express still serves children aged out of the program. And almost all volunteers participated in Energy Express and use this platform as a way to give back. Volunteer data was impressive as our numbers for each site had a good daily average of 20 volunteers. Here is a list of the staff volunteers broken down by adult and youth - North View 18 adults 21 youth, Wilsonburg 10 adults 25 youth. We are confident that the youth volunteers will continue to help.

The Collaborative will strive to get adults (particularly parents) out to volunteer. In the past, we always had success getting volunteers to attend an Open House or Family Night. Before the program kicks off, we have a variety of events like Bingo for Books or Carnivals to draw parents in and recruit them to help out. Our plans goes beyond the open nights as we reach out to area churches and clubs as well. We work with their schedule and offer training (reading strategies, etc.).

4.) ISSUES RELATED TO COMMUNITY INVOLVEMENT - Sometimes young volunteers present a challenge to our sites. Sometimes it is difficult to keep them on task and there are behavioral issues that needs addressed. We have a contract system that the volunteers and their parents sign acknowledging what their purpose is and to follow a uniformed code of conduct. We have had success doing this with the volunteers as it details the expectations and how to handle problems that may arise during the program. Overall, the contract has been successful and the program benefits from its existence as both the volunteer and the students are given a safe and worthwhile place to spend their summer. This system will be used at all Harrison County sites.

5.) ADHERENCE TO PROGRAM MODEL – This starts with the site supervisor as this person must completely follow the model and convince the AmeriCorps members to do the same. These two sites have been around for over 20 years because of that model and therefore, it cannot be deviated.

6.) BUDGETARY DATA – Harrison County is fortunate that funding is not an issue. The Harrison County Commission as well as the Parks & Recreation Board witnessed first-hand the positive effect of Energy Express through the years and have added Energy Express to the "Vital Services Levy" for funding.

Likewise the Harrison County Board of Education see the positive effects of Energy Express. The test performed by the B.O.E. and the high results from those who participated in the Energy Express program was the proof needed. That parlayed into the county paying for their own custodians as well as absorbing the AmeriCorps meal costs.

7.) RECRUITMENT OF AMERICORPS MEMBERS – Our number one concern is the recruitment of applicants for the AmeriCorp mentor and community coordinator positions. The 2019 applicant pool was not even large enough to fill the funded positions. This caused the collaborative to apply for 3 sites instead of 4 in 2020. Contact was made with every college and university in West Virginia as well as all high schools in Harrison County in 2019 but we could not fill the spots needed for four sites.

a.) Instead of just providing information in pamphlet form, the collaborative attempts to contact college professors and high school counselors to schedule face-to-face meetings with their eligible students to discuss the opportunities involving the Energy Express Program.

b.) We contacted colleges asking to include Energy Express info in emails sent to all students through their network and websites like app.joinhandshake.com and collegecentral.com. We have email and contact list for all colleges in the state that we send information.

c.) Jacob Hayhurst (HCBOE Counselor) will also contact all of his fellow high school counselors to encourage applicants.

RECRUITMENT OF SITE SUPERVISORS – We believe our best candidates comes from a pool of past mentors and volunteer coordinators spanning the last 20-years of service. They are knowledgeable of Energy Express and understand both the good and the not-so-good aspects of the program. But, most importantly, they believe in the model. Our decisions for hire will be based on experience and the ability to work during the summer months of the program.

The positions will also be posted with the Harrison County Board of Education.

8.) EFFECTIVENESS OF COUNTYWIDE COLLABORATIVE – The successes of the Harrison County Collaborative are many. Harrison County Parks & Recreation shares a facility with Energy Express during non-Energy Express times and this sharing is a partnership that is a vital part of our program. Harrison County Parks & Recreation provides a summer program that goes beyond the day program for our participants and will continue to do so in the upcoming year.
Supervision with organized activities begins each day at 7:00 a.m. until breakfast. After lunch, Energy Express participants have the option of joining the HCPRC playground program until 5:30 p.m. Having a program that coincides during the EE program makes it possible for many children of working parents to attend Energy Express. The Summer Parks program assures parents that their children will be supervised and safe.
This arrangement nullifies the need for transportation. We offered bus transportation in the past but it was not utilized as expected and we stopped the service. The Collaborative will work to arrange car pool situations for those needing transportation help to those sites.

The Harrison County WVU Extension Service support is impactful to the program. Samantha Williams and Beth Skidmore (4H & Youth Development) help with many collaborative duties. John Wickline (CEOS) leads the annual CEOS collection of "found items" and recruits volunteers.

There are always ways to retool the program and the easiest way is to recruit new members. We have never been unsuccessful when recruiting senior citizens, however, Beth Fitzgerald, the Executive Director of Harrison County Senior Citizen Center offered to serve on the collaborative and work on the issue. Also, she brings experience as a college professor with her. She is familiar with our AmeriCorps age group and she wants to take part in our local training and help with site visits. The same can be said for Jennifer Nestor as she has taught on the college level and desires to be part of the program. Jennifer is a physical therapist with WVU Home Health. Her access to health resources will be a plus in dealing with related concerns.

9.) POSITIVE STATEMENTS – We asked last year's site supervisors.

NORTH VIEW ELEMENTARY
Last year's program was performed virtually and while our efforts exceed our expectations we felt that the interpersonal relations were missing and we could not address the decline in lifestyles of our students. This comes in a variety of ways – economic, opioids, family breakdowns. Energy Express is that dependable escape during the summer weeks which provides much needed food and mentoring in a safe non-competitive educational environment.

EXTENSIONSERVICE

ENERGY EXPRESS

Office Use Only	
Postmark Date	
Entered Date	
Completed Date	
Approved	Yes No

2021 Energy Express Site Application

County: _Harrison_____ Site: _North View Elementary_____

Proposed number of children: __40_ Proposed number of AmeriCorps members: ____6__
(Mentors plus Community Coordinator(s))

Grades served (those children entering 1st through 4th grade) by Energy Express:

___entering 1st through 4th_____

___ New Site

__x_ Veteran Site (hosted Energy Express within past 3 years)

Site Address: __North View Elementary_____ Site Phone#:__304-326-7650_____
Facility Name

__1900 N. 19th St_____Site Alternate Phone#: 304-423-7800
Address

_Clarksburg WV 26301 Site Fax#: 304-624-3287
City State Zip

Summer Mailing Address: _Harrison Co. Parks and Recreation_____
Facility/ Organization Name

(All communication will be sent to this address during the program—no post office box numbers please.)

__43 Recreation Drive_____
Address

Clarksburg_____WV_____26301_____
City State Zip

COUNTY CONTACT AGREEMENT

Energy Express County Contact duties and responsibilities:

1. Serve as the liaison to the state Energy Express office and between the county collaborative and the Energy Express site.
2. Establish a diversified county collaborative by identifying community members, including one parent per site, who will commit to the goals and practices of Energy Express. Maintain an ongoing collaborative to support the program from the application process through the close of the program.
3. Notify the Energy Express State Office of changes in application.
    a. Attend Grant Implementation and Accountability Training February 19, 2021 via Zoom.
4. Oversee the recruitment and selection of site supervisor(s) and AmeriCorps members.
5. Adhere to the affirmative action/equal opportunity and nepotism policies of WVU and AmeriCorps in the selection of site supervisor(s) and AmeriCorps members. Note: A WVUES representative will oversee selection process in place of a non-WVUES primary contact.
6. Order take-home books through the Energy Express State Office.
7. Be available to the site team from June 10th – July 30 or select a designee.
8. Return the Energy Express Resource Box to the state office during WVU Extension Annual Conference.
9. Provide supervision of the site supervisor(s). Sign-off on site supervisor time-sheets. Complete site supervisor(s) final assessment and ensure completion of AmeriCorps members' assessment of site supervisor.
10. Ensure weekly site monitoring (by the county contact or collaborative member); alert Energy Express State Office of site issues as soon as they arise.
11. Provide input into planning and attend the end-of-service Reflection Event.
12. Ensure that required paperwork is completed by sites and is signed and sent to the Energy Express State Office by established deadlines.
13. Ensure financial documents are submitted to the Energy Express State Office by established deadlines.
14. Provide copies of Service Contracts for all items of the budget under Section II. The Service Contract template will be provided by the Energy Express State Office.

By signing, I acknowledge that I have read the above Energy Express County Contact position description and agree to fulfill the above duties and responsibilities.

Michael J Book 1/26/21

Signature Date

Please print: Michael J. Book
Name

Harrison Co. Parks and Recreation Director
Organization and Title

43 Recreation Drive Clarksburg WV 26301
Mailing Address City Zip

304-423-7800 304-624-0485 mbook@harrisoncountywv.com
Phone Fax Email

Name of person to sign timesheets in county contact's absence: Samantha Williams

COUNTYWIDE COLLABORATIVE MEMBERSHIP

Collaborative duties and responsibilities:

1. Work together, share leadership, and support the goals and practices of a successful Energy Express program, including ensuring that sites operate according to state guidelines.
2. Assume responsibility for planning and making decisions; actively involved throughout the duration of the program, solving problems, monitoring and assisting with local program evaluation.
3. Be willing to meet when necessary to fulfill collaborative responsibilities for the duration of the 2021 Energy Express program.

Membership Requirements:

1. A minimum of five agencies and organizations (applications with less will be reviewed last)
2. WVU Extension Service representative
3. One parent from each proposed site, who **IS NOT** a faculty member of the school
4. Representative from school system or sponsoring organization

Members of the Collaborative:

Name of Member	Organization	Title	Phone Number Email address
Samantha Williams	WVUES	4H & Youth Development	304-624-8650 scogle@mail.wvu.edu
Mike Book	Harrison Co. Parks	HCPR Director	304-423-7800 mbook@harrisoncountywv.com
Danielle Veltri	Harrison Co. Board of Ed.	NV Elementary Principal	304-326-7650 dveltri@k12.wv.us
Laura Dick	Harrison Co. Board of Ed.	Wilsonburg Elem. Principal	304-326-7640 lewhite@k12.wv.us
Danielle Fenstermacher	Harrison Co. Board of Ed.	Westn Milford Elem. Principal	304-326-7030 afenster@k12.wv.us
Kim McCloud	North View	Program Parent	304-931-1166 mccloud5326@gmail.com
Heather Bartlett	Wilsonburg	Program Parent	304-326-7030 bartletts3@frontier.com
Karson Barnhart	West Milford	Program Parent	kbarnhart@k12.wv.us
Beth Skidmore	WVUES	4H Program Asst	304-624-8650 beth.skidmore@k12.wv.us
John Wickline	WVUES	4H Program Asst	304-624-8650 john.wickline@k12.wv.us
Jacob Hayhurst	Harrison Co. Board of Ed	Councelor	304-669-0851 jhayhur@k12.wv.us
Anitra Ware	Harrison Co. Board of Ed.	Teacher	304-326-7650 adware@k12.wv.us
Donna Stuart	Harrison Co. Parks	Enrichment Coordinator	304-624-0533 dstuart@harrisoncountywv.com
Willie Parker	Harrison Co. Commission	County Administrator	304-624-8539 wparker@harrisoncountywv.com
Emily Howe	Harrison Co. Board of Ed.	Teacher/past site sprvsr	304-641-1738 ehowe@k12.wv.us
Maryjo DeMarco	Harrison Co. Board of Ed.	Teacher/past EE volunteer	304-326-7322 dseay@k12.wv.us
Chris Derico	HCBOE Child Nutrition	Director	304-326-7540 mary.demarco@k12.wv.us
James Lopez	Harrison Co. Board of Ed.	Assistant Superintendent	304-326-7090 jlopez@k12.wv.us
Beth Fitzgerald	Harrison Co. Sr Citizens Ctr	Executive Director	304-623-6795 ext 103 bfitzgerald@hcscwv.org
Jennifer Nestor	WVU Home Health	Home Health Physical Therapist MPT	304-672-2750 jnestor1993@gmail.com

SITE AVAILABILITY (JUNE 14 – July 30, 2021)

Space and Equipment	Availability		Please explain how accommodations will be made if not available (be specific).
	Yes	No	
1. One room for each AmeriCorps mentor group	x		
2. Volunteer work room*	x		
3. Site team meeting room*	x		
4. Site supervisor room	x		
5. School library	x		
6. Kitchen/Cafeteria	x		
7. Copy machine	x		
8. Telephone(s) near children's rooms	x		
9. Fax machine	x		
10. A computer with a printer	x		
11. Indoor/outdoor space for recreation	x		
12. ADA Compliant	x		

*The site team and volunteers need to meet in different rooms to ensure confidentiality.

FACILITY LAYOUT

Attach a **current** facility floor plan and use key to label available space. Please indicate what, if any, space will be shared with another program. (The site team meeting room and the volunteer work room cannot be the same room.)

Key:	M: mentor/children rooms	ST: site team meeting room	SS: site supervisor office
	L: library	Vol: volunteer work room	KIC: kitchen/cafeteria
	CO: copy machine	C: computer	I/O: indoor/outdoor rec space
	Fax: fax machine	Tel: telephone near mentors	RR: restrooms

*** EMERGENCY PLAN**

Please attach a copy of the school's plan for implementing Emergency Codes.

WV EXTENSIONSERVICE
ENERGY EXPRESS

2021 ENERGY EXPRESS PROPOSED SITE BUDGET

County: Harrison Site: North View Elementary

County Contact Person Name: Michael Book
Phone: 304-423-7800
Email: mbook@harrisoncountywv.com

Number of Mentors: 5 Number of Children (# of mentors x 8): 40

	EXPENSES	LOCAL FUNDING COST	STATE FUNDING COST	TOTAL ENERGY EXPRESS FUNDING COST	
SECTION I - LOCAL PAYS INITIALLY - STATE ENERGY EXPRESS CAN REIMBURSE					
A	Meals for AmeriCorps Members @ $174	$ 1,044.00	$ -	$ 1,044.00	OK
B	Custodian (Part-time and not to exceed $1500)	$ 1,500.00	$ -	$ 1,500.00	OK
C	Transportation (Maximum $6000)	$ -	$ -	$ -	OK
SECTION I - LOCAL OR STATE PAYS					
D	Writing and Art Supplies for Children @ $15 Per Child	$ 600.00	$ -	$ 600.00	OK
SECTION III - STATE ENERGY EXPRESS PAYS INITIALLY - LOCAL CAN REIMBURSE					
E	Take-home Books for Children @ $24 Per Child	$ 960.00	$ -	$ 960.00	OK
F	AmeriCorps Member Living Allowances = $1,850	$ -	$ 11,100.00	$ 11,100.00	OK
G	AmeriCorps Member Fringe = $155	$ -	$ 932.00	$ 932.40	OK
H	Background Checks/TrueScree@$7.50 FieldPrint @ $28.75 each	$ 253.75	$ -	$ 253.75	OK
I	Training @ $150 Each (Mentors + CC + Site Supervisor)	$ 1,050.00	$ -	$ 1,050.00	OK
J	Insurance @ $3 Per Child	$ 120.00	$ -	$ 120.00	OK
K	Site Supervisor = $4,750 salary	$ 3,306.25	$ 1,443.75	$ 4,750.00	OK
L	Site Supervisor Fringe = $399	$ 278.00	$ 121.00	$ 399.00	OK
	TOTALS	$ 9,112.00	$ 13,596.75	$ 22,709.15	

Note: Total Site Cost Column = Local Funding + State Energy Express Funding

LOCAL FUNDING WILL CONTRIBUTE THE FOLLOWING % OF THE SITE COST: 40.1248%

County Contact Signature: _____ Date: _____

*Please send any revised budgets to State office prior to end of program.

**Contributor sheets must be completed, signed and included with the site budget & any revisions.

Form: 2021 Site Budget From version: 1

EXTENSIONSERVICE

ENERGY EXPRESS

2021 Proposed Site Budget Contributors

County: Harrison

Site: North View Elementary

Item or Service	Billing Contact (Who do we contact for invoicing and documentation?) *Please provide Name, Address, and Contact Information*			Local Funding Cost	State Funding Cost	Local Funding Signatures: The following individuals have viewed this document and agree to the amounts listed as local contributions.
Section I-Local Pays, State Energy Express Office Can Reimburse Service Agreements must be completed						
AmeriCorps Member Meals	Chris Derico - Harrison County Board of Education	445 West Main St - Clarksburg,WV 26301				
	cderico@k12.wv.us	304-326-7372	Fax	$1,044.00	$0.00	
Custodian	Jim Lopez -Harrison Co. Bd of Education - Asst. Super.	445 West Main St - Clarksburg,WV 26301				Signature / Title / Date
	jlopez@k12.wv.us	304-326-7092	Fax	$1,500.00	$0.00	
Transportation	N/A	Address				Signature / Title / Date
	Email	Phone	Fax	$0.00	$0.00	
Section II - Local or State Pays						Signature / Title / Date
Writing & Art Supplies	Michael Book	43 Recreation Dr - Clarksburg, WV 26301				
	mbook@harrisoncountywv.com	304-423-7800	304-624-0485	$600.00	$0.00	
Section III--State Energy Express Pays, Local Can Reimburse						Signature / Title / Date
Take-Home Books	Mike Book	43 Recreation Dr - Clarksburg, WV 26301				
	mbook@harrisoncountywv.com	304-423-7800	304-624-0485	$960.00	$0.00	
Member Living Allowances	Name	Address				Signature / Title / Date
	Email	Phone	Fax	$0.00	$11,100.00	
Fringe	Name	Address				Signature / Title / Date
	Email	Phone	Fax	$0.00	$932.00	
Background Checks/CIBs	Mike Book	43 Recreation Dr - Clarksburg, WV 26301				Signature / Title / Date
	mbook@harrisoncountywv.com	304-423-7800	304-624-0485	$253.75	$0.00	
Training	Mike Book	43 Recreation Dr - Clarksburg, WV 26301				Signature / Title / Date
	mbook@harrisoncountywv.com	304-423-7800	304-624-0485	$1,050.00	$0.00	
Children's Insurance	Mike Book	43 Recreation Dr - Clarksburg, WV 26301				Signature / Title / Date
	mbook@harrisoncountywv.com	304-423-7800	304-624-0485	$120.00	$0.00	
Site Supervisor Salary	Mike Book	43 Recreation Dr - Clarksburg, WV 26301				Signature / Title / Date
	mbook@harrisoncountywv.com	304-423-7800	304-624-0485	$3,306.25	$1,443.75	
Site Supervisor Fringe	Mike Book	43 Recreation Dr - Clarksburg, WV 26301				Signature / Title / Date
	mbook@harrisoncountywv.com	304-423-7800	304-624-0485	$278.00	$121.00	
			Total:	$9,112.00	$13,596.75	Signature / Title / Date

EXTENSIONSERVICE

ENERGY EXPRESS

Office Use Only
Postmark Date: _____
Entered Date: _____
Completed Date: _____
Approved Yes No

2021 Energy Express Site Application

County: ___Harrison_____ Site: __West Milford Elementary_____

Proposed number of children: _40 Proposed number of AmeriCorps members: ___6___
(Mentors plus Community Coordinator(s))

Grades served (those children entering 1st through 4th grade) by Energy Express: __Entering 1st through 4th grade_____

__x_ New Site

___ Veteran Site (hosted Energy Express within past 3 years)

Site Address: West Milford Elementary (Facility Name)
226 School St (Address)
West Milford (City) WV (State) 26451 (Zip)

Site Phone#: 304-326-7030
Site Alternate Phone#: 304-423-7800
Site Fax#: 304-745-4488

Summer Mailing Address:
(All communication will be sent to this address during the program—no post office box numbers please.)

Harrison Co. Parks and Recreation (Facility/ Organization Name)
43 Recreation Drive (Address)
Clarksburg (City) WV (State) 26301 (Zip)

COUNTY CONTACT AGREEMENT

Energy Express County Contact duties and responsibilities:

1. Serve as the liaison to the state Energy Express office and between the county collaborative and the Energy Express site.
2. Establish a diversified county collaborative by identifying community members, including one parent per site, who will commit to the goals and practices of Energy Express. Maintain an ongoing collaborative to support the program from the application process through the close of the program.
3. Notify the Energy Express State Office of changes in application.
    a. Attend Grant Implementation and Accountability Training February 19, 2021 via Zoom.
4. Oversee the recruitment and selection of site supervisor(s) and AmeriCorps members.
5. Adhere to the affirmative action/equal opportunity and nepotism policies of WVU and AmeriCorps in the selection of site supervisor(s) and AmeriCorps members. Note: A WVUES representative will oversee selection process in place of a non-WVUES primary contact.
6. Order take-home books through the Energy Express State Office.
7. Be available to the site team from June 10th – July 30 or select a designee.
8. Return the Energy Express Resource Box to the state office during WVU Extension Annual Conference.
9. Provide supervision of the site supervisor(s). Sign-off on site supervisor time-sheets. Complete site supervisor(s) final assessment and ensure completion of AmeriCorps members' assessment of site supervisor.
10. Ensure weekly site monitoring (by the county contact or collaborative member); alert Energy Express State Office of site issues as soon as they arise.
11. Provide input into planning and attend the end-of-service Reflection Event.
12. Ensure that required paperwork is completed by sites and is signed and sent to the Energy Express State Office by established deadlines.
13. Ensure financial documents are submitted to the Energy Express State Office by established deadlines.
14. Provide copies of Service Contracts for all items of the budget under Section II. The Service Contract template will be provided by the Energy Express State Office.

By signing, I acknowledge that I have read the above Energy Express County Contact position description and agree to fulfill the above duties and responsibilities.

Michael J Book 1/29/21

Signature Date

Please print: Michael J. Book
Name

Harrison Co. Parks and Recreation Director
Organization and Title

43 Recreation Drive Clarksburg WV 26301
Mailing Address City Zip

304-423-7800 304-624-0485 mbook@harrisoncountywv.com
Phone Fax Email

Name of person to sign timesheets in county contact's absence: Samantha_Williams



HARRISON COUNTY COURT HOUSE

Harrison County Commission

301 WEST MAIN STREET
CLARKSBURG, WEST VIRGINIA 26301
304-624-8500
FAX 304-624-8673

9

COMMISSIONERS
DAVID L. HINKLE
SUSAN J. THOMAS
PATSY TRECOST II

January 25, 2021

Tracey Rowan
Economic Development Administration
US Department of Commerce
900 Market Street, Room 602
Philadelphia, PA 19107

Dear Ms. Rowan:

Please accept this letter as confirmation that under the WV State Code 17-3A Industrial Access Road Fund, the Harrison County Commission hereby designates the Harrison Regional Industrial Park as a priority project and recommends submittal of an application for an Industrial Access Road Grant in the amount of approximately $250,000.

This commission feels that creation of the Industrial Park will provide significant economic impact to North Central West Virginia through job creation and increased consumer spending.

If there are any questions or concerns, please contact the Harrison County Commission at 304-624-8500.

Best Regards,

_____
Susan J. Thomas, Commission President

_____
David Hinkle, Commissioner

_____
Patsy Trecost II, Commissioner

Susan

1. Harrison County Senior Citizens
2. Harrison County Community Corrections Advisory Board
3. Mid Atlantic Aerospace Complex
4. Harrison County Emergency Squad
5. Harrison County 911 Advisory Board
6. Harrison County local Emergency Planning Committee
7. Harrison County Development Authority

David

1. Area Council on Aging/Region VI — HINKLE DECLINED
2. Harrison County Juvenile Crime Enforcement Coalition — HINKLE DECLINED
3. Local Elected Officials (LEO) Board
4. Harrison County Emergency Ambulance Authority — HINKLE DECLINED
5. Region VI Workforce Investment Board
6. Region VI Planning & Development Council — HINKLE DECLINED

Patsy

1. Harrison Clarksburg Board of Health
2. Harrison County Park & Recreation
3. Farmland Protection Board of Harrison County
4. Harrison County Planning Board
5. WVU Cooperative Extension Service

Michael Romano

BENEDUM

1. ~~Benedon~~ Airport Authority

Mike Jenkins

1. Harrison County Economic Development Corp

TABLE - QUESTION AS TO APPOINTMENT OF DAVID L. HINKLE AUGUST 2021 - LEGAL TO REVIEW

Clay Riley

BENEDUM

1. ~~Benedon~~ Airport Authority RILEY DECLINED

DAVID L. HINKLE APPOINTED 01-13-2021

United States of America

State of West Virginia

County of Harrison, ss:

Clerk's Fiduciary Report

Estate from Wednesday, January 13, 2021, through Tuesday, January 19, 2021

The County Commission of Harrison County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before his during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to -wit:

On, Wednesday, January 13, 2021, the following matters were disposed of in the presence of the Clerk:

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **CARROLL ANN KNAPP** was appointed and qualified as ADMINISTRATRIX of the estate of **RONALD BROOKS KNAPP**, deceased. No bond was required .

The last will and testament of **FREDA MAE MCDANIEL**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

TIIMOTHY G BUMGARDNER, who was named in the last will and testament of **FREDA MAE MCDANIEL**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **HELEN M DAWSON**, deceased, late a resident of Indian River, Florida, was admitted to record.

A duly exemplified copy of the last will and testament of **WILLIAM O DAWSON**, deceased, late a resident of Indian River, Florida, was admitted to record.

On, Thursday, January 14, 2021, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **DOROTHY L SWIGER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

CHARLOTTE RIGNEY, who was named in the last will and testament of **DOROTHY L SWIGER**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.
TERRY HARRIS, who was named in the last will and testament of **DOROTHY L SWIGER**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.

On, Friday, January 15, 2021, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **DALE M GRIMES JR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

DAVID P GRIMES, who was named in the last will and testament of **DALE M GRIMES JR**, deceased, as EXECUTOR thereof, qualified as such. Bond was 150,000.00.

The last will and testament of **HOWARD CLARENCE SMITH JR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

MICHAEL H SMITH, who was named in the last will and testament of **HOWARD CLARENCE SMITH JR**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **JOHN EDDY SR**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

TIMOTHY R STOUT, who was named in the last will and testament of **JOHN EDDY SR**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **SARAH L GUMP** was appointed and qualified as ADMINISTRATRIX of the estate of **GARY MARTIN SNOW II**, deceased. Bond was 1,000.00.

On, Tuesday, January 19, 2021, the following matters were disposed of in the presence of the Clerk:

The said estate of **ROBERT GLENN UPTON**, deceased was referred to **NORMAN FARLEY**, a FIDUCIARY COMMISSIONER for the Harrison County, for settlement thereof.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **ZACHARY K SHREVES** was appointed and qualified as ADMINISTRATOR of the estate of **TONI L. ROUSH SHREVES**, deceased. Bond was 50,000.00.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **CHRISTINA L FREDERICKSON** was appointed and qualified as ADMINISTRATRIX of the estate of **RANDAL ROBERT MILLER**, deceased. Bond was 20,00 0.00.

The last will and testament of **JUDITH ELAINE CUNNINGHAM HAYHURST**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

BRIAN KEITH HAYHURST, who was named in the last will and testament of **JUDITH ELAINE CUNNINGHAM HAYHURST**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

The last will and testament of **GENE B FAHEY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

JANET LEE LOUDEN, who was named in the last will and testament of **GENE B FAHEY**, deceased, as CO EXECUTRIX thereof, qualified as such. No bond was required.
MICHAEL ANTHONY FAHEY, who was named in the last will and testament of **GENE B FAHEY**, deceased, as CO EXECUTOR thereof, qualified as such. No bond was required.

More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **KRISTI ANNE MUSSER** was appointed and qualified as ADMINISTRATOR of the estate of **SARA CATHERINE MUSSER**, deceased. Bond was 41,898.00

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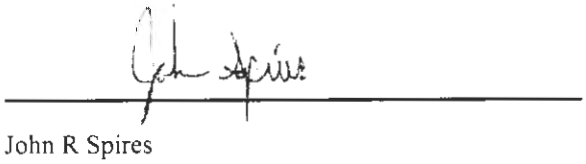
More than 31 days since the date of death or the surviving spouse or heir, upon a motion, **MARY BETH MARTINO** was appointed and qualified as ADMINISTRATRIX of the estate of **DAVID FRANK MARTINO SR**, deceased. No bond was required.



Wednesday, January 27, 2021

John R Spires
Clerk of the Harrison County Commission

Confirmed

E 1

Minutes of the Greater Harrison County Public Service District
For Wednesday, December 16, 2020

Board Members Present: James Scudere, Ruth Ann Messenger and Mark Leonard

Others Present: Bill Hoover, Zack Dobbins, Clay Riley and Richard Barnett

Proceedings: Meeting called to order by James Scudere

Meeting Minutes for November: A motion was made by Mark Leonard, seconded by Ruth Messenger and unanimously accepted.

Public Comments: No one from public present

Agenda Items:
Thrasher Engineering provided by Clay Riley
Sewer Project
Phase 2 Rt. 73 –
Contract #1 - currently 80% complete. Currently working on tie in area from Country Club road and Deer Trail. We have a change order #2 for a 120-day calendar increase on completion. Due to weather and late start in area, there is no change in the price. Motion to approve made by Mark Leonard, seconded by Ruth Messenger and unanimously accepted.

Contract #2 – We had a walk through performed yesterday. We have a substantial completion for this contract which means their one-year warranty will begin. The punch list has 17 items. A motion to approval was made by Mark Leonard, seconded by Ruth Messenger and unanimously accepted.

Contract #3 –Currently 41% complete, still a challenge
Contract #4 – Currently 99% complete, working through start up equipment. We have a change order for $11,500 for some additional paving. The original price was $18,000 and they reduced to $11,500. A motion to approve change order was made by Mark Leonard, seconded by Ruth Messenger and unanimously accepted.

We do have an engineering amendment for additional inspection time. Due to the delays with some of the contractors. This amendment is requesting $25,000 for additional engineering during construction, $75,000 for RPR services which are billed for the days the contractor is working. Bill added that the future projects should be padded upfront or the contractor pay the extra. The contracts in the future need to be worded differently so the district doesn't have to pay extra for inspection time. They are currently showing this job to be complete by the end of May. Mark Leonard made a motion to approve engineering amendment, seconded by James Scudere and unanimously accepted.

Enterprise Project –They are 8% done, working on gravity section that comes into lift station #2.

River Crossing – Discussed with Kylea earlier in the week, we have a construction estimate together. The estimate was $900,000 in construction for directional drill. There are two river crossings and these should be broken into two estimates just in case of an emergency.

DISCUSSION WAS HAD ABOUT THE INCREASE OF PAY OUTS FOR INSPECTION DUE TO CONTRACTORS NOT GETTING WORK PROGRESS DUE TO ROCK, WATER, ETC. MARK STATED THAT THE CONTRACTS SHOULD BE CHANGED TO HOLD THE CONTRACTOR RESPONSIBLE FOR EXTRA ~~INSPECTION~~ INSPECTORS DUE TO THEIR WORK DELAYS, NOT THE DISTRICT.

Ruth Ann Messenger Mark Leonard

Future Water Projects –

Steven's Run – Critical needs funding package was approved, we received $799,000 in grant not loan funds. Thirty- one customers about 19,000 feet of line. GHPSD was the only utility in the state to get this grant. We hope to be able to bid this in January.

Phase II overall water improvement – The preliminary engineering report budget and study is $20,000 for this. A motion to approve Engineering fee for report study was made by Mark Leonard, seconded by Ruth Messenger and unanimously accepted.

Finance: Report provided by Ruth Ann Messenger

Water and Sewer check registers with debit card transactions

-Sewer- Total amount for checks and EFT's: $251,516.01. This includes 13 Eft's, first check #33658 thru 33734.

-Water- Total amount for checks and EFT's: $162,092.65. This includes 6 Eft's, first check #8021 thru #8046. Debit card transactions totaled $1,280.08. A motion to approve was made by Mark Leonard, seconded by James Scudere and unanimously accepted.

Zack Dobbins – Bennett and Dobbins

The water side was a bad month you can see one check was for $17,000 which was for four taps in Bennett Manor. We bought pumps on the sewer side, several right of ways, a new furnace for pumper truck building.

I have resolution #4 for Enterprise project in the amount of $450,948.00. A motion to approve was made by Mark Leonard, seconded by Ruth Messenger and unanimously accepted.

Resolution #18 for Phase II/Rt. 73 in the amount of $652,519.50. A motion to approve was made by Mark Leonard, seconded by Ruth Messenger and unanimously accepted.

Last Thursday Bill and I went and did wage interviews in Enterprise and Rt. 73. Rt. 73 had no problems at all. The Enterprise guys started on the rates being charged, most prevailing wage rates are based on region, the fringes were $6.00 - $8.00 per hour below where they should be. We also met with Willy Parker on the Coon's Run merger. They will forgive all expenses they have paid with the exception of the water bills. We ask the commission to pay for 250 more meters and we can pay them back over 7 years. To make this work we would need approval for a 5% price increase. I have to compile him data on what the rates are will be and etc. The rates will still not be the same but it will make Coon's Run rate same as schedule 2 rates.

Bill Hoover – General Manager

Water – Overall, we are at 30%, QD we increased 3%, LCMC was down 11% and VGH we brought down 3%. Coon' Run is down 1% and we made water at Fair Oaks. In looking at the year to date leaks we fixed 16 leaks on the main and 26 service line leaks. LCMC we fixed 2 main leaks and 1 service line leak for the month. VGH we have 2 main leaks and 1 service line leak. In QD we had a leak on the main by Mr. Tunes Auto by the road. We are not going to do any leak detection this month.

We had to replace a circuit board at the Brushy Fork tank.

Judy Corkrean with the silt in her lines, it appears that the line has a belly at her property. We put in a duplex strain system. Customer above her and below do not have any problems.

Sewer –
There is a trailer moving in on gravel road, that area is all grinder pumps. If someone requests sewer then we have to supply the pump.

On the land application for the sludge, we are anticipating cleaning some sludge out of pond #1. We got a land owner agreement today, there is a possibility we qualify for money with the IJDC and the DEP at $500,000 from each. We will submit those this week after Sam Stark signs the application. AJ Rockwell is the only contractor in the state that can do this.

Good of the District –
Last month the COVID policy was approved and the changes requested were made.

Richard Barnett– Earthtech/Package Plants
To clarify the Land Application, it will save money based on not paying the per ton rate at the landfill. We did sample four of Sam Stark's fields for the nutrient analysis and they all came back fine.

The new package plant is top of the line, we are waiting on the training right now.

The other package plants do not have any more inspections scheduled for 2020.

Executive Session – No issues requiring executive session

A motion to adjourn meeting was made by Mark Leonard, seconded by James Scudere and unanimously accepted.

The next regular monthly meeting will be held on January 20, 2021 at 4:00 pm.

Chairman _____
James Scudere

Treasurer Ruth Ann Messenger
Ruth Ann Messenger

Secretary _____
Mark Leonard

Member Ray Vanhorn
Ray Vanhorn

Member _____
Thomas Michael

CENTRA
Central West Virginia Transit Authority

E-2

January 21, 2021

To: Central West Virginia Transit Authority
From: Robert Kramer, President

Attn: Board of Directors
F. Simmerman, Of Counsel

You are hereby notified that a meeting of the Board of Directors of the Central West Virginia Transit Authority is scheduled for Tuesday January 26, 2021 at 1:00 pm. The meeting will be in the CENTRA training room.

AGENDA

1. Public Comment
2. Approval of minutes, October 2020 meeting
3. Presentation and approval of Financial Statements
4. Discussion and approval of new Bus Wash vendor
5. Bylaw amendment vote
6. Manager's Report
7. Consideration of items originating with the Members
8. Executive Session: Legal and personnel matters, upcoming arbitration, contract negotiations
9. Discussion of Bus Service Resumption
10. Adjournment

ANYONE WISHING TO ATTEND THIS MEETING IS STRONGLY URGED TO WEAR A FACE COVERING AND OBSERVE SOCIAL DISTANCING

THANK YOU

P.O. Box 430
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www.centrabus.com

2019-2020 FRIEND OF HARRISON COUNTY 4-H

HARRISON COUNTY COMMISSION

for

CONTINUING SUPPORT OF THE 4-H PROGRAM IN HARRISON COUNTY

Samantha L Williams

WVU Extension Agent, 4-H

Oct. 1, 2019 – Sept. 30, 2020 Club Year